



## Keene Public Library Policies

<b>Staff Membership in Organizations</b>	<b>Adopted:</b> February 25, 2025
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### Membership in Organizations

Keene Public Library may have institutional membership in organizations that promote the advancement of library services, promote education, enhance the professional standing of its personnel, and facilitate favorable community relations. Library funded memberships shall be limited to groups, organizations, or clubs organized for business purposes including business leagues, trade associations, or professional organizations.

Library funds are to be used for memberships that extend to the library as a whole or to multiple library staff and support of the Library's mission. The Director will determine which memberships are of sufficient value to the Library.

When approving memberships in an organization, the Director will evaluate each request to ensure that membership:

- will not be duplicate affiliations already held by the City of Keene and are available to multiple departments,
- will not be duplicative in function to memberships already held by the Library, and
- costs balance the benefits the Library expects to derive from the membership.

### Staff Involvement in Organizations

With approval from the Director, and subject to the following guidelines, staff may participate in organizations connected to their field of expertise while using Library resources, including paid time and equipment.

- Participation in the organization must benefit the library through professional development of the staff and/or improved community or professional relations for the Library.
- The budget and staffing schedule allows the person to be away from their regular library duties and participation will not interfere with the staff member's duties as a whole.



## **Keene Public Library Policies**

- Staff members must disclose conflicts of interest and refrain from using their library affiliation to personally benefit from or endorse any organization or its activities, especially if it could create a conflict with the library's mission or policies.
- Staff members must adhere to the library's code of ethics and professional standards of conduct when representing the library in external organizations.
- When representing the library, public statements made by staff members shall align with the library's official position and not reflect personal opinions without clear disclosure.
- Staff members considering leadership positions within external organizations shall consult with their supervisor to ensure the proposed role is compatible with their library responsibilities and will be of benefit to the Library's mission.