

# ELTING MEMORIAL LIBRARY

## Conflict of Interest Policy

for Officers, Directors and Staff Members

No member of the Elting Memorial Library Board of Directors or Staff shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation in the Elting Memorial Library. Each individual shall disclose to the Elting Memorial Library any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter. Any member of the Elting Memorial Library's Board of Directors or Staff shall refrain from obtaining any list of Elting Memorial Library clients for personal or private solicitation purposes at any time during the term of their affiliation.

In addition to my service for Elting Memorial Library, at this time I am a Board member or an employee of the following organizations:

- 1.
- 2.
- 3.
- 4.
- 5.

This is to certify that I, except with regard to carrying out my duties as an officer, director or staff member of the Elting Memorial Library or as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Elting Memorial Library which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Elting Memorial Library.

Any exceptions to 1 or 2 above are stated below with a description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with the Elting Memorial Library.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed name: \_\_\_\_\_

Source: This form was adapted from the sample Conflict of Interest Policy developed by the Nonprofit Financial Center in Chicago, IL