SAN JUAN ISLAND LIBRARY DISTRICT

OPERATIONS POLICY MANUAL

November 2026

This Policy Manual does not in any way create a contract, expressed or implied. This Policy Manual simply provides general statements of policy, which are not intended to be part of the employment relationship. These policy statements are not promises of specific treatment in specific situations and are not binding on the Library.

This Policy Manual does not guarantee employment for a definite period of time or alter the "at will" relationship between employee and employee.

This Policy Manual supersedes all previous Policy Manuals and all previous written or unwritten policies on any of the subjects discussed in this Policy Manual. The Library reserves the right to modify the policies contained in this Policy Manual at any time in accordance with Policy Section 1.2

SAN JUAN ISLAND LIBRARY DISTRICT OPERATIONS POLICY MANUAL

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SAN JUAN ISLAND LIBRARY DISTRICT

1.0
BY-LAWS

ARTICLE I - PURPOSE

The Board of Trustees of the San Juan Island Library District exists by virtue of the provisions of RCW 27.12.190 and exercises the authority and assumes the responsibilities delegated to it by said RCW.

ARTICLE II - OFFICERS

Section 1. The officers shall be President, Vice President, and Secretary, elected from among the appointed trustees at the annual meeting of the Board.

Section 2. Officers shall serve terms of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as ex-officio voting member of all committees, insure that a true and accurate record is maintained of all meetings of the Board, and perform all other duties associated with that office.

Section 4. The Vice President, in the event of the absence of the President, shall assume and perform the duties and functions of the President.

Section 5. The secretary shall review for accuracy the records of all proceedings of the board meetings.

Section 6. Vacancies occurring in any office shall be filled at the next regular meeting of the Board.

ARTICLE III - BOARD OF DIRECTORS

Section 1. The governing board of the San Juan Island Library District is composed of five members as appointed by the San Juan County Board of Commissioners.

Section 2. The term of office of the trustees shall be five years. No trustee shall serve more than two full consecutive terms.

Section 3. Any trustees who misses more than three (3) board meetings in any calendar year may be asked to resign from the Board of Directors.

ARTICLE IV - COMMITTEES

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until the completion of the work for which they were appointed.

ARTICLE V - MEETINGS

Section 1. Regular meetings shall be held monthly, the date, the hour and the location to be set by the board.

Section 2. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in October of each year.

Section 3. A quorum for the transaction of business shall include, but not be limited to, the following items:

(1) Call to order
(2) Visitors
(3) Adoption/amendment to agenda
(4) Disposition of minutes of previous meeting
(5) Financial report
(6) Approval of bills
   a) A consent agenda may be used to consolidate expense claims transmittals for an approval vote. A trustee may ask for an item to be removed for further discussion, while the remainder of the consent agenda may be approved separately.

b) Payroll will be affirmed separately from the consent agenda.

(7) Report of Director
(8) Unfinished business
(9) New business
(10) Adjournment

Section 4. A special meeting may be called at any time by the President or by two Trustees by delivering written notice personally, by mail, by fax, or by electronic mail to each Trustee, and to each local newspaper of general circulation and to each local radio or television station that has on file with the Board of Trustees a written request to be notified of such special meeting or of all special meetings. Such notice must be delivered personally, by mail, by fax, or by electronic mail at least twenty-four hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. At such a special meeting, the Board may not make final disposition of any matter not specified in the call and notice of the meeting.

Written notice of a special meeting may be dispensed with as to any member who, at or prior to the time the meeting convenes, files with the Secretary of the Board or the Library Director a written waiver of notice. Such waiver may be given by mail, by fax, or electronic mail. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury, damage, or other harm to persons (including, but not limited to, Library patrons) or property or the likelihood of such injury, damage, or harm when time requirements of such notice would make notice impractical and increase the likelihood of such injury, damage, or harm.

ARTICLE VI - LIBRARY DIRECTOR

The Board shall select and appoint a competent and qualified library director who shall be the manager of library operations. The Director shall be considered the executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board.

ARTICLE VII - AMENDMENTS

These by-laws may be amended at any regular meeting of the board with a quorum present, with a majority vote of all members present, providing that the proposed amendment(s) shall have been presented for action at a previous meeting and stated in the call for the current meeting.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Roberts Rules of Order, as currently amended, shall be parliamentary authority on all matters not covered by the by-laws of the Board.

Approved and adopted as amended this 14th day of March, 2023.

Policy Section 1 Governance
Date Adopted: November 10, 1987
Date Implemented: November 10, 1987
Date Amended: March 9, 1999
Date Amended: May 9, 2006
Date Amended: July 15, 2008
Date Amended: August 9, 2011
Date Amended: August 11, 2026

1.1
VISION STATEMENT, MISSION STATEMENT, AND CORE VALUES

Vision Statement
San Juan Island Library provides a cozy, helpful, active, and joyful environment, supporting current and yet-to-be-imagined dreams for learning, enjoyment, and community for all.

Mission Statement
The Library offers a welcoming place for community connection and promotes the joyful exploration of reading and learning. We provide open access to a world of knowledge, foster connections that unite us, and invite all to discover life's possibilities. We champion the freedom to explore diverse ideas, drive innovation through emerging technologies, and cultivate a thriving community where everyone can grow and succeed together.

Core Values

Access
The Library advocates for our community's access to resources for all ages, continuous learning, information, and play.

Connection
The Library serves as a stimulating center for connecting, where people gather, socialize, engage, and participate in programs and other activities.

Possibility
The Library inspires curiosity, fosters creativity, encourages discovery, and opens doors to new ideas, perspectives, and experiences.

Freedom
The Library promotes informed citizenship by upholding intellectual freedom and the freedom to read.

Innovation
The Library pursues innovation to be flexible, adapt to changing times, meet evolving community needs, and stay relevant as technology advances.

Community
The Library is a central island hub that fosters partnerships with a broad spectrum of organizations to strengthen and enrich our community.

Policy Section 1.2
Date Adopted: December 9, 1986
Date Implemented: December 9, 1986
Date Amended: December 12, 2000

1.2
Policy Manual

1.2.1 Policy Manual established

A. Policies adopted by the Trustees shall take effect upon passage. They shall then be entered into suitably established official copies of the Policy Manual, which shall be maintained by the Director. Copy One of the Official Policy Manual shall contain the original copy of each policy and shall be kept in the Director's office. Copy Two of the Policy Manual shall contain identical copies of each policy, and shall be shelved in the library's reference collection, where it shall be available for examination or copying during regular library hours.

B. Policies, or portions thereof, entered in the Policy Manual shall display the date of adoption by the Trustees and the date of implementation. Each amendment to a policy shall also display the date the amendment was adopted and implemented.

C. Additional copies of the Policy Manual may be distributed to the Trustees and other individuals. However, copies made and distributed under this subsection are unofficial copies and the library is not responsible for their accuracy.

D. The Policy Manual is in the public domain, as defined in Title 17, United States Code 101.

1.2.2 Adopting, amending, or rejecting policies

A. Proposed policy changes may be introduced by the Director, a Trustee, an employee, or a citizen. Proposed policy changes shall be presented to the Director, who shall place them on the agenda for a Trustees' meeting within thirty-five days of receipt. Trustees also may propose policy changes by means of a motion during a Trustees' meeting.

B. When placed on the agenda, proposed adoption, amending, or rejection of policy changes shall take effect upon passage, and shall then be entered into the two official policy manuals.

C. With a quorum present, the Trustees may accept, reject or amend a proposed policy change by a simple majority vote of the Trustees present.

1.2.3 Implementing policy revisions

A vote by the Trustees to adopt, amend or delete policies takes effect upon passage. The policy revisions are entered in the two official copies of the policy manual, as specified in Section 1.2.1 (A), within three working days of the date the minutes are adopted.

1.2.4 This policy manual does not in any way create a contract, expressed or implied. This policy manual simply provides general statements of policy, which are not intended to be part of the employment relationship. These policy statements are not promises of specific treatment in specific situations and are not binding on the library. This policy manual does not guarantee employment for a definite period of time or alter the “at will” relationship between employer and employee.

This policy manual supersedes all previous policy manuals and all previous written or unwritten policies on any of the subjects discussed in this policy manual. The Library reserves the right to modify the policies contained in this policy manual at any time in accordance with Policy Section 1.2

Policy Section 1.3
Date Adopted: August 12, 1986
Date Implemented: August 12, 1986
Date Amended: June 13, 1995

1.3
Appointment of Trustees:
Written notice of a vacancy on the Board of Trustees shall be sent to the newspaper of legal record and other subscription newspapers in San Juan County two months prior to the expiration date. The Trustees may interview all applicants prior to the expiration date. The Trustees shall then submit the name(s) of the applicants to the appointing officials. The Trustees at their discretion may recommend one or more applicants for appointment.

Policy Section 1.4
Date Adopted: December 9, 1986
Date Implemented: December 9, 1986
Date Amended: June 13, 1995
Date Amended: November 10, 2004

1.4 Ongoing education and training for Trustees:
Trustees are encouraged to participate in conferences, meetings, and continuing education programs which will assist them in carrying out their responsibilities. The District will bear the cost of approved participation in accordance with the following policies.

1.4.1 Approval: In order for a Trustee to receive reimbursement for costs of attending any event, approval must be granted by the Board. Except where unusual circumstances prohibit, approval must be sought in advance of attendance. An estimate of the costs involved should accompany the request for approval. The Director should be consulted concerning the availability of budgeted travel funds. Standing approval may be made for Trustees to attend certain events.

1.4.2 Reimbursement. Travel costs will be reimbursed in accordance with District policies, using mileage and per diem rates adopted by San Juan County Administrative Services. Reimbursement will be full unless a partial reimbursement arrangement is set at the time of approval. Trustees will not be compensated for their time in traveling to or attending events.

1.4.3 Assessment: Trustees attending an event approved for reimbursement shall provide an oral and/or written report to the Board.

Policy Section 1.5
Date Proposed: September 18, 2025
Date Approved: September 18, 2025

1.5 Public Comment at Board Meetings

Washington's Open Public Meetings Act (Chapter 42.30 RCW) establishes that the governing body of a public agency shall provide an opportunity for public comment at or before every regular meeting at which action is taken. This policy complies with state law by establishing the rules and expectations for the public's participation at its meetings that ensure a fair, equitable, and consistent means for any individual to address the San Juan Island Library Board of Trustees (the "Board").

1.5.1 Policy

A. Meetings of the Board of the San Juan Island Library District are open to the public in accordance with the Open Public Meetings Act.
B. The public is not normally invited to participate or contribute to discussion of business on the agenda except when specifically invited to speak, make a presentation or in some way provide information to the Board.
C. Time will be reserved on the meeting agenda for public comment. The public comment period will normally be held at the beginning of the meeting. The total comment period is limited to fifteen (15) minutes unless otherwise ruled by the presiding officer.
D. Generally, the meeting minutes will record only the name(s) of speakers, and written materials presented to the Board will be included in the library's records rather than in the minutes.

1.5.2 Public Comment

A. Public comments may be made in person or virtually. Public comment must pertain to San Juan Island Library business.
B. Individuals wishing to address the Board during the public comment period may be asked to provide their full name, address, and any relevant group affiliation. Individuals are allowed three (3) minutes to address the Board and may comment only once. The presiding officer shall have the discretion to modify this time limit as well as to limit repetitive comments. The officer will invite individuals to speak first in person, then virtual guests on a first-come first-served basis.
C. Any written comment must be emailed to the director by 2:00 pm on the day of the meeting, or eight (8) copies provided in person at the meeting.
C. All communications and documentation to/from the public are considered public records and may be disclosed upon request, including, but not limited to, names, addresses, phone numbers and email addresses provided by the public in email, in board minutes, or contained in other documentation.
D. Comments will be directed to the Board as a whole, not to individual trustees, staff, or other members of the public. Comments will be relevant to library matters.
E. The Board may stop people from speaking to the Board when not recognized by the Board to speak.
F. The Board does not engage in discussion or debate with speakers during the public comment period or business portion of its meetings, though they may ask clarifying questions. All comments are taken under advisement. There is no guarantee that suggestions brought forth by the public during public comment session will be addressed by the Board at a future meeting.

1.5.3 Conduct

A. Respectful and courteous behavior and language is expected of all participants. The Library's Rules of Conduct Policy applies to behavior in Board of Trustee meetings, in both virtual and physical spaces.
B. In the event that the Board deems the conduct of a speaker to be disruptive or disrespectful, the presiding officer may call the session to an end. Any person(s) judged by the presiding officer or the

Board to be causing undue disruption, or who does not follow the guidelines established by the Board, will be asked to terminate their comment or leave the meeting. Refusal to leave the meeting may result in removal by local authorities or library administration. In the event that the meeting is interrupted by a group or groups so as to render the orderly conduct of the meeting unfeasible, the Board may address interruptions in accordance with RCW 42.30.050. The Board may order the meeting room cleared and continue in session, or may adjourn the meeting and reconvene in another location. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. The Board may establish a procedure for readmitting an individual(s) not responsible for disturbing the orderly conduct of the meeting.

1.5.4 Comments in Public Hearings

Comments during public hearings, for example, first and second readings for annual budgets, will be made at the appropriate time on the agenda set for that purpose. Comments are limited to the agenda topic of the public hearing.

1..5.5 Contact

Members of the public may contact the Board at any time via regular mail or email.

Mail
SJI Library Board of Trustees
1010 Guard St.
Friday Harbor, WA 98250

Email
Board: trustees@sjlib.org
Director: lorton@sjlib.org
General: sjlib@sjlib.org

Policy Section 2 Administration
Date Adopted: February 10, 1987
Date Implemented: February 10, 1987
Date Amended: June 13, 1995
Date Amended: October 10, 2006
Date Amended: November 14, 2006
Date Amended: June 10, 2008
Date Amended: April 13, 2010
Date Amended: March 13, 2012
Date Amended: July 10, 2012
Date Amended: September 11, 2012
Date Amended: March 11, 2014
Date Amended: July 10, 2018
Date Amended: September 8, 2020
Date Amended: February 9, 2021
Date Amended: April 14, 2026

2.1 Finances and Audits

2.1.1 County as Financial Agent: Except as otherwise provided for in the Articles of Incorporation, bylaws or these policies, all funds of the District will be received, recorded, and disbursed by the San Juan County Treasurer and Auditor in accordance with State and County law and policies. All receipts except those properly maintained in a petty cash fund approved by the Board of Trustees will be deposited promptly with the County Treasurer's office, and all disbursements, except petty cash disbursements made in accordance with the policies of the District, will be made by the office of the County Auditor.

2.1.2 Approval of Disbursements: Disbursement of District funds, except as provided in A and B, shall be made by the County Auditor only on the authority of a Motion duly made, seconded, and passed by the Trustees at a properly called meeting of the Board at which a quorum is present. Certain other funds may be distributed in the following manner:

A. Disbursements may be made from a petty cash fund previously approved by the Board of Trustees.

B. Employee wages and salaries, which have been previously authorized by action of the Board of Trustees, shall be disbursed by the County Auditor in the month earned based on a payroll worksheet approved by the Director. Such disbursements shall be ratified by the Board of Trustees at its succeeding regular monthly meeting.

2.1.3 Petty Cash Fund: The Trustees may, at their discretion, establish a petty cash fund in any specific amount they determine appropriate. The Director shall be responsible for the proper use and recordkeeping of the petty cash fund in accordance with generally accepted accounting practices for such funds.

2.1.4 Short-term investments: The Trustees may appoint one or more trustees or the Director as Investment Officer (s), and pass such resolutions as are necessary to authorize the Investment Officer(s) to invest, through the County Treasurer, District funds which are not immediately needed.

2.1.5 Reserve funds: The Library will maintain an unreserved fund balance of at least three (3) month's operating expenditures. These funds will be maintained to fund unforeseen or emergency operating expenditures, the maintenance and replacement of technology, and maintenance and repair of the facility.

2.1.6 Budget

A. The Board shall approve a budget for each year, in accordance with the requirements of law. The Trustees will set an appropriate schedule for consideration of the budget, which schedule will include a formal public meeting, properly announced. This public meeting is normally held at the regular November meeting, but may be held at whatever time, consistent with law, the Trustees set.
B. Once the budget has been approved by the Trustees, the Director is authorized to spend the funds budgeted, for the purposes budgeted, up to the budget limits (subject to paragraph 2.1.5.C, with the following exceptions:

1. Even if not explicitly budgeted, the Trustees may direct certain expenditures to be made on their behalf from budgeted lines. Examples of such items may include but are not limited to professional liability insurance and professional memberships for Trustees.
2. The Director is authorized to make expenditures not to exceed $1500 without prior approval of the Trustees.
3. No new staff positions may be created, and no new employee benefits may be established, without the specific approval of the Trustees.
4. All contracts for professional services must be approved by the Trustees.
5. The Director shall reserve in the continuing education and travel budgets appropriate funds to cover Trustee costs for these items.
6. The Director shall not sign any contracts or make any agreements which would carry over into a future budget year without prior approval of the Trustees.
7. The Director shall not sign any promissory notes, or enter into any debt contracts (other than normal trade accounts) without the authorization of the Trustees.
8. The Trustees may from time to time make such other restrictions as they deem necessary.

C. Emergency Situations: If an emergency requiring expenditures in excess of those authorized in 2.1.5B (2) should arise, the Director shall consult by telephone with the President and/or such other Trustees as are available by telephone. Those Trustees and the Director may decide to make such expenditures as are necessary to relieve the emergency situation.

