

Chapter 132I-168A WAC

HIGHLINE COMMUNITY COLLEGE LIBRARY

WAC

132I-168A-010	Purpose of the library.
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**DISPOSITION OF SECTIONS FORMERLY
CODIFIED IN THIS CHAPTER**

132I-168A-020	Basis of policies and procedures. [Order 012, § 132I-168-020 (codified as WAC 132I-168A-020), filed 10/31/75.] Repealed by 92-15-115, filed 7/21/92, effective 8/21/92. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140.
132I-168A-030	Definition of terms. [Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-168A-030, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-030 (codified as WAC 132I-168A-030), filed 10/31/75.] Repealed by 04-23-044, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140.
132I-168A-040	Classification of materials. [Order 012, § 132I-168-040 (codified as WAC 132I-168A-040), filed 10/31/75.] Repealed by 04-23-044, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140.
132I-168A-060	Periods of circulation. [Order 012, § 132I-168-060 (codified as WAC 132I-168A-060), filed 10/31/75.] Repealed by 04-23-044, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140.
132I-168A-070	Holds, recalls and searches. [Order 012, § 132I-168-070 (codified as WAC 132I-168A-070), filed 10/31/75.] Repealed by 04-23-044, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140.
132I-168A-080	Return of library materials. [Order 012, § 132I-168-080 (codified as WAC 132I-168A-080), filed 10/31/75.] Repealed by 04-23-044, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140.

WAC 132I-168A-010 Purpose of the library. (1) Highline Community College library, through its role of supporting free expression and free access to ideas, assists the college in achieving the college's mission of superior education for its diverse community. The library provides both on-site and remote access to information and knowledge. The library endeavors to provide access to books and other materials of value for their wide range of information, interest, viewpoints and enlightenment on the problems and issues of our times. Just as the library's doors remain open to all individuals, regardless of age, ability, gender, sexual orientation, race, religion, national origin or socio-political views, so the library's collection remains open to all material regardless of author's age, ability, gender, sexual orientation, race, religion, national origin or socio-political viewpoint. Further, Highline Community College library, as part of an educational institution in a democratic society, perceives itself as challenger to all attempts at censorship and/or proscription of views of either patron or creator.

(2) The library maintains, and makes available to all users, written policies and procedures on:

- (a) Collection development;
- (b) Hours of service;
- (c) Circulation periods;
- (d) Availability of resources;
- (e) Borrowing and access;
- (f) Fees;
- (g) Consideration and complaint processes; and
- (h) Protection of library records.

[Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140. 04-23-044, § 132I-168A-010, filed 11/12/04, effective 12/13/04; Order 012, § 132I-168-010 (codified as WAC 132I-168A-010), filed 10/31/75.]

WAC 132I-168A-050 Library use. Consistent with a community college as an active and integral part of the community, the library's materials and services are a public resource available to the surrounding community. Within this principle, the library's primary clientele are students, faculty, and staff of Highline Community College. The library also welcomes students from other Washington community and technical colleges and the community at large. The resources of the library are also available for sharing with other libraries within the state and globally.

[Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140. 04-23-044, § 132I-168A-050, filed 11/12/04, effective 12/13/04; Order 012, § 132I-168-050 (codified as WAC 132I-168A-050), filed 10/31/75.]

WAC 132I-168A-090 Schedule of fees and charges. The schedule of fines and charges is posted at the library circulation desk and is available through the office of the dean of instructional resources. All patrons are subject to uniform application of this schedule.

(1) **Damage charges.** Damage charges for all library materials, regardless of type or classification, will reflect the cost of repair but will not exceed the cost of replacement. Damage charges for special collection materials will be determined by the dean of instructional resources.

(2) **Replacement charges** are levied for lost or nonreturned items, and for damaged items where the cost of repair exceeds the cost of replacement. Replacement charges are based on the current purchase price of the item plus the item-processing fee outlined in the schedule of fees and charges.

[Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140. 04-23-044, § 132I-168A-090, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-168A-090, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-090 (codified as WAC 132I-168A-090), filed 10/31/75.]

WAC 132I-168A-100 Appeals of fees and charges. (1) Library patrons wishing to appeal fees and/or charges assessed by the library may do so by completing library forms found at the circulation desk. Completed forms are to be filed with the director of circulation services at the plaza level circulation desk. Failure to file this form within one day of the assessment of the fine or charge in question or within

one day of the time the library patron was made aware of the fee or should have been aware of the fee shall be deemed a waiver of the right to appeal.

(2) Upon receipt of a properly filed request for a brief adjudicative proceeding, the dean of instructional resources shall conduct a hearing. Within ten days of such hearing, the dean shall serve the patron with an initial order either upholding or denying the patron's appeal. Such order shall comply with the requirements of RCW 34.05.485 and WAC 10-08-210.

(3) If the initial order is considered unsatisfactory, the library patron may file an appeal with the vice-president of academic affairs or his or her designee. Such request shall be made in writing, shall clearly state the grounds for the appeal, and shall be postmarked within twenty-one days of the date of service of the initial order. Failure to file this request within twenty-one days shall be deemed as acceptance of the disposition proposed by the dean.

(4) The vice-president's decision shall be final.

[Statutory Authority: Chapter 34.05 RCW et seq. and RCW 28B.50.140. 04-23-044, § 132I-168A-100, filed 11/12/04, effective 12/13/04. Statutory Authority: Chapter 34.05 RCW et seq., RCW 28B.50.100 and 28B.50.140. 92-15-115, § 132I-168A-100, filed 7/21/92, effective 8/21/92; Order 012, § 132I-168-100 (codified as WAC 132I-168A-100), filed 10/31/75.]