

## Title: Background Check Policy

Effective Date: 7/20/20

Authorized By: Library Board of Trustees

Date of Last Revision: 8/16/23

In order to maintain the safety of our staff and patrons, the Huntington City-Township Public Library will perform background and/or criminal history checks on all employees and volunteers.

### **Employees**

At the time of hire, the Library will conduct a background check on all new employees. Each candidate will be asked to sign an authorization to conduct a background check before any such check is completed. Background checks will be conducted by a paid third party vendor and will include complete nationwide background and criminal history checks.

Applicants who have provided false information may be eliminated from further consideration for employment.

Job offers may be rescinded or employment may be terminated if the results of the background check merit such action.

### **Volunteers**

All Library volunteers over the age of 18 will be submitted to the local police department for a limited background and criminal history check.

Background checks will be conducted at least every two years for existing volunteers.

Volunteers may be disallowed from working in the library if the results of the background check merit such action.