



The Bernville Area Community Library is committed to providing a quality environment for the delivery of information for cultural, economic, educational and recreational development to the public. In order to do this, we strive to maintain a safe environment for all staff and patrons of the public library and further, to protect and preserve property under its stewardship.

CLEARANCES AND MANDATORY REPORTING OF CHILD ABUSE FOR EMPLOYEES AND VOLUNTEERS

EMPLOYEES

Every employee of the library shall obtain the following three clearances:

- Pennsylvania State Police Criminal Record Check;
- Pennsylvania Child Abuse History Clearance, and;
- FBI Criminal Background Check;

These clearances must be renewed every 60 months.

All three clearances must be obtained by any applicant prior to hire. Potential employees already in possession of these clearance documents must present current clearances (preferably obtained within the last calendar year) at their interview. If the guidelines for provisional employment are met, the Library Director may, at their discretion, permit such employees to work while the clearances are obtained, but must follow and document the requirements of the law.

Any employee remaining employed at the Bernville Area Community Library for more than five years will have the option of being reimbursed by the Library when they have renewed the clearances every five years. The library will own the original clearances of any employee who is reimbursed for those costs and the employee will receive a photocopy of those clearances.

The Library Director shall maintain photocopies of these clearances for all employees after having seen the original clearance forms. Clearances shall be maintained in each employee's personnel file.

The library Director shall provide a report on all completed clearance form activity within the scope of their monthly Director's report to the Board of Trustees, whenever necessary.

Any employee who cannot obtain any of the above-named clearances may be terminated in accordance with Pennsylvania law. The Library Director shall discuss any such situation with the President of the Library Board of Trustees. Further, any employee who is arrested for, or convicted of, an offense that would constitute grounds for denying employment or participation in a program, activity, or service, or is named as a perpetrator in a Founded or Indicted Report, shall provide written notice to the Library Director within seventy-two hours after the arrest, conviction, or notification that he or she has been listed as a perpetrator in the statewide database.

All Library employees shall be considered mandatory reporters of child abuse. As such, every Library employee must receive state-approved training within 90 days of hire and every five years thereafter. The Library shall maintain records regarding compliance with the Recognizing and Reporting Child Abuse training



laws. Copies of the Certificates of Compliance shall be kept in each employee's personnel file. The library Director shall report all training status to the Board of Trustees within the scope of their monthly report.

VOLUNTEERS

The Library Director has the discretion to determine if any of the library's volunteers are required to obtain clearances in accordance with Pennsylvania law. If they determine that a volunteer requires the clearances then they must be obtained.

Volunteers have the option of being reimbursed by the Library once they have accumulated at least twenty-four hours of volunteer time at the Library with the first six months of their initial volunteer participation. The Library will own the original clearances of any volunteer who is reimbursed for those costs and the volunteer will receive a photocopy of those clearances.

The Library Director shall maintain photocopies of these clearances for all volunteers after having seen the original clearance forms. Clearances shall be maintained in a separate file specifically for the storage of volunteer clearances forms.

Volunteer clearance form activity shall also be included in the Library Director's monthly report, when appropriate.

Adopted: November 2020



BERNVILLE AREA
COMMUNITY LIBRARY