



# REFERENCE CHECKS AND PERSONAL RECOMMENDATIONS POLICY

Policy Number: 031

Effective Date: 7/26/2017  
Authorized by: Board of Trustees

Review Date: 7/01/2025  
Approved July 26, 2017

- 1) **Purpose:**  
The purpose of this policy is to address reference checks for current and former employees at Timberland Regional Library (TRL).
- 2) **Scope:**  
This policy applies to TRL staff.
- 3) **Background:**  
None.
- 4) **Definitions:**  
None.
- 5) **Policy:**
  - A. Any requests for reference checks related to current or former employees of TRL shall be directed to Human Resources.
  - B. Staff members who provide personal recommendations:
    1. Are not agents of TRL
    2. Do not make such recommendations as part of their job
    3. May not use TRL letterhead or work time to prepare recommendations
- 6) **References:**  
None.
- 7) **Citations:**  
None.

*By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.*