REGIONAL LIBRARY

POLICY STATEMENT

BOARD OF TRUSTEES
NORTH CENTRAL REGIONAL LIBRARY
NCRL Policy Statement

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ADOPTED: 1960 REVISED: MARCH 2018
NCRL Policy Statement

I. MISSION STATEMENT
The Mission of the North Central Regional Library is to promote reading and lifelong learning.

II. ORGANIZATION AND STRUCTURE
A. The North Central Regional Library District is organized and operates under Chapter 27 of the Revised Code of Washington and other statutes applicable to inter-county rural library districts.
B. The library's service area is comprised of the rural areas of Chelan, Douglas, Ferry, Grant and Okanogan counties and incorporated cities and towns which are either annexed to or contracting for service from the library district.
C. The library district is under the jurisdiction of a board of seven trustees jointly appointed by the commissioners of Chelan, Douglas, Ferry, Grant and Okanogan counties.
D. Any incorporated city or town within the library district may request authorization to annex to the district. Service to annexed cities and towns may be by means of branches, located in the community or nearby, mail order library service or combination of such services.
E. Any incorporated city or town within the library district may request to contract for service. Financial support shall be at a rate no higher than the millage support paid by the residents of the library district. Service to such incorporated cities and towns may be by means of branches, located in the community or nearby, mail order library service or combination of such services.
F. District administrative offices are located at 16 N Columbia Street, Wenatchee.

III. BOARD OF TRUSTEES
A. The North Central Regional Library District Board of Trustees has been duly established under Chapter 27.12.190 of the Revised Code of Washington.
B. The Board exercises the authority and assumes the responsibilities delegated to it under Chapter 27.12.210 of the Revised Code of Washington.
C. The Board's proceedings are governed by the North Central Regional Library District Board Revised Bylaws as adopted on June 16, 1983 and thereafter amended.
D. Regular meetings of the Board are held on the second Thursday of each month at 1 P.M. at a place designated at the preceding meeting. When the second Thursday of a given month falls before the tenth day of the month, the Board shall exercise the option to call its meeting on the third Thursday of the month.
E. The Board encourages the establishment of local advisory boards and Friends of the Library.

IV. WHO MAY USE THE LIBRARY
A. Library service is available to all residents of the library district's service area. Persons residing outside the library district, but owning property within the library district are eligible for library service.
B. Students attending a community college or other institution of higher education within the service area are given free service for the length of the school year even if legal residence is maintained elsewhere. Other non-residents are charged a standard use fee determined by the Board.
C. Residents of the service area are entitled to use all branch library outlets and mail order library service.
D. Any resident of the service areas of the King County, Pierce County, Kitsap County, Sno-Isle, Timberland, North Olympic, and Yakima Valley library districts may use the branch services of the North Central Regional Library without charge. In turn, any resident of the North Central Regional Library District may use the branch services of the aforementioned library districts without charge.
E. Library service may be denied for due cause. Such cause may be failure to comply with library regulations, destruction of library property or disturbance of other users.
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F. All library staff are expected to apply library policy in a fair and reasonable manner. If a patron disagrees with the way a policy has been interpreted or applied by staff, he or she should be referred to the Director for resolution. If the Director's response is not satisfactory, the patron is encouraged to contact the Board of Trustees.

V. SERVICES OF THE LIBRARY
A. The library strives to select from the mass of available materials, and organizes for easy access, those books and related materials which best meet the needs of the service area.
B. The library staff provides guidance and assistance for people to obtain the information they seek.
C. The library initiates programs, exhibits and activities to stimulate the use of library materials by people of all ages.
D. The library operates on the basis of free flow of all materials within the library system. Patrons are encouraged to request material when a local collection does not meet a specific need.
E. The library will work with schools in an effort to promote full use of public library services. The library will cooperate with, but cannot perform some functions of school or other institutional libraries which are designed to meet curricular needs.
F. Regular branch library hours of service are established by the library district. In so doing the district shall take into account the population served, the use made of library service and the funds available in the district's budget.
G. The library may charge such fees or impose such penalties as it deems necessary in order to assure fair use of its services or to ensure return of borrowed material.

