



Conduct at Work Policy

Last updated: April 2016

POLICY RECORD DETAILS		
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VERSION No.	4	
POLICY OWNER:	HR Business Partner	JOB TITLE
	HUMAN RESOURCES	Dept / Directorate
CONTRIBUTORS: (By Job title, department, directorate)		
Policy Owners	As by title above	
ER	Employee Relations Advisor	
Trade Union	Trade Union Staff Side Chair and representatives	
DATE/S OF PREVIOUS AGREED VERSIONS AND TITLES		Managers Supporting areas
April 2016	Compliance with Modern Slavery Legislation	CPU
December 2013	Adjustment - Section 12.3 to safeguard against requests for favourable/ preferential treatment e.g. from patrons or vendors etc. as a potential conflict of interest for the Library, the individual or both	Audit recommendation
February 2013	Previous Policy listed as (1) The 2011 policy replaced and updated Policy (1) in terms of new legislation, best practice, ease of use and understanding for clarity and consistency. This adjustment also absorbed areas previously in Section M.	Information Security; IRM
2011	Revisions to Copyright and Intellectual Property were made for compliance and best practice reasons	Copyright Assurance Manager

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‘NOTE: Paragraphs and part paragraphs where Trade Union Side has registered disagreement with the views of management are marked between * *. The rules they embody nevertheless are those that apply.’

1. PURPOSE

- 1.1** The purpose of this policy is to clarify the expected conduct of all employees (and other workers as appropriate) who undertake work for the Library.
- 1.2** It is intended to ensure that the business and professional conduct of all employees (and other workers) is appropriate to the Library, compliant with legislation and is conducted in a manner which avoids any potential conflict of interest e.g. an allegation of bribery or compromise.
- 1.3** It is important to safeguard the Library and employees from any workplace or legal impacts by making clear the expectations around appropriate and professional conduct at work, the measures to be taken to prevent any such issues arising and the procedures to be used when addressing any situations that may arise.
- 1.4** This policy should be read in conjunction with the policies listed in Section M of the Staff Handbook, paragraphs 1.5 and 1.6.

2. SCOPE

- 2.1** This Policy applies to all employees of the Library
- 2.2** It also applies to all other persons working or acting in the name of or on behalf of the Library such as:
 - external staff who are seconded to the Library
 - temporary workers, such as agency and consultants
 - external contractors or third parties who provide Library’s services on the basis of a specification set by the Library
 - volunteers and interns

3. POLICY STATEMENT

- 3.1** The Library is a public body accountable to Parliament and subject to appropriate government statutes and guidelines. As such the Library expects from its employees and all others that represent it;
 - the highest standards of integrity, impartiality, honesty and conduct in all matters internal and external concerning the Library’s activities.
 - adherence in all internal matters to these standards in terms of treating other employees, and staff at all levels, with respect and equity in the application of the Library’s internal policies and procedures.
- 3.2** In relation to adherence from external bodies concerned with conducting business with the Library, the expectation is that they will comply with the ETI Base Code under the Modern Slavery Legislation.

3.2 Employees must not subordinate their duty to their private interests or place themselves in any position where their responsibilities towards the Library might conflict with their private interests or give grounds for suspicion in this regard. The Library looks to its employees to exercise scrupulous care at all times in these matters, particularly in relation to the following:

- application of the Library's Staff Handbook and People Policies
- gifts, favours and hospitality;
- share dealing;
- financial and business interests;
- official information

4. Application of the Library's Staff Handbook and People Policies

4.1 Employees may not consider that their objectivity or integrity could be affected by a relationship, but others may have a different perception. A private relationship with colleagues is acceptable as long as it does not conflict with duties. Measures that may need to be considered and taken to prevent or appropriately address any situation(s) that arise and to ensure that:

- Colleagues can feel confident of fair treatment rather than concern that a close personal relationship will influence or affect their work place or work.
- Management are assisted in dealing sensitively, effectively, consistently and fairly with close relationship situations in compliance with best practice.
- The Library can remove or minimise the risks to ensure that there is no breach of other Library policies or legal requirements by the employees or the Library.

4.2 Employees must not be involved in any decisions relating to any restructure, performance or performance management, discipline, promotion, termination, grading or pay adjustments for any employee where there is a close personal relationship. Where a conflict of interest occurs employees are required to inform their line manager or an appropriate manager.

4.3 Situations should be managed with care and sensitivity in the interests of all concerned; any approach or actions should not be unfair or discriminatory; and that assumptions are not made at the outset that working arrangements will be unsatisfactory without assessing and exploring the issues with the employees concerned. This can include alternative supervision/line management arrangements, swapping team members around or transferring to vacant posts.

4.4 If it is not possible to effect a transfer e.g. if no suitable vacancies exist, or if the employee refuses to transfer - the organisation may elect to fairly dismiss either one or both employees, with notice in accordance with their contracts of employment. Dismissal should, however, be undertaken only as a last resort in circumstances where no other course of action is reasonably open to the organisation and where it is felt that the situation justifies such action. The Disciplinary Policy will be followed as appropriate.

5. FALSIFICATION OF RECORDS

5.1 Any attempt to falsify records whether for personal gain or not is viewed as a serious disciplinary matter. Please see Appendix 1 of the Discipline Policy.

6. SECURITY AND IDENTITY

- 6.1 Staff must wear their security passes at all times while in British Library buildings, except while passing through the Library public areas'. Passes must be worn so that they are easily visible and must be shown at all security check points.
- 6.2 Security passes must be worn with due regard to safety when operating machinery or other equipment. A pass on a chain should be temporarily tucked inside clothing while the wearer is using machinery or working in close proximity to it.
- 6.3 Any employee has a right to challenge anyone not wearing a pass in a non-public Library area. Where necessary, local instructions will clarify which areas these are. Most visitors and all service personnel working on contract in buildings for which the Library carries the security responsibility, will also be required to wear passes. Anyone seeing persons wearing "visitor" or "Service" passes has a right to inquire why they are in a particular place if this is not immediately obvious. This applies particularly to areas where there are collections of Library material and/or if the persons appear unsure of their movements.
- 6.4 If by challenging unauthorised persons, staff feel that they may be threatened or put at risk, they must immediately seek assistance from someone nearby and/or contact Security.
- 6.5 Any failure to comply with these instructions will be carefully considered by management on each occasion. Instances of refusal to wear a pass must be reported to an appropriate senior manager. Disciplinary action may be taken if an employee persistently refuses to wear a pass or regularly fails to comply with other aspects of security policy.
- 6.6 The loss of a Library pass is a serious matter which might imperil security by enabling an unauthorised person to gain access to, or damage, a Library building or property. Any loss must be reported at once to Security. Disciplinary action may be taken if an employee repeatedly loses a pass through negligence
- 6.7 **Name Badges** - The name badge is separate to the security pass and is a provision for employees who work in front line services (e.g. who deal face to face with the public or work in areas to which the public have regular access). Front line employees are required to wear name badges in areas of the Library to which the public have regular access (Staff can decide how their name is displayed e.g. "Joe" or "J Bloggs" and work names may be used when an employee prefers not to wear their own name).
- 6.8 Dependant on the length of tenure, name badges will be provided for agency or other temporary workers. With short tenure, badges with their role title on will be provided. Role title badges can occasionally be used by an employee who has forgotten or mislaid their name badge.

