



Criminal History Background Check Policy for Volunteers

Approved by Board of Trustees January 13, 2021

Revision approved by the Board of Trustees November 12, 2025

As required by IC 36-12-1-14, Eckhart Public Library requires every current employee or volunteer and any applicant for employment or volunteer placement to undergo a criminal history background check.

For the policy covering current employees and applicants for employment, see the Personnel Policy Handbook.

Members of the Library Board will be subject to a background check upon appointment or reappointment.

To ensure a safe environment for patrons and staff, particularly minors and vulnerable adults, the library requires a criminal history background check for all volunteers 18 and older.

- This check will be conducted prior to the volunteer's first day of service and repeated every five years.
- Refusal to authorize a background check will disqualify an individual from volunteering.
- A criminal conviction does not automatically disqualify an applicant. The Executive Director will review the nature of any offense to determine if it impacts the individual's suitability for volunteer placement.
- Any applicant with a criminal history involving sex abuse or crimes against children will be automatically denied volunteer placement.

Results of the background check will be shared with the current volunteer or volunteer applicant. A copy will be kept in volunteer files in the Library and maintained according to retention and disposal requirements as defined by the State of Indiana.