Reviewed and Approved: 07/21/2026

INDIAN RIVER AREA LIBRARY

Background Check Policy

1. STATEMENT of PURPOSE

   The *Indian River Area Library* will conduct a criminal background check of any final candidate who is being considered for employment. The Library reserves the right to conduct other background checks at any time during someone's employment if evidence dictates its wisdom.

2. EMPLOYEES

   Criminal background checks are conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate. The results of the background check will be sent directly to the Library Director. The cost of the background check will be covered by the *Indian River Area Library.* Failure to pass the background check may result in a job offer being rescinded.

3. VOLUNTEERS

   Volunteers 18 years of age or older must pass a criminal background check conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate, prior to the start of volunteer service. The results of the background check will be sent directly to the Library Director. 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 18 years of age or older who 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.