Chapter 495D-168 WAC
USE OF LIBRARY—FINES

WAC 495D-168-010 Title. WAC 495D-168-010 through 495D-168-040 will be known as the library-media center code of Lake Washington Institute of Technology.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-168-010, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-010, filed 7/16/92, effective 8/16/92.]

WAC 495D-168-020 Loans. Materials from the college library media center are checked out only to the following groups:
(1) All currently registered students of the college;
(2) All current faculty and administrative staff members;
(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 usage of library-media materials, and other individuals who show a particular need for specialized items in the library-media collections which are not available elsewhere;
(5) Students from other institutions with which the college library-media center has a reciprocal lending agreement through a "shared use plan." This group may use materials on a loan basis at the discretion of the circulation supervisor who will determine lending priorities based upon the current usage of individual items by Lake Washington Institute of Technology students;
(6) Persons in charge of groups using college facilities under the terms of the facility use agreement; and
(7) Lake Washington School District No. 414 staff under terms of interlibrary loan agreements as may be approved by the college president or his or her designee.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-168-020, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-020, filed 7/16/92, effective 8/16/92.]

WAC 495D-168-030 Fines. In cases where damage or loss of library material is evident, the offending patron will be assessed the replacement cost. In other instances where library-media materials are retained by the borrower beyond the designated due date, fines will be levied. When materials are not returned, or fines not paid, holds are placed on the transcript records of those involved in accordance with chapter 495D-122 WAC, or the matter may be referred for collection. In

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

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-030, filed 7/16/92, effective 8/16/92.]

WAC 495D-168-040 Student handbook. Additional administrative policy and procedure governing the operation of the library-media center and the rules for loaning books, other print materials and non-print materials may be developed by the administration and published in the college policy and procedure manual and in the student handbook of Lake Washington Institute of Technology.

[Statutory Authority: RCW 28B.50.140(13). WSR 11-19-083, § 495D-168-040, filed 9/20/11, effective 10/21/11. Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-040, filed 7/16/92, effective 8/16/92.]

WAC 495D-168-050 Inspection. The library shall have the right to inspect packages, brief cases, containers, articles, and materials leaving the library premises to prevent the unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-050, filed 7/16/92, effective 8/16/92.]

WAC 495D-168-060 Prohibited entry. Food and beverages, animals, or other things detrimental to the library purpose are prohibited in the library, except as permitted by the librarian.

[Statutory Authority: RCW 28B.50.140. WSR 92-15-081, § 495D-168-060, filed 7/16/92, effective 8/16/92.]