

BACKGROUND CHECK POLICY

The Greentown Public Library (GPL) is an institution that serves the school & public, including children of various ages. As such, GPL expects library employees and volunteers to be held to the highest standards. In that regard, GPL will require a deep background check on all current employees, every five years. The library will conduct a criminal background check of any final candidate who is being considered for employment. The library reserves the right to conduct other background checks at any time during someone's employment if evidence dictates its wisdom.

Adults 18+ signing up for volunteer work may have a background check if they are working directly with patrons, or around children. Volunteers will be expected to pay for the library to perform a background check. The library will pay for all current employee background checks, but new hires will have to cover the cost. Documentation showing a prior deep background check within the past 12 months may be accepted in lieu of a new check.

Volunteers 18 years of age or older who are volunteering via a community service group (i.e. United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program.

Volunteers will be under staff supervision at all times.

The results of all background checks will be sent directly to the library director. Failure to pass the background check may result in the forfeiture of current employment with the organization or job offer being rescinded.

Adopted 2-24-2020