



## Employee Criminal Background Check Policy

The Carnegie Public Library of Steuben County (CPLSC) is an institution that serves the public, including children of various ages. As such, the CPLSC expects library employees and volunteers to be held to the highest standards.

Prior to extending an offer of employment the library will conduct a criminal background check with the Indiana State Police. This applies to any person who will have sustained and ongoing contact with children, or who will be handling cash.

The CPLSC complies with the federal Fair Credit Reporting Act (FCRA) and similar Indiana FCRA laws, federal and state equal opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks.

The results of a pre-employment background check are confidential and are only to be shared with the Director or the Board of Directors.