

## BARRINGTON PUBLIC LIBRARY

### Employment and Volunteer References

#### Policy

- The Barrington Public Library may provide references for current and former employees and volunteers but is not obligated to do so.
- No information beyond dates of service and positions held will be released without written authorization.
- References provided on behalf of the library will be based on verifiable information and will be truthful, accurate, and fair.
- The Library Director is authorized to provide references for employees. The Board of Trustees is authorized to provide references for the Library Director. The Assistant Director may provide references for student volunteers under their supervision.
- Employees providing personal references must do so in a personal capacity and may not use Library resources.
- Procedures for implementing this policy shall be established by the Library Director.

#### Procedure

1. Verify that a signed Reference Authorization Form is on file. Without authorization, only dates of service and positions held may be released.
2. Verify the identity of the requesting organization or individual.
3. Provide only information supported by Library records or direct knowledge of the individual's service.
4. Maintain a record of references provided in accordance with Library recordkeeping practices.

## Employment/Volunteer Reference Authorization Form

Name: \_\_\_\_\_

☐ Employee   ☐ Volunteer

Phone/Email: \_\_\_\_\_

### Authorization

I authorize the Barrington Public Library to provide employment or volunteer references concerning my service with the library.

Type of Reference Authorized: ☐ Oral ☐ Written ☐ Both

Authorized Recipients:

☐ General Authorization (any prospective employer, educational institution, or volunteer organization)

☐ Limited Authorization. Organizations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This authorization remains in effect until revoked by me in writing.

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

Parent/Guardian Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_