

# **Bibliographical Society of America**

## **Professional Conduct Policy**

### ***Purpose of This Policy***

As a learned society, the BSA requires appropriate professional conduct of its members and participants when they convene at Annual Meetings and events sponsored or co-sponsored throughout the year and when they conduct and disseminate their research and scholarship .

This policy aims to protect participants in BSA activities from professional or personal harm. In particular, it aims to protect those with less privilege and power from those with greater privilege and power, for example, interactions between faculty and students, between senior and junior colleagues, between employers and those seeking employment, or between those who grant access to publication or presentation and those who seek such access.

We expect all participants in BSA activities to abide by this Professional Conduct Policy. These activities include:

- all events sponsored or co-sponsored by BSA at the BSA Annual Meeting
- in all venues of the BSA Annual Meeting including virtual or online-only events, ancillary events, official and unofficial social gatherings, and interactions online and on social media
- any event, including virtual or online-only event, that is operated, sponsored or affiliated with BSA, including regional and international meetings
- BSA Board and committee meetings
- BSA programmatic activities, including all BSA publications in any format

### **EVENTS**

When event venues are shared with members of the public, please be respectful to all patrons of these locations.

Anyone who violates this policy will be subject to consequences for unacceptable behavior, as described below.

### ***Unacceptable Behavior***

Unacceptable behaviors include, but are not limited to:

- intimidating, harassing, abusive, discriminatory, derogatory or demeaning speech or actions by any participant, at all BSA activities and in one-on-one communications, including online communications, carried out in the context of BSA activities;
- harmful or prejudicial verbal or written comments or visual images related to gender, sexual orientation, race, religion, disability, age, appearance, or any other personal characteristic;

- inappropriate or gratuitous use of still or moving images (e.g. ones that are sexually suggestive or racially stereotyped) in presentations;
- deliberate intimidation, stalking or following in person or online; harassing or unwanted photography or recording;
- sustained disruption of talks or other events;
- unwelcome and uninvited attention or contact in person or online;
- physical assault (including unwelcome touch or groping);
- real or implied threat of physical harm;
- real or implied threat of professional or financial damage or harm.

## **RESEARCH**

We expect members to conduct and disseminate research with integrity and to treat others with respect and trust. While freedom of inquiry and free exchange of information are at the heart of bibliographical scholarship, as with all historical work, such freedoms carry with it the responsibility of appropriate professional conduct.

Professional conduct relating to research includes

- Documenting sources and recognizing the contributions of others – exchange scholarly research in BSA publications
- Conduct based on respect for critical debate and constructive criticism
- Respect for institutions that preserve the historical record and make it available to researchers
- Sensitivity to the concerns of individuals, such as privacy and copyright, who are in possession of materials with potential research value

In compliance with established citation and copyright guidelines in handling the intellectual property of others, including all abstracts, papers, and talks presented at BSA activities, participants (both presenters and audience members) may not:

- Cite unpublished work heard or read at a BSA activity, including seminar abstracts, without prior permission;
- Recirculate unpublished work heard or read at a BSA activity, including seminar abstracts, without prior consent;
- Post audio or video recordings of event presentations to social media (e.g. Twitter, Facebook, Instagram) without permissions of presenters;
- Fail to comply with presenters' requests that their work or comments not be shared on social media, including but not limited to Twitter, Facebook, Instagram, or similar sites.

## **SOCIAL MEDIA**

The BSA endorses the following guidelines for respectful use of social media at sponsored events, including the Annual Meeting, by those present as well as by those participating virtually:

- Consent: Audio and video recordings of event presentations are not to be made or posted to social media without permissions of all speakers and other presenters. Anyone

wishing to make such recordings should contact the event organizer or panel moderator in advance of the event.

- Photographs and fair quotation of speakers and slides are permissible, without prior consent; however, all speakers or presenters have the right to request that their work and comments not be Tweeted or otherwise shared on social media. It is the responsibility of presenters to make known their preferences regarding photography or tagging/attribution with the audience at the start of the presentation. Photographs of audience members should not be taken or shared without permission.

### **Who Is Subject to This Policy**

BSA members, as well as non-member contributors to BSA publications, fellows, contractors, vendors, volunteers, and guests are subject to this policy.

Be careful in the words that you choose. Harassment committed in a joking manner still constitutes unacceptable behavior. Remember that sexist, racist, and other exclusionary jokes can be offensive to those around you. Excessive swearing and offensive jokes are not appropriate for BSA activities.

Retaliation against anyone making a complaint or assisting with the investigation of a complaint is a violation of this policy.

Falsely reporting a violation of this policy is a violation of this policy.

### **Consequences of Unacceptable Behavior**

Anyone who is found to have engaged in professional misconduct will be subject to sanction, which may include, but is not limited to:

- reprimand and warning that future violations will result in more severe sanction
- immediate removal from the BSA activity without warning or refund
- prohibition from attendance at future BSA activities
- prohibition from serving as an elected or volunteer leader of BSA, including service on committees
- prohibition from receipt of any BSA award or commendation
- rescission of previous BSA awards or commendations
- suspension or termination of BSA membership
- reporting of the incident to the violator's employer

### **Reporting Unacceptable Behavior**

The BSA retains a Consultant to serve as a confidential resource on violations of this of professional conduct policy. Any person who is subjected to, or notices that someone else is being subjected to, behavior that violates this Professional Conduct policy may report the incident to the Consultant by completing an online form (<https://bit.ly/BSAConductReport>), by reaching out to her by email at [safeconference@gmail.com](mailto:safeconference@gmail.com), or by phone at 202-688-7297.

Any person who is subjected to, or notices that someone else is being subjected to, behavior that violates this Professional Conduct policy may also contact the BSA President or Executive Director.

All complaints will be treated seriously and responded to promptly.

All reports are kept confidential to the extent possible. Anonymous reports will be accepted.

If possible, reporters should provide the following information:

- Identifying information (name/badge number, appearance) of the participant who violated the Professional Conduct Policy
- The behavior that was in violation
- The location and approximate time of the behavior
- The circumstances surrounding the incident
- Other people involved in or witnessed the incident

**See Procedures for Adjudication of Reports of Professional Misconduct for additional information.**

*This policy was approved by the BSA Council January 23, 2021.*