

Gloversville Public Library is committed to hiring, retaining, and promoting employees, and providing volunteer opportunities, in a manner that balances the best interests of the Library's mission, its employees, and any individuals affected by such decisions.

As part of the hiring, promotion, and volunteer process, the Library will check an individual's background information. "Background information" consists of past employment verification; professional references check; driving record check; military background check; criminal history check; state/federal licensing information confirmation; educational credentials check; consumer reports ("credit") check; and open access ("Google/social network") check. Prior to any check, the Library will establish the current factors that will warrant denial of employment, promotion, or volunteer hours.

To ensure regularity, fairness, and compliance, Gloversville Public Library shall use the following rubric when drafting a job description and making hiring/retention/promotion/volunteer decisions that requires the use of background information. In applying this policy, Gloversville Public Library shall consider the rights of the individual applicant, employee, or volunteer, as well as the needs of Gloversville Public Library as a whole.

Type of Check & Frequency of Check	Individuals Subject to Check	Adverse Action Catalyst	Required Waivers, Disclosures; Mitigation Factors, Controlling Laws and Policies
Open Access Records ("Google") Check Simple search engine/social media check of the person's full name and other biographical identifiers. <i>Frequency:</i> Prior to determination of final candidates.	All candidates, promotions, and volunteers.	No immediate adverse action; rather, there must be further evaluation to address any matters of concern initially located by a simple search engine check of the person's full name and other biographical identifiers.	No waiver or other permission is necessary for this search, however, all content to be relied upon must be verified in some additional way.
Criminal History Check <i>Frequency:</i> Prior to hiring and upon promotion.	All candidates, promotions, and volunteers.	If criminal history is revealed. Gloversville Public Library shall then follow the steps required by the NY State Corrections Law.	Any decision to deny employment/promotion/volunteer hours based on a criminal conviction must be documented in writing that applies relevant legal factors, and the written basis must be disclosed to the applicant upon their request.
Professional Credentials Check <i>Frequency:</i> Prior to hiring and upon promotion.	All candidates for jobs that requires particular credentials, or where credentials are a factor in hiring.	If candidate made a misrepresentation of a particular credential.	None.

Professional References Check <i>Frequency:</i> Prior to hiring.	All candidates for jobs that require professional references.	If the check reveals matters of concern regarding fitness for the job.	None.
Educational Credentials Check <i>Frequency:</i> Prior to hiring and upon promotion (unless there is a provisional hire based on a degree requirement, in which case, the check is final when there proof that the contingency has been met is submitted).	Any candidate applying for a job that has academic degree requirements. Prior to start of employment, official transcripts must be received by Gloversville Public Library.	If the check reveals misrepresentation of academic credentials.	None.
State/Federal Licensing or Registration Check <i>Frequency:</i> Prior to hiring and upon promotion.	Any candidate applying for a job that requires a professional license or registration (e.g. librarian, CPA). NOTE: A list of licensed professions is maintained on www.op.nysed.gov/prof/	If the check reveals misrepresentation or if license is suspended, revoked, or expired.	Employees must inform Gloversville Public Library if a professional license or registration is suspended, revoked, or allowed to lapse.
Motor Vehicles Records (MVR) Check <i>Frequency:</i> Prior to hiring, and as required by MVR policy.	Any candidate applying for a job for which the description states: 1. "Must have a valid drivers' license and be able to drive for Gloversville Public Library business." AND/OR 2. "Must be able to [insert task that requires driving]." 	If the check reveals misrepresentation or if the license is suspended, revoked, expired, or shows a record of unsafe driving.	If check is done by a Consumer Reporting Agency (CRA), the applicant must sign a waiver and any adverse action on the basis of the past employment history provided by the CRA must be disclosed to the applicant. <i>Law controlling:</i> FCRA Section 604.
Military Background Check <i>Frequency:</i> Prior to hiring and annually (for those still in the military).	Any candidate claiming military service as relevant to a pending employment application or current employment or leave. NOTE: Applicants who have served in the military should provide a copy of form DD214.	If the check and/or evaluation of form DD214 reveals misrepresentation of background, dishonorable discharge, or insufficient experience.	If check is done by a CRA, the applicant must sign a waiver and any adverse action on the basis of the past employment history provided by the CRA must be disclosed to the applicant.
Consumer Reports (Credit) Check <i>Frequency:</i> Prior to hiring, upon promotion, and annually.	The Library Director and any other person who may independently authorize expenditure or oversee bank deposits.	If the check does not meet the current factors that have been established for the position in question.	The applicant must sign a waiver, and any adverse action based on the past employment history provided by the CRA must be disclosed to the applicant. <i>Law controlling:</i> FCRA Section 603(o).

Adopted August 19, 2026

