

Mid-Mississippi Regional Library System

Guidelines for Staff Conduct

General guidelines for staff conduct.



Staff members have a special responsibility to:

- Understand and carry out the established policies and procedures of the Mid-Mississippi Regional Library System.
- Express in a positive manner, directed toward appropriate channels, any concern with or objection to system policies, philosophies or programs.
- Check and read all system memos and emails regularly to obtain important information about library policies and instructions from the System Director and System Department Heads.
- Do not discuss work matters in public places.
- Adhere to the highest standards of job performance and ethical conduct, including involvement with library users, MMRLS personnel, and outside business contacts.
- Be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.
- You may not personally receive money or any gift from a supplier, government official or other organization.
- Acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members. Speak to staff in a respectful manner, treating all staff equally.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share knowledge and expertise with others.
- Be able to work comfortably in the workplace, but project a professional image for the library by following the dress code set forth in the Employee Handbook.
- Any questions about the dress code should be directed to the System Director or immediate supervisor. If clothing fails to meet these standards, the employee will be asked to go home and change clothes on their own time and not the library's.
- The use of personal communication devices shall be limited to non-public areas during break and lunch times.
- Employees are prohibited from using or being under the influence of alcohol while performing business for Mid-Mississippi Regional Library System, while operating a motor vehicle in the course of business or for any job-related purpose, or while on MMRLS premises.
- Be punctual. Service commences at the advertised hour your library opens and full service should be available until the hour the library closes. Telephones should be answered when the library is open to the public.
- Name tags will be worn by staff members during work hours. If a replacement name tag is needed, please contact the System Director or Business Manager.
- Represent the library in the community and elsewhere, and promote library services when appropriate.
- Maintain the principles of the [ALA Library Bill of Rights](#) and the [Freedom to Read](#) and [Freedom to View](#) statements.
- Make the resources and services of the library known and easily accessible to current and potential users.
- Protect the confidential relationship that exists between a library user and the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the user's needs.
- Serve all customers equally according to their needs.
- Conduct all transactions in a helpful, pleasant tone of voice.