

Chapter 478-168 WAC

REGULATIONS FOR THE UNIVERSITY OF WASHINGTON LIBRARIES

WAC			
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478-168-020	University of Washington libraries and Marian Gould Gallagher Law Library—Purpose of libraries' existence.	478-168-130	Service schedules—Interim schedules. [Order 72-3, § 478-168-130, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
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478-168-030	Modification of these regulations. [Order 72-3, § 478-168-030, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-220	Loan time periods—Undergraduate library collection loan time periods. [Order 73-1, § 478-168-220, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
478-168-040	Manuscript collection and university archives access policy—Basis of policies and procedures. [Order 72-3, § 478-168-040, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-230	Loan time periods—Branch library collection loan time periods. [Order 73-1, § 478-168-230, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
478-168-050	Manuscript collection and university archives access policy—Use regulations. [Order 72-3, § 478-168-050, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-240	Loan time periods—Waiver of loan time periods. [Order 73-1, § 478-168-240, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
478-168-060	Use regulations and service schedule for the Marian Gould Gallagher Law Library. [Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-060, filed 6/27/85; Order 72-3, § 478-168-060, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-250	Loan time periods—Special collections. [Order 73-1, § 478-168-250, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
478-168-090	Service schedules—Application. [Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-090, filed 6/27/85; Order 72-3, § 478-168-090, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-260	Conditions of use—Borrowing of library material. [Order 73-1, § 478-168-260, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).
478-168-100	Service schedules—Basis of determining business hours. [Order 72-3, § 478-168-100, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-290	Holds. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-290, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-290, filed 9/7/79; Order 73-1, § 478-168-290, filed 1/8/73.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
478-168-110	Service schedules—Regular academic schedules. [Order 72-3, § 478-168-110, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.	478-168-294	Recalls. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-294, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-294, filed 9/7/79.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
		478-168-298	Searches. [Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-298, filed 9/7/79.]

- Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-300 Renewal of library material. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-300, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-300, filed 9/7/79; Order 73-1, § 478-168-300, filed 1/8/73.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-330 Fines. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-330, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-330, filed 9/7/79; Order 73-1, § 478-168-330, filed 1/8/73.] Repealed by 04-19-036, filed 9/10/04, effective 10/11/04. Statutory Authority: RCW 28B.20.130.
- 478-168-340 Replacement charges. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-340, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-340, filed 9/7/79; Order 73-1, § 478-168-340, filed 1/8/73.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-345 Billing charges. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-345, filed 6/28/95, effective 9/18/95.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-350 Adjustment to replacement charges. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-350, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-350, filed 9/7/79; Order 73-1, § 478-168-350, filed 1/8/73.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-360 Binding charges. [Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-360, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-360, filed 9/7/79; Order 73-1, § 478-168-360, filed 1/8/73.] Repealed by 04-13-087, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130.
- 478-168-370 Fines and charges—Book card charges. [Order 73-1, § 478-168-370, filed 1/8/73.] Repealed by 80-01-044 (Order 79-6), filed 12/18/79. Statutory Authority: RCW 28B.20.130(1).

WAC 478-168-010 University of Washington libraries and Marian Gould Gallagher Law Library—Legal authority to enact. Pursuant to the authority granted by RCW 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), and section 2, chapter 279, Laws of 1971 ex. sess. (RCW 28B.15.031), the board of regents of the University of Washington has established the following regulations governing the service schedules for and the lending of library materials from library facilities devoted mainly to the educational or research activities of the University of Washington.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-010, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-010, filed 8/7/72.]

WAC 478-168-020 University of Washington libraries and Marian Gould Gallagher Law Library—Purpose of libraries' existence. The libraries constitute a vital instructional arm of the University of Washington and exist primarily to contribute to the university's teaching and research functions. In addition, the libraries seek to serve the citizens of the state of Washington, consistent with their primary function and within the limits of their resources.

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[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-020, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-020, filed 8/7/72.]

WAC 478-168-035 University of Washington libraries and Marian Gould Gallagher Law Library—Service schedule. (1) Business hours are based on the identifiable needs of the university community as a whole and in consideration of the staff made available to support public service activities of the libraries.

(2) All libraries may close on legal and university holidays. Such closures are posted at the respective library locations seven days in advance.

(3) Unscheduled closures may be declared by the dean of university libraries or his/her designee, for the University of Washington libraries. The director of the Marian Gould Gallagher Law Library or his/her designee will have responsibilities for determining unscheduled closures for the Marian Gould Gallagher Law Library. Unscheduled closures will be due to staffing or physical plant problems beyond the libraries' control which constitute a threat to life, limb, essential creature comforts or utility of the facilities by users and staff.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-168-035, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-035, filed 6/28/95, effective 9/18/95.]