7. USE AND SECURITY OF LIBRARY PROPERTY AND COLLECTIONS

Security Policy for Collection Items and BL Property

- 7.1 Please refer to [paragraph 4.1 of Personal Use of Collections](#) etc

Security Policy for Searching of Staff Bags and Vehicles

- 7.2 The policy and the agreed procedures for conducting bag searching, as well as the rights and responsibilities of staff can be viewed at

(<http://intranet.bl.uk/ourstructure/hr/irm/security/bagsearching/index.html>).
There is a requirement to comply with this process and any refusal may be subject to disciplinary action.

8. PERSONAL PROPERTY – Loss or damage

- 8.1** In general the British Library has no liability to prevent the theft of an employee's property, nor in respect of damage to, or theft of such property resulting from defective furniture or locks if the defect is known to the employee.
- 8.2** Staff should ensure that money and other valuables are kept securely and not left unattended. Defective locks or damaged furniture should be reported promptly.

9. PERSONAL PROPERTY OR MONEY FOUND ON OFFICIAL PREMISES

- 9.1** Integrated Risk Management (IRM security) keep a Lost and Found Property Register audit record of any items of property that have been lost or found in the Library sites and will also safeguard any found items. This arrangement covers staff areas as well as reading rooms and public areas. However it does not include items which “disappear” from staff working areas where there is a suspicion of theft (which should be reported to the Control Room Security Team Manager).
- 9.2** Any employee who finds personal property on official premises of any kind should take the item/s to the Security Team Managers (STM) Office on that particular site. If the owner is traceable e.g. there are contact details on the lost property, then this will be used to try to return the property to them. If no owner can be found then the item is to be placed in a transparent British Library Bag. The serial number of the corresponding page in the Lost and Found Property Register must be written on the BL Bag. All bagged lost property will be stored in a secure area.
- 9.3** When money or other personal property is lost, the staff member reporting / receiving a complaint of a lost item, will need to provide / take a full description of the lost item as well as provide their contact details/ the complainants name and address. This must be reported to the appropriate contact within the area where the item is thought to have been lost and to the Security Team Managers (STM) Office on the lower ground floor at St Pancras, or the Head of Security in Boston Spa, so that details can be entered into the Lost and Found Property Register.
- 9.4** All claimants must provide reasonable proof of ownership for the item, such as a full description of the lost item or where the item contains personal information (credit cards, cash etc) confirmation of address such as a driver's licence. If this cannot be provided, then the claimant will need to return with such proof of address.
- 9.5** For unclaimed items, current regulations on lost property handed in to the Police, regard 4 weeks as a reasonable period of time for the true owner to establish a claim to money or personal property found. If items retained are not claimed the British Library does not allow finders to claim found property. After 30 days the items will be disposed of as appropriate at the Library's discretion and all disposals will be recorded against the item in the Lost and Found Property Register.

10. CONCERNS OVER ISSUES OF IMPROPRIETY, FRAUD, OR MALPRACTICE

- 10.1** The Library and its employees seek to conduct business honestly and with integrity at all times. However, it is acknowledged that all organisations face the risk of their activities going wrong from time to time, or of unknowingly harbouring malpractice
- 10.2** The Library has a duty to take appropriate measures to identify such situations and attempt to remedy them. There is also an obligation on every employee / worker to report genuine concerns of impropriety, fraud or malpractice.
- 10.3** In the majority of instances the most appropriate place to raise concerns is through line management. However, in some cases, employees can raise concerns over issues of impropriety and malpractice without going through the normal management structure.
- 10.4** This is when the concern falls under the “protected disclosure criteria” of the Whistleblowing – Disclosure in the Public Interest Policy which should then be followed. However, employees must ensure that this action is necessary and appropriate e.g. is “reasonable in all circumstances” and that information is disclosed in good faith.

11. LATENESS

- 11.1** Staff are expected to be punctual for duty at all times. The reason for late arrival must be reported to the line manager or another more senior member of staff on each occasion. Frequent or persistent lateness is potentially misconduct and may lead to disciplinary action. Please see the Discipline Policy – Appendix 2.

12. PREVENTION OF BRIBERY

- 12.1** Part of compliance with professional business conduct is meeting the provisions of the Bribery Act 2011. The Act repealed previous corruption legislation and introduced the offences of offering or receiving a bribe with the intention of inducing improper conduct or performance in connection with a business, a person’s employment or on behalf of a body or persons.

- 12.2** Employees should be aware of the requirements of this Act which makes provision for defining and clarifying that:

- a bribe is an inducement for an action which is illegal, unethical or a breach of trust.
- inducement can take many forms e.g. gifts, loans, fees, favours, payments, rewards, benefits in kind or other privileges.
- an act of corruption is broadly the offering or the acceptance of such inducements which may influence the improper action of a person

It should also be noted that:

- the person committing the corrupt act may not benefit directly from their deeds but may be unreasonably using their position to give some advantage to another (e.g. another person or organisation).
- the Act includes provisions for bribery of foreign public officials

- 12.3** For compliance with the conduct requirements of this Act, employees need to ensure that they comply with the necessary Library policy, process and practice in this area, namely:

- this Conduct at Work Policy and also with the Library's Anti-Bribery Policy and Fraud Statement which can be found on the Finance Code section of the intranet.
- that any gifts or hospitality whether given, received, or refused by an employee are declared to Finance Section who are required to record and monitor all declarations via the "Gift and Hospitality Register". The details for this register can be found on the Finance Policy section of the intranet.
- This record ensures that any approaches that are a potential conflict of interest for the Library, the individual or both are recorded. It includes any approaches made to the Library or an individual for favourable or preferential treatment no matter who makes the approach and this can be anyone from a vendor to a Library patron or donor (e.g. if there is an approach for favourable or preferential treatment for their donations such as, for instance; the prestige of their name and donated items being on display, internships for a family member or preferential access to curatorial knowledge).

