

Kentucky Museum

Volunteer Code of Conduct

On behalf of everyone at the Kentucky Museum, welcome and thank you for considering joining our team as a volunteer!

Volunteers are an essential part of our organization. As you serve with your talent, time, and energy, we want you to know your gift will infinitely benefit the Kentucky Museum. Thank you for contributing your valuable time as a volunteer, and we wish you a rewarding experience.

Our staff and volunteers follow best practices according to the American Alliance of Museums standards and keep the public trust at the core of their actions. They are responsive to, and represent the interests of, the community and society in general. Museum employees are expected to familiarize themselves with, and act in accordance with, best practices and professional standards of museum operations as well as WKU policies set forth by the Office of Human Resources. These include standards by which faculty, staff, students, and volunteers...

- Shall not profit in any way for their connection with the museum.
- May not borrow museum collections for their private home or office.
- May not be involved in the acquisition of museum collections or deaccessioning of items, except as allowed given their position within the museum. This means you may not loan, receive, or purchase – for you or someone else – items deaccessioned by the Kentucky Museum.

If you believe a conflict of interest has arisen – actual, perceived or potential – please report it to the Museum Director as soon as possible. Should your conflict relate to the Director themselves, please report to your supervisor or to WKU's Human Resources department.

WKU Policies

The Kentucky Museum adheres to all policies of its parent institution, Western Kentucky University (WKU). This includes the following policies, available on the WKU Human Resources website, which should be reviewed by all Kentucky Museum employees:

- 0-2040 – Discrimination and Harassment Policy
- 0-2050 – Institutional Conflicts of Interest Policy and Procedures
- 0-2070 – Title IX – Sexual Misconduct/Assault
- 0-2080 – Fiscal Misconduct Policy
- 0-2090 – Public Prayer Policy
- 0-5023 – Information Technology Acceptable Use Policy

Additionally, the Kentucky Museum adheres to all health and welfare policies established by WKU, including but not limited to regulations on mask-wearing and social distancing.

Confidentiality

As a volunteer, you may work with collection, exhibition, design, education, donor, and staff information which may be confidential in nature. All confidential information, including but not limited to the information of those listed above, is to be kept strictly confidential. Do not discuss this information with anyone who is not directly involved in the Museum's daily operations. Do not discuss this information with any representative of the media (including television, radio, and publications) without express authorization of your supervisor. By signing this Code of Ethics, you understand that failure to maintain confidentiality may result in, among other things, immediate release and prevent you from working with

Kentucky Museum

Volunteer Code of Conduct

the Museum in the future. The obligation to comply with this provision continues during your commitment and indefinitely thereafter.

Intellectual Property

The Kentucky Museum adheres to all policies established by WKU regarding intellectual property and ownership of scholarly material. Such policies are governed by WKU's Intellectual Property Committee and/or the Office of Research & Creative Activity. The term, *intellectual property*, encompasses patents, copyrights, trademarks and trade secrets. Patents protect new and useful inventions; copyrights protect creative expressions; trademarks identify the source of commercial goods or services; and trade secrets protect valuable, "secret" information. Rights and Reproductions terms are set forth in the Collections Management Policy.

Media

In general, media relations are handled by our Museum Director. If you are approached by someone from a television or radio channel, newspaper, or other form of media, immediately inform your supervisor. Do not agree to interviews or answer questions without supervisor approval.

Personal Appearance

Your personal appearance, grooming, and dress tells the public a great deal about our organization and your personal standards. Your supervisor will give you more guidance as to what is proper attire for your volunteer assignment.

Food and Drink

No food or drink is allowed in exhibition galleries or collections spaces. The Kentucky Museum maintains a staff lounge on the second floor, with a fridge, for use during breaks. If you require a water bottle nearby during your work, please consult with your supervisor.

Cell Phone Usage

Cell phone use, including texting, reading, or doing homework, is not acceptable while you are volunteering. Please turn ringers off while in the Museum. If you anticipate a call of an important or emergency nature, get someone to cover for you and take the call out of any public area.

Training

In-depth training as to the particulars of your position, idiosyncrasies of the area you will be volunteering in, and a tour of your volunteer area will be given by your supervisor or their designee.

Evaluation

Your volunteer roles and assignments will be assessed regularly. This will be done on an informal basis. We welcome and encourage your input and perceptions. This gives you an opportunity to evaluate your performance, but it also opens the door for feedback and allows changes to be made if necessary.

Code of Ethics

This Code of Ethics applies to all individuals associated with the Kentucky Museum, including the Advisory Board of the Kentucky Museum, faculty, staff, student employees, fellows, interns, and volunteers.

Kentucky Museum

Volunteer Code of Conduct

All aspects of the Kentucky Museum's operations must maintain a high ethical standard and everything the museum does must ensure preservation of public trust. It is understood that everyone who works for, or on behalf of, the museum embraces our mission and honors our public trust responsibilities. The Kentucky Museum adheres to all policies of its parent institution, Western Kentucky University. This includes the following policies, available on the WKU Human Resources website, which should be reviewed by all Kentucky Museum employees:

- 0-2040 – Discrimination and Harassment Policy
- 0-2050 – Institutional Conflicts of Interest Policy and Procedures
- 0-2070 – Title IX – Sexual Misconduct/Assault
- 0-2080 – Fiscal Misconduct Policy
- 0-2090 – Public Prayer Policy
- 0-5023 – Information Technology Acceptable Use Policy

Additionally, the Kentucky Museum adheres to the American Alliance of Museum's Code of Ethics for Museums, which explains our duties on public trust and public service:

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.

By applying to volunteer with the Kentucky Museum, you certify that you have read and understand these policies and will abide by our Code of Conduct in all activities affiliated with the Kentucky Museum.

Signature of volunteer

Date

Kentucky Museum
Volunteer Code of Conduct

FREQUENTLY ASKED QUESTIONS

Who do I contact if I am unable to come in for my scheduled volunteer shift?

Please try to let your supervisor know of any schedule changes at least 48 hours in advance. With that being said, we know that illness, car troubles, and life happens, so if you have something come up the day of, please call the front desk at 270-745-2592.

How do I record my volunteer hours?

Your supervisor will show you how to maintain a log of your volunteer hours. This is completed on a paper form. For volunteers working in PastPerfect, you may also be required to log volunteer hours in the PastPerfect software.

Am I allowed to change my volunteer position?

Yes. The Museum believes that the relationship we have with our volunteers should benefit all who are involved. We wish for your experience with our organization to be a positive one, so if you are interested in another area of the museum and/or no longer interested in your current volunteer placement, please let your supervisor or the Museum Director know.

What should I do if I need to stop volunteering?

Many of our volunteers have taken breaks from volunteering for vacation or personal reasons or had to stop volunteering altogether due to new employment or other life changes. We are grateful for any time you are able to donate to our organization, and hope to maintain a relationship with our volunteers as they move throughout the rest of their personal and professional lives. If you would like to terminate your volunteer experience for any reason, please let your supervisor know.