WAC 478-168-070 Marian Gould Gallagher Law Library—Access to facilities. (1) Access to the Marian Gould Gallagher Law Library is limited. Only University of Washington faculty and University of Washington law school students may use the library as a study hall (i.e., for use not related to that library's materials). In general, the reading room is open for use by any person having need of the library's legal materials. However, when necessary to serve University of Washington faculty and University of Washington law school students effectively, the law librarian may restrict access to the library or any part of the library.

(2) The faculty library is for the use of University of Washington law faculty only, but books may be taken by library staff from the faculty library for the limited use of other patrons.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-070, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-070, filed 6/27/85; Order 72-3, § 478-168-070, filed 8/7/72.]

WAC 478-168-080 Marian Gould Gallagher Law Library—Use of materials. (1) In the use of library materials the Marian Gould Gallagher Law Library serves the students, faculty and staff of the law school, the students, faculty and staff of other university departments, faculty of other colleges and universities, librarians of other libraries, judges, members of the Washington bar and persons who have a degree from the law school. The law librarian has discretion to specify other groups of patrons and to set priorities of use among all groups of patrons. However, University of Washington law school faculty and law school students have priority when other patrons need the same materials.

(2) Circulation regulations may differ according to type of material and usage.

(3) Because of the reference nature of much of the collection, many of the books do not circulate and must be used in the library. The law librarian shall define the phrase "in the library."

(4) Each borrower is responsible for materials which he or she checks out at the circulation desks.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-080, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-080, filed 6/27/85; Order 72-3, § 478-168-080, filed 8/7/72.]

WAC 478-168-092 Marian Gould Gallagher Law Library—Student identification cards—Conditions of use. (1) To ensure prompt access to the library collection, University of Washington law school students must carry official law school identification cards issued at the time of enrollment in the school.

(2) An identification card is authorized for use only by the student whose name appears on the card.

(3) Student identification must be presented for the completion of each in-person circulation transaction.

(4) Each student must maintain current validation of the student's card.

(5) Each student shall keep the library informed of changes of name and address.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-092, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-092, filed 6/27/85.]

WAC 478-168-094 Marian Gould Gallagher Law Library—Official registration of other library users. (1) All library users other than University of Washington law school faculty and staff and University of Washington law school students must complete a registration card for library records at the main circulation desk.

(2) Information required includes name, permanent address, telephone number, and user category.

(3) Each borrower shall keep the library informed of changes of name, permanent address, telephone number, and user category.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-094, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-094, filed 6/27/85.]

WAC 478-168-096 Marian Gould Gallagher Law Library—Daily registration by library users—Procedures. (1) All eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must present identification and register at the main circulation desk upon entering and leaving the library.

(2) Proper identification shall be as specified by the law librarian.

(3) When in the law library, all eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must display a visitor's permit on the person or at the workplace when there. Visitor's permits are issued at the time of daily registration.

(4) Permits must be returned to the main circulation desk upon leaving the library.

(10/19/05)

(5) Failure to return permits may result in the revocation of library privileges.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-096, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-096, filed 6/27/85.]

WAC 478-168-160 University of Washington libraries—Loan code—Purpose. The board of regents of the University of Washington has established the following regulations which govern the lending of library material from the University of Washington libraries (excluding the Marian Gould Gallagher Law Library and the Elisabeth C. Miller Library in the center for urban horticulture).

The loan code for the University of Washington libraries is contained in WAC 478-168-160 through 478-168-390.

[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-160, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-160, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-160, filed 9/7/79; Order 73-1, § 478-168-160, filed 1/8/73.]

WAC 478-168-180 Identification card—Conditions of use. (1) Each borrower is responsible for obtaining an official identification card from the appropriate university office or a library borrower's card from the library cashier.

(2) An identification card is authorized for use only by the individual whose name appears on the card.

(3) Official identification must be presented for the completion of each in-person circulation transaction.

(4) Each borrower is responsible for materials checked out on his/her University of Washington identification card or library borrower's card. Library materials are not to be loaned to others except as designated in WAC 478-168-180(6).

(5) Campus borrowers are responsible for keeping the registrar or payroll office informed of changes of address. Off-campus borrowers are responsible for keeping the library cashier informed of changes of address.

(6) Each University of Washington faculty, academic personnel, administrative personnel, professional staff, visiting scholar, and other individuals as authorized by the dean of university libraries, may designate up to two proxies or couriers for the purpose of picking up materials for his/her use.

[Statutory Authority: RCW 28B.20.130 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-168-180, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-180, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-180, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-180, filed 9/7/79; Order 73-1, § 478-168-180, filed 1/8/73.]