For donated collection items the acquisition procedure and the usual records kept should be adhered to. It is not proposed that donations are additionally recorded in Finance. However, if staff are offered or receive a donation and this comes with a request for favours or preferential treatment then this must be declared to, and recorded in, Finance. This is to safeguard staff who receive these requests. This provision is for anyone who may receive an offer on behalf of the Library and be exposed to requests for favours. If the offer of an item is made to the individual rather than the Library this is also captured for declaring as a gift.

- It should be noted that failure to meet these requirements may result in legal penalties for the employee or the Library and is also a breach of Library policy. Provisions for handling concerns around misconduct and criminal activities can be viewed in the Discipline Policy.

12.4 Any employee who has concerns about bribery should as appropriate consult their Line Manager or HR and also the Library's Anti-Bribery or Whistleblowing Policies.

12.5 Employees, or any person representing the Library, who feel they may be in a vulnerable position to offers of inducement from an outside source, should report this to their line manager or Human Resources. This is to secure assistance and advice and to avoid unwarranted suspicion

13 GIFTS, HOSPITALITY OR ENTERTAINMENT

Note - Section 13 should be read in conjunction with Section 12 and in particular 12.3 with the requirement to declare Gifts, Hospitality, Entertainment or requests for favours for the Register held in Finance Section

GIFTS

13.1 A "gift" is defined as any item of cash or goods or any service which is provided for personal benefit.

13.2 No gifts (other than advertising matter of modest value such as calendars and diaries) or favours can be accepted or solicited by Library employees, other

staff or other representative or by a member of their close family, from people or from organisations with whom that person has business dealings on behalf of the Library. Similarly, Library employees or other representatives should not offer gifts or favours to business contacts or their families.

13.3 The following types of personal gifts are not allowed:

- gifts delivered to a hotel room to "welcome" Library employees on arrival;
- services provided by a supplier/contractor at nil or reduced cost (e.g. building or maintenance work);
- payment by suppliers to subsidise internal events (e.g. Christmas parties)

13.4 There may be circumstances where, due to political, social or cultural sensitivities, it is not appropriate to follow the guidelines in full. Any exceptions should have a Director's approval. In any circumstances personal gifts should be surrendered to the Library.

13.5 Any offer of a gift or favour that is received should immediately be reported by the employee or representative, in writing, to their line manager. It is important for employees and other representatives to be aware that corruptly soliciting or receiving any gift or favour (including any attempt to do so) is a criminal offence.

13.6 If any unacceptable gifts are received they will be returned with a letter politely explaining the terms of this policy and stating that the recipient is prohibited from accepting them. (See Appendix 1)

13.7 Any gift which cannot be returned (e.g. perishables) should be disposed of equitably at the line manager's discretion, for example, shared between employees or given to charity. In these cases the supplier should also be informed, in writing, of the Library's action. (See Appendix 1)

13.8 Corporate gifts which are presented publicly at such times as Christmas and are not considered to be a bribe or inducement must also be disclosed as above. It is expected that such gifts should be distributed within the appropriate department or area of work amongst all those concerned with providing a service or work which is related to the provider of the gift.

13.9 Where a business relationship has developed into a personal friendship, there should be no blurring between personal and corporate gifts.

13.10 Library employees may (with Senior Management approval) mark their appreciation of a supplier's contribution with a gift of a reasonable value, funded by the Library, so long as there is no element of inducement involved, and it is understood that the gift may not be reciprocated.

13.11 Employees should be aware that all gifts accepted by them under the provisions of this policy must be declared by the Library to the HMRC on the member of staff's annual P11D form, as they are considered to be a taxable benefit if the total value of such gifts exceeds the annual limit set by the HMRC. Similarly, staff are also required to declare the value of these gifts on their self assessment forms, where relevant.

HOSPITALITY OR ENTERTAINMENT

13.12 Offers to an employee or representative, or to a member of their close family, of hospitality or entertainment of a frequency, type or scale which the Library would not wish to reciprocate, must not be accepted (e.g. invites to dinner).

13.13 All acceptance of and provision of hospitality must be reported to the appropriate line manager in a timely manner. Hospitality such as business meals or entertainment must be on an appropriate scale and must not put the employee or representative in a position where they may be influenced in making a decision in relation to Library business, or where the employee or representative may give the appearance of being so influenced. If the hospitality is more generous, advance clearance must be obtained from a department manager.

13.14 With regard to Travel and / or Accommodation expenses:

- the following may not be accepted from a third party:
 - visits to any location when not necessary for a genuine business purpose;
 - travel or accommodation costs for family members.
- the following may be accepted from a third party:
 - payment of normal business travel or accommodation expenses; when authorised by a director

13.15 With regard to Entertainment and/or Hospitality

- the following may not be accepted from a third party:
 - tickets for any function at which the donor is not present;
 - use of donor's property (e.g. holiday home);
 - any type or level of entertainment which is outside the bounds of accepted business hospitality;
 - extension of business trips abroad for leisure purposes paid for by the host.
- the following may be accepted from a third party:
 - Entertainment / functions at which the donor is present and which is within the bounds of accepted business hospitality.

14. LOYALTY SCHEME BENEFITS

14.1 Employees who travel on Library business using airlines offering free air miles must use any air miles obtained through their business travel for future Library business travel and not personal trips. The same applies to other loyalty schemes, e.g. hotel schemes

15. RETENTION OF AWARDS AND PRIZES

15.1 Any member of staff who is offered an award or prize that is in any way connected to his/her official duties should inform his/her line manager. Awards and prizes which are awarded due to personal merit rather than given as a favour, fee or inducement will be allowed to be retained.

16 FEES FOR OUTSIDE ACTIVITIES

16.1 The general principle is that the Library has a claim to any payment made for extra-mural work done in Library time on matters relating to the individual's employment or to professional expertise acquired in that employment, and such payment does not automatically accrue to the individual who undertakes the assignment.

- 16.2** This rule applies whether or not the approach was made to the individual or officially to the Library. In the case of lecture fees or fees for small articles in journals or similar activities it will be the normal practice to allow the individual to keep the fee if it is clear that some of the necessary preparatory work was done in their own time and the activity is generally beneficial to the Library.
- 16.3** When larger fees are involved the Director must be fully satisfied that the work was done to a large extent in private time and owes its value exclusively to the ability and/or research of the individual and not to the use of Library information or experience if the Library's claim to the payment is to be waived. If the Director is not so satisfied all or part of the payment will be claimed for the Library. Where the individual disputes the decision of the Director reference will be made to the Director of Finance and Corporate Services.
- 16.4** In the case of fees for radio or TV broadcasts undertaken for or on behalf of the British Library the whole of the fee, or part if private time was involved, may be paid to British Library staff funds, such as the sports and social fund or welfare fund, or to The Friends of the British Library.

