

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	Claims for Damages		
Approval Date	June 17, 2025	Revision Date	
Statutory Reference	RCW 96.4		
Purpose	Describes the process for submitting a claim for damages to the Spokane County Library District.		

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, Spokane County Library District 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:

In accordance with Chapter 96.4 of the Revised Code of Washington, the Board of Trustees of the Spokane County Library District (District) has appointed an authorized agent to receive claims for damages against the District. The name and address of the agent has been duly filed and recorded with the Spokane County Auditor's Office.

The designated agent to receive claims for damages during normal business hours is:

Patrick Roewe, Executive Director
 Spokane County Library District
 4322 N. Argonne Rd.
 Spokane, WA 99212
 Phone: 509-893-8200

Business hours: Monday-Friday, 8:30 a.m. to 4:30 p.m.
 Closed on weekends and District holidays.

Claim for Damages Form

The Claim for Damages form is available for download, or call the Administrative Offices at 509-893--8200 to obtain a form by mail.

Claim Submission

Pursuant to Chapter 96.4 of the Revised Code of Washington, all claims for damages against any local government entity shall be presented to and filed with the government entity and the government entity's designated agent within the applicable period of time limitations. RCW 4.96.020. All claims shall describe the conduct and circumstances, location, which brought about the injury or damage, describe the injury or damage, date, time, location, witnesses if known. In addition, it is necessary to provide adequate independent supportive documentation in support of your claim, for example: repair costs estimates, medical bills, loss wages earning statement, etc.

1. Complete the "Claim for Damages" form.
2. Attach relevant supporting documents or additional evidence.
3. The Claim for Damages form must be signed.
4. Mail or deliver the original, signed form and supporting documents to:

Executive Director
Spokane County Library District
4322 N. Argonne Rd.
Spokane, WA 99212

5. The designated Claims Agent will acknowledge, in writing, receipt of the Claim within seven (7) calendar days. This acknowledgement does not indicate the District's agreement that your claim should be allowed or is legally sufficient.

6. After filing the claim, any further correspondence or inquiries shall be directed to the Executive Director or delegate identified by the Executive Director.

Make copies of your Claim for Damages form and attachments for your personal records before submitting. Submittal material will not be returned.

Legal Requirements for Presenting a Claim for Damages Form

In order to verify the claim and additional supporting information, the law requires that the Claim for Damages form be signed by one of the following:

1. The Claimant; or
2. A person holding a written power of attorney from the Claimant; or
3. An attorney admitted to practice in Washington state on the Claimant's behalf; or
4. A court-approved guardian or guardian ad litem on behalf of the Claimant.

Additional information

State law requires an original signature on the Claim form. This means the form cannot be submitted electronically (fax or email). State law requires the Claim form be delivered in person or received by the Executive Director by regular mail, registered mail, or certified mail, with return receipt requested, to the agent or other person designated to accept delivery at the 4322 N. Argonne Rd, Spokane, WA 99212.

All submitted documents are subject to the Washington State Public Records Act and may be disclosed upon request.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

The Executive Director will establish administrative procedures necessary to implement this policy.