An emergency is defined as a situation in which immediate action is necessary to protect life, health, or property.

D. Avoidance of overbudgeting: The natural tendency in budgeting is to budget every line at its estimated maximum need. This generally results in a total budget in excess of actual need. In order to avoid this, budget lines will represent anticipated median, not maximum need. The Director will be considered in compliance with the budget as long as the total expenditure for operating items (excluding contingency, capital, and debt fund lines) does not exceed the total budget for those lines.

2.1.7 Procurement

A. Policy

When procuring public works, goods, or services, the San Juan Island Library District (the “District” or the “Library”) solicits competition in accordance with applicable law. The objective of competition is to promote confidence in the integrity and cost-effectiveness of the District’s procurements while maximizing economic benefits.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law and its underlying rules or regulations shall prevail. In all other cases, District policies and practices

shall prevail.

B. General Provisions

1. Estimating Purchases
   Before applying the dollar bidding limits in the following sections, the total cost of each procurement or purchase must be estimated, including sales tax (unless otherwise stated in this Policy in accordance with applicable law). Determining the estimated cost is a crucial first step, since the determination will dictate which procurement or purchasing method is used. Given that making an exact estimate is seldom possible, the person making the estimate should determine the fair and reasonable value of the work to be performed (or the purchase to be made), taking into account the particular conditions and requirements of the proposed project or purchase. The cost estimate should reflect the amount the District considers fair and reasonable and is willing to pay for the contemplated work or purchase. In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor used in its construction must be included.

2. Breaking Down or Splitting Purchases
   The breaking down or splitting of any purchase or contract into units or phases to avoid the maximum dollar amount in a purchasing and contracting category is prohibited.

3. Emergency Procurements
   Notwithstanding any other provisions of this policy, if an emergency exists posing a threat to public health, welfare, or safety, or a threat to the proper performance of essential functions, the Board of Trustees or its designee may declare that an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the District to address the emergency situation. The emergency designee under this subsection shall be the Board President, or the Vice President if the President is not available, or the Secretary if the Vice President is not available, or the Director or designee if the Secretary is not available. Such emergency procurements shall be made with such competition as is practicable under the circumstances. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of the emergency must be made by the Board of Trustees or its designee and included in the contract file, containing a description of the purchase, a description of the emergency and the circumstances leading up to the emergency, and an explanation of why the circumstances required an emergency purchase, and duly entered of record no later than ten (10) days following the award of the contract. Emergency contracts must be made available for public inspection within ten (10) business days following the commencement of work or execution of the contract, whichever occurs first. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract, which shall be reported to the Board of Trustees at the next subsequent meeting.

4. Signature Authority
   The Director may delegate the signature authority to other District employees as deemed appropriate. In exercising this authority, the Director remains responsible for ensuring that such employees adhere to all laws and administrative rules covered by this policy.

5. Contract Selection Criteria

State law does not provide criteria for the District to contract for consultant services, vendor services, or supplies and materials. This policy provides general criteria. A written contract will be used for all services on a form provided by the District or the contractor. The Director or designee shall keep a written record of all contracts, selection criteria, and submissions.

In selecting a person, firm, or entity to contract with under this section, basic criteria include the following:

- Price;
- Ability to perform the work;
- Quality of performance, including any previous performance for the District;
- Ability to meet deadlines for contract performance;
- Responsiveness to solicitation requirements;
- Staff availability for the project, including availability of staff on San Juan Island;
- Experience and reputation;
- Compliance with statutes and rules relating to contracts or services; and
- Other information relevant to awarding the contract.

Generally, cost or price and qualifications for the job will be weighted the most heavily, as well as availability to work on San Juan Island. However, the Board of Trustees, the Director, or the designee, as applicable, will determine, on a case-by-case basis, which selection criteria will be used and how they will be weighted, depending on the nature of the services the District needs and in accordance with the District's best interests.

C. Public Works

Public works means all work, construction, alteration, repairs, or improvements, other than ordinary maintenance, that is paid for by the District. "Ordinary maintenance" means maintenance work performed by the regular employees of the state or any county, municipality, or political subdivision to keep existing facilities in good, usable, and operational condition, including janitorial services. Examples of public works include: Road construction, roof repair, HVAC upgrades, building remodel, or parking meter installation.

1. Public Works Generally

The following apply to public works projects generally:

a. The District will maintain a small public works roster in accordance with RCW 39.04.151.
b. The District may use an electronic bidding and notification system.
c. All public works projects require an executed contract and insurance certificate on file.
d. Public works projects require contractors to pay prevailing wages and comply with prevailing wage law, RCW 39.12.
e. Public works projects require the District to reserve a contract retainage of 5% of the amounts earned by the contractor for all public works projects, to be held for a period of 60 days after completion of all contract work or as otherwise provided for under RCW 60.28. For small works roster contracts under $5,000, retainage is optional at the District's discretion.
f. Payment and performance bonds are required for public works projects as further detailed later in this Section.

g. Upon completion of a public works project with a value over thirty-five thousand dollars ($35,000), the District shall provide the "Notice of Completion of Public Works Contract" to the Washington State Departments of Revenue, Labor and Industries, and Employment Security.

2. Public Works Project Estimated to be under $350,000 – Small Works Roster or Informal (Quotation) Competition
Public works where the estimated cost is less than $350,000 shall be made utilizing the Small Works Roster process detailed in Section H.1, or pursuant to the following Informal Competitive Quotation Process:

   a. An authorized District representative shall make a reasonable effort to contact at least three vendors. The number of vendors contacted may be reduced if the item sought is available from only a few vendors. When fewer than three quotes are requested, or fewer than three replies are received, an explanation shall be placed in the procurement file.
   b. Whenever possible, quotes will be solicited on a lump sum or fixed unit price basis.
   c. At the time quotes are solicited, the District representative shall not inform a vendor of any other vendor's quote.
   d. A written record shall be made by the District representative of each vendor's quote on the materials, supplies, or equipment, and of any conditions imposed on the quote by such vendor.
   e. All of the quotes shall be collected and presented at the same time to the appropriate designee for consideration, determination of the lowest responsible vendor, and award of purchases
   f. Whenever there is a reason to believe that the lowest acceptable quote is not the best price obtainable, all quotes may be rejected, and the District may obtain new quotes or enter into direct negotiations to achieve the best possible price. In this case, the District shall document in writing the basis for the award determination.
   g. When the estimated cost is under $20,000, the Director or designee is authorized to approve the contractor selection and will exercise his or her discretion regarding the selection process.
   h. When the estimated cost is above $20,000 but below $350,000, the Board of Trustees will approve the contractor selection and will exercise its discretion regarding the selection process.

3. Public Works Project Estimated to be in Excess of $350,000 – Competitive Solicitation
Public works where the estimated cost is $350,000 or more shall be made pursuant to the following formal competitive process (the "Formal Competitive Bidding Process"):

   a. An invitation for bids shall be issued, which shall include the specifications and the contractual terms and conditions applicable to the procurement.
   b. Public notice of the invitation for bids shall be published at least once in a newspaper of general circulation within the District, not less than thirteen (13) calendar days before the date set forth therein for the opening of bids, unless, for good cause shown, the District Board authorizes a different period of time. The public notice shall state the date and time of bid opening. Bids not received by the bid opening date and time will not be accepted or considered.
   c. Bids shall be opened publicly and recorded at the time and place designated in the invitation for bids.

d. Bids may be modified, or the bid may be withdrawn by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for opening. After bid opening, withdrawal of bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence presented in a sworn affidavit or declaration submitted no later than 5:00 p.m. on the first business day after bid opening, that a clerical mistake was made and not a mistake in judgment, and the bid price actually intended. All decisions to permit withdrawal of bids after bid opening or to cancel awards or contracts due to bid errors shall be made by the Director.
e. The award of bid shall be made to the lowest responsible bidder whose bid meets the specifications and evaluation criteria outlined in the invitation for bids. The District may reject all bids at its discretion.
f. When the estimated cost is above $350,000, the Board of Trustees will approve the contractor selection and will oversee the selection process.

4. Performance and Payment Bonds

State law mandates that the District require a performance bond and payment bond for every public works contract. (RCW 39.08.010). This ensures that the job will be completed and that all workers, suppliers, and subcontractors will be paid. The bonds shall be executed by a surety company authorized to do business in Washington State, bound by the laws of the state of Washington, and subject to the jurisdiction of the state of Washington.

The performance bond will be in an amount equal to the total amount of the contract; provided that pursuant to and in the manner required by RCW 39.08.010, on contracts of $150,000 or less (or such other amount as may be established pursuant to RCW 39.08.010), at the request of the contractor and with the approval of the Board, the District may, in lieu of the bond, but in addition to and separate from the retainage described in Section C.1.e, retain 10% of the contract amount (or such other amount as may be established pursuant to RCW 39.08.010) for a period of 30 days after date of final acceptance, or until receipt of all necessary releases from the Department of Revenue, the Employment Security Department, and the Department of Labor and Industries, and settlement of any liens filed under chapter 60.28 RCW, whichever is later. The intent of this exception is to assist small contractors who may have difficulty securing a bond. For small works roster contracts under $5,000, a performance bond is optional at the District's discretion.

D. Purchase of Materials, Supplies, or Equipment

Purchase limitations apply to the cost of individual items or to the sum of the same items purchased at the same time to fulfill a specific business need, which is not part of a public works project as defined by RCW 39.04.010. Cost is inclusive of sales tax, delivery charges, and any related miscellaneous charges.

1. Purchases Less Than $20,000 – Minimal Competition

Purchases of materials, supplies, or equipment with an estimated cost under $20,000 require at least three verbal quotations to determine the best price (the “Minimal Competition Process”). The Director or designee is authorized to approve the selection of the contractor and will exercise their discretion in the selection process.

2. Purchases From $20,000 To Less Than $50,000 - Informal Competitive Quotation (see Section C.2 for process)

Purchases of materials, supplies, or equipment for which the estimated cost is $20,000 or more but

less than $50,000 shall be made pursuant to the Informal Competitive Quotation. The Director or designee is authorized to approve the contractor selection and will exercise their discretion in the selection process.

3. Purchases of $50,000 or More - Formal Competitive Bidding
   Purchases of materials, supplies, or equipment for which the estimated cost is $50,000 or more shall be made pursuant to the Formal Competitive Bidding Process. The Board of Trustees is authorized to approve the selection of the contractor and will exercise its discretion in the selection process.

E. Professional, Personal, and Consultant Services

Technical expertise provided by a consultant to accomplish a specific study, project, task, or other work.

1. Purchasing Limitations
   Purchase limitations apply to the costs of acquiring services to meet a specific business need. Cost is inclusive of any required sales tax and related expenses.

   All initial agreements with governmental agencies require Board approval; annual renewal or extension of existing contracts and agreements require the Director's or designee's approval.

2. Architectural, Landscape Architectural, and Engineering Services Contracts
   Requirements set forth in Chapter 39.80 RCW shall be followed for contracts for architectural and engineering services, as defined in RCW 39.80.020.

   a. The Library will publish, in advance of procurement, the anticipated District's requirements for architectural, landscape architectural, and engineering services and its acceptance of statements of qualifications for contractors interested in providing these services. The announcement shall state the address and contact information of a representative of the agency who can provide further details.
   b. *Contracts Up to $20,000*
      Contracts with an estimated cost of less than $20,000 can be procured through minimal competition. They can be executed by the Director or designee.
   c. *Contracts Greater Than $20,000 But Less Than $100,000*
      Contracts with an estimated cost over $20,000 but under $100,000 can be procured through an informal request-for-qualification process. They require Board approval. This process requires the District representative to develop a written scope of the project and any criteria used to select the service provider, and then select a qualified contractor from the District's architectural, landscape architectural, and engineering service roster, or from responses to the applicable announcement. The development of an RFQ, along with the proper public notification, shall be made in accordance with procedures adopted by the District and applicable law.
   d. *Contracts Greater Than or Equal to $100,000*
      Contracts with an estimated cost of $100,000 or more must use a formal request for qualification (RFQ) process (see below). The development of an RFQ along with the proper public notification shall be made in accordance with procedures adopted by the District and applicable law; provided, however, that the Director may, in the following circumstances, waive the formal RFQ process for contracts that have an estimated cost of $100,000 or more, and allow the acquisition of services from the District's architectural,

landscape architectural, and engineering services roster, if:

- It is deemed in the best interest of the District to expedite the acquisition of services; or
- It can be demonstrated that there are sufficient consultants on the roster who possess the required qualifications to perform the scope of work; or
- A consultant on the District's roster has previously provided satisfactory service to the District, has previously provided services related to the specific project, and has the qualifications to perform the scope of work.

e. *Formal Request for Qualifications (RFQ) Process (key procedures)*
   - Define Scope & Criteria: Develop a detailed scope of work, project schedule, and evaluation criteria (e.g., experience, personnel, project approach).
   - Outline submission requirements and proposed method of evaluation.
   - Public Notice & Advertising: Publish the RFQ in a local legal newspaper.
   - Evaluate and Shortlist: Evaluate submissions based on the published criteria. For complex projects, the agency may create a "short list" of firms for interviews or a secondary Request for Proposal (RFP) stage.
   - Select and Negotiate: Select the most qualified firm and negotiate a contract, including fees. If negotiations fail, move to the next highest-scored firm.
   - Document the Process: Maintain records of the solicitation, evaluation, and selection for audit purposes.

   Architect/Engineering (A&E) Design Services: RCW 39.80 mandates a qualifications-based selection process and strictly prohibits cost considerations during the initial selection phase.
   Alternative Public Works: For alternative methods such as Design-Build or GC/CM, specific procedures under RCW 39.10 must be followed.

f. *Contract Required*
   A contract is required for the purchase of architectural, landscape architectural, and engineering services.

g. *Other Professional and Nonprofessional Services*
   The District may procure professional and nonprofessional services other than architectural, landscape architectural, and engineering services in such manner as it deems appropriate to obtain the maximum quality service sought, at a reasonable cost, in a timely manner, and in compliance with Washington State law. Current Washington law does not require competitive bidding for the procurement of such services.

F. Purchased Services

Purchased services are services provided by a vendor to perform routine, ongoing, and necessary functions, mostly related to physical work. Purchased services include, but are not limited to, equipment maintenance and repair; operation of a physical plant; security; computer hardware and software maintenance; data entry; keypunch services; and computer time-sharing, contract programming, and analysis. District policy is to obtain purchased services at market rates, seeking the best benefits and costs. The District will maintain its consultant and vendor list in MRSC Rosters and may use this process to solicit purchased services. The District may use an electronic bidding and notification system.

G. Exceptions to Competitive Bidding Requirements

Under state law, the competitive bidding requirements when awarding contracts for public works and contracts for purchases outlined in this policy and otherwise required by state law may be waived by the Board of Trustees pursuant to RCW 39.04.280 for such circumstances as are included in this nonexclusive list:

- Purchases that are clearly and legitimately limited to a single source of supply (or "sole source" as further described below);
- Purchases involving special facilities or market conditions;
- Purchases in the event of an emergency;
- Purchases of insurance or bonds;
- Public works in the event of an emergency;

Other purchases not governed by competitive bidding requirements include:

- Purchases at auctions conducted by the United States or any agency thereof, an agency of the state of Washington, a municipality or other government agency, or any private party, if the items can be obtained at a competitive price (RCW 39.30.045);
- Professional services in the event of an emergency (RCW 39.80.060);
- Electronic data processing or telecommunication equipment, software, or services, where competitive negotiation may be used instead (RCW 39.04.270);
- Acquisition of library materials and resources (books, magazines, media, electronic databases, etc.);
- Professional development resources; and
- When materials, equipment, supplies, and services may be purchased using joint purchasing agreements with a District, county, state, or other public agency, where bid requirements of the District have been followed by the cooperating agency in obtaining bids. Such joint purchasing agreements shall be approved by the Board of Trustees prior to the solicitation of vendors.

For sole-source purchases, there must clearly and legitimately be only one practicable source capable of supplying the goods or services to the District in a timely fashion (RCW 39.26.010(23)). This may include special circumstances or market conditions, like San Juan Island's relative isolation, that result in only one appropriate source.

Purchases may be made from a sole-source contractor or vendor without soliciting other quotes or bids. Written documentation demonstrating the appropriateness of a sole-source purchase shall be submitted to the Director for approval. Before granting such approval, the Director shall prepare and maintain written documentation that includes: (i) a detailed description of the goods or services to be procured; (ii) an explanation of why the goods or services are available from only one source; (iii) a description of the efforts undertaken to identify alternative sources of supply; (iv) a cost or price analysis supporting the reasonableness of the proposed price; and (v) any other facts or circumstances supporting the sole-source determination. The Director shall promptly report each sole-source purchase to the Board of Trustees at its next regular meeting, together with a copy of the foregoing documentation. The contract and the factual basis for the exception must be recorded in the Board's minutes and open to public inspection. *(*RCW 39.04.280(2))

H. Small Works Roster – Alternative Bidding Procedures

A small works roster consists of all responsible contractors who have requested to be listed, and that, where required by law, are properly licensed or registered to perform such work in the state of Washington. The Board of Trustees authorizes the District's use of a small works roster as an alternative to the above contract quotation or bidding procedures in Section C. Pursuant to RCW 39.04.151 and RCW 39.04.152, the District may use a small works roster to award public work contracts of less than the maximum amount allowed by applicable law (as of the last updated date of this policy, $350,000.00, excluding sales tax), valuing the contract in accordance with RCW 39.04.010, RCW 39.04.151, and RCW 39.04.152).