17 FINANCIAL INTERESTS, BUSINESS ACTIVITIES AND OTHER EMPLOYMENT

- 17.1** No employee or representative may be financially involved in any outside business if their activities on behalf of the Library could materially affect the fortunes of that business. This includes businesses which are or which become suppliers, customers or competitors. If any such interests are already held the employee must declare these in writing to their line manager, who will advise whether action is necessary.
- 17.2** Interests of a non-pecuniary nature may be just as important as pecuniary interests. It is advisable that all such potential conflicts of interest should be declared in writing to the employee's or representative's line manager.
- 17.3** Any employee who wishes to undertake any private paid occupation, including paid directorships, should notify their line manager. The Library will not permit its employees to engage in outside employment which could conflict with or detrimentally affect their Library duties.

Private Work

- 17.4** Work that has a private business benefit to the employee that is not relevant to or on behalf of the Library and is not part of their normal day to day work activity, is not to be carried out by Library employees or other workers on any Library premises, equipment or resources (this excludes personal research). This applies whether the work is done off site / on site or within or outside of working hours. Any such work carried out on Library premises is deemed a conflict of interest and the Library would be legally responsible for the work undertaken.

For instance this includes the use of internet and email for private business in the work place or via the Library network to run a private business, and also applies to Library equipment used in the Reading Rooms and off-site, including at home. (See the Electronic Communications Security Policy on the intranet)

- 17.5** Managers must note that if they are aware of or condone such work amongst their staff, they will also be in breach of the policy and thus may be subject to

disciplinary action. If any staff are aware of any non-compliance with this policy they are to notify their manager immediately

Private Trading

- 17.6** Canvassing for trade on Library premises is not normally allowed. In certain circumstances some limited trading may be allowed (such as for charitable purposes or private circulation of mail order catalogues between colleagues) but this cannot be conducted during working hours.
- 17.7** In giving its approval to any such form of trading, the British Library will accept no liability for any loss or damage to articles offered for sale nor to any loss sustained by purchasers
- 17.8** The Electronic Communications Security Policy also provides that Library Electronic and Internet facilities should not be used for private trading, and this includes online auctioning sites such as E-bay

18 REGISTER OF STAFF BUSINESS INTERESTS

18.1 The purpose of the register is to provide details of any significant and relevant financial interest or other material benefit which a member of staff receives from a source internal/external to the Library and which might reasonably be thought by others to lead to a conflict of interest arising from his or her duties as a member of staff of the British Library. (See [Appendix 2](#)). This can include the following categories of registerable interest:

- Paid Directorships, Partnerships and Trusteeships
- Paid employment, office, profession etc –
- Registerable shareholdings
- Registerable interest in land or property
- Miscellaneous and unpaid interests and any other potential conflicts of interest

18.2 All Staff with private business interests are responsible for registering these on the Register of Business Interests. The details of this register can be found on the Finance Policy section of the intranet. The form for the Register of Employees Business Interests can be found on the form section of the intranet and once completed this should be sent to HR administration Boston Spa.

19 SHARE DEALING

- 19.1** Any employee or representative of the Library may not deal in shares or other securities of any other organisation when, through their work, they have possession of unpublished information which, if published, might affect the price of that organisation's shares or other securities.
- 19.2** Any employee or representative must declare in writing to the Human Resources Director any financial interest they or their close relatives or associates have in any business which may contract to supply goods or services to the Library. This disclosure also applies to any interest in an activity or pursuit which could lead to potential conflict between their work with the Library and their activities or pursuits.

19.3 The Library regards the requirement to declare share interests as a contractual responsibility. Disciplinary action may be taken against any employee who fails to declare a relevant interest or abuse their official position for self benefit or for the benefit of families, friends or associates.

20 PERSONAL AND PRIVATE FINANCE ISSUES

20.1 Employees and contractors working on any Library site must adhere to expectations and provisions around money-lending or borrowing with regard to other employees, service users or members of the public with whom they are in contact on official business.

20.2 Employees, contractors working on any Library site must not conduct or represent a money-lending business, or loan money to another member of staff at interest. Borrowing money from a subordinate member of staff is discouraged. It is a very serious offence for a member of staff to attempt to borrow money from a member of the public with whom he or she is in contact on official business.

20.3 In the case of severe financial difficulties advice may be obtained from the Library's Employee Assistance Provider.

20.4 In the case of employee bankruptcy or insolvency, the employee must at once report the fact to Human Resources. They will be required to submit a full statement of the facts of the case. Failure to do so is a disciplinary offence. Since the Library is responsible for public funds, and therefore has a public duty, an employee who is bankrupt or insolvent will not be employed on duties which involve the handling of public money.

21 PERSONAL LEGAL ISSUES AND OBLIGATIONS

21.1 Reporting arrest or conviction - Any Library Employee must immediately inform Human Resources, if they are arrested and charged, and notify the outcome of the trial. This does not apply to traffic offences with a non official vehicle except where the penalty includes imprisonment or disqualification from driving. Failure to report may lead to serious disciplinary action.

Any employee who is convicted on any charge of a serious nature may face disciplinary action up to and including dismissal. For further guidance, please see the Discipline Policy paragraph 15 and Appendix 2.

21.2 Evidence in a court of law Any employee who is called upon to attend in Court as a witness in their official capacity should notify Human Resources who will issue any necessary instructions to them.

Any employee who attends to give evidence in a private capacity in Court should also notify Human Resources if such evidence is connected with British Library affairs.

22 EMPLOYEE REFERENCES

22.1 Managers are occasionally approached by outside organisations for a reference on an employee. Such requests fall into two distinct categories:

- (a) Personal references** - when a reference is provided on a purely personal basis, it should be written privately from the home address of the person giving the reference.
- (b) Official references:** References provided on behalf of the Library include bank, mortgage and other similar business-type references as well as references on applications for posts outside the Library. In all cases, the official references should be referred together with any associated documents or correspondence to Human Resources.

22.2 It is not the British Library's policy to provide detailed, open references for previous/current employees. The following information will be provided by HR Administration when an official Library reference is requested:

- Employment period
- Job Title
- Final Salary
- Number of days Sickness during the last 2 years of employment
- Also the Library will respond on current disciplinary action and reasons for dismissals if the request is made, and if the employment has been terminated for reasons of gross misconduct this will be shared.

With regard to approaches from firms for references in connection with services provided by them to the Library, these are to be treated in the same way as official references on staff in that in such cases references should be referred, together with any associated documents or correspondence to the Corporate Procurement Unit at Boston Spa.