VI. LIBRARY MATERIAL
A. The District's Collection Development Policy exists at the end of this document.
B. Materials, which are no longer useful are systematically weeded from the collection according to accepted professional practices. Such materials will be declared surplus and placed on sale, recycled or discarded.
C. Library circulation records and other records identifying the names of library users with specific materials are confidential in nature. Such records shall not be made available to any agency of federal, state or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigator power. Any patron is entitled to information regarding his or her items on loan, items on hold, items overdue and fees. A parent or guardian may have access to the same information for his or her minor child. This applies to children up to 18 years of age unless the minor is emancipated (legally free of parental control).
D. The District's Internet Public Use Policy exists at the end of this document.

VII. LIBRARY PERSONNEL
A. The Board of Trustees employs as Director a person who is certified by the State Board for the Certification of Librarians and meets the qualifications set forth by the Board for proper job performance.
B. The Director makes appointments subject to the approval of the Board and has full charge of the staff of the library under adopted Board policies.
C. The rights and obligations of staff members are defined in the North Central Regional Library Personnel Guidelines as adopted by the Board of Trustees.
D. The Board adopts the Staff Classification & Compensation Plan as part of its annual budget.
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VIII. DIRECTOR, STAFF AND BOARD RELATIONSHIP
A. The Director serves as the liaison agent and two-way channel of communication between the library board and the library staff. The Director administers the library and directs the library staff.
B. Employees are to direct questions and concerns regarding employment and regional library policy to their supervisor and as necessary to the Director. The Director will advise the Board of Trustees of any unresolved questions and concerns.
C. No consideration will be given by the Board to an employee’s grievance that has not followed the steps listed in the Personnel Guidelines.
D. If circumstances require bypassing normal administrative channels, the Board shall act upon the matter as a whole.
E. Citizen comments and complaints on policy matters are referred to the Board by the Director for action and information. Similarly, the Director should be informed by the Board of any inquiries directed to them.
F. Members of the Board are not to discuss policy matters with members of the staff without knowledge of the Director.

IX. FRIENDS GROUPS
The North Central Regional Library Board of Trustees welcomes the establishment of Friends of the Library and library citizen’s groups. The Board recognizes that the purpose of such groups may vary based on local community interest and needs and requests that such groups coordinate efforts with local advisory boards and regional library staff.

X. COMMUNITY LIBRARY QUARTERS
A. The Board establishes and maintains community libraries under the following conditions:
   1. Need
   2. Demand
   3. Availability of physical quarters
   4. Potential for future growth
   5. Contribution to overall service pattern in the area
   6. Available funding
B. Contracting and annexed cities and towns desiring community library service shall be solely responsible for providing a suitable building or space in a building for library quarters and will pay all necessary maintenance and utilities relating to such library quarters.
C. In unincorporated communities, provision of library quarters will be the responsibility of a legally recognized library committee.
D. The Board, while not having an obligation to provide physical facilities, will assist such cities, towns and legally recognized library committees in paying a portion of the maintenance of community library quarters as financially feasible and stipulated by contract.
E. The provision and maintenance of library furniture and fixtures in a community library is the joint responsibility of contracting and annexed cities in incorporated areas, legally recognized library committees in unincorporated areas, and the Board.
F. Meeting rooms located in community library quarters and rules and regulations governing their use are under the jurisdiction of the city, town or unincorporated community owning or leasing such quarters.

XI. GIFTS
A. Gifts of books, magazines, pamphlets or audio-visual materials from individuals or groups are encouraged with the understanding that District material selection standards are met. The District
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reserves the right to accept or reject all gift materials and to assign them where they are needed. Gifts become the property of the District. New gift, memorial, Northwest historical materials and magazine subscriptions may be donated to a specific community library in accordance with District material selection standards. These materials will be cataloged and processed by the District and returned to the individual library. Such materials will be made available for interlibrary loan and returned to the community library to which they were donated after each use. Rare or irreplaceable local history materials may be restricted to “in library use only”.

B. Gifts of money, stock or real property are accepted if conditions attached thereto are acceptable to the Board.

C. Personal property, art objects, portraits, antiques and other museum objects are accepted if conditions attached thereto are acceptable to the Board.

