

UVA Library Code of Conduct

Introduction: The University of Virginia Library is committed to a culture of mutual respect, civility, inclusiveness, cooperation, mindfulness, accountability and acceptance of individual differences. Library staff have the right to work in an environment free of discrimination, harassment, and retaliation; and each of us is responsible for creating an environment where we all feel respected, included, and can thrive. This code aligns the Library with the [University's Inclusive Excellence Plan](#) and [Code of Ethics](#). All members of the Library community are expected to adhere to the following principles and expected behaviors:

Our Principles & Expected Behaviors:

- **Respect:** We treat every individual with respect, dignity, and kindness, regardless of position or status, race, ethnicity, ability, gender identity, marital status, religion, sexual orientation, veteran status or political affiliation. We fully endorse [Respect@UVA](#) and the tenets it outlines for fostering a caring community of dignity and respect.
- **Diversity:** We are committed to building a workplace where everyone feels emboldened to bring their authentic selves to work. We know through research and experience that different ideas, perspectives, and backgrounds create a resilient and creative work environment.
- **Collaboration:** We celebrate and seek out collaboration, and we will be open to collaboration that comes from unanticipated partners. Collaboration offers opportunities to include diverse perspectives and ideas.
- **Integrity:** We support a culture of academic and personal integrity. Academic integrity is fundamental to effective teaching, learning, research and scholarship; personal integrity is fundamental for establishing accountability in the workplace.
- **Dialogue:** We encourage and will facilitate open and honest conversations among people with differing views. In these dialogues, however, we do not support speech that brings harm to others or infringes upon the ability of others to express themselves.
- **Collegiality:** We respect each other, value each other's contributions to the library and UVA, and are considerate of one another. We expect cooperation, civility, and cordiality.
- **Knowledge:** We believe in the existence of facts, the value of evidence, experience and emotional intelligence, the importance of information, and the practice of sharing of expertise and data.
- **Learning:** We support continuous learning for Library staff. We will provide opportunities and resources for ongoing learning and expect staff to continually develop their knowledge, skills and abilities.
- **Privacy:** The University of Virginia Library endorses the American Library Association's Code of Ethics statement on privacy which advocates for "each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted." The Library works in concert with the University to maintain the privacy and security of confidential personal information and other sensitive data that it collects.

Unacceptable Behaviors:

The University has established definitions and policies for conduct and prohibited behaviors:

- [HRM-009 Preventing and Addressing Discrimination and Harassment \(PADH\)](#),
- [HRM-041 Policy on Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence](#)
- [HRM-010 Preventing and Addressing Retaliation \(PAR\)](#).
- [HRM-014 Code of Conduct for University Staff Employees](#)
- [1.60 State of Virginia DHRM Standards of Conduct](#)

There are additional types of behavior, however, that contribute to a hostile or unwelcoming environment by communicating bias, perpetuating stereotypes, or emphasizing difference. The following is a non-exhaustive list of such unacceptable behavior:

- Self-centering and defensiveness
- Sarcasm, contempt, and ridicule
- Microaggression
- Breaking confidentiality

How to Take Action:

We all deserve to be treated with dignity and respect. We believe in holding one another accountable for our actions and words. If you feel you have experienced unacceptable behavior, there are several options for taking action and for seeking support or reporting:

- If you can, address it with the person whose behavior is the problem, in the moment.
- Discuss the matter with your supervisor. Your supervisor may be able to advise you, make suggestions, or if necessary, intervene.
- If you feel you cannot discuss it with your immediate supervisor, it may be appropriate to escalate your concern through your management chain and/or consult with UVA HR Business Partner for UVA Library, or UVA Employee Relations.
- **Just Report It:** Just Report It (JRI) is the University's online system for reporting Prohibited Conduct and many types of unacceptable behavior. Go to justreportit.virginia.edu. Note that any report you make through JRI is not anonymous -- the system will identify you as the reporter.
- **Confidential Resources:** If you wish to discuss a concern or incident without reporting to the University at this time, consult this list of [Confidential Resources](#). Information you share with Confidential Resources will not be disclosed to University officials or any other person except in extremely limited circumstances.

This is a living document. Comments can be sent at any time to SLT. SLT will review this document every academic year and revise as necessary to ensure that it speaks to our shared values. Proposed changes to this document from this yearly review process will be presented to the Library community for comment.

Last update: July 29, 2021.

References: Inspiration and some content for this Code of Civility/Conduct came from similar documents in the [UVA Physics](#) and [UVA Biology](#) departments, [Respect @UVA](#), [PennState University Libraries](#), [UVA Libraries Strategic Plan 2019-2024](#), [UVA Libraries Strategic Plan for Inclusion, Diversity, & Equity](#), [UVA Libraries Affirmation of Values](#), and the [University of Tennessee Knoxville](#).