



**Policy 5.16**  
**Electronic Signatures**  
Adopted by the Library Board of Trustees:  
12/14/2020

The North Olympic Library System 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.

Pursuant to Board of Trustees Resolution 20-12-08, the Library authorizes the use of the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to Library records.

The Board of Trustees, the Library Director and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to Library records as provided in this policy.

The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of Board of Trustees Meetings, Resolutions and Ordinances Adopted by the Board of Trustees, Board Payables and Monthly Payroll Approved by the Board of Trustees, other HR Forms and Documents, Claim Vouchers, and any and all contracts and agreements to which the Library is a party.

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

Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Board of Trustees or Library Director by a designee shall use their own electronic signature. A person is authorized to sign as a designee through a Board written resolution, or a valid delegation (or sub-delegation) of authority in accordance with this policy.

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. If the law requires that a document be signed, an electronic signature satisfies the law.

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 the Global and Electronic Commerce Act.

This policy in no way affects the District's ability to conduct a transaction using a physical medium and shall not be construed as a prohibition on the use of wet signatures.