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图书馆员及其他信息工作者的伦理准则（IFLA） [IFLA Code of Ethics for Librarians and other Information Workers]

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IFLA CODE OF ETHICS FOR LIBRARIANS AND OTHER INFORMATION WORKERS

图书馆员及其他信息工作者的伦理准则（IFLA）

PREAMBLE

绪言

This Code of Ethics and Professional Conduct is offered as a series of ethical propositions for the guidance of individual librarians as well as other information workers, and for the consideration of Library and Information Associations when creating or revising their own codes.

本伦理和行业操守准则提出了一系列有关职业伦理的建议，为图书馆员及其他信息工作者提供指导，并为图书馆和信息机构制订或修订其自身准则提供借鉴。

The function of codes of ethics can be described as

- encouraging reflection on principles on which librarians and other information workers can form policies and handle dilemmas
- improving professional self-awareness
- providing transparency to users and society in general .

本准则的功能：

- 鼓励图书馆员和其他信息工作者在制定政策和处理问题时考虑并遵守这些原则；
- 改进对职业的自我认知；
- 提高本行业对于用户和社会公众的透明度。

This code is not intended to replace existing codes or to remove the obligation on professional associations to develop their own codes through a process of research, consultation and cooperative drafting. Full compliance with this code is not expected.

本准则无意取代现有的各种准则，也无意免除行业协会在制订自身的准则时所必须经过的调研、咨询和合作起草的程序。各行业协会制定自身的准则也无须与本准则完全符合。

This code is offered in the belief that:

Librarianship is, in its very essence, an ethical activity embodying a value-rich approach to professional work with information.

The need to share ideas and information has grown more important with the increasing complexity of society in recent centuries and this provides a rationale for libraries and the practice of librarianship.

The role of information institutions and professionals, including libraries and librarians, in modern society is to support the optimisation of the recording and representation of information and to provide access to it.

Information service in the interest of social, cultural and economic well-being is at the heart of

librarianship and therefore librarians have social responsibility.

本准则表达了如下的信念:

- 图书馆职业在本质上是一种伦理活动，体现着一种以信息为专业工作增值的方式。
- 共享观念和信息的需求随着近几个世纪以来社会的日益复杂化而显得更加重要，从而成为图书馆及图书馆职业存在的理论依据。
- 在现代社会，信息机构及其专业人员（包括图书馆和图书馆员）的作用是优化对信息的记录和再现，并提供对信息的获取。
- 图书馆职业的核心价值是为公众提供有利于社会、文化和经济健康发展的信息服务，因此，图书馆员具有很大的社会责任。

Furthermore, this belief in the human necessity of sharing information and ideas implies the recognition of information rights. The idea of human rights, particularly as expressed in the United Nations Universal Declaration of Human Rights (1948), requires us all to recognise and acknowledge the humanity of others and to respect their rights. In particular, Article 19 sets out rights of freedom of opinion, expression and access to information for all human beings.

此外，对人类共享信息和观念必要性的推崇意味着对信息权利的承认。人权的理念，尤其是联合国《世界人权宣言》（1948）所表达的人权理念，要求每个人都要认识并承认他人的人性，尊重他人的权利。该宣言第 19 条特别提出全人类都享有观点自由、表达自由和信息获取自由的权利。

Article 19 expressly sets out a right to "Seek, receive and impart information and ideas in any media and regardless of frontiers" which provides a clear rationale for libraries and the practice of modern and progressive librarianship. IFLA in statements, manifestos and policy and technical documents too numerous to list has expanded the understanding of work with information. Implicit in this work is the idea of information rights and their significance for the profession and society generally. The emphasis on information rights in turn obliges librarians and other information workers to develop a principled critique of relevant law and to be prepared to advise and, if appropriate, advocate the improvement of both the substance and administration of laws.

