

Wood County District Public Library  
Background Check Policy for Staff and Volunteers  
Approved March 16, 2016

A. WCDPL Staff

Prior to extending an offer of employment, or at other times during employment with the library, as appropriate, the library may conduct a detailed reference/background/credit/criminal check of an applicant or employee. All reference/background/credit/criminal checks will be in compliance with the Fair Credit Reporting Act and other applicable laws.

The library will conduct a criminal background check of any final candidate who is being considered for employment.

Criminal background checks (BCI and/or FBI) are conducted via the Wood County Sheriff's office, or another organization as appropriate. The results of the background check will be sent directly to the Director of the Library. The cost of the background check will be covered by the library. Failure to pass the background check may result in termination.

The library will conduct a driving record check of any candidate who is being considered for employment in a position where driving a library vehicle is one of the job duties. Annual checks will occur throughout employment. Failure to maintain insurability may result in the inability to retain employment.

B. Volunteers (18 years of age and older)

Volunteers 18 years of age or older must pass a criminal background check (BCI and/or FBI) conducted via the Wood County Sheriff's office, or another organization as appropriate, prior to beginning volunteer service. The results of the background check will be sent directly to the Director of the Library. The cost of the background check will be covered by the library.

Documentation showing a prior background check within the past 12 months may be accepted in lieu of a new check. Volunteers that are personally well-known to staff may be permitted service with prior consent of the Director.

Volunteers 18 years of age or older that are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program.

Volunteers will be under staff supervision at all times.

C. Volunteers (17 years of age and younger)

VolunTEENS will be interviewed by the Head of Youth Services or Walbridge Supervisor prior to service. A positive written reference from a current teacher or principal will be required if personally unknown to them. These volunteers will be under staff supervision at all times.

D. Court-ordered community service

The library reserves the right to decline any request for fulfillment of court-ordered community service. If approved, those seeking to complete court-ordered community service obligations at the library will only do so under the direct supervision of the Facilities Supervisor and at the BG facility.

These individuals may not work in the Children's Department or in staff spaces, and may not complete their service at the library if their offense involved theft or was of a violent or sexual nature.