The District agrees to use MRSC's statewide small public works roster, and consultant and vendor rosters (the "MRSC Rosters"). The District does not need to use the small works roster process, but may do so at its discretion, for public work contracts in accordance with applicable law.

1. Using a Small Works Roster – Alternative Bidding Procedures
   If a small works roster is used, the District must use the following procedures, in compliance with RCW 39.04.151 and RCW 39.04.152:

   a. *Publication*
      At least once a year, the District shall publish in a newspaper of general circulation within the District the notice of the existence of the roster(s) and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to an appropriate roster or rosters upon submission of a written request and the necessary records.
   b. *Invitations for Quotes*
      The District shall obtain written or electronic quotations from contractors on the small works roster appropriate to the project, to ensure that a competitive price is established. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and/or equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with state regulations and building codes. An invitation for a quote need not be advertised, but may be advertised at the District's discretion; and may follow such policies and procedures as established by MRSC Rosters.
   c. *Contractors Solicited*
      - Quotations may be invited from all appropriate contractors on the appropriate small works roster.
      - All contracts must be awarded to the lowest responsible bidder, unless using direct contracting, where a contract will be awarded to a responsible contractor submitting a competitive or negotiated bid. RCW 39.04.350 outlines the criteria a bidder must meet to be considered responsible. All contracts awarded under this section must be approved by the Director or designee, or by the Board of Trustees, depending on the estimate level.
      - A contract awarded under this section need not be advertised.
   d. *Written Record*
      The Director or designee shall keep a written record of each contractor's quotation or bid on the project and of any conditions imposed on the quotation or bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

e. *Cancellation of Invitations for Quotations*
An invitation for quotations may be canceled at the discretion of the Library Director. The reasons shall be recorded in the contract file. Each invitation for quotations issued by the District shall state that the invitation may be canceled. Notice of cancellation shall be sent to all parties who have received a copy of the invitation. The notice shall identify the invitation to quotations and briefly state the reasons for cancellation.

2. Direct Contracting (public works less than $150,000 – maximum cost estimate to use is $135,000 to account for change orders) – Alternative Bidding Procedures
Direct contracting is an alternative method used to award small works roster contracts valued less than $150,000 pursuant to RCW 39.04.152(4)(b), through a competitive or negotiated bid. Under this method, the District may adopt procedures to contract directly with a contractor on the appropriate small works roster without a competitive process, provided that:

   a. The District has established a plan to utilize small, minority, women, and veteran-owned businesses and must notify such businesses when direct contracting is utilized;
   b. If there are six (6) or more Small Business contractors on the appropriate small works roster, the district must negotiate and direct contract with one of these small business contractors, and the District must rotate through the small business contractors on the list and, when possible, utilize different contractors on different projects; and
   c. If there are five (5) or fewer Small Business contractors on the appropriate small works roster, the District may negotiate and direct contract with any contractor on the small works roster and is not required to contract with a small business. The District must still rotate through the contractors on the list.

I. Credit Cards
As permitted by RCW 43.09.2855, the District may contract to establish a credit card account and pay all related invoices in accordance with its Credit Card Policy.

J. Grants and Funding Source Requirements
For all grants, whether federal, state, or privately funded, the District shall ensure that related purchase activity complies with applicable rules, regulations, and any other terms and conditions set forth in the grant award.

If the District receives any funding with procurement or purchasing requirements that differ from, or are more stringent than, those set forth in this policy, including, but not limited to, federal funding, state funding related to federal funds, and grants, then the more stringent procurement or purchasing requirements shall apply.

K. Gift Card Purchases
The District recognizes the benefits of offering incentives for the public to participate in library programs and activities. These incentives may be small prizes or gift cards/certificates. The District is committed to purchasing gift cards/certificates using non-public, grant funds.

Gift cards/certificates may be offered to encourage interest, exploration, and participation in reading programs and other library-related activities. Gift cards/certificates may range from $5 to $500. The District will use an established process to track the intended purpose of gift cards/certificates, their value, grant funding source, and recipients, to ensure they are used for the purposes outlined in this policy.

L. Certain Definitions

Intergovernmental Agreements – A contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform. (RCW 39.34.080) This also includes the United States government (RCW 39.32.070 to 39.32.090). (RCW 39.26.125(10))

Small Business – An In-State Business, including a sole proprietorship, corporation, partnership, or other legal entity, that: (a) Certifies, under penalty of perjury, that it is owned and operated independently from all other businesses and has either: (i) Fifty or fewer employees; or (ii) A gross revenue of less than $7,000,000 annually as reported on its federal income tax return or its return filed with the Department of Revenue over the previous three consecutive years; or (b) Is certified with the office of women and minority business enterprises under chapter 39.19 RCW. (RCW 39.26.010(22))

M. Compliance with Policy

A violation of any of the provisions of this policy, or of any state or federal law regarding procurement under this policy, may result in discipline up to and including termination. Officers and employees should be aware of possible personal penalties, termination of employment or divestment of office, and financial liability for intentional or willful violation of competitive bidding laws, as set forth in RCW 39.30.020 and other applicable laws.

Date Proposed and Adopted: 6.9.26

2.1.8 Surplus: Disposition of Surplus Materials: The San Juan Island Library Board of Trustees has the authority granted by RCW 27.12.210 to declare personal and real property surplus and provide for its disposal, limited only by the provisions of Chapter 39.33.RCW. Surplus property is any personal or real property that is no longer useful or functional.

A. Declaring Property Surplus

1. Only property having a monetary value need be formally declared surplus. Property that is obsolete, broken, or has no useful value may be disposed of with the approval of the Director.
2. The Director is authorized to declare as surplus library materials whose aggregate estimated value is less than $1,000.
3. The Board of Trustees shall declare surplus by motion library materials with an estimated aggregate value of $1,000 or more and all other types of property with a value of less than $50,000 per item. The board shall be provided a listing of the property and its estimated value.
4. Property valued at $50,000 or more per item may be declared surplus only after a public hearing as set forth in Chapter 39.33 RCW

B. Disposal and Sale of Surplus Property

1. Property having no monetary value shall be disposed of by the most appropriate method.
2. Surplus library materials whose estimated aggregate value is less than $1,000 and all other surplus property valued at less than $50,000 per item shall be disposed of by the method that is in the best interest of the library as determined at the time the property is declared surplus.
3. Surplus library materials valued at $1,000 or more shall be disposed of by the method that is in the best interest of the Library as determined at the time the property is

declared surplus. Methods of disposal may include sale at public auction or sale by sealed bid. If no reasonable sale is made, they may be sold as specified in (2) above.

4. Property valued at $50,000 or more that has been declared surplus after a public hearing shall be sold by public auction. If no reasonable bids are received, they may be sold as specified in (2) above.

C. Procedures

1. The Director is authorized to develop and carry out procedures to implement this Policy.

D. General Considerations:

1. Factors which are to be considered in determining value are original purchase price, age, condition of item and the going market value.
2. All monies received from the sale of surplus items shall be returned to the Operating Fund of the San Juan Island Library District.
3. The Director and members of the Board of Trustees and immediate family members of the above, are not permitted to purchase surplus materials.

2.1.9 Capital Assets Management and Inventory: Capital assets means real and personal property the library district intends to use or keep for more than one year. Capital assets include land and land rights; buildings, their furnishings, fixtures, and furniture; equipment, machinery, vehicles, and tools.

The purpose of this capital assets policy is to provide control and accountability over the Library's assets. The Library Director or designee will review and update annually this policy and procedure.

Management:

- Property Records will be maintained on the following classes of assets:
  - Real Property – including land, building(s) and improvements to land/building
  - Capital Asset – item or equipment with 1) asset value of over five thousand dollars ($5,000); 2) a useful life of one or more years (as defined by IRS depreciation tables); and 3) legally considered either real or personal property.
  - Small and Attractive Assets – item or equipment with 1) asset value cost between three hundred dollars ($300) and five thousand dollars ($5,000); 2) a useful life of one or more years (as defined by IRS depreciation tables); and 3) considered sensitive and requiring property control.
  - Works of art/historical treasures:
    - Collection of rare books, manuscripts
    - Collection or rare and/or historically sensitive maps, documents and recordings
    - Permanent collection of art such as paintings, sculptures, and designs
    - Artifacts, memorabilia, exhibits
    - Unique or significant structures

Library Collections – Print materials, DVDs, audio books and audio collections and other similar library collection material intended for patrons' us are not required to be inventoried.

- Property Records will include:
  - A description of the property
  - A serial number or other identification number
  - Source of the property
  - Ownership status
  - Acquisition date and cost of the property

- The location, use and condition of the property
- Status of the asset (in use, surplused, lost, etc.)
- Disposition data including the date of disposal and sales price of the property

Procedure:

- Responsibilities: The director is responsible for developing and reviewing capital assets management processes. The director, department head, or designee is responsible for maintaining physical control and maintenance over all assets. The director will develop internal procedures to oversee the use and distribution of all assets of the Library District.

- Inventory Staff (director, department head, or designee) is responsible for:
  - Maintaining records
  - Labeling assets
  - Preparing asset inventory reports
  - Coordinating the physical inventory once every three years in conjunction with the State audit
  - Reconciling property inventory and fiscal records
  - Making reports of fixed assets on a yearly basis

- Receiving, labeling, and delivery of property: The SJI Library is responsible for all property upon delivery. All capital and "small and attractive" assets are to be labeled before being used within the Library. The director and department heads are responsible for identifying capital and small & attractive assets within their department. Inventory staff (designee) is responsible for assigning and permanently affixing a library district inventory number, label, and other identification markings on these assets as appropriate. The following information must be recorded on the master inventory list:
  - Inventory label number
  - Manufacturer, including where purchased
  - Model, serial number
  - Date of purchase
  - Purchase price (including tax and shipping costs)
  - Purchased under competitive bid (if applicable)
  - Source of funds (federal, state, private grant, grant name, or other source)

- Disposal: Once an item has been identified for surplus, the following information must be collected and retained:
  - Description of asset
  - Inventory label number
  - Serial and model number
  - Condition
  - Location
  - Disposal date
  - Upon approval for the disposal of Library assets, the adopted Surplus Policy will be followed. Director must refer to Section 2.1.8 Surplus of the SJI Library Policy Manual.

- Lost or Stolen Property: If property is missing, the Director must be notified in writing or by email indicating the item missing and the circumstances under which the item was lost or stolen. A search will be conducted for the missing property. The Director will take further action, calling the sheriff's office if warranted, to investigate the lost or stolen item. If it appears the item has just been misplaced, the item will remain on the inventory list until the next full physical inventory. If it is not found in the next inventory, the Director or

designee will initiate the process for stolen property. If the property is not located, the Director or designated inventory staff will note in the Library's inventory record the item as being disposed noting that the asset was lost or stolen.

- Physical Inventory: The Director or designee is required to maintain a physical inventory of all assets. Each inventory staff will work with other staff to reconcile the inventory once every three years during the State audit period. The Director will oversee the inventory. Results of the physical inventory will be filed with the Director at the end of each inventory.

2.1.10 Food for District Events: Occasionally the Library District sponsors special meetings, events and programs that include courtesy refreshments, such as coffee, tea, cookies and the like. The Library is authorized to provide light food and/or refreshments at minimal Library expense in order to induce public participation in periodic public outreach and programming sessions, public meetings, and staff training sessions during meal times.

2.1.11 Relocation Expense Reimbursement: Moving expenses are generally not reimbursed for new employees except at the discretion of the Board of Trustees. In such cases as the Board does allow for reimbursement, this decision must be approved at a public meeting of the Board by a formal motion. Only expenses that meet the following criteria will be considered:

1. expenses that are reasonable and actual expenditures
2. relocation from prior home to San Juan Island
3. relocation distance must exceed 50 miles from the Anacortes ferry landing
4. total expenses must not exceed 10% of employees base salary

Reimbursement for moving expenses may be authorized by the Board of Trustees for new employees in a professional, administrative, technical or major supervisory position if it is necessary to recruit out of the local area. Reimbursement is dependent upon funding availability during the fiscal year.
After approval by the Board, the District may reimburse for the following:
• Mileage according to the IRS allowable mileage rate.
• Transportation of household and personal belongings by a commercial moving company. Allowable expenses include the actual cost of moving. Quotes shall be obtained from at least 3 commercial moving companies.
• Transportation of household and personal belongings by the employee. Allowable expenses include the actual cost of renting a moving truck or trailer form an established commercial rental company. Quotes shall be obtained from 3 commercial vehicle rental companies.
• Moving expenses will be paid if relocation is at time of employment.
• Receipts for all related moving expenses shall be provided to the District.
• If an employee leaves employment with the District within one year of the date of employment, the employee will be responsible for reimbursing the District for the total cost of moving expenses.

2.1.12 Credit Card Policy: The purpose of the credit card policy is to facilitate purchases of services and commodities for the Library, and to set forth standards to be implemented and adhered to by officers and employees of the Library in compliance with RCW 43.09.2855 and RCW 42.24.115. In addition to this Policy, the Library shall follow internal guidelines for the management and control of Library credit cards, *see* Credit Card Guidelines.

1. Authorization and Control.

a. The Library is authorized to contract for issuance of credit cards upon approval by the Board of Trustees. All credit cards are the property of the Library unless the issuing financial institution requires that the credit card be held by an individual. Any benefits derived from use of the credit cards are the property of the Library, unless otherwise required by the issuing financial institution for a credit card held by an individual. The Library accepts full responsibility for debt incurred on credit cards issued solely for Library use, except for any prohibited fees, costs or expenses that are determined to be the personal liability of a Library officer or employee.
b. The Director is responsible for controlling the issuance, account monitoring, and retrieval of credit cards, and for overseeing compliance with this policy as more specifically set forth in the Credit Card Guidelines.
c. The Library's bookkeeper is responsible for accounting for use and issuance of credit cards, as further set forth in the Credit Card Guidelines.

2. Distribution of Credit Cards.
   a. The Director may use a Library credit card, and the Director shall determine to whom a credit card may be issued. Only an officer or employee of the Library may use a Library credit card ("Authorized User"), and must sign a Credit Card Use Agreement prior to such use.
   b. Authorized Users are responsible for properly using and protecting credit cards issued to them pursuant to this Policy and the Credit Card Guidelines. Authorized Users will immediately notify the bookkeeper and Director if a card is lost or stolen, or if fraudulent activity is suspected, and shall also notify the issuing financial institution. The Director or bookkeeper also have the authority to notify the issuing financial institution of such unauthorized activity.

3. Authorized Uses. In compliance with state law, Library credit cards may only be used for official Library purchases and acquisitions, limited to:
   a. Authorized work-related travel expenses; or
   b. Authorized work-related conference registration fees; or
   c. Materials, equipment, supplies, contracted services and operating expenses for the Library which have been budgeted for and/or approved by the Board or the Director, in compliance with applicable procurement policies.

4. Prohibited Uses**.** Credit cards shall not be used for personal expenses even if such expenses are reimbursed or paid off and even if the credit card is issued to the individual, solely for Library use; cash advances; or any other expense, purchase or acquisition not authorized by this Policy, the Credit Card Guidelines, or state law.

5. Receipts. An Authorized User must submit receipts to the Library bookkeeper for any and all purchases made with a Library credit card. The receipts shall be submitted to the Library's bookkeeper immediately after such purchase(s) is made, to the best extent practicable, as further set forth in the Credit Card Guidelines.

6. Credit Limits Available. Credit cards will have varying authorized maximum spending limits according to the purchasing needs of each job position, as determined by the Library Director, which credit limit shall not exceed seven thousand five hundred dollars ($7,500.00).

7. Payment of Bills. The balance due on credit card accounts will be paid within the balance period indicated on the monthly statements, as further set forth in the Credit Card Guidelines.

8. Monitoring. The Director or the Library's bookkeeper shall regularly monitor use of Library credit cards,

including reviewing the actual purchases made, users who hold a credit card (including an individual credit card issued for Library use), and the invoices and receipts received by Authorized Users compared to the bills issued for payment of such receipts, as further set forth in the Credit Card Guidelines. The Library's bookkeeper shall keep all records related to credit card use for at least six years or as otherwise directed by state law.

9. Late Fees; Personal Liability. An officer or employee using a Library credit card shall be personally liable for any late fees that accrue due to that person's failure to comply with this Policy or the Credit Card Guidelines, and shall be personally liable for any purchase(s) the person makes with a Library credit card that is prohibited or not expressly authorized by the Library. If the Library Director determines that any officer or employee has misused a Library card and caused the Library to incur prohibited costs or fees, the Director may authorize such costs or fees to be taken from the employee's regular wages, upon approval by the Board.

10. Compliance. An officer or employee of the Library may use a Library-issued credit card only pursuant to this Policy and the Credit Card Guidelines. In the event an officer or employee violates any provision of this Policy or any applicable law, the officer or employee may be subject to disciplinary action up to and including termination. An officer or employee must immediately surrender a library-issued credit card upon leaving Library employment or upon any finding of malfeasance or misuse of a credit card.

2.1.13 Acceptance of Debit and Credit Card Payments: Because it offers patrons a convenient form of payment, and increases the likelihood that charges will be collected, it is in the best interests of the Library to accept payment of fees, donations and other charges by debit or credit card.

A. Categories of payments: Payments may be used to pay—
   - Library fees, fines, and charges
   - Small purchases
   - Printing charges
   - Donations
   - Other charges as designated by the Director

B. A minimum transaction amount may be set by the Director.

C. Responsibility for transaction processing costs: The Library does not charge a transaction or convenience fee at this time.