XII. REPORTING IMPROPER GOVERNMENTAL ACTIONS

It is the policy of the North Central Regional Library (hereinafter referred to as Library) (1) to encourage reporting by its employees of improper governmental action taken by Library officers or employees and (2) to protect Library employees who have reported improper governmental actions in accordance with the Library’s policies and procedure(s).

A. DEFINITIONS

As used in this policy, the following terms shall have the meanings indicated:

1. "Improper governmental action" means any action by a Library officer or employee
   a. That is undertaken in the performance of the officer’s or employee’s official duties, whether or not the action is within the scope of the employee’s employment; and
   b. That (i) is in violation of any federal, state, or local law or rule, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds. "Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployment, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

2. "Retaliatory action" means any adverse change in the terms and conditions of a Library employee's employment.

3. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

B. PROCEDURES FOR REPORTING

Library employees who become aware of improper governmental actions should raise the issue first with their supervisor. If requested by the supervisor, the employee shall submit a written report to the supervisor, or to some person designated by the supervisor, stating in detail the basis for the employee’s belief that an improper governmental action has occurred. Where the employee reasonably believes the improper governmental action involves his or her supervisor, the employee may raise the issue directly with the Library director or such other person as may be designated by the Library director to receive reports of improper governmental action. In the case of an emergency, where the employee believes that damage to persons or property may result if action is not taken immediately, the employee may report the improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action. The supervisor, the Library director or the Library director’s designee, as the case may be, shall take prompt action to assist the Library in properly investigating the report of improper governmental action. Library officers
and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under law, unless the employee authorizes the disclosure of his or her identity in writing. After an investigation has been completed, the employee reporting the improper governmental action shall be advised of a summary of the results of the investigation, except that personnel actions taken as a result of the investigation may be kept confidential. Library employees may report information about improper governmental action directly to the appropriate government agency with responsibility for investigating the improper action if the Library employee reasonably believes that an adequate investigation was not undertaken by the Library to determine whether an improper governmental action occurred, or that insufficient action has been taken by the Library to address the improper governmental action or that for other reasons the improper governmental action is likely to recur. Library employees who fail to make a good-faith attempt to follow the Library’s procedures in reporting improper governmental action shall not receive the protections provided by the Library in these procedures.

C. PROTECTION AGAINST RETALIATORY ACTIONS
Library officials and employees are prohibited from taking retaliatory action against a Library employee because he or she has in good faith reported an improper governmental action in accordance with these policies and procedures. Employees who believe that they have been retaliated against for reporting an improper governmental action should advise their supervisor, the Library director or the Library director’s designee. Library officials and supervisors shall take appropriate action to investigate and address complaints of retaliation. If the employee’s supervisor, the Library director, or the Library director’s designee, as the case may be, does not satisfactorily resolve a Library employee’s complaint that he or she has been retaliated against in violation of this policy, the Library employee may obtain protection under this policy and pursuant to state law by providing a written notice to the Library council that: a. Specifies the alleged retaliatory action, and b. Specifies the relief requested. Library employees shall provide a copy of their written charge to the Library director no later than thirty (30) days after the occurrence of the alleged retaliatory action. The Library shall respond within thirty (30) days to the charge of retaliatory action. After receiving either the response of the Library or thirty (30) days after the delivery of the charge to the Library, the Library employee may request a hearing before a state administrative law judge to establish that a retaliatory action occurred and to obtain appropriate relief provided by law. An employee seeking a hearing should deliver the request for hearing to the Library director within the earlier of either fifteen (15) days of delivery of the Library’s response to the charge of retaliatory action, or forty-five (45) days of delivery of the charge of retaliation to the Library for response. Upon receipt of request for hearing, the Library shall apply within five (5) working days to the State Office of Administrative Hearings for an adjudicative proceeding before an administrative law judge: Office of Administrative Hearings PO Box 42488, 4224 Sixth SE Row Six, Bldg I Lacey WA 98504-2488(206) 459-6353. The Library will consider any recommendation provided by the administrative law judge that the retaliator be suspended with or without pay, or dismissed.

