

# WiLS Code of Conduct

*Adopted August 5, 2021*

*Reviewed October 11, 2023*



**WiLS is dedicated to providing collaborative and community experiences that are free from all forms of harassment and inclusive of all people.**

We thank you for your attention to the comfort, safety, and well-being of fellow WiLS collaborators and event attendees by reviewing and adhering to our Code of Conduct. This Code applies to all meetings, events, working groups, and other activities organized or facilitated through WiLS, including both in-person and online experiences.

## How to Be Together

Even seemingly small actions you take will help us meet this goal. For instance:

- listening as much as you speak, and remembering that colleagues may have expertise you are unaware of;
- encouraging and yielding the conversation to those whose viewpoints may be under-represented in a group;
- using welcoming language, for instance using an individual's stated pronouns and favoring [gender-neutral or gender-inclusive](#) collective nouns ("people," not "guys");
- accepting critique graciously and offering it constructively;
- giving credit where it is due;
- seeking concrete ways to make [physical spaces](#) and [online resources](#) more universally accessible; and
- staying alert, as active bystanders, to the welfare of those around you.

Likewise, it is important to understand the range of behaviors that may constitute harassment.

Harassment can occur in person or online, in private or in public spaces, as an isolated incident or ongoing behavior. Harassment may include but is not limited to age; appearance or body size; employment or military status; ethnicity; gender identity or expression; individual lifestyles; marital status; national origin; physical or cognitive ability; political affiliation; sexual orientation; race; or religion.

Harassment includes the use of sexual and/or discriminatory images in public spaces (including online); deliberate intimidation; abusive or derogatory verbal comments, slurs, imagery, or epithets; threats or acts of violence; stalking; trolling; harassing photography or recording; sustained disruption of talks or other events; bullying; inappropriate physical contact; or unwelcome sexual attention.

**These behaviors are inappropriate for any WiLS event or venue.** However, this policy is not intended to constrain responsible scholarly or professional discourse and debate. We welcome engagement with difficult topics, done with respect and care.

**We recognize that no one is perfect.** All of us, regardless of our backgrounds, may occasionally fail to live up to our behavioral standards. A perfect track record is admirable but owning up to a mistake and making a clear and persistent effort to improve is equally important. If you are approached as having (consciously or otherwise) acted in a way that caused harm, refrain from being defensive. Calling out harmful behavior takes a great deal of courage and the best way to respect that courage is to acknowledge the behavior or mistake, apologize, and move on—with a renewed commitment to do better.

## What to Do

WiLS will not tolerate harassment of WiLS community members or any meeting participants in any form. Participants in any WiLS event, online or in-person, who are asked to discontinue harassing or intimidating behaviors are expected to comply immediately. Those who violate the event Code of Conduct may be warned or expelled at the discretion of the meeting hosts.

If you are being harassed, if you witness another individual being harassed, or if you have any concerns, please follow the procedures outlined below.

1. **Connect with the WiLS staff host(s)** in-person, by phone, or by email during or after the event.
2. If contacting WiLS staff hosts is not a reasonable solution, please **email the Executive Director**, Jennifer Chamberlain at [director \[at\] wils.org](mailto:director[at]wils.org) or call 608-205-8591.
3. Participants may also report concerns using this [reporting form](#).
4. Lastly, the WiLS board of directors are a resource for the entire WiLS community. As endorsers of this policy and stewards of WiLS, [board members](#) may be contacted for assistance.

**If you or others are in imminent danger, please first phone emergency services at 911 or [dontcallthepolice.com](http://dontcallthepolice.com) as an alternative to 911.**

## About WiLS

WiLS is a non-profit membership organization that facilitates collaborative projects and services to save our members time and money and to advance library service, primarily in the state of Wisconsin. As an organization [committed to](#) equity, diversity and inclusion and working in the best interest of our members, we value your presence and constructive participation in our shared community. We believe our community is stronger when people with a wide array of

experiences and perspectives come together to create thoughtful and respectful environments where those interactions can take place.

## Source of Inspiration

With their expressed permission, this Code of Conduct borrows heavily from the [Digital Library Federation Code of Conduct](#). Many thanks to WILS staff for modifying it for our organization and members.

## You're invited to modify and reuse

This document has been made available under a [CC-BY-NC 4.0](#) license. Please feel free to adapt and reuse for your own conferences or events! We suggest altering the “About WILS” section to reflect your group’s own mission statement and self-identity, and the “What to Do” section with specific actions and contacts relevant to your organization.

Lastly, we always appreciate acknowledgments and a reference back to the [Digital Library Federation](#) for their good work in this area.

Questions about this Code of Conduct? Contact [information \[at\] wils.org](mailto:information[at]wils.org).