

# Chapter 132G-168 WAC

## USE OF LIBRARY

### WAC

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**WAC 132G-168-010 Purpose of the library's existence.** The Shoreline Community College library exists to further the objectives of the college.

[Order 1-35:72, § 132G-168-010, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-012 Library hours.** The library is generally open from 7:30 a.m. to 9:00 p.m. Monday through Thursday, and 7:30 a.m. to 5:00 p.m. on Friday. The library will be closed on holidays. These hours are subject to change with advance notice.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-012, filed 6/6/79.]

**WAC 132G-168-014 Inspection.** The library shall have the right to inspect packages, brief cases, containers, articles, materials, etc., leaving the building to prevent unauthorized removal of library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-014, filed 6/6/79.]

**WAC 132G-168-016 Prohibited entry.** The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-016, filed 6/6/79.]

**WAC 132G-168-018 Gifts.** The library welcomes the donations of books and other library materials as well as money to be used for the library. Gifts become library property when accepted and received, and their disposition is a library matter. The college, through the board of trustees or their designee, reserves the right to reject, refuse to accept, or

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return to the donor any gift made available to the Shoreline Community College library.

[Statutory Authority: RCW 28B.50.130 and 28B.50.140. 79-06-106 (Order 12-10:79), § 132G-168-018, filed 6/6/79.]

**WAC 132G-168-020 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 1-35:72, § 132G-168-020, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-030 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 1-35:72, § 132G-168-030, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-040 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. The library extends services to persons not affiliated with the college. Borrowing privileges may be extended to such persons if they reside within Community College District Number Seven, 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 Shoreline Community College faculty, administrative or nonacademic staff members. The library extends services to special rental borrowers or other libraries through the "inter-library loan" process. Borrowers are classified as:

- (1) Credit students
- (2) Faculty consisting of: The president, the vice presidents, professors, associate professors, assistant professors, instructors, visiting lecturers, associate or part-time faculty, administrative personnel
- (3) Nonacademic staff
- (4) Continuing education, noncredit students
- (5) Community patrons
- (6) Reciprocal students and faculty from other state community colleges
- (7) Spouses of borrower classes (2) and (3)
- (8) Retired faculty of Shoreline Community College
- (9) Special rental borrowers (Washington state schools, community organizations, etc.)
- (10) Other libraries through the "inter-library loan" process.

[Order 1-35:72, § 132G-168-040, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-050 Identification card.** Each borrower is responsible for obtaining an official identification card from the college library. A community patron must pay an annual fee to the library cashier for this identification card. This fee shall be that established from time to time by the board of trustees of the college. Reciprocal students and faculty must provide official identification from their institutions in order to obtain a Shoreline Community College identification card.

[Order 1-35:72, § 132G-168-050, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-060 Loan time periods.** The college library has established 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 in his office during regular college business hours.

[Order 1-35:72, § 132G-168-060, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-070 Special collections.** Certain materials are maintained in special collections in the library because of format, subject, rarity, etc. Borrowers should consult the library staff member in charge of the particular department concerning conditions of use for library materials in special collections.

[Order 1-35:72, § 132G-168-070, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-080 Number of items that may be borrowed.** Except for material in certain special collections, there is no limit to the number of items that may be checked out to a single borrower.

[Order 1-35:72, § 132G-168-080, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-090 Date library materials are due.** The director of instructional resources shall establish from time to time a schedule of due dates. This schedule will be available in his office during regular college business hours.

[Order 1-35:72, § 132G-168-090, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-100 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 132G-168-110).

(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 library assumes no responsibility for errors resulting from such transactions. Borrowers appearing in person at a check-out desk will receive service first.

(4) Some materials from reserve and special collections may be renewed only once.

[Order 1-35:72, § 132G-168-100, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-110 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.

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(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 may be recalled at any time. 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 1-35:72, § 132G-168-110, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-120 Return of library materials.** (1) Materials are considered returned to the library 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 library from which it was borrowed.

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

[Order 1-35:72, § 132G-168-120, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-130 Schedule of fines and charges.** A schedule of fines and charges employed by the college library shall be that established from time to time by the board of trustees of the college. This schedule will be available in the office of the director of instructional resources during regular college business hours.

[Order 1-35:72, § 132G-168-130, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-140 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 1-35:72, § 132G-168-140, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-150 Notice of overdue materials.** The library will attempt to:

(1) Telephone one week after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(2) Send a notice two weeks after an item is overdue or earlier if the material has been requested by another borrower or is to be placed on reserve.

(3) Failure to receive a notice does not relieve the borrower of responsibility of payment of fines.

[Order 1-35:72, § 132G-168-150, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-160 Accrual date or time of fines.** When fines are levied, they accrue from the first day or hour library materials are overdue.

[Order 1-35:72, § 132G-168-160, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-170 When fines will be levied.** Fines may be levied on:

(1) Circulating material when:

(a) Any item becomes overdue

(b) There is a HOLD or RECALL on the library materials and they are or become overdue, such fines are to be calculated from the first day library materials are overdue

(c) The library materials are not returned when called in for reserve.

(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 1-35:72, § 132G-168-170, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-180 Failure to pay fines or charges, or both.** A failure to pay fines or charges, or both, may result in:

(1) Holds being placed on borrower classification (1) (see WAC 132G-168-040) grades, transcript and college records, and/or

(2) Loss of borrowing privileges

(3) Other appropriate action will be taken for borrower classifications (2) through (9).

[Order 1-35:72, § 132G-168-180, filed 11/29/72, effective 1/1/73.]

**WAC 132G-168-190 Appeals of fines and charges.** Appeals of fines or charges, or both, may be filed with the circulation librarian by securing appropriate forms from the circulation desk at which the charge was levied. All disputed appeals are adjudicated by the director of instructional resources.

[Order 1-35:72, § 132G-168-190, filed 11/29/72, effective 1/1/73.]