

**Chapter 132F-162 WAC
LIBRARY REGULATIONS**

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WAC

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WAC 132F-162-010 Purpose of the library's existence.

The instructional resources center exists to further the objectives of the college.

[Order 17, § 132F-162-010, filed 5/22/73.]

WAC 132F-162-020 Basis of policies and procedures.

Policies and procedures are based on the belief that the needs of the college community as a whole take precedence over the individual convenience.

[Order 17, § 132F-162-020, filed 5/22/73.]

WAC 132F-162-030 Modification of these regulations.

The board of trustees reserves the right to add, delete, or modify portions of these regulations including the fine schedules in accordance with its regulations and applicable laws.

[Order 17, § 132F-162-030, filed 5/22/73.]

WAC 132F-162-040 Borrower classification.

Within the college community there are several readily identifiable library material user groups for which the character and intensity of use differs. The primary groups are credit and noncredit students, faculty, administrative personnel and nonacademic staff. Borrowers are classified as:

- (1) Credit students;
- (2) Employees of the district;
- (3) Continuing education, noncredit students.

The instructional resources center may extend services on proper identification to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Seattle College District VI, or if they are a duly enrolled student or faculty member of one of the other state community colleges, or if they are spouses of College faculty, administrative or nonacademic staff members. The instructional resources center extends

services to other libraries through the "interlibrary loan" process. These borrowers are classified as:

- (4) Community patrons;
- (5) Reciprocal students and faculty from other state community colleges;
- (6) Spouses of borrower class (2);
- (7) Retired faculty of College;
- (8) Other libraries through the "interlibrary loan" process.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-162-040, filed 1/6/15, effective 2/6/15; Order 17, § 132F-162-040, filed 5/22/73.]

WAC 132F-162-050 Identification card. Each student borrower is responsible for obtaining an official identification number affixed to his or her student body card by the college instructional resources center. Each nonstudent borrower is responsible for obtaining an official identification card from the head librarian of the instructional resources center. Reciprocal students and faculty must provide official identification from their institutions in order to obtain a College identification card.

[Statutory Authority: RCW 28B.50.140(13) and 42.56.040. WSR 15-02-072, § 132F-162-050, filed 1/6/15, effective 2/6/15; Order 17, § 132F-162-050, filed 5/22/73.]

WAC 132F-162-060 Loan time periods. The college instructional resources center has established a schedule of loan time periods based on anticipated demand for the various forms of material by the several classes of borrowers. This loan time schedule will be established by the director of instructional resources and will be available at the circulation desk(s).

[Order 17, § 132F-162-060, filed 5/22/73.]

WAC 132F-162-070 Special collections. Certain materials are maintained in special collections in the library because of format, subject, rarity, etc. Borrowers should consult the circulation desk concerning conditions of use for library materials in special collections.

[Order 17, § 132F-162-070, filed 5/22/73.]

WAC 132F-162-080 Number of items that may be borrowed. In order to make resources available to several students, the library staff may limit, temporarily, the number of items to be circulated to any one borrower.

[Order 17, § 132F-162-080, filed 5/22/73.]

WAC 132F-162-090 Date library materials are due. The director of instructional resources shall establish from time-to-time a sched-

ule of due dates. This schedule will be available during regular instructional resources center hours at the circulation desk.

[Order 17, § 132F-162-090, filed 5/22/73.]

WAC 132F-162-100 Renewal of library materials. (1) Renewals are generally allowed for circulating materials unless requested by other borrowers by means of a HOLD or a RECALL (see WAC 132F-162-110).

(2) Overdue material may be renewed subject to the same conditions as similar material not overdue.

(3) Prepaid telephone renewals are accepted for circulating materials but are not encouraged in special collections. The instructional resources center assumes no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Materials from reserve and special collections may be renewed at the discretion of the circulation supervisor.

[Order 17, § 132F-162-100, filed 5/22/73.]

WAC 132F-162-110 Holds, recalls, and searches. (1) Holds: A borrower may place a HOLD on any circulating material except reserve material, some special collections material and library materials already checked out to that borrower.

(2) Recalls: Library materials for which another borrower has placed a HOLD may be recalled after two weeks from the date checked out. Material on long-term loan to faculty maybe recalled at anytime. Material needed for reserve may be recalled at any time. Material checked out to noncollege borrowers may be recalled at any time for use by an on-campus borrower.

(3) A search may be requested by borrowers who have not succeeded in locating material on the shelves.

[Order 17, § 132F-162-110, filed 5/22/73.]

WAC 132F-162-120 Return of library materials. (1) Materials are considered returned to the instructional resources center as of the date returned to any of the receiving points for library materials except that of reserve, overnight, reference, and special collections materials. Equipment must be returned to the location in the instructional resources center from which it was borrowed.

(2) After-hours "book returns" are emptied each morning the instructional resources center is open and material found in them is considered to have been returned at closing time on the previous day.

[Order 17, § 132F-162-120, filed 5/22/73.]

WAC 132F-162-130 Schedule of fines and charges. A schedule of fines and charges employed by the college instructional resources center shall be that established from time-to-time by the board of trustees of the college. This schedule will be available at the circulation desk(s).

[Order 17, § 132F-162-130, filed 5/22/73.]

WAC 132F-162-140 System-wide applicability of fines. All borrowers are subject to a uniform system of fines for late returns of library materials and replacement costs when required.

[Order 17, § 132F-162-140, filed 5/22/73.]

WAC 132F-162-150 Notice of overdue materials. The instructional resources center will send overdue notices and follow-up notices on a suitable schedule. An item requested for use or to be put on reserve may be recalled at any time after one week, whether it is overdue or not. Failure to receive a notice does not relieve the borrower of responsibility of payment of fines.

[Order 17, § 132F-162-150, filed 5/22/73.]

WAC 132F-162-160 Accrual date or time of fines. When fines are levied, they accrue from the first day or hour library materials are overdue.

[Order 17, § 132F-162-160, filed 5/22/73.]

WAC 132F-162-170 When fines will be levied. Fines may be levied on:

- (1) Circulating material when:
 - (a) The library materials are not returned when called in for reserve, or there is a HOLD or RECALL and they are or become overdue, such fines are to be calculated from the first day library materials are overdue.
 - (2) Overdue reserve, reference and other circulating materials from special collections, and equipment, whether or not such material has been requested by another borrower.

[Order 17, § 132F-162-170, filed 5/22/73.]

WAC 132F-162-180 Failure to return materials, or to pay fines or charges. A failure to return materials or to pay fines or charges may result in:

- (1) Loss of borrowing privileges
- (2) Delay in registration until account is clear
- (3) Holds being placed on borrowers in classification 1 (see WAC 132F-162-040) with respect to grades, transcript and college records, and/or
- (4) Other appropriate action for borrower classifications 2 through 8.

[Order 17, § 132F-162-180, filed 5/22/73.]

WAC 132F-162-190 Appeals of fines and charges. Appeals of fines or charges, or both, may be filed with the circulation supervisor by securing appropriate forms from the circulation desk. All disputed appeals are adjudicated by the director of instructional resources.

[Order 17, § 132F-162-190, filed 5/22/73.]