

Background Check Policy and Procedures

Adopted By the Board of Trustees – 9/24/2020

Lake County Public Library may order a background check on new employees, promotion consideration and volunteer applications. The Library may order additional background reports for employment purposes, to the maximum extent permitted by applicable law.

The employee, candidate or volunteer will fill out a background check authorization form and return it to the Human Resources Department. The Human Resources Manager will order the background check (through a screening service) upon receipt of the signed release form and will be the company's representative to review the results. All background information will be maintained in the Human Resources Department.

In instances where negative or incomplete information is obtained, the Human Resources Manager and the Director will assess based on a case by case scenario. If a decision is adversely made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by Human Resources in conjunction with the employment screening service (if applicable).

The Director's background check (during the search for a Director) will be discussed with the Human Resources Manager and the Board of Trustees Personnel Committee.

The Lake County Public Library reserves the right to modify this policy at any time without notice.