23 EXTERNAL OFFERS OF EMPLOYMENT THAT MAY PRESENT A CONFLICT OF INTEREST FOR THE LIBRARY OR EMPLOYEE

23.1 Employees must not during their employment, except with the written consent of the Library, be directly or indirectly engaged, concerned or interested in any other trade, business or occupation. Such consent will not be unreasonably withheld. The Library operates a clear policy which restricts employees' activities such as outside employment and this is in place to ensure that no conflict of interest arises between an employee's obligations to the Library and any outside interest. (See also your contract of employment).

Reporting offers of Employment

23.2 Staff must report to their line manager any approach from an outside employer, if during the previous two years they have been involved in giving advice or taking decisions which have benefited that prospective employer. This is in order to safeguard staff against any suspicion that a job offer has been made as a "reward for past favours." This rule applies equally to those who are to be employed on a consultancy basis.

24 Corporate Information Governance

The Library's requirements for Corporate Information Governance are managed by the Corporate Information Management Unit (CIMU) who take the lead on best practice in key areas such as:

- Data protection
- Subject Access Requests
- Freedom of Information
- Information management.

Employees need to be aware of and compliant with the main requirements of CIMU policies in relation to these areas and to other information security and management activities across the Library.

25 CONFIDENTIAL AND/ OR OFFICIAL INFORMATION

- 25.1** Any person covered in the scope of this policy and former employees may not disclose confidential or other classified information to which they have access, to unauthorised persons except in accordance with Section 35 below (Whistleblowing). Information, data, specifications and all documents relating to the Library's business operations (how the Library is run), matters 'commercial in confidence' and personnel information must be treated as confidential
- 25.2** It is important that confidentiality is maintained. An appropriate level of authorisation must be obtained before any information which may be of a confidential nature is passed to other staff or outside agents. It is also essential when transmitting information in a written form or electronically, that care is taken to ensure that where this is of a confidential nature it is addressed correctly. Further information on the use of electronic communication systems is contained in the Electronic Communications Security Policy The unauthorised or premature release of information externally can be extremely damaging.
- 25.3** Some employees or representatives may need to take home documents on which they are to work and which relate to their job function. They are responsible for the security of these documents. The removal of any confidential document owned by or relating to the Library is strictly prohibited except with prior authorisation of the line manager.
- 25.4** Employees or representatives are encouraged to develop their skills and specialisms and to help in the promotion of the library's activities. However, staff or representatives are asked not to publish literature or deliver any lecture on any other matters in which the Library may be concerned, unless this is with the authority of the Director concerned. This policy is not designed to restrict staff from taking part in such activities, particularly where they are directly or indirectly related to the broad objectives of The British Library.
- 25.5** Employees or representatives must not make any communication to the press, radio or television relating to the Library without the authorisation of the Press Office. This does not apply to trade union representatives speaking in that capacity.
- 25.6** Where an employee is approached by an outside body to write a book, paper or article, give a lecture, broadcast on TV or radio or any similar activity, they must obtain the prior authorisation of their Director and before undertaking the work if any of the following apply:
- the employee wishes to make use of information which could only have been acquired through their employment with the Library;
 - the work involves matters of Library policy;
 - some or all of the work is to be carried out during working hours.

Note: This does not apply to trade union representatives speaking in that capacity.

26 Official Secrets Act 1911 - 1989

- 26.1** The Official Secrets Act 1989 replaced the Official Secrets Act 1911 Section 2 and the Official Secrets Act 1920. It applies to all staff / contractors of the Government making it unlawful for those working with sensitive information (e.g. in relation to defence, security, intelligence, international relations, interception of communications etc), to disclose this information.
- 26.2** This applies whether the information is protectively marked / notified as classified or confidential or not and also whilst in service and after termination of such service.
- 26.3** An unauthorised disclosure of government information may be treated as a disciplinary matter or an offence that could lead to prosecution or imprisonment.
- 26.4** Most staff are not required, or asked on recruitment to sign a declaration acknowledging that the provisions of the Official Secrets Acts have been drawn to their attention unless there is an explicit requirement.
- 26.5** Staff / contractors in certain posts may be required to sign a declaration or statement to the effect that they agree to abide by the restrictions of the Official Secrets Act (see appendix 3 and 4). This may be requested by the Library, or by external authorities, dependant on the circumstances that initiated that requirement.
- 26.6** As individuals are bound by the law regardless of signing a declaration, or statement, it is intended more as a reminder to the person that they are under such obligations and to this end, it is common to sign a statement or declaration before and after a period of employment that involves access to secrets.

27 COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

- 27.1** Any work undertaken on behalf of the Library by a member of staff in the course of their official duties will be the property of the British Library Board and staff will have no claim on the intellectual property (such as copyright, sound recordings, performance rights, data base rights or design rights) of such work.
- 27.2** If intellectual property is created by a member of staff entirely in his/her own time and is clearly unconnected with his/her official duties, then the intellectual property rights will be owned by the member of staff.
- 27.3** However, if a member of staff independently writes a book relating to his/her official duties consideration will need to be given to the following in order to determine copyright ownership:
- whether the author produced all or part of the work during official time and/or using Library resources e.g. IT or photocopiers etc
 - whether the author uses his / her Library official position as a key element of identifying the nature and provenance of the work created.
 - Whether the work is based on Library copyright sources;
 - if there are any confidentiality implications.

Each case will be judged on its own merits. The final decision lies with a member of staff's director, having taken legal advice if necessary. (See [Appendix 5](#))

28 ENQUIRIES FROM MEMBERS OF PARLIAMENT

28.1 Staff who are contacted directly with enquiries by Members of Parliament or other Government contacts with regard to the Library's affairs should refer or redirect these to Library's Public Affairs Officer who can liaise with other Departments, or escalate these appropriately if needs be. (Note: this clause is not intended to apply to Members of Parliament contacting staff with general enquiries as users or potential users of the Library's services).

29 EXTERNAL REPRESENTATION ON OUTSIDE BODIES

29.1 Staff who represent the Library are required to obtain the authorisation of their head of department before accepting invitations to serve on outside bodies, such as:

- membership of the committees of professional associations;
- service on boards of trustees.

30 POLITICAL ACTIVITIES

30.1 *All Library employees are barred from any form of political activity whilst on duty or on Library premises and may not at those times wear or display any party political badge or emblem. In areas to which the public have access employees and contractors may not wear or display any badge or emblem indicating adherence to any side of a publicly controversial issue.*

30.2 Aside from the requirements of paragraph 30.1, in view of the basically non-controversial nature (in political terms) of the British Library's activities, the general principle applied is that staff directly employed by the British Library Board should be allowed freedom to take part in both national and local political activities, including standing for Parliament.

