
Board Policy



Service of Process

It is the policy of the Pierce County Library System that all service of process, such as a summons and complaint, subpoena, or court order shall be served to the Library Director, Executive Assistant to the Library Director, Deputy Director for Public Service or Deputy Director for Support Services at the library's Processing and Administrative Center during regular business hours. No other person associated with the library system is authorized to accept service of process, a summons and complaint, court order, or subpoena on behalf of the library system as a statutory agent for service of process on library system employees.

This policy shall apply to all service of process, including but not limited to summons and complaint, court order, or subpoena in regard to a lawsuit against, enjoining, or involving the library system, or regarding any library employee, whether civil or employment related, as an expert on or for information concerning the library.

The Library Director is responsible for establishing Administrative Procedures necessary to carry out this policy.

Board Policy 4.5

Adopted by the Board of Trustees of the Pierce County Rural Library District, June 11, 1987.

Revised July 10, 1997.