

Barrington Public Library  
Employment & Volunteer References Policy

The Barrington Public library may provide references for current and former employees and volunteers, but is under no obligation to do so. The following describes the Library's policy and procedure for providing references.

- To request or authorize a reference, the employee or volunteer must sign the consent form allowing the release of such information. Employees should be aware that the library will base all references upon verifiable information from supervisors and personnel files, and makes no guarantee that references will be positive in nature. For all references, both oral and written, the library will take reasonable care to provide information that is true, accurate, and fair, and does not give a misleading impression of the individual's performance.
- Unless the employee or volunteer has signed a Reference Request Consent Form, the only information given to any company, organization or individual calling, e-mailing, or requesting a written recommendation will be the start date of duties, date of departure from those duties and position/s held.
- The Library Director will be solely responsible for providing requested written or oral recommendations on behalf of the library for employees. The Library Trustees will be solely responsible for providing written or oral recommendations for the Director. The Assistant Director may write recommendations for student volunteers under his/her direct supervision. If staff chooses to give personal references for fellow employees/volunteers, they must stipulate they are personal references. They may not utilize library letterhead, e-mail, phones, or any other library resources to create or disseminate such personal references.
- Phone references, for those who have signed a reference request release form, will be handled in the following manner: 1) when contacted for a phone reference, the Director will take the name of the company, the name of the person calling, the phone number, and will then call the person back to verify the legitimacy of the request. 2) The Director will answer only questions posed by the requestor; other information will not be volunteered. 3) A written record of the conversation will be kept and put in the employee's personnel file. For volunteers, who do not have personnel files, the Director will keep a record only of the date of the phone call, the name and organization of the individual requesting the reference, and the name of the volunteer, and may discard this record one year after the reference is given. 4) All requestors will be notified that the information being given is private and confidential.
- Written references will be released in accordance with the consent form below.

## Employee/Volunteer Reference Request Consent Form

I, \_\_\_\_\_, Employee / Volunteer (circle),  
request the Barrington Public Library provide a reference for me. This reference may be given  
in the following form/s: (check one or both)

\_\_\_\_\_Written      \_\_\_\_\_Oral

I authorize the Library Director, or, Assistant Director in the case of volunteers, at the library to  
release information and provide an evaluation about any and all aspects of my job performance  
at the Barrington Public Library to:

\_\_\_\_\_ All Prospective employers / volunteer hosts / Educational institutions (unrestricted  
release)

\_\_\_\_\_ Specific employers / volunteer hosts / Educational institutions. Please stipulate which  
employers/entities you wish to have this information released to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This authorization to provide references is valid until the employee/volunteer formally rescinds  
it in writing to the library.

The employee/volunteer agrees to release and hold harmless from liability the Barrington  
Public Library, the library staff person offering the reference and the Library Trustees for any  
information disclosed pursuant to this reference policy.

Employee/Volunteer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If the employee/volunteer is under age 18, a guardian's signature to release information is required below:

Signature of Guardian: \_\_\_\_\_ Date: \_\_\_\_\_