30.3 *However, employees must take care to avoid becoming involved in political controversy on matters affecting the British Library and should seek the advice of the Director of Human Resources if they have any doubts.*

30.4 Staff seconded from a Government department, however, are still subject to the restrictions on political activities applicable to their parent department, which are based on those relevant to the civil service, detailed in paragraph 4.4 of the Civil Service Management Code- Conduct: Political Activities.

30.5 An employee who intends to stand for Parliament should notify the Director of Human Resources at the earliest opportunity of the intention. At the discretion of the Director of Human Resources, the employee may be granted special leave during the period prior to the election. If elected, they will have to resign from the Library from the date of election.

31 PETITIONS OR CAMPAIGNS AND DISPLAY OF POSTERS OR NOTICES

31.1 *Whilst employees or staff are completely free, in their capacity as private citizens, to originate or support petitions or campaigns they must not identify themselves as employees of the Library nor involve the Library in any way when putting their names to petitions or campaigns, whether political or non-

political. Canvassing for petitions must not take place on Library premises during working time.*

- 31.2** *Employees or Staff must obtain the agreement of local management before displaying posters, notices etc on notice boards or any other place within the Library. Management reserve the right to refuse permission for the display of any material, in particular that which might give offence to any group of staff on religious, political, or racial grounds or any other protected characteristic.*

32 MEETINGS

- 32.1** *Any meeting held on Library premises, including canteens and rest rooms, are allowed at the discretion of local management. Employees must obtain approval before planning or announcing any meeting.*

33 OFFICE PARTIES

- 33.1** Any proposed office party (e.g. at Christmas, on an employee's retirement, marriage, civil partnership etc.), including those to be held in social or recreational areas must be pre-authorized by the appropriate Head of Department.
- 33.2** Employees are required to observe the general rules of conduct at work and, in particular, comply with the Dignity and Respect at Work, Equality and Diversity Policy, Health and Safety and Substance Abuse Policies on such occasions and must be considerate of the need to maintain security arrangements and to restrict noise in areas of the building adjacent to where others are working.
- 33.3** Should additional cleaning be required following such an event, or should there be damage which needs to be repaired, employees may be held liable for these additional costs, as appropriate.

34 SALE AND / OR PURCHASE OF MATERIAL BETWEEN THE LIBRARY AND AN EMPLOYEE

- 34.1** An employee may buy any surplus Library items which may be offered for sale to the public and sell any items to the Library which it may want to buy. Any such transaction must be authorised by the Finance and Corporate Services Corporatel Procurement Unit (CPU), and/or covered by the CPU Guideline

35 WHISTLE BLOWING - DISCLOSURE IN THE PUBLIC INTEREST POLICY

- 35.1** There may be circumstances where an individual has concerns with respect to the propriety of a particular aspect of the Library activities or the activities of one or more of its employees or representatives. Where the individual suspects that this may affect and prejudice the interests of the public and/or breach any current legislation, they should disclose this information in accordance with the Library's Whistleblowing – Disclosure in the Public Interest Policy.

36 IN THE EVENT OF SERIOUS MISCONDUCT OR POTENTIAL CRIMINAL OFFENCES

36.1 If it seems possible that a criminal offence has been committed the Library will decide whether criminal proceedings should be instituted. In some instances (e.g. for instance when an inducement has been offered or accepted by an employee), there will be a need to consult the Library's Anti-Bribery Policy. The Library policy is always to prosecute for theft. The Disciplinary Policy makes provision for handling circumstances:

- where there are grounds for suspicion that an employee has committed a criminal offence in the Library.
- where an employee has committed a criminal offence outside their normal working hours and this is likely to bring the reputation of the Library into disrepute or impact upon the work place.

See Disciplinary policy section 15

36.2 If it appears to the Library as a result of the information and evidence presented e.g. through a clear incident, an Investigation Team or Disciplinary Hearing Panel, that a criminal offence may have been committed, the Library will need to consider:

- whether an instance of gross misconduct has occurred / crime has occurred and if criminal proceedings should be instituted
- whether to deal with the disciplinary charge and the question of criminal proceedings independently;
- whether disciplinary action is appropriate and if so to decide the timing of such action in the light of all the facts e.g.
 - (disciplinary action may have to be delayed until the outcome of any criminal proceedings is known).
 - it may be appropriate to take disciplinary action when a criminal offence may have been committed in certain circumstances e.g.: if it has been decided not to prosecute; if the employee has been caught red handed; where there is clear and voluntary admission of the disciplinary offence; where the disciplinary offence is wholly different from the criminal offence e.g. the unauthorised removal of an object and a prosecution based on the theft of that object.

37 FAILURE TO COMPLY

37.1 If a member of staff is suspected of not complying with this policy an investigation will take place and the Discipline Policy may be invoked, which may include action up to and including dismissal and in some circumstances may result in criminal prosecution. Individuals are free to involve their trade union representative if they should wish to do so and the secretary of the appropriate trade union will be notified if disciplinary action is to be taken.

38 RESPONSIBILITY

38.1 All members of staff referred to within the scope of this Policy are required to adhere to the policy both in letter and in principle.

38.2 All line managers are responsible for ensuring that this policy is applied within their own area. Any queries on the application or interpretation of this policy must be discussed with Human Resources prior to any action being taken.

38.3 Human Resources are responsible for ensuring the maintenance, regular review and updating of this Policy. Proposed changes to the policy will follow the process as described in Section A: Introduction: paragraph 1.1 of this Staff handbook.

APPENDIX 1 – Letter format for providers of gifts, gratuities etc

Sample letter - to be adapted as required

Dear < >

This is to thank you for your kind gesture in sending <name/me> a gift of <description> on <date>.

Whereas I/we appreciate the sentiments expressed by your organisation/you, I/we regret that this gift cannot be accepted as to do so would be to breach the British Library's policy on Business Conduct and acceptance of gifts and gratuities. Your gift is therefore being returned.
<or>

As I/we am/are personally unable to accept your gift and as it was unreturnable due to <reason> I/we have taken the decision to <distribute its contents amongst all members of staff / to charity>. I/we trust this will be acceptable to you.

We understand and appreciate the need to work closely with our <suppliers and customers> to strengthen our partnership and better understand our mutual priorities. Gifts or gratuities, as well-intended as they may be, only distract from the reward of having achieved common goals with our suppliers, or the merits of providing a satisfactory service to our customers.

I/we look forward to continuing our mutually beneficial and successful business relationship/continuing to provide you with the level of service you have come to expect from us.

