

Springville City, Utah  
Public Library  
Policies

<https://www.springville.org/library/your-library/about/policies/>

## **Policy 8 – Criminal Background Checks**

### **Section 8.01 GENERAL**

To help ensure a safe environment and to comply with state and local laws, the library requires criminal background checks under certain circumstances for staff and volunteers.

### **Section 8.02 BACKGROUND CHECKS**

- (a) All Springville Public Library employees have significant interactions with children below the age of 18. As such, all prospective employees of the library must submit to a criminal background check as a condition of employment (Utah Code Annotated Section 9-7-218).
- (b) The Springville City Administration and Legal Departments will oversee the process for gathering, submitting, and reviewing background checks as a prerequisite for all prospective employees who are ages 18 and above.
- (c) No prospective employee will receive an offer of employment before the background check procedure is completed.
- (d) The background check procedure will be the same for prospective volunteers, ages 18 and above, if their work involves significant contact with minors. A list of all volunteer positions that involve significant contact with minors will be maintained by the library staff.
- (e) If a prospective employee or volunteer fails a background check, they will be notified in writing by the Springville City Administration Department, and will be given two business days to submit a written response to the reasons for disqualification.

### **Section 8.03 NOTIFICATION AND REVIEW OF POLICY**

- (a) The library will display this policy in a prominent location.
- (b) The library will notify prospective candidates that they will be subjected to a background check.
- (c) This policy reviewed at least every three years by the library board and is effective as of the approval date listed below.

Approved by the Library Board of Trustees November 14, 2024

---