



Hortonville Public Library

Background Check Guidelines

Created June 2017 by Rachel Honzik, Library Director

The Hortonville Public Library recognizes the need to conduct background checks on its employment and volunteer candidates in order to ensure that we hire reliable employees and volunteers, to verify candidates' information for truthfulness, and to screen candidates found guilty of serious criminal behavior. The Library Board of Trustees has established the following guidelines for the director and/or law enforcement officials conducting background checks to adhere to when making determinations on whether employment and volunteer candidates' background checks include information about the candidate which may present a risk to the library, including its staff and patrons. While all situations are different and careful consideration will be given to each situation, there are some basic guidelines which the library will follow when determining what constitutes a failed background check because such instances present a risk to its staff, patrons, or property. Examples of these guidelines include but are not limited to:

- The background check reveals that that 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 or social security number on the application.
- The background check reveals that the candidate was ever convicted, and/or entered into a deferred prosecution agreement, of a crime against a child.
- The background check reveals that the candidate was ever convicted, and/or entered into a deferred prosecution agreement, of a sex crime.
- The background check reveals that the candidate was convicted, and/or entered into a deferred prosecution agreement, of theft in the last three years.
- The background check reveals that the candidate was convicted, and/or entered into a deferred prosecution agreement, of a violent crime in the last five years.
- The background check reveals that the candidate was convicted, and/or entered into a deferred prosecution agreement, of a drug-related offense the severity or recency of which the library finds to present a risk to staff, patrons, or property.

The library reserves the right to review background checks at the discretion of the director and library board.

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