D. RESPONSIBILITIES
The director is responsible for implementing the Library’s policies and procedures (1) for reporting improper governmental action and (2) for protecting employees against retaliatory actions. This includes ensuring that this policy and these procedures (1) are permanently posted where all employees will have reasonable access to them, (2) are made available to any employee upon request and (3) are provided to all newly-hired employees. Officers, the director and supervisors are responsible for ensuring the procedures are fully implemented within their areas of responsibility.

E. LIST OF AGENCIES
Following is a list of agencies responsible for enforcing federal, state and local laws and investigating other issues involving improper governmental action. Employees having questions about these
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agencies or the procedures for reporting improper governmental action are encouraged to contact the business office.

1. **LOCAL AGENCIES** Local Law Enforcement Office Local Health Center Local Prosecuting Attorney

2. **STATE OF WASHINGTON** Attorney General’s Office Fair Practices Division 2000 Bank of California Center 900 Fourth Ave Seattle WA (206) 464-6684 State Auditor’s Office Legislative Bldg PO Box 40021 Olympia WA 98504-0021 (206) 753-5280 State Department of Ecology 3190 160th SE Bellevue WA 98008-5852 (206) 649-7000 Human Rights Commission 402 Evergreen Plaza Bldg FJ-41711 S Capitol Way Olympia WA 98504-2490 State Department of Health Health Consumer Assistance PO Box 4789 Olympia WA 98504-7891 800-525-0127 Department of Labor & Industries 300 W Harrison Rm 201 Seattle WA (206) 281-5400 State Liquor Control Board Enforcement Office 2101 Sixth Ave Seattle WA (206) 464-6094 Department of Natural Resources PO Box 68 Enumclaw WA 98022 (206) 825-1631 Puget Sound Water Quality Authority PO Box 40900 Olympia WA 98504 (206) 493-9300 Dept of Social & Health Services Special Investigation Office 5200 Southcenter Blvd Suite 23 Tukwila WA (206) 764-4048 Fraud Complaints: 800-562-6025

XIII. COLLECTION DEVELOPMENT POLICY
The North Central Regional Library District’s Board of Trustees recognizes that the library was created to serve all of the people within the District’s service area, regardless of race, age, creed, or political persuasions. The Board of Trustees further recognizes that within the District’s service area there are individuals and groups with widely disparate and diverse interests, cultural backgrounds, and needs. The Board of Trustees, therefore, declares as a matter of policy that:

A. The Collection Development Policy is based on and reflects the District’s mission, goals, and values as stated in the current Strategic Plan.

B. Library materials shall be selected and retained in the library on the basis of their value for the interest, information, and enlightenment of all the people of the community in conformance with the District’s mission. Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, diversity of viewpoint, effective expression, and limitation of budget and facilities. No library materials shall be excluded because of the race, nationality, political, religious, or social views of the author. Not all materials will be suitable for all members of the community. The District shall be responsive to public suggestion of titles and subjects to be included in the library collection. Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District’s discretion. To ensure a vital collection of continuing value to the community, materials that are not well used may be withdrawn. The Director is responsible to the Board of Trustees for collection development. The Director may delegate collection development activities to members of the staff who are qualified by reason of education and training.

C. The Board of Trustees believes that reading, listening to, and viewing library materials are individual, private matters. While individuals are free to select or to reject materials for themselves, they cannot restrict the freedom of others to read, view, or inquire. The Board of Trustees recognizes that parents have the primary responsibility to guide and direct the reading and viewing of their own minor children.

D. The Board of Trustees recognizes the right of individuals to question materials in the District collection. A library customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. To formally state his or her opinion and receive a written response, a customer may submit the form provided for that purpose.

XIV. INTERNET USAGE POLICY
You are responsible for using library computers in an ethical, legal, and considerate manner. Failure to follow these rules may result in the loss of your computer privileges and/or criminal prosecution.

Internet Filtering
- In order to comply with the Children’s Internet Protection Act, the library uses a content filter that blocks access to adult content (Pornography, Hacking, Proxy Avoidance, Malware, Spyware, Phishing, Gambling, Child Abuse/Pornography, Spam URLs, Nudity and Risque). Intentionally viewing or printing images that could be considered adult content on any computer or device in the library or on the Wi-Fi network is prohibited.
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● The library district recognizes that it cannot fully control the content accessible through the Internet but will take reasonable steps to apply to the Internet the selection criteria stated in our Collection Development Guidelines and Procedures.

