

Jay County Public Library

Background Check Policy

Reviewed October 20, 2023

Adopted November 13, 2023

The Jay County Public Library is committed to providing a safe environment for both patrons and employees, and reserves the right to investigate the information provided by prospective employees and volunteers in an attempt to select the best qualified applicants for work in the library. As such, the library will require criminal history background checks (at the expense of the Library) for all current and new employees (at the time of hire) and some volunteers.

1. Prospective and Current Employees

- a. The Library will conduct a criminal background check on all new employees (over the age of 18) as part of the offer of employment that is contingent upon the results of the background check.
- b. The prospective employee will be informed that the check will take place, their signature on the job application form serving as consent to the check.
- c. Due to the confidential nature of the background check, only the Director and Assistant Director may perform and review the results of each check. The results will be maintained in a secured personnel file.
- d. When the results of the background check indicate an offense on the applicant's record, the Director will review the results to determine if the offense disqualifies the employee for continued employment.
- e. Each current employee will be subject to a criminal background check (at the expense of the Library) every five years. Review of the results will determine the employee's continued employment with the Library.

2. Volunteers

Depending on the nature of the work, volunteers over the age of 18 will have to submit to a criminal background check. The decision to do the check is dependent on the level of supervision provided for the volunteer work and the nature of that work. A background check will not be required for service organizations that volunteer as a group and are supervised by an organization's representative, and/or for which the volunteer activity is a single event and/or restricted to custodial work or materials handling.