

Policy Title	Electronic Signatures		
Approval Date	April 21, 2026	Revision Date	
Related Policies			
Statutory Reference	RCW 1.80		
Purpose	Defines how the Lopez Island Library District (“LILD” or “Library”) encourages electronic transactions and the use of electronic signatures.		

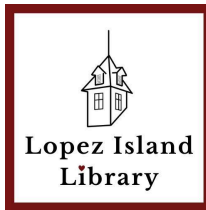
In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

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, Lopez Island Library District (“LILD” “Library”) policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Policy:

1. The LILD 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. The selection of an electronic signature platform to affix electronic signatures to records shall be approved by the Board of Trustees. In the event that an approved electronic signature platform is unavailable, other forms of electronic signatures are acceptable, provided that the electronic signatures comply with applicable statutes as appropriate, including, but not limited to the Electronic Signatures in Global and National Commerce Act, and the Washington Uniform Electronic Transactions Act effective June 11, 2020.



3. The electronic signature platform is authorized to affix electronic signatures to the following records:

- a. Resolutions Adopted by the Board of Trustees;
- b. Claim Vouchers Approved by the Board of Trustees;
- c. Invoices approved for payment;
- d. HR forms and documents; and
- e. All contracts and agreements to which the library is a party.

4. Electronic signatures may be used on library records requiring execution by a third party.

5. No one may sign a specific document without authorization by the individual for whom the designee is signing. A person is authorized to sign as a designee through one of the following:

- a. Policy;
- b. A Board written resolution; or
- c. A valid delegation (or sub-delegation) of authority in accordance with this policy.

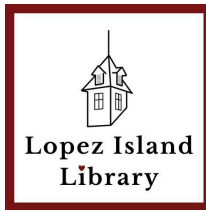
6. Upon use of an electronic signature the individual will be notified by the designee, with written notification, that the signature was used.

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. Generally, a contract may not be denied legal effect or enforceability solely because it is in electronic form, and if the law requires that a record be in writing, an electronic record satisfies that law. 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 Library's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition of wet signatures.

10. Effective June 11, 2020, in the event that the law requires that a document be notarized, acknowledged, verified, or made under oath, this requirement is satisfied if the electronic signature is of the person authorized to notarize, acknowledge, verify,



or administer the oath, and any other information required by other applicable law is attached or logically associated with the signature or record.

11. This policy is intended to be in compliance with the Electronic Signatures in Global and National Commerce Act and Washington's Uniform Electronic Transactions Act effective June 11, 2020.

12. Nothing in this policy is intended to or does interfere with an individual's right to challenge the validity of a signature that purports to be that individual's signature. In such a challenge, unless otherwise established by applicable law, the burden of proof rests on the creator of the form to demonstrate that the form is secure from invalid signatures and complies with applicable laws, and after such a showing the burden of proof is on the challenger to demonstrate that she/he/they did not authorize the signature.

LILD will make a good faith effort to implement this policy in a fair and consistent manner. The Director will establish administrative procedures necessary to implement this policy.