D. Privacy: Debit or credit card customer information is not subject to Public Records Disclosure. Also, such information is not subject for use for commercial purposes.

E. Security: All debit and credit card transactions are fully SSL encrypted and PCI DSS compliant. Cardholder data is never stored or exposed on library systems.

F. Authority to Contract: The Library shall establish and administer contracts with vendors for the acceptance and processing of electronic payments, including, but not necessarily limited to: merchant banking services, Internet payment gateway services, and third party electronic payment processors.

2.1.14 Use of Electronic Signatures Policy: The purpose of establishing an electronic signature policy is to promote efficiency in order to conserve public resources; establish guidelines for the use of electronic signatures; provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the District; and determine the scope of the District's use of the electronic signature provider DocuSign as the approved method for affixing an electronic signature to an electronic record.

Reducing the District's reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable, is consistent with the intent of Washington State law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

This policy shall apply to all Library employees, Board of Trustees, and others authorized to sign and approve transactions for the District.

These policies will apply to any future replacement of the DocuSign platform.

A. Definitions:

1. Designee: A District employee who has been designated by the Library Director to sign District records on their behalf using an electronic signature.

2. Electronic Signature: An electronic sound, symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

3. Record: Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form, except as otherwise defined for the purpose of state or local agency record retention, preservation, or disclosure.

4. Wet Signature: A signature created when a person physically marks a document with the intent to sign the record.

B. Policy Particulars:

1. The District encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect as a wet signature.

2. Pursuant to Board of Trustees Resolution #1-2020, the District authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to District records.

3. The Board of Trustees, the Library Director and his/her designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to District records as provided in this policy.

4. The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board of

Trustees Meetings, Resolutions and Ordinances Adopted by the Board of Trustees, Board Payables and Monthly Payroll Approved by the Board of Trustees, other HR Forms and Documents, Claim Vouchers, and any and all contracts and agreements to which the District is a party.

5. Electronic signatures may be used on District records requiring execution by a third party.

6. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Board of Trustees or Library Director by a designee shall use their own electronic signature. A person is authorized to sign as a designee through a Board written resolution, or a valid delegation (or sub-delegation) of authority in accordance with this policy.

7. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein. If the law requires that a document be signed, an electronic signature satisfies the law.

8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.

9. This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.

2.1.15 Public Records

Pursuant to the Washington Public Records Act, Chapter 42.56 RCW (the "Act"), it is the policy of the San Juan Island Library District (the "District"), upon request, to make available for inspection and copying its public records. The District espouses open government and therefore promotes full access to its public records that are not exempt under the Act or other applicable law.

A. Records Retention Schedules

The District adopts the most current State of Washington Local Records Committee's Local Government Common Records Retention Schedule and Records Management guidelines as its public records retention schedule and authorization for destruction. A copy of the Local Government Common Records Retention Schedule and Records Management guidelines is available in the Library Director's office.
If a requested record is scheduled for destruction under the State's records retention schedule, the record may not be destroyed until any open public disclosure request or pending litigation involving that record has been resolved. Once the request has been closed or litigation settled or closed, such record may be destroyed in accordance with the retention schedule.

B. Definitions

1) A **public record** includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by the District regardless of physical form or characteristics.
2) A **writing** means handwriting, typewriting, printing, photostatting, photographing, and every other means of recording any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper

tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated, and includes email, text messages, and social media posts.

3) A **requestor** is a person requesting a public record for inspection or copying.
4) **Redact** means to remove, delete, or black out information that is exempt from public disclosure.

C. Public Records Officer

The District designates the Library Director as its Public Records Officer. The individual serving as the Public Records Officer may change over time and current contact information is available on the District's website and inside the library. The Public Records Officer shall oversee the District's compliance with the Act, but may delegate tasks to other staff members in responding to requests.

D. Availability of Public Records

District public records are to be available for public inspection and copying, except as otherwise exempted, at the San Juan Island Library, 1010 Guard Street, Friday Harbor WA 98250, during normal business hours.

For reasons stated in Resolution #6-2024, adopted by the Board of Trustees on November 12, 2024, and incorporated herein by reference, the District finds that it would be unduly burdensome and would interfere with District operations to maintain an index of records.

E. Exemptions from Disclosure

1) The Act provides a number of categories of public records that are exempt from public inspection and copying. Examples include records identifying library users and checked out materials, personnel information that violates one's right to privacy, land acquisition, donor identification, and more. The Act also prohibits the disclosure of lists of individuals to be used for commercial purposes. Reference: RCW 42.56.001 – 42.46.904.
2) In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. A non-exclusive list of these exemptions is available at: http://mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/Public-Records-Act.pdf.aspx?ext=.pdf#page=67.

F. Requests for Public Records

A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used, or retained by an agency is not a valid request.

A public record may be obtained by members of the public using the following procedures:

1) All requests for inspection and copying of documents must be directed to the Public Records Officer.
2) Using the District's Public Records Request Form, requests may be written, emailed, or mailed. Requests may be sent or turned in at San Juan Island Library, 1010 Guard St., Friday Harbor, WA 98250, or emailed to sjlib.org. Written requests in other formats are also acceptable; however, because social media and voicemails may not be monitored daily, the District does not accept public records requests via these means.
3) While requestors are encouraged to submit requests in writing using the District's Public Records Request Form, the District's Public Records Officer will also accept requests for public records that comply with the Act by telephone or in person during public access hours. If making such a request, the requestor shall provide their contact information for purposes of communication about the request, and the Public Records Officer shall confirm receipt of the information and the substance of the request in writing.
4) The request should include the following information:
    - The name, phone number, and address or email address of the person requesting the record;
    - The time of day and calendar date on which the request was made;
    - Identification of the public records requested with descriptions adequate for the District to locate

the records; and,

- Whether the requestor is seeking to inspect the record(s) and/or is requesting copies.

5) The District may deny frequent, automatically generated "bot requests" received from the same requestor within a 24-hour period where the District establishes that responding to the multiple requests would cause excessive interference with other essential District functions.

G. Processing of Public Records Requests - General

All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer or designee, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.

1) Acknowledging and fulfilling requests

Within five (5) business days of receipt of the request (excluding Saturdays, Sundays, and legal holidays), the Public Records Officer or designee will do one or more of the following:

- Make the records available for inspection or copying;
- Provide an internet address and link on the District's website to the specific records requested, except that if the requestor notifies the District that he or she cannot access the records through the internet, then the District must make copies of the records available or allow the requestor to view copies using a District computer;
- Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request;
- Acknowledge the request and ask the requestor to provide clarification for a request that is unclear, and provide to the greatest extent possible, a reasonable estimate of time necessary to respond to the request;
- Deny the request based on specific exemption authorizing the withholding of the record (or part) and include a brief explanation of how the exemption applies to the record withheld. RCW 42.56.210(3).

2) Clarification

If the request is unclear or does not sufficiently identify the requested records, the District may ask the requestor to clarify what information the requestor is seeking. Such clarification may be requested and provided by telephone or in writing. The District may revise the estimate of when records will be available. If an unclear request is not clarified within 30 days (or another time if specified by the District) of the District's request for clarification, the District may close the request and notify the requestor.

3) Third Party Notice

If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the District may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure so that they make seek a revision of the request through the requestor, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.

4) Redaction and Exemptions

Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the District will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld.

5) Processing Requests

The District will aim to process requests in an order that allows requests to be processed most efficiently. When determining or extending the amount of time within which the District anticipates it will need to respond to a request, the District may consider a variety of factors, including (but not limited to) the nature, volume, and availability of the requested records; the amount of time necessary to respond to a particular request and its effect on the amount of staff time that can be devoted to

responding to the requests of other requesters; and the impact on other essential District functions.

6) Law Enforcement Requests
The District may consult with legal counsel before releasing information to law enforcement. Law enforcement may receive access to confidential library records upon receipt of process, order, or subpoena in proper form and with a showing of good cause for its issuance.

7) Costs of Providing Copies of Public Records
There is no fee for inspecting public records.
Fees for paper or electronic copies of public records will be charged pursuant to the state statutory default copying charges detailed in RCW 42.56.120. The District is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons: The District does not have the resources to conduct a study to determine actual copying costs for all its records; to conduct such a study would interfere with other essential District functions; and, through the legislative process, the public and requestors have commented on and been informed of authorized fees and costs provided in the Public Records Act including RCW 42.56.120 and other laws. Therefore, in order to timely implement a fee schedule consistent with the Public Records Act, it is more cost efficient, expeditious, and in the public interest for the District to adopt the state legislature's approved fees and costs for most of the District's records, as authorized in RCW 42.56.120, and as published in the fee schedule in Section J, below. At their discretion, the Public Records Officer may elect to waive these fees. Fees may generally be waived when the expense of billing exceeds the cost of copying and postage.
Before beginning to make copies or processing a customized service, the
District may require payment of a deposit of up to 10% of the estimated costs of copying the requested records. The District may also require the payment of the remainder of the copying costs before providing all the records, or payment of costs of copying an installment before providing that installment.
A requestor may ask the District to provide, and if requested the District shall provide, a summary of applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.
Payment may be made by cash, credit card, or money order to the San Juan Island Library District.

8) Access to Records
Consistent with other demands, the District shall promptly provide space to inspect public records by appointment. To schedule an appointment, contact the Public Records Officer through the contact information posted on the District's website. Arrangements for inspection and/or copying must be made in advance. Inspection of public records must occur in a non-disruptive manner. The requestor shall indicate which records they wish to have copied using a mutually agreed upon nonpermanent method of marking the desired record. No member of the public may remove public records from the viewing area or disassemble or alter any public record.

9) Consequence of Failure to Review Assembled Records
The requestor must claim or review the assembled records within thirty (30) days (or another time if specified by the District) of the District's notification to the requestor that the records are available for inspection or copying. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the request will be deemed abandoned and the District will notify the requestor that the request has been closed. The District may re-file the assembled records, and any subsequent request by the same requestor for the same or almost identical records may be processed as a new request.

10) Providing Records in Installments
The District may, in its discretion, choose to provide copies of records or make records available for inspection or copying on an installment basis. If the requestor fails to inspect or pay for an installment of records within thirty (30) days (or another time if specified by the District) of notice that the records

are available, the District may stop searching for remaining records and close the request.

11) Completion of Inspection
When inspection of the requested records is complete and all requested copies are provided, the Public Records Officer or designee shall indicate that the District has completed a reasonable search for the requested records and made any located non-exempt records available for inspection, and the request shall be considered closed.

12) Closing the Request
When the requestor withdraws the request, fails to clarify an unclear request, fails to fulfill the requestor's obligations to inspect the records or fails to pay for the deposit or the final cost for the requested copies within a time specified by the District, the District shall close the request and indicate to the requestor that the District has closed the request.

13) Later Discovered Records
If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requestor of the additional public records and make them available on an expedited basis. Any subsequent production of records after a request has been closed will not restart the limitations period for seeking judicial review.

14) Consequence of Disclosing Record in Error
Neither the District nor any officer, employee, or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon a release of public records if the person releasing the records acted in good faith in attempting to comply with the policy or process outlined in this document, or to comply with the Act.

15) No Duty to Create Records
The District is not obligated to create a new record to satisfy a records request or provide information in a format that is different from the original record. However, the District may, in its discretion, produce records in a different format than the original record, and may, in its discretion, create a new record to fulfill the request, including (but not limited to) in instances where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

16) No Duty to Supplement Responses
The District is not obligated to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.

H. Processing of Public Records Requests – Electronic Records

1) The process for requesting electronic records is the same as for requesting paper public records. When a requestor requests records in an electronic format, the District shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record. The District may determine the method of production for electronic records at its own discretion if the electronic files are too large to be shared conveniently via email.
The District has no duty to scan paper copies of records into electronic documents, but may do so at its own discretion.3) When records are provided electronically on a CD, DVD, thumb drive, flash drive or other electronic device, the requestor will be charged according to the agency's fee schedule.

I. Review Process
The District encourages any requestor who believes a record has been wrongfully withheld, in whole or in part, to meet and confer with the Public Records Officer, allowing no less than two (2) business days to amend its response to facilitate a quick resolution to any disputes.

J. Fee Schedule
   1) Inspection:
      a. No fee: Inspection of agency records on agency's public interest web site or scheduled at agency office.
      b. No fee: Accessing or downloading records the agency routinely posts on its public internet web site, unless the requestor asks the agency for records to be provided through other means (the following copy charges below then apply).
   2) Copies:
      a. 15 cents per page: Photocopies, printed copies of electronic records when requested by the requestor, or for the use of District equipment to make photocopies.
      b. 10 cents per page: Scanned records, or use of District equipment for scanning.
      c. 5 cents for every four electronic files or attachments: Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
      d. 10 cents per gigabyte: Records transmitted in electronic format or for use of agency equipment to send records electronically.
      e. Actual cost: Digital storage media or device provided by the District—CD, DVD, thumb drive, or other digital storage media device.
      f. Actual cost: Envelope or other packing materials needed to mail records.
      g. Actual cost: Postage or delivery charges – Specific amount based upon postage/delivery charges for specific mailings or deliveries.
   3) Customized Service:
      a. Actual cost: Data compilations prepared or accessed as a customized service pursuant to RCW 42.56.120(3) (cost is in addition to above fees for copies).
   4) Charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.
   5) As an alternative to the charges above, the District may, in its discretion, choose to charge a flat fee of up to two dollars for any request when the District reasonably estimates and documents that the costs are clearly equal to or more than two dollars if calculated according to the charges above.

[Date Amended: November 12, 2024]

2.1.16 Electronic Fund Transfers

The San Juan Island Library District uses Electronic Fund Transfers (EFT) for the transmittal of payroll direct deposits, payroll services, and employer-paid benefit payments such as retirement and Washington Department of Labor and Industries programs. EFT transactions will not be made without proper authorization of affected parties in accordance with federal and state statutes and accepted business practices.

A. Types of Payments Made via EFT
   - Vendor Payments: payments for Washington State taxes, payroll services, retirement contributions, and other employer-paid benefits may be made by EFT. *No other vendor payments may be made via EFT.*
   - Payroll Direct Deposit: all employees may be paid by EFT.
   - Wire Transfers: not allowed.
   - Other Debts/Payments: not allowed.

B. Internal Controls

   To protect EFT transactions from internal and external threats, the following controls are in place:
   - Implementation of bank-offered security measures to prevent unauthorized individuals from initiating or modifying a transfer.
   - Use of secure payment portals, including Gusto, Washington Department of Labor and Industries, and Washington Department of Retirement Systems, Nationwide, and USAble.
   - Each user initiating or approving EFT transactions through a bank account or secure portal must have separate User IDs.
   - All EFT transactions will be processed through a Banner Bank account designated for payroll only. A reconciled balance of $160,000 is maintained.
   - Reconciliation of all banking transactions will be accomplished in a timely manner with investigation and resolution of reconciling items.
   - All forms containing sensitive data will be kept in secure physical and/or digital locations and only accessible to authorized staff.

C. Responsibility and Segregation of Duties
   1. EFT Payment Approvals: The Director or designee is responsible for reviewing and approving amounts to be paid via EFT. The Bookkeeper or designee is responsible for initiating the payments through the bank account or secure portal.
   2. EFT Reconciliation: The Bookkeeper or designee is responsible for importing/recording the EFT payments in the general ledger. The Bookkeeper or designee is responsible for reconciling the bank account, with review by the Director or designee.

D. Changes to Employee Account Information: Employees are responsible for entering changes to their banking information directly in the District's payroll processing platform (Gusto). The

employee must then submit an Employee Bank Account Change Statement to the Bookkeeper for verification.

E. Training
To ensure consistent compliance with procedures, employees tasked with processing, reconciling, and record-keeping will train in proper procedures and internal controls prior to conducting these functions. Training topics include fraud schemes and social engineering as well as policy knowledge and consequences of fraudulent activity.

[Date Adopted: April 14, 2026]

Policy Section 3 Evaluation, Selection of Materials
Date Adopted: July 12, 1988
Date Implemented: July 12, 1988
Date Amended: August 8, 1995
Date Amended: January 14, 2003
Date Amended: May 9, 2006

3.1 Collection Development Policy

The Board of Trustees of the San Juan Island Library District recognizes that within the service area there are groups and individuals with widely separate and diverse interests, backgrounds, cultural heritages, social values and needs. The Board further recognizes the library was created to serve all the people within its district regardless of age, race, sex, creed, national origin or political or social views, including those who are handicapped or in institutions.

The San Juan Island Library District strives to ensure that the residents of the District have the right and means to free and open access to ideas and information which are fundamental to a democracy. The Library will protect intellectual freedom, encourage lifelong learning, and provide library materials and information services.

3.1.1 Responsibility. Library materials selection is and shall be vested in the Director of the San Juan Island Library District and, under her/his direction, such members of the staff who are qualified by reason of education and training. Suggestions from the public regarding selection or retention of books and other library materials are reviewed by authorized employees according to the policies contained in this document.

3.1.2 Philosophy. Selection and retention of books and other library materials shall be made on the basis of value or interest, information and enlightenment for all people of the District. No book or other library materials shall be excluded or removed because of the race, nationality, sex or political, social or religious views of the author; neither can the collection reflect inordinate responsiveness to any single individual. Choice of library materials for personal use is purely an individual matter and although anyone is free to reject for themselves materials of which they do not approve, they may not restrict the freedom of use and access for others; freedom of access for a minor is the responsibility of parents or legal guardians; it is not the responsibility of the library.

