

TIMBERLAND REGIONAL LIBRARY  
BOARD OF TRUSTEES POLICY

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| <b>trl.</b>     | TITLE:            | POLICY NUMBER:                         |
|                 | FACILITIES POLICY | <b>7F11</b>                            |
| EFFECTIVE DATE: | REVIEW DATE:      | SUPERCEDES POLICY<br>(New Policy)      |
| May 28, 2008    | May 2011          | ORIGINATED BY:<br>Facilities Committee |
|                 |                   | AUTHORIZED BY:<br>Board of Trustees    |

1. Purpose: The purpose of this policy is to describe the methods by which service points will be determined within the Timberland Regional Library district (TRL).
2. Scope: This policy covers the establishment of new library service points.
3. Definitions:  
Service Point: Any physical location where TRL provides direct public access to library services to the public.

Library Kiosk: A stand-alone, self-service arrangement of one or more computers connected to TRL servers, from which library patrons may access reference and circulation services. A kiosk location has no resident collection to capture TRL holds.

Partnership Libraries: Any service point where TRL and a non-TRL agency offer concurrent library services with facilities and staff provided by the non-TRL agency. A partnership library contains a resident collection subject to TRL holds.

4. Policy:
  - a. Timberland Regional Library will provide services both electronically and through service points physically located throughout the library district. Service points may be library buildings, library kiosks, book drops, or partnership libraries. All service points will be governed by written agreement negotiated by the Executive Director and approved by the TRL Board of Trustees.
  - b. The location of service points will be determined by the TRL Board of Trustees after reviewing recommendations of the Facilities Committee. The Executive Director will develop and maintain guidelines for establishing priorities and will prepare recommendations to the Facilities Committee.
  - c. Library buildings will be located in areas prioritized on the basis of factors including, but not limited to, population density, proximity of other libraries, and level of demand.
  - d. Partnership libraries may be established in locations within the TRL service area where the above factors indicate the need for a service point, but where a non-Timberland library is currently located. Terms of service, such as facilities,

network connectivity, equipment, training, and day-to-day staffing will be included in the written agreement with the partnership organization.

- e. Library kiosks may be located in areas where factors indicate a service need at less than the building level or where a building is not otherwise feasible. Kiosks will only be established where a local partnering organization or business has agreed to provide facilities and staffing as appropriate. Terms of service, such as facilities, network connectivity, equipment, training, and day-to-day staffing will be included in the written agreement with the partnership organization.
- f. Book drops may be established at any location within the TRL service area as an option for the return of TRL items. Terms of service will be included in the written agreement with the property owner of the book drop location.
- g. At any time, a city, a group of residents in an unincorporated area, or an organization may request a service point. The requesting group will prepare a proposal describing the circumstances underlying the request and, if applicable, a plan for hosting and maintaining a site. This process will be governed by the Procedure for Facilities Requests by Communities. Terms of service for any resulting service point will be governed by written agreement as provided in (a) above.
- h. Additional types of service point options may be considered as needed.

5. Citations: Building Fund Policy (7B86).

6. By the enactment of this policy, the Board of Trustees of the Timberland Regional Library District concurrently rescinds any prior policy or procedure within the Library District that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees

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President

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Date