

**Title 300 WAC**  
**CERTIFICATION OF LIBRARIANS,**  
**BOARD FOR**

**Chapter**  
**300-12**      **Certification of librarians.**

**Chapter 300-12 WAC**  
**CERTIFICATION OF LIBRARIANS**

WAC	
300-12-010	Purposes of certification.
300-12-015	Eligibility for certification.
300-12-020	Equivalency policy.

**WAC 300-12-010 Purposes of certification.** The purposes of certification of librarians are to:

- (1) Secure qualified librarians by setting definite compulsory standards;
- (2) Maintain standards within the profession;
- (3) Assure that employers can secure competent personnel to deliver library and information services to users.

[Statutory Authority: RCW 27.04.030(10) as amended in 1987, 87-20-071 (Order 87-03), § 300-12-010, filed 10/6/87; Rules (part), filed 4/13/66; Rules (part), filed 3/16/60.]

**WAC 300-12-015 Eligibility for certification.** The Washington state library commission shall issue librarians' certificates:

- (1) Without examination to applicants who are graduates of library/information science schools accredited by the American Library Association.
- (2) By examination to:

Applicants who present domestic or foreign college or university transcripts from accredited institutions showing successful completion of a minimum of thirty-six quarter credits or twenty-four semester credits in the professional curriculum. This curriculum shall be in library/information sciences or a closely related program — including, but not limited to, coursework in such areas as reference and bibliography, cataloging and classification, and administration — equivalent to masters degree level work. Applications must include favorable references from employers or instructors — must be library related — indicating the applicant's ability to initiate and carry out effective programs of library service.

The examination for these applicants shall be a formal written one equivalent to that routinely administered to graduating candidates for a masters degree in library and information sciences.

In no case may work experience substitute for education.

The Washington state library commission may delegate any portion of the administration of certification policy (not otherwise specified) to the state librarian.

[Statutory Authority: RCW 27.04.030(10) as amended in 1987, 87-20-071 (Order 87-03), § 300-12-015, filed 10/6/87; Rules (part), filed 4/13/66; Rules (part), filed 3/16/60.]

**WAC 300-12-020 Equivalency policy.** To test for "attainments and abilities equivalent to those of a library/information science school graduate," the examination process shall reflect the principles of a basic professional curriculum in librarianship. The applicant will be expected to understand the principles and methods of:

- (1) Selecting, acquiring, and organizing library materials by means of cataloging and classification;
- (2) Reference, bibliography, and public services to various groups;
- (3) Administration.

The applicant should be able to perform these and other operations effectively; should be familiar with the literature of the broad subject fields and the sources of bibliographical and factual information; should have an understanding of government, social institutions and the role of the library in a democratic society; and should be able to initiate and carry out suitable programs of library/information science service.

Passing the examination is not to be construed as having earned a masters degree in library/information science. There shall be no reciprocity with other states certifying librarians.

[Statutory Authority: RCW 27.04.030(10) as amended in 1987, 87-20-071 (Order 87-03), § 300-12-020, filed 10/6/87; Rules (part), filed 4/13/66; Rules (part), filed 3/16/60.]

**Title 304 WAC**  
**LIBRARY COMMISSION**

**Chapter**  
**304-12**      **Substantive rules.**

**Chapter 304-12 WAC**  
**SUBSTANTIVE RULES**

WAC	
304-12-030	Washington council on continuing education created—Appointments—Terms—Expenses.
304-12-035	Washington council on continuing education—Duties.
304-12-140	Other services grant programs—Principles.
304-12-290	Construction grant program—Rules.

**WAC 304-12-030 Washington council on continuing education created—Appointments—Terms—Expenses.** A Washington council on continuing education is hereby created which shall consist of fifteen persons appointed for two-year terms. Six persons shall be appointed by the Washington state library commission. The appointments shall reflect representation from a variety of types of library personnel and related persons, including public library trustees. Nine organizations shall also be represented, each to designate one person assigned responsibility. Those organizations shall be as follows: Washington state library, University of Washington graduate school of library and information science, Washington library association, Washington library media association, community college library and

media specialists, Pacific Northwest chapter of the special library association, council of Spokane area libraries, Pacific Northwest health sciences library service, and the Washington chapter of the association of college and research libraries. Initial terms for organizational representatives will be three years and then two years thereafter. Members may be reappointed; however, no member shall serve more than two terms consecutively. Vacancies shall be filled by appointment for the unexpired term. The council members shall serve without compensation, but will be reimbursed for subsistence, lodging, and travel expenses for council meetings and approved business of the council in accordance with the provisions of the Washington state travel regulations.

[Statutory Authority: RCW 27.04.040, 87-20-070 (Order 87-02), § 304-12-030, filed 10/6/87.]

**WAC 304-12-035 Washington council on continuing education--Duties.** (1) The council shall provide a forum for continuing education providers and library personnel to discuss issues relating to continuing education.

(2) The council shall work with state library staff to coordinate state-wide continuing education activities where appropriate.

(3) The council shall look for potential areas of cooperation and joint funding of continuing education activities including funding alternatives.

(4) The council shall provide leadership and advocacy in the development of continuing education policy and quality activities.

[Statutory Authority: RCW 27.04.040, 87-20-070 (Order 87-02), § 304-12-035, filed 10/6/87.]

**WAC 304-12-140 Other services grant programs--Principles.** (1) Basic to Washington's program of library development are the following elements:

(a) Encouraging and facilitating of cooperation among all types of libraries, and between libraries and other agencies.

(b) Providing trustees of public libraries with continuing education opportunities which will enhance their board skills and expand their awareness of library issues and trends.

(c) Assisting in the determination and implementation of effective service areas for libraries.

(d) Providing, improving, and strengthening all levels of continuing education and staff development for library service providers.

