

## **PCC Code of Conduct**

Approved by PCC Policy Committee: Aug. 31, 2022

### **Introduction**

The Program for Cooperative Cataloging (PCC) aims to ensure that all PCC members feel respected, safe, and welcome regardless of ability, age, background, gender and gender identity or expression, native language, citizenship status, race and ethnicity, religion, sexual orientation, socioeconomic status, or any other characteristic or dimension of identity or size and type of library. The following guidelines apply to in-person and virtual environments, including meetings and email discussion lists.

### **Guidelines for the PCC discussion lists**

- Direct comments to the topic/issue at hand, not at or about the person(s) engaged in the discussion.
- Use descriptive subject lines.
- Keep messages closely related to the topic of the list.
- Read for understanding, respect others' opinions and their right to express their viewpoint, and be courteous to create a safe environment for all participants
- Seek permission before sharing someone else's private email.

### **Guidelines for virtual meetings**

- Attempt to schedule meetings to accommodate multiple time zones.
- Send a virtual meeting link and agenda before the meeting time.
- Share this Code of Conduct with meeting participants in the agenda or meeting invitation, or at the beginning of the meeting.
- Start and end the meeting on time.
- Ensure all meeting participants can participate effectively by providing a quick tour of meeting features (raise hand, chat, captioning, etc.).
- If possible and acceptable to all participants, prefer to record meetings for the benefit of minutes and non-attendees.
- Use accessibility options (auto-captioning, etc.) whenever possible.
- Share any recordings and related documents (minutes, transcripts, reports, etc.) after the meeting.
- Keep the microphone on mute unless you're talking or plan to talk; hosts: mute everyone on entry.
- Introduce yourself so people know who is speaking.

- To create a safe and comfortable environment for all participants, be courteous, polite, listen for understanding, and respect others' opinions.
- Refrain from interrupting others.
- Allow every voice to be heard. Questions seeking to understand are encouraged. If participants need further clarity or explanation, encourage them to ask.
- Be brief and meaningful when voicing your opinion.

### **Guidelines for in-person meetings**

- Send the agenda before the meeting time.
- Share this Code of Conduct with meeting participants in the agenda or meeting invitation, or at the beginning of the meeting.
- Start and end the meeting on time.
- If possible and acceptable to all participants, prefer to record meetings for the benefit of minutes and for non-attendees.
- Have a microphone available whenever possible. If a microphone is available, use the microphone.
- Share any recordings and related documents (minutes, transcripts, reports, etc.) after the meeting.
- To create a safe and comfortable environment for all participants, be courteous, polite, listen for understanding, and respect others' opinions.
- Refrain from interrupting others.
- Allow every voice to be heard. Questions seeking to understand are encouraged. If participants need further clarity or explanation, encourage them to ask.
- Be brief and meaningful when voicing your opinion.

**Harassment** is unacceptable and includes, though is not limited to, comments, non-verbal expressions, or imagery that demeans or disparages a person or group 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

### **Where to go for help**

- If you have concerns about whether this Code of Conduct is being followed, contact the chair of the committee or convener of the meeting. Alternatively, contact any member of the [PCC Advisory Committee on Diversity, Equity, and Inclusion](#) or the members of the [PCC Policy Committee](#). PCC leadership will strive to address the issue as quickly as possible.