

I. ORGANIZATION AND STRUCTURE

- A. Whitman County Library is organized and operates under the County Rural Library District Laws of the State of Washington, this policy and procedure manual, and other statutes applicable to public libraries.
- B. The policy and procedure manual may be amended at any regular meeting of the Library Board of Trustees with a quorum present, by majority vote of the members present.
- C. A headquarters is maintained where administrative offices will supervise services throughout the area.
- D. Library service is extended to all residents of the Rural Library District by means of branch libraries and mail service. Additional outreach programs will be provided as dictated by need and budget limitations.
- E. Any incorporated city or town inside the district may contract for library service. Service outlets in incorporated cities and towns may be by means of branches, deposit collections, or a combination of such outlets.
- F. Incorporated cities may request to become a part of the rural library district as provided by RCW 27.12.360 (see Annexation.).
- G. Whitman County Rural Library District:
 - 1. Is a single county library district which, by law, serves all unincorporated rural areas of the county. By law, the Library Board may choose to contract with incorporated towns to provide library service.
 - 2. Incorporated cities or towns in Whitman County may request annexation into the Library district. The Board of Trustees has the authority to accept or deny such requests (see Annexation).
 - 3. Whitman County Library System serves adults and children from the headquarters library, the branch libraries, and with books by mail.
- H. Audience/User Groups
 - 1. Whitman County Library System serves all residents of unincorporated areas within the county, all residents of annexed cities, and all residents of all cities contracting with the library system
 - 2. Non-residents may use the collection in-house, or may choose to acquire a non-resident library card. This card may restrict the non-resident borrower's privileges (see Circulation Policy).
 - 3. The library has a reciprocal agreement with Neill Public Library in Pullman, WA and Latah County Library in Moscow, ID to provide residents in their service area cards free of charge.
 - 4. The library offers to cooperate with school libraries in the county who wish to utilize some library resources. This is arranged on a case-by-case basis.