

Background Check Policy

Reference and Background Checks

The _____ Public Library may require professional, personal, and academic references from an employment applicant.

Reference and Background Check Procedures

Reference checks may be conducted by mail, telephone, face-to-face interviews, or a combination of methods. For certain positions, such as those involving financial or security matters, the Library reserves the right to use a company representative or third-party agency to conduct background checks. The Library will notify applicants before conducting any reference checks.

Consumer Reporting Agency

For positions involving security responsibilities or significant financial accountability, the Library reserves the right to request a consumer reporting agency to prepare an investigative consumer report on the applicant in accordance with applicable law. Along with credit and employment history, such a report typically includes information about an individual's character, reputation, and mode of living, obtained through personal interviews with an applicant's neighbors, acquaintances, associates, and friends. The Library must obtain an applicant's consent before requesting such a report. All federal and state credit reporting laws will be followed during the background check process.

Inaccurate or Fraudulent Information

The Library will eliminate from further consideration for employment any applicant who provides false, misleading, or willfully deceptive information on his or her job application or resume or during an interview. Employees hired based on false information discovered after employment begins are subject to discipline, up to and including discharge.

External Employment Information Requests

From time to time, outside organizations or individuals file information requests with the Library, seeking information about current or former employees. To ensure consistency and fairness, protect individuals' privacy rights, and maintain the security and confidentiality of all employment and personal information in its record systems, the Library adheres to the following standards and procedures in dealing with all external requests for employment information.

Requests from Other Employers

The Library will disclose only the following information when responding to requests from other employers regarding current and former employees:

- The individual's start and end dates of employment
- Title of last position held
- Wage and salary information

The Library must have a signed consent form authorizing the Library to release this information from the individual's personnel records to the specifically named organization. To be acceptable, this consent

form must indicate the general and specific types of information that can be released and release the Library from all potential liability related to the authorized disclosure. The Library Director will normally handle these types of requests.

Other Information Disclosures

In responding to information requests from parties other than other employers, the Library generally releases information only if a signed consent form is supplied by the individual involved. Even with a consent form, the only information normally released is the individual's employment dates, most recent job title, and where authorized, most recent pay rate.

To obtain disclosure of any other information, a former or current employee must submit a request to the Library director, specifying the type of disclosure they are seeking and the identity of the organization authorized to receive the information.

Government Requests for Information

The only exception to the above procedures applies to information requests received by the Library from federal, state, or local authorities, including officials and authorized representatives of the courts, as well as law enforcement and other government agencies. The Library normally honors all such requests and provides the information sought in the form requested by the agency or official. Where the Library releases information about an employee or former worker in response to a subpoena, it normally informs or attempts to inform the individual about the disclosure. However, the Library reserves the right to refrain from informing individuals of government information requests related to an ongoing investigation of criminal activity.