



# RULE-MAKING ORDER

**2-103 (June 2004)**  
**(Implements RCW 34.05.360)**

**Agency:** Community College District VIII, Bellevue Community College

- Permanent Rule
- Emergency Rule

**Effective date of rule:**

**Permanent Rules**

- 31 days after filing.
- Other (specify) \_\_\_\_\_ (If less than 31 days after filing, a specific finding under RCW 34.05.380(3) is required and should be stated below)

**Effective date of rule:**

**Emergency Rules**

- Immediately upon filing.
- Later (specify) \_\_\_\_\_

**Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?**

- Yes
  - No
- If Yes, explain:

**Purpose:** Amend Chapter WAC 132H-136, updating the Library Media Center policy of Community College District VIII.

**Citation of existing rules affected by this order:**

Repealed: WAC 132H-136-035, WAC 132H-136-040  
 Amended: WAC 132H-136  
 Suspended:

**Statutory authority for adoption:** RCW.28.B.50.140

**Other authority :**

**PERMANENT RULE ONLY (Including Expedited Rule Making)**

Adopted under notice filed as WSR 05-09-064 on 4/19/05 (date).  
 Describe any changes other than editing from proposed to adopted version: Language was added in WAC 132H-136-020 (2) to include emeritus faculty, retired employees, members of the board of trustees and emeritus trustees.

If a preliminary cost-benefit analysis was prepared under RCW 34.05.328, a final cost-benefit analysis is available by contacting:

Name: \_\_\_\_\_ phone ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_ fax ( ) \_\_\_\_\_  
 e-mail \_\_\_\_\_

**EMERGENCY RULE ONLY**

Under RCW 34.05.350 the agency for good cause finds:

- That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

Reasons for this finding:

**Date adopted:** August 3, 2005

**NAME (TYPE OR PRINT)**

Sigrd Olsen

**SIGNATURE**

**TITLE**

Rules Coordinator

**CODE REVISER USE ONLY**

CODE REVISER'S OFFICE  
STATE OF WASHINGTON  
FILED

AUG 4 2005

TIME 9:04 AM  
WSR 05-17-013 PM

(COMPLETE REVERSE SIDE)

**Note: If any category is left blank, it will be calculated as zero.  
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.  
A section may be counted in more than one category.**

**The number of sections adopted in order to comply with:**

<b>Federal statute:</b>	New	_____	Amended	_____	Repealed	_____
<b>Federal rules or standards:</b>	New	_____	Amended	_____	Repealed	_____
<b>Recently enacted state statutes:</b>	New	_____	Amended	_____	Repealed	_____

**The number of sections adopted at the request of a nongovernmental entity:**

New	_____	Amended	_____	Repealed	_____
-----	-------	---------	-------	----------	-------

**The number of sections adopted in the agency's own initiative:**

New	<u>2</u>	Amended	<u>3</u>	Repealed	<u>2</u>
-----	----------	---------	----------	----------	----------

**The number of sections adopted in order to clarify, streamline, or reform agency procedures:**

New	<u>2</u>	Amended	<u>3</u>	Repealed	<u>2</u>
-----	----------	---------	----------	----------	----------

**The number of sections adopted using:**

<b>Negotiated rule making:</b>	New	_____	Amended	_____	Repealed	_____
<b>Pilot rule making:</b>	New	_____	Amended	_____	Repealed	_____
<b>Other alternative rule making:</b>	New	<u>2</u>	Amended	<u>3</u>	Repealed	<u>2</u>

AMENDATORY SECTION (Amending Order 13, notice 3869, filed 2/13/73)

**WAC 132H-136-010 Title.** WAC 132H-136-010 through 132H-136-040 will be known as the library-media center ~~((eode))~~ policy of Community College District VIII.

NEW SECTION

**WAC 132H-136-015 Purpose.** The Library Media Center (LMC) provides the information resources needed by students, faculty, staff and the community to encourage learning, innovation, intellectual integrity and civic responsibility. The LMC resources and services support the college's mission to provide accessible services and meet the changing educational needs of our diverse community. This policy applies to all BCC employees, students and library users who use any of the Library Media Center resources and facilities.

AMENDATORY SECTION (Amending Order 35, notice 5438, filed 9/3/75)

**WAC 132H-136-020 Loans.** Materials from the Bellevue Community College library ~~((--))~~ media center are available to be checked out ~~((tø))~~ by members of the following groups.

(1) All currently registered students of Bellevue Community College.

(2) All currently employed faculty, emeritus faculty, ~~((and))~~ administrative and classified staff, ~~((members))~~ retired employees, members of the board of trustees and emeritus trustees.

~~((3)) All persons currently employed in classified staff positions.))~~

~~((4)) All holders of currently valid courtesy cards. This latter group includes members of the board of trustees, community educators whose work might necessitate use of library media materials, and other i))~~ Individuals who show a particular need for specialized items in the library-media collections which are not available elsewhere.

~~((5))~~ (4) Students and faculty from other institutions with which the Bellevue Community College library ~~((--))~~ media center has a "Reciprocal Borrowing Agreement". ~~((reciprocal lending agreement through the "shared use plan."))~~ This group may use materials on a loan basis at the discretion of the circulation/media services manager, ~~((supervisor))~~ who shall determine lending priorities based upon the current usage of individual items by Bellevue Community College students.

NEW SECTION

**WAC 132H-136-025 Services.** The Library Media Center maintains a web site and publishes a brochure summarizing information about the LMC, including hours of service, circulation of collections (including print and non-print materials), and services and resources available (including media, equipment, and facilities).

AMENDATORY SECTION (Amending Order WSR 92-19-052, filed 9/10/92)

**WAC 132H-136-030 Fines.** Charges are levied for overdue, lost, damaged materials and equipment. (1) Replacement charges will include cost of replacement plus a processing fee. Replacement costs for items that are no longer in print or not available for purchase will be based upon the cost of a similar item plus a processing fee.

(2) Charges for overdue materials will be according to a fee schedule that is posted in the circulation desk area and the LMC web site and brochure. Students may appeal charges by following the Library Fines Appeal Procedure as detailed in the LMC Manual of Policies and Procedures, a copy of which is available in the Reserve Collection.

~~((1) In cases where damage or loss of library material is evident, the offending patron is assessed the replacement cost.~~

~~—(2) Where library media materials are retained by the borrower beyond the designated due date, fines are levied as a sanction to effect the prompt return of items which might be in demand by others.))~~

(3) When materials are not returned, or ~~((fines))~~ charges not paid, holds are placed on the transcript records of those involved -- only as a sanction to cause the ultimate return of library ~~((-))~~media material in order to protect the integrity of the library~~((-media))~~ collection.

(4) In extreme cases, when expensive or valuable items are involved, the provisions of RCW 27.12.340 may be invoked.

REPEALER

The following sections of the Washington Administrative Code are repealed.

**WAC 132H-136-035 Schedule of fines.**

**WAC 132H-136-040 Student handbook.**