

Hortonville Public Library

Volunteer Policy & Background Check Guidelines

Volunteer Policy

Any interested party may submit a volunteer application at the Hortonville Public Library; however, volunteers will be accepted only with the consent of the library director. Applicants may not be under the age of 12, and those under the age of 18 must have consent from a parent/legal guardian prior to acceptance. An emergency contact must be provided on the application, and the release of information authorization must be signed, thereby consenting to a background check. Neither the Village of Hortonville nor the Hortonville Public Library accepts any liability for the health and safety of volunteers for actions which are of the volunteers own doing.

Accepted volunteers must adhere to the following guidelines:

- Volunteers shall not be paid for their services
- Volunteers shall follow all enforced policies
- Volunteers shall perform duties as requested by library staff
- Volunteers shall not perform any tasks which would violate patron privacy
- Volunteers shall be respectful to all library patrons and staff

Volunteers will be dismissed by the library director if the above guidelines are not followed.

Background Check Guidelines

The Hortonville Public Library recognizes the need to conduct background checks on its employment and volunteer applicants in order to ensure reliable employees and volunteers. The purpose of this background check is to verify applicants' information and to screen for a history of criminal behavior. The Library Board of Trustees has established the following guidelines for the library director to adhere to when making a determination on whether applicants' background checks include information which may present a risk to the library, including its staff and patrons. Careful consideration will be given to each application, and the following guidelines will be used in determining what constitutes a failed background check.

Examples of these guidelines include:

- The background check reveals that a candidate falsified some portion of their application or attempted to conceal information, including stating on the application to have no criminal record when one is found or giving a false name on the application.

- The background check reveals that the candidate was found guilty of a crime against a child.
- The background check reveals that the candidate was found guilty of a sex crime.
- The background check reveals that the candidate was found guilty of theft.
- The background check reveals that the candidate was found guilty of a violent crime.

Updated: May 2019

Approved: June 2019