3.1.3 Guidelines. The Board of Trustees adopts and declares that it will adhere to and support:

A. The Library Bill of Rights for access to books, ALA Council, 1980 amendment (Appendix A).
B. The Freedom to Read Statement, 2000 revision (Appendix B).
C. Free Access to Libraries for Minors, ALA's interpretation of the Library Bill of Rights, 1991 amendment (Appendix C).

3.1.4 Objectives of Collection Development. The library will acquire, organize, make available and encourage the use of all media that:

- Contributes constructively to the individual's awareness of self and community while providing insight into a wide range of human and social conditions and various cultural heritages
- Encourages informal self-education
- Meets the informational and recreational needs of the entire community
- Stimulates thoughtful participation in the affairs of the community, the state, the nation, and the world
- Gives access to a variety of opinions on matters of current interest
- Assists the individual to grow intellectually and culturally
- Reflects minority opinions as well as those of the majority

3.1.5 Criteria for Selection. The library's collection is essentially a popular and informational one. It exists to serve the recreational, education, and self-help needs of the library's patrons. The library will not attempt to create a research collection, but will try to select basic, representative works in most subject areas. Standard bibliographies will be consulted for guidance. Every effort will be made to have a comprehensive popular collection. Materials will be selected on the basis of the following criteria:

- Anticipated demand
- Actual demand
- Patron requests
- Staff suggestions
- Book reviews
- Interlibrary loan requests

3.1.6 Works by Local Authors. Although an effort will be made to collect popular works by local authors, no attempt will be made to develop a comprehensive local author collection.

3.1.7 Citizen input. A patron questioning material in the library collection is free to ask the library Director concerning such material. A patron wishing to file a formal complaint about a specific piece of library material is then required to state her/his opinion in writing on a Citizen's Comment on Library Materials form (Appendix D) which the library Director will provide to the patron, along with a copy of this Collection Development Policy. After the form is filled out in full and returned to the Library Director, the patron will receive a response in writing as soon as it is practical. The material under question will remain in the active collection until a final decision is made.

3.1.8 Gifts. The library welcomes gifts of materials, equipment and money to supplement materials and services supporting the informational and recreational needs of San Juan Island residents. Gift materials or equipment added to the library collection are governed by the same criteria and procedures for selection, evaluation, repair, processing, loaning and discard as materials purchased by library operating funds. Ultimate responsibility for inclusion of materials in the library collection lies with the library director. Equipment and materials received as gifts become the property of the San Juan Island Library District. The library reserves the right to evaluate all gifts in accordance with the Collection Development Policy. Gift materials are only accepted with the stipulation that they might not be added to the collection. Items not included in the collection will be disposed of in a manner which the library deems appropriate. Patrons who provide donations to be used for acquiring materials are requested to permit library staff to select specific titles which may meet the wishes of the donor, satisfy selection criteria, and are appropriate for the general public. Appraisal remains the responsibility of the donor. Gifts other than library materials or money to purchase materials will be accepted according to the criteria established in Policy Section 5.4 (Gifts of Art).

3.1.9 Maintenance of collection. Materials which are no longer useful in light of stated objectives of the library will be systematically weeded from the collection according to accepted professional practices. Discarded materials will be sold by the library or designated organization in accordance with Washington State Statutes.

Policy Section 3.2
Date Adopted: July 19, 1995
Date Implemented: July 19, 1995
Dated Amended: May 12, 1998
Date Amended: July 11, 2000
Date Amended: January 14, 2003
Date Amended: April 13, 2004
Date Amended: May 9, 2006
Date Amended: September 16, 2008

3.2.0
ACCESS TO INTERNET RESOURCES

3.2.1 Throughout its history the San Juan Island Library District has made information available in a variety of formats, from print to audiovisual materials. The Library's computer system provides the opportunity to integrate electronic resources from information networks around the world with the Library's other resources.

3.2.2 The Internet, as an information resource, enables the Library to provide information beyond the confines of its own collection. It allows access to ideas, information and commentary from around the globe. Currently, however, it is an unregulated medium. Unlike San Juan Island Library, where items in the collection have been carefully evaluated, the Internet has no system for ensuring that what is found is accurate, current or complete. Internet resources are not subject to the same selection criteria which the Library uses for other materials. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing and/or illegal.

3.2.3 The Library upholds and affirms the right and responsibility of parents to determine and monitor their children's use of all Library materials and resources. Library users are the final selectors in using the Internet and are responsible for their individual choices and decisions. That said, it is the policy of the San Juan Island Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)]. Legal definitions relating to the Act are found in section 3.2.8 of this manual. It is the responsibility of parents to monitor their children's use of Internet access.

3.2.4 In order to ensure that the use of this medium is consistent with the Mission of the Library, the following rules and procedures will apply:

A. Due to limited staff availability, the Library reserves the right to require that all prospective users have a basic understanding of Internet use as a condition for access to the Library's Internet stations.
B. Parents are encouraged to work closely with their children in selecting material that is consistent with personal and family values and boundaries.
C. Internet usage is limited to posted time limits regardless of current Internet performance, which lies beyond the control of the Library.
D. Since space is limited and noise from group conversations is disruptive to others, there is a limit of two library patrons per computer station.
E. Patron files may not be stored on library computers. Patrons wishing to download files may purchase a storage media device at the Reference Desk. The Library assumes no responsibility for damage caused by viruses downloaded from the Internet on library property.

F. Printing charges are 10¢ per page, payable at the checkout desk.

3.2.5 Internet use will be managed in a manner consistent with the Library's Rules of Conduct which have been adopted and are posted in the Library. Failure to use the Internet station appropriately and responsibly may result in revocation of Internet use privileges. Users may not:

- Use the workstations to gain unauthorized access to the Library network or computer systems or to any other network or computer system.
- Make an attempt to damage or alter computer equipment or software.
- Violate copyright laws or software licensing agreements.
- Engage in any activity which is disruptive to other Library users.
- Violate federal, state or local laws or regulations.

3.2.7 Patrons found to be in violation of any of the above regulations will be advised of the policy, and receive verbal warning from a staff member of the obligation to observe existing Internet policies and procedures. A second such violation will result in the loss of Internet privileges, for a term to be determined by the Library Director.

3.2.8 Definitions relating to the Children's Internet Protection Act

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. **HARMFUL TO MINORS**, meaning any picture, image, graphic image file, or other visual depiction that:
    A. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
    B. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
    C. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
    D. **SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Policy Section 4 - Registration and Circulation
Date Adopted: April 14, 1987
Date Amended: July 12, 1988
Date Amended: June 14, 1994
Date Amended: August 8, 1995
Date Amended: December 13, 1999
Date Amended: January 14, 2003
Date Amended: January 10, 2006
Date Amended: May 8, 2007
Date Amended: June 12, 2007
Date Amended: October 14, 2014
Date Amended: August 9, 2016
Date Amended: November 8, 2016
Date Amended: May 11, 2021
Date Amended: December 12, 2023

4.1
Registration:
The Library District comprises the island of San Juan. Free borrowing privileges are extended to:

- Residents of the Library District and their dependents;
- Residents of areas with which the library has a reciprocal agreement (see section 4.1.1B).

Due to the transient nature of residency on San Juan Island, the Director may develop guidelines that conform to this section so long as such guidelines are reviewed and uniformly applied by the Board.

4.1.1 Resident, Reciprocal and Guest Status:

A. For the purposes of library registration, resident status is assigned to any individual who resides in or owns real property within the San Juan Island Library District, or an individual who regularly works on San Juan Island. Residency status will be further determined by specific written criteria as determined by the Library Director.
B. For the purposes of library registration, reciprocal status is assigned to any individual who lives within the Lopez or Orcas Island Library District, and has a current library account in good standing with their home library.
C. For the purposes of library registration, any individual who does not have resident or reciprocal status shall be assigned guest status.

4.1.2 Registration of New Patrons

A. Each patron making application for a library card shall be required to show one or more pieces of identification, such as a current driver's license, passport, or identity card. Documentation acceptable to the Director or staff must be offered in addition to any photo identification not containing the current and/or permanent address.
B. A parent or guardian must sign the library card application as a statement of permission and responsibility for material checked out by the dependent ages 17 and under, and list other responsible parents/guardians. The dependent must be present at the time of application. If the parent/guardian has a library account, it must be in good standing before signing for a dependent's library account. An unaccompanied dependent may present an application signed by a parent/guardian if he or she also has all other required pieces of identification and proof of address.
C. Guests are further required to pay a non-refundable registration fee, as designated in Section 4.1.5.
D. The Library Director may require further documentation as proof of resident, reciprocal or guest status.
E. If an island resident is unable to provide full proof of address, they can be issued a library card which

provides limited access to library materials until they can provide full information and are issued a full access library card. These residents still must provide their full written signature and are responsible for all charges until a loss of card has been reported.

4.1.3 Services to Patrons with Reciprocal Status:
Reciprocal patrons shall enjoy the rights accorded to residents with the exception of Interlibrary Loan services and the Event Equipment collection. In special cases approval of Interlibrary Loan services or use of the Event Equipment collection may be granted by the Director.

4.1.4 Services to Patrons with Guest Status:

A. Monthly Guests. Guests who pay the non-refundable monthly registration fee designated in Section 4.1.5 shall enjoy the rights accorded to residents of the San Juan Island Library District with the exception of Interlibrary Loan services.
B. Yearly Guests**.** Guests who pay the non-refundable annual registration fee designated in Section 4.1.5 shall enjoy the rights accorded to residents of the San Juan Island Library District.

4.1.5 Registration Fees
Guests shall pay a non-refundable registration fee of ten (10) dollars per month or one hundred (100) dollars per year.

Policy Section 4.2
Date Adopted: December 8, 1987
Date Implemented: December 8, 1987
Date Amended: July 12, 1998
Date Amended: December 10, 2002
Date Amended: August 9, 2016
Date Amended: November 8, 2016
Date Amended: January 10, 2017
Date Amended: February 12, 2019
Date Amended: May 11, 2021
Date Amended: December 12, 2023

4.2
Circulation Policies:

4.2.1 Privacy of Borrower Registration and Circulation Records Policy:

A. Borrower registration and circulation records of the San Juan Island Library District are to be considered confidential, regardless of the source of inquiry (exceptions outlined in B through E, below), and exempt from public inspection and copying, as set forth in RCW 42.56.310:

> Any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, that discloses or could be used to disclose the identity of a library user is exempt from disclosure under this chapter.
>
> Borrower registration and circulation records shall not be made available to anyone except through such process, order or subpoena as may be authorized by law. Upon receipt of such process, order or subpoena, the District's lawyer shall be consulted to determine if such process, order or subpoena is in proper form. Any notable defects must be cured before records are released. The Director may release borrower registration and circulation records without process, order or subpoena if, in their judgment, a condition of grave emergency exists which can be remedied by the release of such circulation records.

B. In the case of a dependent ages 17 years and younger, parents/guardians listed on the account have full access to the dependent's account. Parents may opt out of having access to information on the account, but will still remain financially responsible for the account.
C. In the case of an adult user with a designated legal guardian, such information may be released to a legal guardian and/or caregiver.
D. Circulation information on patron accounts may be disclosed to other people a library card holder indicates are authorized users on the account. No registration information will be shared with authorized users.
E. Patrons who fail to return materials in a timely manner will be deemed to have waived their right to confidentiality insofar as is necessary for the Library to retrieve the missing material or secure appropriate compensation for its loss.
F. Any problems or conditions relating to the privacy of borrower registration and circulation records which are not provided for in the policy statement shall be referred to the Director for resolution. If these problems or conditions cannot be resolved, an appeal may be made to the Library Board.

4.2.2 Restrictions on Borrower Circulation Privileges:

A. Borrower circulation privileges will be restricted in the following manner. If the amount owing on the patron's record totals $10 or more in charges incurred as a result of billed library materials or other

charges, loan privileges will be suspended for that patron until all charges have been paid in full. A payment plan for charges may be set up at the discretion of the Library Director, Assistant Director, Circulation Manager, or Youth Services Manager. In the event of damage incurred due to fire or other natural disaster, if the charges represent a hardship on the borrower, the fees may be appealed to these same staff members.

B. The replacement cost of material is recorded in each item record. The library does not accept replacement material in lieu of payment. The library does not give refunds for lost or damaged items that have been paid for. If the item is found after the borrower has paid the charge, the item is theirs to keep.
C. If the library is billed for unreturned or damaged materials borrowed through interlibrary loan, and pays the lending library for the charges incurred, all circulation privileges for the individual failing to reimburse the library for these charges will be suspended until payment is made.
D. Returned check fee: A $35.00 fee will be charged for any returned check.

4.2.3 Borrower's Responsibility:

A. Each eligible borrower shall provide the library with their full written signature, current address, and telephone number. Each borrower shall be responsible for all use made of their card. If a card is lost or stolen, the borrower is responsible for all charges against it until the loss is reported.
B. The library does not limit the number of books, magazines or other library materials that an eligible borrower may borrow.
C. The parent/guardian is responsible for fines and fees associated with material borrowed by their dependent ages 17 and younger.
D. The parent/guardian is solely responsible for the type of material checked out by their dependent. Library staff is not responsible for determining whether material selected by dependent is "age appropriate."

4.2.4 Waiving of Patron Fines and Fees:

A. Waiving or partial waiving of patron fees may be done for various reasons, including but not limited to:
    - Billed items that are returned.
    - Patron not responsible for loss or damage to item.
    - Youth materials.
    - Value of items is deemed negligible.
    - Financial hardship.
    - Staff or system errors.
B. Authorization to waive fees is given by the Library Director, Assistant Director, Circulation Manager, or Youth Services Manager
    - Other staff may waive fees after consulting authorized staff and noting in patron record: "Waived for REASON per AUTHORIZATION NAME—STAFF INITIALS."

4.2.5 Purging Patron Records:

A. Patron accounts may be deleted for various reasons, including but not limited to:
    - Patron has more than one open account in their name.
    - Patron wishes to close their account.
    - Patron is deceased.
B. Authorization to delete patron accounts is limited to the Library Director, Assistant Director, or Circulation Manager. After any outstanding materials or fees are resolved, the record is deleted.
C. The IT Manager under direction of the Director may bulk purge multiple patron accounts and associated fees on an annual basis that have been inactive for five years and have an aggregate value up to $3,000 without prior board approval. This purge will also remove any remaining billed items in the system still associated with these accounts. The IT Manager will report the purge details to the Board of Trustees at

their next regular meeting.

4.2.6 Circulating Technology Equipment—San Juan Island Library lends certain electronic and other types of technology equipment suitable for use outside the Library. The circulation of this equipment can address challenges Island residents experience in accessing Internet, computer devices, and more.

A. Circulation procedures that differ from other circulation practices may be set at Director's discretion, including but not limited to:
   1) Age and patron type restrictions.
   2) Special loan periods, late fees, and replacement costs.
   3) Signed agreements.
   4) Limited checkouts per household.
   5) Borrower assumes any and all liability for the cost, repair, or replacement in the event of loss due to theft, damage, negligence, or misuse.
   6) Equipment checkout is a privilege that can be revoked from patrons who lose equipment or return equipment late or damaged.

B. Conditions
   1) Wireless security is not guaranteed. Borrowers accept all risk associated with use of wireless data service.
   2) No content filtering is provided. Parents are encouraged to work closely with their children in selecting and accessing material that is consistent with personal and family values and boundaries.
   3) The Library assumes no responsibility for equipment failure, and equipment is not guaranteed to work in all locations.
   4) The Library is held harmless for any damage, injury or loss incurred by borrower in relation to or caused by equipment.

Policy Section 4.3
Date Adopted: October 22 and November 12, 1986
Date Amended: December 14, 1993
Date Amended: June 14, 1994
Date Amended: March 9, 2010
Date Amended: September 8, 2015

4.3
Interlibrary Loan Policies

The purpose of Interlibrary Loan is to obtain materials not available in the Library collection for use by San Juan Island Library patrons, and to provide material from the District's collection to other libraries for use by their patrons.

Interlibrary Loan services form an integral part of the District's service to the community. Because of the limited size of the District's collection, the use of Interlibrary Loan is recognized as affording a practical means of satisfying patrons' informational, educational and recreational needs.

The Library affirms that Interlibrary Loan is an adjunct to, not a substitute for, the Library's collection. In meeting patron needs, the Library will exhaust local resources first, including its own collection, before requesting items on Interlibrary Loan. Items in frequent or recurring demand will be considered for purchase.

The Library may attempt to obtain materials not owned by the Library, or missing from the Library's collection, or in the process of being repaired. Circulating items with patron hold lists will not be ordered through Interlibrary Loan.

The District observes the guidelines established in the Interlibrary Loan Code for the United States, revised in 2008 by the Sharing and Transforming Access to Resources Section (STARS) of the Reference and User Services Association (RUSA), a Division of the American Library Association.

In addition to this Policy, the Library shall follow internal guidelines for the management and control of Interlibrary Loans, see Interlibrary Loan Guidelines.

4.3.1 Conditions of borrowing service

A. The Library shall request materials from other libraries in the United States that participate in the OCLC Interlibrary Loan service, and Lopez Island Library.
B. Due to the eclectic reading and viewing interests of San Juan Island Library patrons, Interlibrary Loan requests represent a substantial investment of library staff time and actual postage costs. Patrons are limited to the transaction limit stated in the Interlibrary Loan Guidelines. Requests over this transaction limit should be discussed with the Library Director.
C. This service is available to patrons holding regular cards or annual guest cards that are in good standing. Patrons holding monthly guest cards and reciprocal cards are not eligible for Interlibrary Loan services.
D. There will be no charge to patrons using Interlibrary Loan services unless the lending library charges loan, processing or photocopy fees, in which case, the patron will be asked whether he or she wants to pay the fees in order to obtain the requested material. Those fees will be added to the patron's library account once the item is received and must be paid when the item is picked up. Fees are non-refundable and will not be waived even if the material is not picked up.

