



Code of Conduct | Colorado Association of Libraries

The Colorado Association of Libraries (CAL), a chapter of the American Library Association (ALA), holds professional conferences, meetings, and events to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. CAL is committed to providing a harassment-free physical and virtual environment for everyone.

CAL seeks to provide an environment in which diverse participants may learn, network, and enjoy the company of colleagues in an environment of mutual human respect. We recognize a shared responsibility to create and hold that environment for the benefit of all.

Harassment and discrimination are unacceptable.

It includes, though is not limited to, spoken or written comments, non-verbal expressions, or imagery that demeans, disparages a person or group, or imposes or excludes a viewpoint, based on:

- race, ethnicity, or native language
- sex, gender, gender identity or expression
- language
- sexual orientation
- physical or mental disability
- physical appearance, body size, or presentation
- age
- religious or political beliefs, including lack of religious beliefs
- marital or family status
- nationality, citizenship status, or geographic location
- employment or military status
- socioeconomic status

Respect freedom of expression.

- *Foster useful and dynamic discussions and engage in a respectful dialogue.*
 - Accept critique and offer it constructively
 - Approach discussions with an open mind and be willing to learn
 - Discussions should be framed as openly and inclusively as possible.
- *Encourage spirited discussion and debate.*
 - Disagreeing with an idea is different from attacking an individual, especially since discussion topics can sometimes be challenging.
 - CAL promotes genuine inquiry that can build trusting relationships and a safe, respectful, and supportive environment, even in times of complex change.

Honor intellectual property with integrity and give credit where it is due.

- It is the user's responsibility to obtain permission for any material they post that is not their own.
- Please include copyright notices where appropriate, ask for creator information where unknown, and be prepared to include credits if they are found after you post.

Practice respectful communication, in person and online. It is a value CAL won't compromise on.

- *Take responsibility for the impact of communications.*
 - Impact matters more than intent.
 - Be aware of how word choice, connotations, or images may be perceived by others.
 - When online, the absence of nonverbal cues or voice tone means that statements (humor in particular) can easily be interpreted as aggressive or negative. Be succinct and intentional with your word choice.
 - *Listen as much as you share*
 - Remember that other participants may have expertise you are unaware of.
 - Make sure conversations are inclusive, and practice active listening.
 - *When you see content that is problematic, you may address it either publicly or privately.*
 - Acknowledge that your response is part of a respectful discussion.
 - Pointing out factually erroneous or offensive comments keeps the space safe and helps build a stronger community. These are opportunities to educate – and to learn.
 - *Speak from your own experience and avoid making generalizations.*
 - If you're not sure whether something is correct, you can ask the community for resources.
 - *Respect other people's pronouns, preferred names, and forms of address.*
 - Consider using gender-neutral collective nouns/pronouns when addressing groups. For example, try "everyone" or "folks" instead of "guys."
 - *Ensure your content is as accessible as possible.*
-

All CAL Members, in person and virtually, are expected to observe these rules and behaviors. Anyone asked to stop hostile or harassing behavior should comply immediately. Please do so responsibly and with respect for the right of others to do likewise. Please contact CAL staff by calling 303-463-6400 if you believe you have been harassed or that a harassment problem exists. All such reports will be directed immediately to the CAL President, who will determine and carry out the appropriate course of action, and who may consult with and engage other CAL/ALA staff, leaders, and legal counsel as appropriate.

Beginning in Fall 2022, all CAL Board Members, upon their appointment, have read and agreed to this code of conduct. During meetings and virtual conversations or debates, board members will adhere to Robert's Rules of Order for parliamentary procedures. Should their actions or behaviors stray from the code of conduct, an appropriate course of action by the Executive Committee (President, President Elect, Secretary and Treasurer) will be taken.