

TRANSMITTAL OF RULES ADOPTED BY INSTRUCTION OF HIGHER EDUCATION
(Instruction for Completion of Back of Page)

FROM: Central Washington State College
(Name of Institution)

TO: CODE REVISER
LEGISLATIVE BLDG (Southwest Corner, Ground Floor)
Olympia 98504

The enclosed Permanent rules
Emergency rules , being order No. 9

relating to (Name of rules or description of subject matter)

Library Policies of Central Washington State College

(ALTERNATIVE A. Use only for adoption of permanent rules)

pursuant to Notice No. 3659 ① filed with the code reviser
on 9-20-72 ② were regularly adopted as permanent rules of this
(date) Barge Hall, Rm. 303
institution at CWSC Campus on 10-12-72 and are herewith
(place) (date)
filed in the office of the code reviser pursuant to chapter
28B.19 RCW (1971 1st ex.s. c 57). The effective date of such rules
shall be _____ . ③

(ALTERNATIVE B. Use only for adoption of emergency rules)

pursuant to its finding that the immediate adoption of
these rules is necessary for the preservation of the public
health, safety, or general welfare and that observance of the
requirements of notice and opportunity to present views on the
proposed action would be contrary to the public interest, were
regularly adopted as emergency rules of this institution at
_____ on _____ and are herewith filed in the office
(place) (date)
of the code reviser pursuant to chapter 28B.19 RCW (1971 1st ex.s.
c 57).

The undersigned hereby certifies that the requirements of chapter
28B.19 RCW (1971 1st ex.s. ch 57) and of the Open Public Meetings
Act of 1971, chapter 42.30 RCW (1971 1st ex.s. ch 250) have been
fulfilled.

Dated this _____ 12th _____ day of October 1972.

STATE OF WASH. N
FILED
OCT 16 1972
CODE REVISER'S OFFICE
D. KET.# 4283 FILE # /

Central Washington State College
(AGENCY)

[Signature]
By
Assistant Attorney General
Title

STATE OF WASHINGTON

CENTRAL WASHINGTON STATE COLLEGE

ADMINISTRATIVE ORDER NO. 9

(1) I, Richard L. Waddle, Dean of Library Services of Central Washington State College of the state of Washington, by virtue of the authority vested in me under chapter 28B.19 RCW (1971 1st ex.s. c57), chapter 28B.40.120 RCW, Central Washington State College Board of Trustees Resolution No. 71-16, and a letter of designation from the President, do promulgate and adopt the annexed rules and regulations, to wit:

Library Policies of Central Washington State
College

as permanent rules of this institution.

(2) This order after being first recorded in the order register of this institution shall be forwarded to the Code Reviser for filing pursuant to chapter 28B.19 RCW (1971 1st ex.s. c57) 1-13 WAC.

APPROVED AND ADOPTED Oct. 12, 1972

By

Richard L. Waddle

Dean of Library Services

Chapter 106-168

LIBRARY POLICIES

WAC 106-168-001 CENTRAL WASHINGTON STATE COLLEGE LIBRARY. The library at Central Washington State College exists first and foremost to serve the students and faculty. It also serves the rest of the college community, the regional needs of central Washington and the general scholarly community.

WAC 106-168-002 PRIORITIES OF SERVICE. Policies are designed to serve the greatest number as fully as possible while maintaining some flexibility to meet individual needs. In serving students and faculty, the library gives the first priority to student learning and faculty teaching activities directly related to the instructional program of the college; second priority to faculty research; third priority to informal learning experiences for students and student services; and fourth priority to general resources and services appropriate to some segment of the population served. Decisions regarding library services and resources will reflect the foregoing priorities. Any necessary cutbacks will affect the lower priority items first. Determinations of instructional use shall be made by library administrators.

WAC 106-168-005 -----SELECTION OF SERVICES, PERSONNEL, RESOURCES. It is the policy of the Central Washington State College Library to select on the basis of what is best and most suitable whether the choice involves staff members, library materials and equipment and services. The library expressly rejects any form of negative selection based on censorship of materials or prejudicial considerations based upon race, religion, sex, national origin or political viewpoint.

WAC 106-168-010 CIRCULATION RECORDS. Library circulation records exist to enable the library to keep track of its materials and to aid in the operation of the library. They are not a matter of public record and borrower information is confidential.

WAC 106-168-015 INSPECTION. The library shall have the right to inspect packages, briefcases, 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.

WAC 106-168-020 PROHIBITED ENTRY. The library shall have the right to prevent entry of foods and beverages, animals or other things detrimental to the library purpose.

WAC 106-168-025 SMOKING. Smoking is restricted to areas so designated by the Dean of Library Services or his designee.

WAC 106-168-028 DISPLAYS. Displays utilizing library space and facilities shall be by invitation only. Solicitation of display invitation must be submitted to the Director for Library Public Services or his designee for review and evaluation concerning the display's relation to library resources and services. The Director of Library Public Services or his designee shall have complete discretionary authority regarding the decision to extend display invitations.

WAC 106-168-030 LIBRARY CARRELS. Locked library carrels are generally assigned only to faculty members and graduate students working on a thesis. Assignment is on a first-come, first-serve basis for a quarter and multiple assignments per carrel may be made. All closed carrels shall be subject to the following rules:

(1) The Physical Plant requires that all keys be returned at the end of each quarter.

(2) All library materials kept in a carrel must be checked out. If the item does not circulate, it may not be kept in the carrel. Library staff members may enter the carrels for checking and retrieval of library materials.

(3) The Library is not responsible for personal property left in the carrels.

(4) Smoking is not allowed in the carrels.

(5) Nothing should be done to disfigure the carrel nor block the window.

(6) A carrel assignment may be withdrawn or denied if the rules governing its use are not observed.

