



Librarian Conflict of Interest and Solicitation Policy

Article I – Purpose

1. To ensure that volunteer conduct upholds the library's mission and public trust, this policy outlines the expectations for volunteer librarians regarding solicitation of private services or clients while representing the library.
2. This policy applies to all librarians during their shifts in the genealogy library, especially when interacting with patrons or representing library services.

Article II – Definitions

1. Conflict of Interest: Situations where a volunteer's personal, financial, or professional interests conflict with the library's best interests.
2. Solicitation: Referring a patron to personal, paid services (for example, private genealogy consulting) while volunteering in the library.

Article III – Procedures

1. Librarians should refer patrons to the library's research service and related member benefits (if applicable) and refrain from suggesting or directing them toward personal services during their shift.
2. If a patron requests private or external genealogy assistance, the librarian should direct the patron to the research assistance area in the foyer. Information regarding private researchers, the Association of Professional Genealogists, and the Legacy Tree Genealogists member discount benefit will be posted.
3. If a librarian is contracted for private services by a patron, client work and meetings must be restricted to hours outside of the librarian's shift(s).

I acknowledge that I have received, read, and understand the library's Conflict of Interest and Solicitation Policy and agree to abide by it during all librarian activities.

Name: _____ Date: _____

Adopted: Jun 2010
Rev: 8 March 2010
Rev: 14 Jun 2010
Rev: Nov 2015
Rev: Oct 2016
Rev: March 2021
Rev: May 2025