Users may not

● Use any computer located in a NCRL library for any illegal activity, including child pornography, as defined by Washington RCW 9.68A.070.
● Attempt to destroy or damage equipment, software, or data belonging to the library.
● Attempt to alter software configurations or install software on library computers.
● Attempt to bypass the filtering or security systems in the library.
● Make unauthorized use of library accounts, access codes, or network identification numbers.
● Make unauthorized copies of copyrighted or other protected material.
● Engage in activity that is deliberately offensive or creates an intimidating or hostile environment for the public or staff.

Privacy

Internet computers automatically delete history and temporary Internet and cache files after each computer session ends. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding user’s activities. NCRL will not release information on the use of specific Internet resources by members of the public.

XV. UNIFORM POLICY

In order to provide continuity in appearance for public representation of the North Central Regional Library District, uniform shirts and/or aprons will be made available to employees who wish to wear them. Guidelines are as follows:

● Shirts and aprons may be worn while representing NCRL.
● Shirts and aprons remain the property of NCRL and must be returned to the Human Resources Department upon resignation or termination of employment, or when deemed to be worn out and unwearble.
● Employee will be responsible for cleaning and maintaining the shirts and aprons assigned to them.
● Orders will be placed twice each year, two shirts and/or aprons per employee in the spring and two shirts and/or aprons per employee in the fall. A limited amount of styles and colors will be made available. Information can be obtained from the Human Resources Department.

This policy will remain in effect until further notice.

XVI. REQUEST FOR PUBLIC RECORDS

North Central Regional Library (NCRL) records are available for public inspection and duplication as provided by RCW 42.56 Public Records Act. To request public records, complete a Request to Inspect Public Records form. Forms are available on our website, at the NCRL Distribution Center and branch libraries.
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PUBLIC RECORDS OFFICER
NCRL’s Public Records Officer is the Finance Manager. Other Library staff members may also process records requests, as needs require.

FULFILLMENT OF PUBLIC RECORDS REQUESTS
Within five (5) business days of receipt of the request, the Public Records Officer or their designee will notify the requester if records are available for inspection or if additional time is needed to gather documents.

INSPECTION
Public records are available for inspection by appointment at the NCRL Distribution Center at 16 N Columbia St; Wenatchee, WA 98801, Monday through Friday, 8am-5pm, excluding legal holidays or upon official closure of the facility. To schedule an appointment, call 509.663.1117. No fee will be charged to inspect public records at the NCRL Distribution Center.

COPYING
If requested, NCRL will provide duplicate copies of public records for a fee of 15 cents per 8-1/2 x 11 inch page. If NCRL has to use an outside vendor to duplicate records such as photographs, blueprints or other records, the requester is responsible for payment of associated fees.

DENIAL OF PUBLIC RECORDS REQUESTS
NCRL reserves the right to deny requests for public records under provisions of the Public Records Act. If a document is exempt from disclosure, NCRL will specify the reason for the exemption. Any person who objects to the denial of records may petition in writing to the Public Records Officer for a review by the Executive Director or his designee. The review will be performed within two (2) business days of the request.

PRIVACY OF RECORDS
NCRL reserves the right to redact patron information based on 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.”

ORGANIZATION OF PUBLIC RECORDS
NCRL finds that maintaining an index as provided in RCW 42.56.070(3) for use by the public would be unduly burdensome and would interfere with agency operations given its numerous locations and separate databases, RCW 42.56.070(4). NCRL will maintain its records in a reasonably organized manner and take reasonable actions to protect records from damage and disorganization.

XVII. SOCIAL MEDIA POLICY
North Central Regional Library selects and uses social media tools as a way to encourage communication, collaboration and engagement among NCRL staff, library patrons and the general public. Social media refers to but is not limited to application software and content sharing sites like blogs, forums, Flickr, YouTube, wikis, social networks, Pinterest, and Twitter. This policy refers to any application software, online content, or sites created, hosted or maintained by library staff including the NCRL website.

NCRL has no affiliation with any advertisements or other material posted by third party sites or software. NCRL is not responsible for the content on the pages of friends, fans, or followers of the library. Posts
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made by the public do not constitute NCRL endorsement of those images, ideas, issues, hyperlinks or comments. Comments are moderated by library staff and NCRL reserves the right to deny or remove any comments, tags and/or images that violate the law, the rights of any third party, or library policies.

