



LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT POLICY & PROCEDURES

Section
IT-260

Electronic Signature Policy

Department Affected: **ALL STAFF**

Subject: **Electronic Signature Policy**

Effective Date: **07/23/2020**

New
 Revised

Index Code: IT-260-11-POL.1.P

Originating Department: **Information Technology Department**

This policy establishes guidelines for the use of electronic signatures in lieu of handwritten signatures in connection with official activities of the Las Vegas-Clark County Library District (Library District) to ensure that electronic signatures are used consistently.

This policy applies only to transactions between parties that have agreed to conduct transactions by electronic means and does not mandate the use of electronic signatures or otherwise limit the rights of parties to conduct transactions on paper, nor does this policy apply when a handwritten signature on a paper record is required by applicable law. This policy also allows authorized members of the Library District to electronically sign documents generated by other parties and allows notaries to sign electronically, in accordance with the Uniform Electronic Transactions Act (UETA).

This policy applies to all authorized members of the Library District and governs all uses of electronic signatures in connection with official Library District activities. Such business shall include, but not be limited to:

- Procurement contracts
- Service Agreements
- Customer/patron contracts
- Grant applications and certifications
- Grants in Aid Letters of Award
- Letters of Support
- Personnel documents/acknowledgements
- Formal Labor Agreements
- Board of Trustee documents
- Contracting artists and instructors
- Memorandums of Understanding (MOUs)

NRS 719.100 defines "Electronic signature" to mean "an electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record."

NRS 719.240: Legal recognition of electronic records, electronic signatures and electronic contracts.

1. A record or signature may not be denied legal effect or enforceability solely because it is in electronic form.
2. A contract may not be denied legal effect or enforceability solely because an electronic record was used in its formation.
3. If a law requires a record to be in writing, an electronic record satisfies the law.
4. If a law requires a signature, an electronic signature satisfies the law.



The authorized members of the Library District will be responsible for creating, generating, sending, communicating, receiving, storing, and maintaining documentation on approved processes that include electronic signatures and records for audit purposes and in accordance with NRS 239: Public Records.

The electronic signature solution used by the Library District will employ multiple levels of authentication to ensure the identity of the signatories. The solution will employ the highest level of global information security assurance available to provide signatories with the assurance that stringent international standards on security are met. This solution will also provide an audit trail that serves as third-party validation of transaction completion, including information such as the signer's e-mail address, name, authentication method, IP address, etc. All signatories will be given the option of downloading or e-mailing a copy of the signed document.

Adopted by the Las-Vegas Clark County Library District Board of Trustees on July 23, 2020.