

## Arkport Public Library Disclosure of Interest Form

The conflict of interest policy, which sets forth standards of expected conduct, includes a provision which requires trustees and non-union employees to disclose all interests which could result in a conflict.

Please complete and return the enclosed Disclosure of Interests Form. Please be assured that the disclosure requirements are intended to provide the Board with a systematic and ongoing method of disclosing and ethically resolving potential conflicts of interest. Although it is impossible to list every circumstance giving rise to a possible conflict of interest, the following will serve as a guide to the types of activities that might cause conflicts and that should be fully reported:

### **1. Outside Interests**

- A. To hold, directly or indirectly, a position or a material financial interest in any other entity from which the individual has reason to believe the Arkport Public Library secures goods or services (including the services of buying or selling stocks, bonds, or other securities), or that provides services competitive with the system.
- B. To compete, directly or indirectly with the Arkport Public Library in the purchase or sale of property or property rights, interests or services.

### **2. Outside Activities**

To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the Arkport Public Library, or to render other services in competition with the Arkport Public Library.

### **3. Inside Information**

To disclose or use information relating to the Arkport Public Library's business for the personal profit or advantage of the individual or his/her respective families or households.

### **4. Gifts, Gratuities, and Entertainment**

To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor of, the Arkport Public Library - under circumstances from which it might be inferred that such action was intended to influence or possibly would influence the individual in the performance of his/her duties.

This prohibition is not intended to preclude business meals or other nominal benefits in the reasonable and ordinary course of business.

Full disclosure of any situation in doubt should be made so as to permit an impartial and objective determination. It should be particularly noted that disclosure relates not only to yourself, but also to your respective families or households.

TO: President, Arkport Public Library Board of Trustees

RE: Conflict of Interest Disclosure

A copy of the Arkport Public Library’s Conflict of Interest Policy has been furnished to me. I hereby state that I, or members of my respective families or households, have the following affiliations or interest and have taken part in the following transactions that, when considered in conjunction with the position with or relation to the Arkport Public Library, might possibly constitute a conflict of interest. (Check “None” where applicable)

**1. Outside Interests**

Identify any interests, other than investments, of yourself or your respective families or households, as described in the first numbered paragraph of the accompanying disclosure form.

None

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**2. Investments**

List and describe, with respect to yourself or your respective families or households, all investments that might be within the category of “financial interest”, as described in the first numbered paragraph of the accompanying disclosure form.

None

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