第 19 条明确规定的"通过任何媒介和不论国界查找、接收和传递信息和观念" 的权利，是图书馆和图书馆员为公众提供现代化的先进的信息服务的无可辩驳的理论依据。国际图联以其无以计数的声明、宣言、政策及技术文档拓展了对信息工作的理解。

本准则所隐含的是信息权利的观念，以及这个观念对图书馆职业和社会公众的意义。对信息权利的强调反过来又促使图书馆员以及其他信息工作者以此为原则批判地看待有关法律，随时提出建议，并且在适当的时候，推动这些法律在内容上和实施上加以改进。

The clauses of this code of ethics build on the core principles outlined in this preamble to provide a

set of suggestions on the conduct of professionals. IFLA recognises that whilst these core principles should remain at the heart of any such code, the specifics of codes will necessarily vary according to the particular society, community of practice or virtual community. Code making is an essential function of a professional association, just as ethical reflection is a necessity for all professionals. IFLA recommends the Code of Ethics for IFLA to all its member associations and institutions and to individual librarians and information workers for these purposes.

本准则以序言中所列出的核心原则为基础，为专业人员的行为提供了一整套建议。国际图联认为这些核心原则也应当成为任何其他专业准则的核心，但不同的准则的细节则需要根据各自特定的社会、社区或者虚拟社区的实践而异。制订行业准则是行业协会的基本职能，恰如任何职业都有相应的职业道德一样。为此，国际图联向其所有协会会员和机构会员、每个图书馆员以及信息工作者推荐这一准则。

IFLA undertakes to revise this code whenever appropriate.

国际图联保有随时修订本准则的权利。

1. ACCESS TO INFORMATION

1 信息获取

The core mission of librarians and other information workers is to ensure access to information for all for personal development, education, cultural enrichment, leisure, economic activity and informed participation in and enhancement of democracy.

图书馆员和其他信息工作者的核心使命是确保所有人可以获取所需信息，无论获取信息的目的是个人发展、教育、文化生活、休闲、经济活动，还是对于民主的知情、参与和建设。

Librarians and other information workers reject the denial and restriction of access to information and ideas most particularly through censorship whether by states, governments, or religious or civil society institutions.

图书馆员和其他信息工作者应反对任何阻拦和限制公众获取信息和观念的行为，特别是国家、政府、宗教团体或社会团体的审查机制。

Librarians and other information workers offering services to the public should make every endeavour to offer access to their collections and services free of cost to the user. If membership fees and administrative charges are inevitable, they should be kept as low as possible, and practical solutions found so that socially disadvantaged people are not excluded.

向公众提供服务的图书馆员和其他信息工作者应当尽可能地免费向用户提供其馆藏和服务。如果会员费或管理费用不可避免，则应尽可能将费用降至最低，并建立实际的解决方案，以保障社会弱势群体不会被拒之门外。

Librarians and other information workers promote and publicise their collection and services so that users and prospective users are aware of their existence and availability.

图书馆员和其他信息工作者应推广和宣传其馆藏和服务，使现有用户和潜在用户知道这些馆藏和服务的存在及可获得性。

Librarians and other information workers use the most effective ways to make the material accessible to all. For this purpose they seek to ensure that the websites of libraries and other information institutions comply with international standards for accessibility and access to them is not subject to barriers.

图书馆员和其他信息工作者应当采取最有效的方式使其资源对所有人开放。为此，他们要设法保证图书馆和其它信息机构的网站遵循可访问性的国际标准，访问这些网站不应受到限制。

2. RESPONSIBILITIES TOWARDS INDIVIDUALS AND SOCIETY

2 面向个人和社会的责任

In order to promote inclusion and eradicate discrimination, librarians and other information workers ensure that the right of accessing information is not denied and that equitable services are provided for everyone whatever their age, citizenship, political belief, physical or mental ability, gender identity heritage, education, income, immigration and sylumseeking status, marital status, origin, race, religion or sexual orientation.

为了实现包容和消除歧视，图书馆员和其他信息工作者应当确保每个人获取信息的权利并为他们提供公正的服务，无论用户的年龄、公民身份、政治信仰、身心障碍、性别认同、教育、收入、移民及难民身份、婚姻状况、出生地、种族、宗教、性取向等。

Librarians and other information workers respect language minorities of a country and their right to access information in their own language.