Interacting with NCRL Online
By choosing to comment on NCRL social media sites or the NCRL website, public users agree to these terms:
Users have a responsibility to protect the privacy of individuals and should not post personally identifying information. All content on NCRL social media sites are subject to public records retention laws.
Users may not post comments, tags and images that include, but not limited to:
- Threatening language and personal attacks
- Copyright infringement/plagiarized material
- Political advocacy
- Sexual content or links to sexual content,
- Private, personal information published without consent
- Posts that violate laws or library policies

Violations of this policy may result in the denial of access to NCRL services including, but not limited to NCRL Facebook accounts and other social media sites at the sole discretion of NCRL.

XVIII. ASSET MANAGEMENT POLICY

A. PURPOSE

The purpose of this policy is to establish criteria for the identification, inventory and protection of NCRL’s Capital Assets and Small and Attractive Assets and disposition of all assets.

B. SCOPE

Capital Assets

Any items purchased by NCRL that have an actual cost of $5,000 or more (including sales tax, accessories and shipping) and an estimated life of one (1) year or more shall be considered a Capital Asset. Any item that is donated and has a current market value of $5,000 and a useful life of one (1) year or more shall be considered a Capital Asset. This threshold is applied to individual assets rather than to an aggregation of assets.

Small and Attractive Assets

Small and Attractive Assets are items costing less than $5,000 but more than $300 that are particularly vulnerable to loss such as electronic devices (e.g. laptops, iPads, cell phones) and equipment.

Library Collections

Print materials, DVDs, CDs, and other library collection material intended for customers’ use are not considered Capital Assets or Small and Attractive Assets for the purposes of this policy.

C. IMPLEMENTATION

Risk Assessment
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An annual risk assessment shall be established by the Executive Director to determine which assets or asset categories are small and attractive assets. A list of Small and Attractive Assets will be maintained.

Inventory

All Capital Assets and all Small and Attractive Assets shall have a numbered identifying tag attached when purchased. A record of these assets and related tag number shall be maintained. A physical inventory of all Capital Assets and all Small and Attractive Assets will be conducted a minimum of once a year. Certain Capital Assets, such as land, infrastructure, buildings, and improvements other than buildings, do not require a physical inventory due to their stationary nature.

Protection

NCRL shall adequately maintain its Capital Assets and Small and Attractive Assets to protect its investment and to minimize future maintenance and replacement costs. The Executive Director shall establish an internal control structure for Capital Assets and Small and Attractive Assets that provides reasonable assurance of effective and efficient operations, reliable tracking and reporting, and compliance with applicable laws and regulations.

Disposition

When it is determined that NCRL no longer needs an asset, it will declare those assets to be surplus. Items with a value of less than $1,000 may be removed from the inventory list and surplus upon the direction of the department head where the item resides. Items with a value between $1,000 and $4,999 may be removed from the inventory list and surplus upon the direction of the Executive Director. Items with a value between $5,000 and $49,999 may be removed from the inventory list and surplus upon authorization of a Resolution of the Board of Trustees. Items with a value exceeding $50,000 may only be declared surplus by Resolution of the Board of Trustees, following a public hearing as set forth in RCW 39.33.020. Prior to disposal, Items listed on the District assets inventory shall be removed from the inventory and property tags shall be removed.

Only property having more than a nominal monetary value need be formally declared surplus. Property that is obsolete, broken, has no useful purpose, and is of nominal or no value will be disposed of by the most appropriate and cost effective method, recycling if possible and economically feasible, with the approval of the responsible department head.

The responsible department head is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered. Items declared surplus, that are in good working order and are not traded-in are sold through public auction or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. The Library may conduct such auctions or sales, or participate in sales or auctions conducted by other government agencies, and in sales or auctions conducted by public electronic auction sites, as authorized by the Executive Director.

In an instance where an item of surplus inventory is determined by the Executive Director to have unusual, historic or artistic value, such items may be referred to the Board for determination of value. Determining value may require the services of a professional appraiser or outside expert opinion.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy.