



## Background Check Policy

The Fortville-Vernon Township Public Library values the safety of its staff and patrons. Therefore, all staff and volunteers over 18 years-old are required to undergo a background check.

Each background check will include the following:

- **Prior Employment Verification:** Confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire, if available from the previous employer(s).
  - This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and/or Professional References:** Calls/emails will be placed to individuals listed as references by the applicant. A minimum of two references is required for employment; a minimum of one reference for volunteers.
- **Criminal Background Check:** This includes a review of all criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
  - The nature of the crime and its relationship to the position. Convictions involving violence, theft or sexual assault will not be hired or brought in to volunteer.
  - The time since the conviction.
  - The number (if more than one) of convictions.
  - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the Library, its staff or patrons.
  - The Library reserves the right to decline any request for fulfillment of court-ordered community service.
- **Storage of Background Checks:** Background check information will be maintained in a file separate from the employee's/volunteer's personnel files for a minimum of five years.

Final candidates for employment and volunteering will be required to complete a background check authorization form and return it to the Business Office Manager or Director.

All background checks will be paid for by the Library. However, the budget limits the number of adult volunteers the Library can have at one time. All interested volunteers are encouraged to apply for a volunteer position, with the understanding the vacancies will be filled on an as-needed basis.

Policy adopted by the Fortville-Vernon Township Public Library Board of Trustees on August 20, 2019.