图书馆员和其他信息工作者应尊重所在国家的小语种族群，保障他们以自己的语言获取信息的权利。

Librarians and other information workers organize and present content in a way that allows an autonomous user to find the information s/he needs. Librarians and other information workers help and support users in their information searching

图书馆员和其他信息工作者在组织和再现馆藏内容的方式上应当方便用户自主查找所需信息。图书馆员应当为用户提供信息搜索方面的帮助和支持。

Librarians and other information workers offer services to increase reading skills. They promote information literacy including the ability to identify, locate, evaluate, organize and create, use and communicate information. And they promote the ethical use of information thereby helping to eliminate plagiarism and other forms of misuse of information.

图书馆员和其他信息工作者应当提供增强人们阅读技能的服务。他们应提高用户信息素养，包括发现、定位、评估、组织、创造、使用和交流信息的能力。他们应向用户提倡信息使用过程中的伦理道德，以帮助杜绝剽窃或其他形式的信息滥用。

Librarians and other information workers respect the protection of minors while ensuring this does not impact on the information rights of adults.

图书馆员和其他信息工作者应尊重对未成年人的保护，同时确保这不会影响成人获取信息的权利。

3. PRIVACY, SECRECY AND TRANSPARENCY

3 隐私、安全和透明

Librarians and other information workers respect personal privacy, and the protection of personal data, necessarily shared between individuals and institutions.

图书馆员和其他信息工作者应在机构和个人信息共享的过程中尊重个人隐私、保护个人数据。

The relationship between the library and the user is one of confidentiality and librarians and other information workers will take appropriate measures to ensure that user data is not shared beyond the original transaction.

图书馆和用户之间的关系是一种保密性的关系，图书馆员和其他信息工作者应采取适当措施，以确保用户的数据不被用于非图书馆业务。

Librarians and other information workers support and participate in transparency so that the workings of government, administration and business are opened to the scrutiny of the general public.

图书馆员和其他信息工作者应支持并参与信息公开，以便让公众能够监督政府部门、管理机构和商业公司的运作。

They also recognise that it is in the public interest that misconduct, corruption and crime be exposed by what constitute breaches of confidentiality by so-called ‘whistleblowers’.

图书馆员和其他信息工作者还应认识到，揭露不当行为、腐败和犯罪是符合公众利益的，可以通过“保护告密者”条款来保护因此而违犯信息保密法规者。

4. OPEN ACCESS AND INTELLECTUAL PROPERTY

4 开放获取与知识产权

Librarians and other information workers' interest is to provide the best possible access for library users to information and ideas in any media or format. This includes support for the principles of open access, open source, and open licenses.

图书馆员和其他信息工作者的职责是为图书馆用户提供获取任何媒介和任何格式的信息与观点的最大可能性。这包括支持开放信息获取、开源和开放许可的原则。

Librarians and other information workers aim to provide fair, swift, economical and effective access to information for users.

图书馆员和其他信息工作者的目标是为用户提供公平、快捷、经济而且有效的信息获取。

Librarians and other information workers have a professional duty to advocate for exceptions and limitations to copyright restrictions for libraries.

图书馆员和其他信息工作者具有倡导减少针对图书馆的版权例外和限制的专业责任。

Librarians and other information workers are partners of authors, publishers and other creators of

copyright protected works. Librarians and other information workers recognise the intellectual property right of authors and other creators and will seek to ensure that their rights are respected.

图书馆员和其他信息工作者是受版权保护作品的作者、出版者和其他创作者的合作伙伴。图书馆员和其他信息工作者承认作者和其他创作者的知识产权，并寻求确保其权利得到尊重。

Librarians and other information workers negotiate the most favourable terms for access to works on behalf of their users and seek to ensure that access is not unnecessarily prevented or hindered by the mode of administration of intellectual property laws and that licenses do not override exceptions for libraries contained in national legislation.