E. Patrons who receive Interlibrary Loan materials are responsible for any charges incurred while materials are checked out, including fees for overdue materials, loss or damage. Patrons are responsible for any replacement fees associated with the item, which are determined by the owning library. The library cannot accept replacement copies. A patron's library account may be suspended until the item is paid in full.

4.3.2 Conditions of lending service

A. This service is offered to other libraries located in the United States that participate in the OCLC Interlibrary Loan service, and Lopez Island Library.
B. The Library also reserves the right to refuse to lend materials (such as local histories, rare materials, or other items as determined by the Director) or to ask the borrowing library to restrict use of materials lent.
C. San Juan Island Library will not charge for lending materials.
D. The Library will charge for materials that are damaged, stolen or lost during Interlibrary Loan. Charges for lost or damaged materials are the responsibility of the borrowing library. Replacements are not accepted.

Policy Section 4.4
Date Proposed: August 8, 1995
Date Adopted: August 8, 1995
Date Implemented: August 8, 1995
(Policy Section deleted May 9, 2006)

4.4
Policy Against Discrimination
No person shall, on the grounds of race, color, national origin, age, sex, or handicap, be excluded from participation in or be subjected to illegal discrimination in any program or activity of the San Juan Island Library District.

Policy Section 4.5
Date Proposed: July 8, 2025
Date Adopted: July 8, 2025

4.5
Privacy Policy on Library Notifications
The library collects only the minimum personal information necessary to provide effective services for its users. Library account data is never sold to any third-party vendors. It is shared with select vendors specifically vetted by the library for the purpose of providing library notifications, which is optional. This may include mail, e-mail, text (SMS), phone, or other methods of communication. The library also collects data for statistical purposes containing no personally identifiable information. Personal information and mobile numbers collected through opt-in will not be shared, sold or rented with third parties for marketing purposes.

The library offers a number of options for notifications and/or communications. To receive these notices, patrons may opt-in by selecting their preferred notification method when opening an account or by notifying staff any time after that. They may also opt-out or resubscribe at any time by contacting staff.

Messaging Terms and Conditions

- San Juan Island Library occasionally contacts registered patrons via SMS or Text Messaging.
- Personal information will not be shared with third parties for marketing purposes.
- The types of messages the library may send includes but is not limited to customer care/account notifications, such as overdue notices, holds notices, etc.
- Message frequency may vary.
- Message and data rates may apply.
- For support, text HELP, or contact staff.
- To opt-out, text STOP to cancel, or contact staff.
- Failure to receive a library account notice does not waive patron responsibility for the timely return of library materials.

Policy Section 5: Use of Building
Date Adopted: July 19, 1995
Date Implemented: July 19, 1995
Date Amended: May 9, 2006
Date Amended: September 16, 2008
Date Amended: April 12, 2016
Date Amended: September 13, 2016
Date Amended: August 8, 2017
Date Amended: December 10, 2019
Date Amended: March 10, 2020
Date Amended: July 12, 2022
Date Amended: May 14, 2024

Policy 5.0
Use of the Building and Grounds

5.1
RULES OF CONDUCT
An integral part of the mission of the San Juan Island Library District is to ensure that the Library provides an environment which encourages lifelong learning for all ages. To this end, the Library has established rules of conduct that promote a safe, healthy and barrier-free environment. Library staff will make every effort to apply these rules in a fair, equitable and positive manner for the benefit of all.

WHILE IN THE LIBRARY OR ON LIBRARY PROPERTY, THE FOLLOWING ARE PROHIBITED:

- Smoking and/or vaping (using any kind of electronic smoking device, e-liquids, or unregulated nicotine delivery product) inside, outside, or anywhere on library property including vehicles.
- Litter from food and drink. The Library permits light snacks and non-alcoholic beverages in closed containers. Patrons are responsible for cleanup.
- Bringing in bicycles. Skateboards, in-line skates, etc. must be carried at all times.
- Sexual misconduct, such as exposure, offensive touching or sexual harassment of other patrons or staff.
- Bringing in animals other than guide dogs and other assistive animals except as authorized by the Library Director.
- Disruptive or unsafe behavior such as loud talking, loud audio equipment, screaming, shouting, running, throwing things, pushing, and shoving, which may result in disturbing other patrons or damaging Library property.
- Taking up space beyond what is needed for one person, or leaving personal belongings unattended.
- Engaging in any activity prohibited by law or any other conduct that unreasonably interferes with others' use of the Library including physical or verbal harassment or threats to other patrons or staff, begging, or soliciting.
- Sleeping or camping.
- Parking overnight or longer than posted limits. Director is authorized to develop guidelines for parking limits. Vehicles that are parked overnight may be towed without notice.
- Parking by anyone other than Library staff and patrons currently using library facilities. Unauthorized vehicles may be towed without notice after 24 hours.
- Vehicles idling in the parking lot from which exhaust fumes enter library doors, windows, or intake systems.
- Pursuant to Washington state law, any form of open carry firearms or weapons are banned from library facilities and grounds. (RCW. 9.41.300)

Except in instances where immediate action is deemed appropriate by the Library Director or designee, individuals

violating these rules may be first asked to stop such actions before further action by Library staff (up to and including expulsion or exclusion) is taken to address the violation. The Library reserves the right to require anyone violating these rules of conduct to leave the Library. The Library may also withdraw permission for a person to re-enter its facilities if the person continues a pattern of violating these rules (see RCW 27.12.290).

Policy Section 5.2
Date Adopted: September 13, 1988
Date Implemented: September 13, 1988
Date Amended: August 8, 1995
Date Amended: May 9, 2006
Date Amended: April 12, 2016

5.2.
San Juan Island Library District Meeting Room Policy.
As a public institution dedicated to the free expression and free access to ideas presenting all points of view concerning the problems and issues of our times, all meeting rooms in the San Juan Island Library are available on equal terms for the lawful activities of all groups, regardless of their beliefs or affiliations.

The intent of this policy is to make the district's limited meeting room space available on an as wide-spread and equitable basis as possible for educational and informational community meetings and programs.

5.2.1 Meeting Room Use. Generally, meetings held in the library shall be open to the public, be free of charge (and without any request for donation), and limited to non-profit organizations. However, meeting rooms are also open on a fee basis to non-profit organizations or institutions which charge a fee or tuition or request a donation, and to profit-making organizations, subject to District approval. When applicable, the fee for use of the meeting room is $50 per meeting.

5.2.2 Meeting room priority.
First priority for using the meeting rooms will be given to programs produced or sponsored by the District. The District reserves the right to revoke permission to use a meeting room. All other events will be scheduled on a first-come, first-served basis.

5.2.3 Regulations for the use of the library meeting room.
A. The meeting room may be used anytime during the regular hours of the library.
B. The meeting room may be used after library hours, provided arrangements are made at the time the room is booked. The individual making application for such meeting room use will be held responsible for picking up the key in advance, securing the lights and exit door, and promptly returning the key to the library book drop upon leaving the building.
C. Programs may not disrupt the use of the library by others. Persons attending the meeting are subject to all library rules and regulations.
D. Bookings will be made on a first come, first served basis. Groups reserving meeting rooms for the same time on a continued basis may be occasionally required to alter their meeting time in order to allow access by the maximum number of users to the limited space available. Every attempt will be made to provide an acceptable alternate time. A two-week notice will be given to the booked organization.
E. The District reserves the right to revoke permission to use the meeting room. Every attempt will be made to provide an acceptable alternate time. If possible, a two-week notice will be given to the booked organization.
F. After reading the San Juan Island Library District's Meeting Room Policy and Regulations, the requesting individual will complete an application for approval by the Director or designated agent.
G. The individual submitting the application for meeting room use will be responsible for the reasonable care and use of the room and furnishings and shall pay for any damage.
H. The group will be responsible for setting up, rearranging and taking down needed tables and chairs. No group may store material or equipment at the Library. Library facilities shall be left in a clean and orderly condition. Users shall pay the cost for clean-up or repair of any damages to facilities. The district will not be responsible for materials or equipment left in the building by users.

I. A supervising adult shall be required to be in charge and present whenever a group uses the meeting room.
J. Light refreshments only may be served. Permission must be secured at the time the application is approved. No alcoholic beverages may be served unless in accordance with Washington State Law and with prior approval by the Library Director.
K. No smoking and /or vaping (using any kind of electronic smoking device, e-liquids, or unregulated nicotine delivery product) is permitted in the library building in accordance with State law and San Juan County Board of Health Ordinance No. 1-2015—Ordinance Enacting Rules and Regulations Restricting the Sale, Use, and Availability of Electronic Smoking Devices, E-Liquids, and Unregulated Nicotine Delivery Products; Section 7. Use in Public Places.
L. Posted occupancy rates for the meeting room shall be observed at all times.
M. Failure to observe these regulations will result in the loss of meeting room privileges.

5.2.4 If permission for use of the meeting room is denied, the applicant may appeal to the Director; if permission is denied by the Director and the applicant is dissatisfied with the reasons offered, an appeal may be made to the District Board of Trustees.

Policy Section 5.3
Date Adopted: July 8, 1986
Date Implemented: July 8, 1986
Date Amended: March 31, 2004
Date Amended: September 8, 2009

5.3
Library Exhibits
Exhibit space in the library shall be made available to individuals or associations, for the purpose of displaying objects of interest to the community, under the following conditions:

5.3.1 Space for exhibits in the library shall be available to any individual or any association on an equitable basis, regardless of the beliefs or affiliations of the individual or association. If the library cannot accommodate all requests for exhibit space, the Director may give preference to District residents and associations active in the District. A period of 36 months must elapse between uses of the display case by any individual or association, unless expressly permitted by the Director. The individual or association providing each display will be clearly identified as part of the exhibit.

5.3.2 Exhibits shall be coordinated by the Director, who may make reasonable regulations governing the place and time for exhibits and the manner in which the exhibits are displayed, retained, or removed. The Director may assign a portion of this duty to a volunteer exhibit coordinator, or in the case of art exhibits, to the Library art committee.

5.3.3 Exhibits shall be placed in the library at the exhibitors' risk. The director shall prepare a hold-harmless agreement which shall be signed by each exhibitor (before his or her art or craft items are displayed.

5.3.4 Exhibits shall not display the prices of items available for sale or include any other overt statements that the displayed items or related items are offered for sale. However, the names, addresses, and phone numbers of artists and craftspeople may be included in the exhibits.

5.3.5 Exhibits shall conform to federal, state, and local laws and regulations.

5.3.6 Any costs associated with these exhibits, other than the cost of incidental office supplies used in displaying exhibits, shall be paid by the individuals or associations supplying the exhibits, unless funds have been allocated for that purpose by the Trustees.

Policy Section 5.4
Date Proposed: October 11, 1994
Date Adopted: November 8, 1994
Date Implemented: November 9, 1994
Date Amended: October 14, 1997
Date Amended: September 8, 2009
Date Amended: August 9, 2011

5.4
Art Policy

The San Juan Island Library District believes that the display of artwork in the building enhances the Library environment for patrons. Therefore, to the extent that space is available, the Library encourages the exhibition of artwork which is of local and regional interest, and/or which enhances and complements the Library's other collections.

5.4.1 Acquisition of art

Except in extraordinary circumstances, the San Juan Island Library District does not include monies in its annual budgets for the purchase of art works. However, consistent with its general art policy (section 5.4), the Library does encourage the loan of artworks for temporary or longer term display, and in some cases (section 5.4.5) accepts gifts of art to add to its small permanent collection.

5.4.2 Composition of art committee

To aid in the implementation of this Policy 5.4, the Board authorizes the Director to appoint an Art Committee consisting of three to five persons, the members of which shall serve at the pleasure of the Director. Generally, committee members shall have experience in the field of art, but the committee may additionally include members of the Board of Trustees, or Friends of the Library.

5.4.3 Responsibilities of art committee

A. To recommend, develop, and implement temporary and permanent exhibits of art in the Library building...subject to the approval of the Director, and consistent with the objectives of the Library's Art Policy (section 5.4 above), and its Policy on Exhibits (section 5.3 above).

B. To review works of art offered to the Library as gifts, and to recommend to the Board whether the Library should accept them. Appeals of the committee's decision may be made to the Board. The criteria the Committee will use in this review are listed in Section 5.4.4 below.

C. To advise the Library Director on physical placement of art within the Library building (individual pieces, and exhibitions of multiple items). Final approval rests with the Director.

D. To report at least twice yearly to the Board on the past 6 months' activities (including for example, significant acquisitions, both loans and gifts, and exhibits) and the outlook for the next 6 months.

5.4.4 Criteria for Selection of works of art, including gifts

In addition to ensuring that the art under consideration for display is consistent with the Library's general Policy on Art (section 5.4), the Art Committee shall consider the following criteria when determining whether to recommend to the Director and/or Board that artwork/s be displayed in, and/or acquired for the Library:

A. Quality: the inherent artistic quality of the work is of highest priority

B. Media: all visual art forms may be considered, subject to the limitations of the Library's display space

C. Style and nature: the art work should be appropriate in scale, material, form and content to the Library's physical space, its audience (Library patrons), and its other collections.

D. Architectural design: the ability of a particular piece of art to enhance the interior aesthetics of the library's public spaces may be considered
E. Other: special circumstances may apply, as described by the committee where applicable

5.4.5 Gifts of and disposition of art

A. Upon recommendation by the Art Committee, the Board may choose to accept donated works of art. Once accepted by the Board, the donated art becomes the property of the San Juan Island Library District, which has sole authority thereafter re. its location, retention, and disposition.
B. Determining the value of the donated art is the responsibility of the donor. The San Juan Island Library District does not arrange, nor pay for, appraisals.
C. The Library shall prepare a Gift Acceptance form which outlines the above provisions, for signature by the donor and the President of the San Juan Island Library District Board of Trustees.
D. Disposition of gifts of art which are determined to no longer serve the objectives of the Library's general Policy on Art, will be with the approval of the Board of Trustees.

5.4.6 Other administrative policies

A. The Library does not insure art work on loan for display, and assumes no liability in case of theft, damage, or loss. The Director shall prepare a 'hold-harmless' agreement, which shall be signed by each exhibitor (before his/her art works are displayed in the Library).
B. Art exhibits shall be administered consistent with the Library's general policy on Exhibits (section 5.3 above)
C. It is the responsibility of the art committee to create publicity about art exhibits in the Library, including press releases to local media, calendars, and brochures.

5.4.7 Citizen input

A patron questioning the display of an artwork in the Library is free to bring his/her concern to the Library Director. If the patron wishes to file a formal complaint, the procedure outlined in section 3.1.7.

Policy Section5.5
Date Proposed: June 8, 1999
Date Adopted: June 8, 1999
Date Implemented: June 8, 1999

5.5
Distribution of free materials
Items that publicize community organizations and local events further the role of the library as the central source for civic, cultural, educational, and recreational information.

Display space is available for community organizations to disseminate information. Posters and flyers displayed on the bulletin board may be no larger than 8 ½ x 14 inches. Bulletin boards may not be used for personal advertisements. Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; library staff cannot return posters and flyers that have been displayed.

Items that may be distributed include flyers, brochures, leaflets, newspapers, and pamphlets that provide information about civic, educational, cultural, or recreational organizations and events. Materials that promote programs or projects of a personal or commercial nature may not be distributed in the library. Items may be distributed for as long as they are valid. If space becomes limited, preference will be given to items of broad community interest and of a timely nature. Literature related to political campaigns will be distributed for thirty days preceding an election.

All items for posting or distribution must be presented to the library director for approval; library staff will date and place items on the bulletin board or in the information rack. Distribution or posting of items by the library does not indicate endorsement of the issues, events, or services promoted by those materials. Items left or posted without approval will be removed and discarded.

Policy Section 5.6 – Library Programs
Date Proposed: October 12, 1999
Date Adopted: October 12, 1999
Date Implemented: October 12, 1999
(Policy Section deleted May 9, 2006)

Policy Section 5.6
Date Proposed: September 16, 2008
Date Adopted: September 16, 2008
Date Amended: September 13, 2016
Date Amended: February 13, 2024

5.6
Library Programs
As part of the Library's mission to provide the means for the community "to pursue independent educational and recreational interests, use information resources, and meet and interact in a public forum," the library offers special programs to the public in and out of the library building. Programming also serves to promote library materials, facilities, and services.

5.6.1. Philosophy

Programs at the Library fulfill the Library's strategic initiatives which include supporting community-wide goals. The Library provides programs to support individuals' journeys. Programs reflect equitable outreach and engagement to a diverse community while promoting a culture of inclusion. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

5.6.2. Program Selection and Design

Presenters will be chosen from local, regional, or national talent. Requests to present programs, including author readings and signings, are approved according to the public's demonstrated interest in the topic, as well as budgetary resources.

Other criteria for program selection and design include:

- Relevance to the needs and interests of the community
- Service area demographics
- Accuracy and timeliness of program content
- Current demand
- Quality of program and its ability to encourage the exchange of ideas and promote the use of library materials
- A balanced representation of topics
- Opportunities to partner with other agencies, organizations, and educational institutions.
- Availability elsewhere
- Cost and budget considerations
- Impact and capacity of staff and collaborative partners
- Continuous evaluation to maintain programming vitality and usefulness to the community

The library reserves the right to not schedule a program and/or cancel a scheduled program at its discretion.

