



## POLICY

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TITLE: Facilities Policy

POLICY NUMBER: 047

EFFECTIVE DATE: 6/24/2015

REVIEW DATE: 6/1/2020

SUPERSEDES POLICY NUMBER(S): 7F11

AUTHORIZED BY: Board of Trustees

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1. Purpose: To describe the methods by which service points will be established, significantly changed, or closed within Timberland Regional Library (TRL). The Board of Trustees will determine the provision of library services based on funding considerations, population shifts, building obsolescence or other reasons.
2. Scope: This policy covers the considerations related to the establishment of, significant changes to, or the closure of library Service Points.
3. Background: None.
4. Definitions:
  - a. TRL Service Area: Unincorporated areas of Grays Harbor, Lewis, Mason, Pacific and Thurston Counties, and incorporated cities and towns within these counties that contract with, or are annexed to, TRL for service.
  - b. Service Point: Any physical location where TRL provides a level of library services to the public.
  - c. Library: A TRL Library is a primary service outlet where TRL offers library services, including library materials, employees and technology. A TRL Library may be housed in a TRL-owned or leased Library Facility in the unincorporated areas of the TRL Service Area or in city-owned Library Facilities in annexed and contracted cities.

- d. **Library Facility:** A Library Facility includes the Library Building where TRL provides library services and the areas surrounding the Library Building, such as parking lot and landscape. In annexed and contracted cities, a Library Facility is owned or leased by the City. In unincorporated areas, a Library Facility is owned or leased by TRL.
- e. **Library Building:** A Library Building is the building in which TRL provides library services. In annexed and contracted cities, a Library Building is owned or leased by the City. In unincorporated areas, a Library Building is owned or leased by TRL.
- f. **Library Kiosk:** A TRL service location hosted by a non-TRL entity that is equipped with one or more TRL self-service computers connected to TRL systems for accessing information and circulation services. A Library Kiosk may include hold shelves where library patrons may pick up holds and a book drop where patrons may return items. A Library Kiosk will not have a collection of TRL library materials on site.
- g. **Partnership Library:** A Service Point where TRL and a non-TRL entity offer concurrent library services with facilities and staff provided by the non-TRL entity. A partnership library contains a collection of TRL library materials subject to TRL holds and a TRL book drop for returning library materials.
- h. **Book drop:** A TRL identified container where patrons can return TRL library materials.

## 5. Policy:

- a. The Board of Trustees will determine the establishment, significant changes to, or the closure of Service Points. The Library Director will develop and maintain guidelines for a *Service Point Analysis* and will provide recommendations to the TRL Board Facilities Committee regarding Service Points. The TRL Board Facilities Committee will provide recommendations to the TRL Board for its review and consideration.
- b. At any time a city, a group of residents in an unincorporated area, or an organization may request a Service Point. The requesting entity will be required to prepare and submit a proposal to the Library Director describing the circumstances underlying the request and, if applicable, a plan for hosting and maintaining a Service Point.
- c. All Service Points in annexed cities and those established by contract will be governed by written agreements negotiated by the Library Director and approved by the TRL Board of Trustees.
- d. Library Facilities in contracted or annexed cities must be owned and maintained

by that city. Library Facilities in unincorporated areas will be owned and maintained by TRL.

- e. Library Kiosks may be established in locations in the TRL Service Area. Library Kiosks will only be established where a non-TRL entity has agreed to provide facilities, network access and staffing as appropriate to TRL standards. At its discretion, TRL may provide programs and events at a Library Kiosk site.
- f. Partnership Libraries may be established in locations within the TRL Service Area where a non-TRL entity has agreed to provide facilities, equipment, network access and staffing as appropriate to TRL standards. At its discretion, TRL may provide programs and events at a Partnership Library.
- g. Book drops may be established in locations within the TRL Service Area for the return of TRL items.
- h. Additional types of service point options may be considered as needed.

6. References:           1. Building Fund Policy  
                              2. Service Point Analysis Procedure

7. Citations:            None.

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

Approved by the Board of Trustees, June 24, 2015