图书馆员和其他信息工作者应当代表其用户与作者谈判协商允许用户获取知识作品的最佳条款，并确保用户获取知识作品的权利不会因知识产权法的管理方式而遭遇不必要的阻碍，同时确保这些条款与国家立法中包含的对图书馆的例外不相冲突。

Librarians and other information workers encourage governments to establish an intellectual property regime that that appropriately respects balance between the interests of rightsholders and individuals and the institutions such as libraries which serve them.

图书馆员和其他信息工作者应促进各国政府建立知识产权制度，该制度应维持权利所有人、个人和服务于个人的机构（比如图书馆）之间的利益平衡。

Librarians and other information workers also advocate that copyright terms should be limited and that information that has fallen in the public domain remains public and free.

图书馆员和其他信息工作者也应倡导版权保护的期限性，超过保护期限的信息应对公众公开和免费。

5. NEUTRALITY, PERSONAL INTEGRITY AND PROFESSIONAL SKLLS

5． 中立、个人操守和专业技能

Librarians and other information workers are strictly committed to neutrality and an unbiased stance regarding collection, access and service. Neutrality results in the most balanced collection and the most balanced access to information achievable.

在馆藏发展、信息获取和服务等方面，图书馆员和其他信息工作者应当严守中立和无偏见的立场。中立才能建设最为平衡的馆藏，并为公众提供最为平衡的信息获取渠道。

Librarians and other information workers define and publish their policies for selection, organisation,

preservation, provision, and dissemination of information.

图书馆员和其他信息工作者应制订并公开其选择、组织、保存、提供和传播信息的政策。

Librarians and other information workers distinguish between their personal convictions and professional duties. They do not advance private interests or personal beliefs at the expense of neutrality.

图书馆员和其他信息工作者应区分其个人信仰和专业职责。他们不应因为私人利益和个人信仰而损害其职业的中立性。

Librarians and other information workers have the right to free speech in the workplace provided it does not infringe the principle of neutrality towards users.

图书馆员和其他信息工作者拥有在工作场所自由言论的权利，只要它不违反对用户的中立性原则。

Librarians and other information workers counter corruption directly affecting librarianship, as in the sourcing and supply of library materials, appointments to library posts and administration of library contracts and finances.

图书馆员和其他信息工作者应反对直接影响到图书馆职业的腐败，比如在采购和提供资源、任命图书馆员以及管理图书馆合约和财政事务中的腐败。

Librarians and other information workers strive for excellence in the profession by maintaining and enhancing their knowledge and skills. They aim at the highest standards of service quality and thus promote the positive reputation of the profession.

图书馆员和其他信息工作者应努力追求卓越，不断提高专业知识和技能。他们应着眼于最高标准的服务质量，进而提升本行业的声誉。

6. COLLEAGUE AND EMPLOYER/EMPLOYEE RELATIONSHIP

6 同事及雇主/员工关系

Librarians and other information workers treat each other with fairness and respect.

图书馆员和其他信息工作者应公平相处并互相尊重。

Librarians and other information workers oppose discrimination in any aspect of employment because of age, citizenship, political belief, physical or mental ability, gender, marital status, origin, race, religion or sexual orientation.

图书馆员和其他信息工作者应反对因为年龄、国籍、政治信仰、身心障碍、性别、婚姻状况、籍贯、种族、宗教、性取向或者性别认同等原因，在聘用人员时有任何方面的歧视。

Librarians and other information workers promote equal payment and benefits for men and women holding comparable jobs.

图书馆员和其他信息工作者应推动男女员工同工同酬同福利。

Librarians and other information workers share their professional experience with colleagues and they help and guide new professionals to enter the professional community and develop their skills. They contribute to the activities of their professional association and participate in research and publication on professional matters.

图书馆员和其他信息工作者应当与同事共享专业经验，应当帮助和指导年轻的专业人员进入专业领域并提高其能力。他们应当为专业协会的活动做出贡献，并且参与专业问题的研究与出版。

Librarians and other information workers strive to earn a reputation and status based on their professionalism and ethical behaviour. They do not compete with colleagues by the use of unfair methods.

图书馆员和其他信息工作者应努力凭借敬业精神和高尚品德，而非使用不正当的竞争手段，来获得个人荣誉。

Further Study
可供进一步参考

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