



CORI

The Library Director will be responsible for CORI checks of all new Library hires 18 years of age and older and new volunteers 18 years of age and older. This authorization is conferred pursuant to:

M.G.L. c. 6, §. 172 :

- hiring authorities of public library personnel may access and receive conviction and pending case CORI for the purpose of screening *current or otherwise-qualified* prospective staff of the library who may have direct and unmonitored contact to children

M.G.L. c. 6, § 172H:

- mandates organizations primarily engaged in providing activities or programs to children 18 years of age or less, that accepts volunteers to obtain all CORI on volunteers prior to volunteer service

CORI is to be used as a final step in the process of screening prospective staff persons and volunteers. It is only when such candidates are otherwise qualified in all respects. Each new hire and new volunteer will sign an authorization at hiring allowing the Library Director to do a CORI check. Applicants will be provided a copy of their CORI report. Applicants challenging the accuracy of their CORI report shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record.

If the Edgartown Public Library reasonably believes the record belongs to the applicant and is accurate, the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

The Edgartown Public Library will notify the applicant of the decision and the basis of the decision in a timely manner. All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation.

Adopted September 13, 2012 by the Edgartown Library Board of Trustees.