

SAMPLE STATEMENT OF CONDUCT AND ETHICS

Preface

Standards of professional conduct in the field of archives and collections management do not differ in principle from the standards of conduct expected of all Bahá'ís. However, in order for committee members and employees of the archives to be effective in aiding in the growth and development of various programs at the National Archives uniform standards of conduct are necessary. Therefore, the following statement of ethics has been adopted for the guidance of new members and staff. These standards should be adhered to whenever members act for the National Archives in dealing with donor and public relations, including collecting, researching in the archives, and advising other Bahá'í institutions about correct archival procedures and policies.

Using the Archives

Material in the archives should be used by committee or staff members on the same basis as all other users, and all reading room rules should be followed. Non-accessioned material entrusted to employees or committee members should be promptly delivered to the Archives and should not be used without prior consent of the archivist for any purpose, including personal research or publication. Extreme caution should be used whenever a conflict of interest may exist or be perceived to exist.

Security

Members should be cognizant of security at all times, and be cautious about discussing security arrangements with anyone.

Servicing Researchers

Individuals servicing researchers should be sure to remain impartial and provide the same level of service to all individuals.

Public Relations

Treat committee meetings confidentially, on the same basis as Assembly meetings.

Due reverence should be shown to relics.

The committee members should not make any commitment for the archives without the permission of the archivist.

Finances

Any monies collected for fee-related services should be promptly deposited in the Archives account with the National Treasurer. Under no circumstances should money be accepted from researchers as payment for reference services performed. Persons wishing to make a monetary donation for the benefit of the Archives should be informed of the Archives Endowment Fund and referred to the archivist.