

German Code of Ethics (BID; structured)

BID Code of Ethics (structured): Ethics and Information Ethical Principles of Library and Information Professionals

<http://www.ifla.org/node/6496>

1. ETHICAL PRINCIPLES: CLIENT SERVICES

D 1.1	Equal Treatment Cf. 1.5	We serve all of our clients equally in accordance with our mandate and legal bases. We offer high quality services to all of our clients.
D 1.2	Professionalism Cf. 1.9, 2.5, 2.8, 2.13 Guarantee of Quality Cf. 2.8	We offer high quality services to all of our clients.
D 1.3	Free Access	We provide our clients access to our holdings and publicly accessible information resources.
D 1.4	Neutrality Cf. 1.9, 2.4, 2.8 Helpfulness	We inform and advise our clients objectively, impartially and courteously, and assist them in retrieving the information they need.
D 1.5	Equal Treatment Cf. 1.1	We treat all our clients with equal respect, regardless of their origin, race, age, social status, creed, gender or sexual orientation.
D 1.6	Accessibility without Barriers	We observe the principles of barrier free accessibility.
D 1.7	Protection of Minors	We protect children and youths from contents unsuitable for them according to the Young Persons Protection Act and other legal regulations.
D 1.8	Privacy	We respect our clients' privacy. Personal data will be saved only to ensure service delivery and only within the legal framework. We will share personal data with other institutions only as required by law.
D 1.9	Professionalism Cf. 1.2, 2.5, 2.8 Neutrality Cf. 1.4, 2.4, 2.8, 2.13	We perform our duties in a professional manner regardless of our personal opinion and view.

2. ETHICAL PRINCIPLES: OTHER SERVICES

D 2.1	Free Access to Information, Freedom of Expression Cf. 2.11 Rejection of Censorship	We encourage the shaping of opinion and the free flow of information as well as the existence of libraries and information services to facilitate free access to all kinds of information resources provided by our democratic society. We reject censorship of content.
D 2.2	Preservation; Guarantee of Authenticity	We protect our cultural heritage according to the libraries' collecting mandate.
D 2.3	Support of Sciences and Research	We support science and research by providing information, resources and related services.
D 2.4	Neutrality Cf. 1.4, 1.9, 2.8	We also promote the freedom of science and research.
D 2.5	Professionalism Cf. 1.2, 1.9, 2.8, 2.13	We are committed to the principle of lifelong learning in order to improve our own competence and the competence of all members of the public. In this context we see ourselves in a continual improvement process to optimize services for our clients.
D 2.6	Promoting Literacy, Information Literacy	We organize events to promote reading and the active use of information, alone and in cooperation with partners.
D 2.7	Suppression of Corruption	Our relationship with suppliers and other business partners is based on a high ethical standard.
D 2.8	Guarantee of Quality Cf. 1.2 Neutrality Cf. 1.4, 1.9, 2.4	We choose information resources exclusively according to objective criteria, their quality and their suitability to meet the needs of our clients regardless of personal preferences and influences of third parties.
D 2.9	Professionalism Cf. 1.2, 1.9, 2.5, 2.13	Our reference services and professional competence guarantee access to all information resources.
D 2.10	Public Relations	We actively advertise our services and facilities to the members of the public to make them aware of all means of access to public information.
D 2.11	Free Access Cf. 2.1 Digitization	We provide information on the internet as data and full-texts within the legal limits to increase accessibility.
D 2.12	Copyright	We recognize the rights of creators and copyright holders of copyright-protected library and information material.
D 2.13	Professionalism Cf. 1.2, 1.9, 2.5, 2.8 Preservation Cf. 2.2	We apply our professional competence to preserve heritage holdings for future generations.
D 2.14	Collegiality	We treat our colleagues with fairness and respect, and promote a culture of cooperation, responsible acting and mutual trust.
D 2.15	Loyalty	Professional independence, respect, fairness, willingness to cooperate and critical loyalty define our interactions with our superiors and superior authorities.