WAC 106-168-035 DUPLICATING, COPYING FACILITIES. The library observes the "fair-use" doctrine which allows very limited duplication for non-commercial purposes in copying copyrighted materials. The library cannot be responsible for copying or duplication in any form done by people other than staff members.

WAC 106-168-040 GIFTS. The library welcomes the donations of books and other library materials as well as money to be used for the library. Valuation of gifts for tax purposes will be based upon information available in the library and assessment of value incurs no liability of proof by 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 the Dean of Library Services reserves the right to reject, refuse to accept or return to the donor any gift made available to the Central Washington State College Library.

WAC 106-168-050 LIBRARY BORROWERS. Use of the library as part of a state public institution is the right of any resident of the state; however, borrowing privileges and other services may be limited in order to serve first the primary clientele of students and faculty. Use of the library may be denied to anyone for continuing abuse of library services and resources. Library materials may be circulated to the following:

- (1) Regularly enrolled students either full-time or part-time including those student teaching.
- (2) Graduate students on Continuous Registration.
- (3) Faculty members including special categories as visiting professors, and emeriti faculty.
- (4) Faculty members of public higher education institutions of Washington state.
- (5) Administrative staff (Civil Service exempt).
- (6) Civil Service staff members.
- (7) Spouses of faculty and staff members.
- (8) Friends of Library - Life members.
- (9) Trustees of Central Washington State College.
- (10) Libraries and individuals through libraries using inter-library loans.
- (11) Extension and Correspondent students with Special Library cards.
- (12) Individuals who pay an annual or semi-annual fee.
- (13) School districts, colleges and other responsible agencies, groups and individuals may borrow films on a rental basis. Equipment may be rented if not needed on campus and not otherwise available in Ellensburg.

WAC 106-168-051 -----LIBRARY CIRCULATION POLICY.

- (1) All borrowers:
 - (a) Must show identification to borrow library materials.
 - (b) May have materials recalled for reserve at any time, or for another borrower after two weeks.
 - (c) Are subject to fines and other charges.
 - (d) Are responsible for materials checked out to them. The library does not recognize sub-loans.

(e) May be subject to the following procedures if charges are not paid. College records may be held, collection procedures initiated, borrowing privileges revoked.

(2) Loan periods:	Faculty	Students, others
Books, documents	90 days	14 days (except all items due at end of quarter)
Special permission items (Reference, Periodicals)	Individually stated for as short a time as possible.	
Reserve materials	Two hours and overnight; occasionally for three and seven day periods.	
Miscellaneous items (Curriculum materials, films, tapes, records, equipment)	Differs to serve the varied types of use. May be limited to part of library clientele.	

(3) Renewals: Materials may be renewed if not requested by another borrower. Items must be brought in for renewal.

(4) Notification: Recall and Hold notices will be made and overdue notices will be sent whenever possible. Failure to receive a notice does not negate borrower responsibility.

(5) Searches/holds: Searches for materials not found will be made at a patron's request. Recall and hold requests for materials in circulation should be made at the Circulation Desk.

(6) Return deadline: Materials are to be returned before the library closes on the date due.

(7) All borrowers are subject to fines:

(a) If the item is overdue when requested by another borrower and is effective from date request is made.

(b) If not overdue but subject to recall, then five days after recall is requested.

(c) For overdue reserve, curriculum laboratory and special permission items whether requested or not.

(8) Fine rates: Regular materials \$0.25 a day. Reserve, Curriculum Laboratory, Special Permission 25¢ an hour. Maximum \$10.00 each item. "Declared lost" after 30 days overdue, or after 5PM last day of quarter on two-week or shorter loans. On "Declared lost" items, if replacement charge of \$10.00 or more is paid and item is returned later, all but \$5.00 will be refunded.

(9) Replacement charges (Minimums):

(a) Monographs \$10.00

(b) Serial volume \$30.00

(c) Serial-single issue \$2.00

(d) Other charges for films, tapes, equipment based upon replacement cost including service fee.

(e) Damage cost may be assessed at replacement level or lower.

WAC 106-168-052 -----LIBRARY SERVICE FEES. Fees may be levied for some special services in the library which are not funded and must be self-supporting. In all cases the fees reflect the actual cost of the service. A current fee schedule will be maintained in the

library as established by the Dean of Library Services or his designee. Fees are charged for the following:

- (1) Photocopying. Coin-operated copiers are in the library on a contractual basis which seeks to provide satisfactory service at the lowest cost to the library users.
- (2) Interlibrary loans.
- (3) Materials consumed in Student Production Laboratory activities.
- (4) Services of the Production Laboratory for non-instructional purposes.
- (5) Film rentals for non-instructional purposes and off-campus borrowers.
- (6) Borrowers fee for townspeople and those not listed in the Library Loan Policy.
- (7) "Call back" assistance when the user is at fault.
- (8) Equipment for non-instructional purposes for off-campus borrowers.
- (9) Repair of equipment used for non-instructional purposes, e. g. intercoms, equipment owned by A. S. C.
- (10) Technicians time at existing pay levels as required for use of equipment. The library may insist on hiring technicians for television or photographic equipment which requires skilled operators.
- (11) Duplication and editing of film, magnetic tape and video tape for non-instructional purposes.

WAC 106-168-100 CONSUMED SUPPLIES. The library shall limit supplies consumed in the operation of equipment such as film, tape and videotape. As required, users shall provide additional supplies at their own expense.

WAC 106-168-105 ELECTRONIC MAINTENANCE. The library has responsibility for the maintenance of electronic equipment. In order to fulfill the role, it will advise and assist in purchasing equipment and make necessary provisions for inventory control, maintenance and repairs. Electronic maintenance will be denied for personal equipment, equipment lacking a state inventory number, and on items when we lack the wherewithal to handle them.