WAC 478-168-190 Disclosure of library user identity. Unless otherwise required by law, all library records that contain information about individual users of library services are confidential.

[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-190, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-190, filed 9/7/79; Order 73-1, § 478-168-190, filed 1/8/73.]

WAC 478-168-270 Date library material is due.

Material is due on the date and hour specified at the time checked out or as adjusted by recall. If the hour is not specified, material is due at midnight on the date specified.

[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-270, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-270, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-270, filed 9/7/79; Order 73-1, § 478-168-270, filed 1/8/73.]

WAC 478-168-280 Return of library material. (1)

Reserve material must be returned directly to the unit from which it is borrowed. If it is returned elsewhere, it is considered to be returned at the time it is received at the unit from which it was borrowed. Special material may be designated for return directly to the unit from which it is borrowed.

(2) All other material is considered returned the date it is returned to any library unit in the system.

(3) Material returned to the outside book drop when the library unit is closed will be considered returned as of closing time the previous day the library was open.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-280, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-280, filed 9/7/79; Order 73-1, § 478-168-280, filed 1/8/73.]

WAC 478-168-310 Fines and charges. (1)

All borrowers are subject to a uniform system of fines and charges for late return of library material and for replacement costs when required. The dean of university libraries or his/her designee will set the schedule of fines and charges on a regular basis.

(2) The approved schedule of fines and charges will be available online and in the *Libraries Operations Manual*.

(3) Fines are monetary sanctions for the late return of material. Fines are levied only when an overdue item is returned prior to billing.

(4) Billing charges are levied to defray the costs incurred by the libraries in billing, processing sanctions, and other activities related to the recovery of material that is substantially overdue.

(5) Replacement charges are levied to pay for the replacement of substantially overdue material. The replacement charges include the cost of the material and the cost of processing the material for the shelves. All library materials, regardless of fines and fees paid, remain state property.

(6) Binding, mending and damage charges are levied to repair material, to prepare replacement materials for circulation or to compensate for the decreased value of materials due to irreparable damage.

[Statutory Authority: RCW 28B.20.130, 28B.15.031 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-168-310, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-310, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-310, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-310, filed 9/7/79; Order 73-1, § 478-168-310, filed 1/8/73.]

WAC 478-168-320 Notices and invoices. (1)

All notices and invoices for library charges will be sent via United States first class, campus or electronic mail.

(2) Failure to receive a notice or invoice does not exempt the borrower from charges.

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[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-320, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-320, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-320, filed 9/7/79; Order 73-1, § 478-168-320, filed 1/8/73.]

WAC 478-168-325 Payment of fines and charges.

Fines and charges should be remitted to the library cashier unless the charges have been referred to the collection agency. Departmental purchase orders are not acceptable on the basis that fines and charges may not be appropriately paid by departmental, grant or other funds controlled by the university.

[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-325, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-325, filed 6/28/95, effective 9/18/95.]

WAC 478-168-380 Appeal of library charges. (1)

The library has the right to reduce or forgive fines and charges for borrowers in accordance with the guidelines specified in the *Libraries Operations Manual*. Borrowers can appeal unresolved problems to the library fines appeals committee.

(2) The libraries inform potential appellants of the availability of the appeals process at the time of billing and in all correspondence regarding the application of sanctions.

(3) Meetings of the libraries fines appeals committee are considered brief adjudicative procedures as defined by the Administrative Procedure Act (chapter 34.05 RCW). Committee meetings are conducted in conformance with the act and other applicable laws.

(4) A completed appeals form must be submitted within six months of billing for the charges to be appealed.

[Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-380, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-380, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-380, filed 9/7/79; Order 73-1, § 478-168-380, filed 1/8/73.]

WAC 478-168-390 Failure to pay library charges and misuse of library privileges. (1)

Failure to pay library charges and/or return library material may result in:

- (a) Holds being placed on student records.
- (b) Cancellation or blocking of registration for students.
- (c) Collection processing by the libraries and/or campus agencies designated by the University of Washington. Such accounts may also be reported to credit bureaus and/or litigation instituted.
- (d) Revocation of borrowing privileges.
- (e) Civil or criminal action against the borrower.
- (f) Any combination thereof.

(2) Misuse of library privileges may result in revocation of borrowing privileges by the dean of university libraries or his/her designee.

[Statutory Authority: RCW 28B.20.130, 28B.15.031 and University of Washington Board of Regent's Standing Orders, Chapter 1, Section 2. 05-21-133, § 478-168-390, filed 10/19/05, effective 11/19/05. Statutory Authority: RCW 28B.20.130. 04-13-087, § 478-168-390, filed 6/17/04, effective 9/21/04. Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-390, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-390, filed 9/7/79; Order 73-1, § 478-168-390, filed 1/8/73.]