



## **Code of Conduct**

*January 2023*

### **Purpose**

The Code of Conduct describes the standards of conduct expected of MOLA members in fulfilling its objectives and purposes:

- a) to educate and assist performance librarians in providing better service to their institutions.
- b) to improve communication between performance librarians through such means as meetings, print and electronic publications, and other forms of information exchange.
- c) to provide education, support, and information to performing arts and other music service organizations; and
- d) to present a unified voice in publisher relations.

This policy is meant to enhance sound judgment, and its spirit as well as its wording should be respected. If in doubt, openness and transparency are clear guiding principles.

This Code applies to all Member Librarians of MOLA.

### **Professional and Respectful Behaviour**

Member Librarians treat each other at all times with respect and courtesy.

MOLA does not discriminate on any basis, including (but not limited to) gender, gender identity and expression, sexual orientation, disability, physical appearance, race, religion, age, national origin (ancestry), pregnancy, childbirth, or related medical conditions, or other group identity.

MOLA does not tolerate harassment of MOLA community members in any form.

Member Librarians work for a wide variety of ensembles and have a wide variety of training: we recognise and respect the diversity of professional qualifications and experience in our community.

Recognising that we are the custodians of the craft of ensemble librarianship, we celebrate generosity and the sharing of knowledge.

As professionals, we avoid boasting and showing off: we have the humility not to do this, and the self-confidence not to need to.

### **Conflict of Interest**

All Directors and Committee members of MOLA working on its behalf will endeavor to avoid any conflict of interest.

A conflict of interest involves a conflict between a person's private interests (or the interests of another person such as a friend or a relative) and their responsibilities to MOLA. The existence of a such a conflict may improperly influence decisions or actions. Conflicts of interest may be:

- actual; or

- perceived (involving a perception or appearance of a conflict to a reasonable observer); or
- potential (involving the possibility that a conflict could arise in the future).

### Responsible Use of MOLA Resources

MOLA members should strive to avoid extravagance or waste of MOLA resources.

MOLA will reimburse Member Librarians for reasonable and necessary expenses incurred in conducting official business of the Board of Directors or its committees.

### Intellectual Property

MOLA member resources are available for members to improve their skills and become better performance librarians.

However, access to all resources published in the password-protected area of the MOLA website or distributed electronically or by hard copy to Member Librarians is a benefit of membership. These resources are confidential and must not be shared in any form outside of the membership without express written permission from the Board.

### Public Statements

Public comments on behalf of MOLA must be authorised by the Board.

Member Librarians, in carrying out private business, are not to be taken as representatives of MOLA unless so designated by the Board.