5.6.3. Programming Guidelines

The San Juan Island Library supports free and open access to information and ideas as stated in the Library Bill of Rights and the Freedom to View policies of the American Library Association.

- Library programs are free and open to the public.
- Library sponsorship of a program does not constitute an endorsement by the Library of the content of the program or the views expressed by presenters or participants.
- The Library does not offer programs that solely endorse or proselytize for commercial, religious, or political purposes.
- Programs may be canceled due to weather, low registration, or absence of the presenter. Canceled programs might not be rescheduled.
- Programs are not designed to replace opportunities offered by other community agencies.
- Priority will be given to programs that promote reading and literacy, the dissemination of information, and the appreciation of arts and culture.
- The Library reserves the right to use video or photographs taken of the program, presenters, and participants for internal use, publication in Library promotional outlets, and evaluation purposes.

Policy Section 5.7
Date Proposed: June 14, 2016
Date Adopted: June 14, 2016
Date Implemented: June 14, 2016

5.7
Unattended Children and Vulnerable Adults

The San Juan Island Library desires to provide a safe and appropriate environment for visitors of all ages. The Library welcomes library use by children and vulnerable adults, as defined by RCW 74.34.020. The Library, however, is a public place which may have inherent dangers such as moving cars, equipment, furniture, and other people who may pose threats to their safety.

While on Library property, parents and caregivers are responsible for monitoring and regulating the behavior of their charges, and ensuring their safety. If the behavior of a child or vulnerable adult becomes unacceptable according to the Library Rules of Conduct, the parent or caregiver will be asked to correct the problem. If the behavior continues, the parent or caregiver and their charges may be asked to leave. Chronic offenders may be denied use of the library.

Library staff are trained to assist children and adults with library materials or services. The Library is not equipped—and it is not the Library's role—to provide long- or short-term care for children or vulnerable adults. Staff are not responsible to look after children and vulnerable adults beyond normal use of library services such as assisting with the finding of materials, providing customer service, helping with research questions, recommending books to read, assisting with computer use, and assisting with program crafts.

Library staff members will intervene when a child or vulnerable adult is:

Found frightened or upset in the Library,
Doing something dangerous to him or herself, or to another person,
Subject to a perceived threat posed by another person,
Not following the Rules of Conduct and exhibiting specific inappropriate behavior, or is
Not met by a caregiver at closing time.

Library staff members will evaluate the situation and attempt to contact the parent, guardian or caregiver. In the event that the parent, guardian or caregiver cannot be reached, the child or vulnerable adult will be placed in the care of the Sheriff's Office.

Children who are kindergarten age or younger should be accompanied by a parent or caregiver at all times in the Library. Elementary school-aged children and teens may use the Library unattended for an appropriate amount of time determined by their behavior. Children and teens must follow the same rules as adults.

These policies are set for the safety of children and vulnerable adults and for the comfort of all those using the library facilities and services.

Policy Section 5.8
Date Proposed: May 9, 2017
Date Adopted: May 9, 2017
Date Implemented: June 1, 2017

5.8
Public Use of Youth Areas

Children's and Teen areas within the Library are special parts of the Library housing special collections, programs and services designed especially for children and teens. The purpose of these areas is therefore to provide youth and their caregivers with access to these special materials, programs and services.

5.8.1 Youth Areas

Children's and Teen areas are available for use by those patrons who are accessing the special materials contained in the youth collections, and for use by youth and their caregivers to sit, attend youth programs and utilize other services provided in youth areas. Patrons not included in these categories are required to leave youth areas and instead use other areas of the Library.

5.8.2 Youth Computers

A. Public computers located in the Children's and Teen areas are for the exclusive use of youth and their caregivers. Caregivers should allow any youth who want to use the computers priority over their own use. Other adults may not use these computers at any time.
B. Children and teens may only use designated youth computers.
C. For exceptions to this policy, patrons should speak to staff.

Policy Section 5.9
Date Proposed: December 10, 2019
Date Adopted: December 10, 2019
Date Implemented: December 10, 2019

5.9
First Aid

The San Juan Island Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the Library. An accident or sudden illness of staff or patron may cause an emergency that necessitates First Aid/CPR, and/or subsequent medical attention.

A. Treatment of Injuries
    1. In the case of a medical emergency, staff will contact EMS by dialing 911 from any phone, describing the nature of the illness or complaint from the person.
    2. Staff members will exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained.
    3. Staff are neither prohibited nor required to provide assistance. Staff members, acting as members of the public, may use their own discretion to assist to the degree they are trained and/or comfortable.
    4. Library staff are not required to be trained in CPR or First Aid. Staff members who choose to administer an AED (semiautomatic external defibrillator) and/or Narcan (Naloxone), must be trained to do so.
    5. No ingestible medication, including aspirin, will be dispensed to members of the public by library staff, with the exception of Narcan.
    6. The actions of any person who voluntarily provides emergency or medical services shall fall under the protections afforded by RCW 4.24.300, the Good Samaritan Statutes.
B. Reporting of Injuries/Accidents

    After qualified personnel have addressed any emergency situation, witnessing staff will fill out a Library Incident/Accident Report containing all pertinent details including names of those involved.

Policy Section 5.10 – Epidemic and Pandemic Response Plan
Date Proposed: March 10, 2020
Date Adopted: March 10, 2020
Date Implemented: March 10, 2020
Date Amended: June 9, 2020

5.10
Epidemic and Pandemic Response Plan

5.10.1 Background

The San Juan Island Library, as a business and public service, seeks to establish an appropriate response strategy to epidemic or pandemic illnesses that balances protecting the health of our patrons and staff while still providing essential library services. Recovery from widespread public health crises such as these may be slow as compared to a natural disaster or other event.

5.10.2 Definitions

Epidemic – The Centers for Disease Control and Prevention ("CDC") defines an epidemic as an increase, often sudden, in the number of cases of a disease above what is normally expected in the population in that area.

Pandemic – The CDC defines a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." Three factors that are generally considered necessary for an outbreak to reach the level of a pandemic are: a virus that can cause illness or result in death, a sustained person-to-person transmission, and global spread. Most or all people will not have a natural immunity to what is defined as a "novel" or new virus.

Social Distancing - The public health practice of encouraging people to keep their physical distance from each other during disease outbreaks in order to slow the spread of infection. The goal should be for there to be at least 6 feet of distance between people at most times, with minimum recommended boundaries at 3-4 feet.

Appropriate Staffing Level – The minimum number of qualified staff necessary to provide service safely and efficiently, as determined by the Library Director or designee.

5.10.3 Authorities

San Juan County Health & Community Services is our primary local public health authority providing guidance and direction to the community, and may, within the scope of their jurisdiction, increase social distancing by mandating or recommending the closure of public or private facilities.

Before an official mandate is made by federal, state, or local public health authorities, the Library Director or designee may take measures to protect the health and safety of staff and patrons by reducing hours, limiting services, closing the Library, and suspending services.

5.10.4 Library Staff

A. If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the established Personnel policy.
B. Staff may request sick, vacation or personal leave to follow recommendations made by public health authorities to protect their health.
C. Social distancing recommendations could reduce the number of staff able to work at one time in a

confined space. Possible remedies may include staggered work schedules, reassignment of duties, or working from home, with approval of Director or designee.

D. Reductions in available workforce as a result of a staff member or family member's illness, or recommended or forced quarantine, could be absorbed by reassigning staff duties, reducing open hours, canceling meetings or programs, closing portions of the Library, or closing completely.
E. If public areas of the building are closed, staff may continue to offer limited services as a way to augment disrupted services.
F. Staff and patron concerns about handling materials will need to be addressed and answered.
G. In the event of reduced hours or closure, healthy employees may be asked to work at the Library, or be assigned work-at-home tasks. When appropriate, work tools (e.g., laptops, supplies, etc.) will be checked out to employees for work-at-home assignments.
H. In the event of reduced hours or closure, regular employees who are not able to work shall be compensated for their regularly scheduled hours (see Chapter 8.06 Emergency Leave). They must remain available to return to work should the condition causing the closure abate. Regular employees who are taking vacation, sick, holiday-other, leave without pay, or any other type of leave at the time of closure may not convert the time to emergency leave, unless the leave was taken in response to the pandemic.
I. Prioritization of work will be given to the following essential services: information services for the public—in person, by phone, and online; payroll; accounts payable; technology and facility maintenance. Other tasks and services will be prioritized by Library Director or designee.

5.10.6 Epidemic or Pandemic Response

As an epidemic or pandemic progresses, the Director or designee may implement the following strategies, among others, in correlation with the level of impact being addressed. Adjustments may be made up and down between levels in response to emergent needs.

A. Level 1: Normal Operations *(Threat Level: Low)*
    1. Make no changes to current operations and procedures.
    2. Remain aware of changes to public health recommendations.
B. Level 2: Enhance Sanitation *(Threat Level: Elevated)*
    1. In addition to Level 1, Action #2, add:
    2. Provide additional hand sanitizer, soap and towels throughout library buildings.
    3. Wipe down all horizontal surfaces and high contact items (doorknobs, phones, keyboards, coffee makers) once or twice a day.
    4. Remove soft toys from children's areas (run in hot dryer, then bag up).
    5. Stop serving food at programs unless individually packaged.
    6. Staff follow preventive measures:

        a. Cover coughs and sneezes with a tissue or, in the absence of a tissue, one's sleeve or elbow, and dispose of used tissues promptly.

        b. Wash hands often with soap and water for 20 seconds or use an alcohol-based hand cleaner, especially after coughing or sneezing.

        c. Frequently clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs.

        d. Recommend vaccinations for seasonal influenza and other diseases, when available.

        e. Masks and gloves are not recommended as preventive measures.
C. Level 3: Rigorous Sanitation *(Threat Level: High)*
    1. In addition to Level 2 actions, add:
    2. Hourly hand sanitizing or handwashing for all staff.

3. Wipe/disinfect all returned materials before reshelving.
4. Hold all returned materials for 24 hours after disinfecting before recirculating.
5. Consider not recirculating returned materials until after health crisis is resolved.
6. Cancel passive programs to reduce spread of contact infection (shared pencils, staplers, etc.).
7. Reduce and/or remove all toys and manipulatives from children's areas.
8. Weekly deep clean of children's area (toys, etc., with bleach solution).
9. Stop serving food and drink at programs.
10. Consider canceling meeting room reservations and/or library programs to support social distancing recommendations.
11. Staff observe the health of library users – library staff may ask patrons that are symptomatic to use a face mask or to leave the Library using the Code of Conduct (i.e., unsafe behavior).
12. Adjust volunteer work schedules as needed.
13. Cancel library-related travel.
14. Spray soft furnishings with disinfectant spray at the end of each day.
15. Hold Board of Trustee meetings by video- or tele-conference, in accordance with the OPMA.
16. Staff who are symptomatic stay home following guidelines from state and local public health authorities:
    a. Expect sick employees to be out for anywhere from three days to four weeks, depending on diagnosis.
    b. Doctor's notes for those staff who are ill but not with an epidemic or pandemic illness are not required to validate their illness or return to work, as doctor's offices and medical facilities may be extremely busy and may not be able to provide such documentation in a timely way.
    c. Doctor's notes are required for workers who test positive for an epidemic or pandemic illness, prior to returning to work.
    d. Employees who are well but who have a family member at home with symptoms of an epidemic or pandemic illness should stay home. However, these employees should monitor their health every day and return to work as soon as it is determined safe to do so.
    e. Regular employees may use sick, vacation or personal leave, unless they are advised or ordered to quarantine, in which case they would use emergency leave. They may be able to work at home to offset leave, with Director or designee approval.

D. Level 4: Restrict Activities *(Threat Level: Emergency)*
1. In addition to Levels 2 and 3, add:
2. Cancel all meeting room reservations and library programs to reduce person-to-person infection.
3. Enforce social distancing in public areas.
4. Restrict public activities to picking up holds at the front desk that have been placed by phone or online; all other public areas closed to patrons.
5. Consider closing drop boxes; do not accept return of library materials.
6. Change circulation parameters—extend holds shelf pick-up time; lengthen due dates for current and future checkouts; suspend billing for overdue materials.

E. Level 5: Building Closures *(Threat Level: Critical)*
1. Reduce hours if staffing falls below acceptable levels.
2. Close Library if public visitation is too low to warrant keeping open, or if staff levels are too low to operate the Library.

3. Close Library if a staff member or recent patron is tested positive for an epidemic or pandemic illness
a. Employees who test positive should follow public health authorities' instructions to quarantine.
b. Other staff should follow public health authorities' instructions if exposed to contagion.
c. Library will close for a minimum of three days to clean and disinfect, and only reopen when cleared by local public health authorities.
4. Close Library if advised, requested or ordered by public health authorities, or at the discretion of Library Director or designee.
5. Any school closure will likely result in a corresponding library closure.
6. Close drop boxes and post closed signs; do not accept return of library materials.
7. Inform vendors and delivery services of closure to suspend deliveries.
8. Notify after-hours cleaners.
9. Library essential business functions continue—online systems, communications, payroll and accounts payable, administrative coordination.
10. Staff leaders enact pre-determined emergency roles and responsibilities.

5.10.7 Recovery

Once Library receives notification from public health authorities that an epidemic or pandemic period is over, recovery and restoration efforts will begin implementation.

The criteria to re-open a location are:

- Authority granted by the local public health authority and Director;
- Building disinfected; and
- Ability to maintain minimum staffing.

The Library Director will contact staff to begin recovery implementation. In preparation for resumption of library services, the following recovery components, features, and issues will be addressed:

A. Library Administration:
   - Communicate with public health authorities to make estimations for how long it will take staff to return from leave and when staffing will return to normal levels or pre-event status.
   - Coordinate staff notification.
B. Facilities Management:
   - Contract with janitorial vendors for disinfection prior to reopening.
   - Evaluate for any supplies which need replenishing.
C. Managers and Staff:
   - Determine if any services and procedures, which were initiated during the epidemic or pandemic, need to be canceled, extended or re-evaluated.
   - Determine if there are any services and procedures which were postponed that need to be reinstated.
   - Review the epidemic and pandemic response plan and make recommendations to improve response and recovery capabilities.
D. Community Relations:
   - Issue an announcement regarding the reopening of the Library and resumption of services through print, online and media sources.

If the reopening of Library is mandated to follow directives and guidelines from the State of Washington and state and

local public health authorities, the Library Director will plan a gradual reopening that coincides with these directives. The Director will also formulate Interim Health and Safety Measures to inform staff and patrons about safety measures and requirements that will be enforced as long as is necessary to aid the community in its efforts to prevent and recover from an epidemic or pandemic.

The order and level of services to be instated will also be determined by staffing levels. If there are not enough staff available to safely provide services, then hours and services will be cut back until such time as there are enough staff available to safely accomplish the work.

Policy Section 5.11 – Naming Policy
Date Proposed: July 12, 2022
Date Adopted: July 12, 2022

5.11
Naming Policy
The purpose of this policy is to establish the authority and process for naming and renaming San Juan Island Library District facilities, interior and exterior spaces associated with the Library District, and major programs and collections. Consistent with this policy the specific recognition given to donors may include named spaces, furnishings or fixtures within the Library, placement on a donor wall, and other items that commemorate a gift.

All commemorative naming proposals shall be reviewed by the Library Director prior to discussing the proposal with prospective donors. The Library Director will refer naming proposals for a significant area or collection within the Library District to the Board of Trustees for its consideration and approval.

5.11.1 Criteria for Naming Library Facility and Interior/Exterior Spaces
An entire facility or a significant area within a library may be named for individuals, families or entities meeting one or more of the following criteria:

A. Extraordinary service to the San Juan Island Library District as a staff member;
B. Distinguished person who has provided extraordinary service to the Library District or who otherwise merits special recognition;
C. Donors who have made a significant financial contribution to the Library District including donors who have made a significant contribution toward the construction or operational support of a new Library facility or major renovation of an existing facility, an endowment for maintenance and operating costs of Library facilities, or other program or activity of the San Juan Island Library District.

Except for naming a significant area within the Library System in honor of individuals designated by donors qualifying as stated above, significant areas within the Library System shall not be named for individuals currently employed by the Library, San Juan County, or elected or appointed officials. A significant area within the Library System shall not be named for an individual qualifying under A or B, earlier than three years following the departure, death or retirement of the person from the Library, San Juan County or the State of Washington or the end of an elected or appointed official's service in office.

There shall be a due diligence review of each naming proposal to carefully consider the overall benefit of such naming to the Library, including whether the name is and will continue to be a positive reflection on the Library. Such due diligence shall include the following:

- Review of any possible conflict of interest issues affecting the Library;
- Evaluation of the impact on future giving by the donor and others;
- Any other factors that could reflect on the Library.

5.11.2 Naming in recognition of a gift or donation

A. In reviewing a request for approval of naming for a donor or for a person whose name is proposed by a donor, consideration shall be given to:
    1. The eminence, reputation, and integrity of the individual or entity whose name is proposed; and

2. The relationship of the individual or entity to the Library; and
3. The significance of the proposed gift as it relates to the realization and/or success of the project or to the enhancement of the project's usefulness to the Library; and
4. The urgency of need for the project or for support funds for the project.

B. The gift shall constitute a significant portion of the total cost of the project to be named. The gift shall either (1) fund the total cost of the project, or (2) provide substantial funding for that portion of the total cost that would not have been available from any other source

C. To avoid any appearance of commercial influence or conflict of interest, due diligence should be taken before recommending the naming that involves the name of a corporation or a corporate foundation. The naming for an individual associated with a corporation should be handled as any naming for an individual.

