

Greentown Public Library

Background Check Policy

The **Greentown Public Library (GPL)** serves both the public and the local school community, including children of all ages. In recognition of its responsibility to provide a safe and secure environment, GPL requires that all employees and volunteers meet the highest standards. To that end, the following background check policy has been established.

Employee Background Checks

- GPL requires a **comprehensive (deep) background check** for all **current employees every five (5) years**.
- A **criminal background check** will be conducted for all **final candidates** being considered for employment.
- GPL reserves the right to initiate **additional background checks at any time during employment** if circumstances warrant.
- The **library will cover the cost** of background checks for **current employees**.
- **New hires** are responsible for **covering the cost** of their pre-employment background check.
- In lieu of a new background check, **documentation of a comparable check completed within the past 12 months** may be accepted, subject to library approval.

Volunteer Background Checks

- All **volunteers age 18 and older** who will work directly with patrons or be present around children will be required to undergo a background check.
- The **cost of the background check for volunteers** will be the responsibility of the volunteer.
- Volunteers participating through a **community service group** (e.g., United Way), **business, or college program** will be presumed to have been appropriately vetted by their sponsoring organization.
- All volunteers will be **under staff supervision at all times** while in the library.

Confidentiality and Review

- The **results of all background checks** will be sent directly to the **Library Director**.
- If an individual **does not pass** the background check, it may result in:
 - A **rescinded job offer** (for applicants), or
 - **Termination of employment** (for current employees).

This policy reflects the Greentown Public Library's commitment to ensuring a safe, welcoming, and trusted environment for all patrons, especially children and vulnerable individuals.

***Adopted 10-27-2025**