Yours sincerely

APPENDIX 2

Register of Employees business interests

1. BACKGROUND

- 1.1** Employees of the British Library are expected to conduct themselves with integrity, impartiality and honesty. The Code of Conduct sets out the rules which should govern employees in their day to day activities to avoid any suspicion of impropriety. One potential source of such suspicion is when employees are involved in the letting and signing of contracts, the authorisation of invoices or any other financial responsibility on behalf of the Library. One approach to reducing the possibility of such suspicion and which is widely considered to represent "best practice" is to supplement the requirements normally found in a Code of Conduct by the creation of a "Register of Employee' Business Interests".

This Appendix sets out the procedures applicable to the Library's register and applies to all employees.

2 PURPOSE OF THE REGISTER

- 2.1** To provide details of any significant and relevant financial interest or other material benefit which an employee receives from a source external to the Library and which might reasonably be thought by others to lead to a conflict of interest arising from their duties as an employee of the British Library. The register will be available for inspection on a need to know basis. Some of the circumstances set out below which require the registering of information under the provisions of this Annex are also covered elsewhere in the Library's employee procedures: e.g.: the requirement to request approval for external shareholdings in companies with which the Library might have a contractual relationship.

Note: It is left to individual employees to give the required information and to be responsible for their own entry. Employees are expected to provide updated information should their circumstances change and/or when requested to do so. Employees are not requested to disclose the **amount** of any remuneration or benefit they receive in respect of their registerable interests.

3 CATEGORIES OF REGISTERABLE INTEREST

- 3.1 Paid Directorships, Partnerships and Trusteeships** - Employees are required to register any paid directorships, partnerships or trusteeships which they may hold in public or private companies or trusts with which the Library is contractually involved or where there is some reasonable likelihood of a future contractual involvement. This also applies to directorships which may themselves be unpaid, but where the companies in question are associated with or subsidiaries of a company in which the employee holds a paid directorship.
- 3.2 Paid employment, office, profession etc** - Employees are required to register outside employment, professions and sources of remuneration not covered elsewhere. However, this would only apply to connections with public or private companies with which the Library is currently contractually involved or where

there is some reasonable likelihood of a future contractual involvement or where there could be a suspicion of a conflict of interest.

- 3.3 Registerable shareholdings** - Employees are required to register the name of any public or private company or other body in which, to their knowledge, they have a beneficial interest in a shareholding having a nominal value greater than £25,000 or greater than 1% of the issued share capital of the company or body. This requirement applies only to public or private companies with which the Library is currently contractually involved or where there is some reasonable likelihood of a future contractual involvement or the suspicion of a conflict of interest. The requirement extends to holdings in which the interest is held by or on behalf of the employee's spouse or dependent children, but does not apply to shareholdings controlled on a discretionary basis by investment managers and which are outside the employee's day to day control.
- 3.4 Registerable interest in land or property** - Employees are required to register the details of any land or property in which the employee or his or her spouse or dependent children has a direct interest. This requirement applies only in circumstances where the Library is contractually involved or where there is some reasonable likelihood of a future contractual involvement in relation to that land or property.
- 3.5 Miscellaneous and unpaid interests and any other potential conflicts of interest** - This is a discretionary section for employees who wish to register other interests, including those which are unpaid, which do not fall within any of the above specific categories but which they consider to be relevant to the definition of the Register's purpose. This could include the interests of a family member or close friend who could potentially benefit from information acquired by the employee in the course of their involvement with the letting of a contract.

APPENDIX 3 - OFFICIAL SECRETS ACTS - Declaration

To be signed by staff or contractors when:

- first being given access to Government information as part of their service role,
- in situations where there has been known or anticipated access to official information (e.g. Government or sensitive information) especially when leaving an appointment, changing roles, ceasing to have access to that official information or upon termination.

The signing is intended to remind staff of their obligations and their continuing duty for confidentiality e.g. after termination. Such a requirement may be requested by the Library or by external authorities.

Obligations and Declaration

- I am fully aware of the Official Secrets Acts, and that I am subject to them, and of the serious consequences which may follow any breach of those provisions.
- I understand that where I gain access to, or am entrusted with official information, in whatever for¹, and by whatever means, it is my duty to protect that information.
- I understand that I have a duty of confidentiality to the British Library,(*and to [other] as applicable*), and that I may be in breach of that duty if I disclose any official information gained by me as a result of my appointment in whatever form or by whatever means, without prior permission or official sanction of the British Library [other]²,
- I understand thus that these provisions and the duty to protect official information I have had access to apply to me both during my appointment and after my access to the information / appointment / role has ceased.
- I understand that I cannot retain official information, documents or other material other than for the purpose of my official duty. I undertake to surrender any such items if e.g. I am transferred from one post to another, on completion of my involvement or appointment or role, or at the end of my service unless I have lawful authority to retain that information etc (e.g. as have been issued to me for my personal retention with the official sanction in writing of the British Library).
- I understand that I am liable to serious consequences which may include disciplinary, prosecution and imprisonment, if I am found to be in breach of these obligations (either in the UK or overseas).³

Signed

Date

¹ Official information can for example be: oral, written, electronic, sketches, plans, models, books, pamphlets, articles, journals, maps, log books, speeches, lectures, instructional material, photographs etc.

² This permission to be in the writing of my appointing Department following my written application inclusive of full clarity of the information and circumstances in question.

³ Including disclosure orally or in writing, publication in a speech, lecture, radio, or television broadcast or in the social media, network, press, book form or otherwise (save such has already been officially made public).

APPENDIX 4 - The Official Secrets Acts and Whistleblowing

Sometimes Official Secrets provisions may hold implications around whistleblowing as the former protects against disclosure and the latter aims to help workers / staff make information disclosures in the public interest which form a “qualifying” and protected “disclosure”.

The Official Secrets Act is used to protect official / Government information e.g. that which would damage national security if made available to the general public.

Issues arise around the Government’s interest in keeping certain information confidential when it may be in the public interest that the information is leaked such as criminal offences (e.g. hacking), breaches of legal obligations or miscarriages of justice.

See the Whistleblowing Policy for further information about what is reasonable and appropriate to disclose in the Public Interest.