D. Corporate names may be used to designate individual rooms, suites of rooms, exterior spaces or other such opportunities available for naming. Plaques in public places within buildings may recognize the contributions of corporations. The size, design, and wording of plaques and other signs that acknowledge corporate generosity and express Library and Community appreciation should be modest and exclude corporate logos to avoid the appearance of advertising.

E. A naming conferred in recognition of a pledge is contingent on fulfillment of that pledge and will be approved on that condition.

F. When a proposed naming for an individual is accompanied by a gift, and the individual to be honored is serving the Library in an official or unofficial capacity, or is serving the community, state, or nation in an elected or appointed position, the naming may take effect upon approval.

5.11.3 Naming in recognition of a gift/private support for a specific fundraising initiative or project

A. Prior to launching a campaign fundraising initiative, the proposed naming opportunities for donor recognition (e.g., naming spaces in a building in recognition of gifts/private support) must be submitted to the Library Board of Trustees for approval.

B. Upon approval of the naming opportunities, the Library Director or designee may conditionally offer to name a space with the following understanding:
   1. All naming decisions require formal ratification from the Library Board of Trustees and cannot be guaranteed until that occurs.
   2. The reputation and integrity of a donor or entity to be recognized will reflect positively upon the Library.

C. If the Library Director or any member of the Library Board of Trustees has any reservations about the naming (e.g., public relations, conflict of interest), the Library Board of Trustees should consult with the appropriate office (The County Council, the San Juan County Prosecuting Attorney's Office, or Library Counsel) before proceeding.

D. Upon completion of the fundraising initiative or project, a report must be submitted to the Library Board of Trustees, including the following information:
   1. The spaces named in recognition of gifts and pledges received.
   2. A brief biographical description of the donors or entities named.

5.11.4 Renaming

A proposal to rename a facility or area or to add a second name shall adhere to the criteria outlined above. In addition, these principles shall be followed:

A. Any proposal to rename a facility or area or to add a second name in recognition of a gift shall be reviewed by Library Counsel. The review shall include any gift documents pertaining to the original gift and related naming, as well as the gift documents pertaining to the subsequent gift and proposed renaming.
B. When a facility that has been named has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated structure may be renamed in recognition of another gift.
C. When an area named in recognition of a gift or in honor of an individual will be developed for another use, the new facilities may be named in recognition of new gifts.
D. Appropriate recognition of earlier donors and honorees shall be included in or adjacent to new and renovated facilities, as well as in redeveloped areas. The source to cover the costs of this recognition shall be identified.
E. When a facility or area is proposed for renaming, Library representatives will make all reasonable efforts to inform in advance the original donors or honorees and their immediate family members.

5.11.5 Transfer of name to different facility

Proposals may be submitted to transfer the name of a facility or area to a new location to accommodate the movement of a unit or program into a new or renovated facility.

5.11.6 Changed circumstances

A. A proposal to change the function of a named facility or area requires documentation of the review of related gift agreements to determine if the proposed use is consistent with the restrictions that may have been previously stipulated. If the proposal for change in use is inconsistent, Library Counsel shall be consulted.
B. If at any time following the approval of a naming, circumstances change substantially so that the continued use of that name may compromise the public trust, Library Counsel or the San Juan County Prosecuting Attorneys' office will be consulted regarding potential future action.

5.11.7 Evaluation

The Library Board of Trustees may, at its discretion, retain the authority for evaluating all naming proposals, or may create a standing or ad hoc "Naming Board," for that advisory purpose. However, final authority for the approval of any naming opportunities may not be redelegated and resides with the Board of Trustees.

5.11.8 Procedures

A. For a particular campaign or project, a designated staff member develops the naming proposal to include the following information:
    1. Sufficient data, including background and description of property, program or facility (e.g., size, location, function) for evaluation of its merits as described in IV, above.
    2. When naming for an individual, a biographical sketch of the individual.
    3. When for recognition of donors to a fundraising initiative or project:
        a. A description of how the naming opportunities fit into the fundraising strategy.
        b. A description of the space (e.g., floor plan of space to be named).
        c. Size of gift required to name each space.
        d. For proposals entailing additional costs, indicate sufficient funds available to cover such costs.
B. The designated staff member submits the proposal through the Library Director to the Library Board of Trustees.
C. The Library Board of Trustees reviews the proposal (or refers the proposal to its Advisory Board, and then undertakes its own review). If the proposal is not appropriate under policy or is insufficiently documented, it will be returned to the designated staff member, and may be resubmitted.
D. The Library Board of Trustees will evaluate the proposal and may choose to consult with library or

community constituents.

E. The Library Board of Trustees approves a proposal and authorizes the Library Director to sign a completed written gift agreement and inform any donors involved of its decision,

5.11.9 Duration of Names and Name Changes

A. Naming rights in honor of an individual or individuals, family or non-commercial entity are generally expected to last for the useful life of the interior/exterior space or program.

B. Naming in honor of a commercial enterprise will have a set number of years attached to the naming, which will be determined on a case-by-case basis and included in a signed gift agreement associated with the naming opportunity. The duration of a commercial enterprise name shall normally remain the same notwithstanding future changes in the commercial enterprise name; provided, however, in the event of a name change in the commercial enterprise, the Library Board of Trustees may in the exercise of its sole discretion elect to remove the established commercial enterprise name or to change the name, if either such action is determined to be in the best interest of the Library.
If an area within the Library System is substantially renovated (providing new useful life equivalent to a new building), it may be renamed, subject to the terms, conditions or restrictions set forth in any gift agreement related to prior naming action.

5.11.10 Prior Procedures and Named Spaces

Names of interior/exterior spaces in existence at the time of the adoption of this policy shall remain in effect, subject to future renaming consistent with this policy and subject to restrictions in any gift agreements related to prior naming action.

5.11.11 Plaques

The Board of Trustees may recognize individuals, families and entities that exemplify the attributes of integrity and civic leadership by placing a plaque in the Library facility honoring them. Before taking such action, the Library shall undertake due diligence, including consultation with the Board of Trustees and counsel, as to any legal ramifications that the Library may have under any pre-existing agreement(s) in regard to any other matter that may have legal bearing upon a proposed installation of a plaque.

A. Extraordinary service to the San Juan Island Library District as a staff member;

B. Distinguished person or civic group or entity who has provided extraordinary service to the Library or who otherwise merits special recognition;

C. Donors who have made a significant financial contribution to the Library.

5.11.12 Other Named Items

Smaller items, such as benches, bricks, displays, and other furnishings, may be named to honor individuals and businesses who make a financial contribution as part of a designated campaign. Such opportunities shall be specified by the associated campaign committee and approved by the Library Director.

Policy Section 5.12 - Photography and Recording
Date Proposed: December 14, 2010
Date Adopted: December 14, 2010

5.12
Photography and Recording
The San Juan Island Library reserves the right to photograph or record library programs and events for the purposes of publicity, promotions, and archiving.

Policy Section 5.13 – 3D Printing
Date Adopted: September 13, 2016

5.13
3D Printing

The San Juan Island Library is committed to providing all members of the community with access to new information technologies. Factors considered in the determination will include the technology's relevance, material and maintenance costs, and relative costs of staff and volunteer time. In keeping with the Library's mission, the Library offers 3-D printing to the public as prescribed in this policy for a time to be determined by the Director.

A. The Library's 3-D printers may be used only for lawful purposes. The public will not be permitted to use the Library's 3-D printers to create material that is:
    1. Prohibited by local, state or federal law.
    2. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
    3. Inappropriate for the Library environment.
    4. A weapon of any kind, including blades, guns or gun parts.
    5. In violation of another's intellectual property rights. For example, the printers may not be used to reproduce material that is subject to copyright, patent or trademark protection.

        The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material.

        Under certain conditions specified in the law, libraries and archives are authorized to furnish a reproduction. One of these specific conditions is that the reproduction is not to be "used for any purpose other than private use, scholarship, or research." If a user makes a request for, or later uses, a reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
B. The Library reserves the right to refuse any 3-D print request.
C. Only designated Library staff and volunteers will have hands-on access to the 3-D printer.
D. The Library Director is authorized to develop guidelines and procedures governing the accessibility and use of 3-D printers by patrons, volunteers and staff.
E. Please note that policies and procedures governing the use of the Library's 3-D printers are subject to change.

Policy Section 5.14 – Security Monitoring
Date Adopted: September 8, 2026

5.14

Security Monitoring

San Juan Island Library employs recorded digital images to ensure the physical security of the library's facilities, patrons, staff, materials, and equipment.

A. Policy

District properties may be equipped with security cameras. The digital security system shall be used only to protect and safeguard patrons, employees, assets, and property, and to assist law enforcement officials in accordance with applicable laws.

1. Appropriate signage will disclose the use of digital security cameras. Cameras are not monitored continuously. Neither the District nor its employees shall be liable for actions that occur within the camera's field of view. Cameras are set to record images continuously but will likely be examined only in the event of a security- or safety-related incident.
2. Security cameras assist in the protection and safety of patrons and staff by allowing viewing and/or recording of video images for the detection, assessment, and deterrence of behavior that violates the District's Rules of Conduct.
3. Reasonable efforts shall be made to safeguard the privacy of patrons and employees. Access to security camera records shall be limited to authorized employees, who shall access such records only as appropriate during the course of their assigned duties.
4. Any images retained from the District's security system are stored digitally. The District intends to retain all recorded images for 30 days. Images will be erased after that time unless an incident occurs that requires retaining the digital record longer. Any records produced by the District's security system shall be kept securely and managed appropriately to meet legal obligations.
5. The presence of a digital security camera system at District facilities does not guarantee safety for persons or property at any time, nor does it guarantee that all cameras will be functioning properly at all times.

B. Use and Disclosure of Digital Security Camera Records

1. Digital Security Camera records:
    a. May be used to identify a person or persons responsible for District policy violations, criminal activity, or actions considered disruptive to normal District operations.
    b. May be used to assist law enforcement agencies in accordance with applicable state and federal laws.
    c. May be used to verify the identities of those who seek access at locked entrances.
    d. Are subject to the Washington State Public Records Act (RCW 42.56).

2. Only the Director or designees are authorized to release Digital Security Camera records to law enforcement.

Policy Section 6 - Physical Plant
Date Adopted: February 13, 1996
Date Implemented: February 14, 1996

6.0
Physical Plant
The Director or his/her designee shall have responsibility for ensuring the ongoing maintenance of the building and grounds.

Policy Section 7 - Social Media Policy
Date Proposed: April 12, 2016

7.0
Social Media Policy
In keeping with the San Juan Island Library's mission statement and core values to "use its unique position as a neutral public forum to foster partnerships and build connections across a broad spectrum of individuals and organizations in order to strengthen and enrich our community" (2016 Mission Statement) the library incorporates various social media applications into its collection of tools and resources. San Juan Island Library's Social Media is defined as any web application, site or account created and maintained by San Juan Island Library which facilitates an environment for staff and library users to share opinions and information about library-related subjects or issues.

As technology changes and social media increasingly becomes an essential communication tool, the library seeks to reach new audiences, engage with users more effectively, and enhance services by allowing greater interaction and feedback. These social media applications are to be used for the following purposes:

- To enhance communication and collaboration between library staff and community members.
- To promote library services and programs.
- To provide a venue for patron-contributed content.
- To improve library services, programs, and resources based on patron feedback.
- To reach new and inactive patron groups.
- To establish San Juan Island Library as a leader in information services by utilizing technologies that are popular with the public.

7.1 Public generated content.
While San Juan Island Library recognizes and respects differences in opinion, all content posted to sites maintained by the library are subject to the San Juan Island Library's Rules of Conduct (Policy Manual, 2016) and this policy. Library staff reserves the right to review all comments and postings and delete comments that are inconsistent with the content created by the library staff. Staff may block a user who posts inconsistent comments or other inappropriate material from posting any further information to the library's social media sites.

A. No Inappropriate Language or Behavior- Inappropriate or abusive language is prohibited. No obscene or racist comments, violent or abusive language, and/or cursing will be allowed.
B. No Public Displays of Obscene Material- Public displays of obscene or visually disturbing material that interfere with the ability of others to use the library or that which is prohibited by law is also prohibited.
C. No Selling, Soliciting, or Mass Distribution of Materials- Any user selling or mass-distributing information as spam using San Juan Island Library-maintained sites will be blocked from usage.
D. No Personal or Private Information- Patron-generated content containing personal or private information about themselves or other people will be immediately removed.
E. No Harassing Behavior- Harassment using San Juan Island Library-maintained social media sites is prohibited. Harassing behavior may include, but is not limited to unwanted conversations and advances of a personal or sexual nature, intentionally monopolizing staff time so that performance of duties is materially disrupted. This may take a variety of forms and may include an overabundance of comments or posted content to San Juan Island Library-maintained sites.
E. No Following/Stalking- Cyberstalking is strictly prohibited and may include excessive messages to a single staff member or library patron and/or seeking out another's personal information using San Juan Island Library-maintained social media sites.
F. No Unlawful Behavior- No unlawful behavior of any kind will be permitted including potentially libelous

statements, use of plagiarized or copy-written material posted without permission or authority from the copyright holder, or photos or other images or audio-visual materials that fall into the aforementioned categories.

G. Agree to Terms- If any user does not agree to these terms, they are not to use the service, as violation of the terms can lead to legal liability.

H. Indemnification- By posting content, the user agrees to indemnify San Juan Island Library and its officers, employees and agents from and against all liabilities, judgements, damages and costs (including attorney's fees) incurred by any of them which arise out of, or are related to, the posted content.

7.2 Library content, guidelines, and actions

A. San Juan Island Library reserves the right to monitor content posted on all of its social media sites and accounts, and to modify or remove any messages, postings or comments that it deems, in its sole discretion, to be abusive, defamatory, in violation of copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate for the service. Staff may also block a person who posts inconsistent or inappropriate materials from posting any further information to the library's social media sites. Notwithstanding the foregoing, San Juan Island Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

B. The library staff reserves the right to remove comments, postings, and/or hyperlinks not related to the content created by the library staff.

C. San Juan Island Library will not sell, distribute, or disclose a user's name or personal information unless required by law. San Juan Island Library will not give or trade this information to any third party vendors.

D. The Social Media Policy will be updated as needed to reflect current social media trends as sites and uses will change as technology continues to expand and improve.

TO: San Juan Island Library District Staff Members
FROM: San Juan Island Library District Director
SUBJECT: Policy Manual and Personnel Policy Manual

These Policy Manuals do not in any way create a contract, expressed or implied. These Policy Manuals simply provide general statements of policy, which are not intended to be part of the employment relationship. These policy statements are not promises of specific treatment in specific situations and are not binding on the Library.

These Policy Manuals do not guarantee employment for a definite period of time or alter the "at will" relationship between employer and employee.

These Policy Manuals supersede all previous Policy Manuals and all previous written or unwritten policies on any of the subjects discussed in these Policy Manuals. The Library reserves the right to modify the policies contained in these Policy Manuals at any time in accordance with Policy Section 1.2.

I acknowledge receipt of the San Juan Island Library District Policy Manual and Personnel Policy Manual, and acknowledge that it is my responsibility to read and become familiar with the policies contained therein. If I have any questions regarding the Policy Manuals, I understand that I should bring those questions to the attention of my direct supervisor or the Library Director without delay.

_____Date

Employee

Appendix A.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Appendix B.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive

provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix C.

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.[1] Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library

resources. Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

[1]*See* Erznoznik v. City of Jacksonville, 422 U.S. 205 (1975)—"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. *See* Tinker v. Des Moines School Dist., *supra. Cf.* West Virginia Bd. of Ed. v. Barnette, 319 U.S. 624 (1943)."

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, June 30, 2004, by the ALA Council.

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Appendix D.

Reconsideration of Library Materials

The San Juan Island Library subscribes to the Library Bill of Rights as adopted by the American Library Association June 27, 1967 and its subsequent amendments. This document reads, in part: "As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community."

Our Policy Manual includes the following statement of philosophy:

> *Selection and retention of books and other library materials shall be made on the basis of value or interest, information and enlightenment for all people of the District. No book or other library materials shall be excluded or removed because of the race, nationality, sex or political, social or religious views of the author; neither can the collection reflect inordinate responsiveness to any single individual. Choice of library materials for personal use is purely an individual matter and although anyone is free to reject for themselves materials of which they do not approve, they may not restrict the freedom of use and access for others; freedom of access for a minor is the responsibility of parents or legal guardians; it is not the responsibility of the library.*

If you honestly feel that a book or other item in our collection has no place in the library of a free society, we invite you to fill out the form on the reverse side of this sheet and leave it at the front desk. It will given to the Library Director, who will be in touch with you regarding your concern.

Citizen's Request for Reconsideration of Materials

San Juan Island Library
Friday Harbor, Washington

What library materials would you like us to reconsider? (please provide as much information as you can)

Title _____

Author (if applicable) _____

Format (book, video, etc.) _____

Other details _____

Your name _____ Telephone number _____

Address _____

Group you represent (if any) _____

Did you examine the entire work? _____ If not, what parts? _____

Specifically, to what in the material do you object? _____

_____

What harmful effect do you feel might be/was the effect of your using this material?

_____

Is there anything good or useful about this material? If so, what?

_____

What prompted you to examine this item? _____

_____

Can you recommend a replacement for this item? _____

_____

_____
Signature