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# Administrative Policy



## Parking Lots Policy and Procedure

### Policy Statement

Pierce County Library System endeavors to create welcoming environments at all of our libraries both inside the buildings and in the parking lots and library grounds. Use of library parking lots and grounds must conform to applicable laws, regulations and Library Rules of Conduct. Pierce County Library System parking lots and grounds are intended for the use of the customers of the Pierce County Library System libraries; during closed hours use is limited to library related business such as meeting room, book-drop and Wi-Fi use..

### Purpose

To establish the policy and procedures to address behavior or activities in library parking lots or grounds that violate laws, regulations or Pierce County Library System Rules of Conduct and to provide for the removal of individuals and/or vehicles from Pierce County Library System property when vehicles present a hazard, violate regulations, appear to be abandoned, or when individuals appear to be camping, engaging in illegal activity or are violating Pierce County Library System Rules of Conduct.

### Definitions

- **Camping:** Lodging on library grounds in cars, tents or other temporary structures or in the open air.

### Policy

Persons on Pierce County Library property including parking lots and grounds must conform to Library Rules of Conduct, laws and regulations.

Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors.

Failure to comply with the Library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution.

Camping is not allowed in Pierce County Library System parking lots or grounds. Individuals suspected of camping will be notified that they are not allowed to camp in library parking lots or grounds. Non-compliance may result in police intervention and exclusion from library property for a specified period of time.

Vehicles that present a hazard, violate regulations or appear to be abandoned will be removed

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from Pierce County Library System property at the owner's expense.

- Illegally or improperly parked vehicles may be towed immediately if the situation presents a safety risk or interferes with the normal operation of the branch. This could include vehicles parked in fire lanes, loading zones or blocking entry to the branch.
- Abandoned vehicles may be towed twenty-four (24) hours after a notice is placed on the vehicle. The notice will state that this vehicle has been left without authorization and will be towed at the owner's expense twenty-four (24) hours from the time of this notice.
- Towing signs are posted in all Pierce County Library System parking lots with the towing company contact information.

*It is the intent of Pierce County Library System that enforcement of these rules will be conducted in a fair and reasonable manner. Library staff and/or local law enforcement officers have the right to intervene to stop prohibited activities and behaviors. Failure to comply with the Library's established rules and policies could result in removal from the premises and expulsion from the Library for a period of one day to one year, or in arrest or prosecution. Violations could also result in the restriction or termination of Library privileges, including the use of Library computers and other equipment. (RCW 27.12.290)*

## **Towing Authorization Procedure**

To have a vehicle towed, library staff will contact either the Facilities Director or the Customer Experience Director with the following information:

- Branch Location
- Vehicle description and license plate number
- Reason for towing
- The name of the contact person at the branch who can direct the tow truck operator to the vehicle and sign the towing authorization form.

This information will then be communicated to the appropriate towing company and a truck will be dispatched.

### **See also**

- [RCW 46.55.010](#)
- [RCW 46.55.070](#)
- [RCW 46.55.080](#)

### **Related Policies**

[Library Rules of Conduct](#)

[Public Meeting Room Policies and Procedures](#)

**Effective October 21, 1997. Revised September 27, 2013. Revised and renamed (formerly Vehicle Towing Policy and Procedure) October 21, 2015.**