**APPENDIX 5 - Conduct at Work Policy –
GUIDELINES ON INTELLECTUAL PROPERTY RIGHTS FOR WORKS CREATED BY
BRITISH LIBRARY STAFF INCLUDING PUBLICATIONS**

PUBLICATIONS BY BRITISH LIBRARY STAFF

- 1. Publications by British Library Staff - General framework**
- 1.1** The British Library values the knowledge and expertise of its staff and their role in advancing scholarship and interpreting and mediating access to the collections. Staff are encouraged to use their knowledge in a variety of ways, including researching and writing publications.
- 1.2** The purpose of these notes is to provide guidance to staff who wish to publish their work via either BL Publications or an external publisher. The notes supplement the guidelines set out in the new Conduct at Work policy. The notes do not apply to publications that are produced by staff in their own time, unconnected with their official work and not making use of Library material.
- 1.3** Staff must discuss their plans with their line manager at the earliest possible stage in order to assess any actual or potential implications for the British Library. This discussion should normally take place before an approach is made to BL Publications or to an external publisher, and should establish whether it is intended that the work will be carried out wholly or mainly in British Library time (as part of contracted duties and/or during a salaried research break) or wholly or mainly in the author's own time.
- 1.4** All types of publication, both printed and digital and including monographs, reports, journal articles or series of articles, catalogues and facsimiles, are covered by this framework. This includes publishing in all media and by any means, whether currently existing or hereafter devised.
- 1.5** Within this framework, the following definitions will apply:
 - **Publications written wholly or mainly in British Library time** - Research and/or writing are to be undertaken wholly or mainly in British Library time as part of official duties and incorporated into agreed forward job plan for the year, or during a British Library salaried research break.
 - **Publications written wholly or mainly in the author's own time** - Research and/or writing are to be undertaken wholly or mainly outside British Library time and outside official duties, i.e. does not form part of the agreed forward job plan for the year) and should not reference the author's job title at the British Library in a way that infers a connection between the publication and the Library unless agreed by Head of Department (SLT level) or Director (if the author is the Head of Department).
- 1.6** Preparation of catalogues for British Library exhibitions and other supporting material will be included in the scope of the exhibition planning, so that appropriate resources can be allocated and timescales agreed.

2. Work commissioned by BL Publications

2.1 The following types of publication will normally be published by BL Publications: catalogues of British Library exhibitions and related books; catalogues of British Library collections; facsimiles of British Library collection items with or without substantial critical apparatus. All other monographic publications arising from British Library salaried research breaks should be offered to BL Publications in the first instance.

2.2 Publications written wholly or mainly in British Library time

- **Approval** - The proposed scope and time implications should be discussed with the immediate line manager and approval given by the appropriate Head of Department (SLT level) or Director (if the author is the Head of Department). Agreed work will be incorporated into the author's forward job plan and progress will be monitored by the line manager through the Library's performance management process.
- **Contract and remuneration** - The work will form part of contracted duties and, as such, will not normally be carried out under personal contract with BL Publications or attract additional publication-related remuneration. Any exception will require the approval of the relevant Director, i.e. the Director of the Directorate in which the author is based.
- **Copyright** - The British Library will normally retain copyright in the author's text and reproduced BL collection items. The author will normally be permitted to reuse material for scholarly purposes, subject to due acknowledgement only, on application to BL Publications and subject to the BL Key Licensing Principles (<http://intranet.bl.uk/newsevents/archive/2010/BLKeyLicensingPrinciplesforintranetcomms2010.doc>).

2.3 Publications written wholly or mainly in the author's own time

- **Approval**
The proposed scope and time implications should be discussed with the immediate line manager and approval given by the appropriate Head of Department (SLT level) or Director (if the author is the Head of Department). BL Publications will confirm the agreed arrangements to the approving manager before these are finalised.
- **Contract and remuneration**
The work will be carried out under personal contract with BL Publications, who will copy details of the contract to the approving manager. Payment will be agreed between BL Publications and the author and will normally be by annual royalty payments rather than flat fee. The contract will normally include a financial penalty clause in case of late delivery of the publication.
- **Copyright**
Copyright in the text will reside with the author, but future reproduction and reuse rights by BL Publications will be built into the contract. Copyright in reproduced British Library collection items will reside with the British Library.

3. Work commissioned by an external publisher

3.1 This will normally exclude the categories listed in paragraph 2.1 above, where it is expected that BL Publications will be the publisher. All exceptions must be referred to BL Publications for confirmation that there is no actual or potential conflict of interest.

3.2 Publications written wholly or mainly in British Library time

- **Approval**

The proposed scope and time implications should be discussed with the immediate line manager and approval given by the appropriate Head of Department (SLT level) or Director (if the author is the Head of Department). Agreed work will be incorporated into the author's forward job plan and progress will be monitored by the line manager through the Library's performance management process.

- **Contract and remuneration**

The author will negotiate the contract and remuneration with the publisher, but taking advice from the Copyright Assurance Manager and BL Publications to ensure adherence to the Key Licensing principles. A copy of the contract should be filed with CPU. There will be no contractual liability on the part of the British Library in respect of the author's non-delivery or delayed delivery of the work.

- **Copyright**

Copyright in the text will normally reside with the British Library. Copyright in reproduced British Library collection items will reside with the British Library, whilst the publisher will receive a licence to use.

3.3 Publications written wholly or mainly in the author's own time

- **Approval** - The proposed scope and time implications should be discussed with the immediate line manager but no further approval is normally required provided that it is clear that there are no issues of confidentiality or conflicts of interest in relation to the author's position as a member of British Library staff.

- **Contract and remuneration** - The author will negotiate the contract and remuneration with the publisher. There will be no contractual liability on the part of the British Library.

- **Copyright** - Copyright in the text will normally reside with the author. Copyright in reproduced British Library collection items will reside with the British Library, whilst the publisher will receive a licence to use.

4. Other scenarios where intellectual property is created by British Library staff as part of Library business / official duties:

4.1 Social Media

Staff using social media services as part of their duties should read the guidelines for Library bloggers at <http://intranet.bl.uk/ourstructure/smc/wsdu/web2.doc> and ensure they contact Web Content as appropriate. In addition staff should be aware that intellectual property rights, such as copyright in comments and posts, can be created when using these services and this resides with the British Library where staff are contributing in their official capacity as an employee of the Library.

4.2 Databases

The British Library retains rights in databases that its employees create, such as bibliographic catalogue data. No intellectual property rights to such databases reside with individual contributors who compile databases as part of their contracted duties

4.3 Software and computer applications

Computer programs created by staff as part of their duties remain the copyright of the British Library. Intellectual property ownership of software created by third parties on behalf of the Library will be determined by the contract as negotiated through the Library's procurement procedures. Depending on circumstances this may vest with the British Library. For more details contact the Corporate Procurement Unit.

4.4 Design materials

Designs, including electronic communications, printed and web design, electronic communications and web services, created by British Library staff as part of their duties remain the intellectual property of the British Library. The intellectual property arising in designs commissioned by the Library from third parties will be governed by contract and will reside with the British Library.

4.5 Performances

Intellectual property rights in performances by British Library staff such as recordings of interviews, speeches and lectures will reside with the British Library where this constitutes part of a staff member's contracted duties. This will ensure that the Library is able to use these performances in items such as podcasts and television interviews as appropriate.