(e) Initiating and encouraging library planning and research.

(f) Stimulating the concern of citizens for quality library service through effective marketing.

(g) Assisting in community efforts to overcome adult illiteracy.

(h) Advancing the utilization of library-related automation and technology for the provision of quality library service.

(i) Improving document delivery methods to better serve library patrons.

(j) Providing services geared to children, young adults and other special age groups such as the elderly.

(2) The Washington state library commission is receptive to request which may include areas not yet specifically stated as eligible. The guiding principle upon which items are included has been and will be whether or not the proposal will make, or has the potential to make, a permanent contribution to the improvement and development of library service in our state. Also basic is the principle that grant funds do not take the place of local funds, but are to be used to support costs which cannot be considered a legitimate responsibility of the area requesting the grant or which constitute a temporary emergency.

[Statutory Authority: RCW 27.04.030 and 27.04.060, 87-07-029 (Order 87-01), § 304-12-140, filed 3/13/87. Statutory Authority: RCW 27.04.030, 85-20-032 (Order 85-01), § 304-12-140, filed 9/24/85; Order 1-75, § 304-12-140, filed 7/21/75; Order 3542, § 304-12-140, filed 7/11/72; Order, § 304-12-140, filed 6/22/71; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.]

**WAC 304-12-290 Construction grant program--Rules.** The following final rules and regulations were adopted by the Washington state library commission in order to comply with the provisions of the Library Services and Construction Act of 1969 (formerly Public Law 88-269; Public Law 89-511 and now Public Law 91-600).

(1) Only projects to be owned by a state or local public agency are eligible for consideration.

(2) Requests for projects from any unit within a library district must be submitted with approval by the respective district library administration.

(3) Applicants will be required to give written evidence of official approval of any governmental unit involved in the project.

(4) Agreements to observe the legal requirements of the grants will be executed between the Washington state library commission and the officials administering approved projects.

(5) Applicants will be required to submit adequate evidence for evaluation of their request on the points established as criteria for evaluation by the Washington state library commission.

(6) Each application will be acknowledged and each applicant notified when the project will be considered by the state library commission.

(7) Each applicant will be notified concerning acceptance or rejection by the state library commission within ten days of such official action.

(8) Rejected applications will be accompanied by a statement as to why the project was not approved.

(9) Rejected applications may be resubmitted with evidence the objections have been met.

(10) Any applicant who feels their request has been unjustly rejected may request a hearing. Said hearing will be set to meet the convenience of both the Washington state library commission and the applicant insofar as is reasonably possible.

(11) The local share must be expended before grant funds will be paid, except for those projects covering two fiscal years, in which instance federal regulations will

hold. Grant funds will be paid based upon a percentage of completion.

(12) Certification must be presented that local funds are on hand.

(13) Submission of a schedule of the planned progress of the project with estimated dates each step will be completed, is required.

(14) Upon receipt of formal approval by the state library commission, the project must be initiated within a six months' period.

(15) The building plans must meet the approval of the state library. Federal regulations, including but not limited to, evaluation of flood hazards, provision for the physically handicapped, environmental policies and procedures, and competitive bidding must be observed.

(16) When a plaque indicating completion date and source of funds is planned as part of the completed building or when a construction site sign is planned, acknowledgment shall be given to federal participation.

(17) The state library commission will establish a completion date, based upon the project architect's estimate of the time needed. A project is considered to be completed when it has been opened to the public for service.

(18) Expenses related to acquisition of an existing building or of land, architect's fees, preliminary planning and capital improvements mandated by law or regulation may be considered an allowable previous expense and used as matching funds. To be considered an allowable previous expense, the following criteria must be met:

(a) Expenses must be incurred within a three-year period prior to the date of award of the grant by the state library commission.

(b) Expenses must directly relate to the grant project.

(c) Type of funds used must meet allowable match criteria for Library Services and Construction Act projects.

(d) Expenditures must meet all federal regulations applicable to Library Services and Construction Act projects.

(19) Five percent of the federal share of the project will be withheld as the final payment. Final payment of the grant will be made upon completion of the project and when the state library commission has been satisfied that all conditions of the grant have been met, including the completion of a successful audit.

(20) When changes in federal regulations affect the above without sufficient time for formal notice and change, federal regulations will be considered as official.

(21) Projects are reviewed by the agency designated by the governor as federal coordinator.

(22) The advisory council will be kept fully informed as to pending projects, and progress of the approved project.

(23) Participants in federally-funded projects will cooperate with the advisory council during the period of evaluation.

[Statutory Authority: Chapter 27.04 RCW. 88-07-087 (Order 88-03), § 304-12-290, filed 3/21/88. Statutory Authority: RCW 27.04-.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-290, filed

6/4/86. Statutory Authority: RCW 27.04.060. 83-13-075 (Order 83-3), § 304-12-290, filed 6/17/83; Order, § 304-12-290, filed 6/22/71.]

**Title 308 WAC**

**LICENSING, DEPARTMENT OF**

(Formerly: Motor Vehicles, Dept. of and Licenses, Dept. of)

**Chapters**

- 308-04 General provisions.
- 308-11 Regulation of auctioneers.
- 308-12 Architects.
- 308-13 Board of registration for landscape architects.
- 308-20 Cosmetology--Barber--Manicurist rules.
- 308-25 Dental hygienists.
- 308-26 Dispensing opticians.
- 308-29 Collection agencies and repossession services.
- 308-31 Podiatry.
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- 308-33 Employment agencies--Fee schedules.
- 308-34 Naturopathy.
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- 308-42 Physical therapists.
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- 308-51 Massage practitioners.
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- 308-52 Medical examiners.
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- 308-100 Drivers' licenses--Special provisions.
- 308-104 Drivers' licenses.
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