VOLUNTEER BACKGROUND CHECK POLICY

Subject to the provisions of this Policy, volunteers must complete and sign a volunteer application form. If and when the applicant is tentatively accepted as a Library volunteer, the Library may require a criminal background check before permission is granted to undertake volunteer activities. In such event, the applicant will be required to sign a written consent to a criminal background check on a form provided by the Library. There is no cost to the applicant.

Highly confidential volunteer background checks will be obtained by the Library from an outside vendor. Upon a review and approval of the results of the background check, the volunteer will receive an e-mail, confirming his or her acceptance as a volunteer as well as the activity in which he or she will be engaged.

When evaluating a volunteer background check that includes a record of past criminal behavior, the Library shall consider various factors, including the following:

1) The nature of any offense revealed by the background check.

2) The disposition of the offense (e.g., conviction, pending charge, dismissed charge, etc.).

3) The amount of time that has elapsed since disposition of the offense.

4) Whether any information revealed by the background check is inconsistent with the volunteer application form or indicates that the application is misleading.

5) Whether, in the Library’s discretion, it is determined that information on the volunteer background check is otherwise likely to place staff or patron safety at risk or adversely impact the orderly function of Library operations.