



## Library Consultants Code of Ethics

The purpose of this Code is to help library consultants maintain their professionalism and adhere to high ethical standards as they provide services to clients and in their dealings with their colleagues and in their commitment to the public and the library profession. The individual members must use their judgment to apply these principles. Consultants voluntarily agree to abide by this code of ethics. ASCLA does not enforce the code. This code is offered as a supplement to the ALA code of ethics and is not intended to supplant it.

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1. I will serve my clients with integrity, competence, independence, objectivity, and professionalism.
2. I will only accept assignments for which I possess the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve my clients effectively.
3. Before accepting any engagement, I will ensure that I have worked with my clients to establish a mutual understanding of the benefits, results, objectives, scope, work plan, and timetable.
4. I will agree in advance with a client on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.
5. I will treat appropriately all confidential client information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by myself, the client's organization, or another client, without the client's permission.
6. I will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.
7. I will avoid conflicts of interest or the appearance of such and will immediately disclose to the client circumstances or interests that I believe may influence my judgment or objectivity.
8. I will offer to withdraw from a consulting assignment when I believe my objectivity or integrity may be impaired.
9. I will not accept commissions, remuneration, or other benefits from a third party in connection with recommendations to a client without that client's prior knowledge and consent, and I will disclose in advance any financial interests in goods or services that form part of such recommendations.
10. If within the scope of my engagement, I will report to appropriate authorities within or external to the client organization any occurrences deemed to be of malfeasance, dangerous behavior, or illegal activities.
11. I will advertise my services without deception and without misrepresentation or denigration of individual consulting practitioners, consulting firms, or the consulting profession.
12. I will represent the library profession with integrity and professionalism in my relations with my clients, colleagues, and the general public.

*This Code of Ethics is based on a Code developed by the Institute of Management Consultants. We thank IMC for their permission to use their Code as the basis of this Code.*

[Learn more about ASCLA's Library Consultants Interest Group.](#)