

**Schuylkill Valley Community Library**  
**Clearance and Mandatory Reporting of Child Abuse for Employees and Volunteers**

- I. Employees
  - A. Every employee of the library shall obtain the following three clearances: the Pennsylvania State Police Criminal Record and Background Check, Pennsylvania Child Abuse History Clearance, and the FBI Criminal Background Check.
  - B. Any employee who cannot obtain any of the above clearances may be terminated in accordance with Pennsylvania law. The library director shall discuss such situations with the president of the library board. 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 72 hours after the arrest, conviction, or notification that he or she has been listed as a perpetrator in the statewide database.
  - C. All three clearances must be obtained by any applicant prior to hire.
  - D. 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 5 years thereafter. The library director shall maintain records regarding compliance with the recognizing and reporting child abuse training laws. Copies of the certificates of compliance shall be kept in a separate file for such certificates and in each employees file.
- II. Volunteers
  - A. The library director will determine if any of the library's volunteers are required to obtain clearances in accordance with Pennsylvania law. If (s)he determines that a volunteer requires the clearances, then they must be obtained.
  - B. Any copies of clearances obtained by library volunteers shall be maintained by the library director.
- III. The library director shall maintain copies of the clearances in a separate file for such clearances and in each employee's personnel file.

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Solomon Lausch, President

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Kathy Gerber-Fegely, Secretary  
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