

FORM OF ORDER AND TRANSMITTAL BY INSTITUTION HAVING SINGLE HEAD

State of Washington

CENTRAL WASHINGTON UNIVERSITY
(name of institution)

Administrative Order No. 50

(1) I, Robert E. Jones, Assoc. Prof. of Librarianship
of the Central Washington University
do promulgate and adopt at Central Washington University Library (Room 220)
the annexed rules relating to:
Chapter 106-168 LIBRARY POLICIES

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 82-22-053
filed with the code reviser on 11/1/82. These rules shall take effect:
[X] thirty days after they are filed with the code reviser pursuant to RCW 28B.19.050(2).
[at a later date, such date being]

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, find that
an emergency exists and that this order 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 public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040 that each order shall set forth an appropriate statement
of state statutory authority fill in statement (a), (b), or (c) as appropriate:

[] (a) This rule is promulgated pursuant to RCW
and is intended to administratively implement that statute.

[] (b) This rule is promulgated pursuant to RCW
which directs that the

has authority to implement the provisions of
(name of act or RCW citation)

[X] (c) This rule is promulgated under the general rule-making authority of the
CENTRAL WASHINGTON UNIVERSITY
as authorized in RCW 28B.35.120(11)

(4) The undersigned hereby declares that the institution has complied with the provisions of the Open Public
Meetings Act (chapter 42.30 RCW), the Higher Education Administrative Procedure Act (chapter 28B.19 RCW),
and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order after being first recorded in the order register of this institution, is herewith transmitted to the
Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

STATE OF WASHINGTON
APPROVED AND ADOPTED
FILED

December 7

19 82

DEC 10 1982

By

Robert E. Jones
Robert E. Jones

Assoc. Prof. of Librarianship
Title

CODE REVISER'S OFFICE
WSR 83-01-036



OFFICE OF THE ATTORNEY GENERAL

Ken Eikenberry, Attorney General

208 Bouillon Hall

Central Washington University, Ellensburg, Washington 98926

RULE PURPOSE STATEMENT

TITLE: Chapter 106-168 Library Policies

STATUTORY AUTHORITY: RCW 28B.35.120(11)

SUMMARY: This proposal would eliminate rules which need not be codified; will codify rules which, if violated, will subject the general public, students, faculty, and staff to a penalty or administrative sanction; and will clarify the university's rule regarding circulation records.

AGENCY PERSONNEL RESPONSIBLE FOR:

Drafting: Judy Couture, Administrative Secretary
Assistant Attorney General's Office
Central Washington University
Ellensburg, WA 98926
(509) 963-2111 or SCAN 453-2111

Implementation: Dr. Frank A. Schneider, Dean of Library Services

Enforcement: Members of the Library Services staff

ORGANIZATION PROPOSING RULE: None

REPEALER

The following sections of the Washington Administrative Code are each repealed:

- (1) WAC 106-168-001 CENTRAL WASHINGTON UNIVERSITY LIBRARY.
- (2) WAC 106-168-002 PRIORITIES OF SERVICE.
- (3) WAC 106-168-005 PRIORITIES OF SERVICE--SELECTION OF SERVICES, PERSONNEL, RESOURCES.
- (4) WAC 106-168-015 INSPECTION.
- (5) WAC 106-168-020 PROHIBITED ENTRY.
- (6) WAC 106-168-025 SMOKING.
- (7) WAC 106-168-028 DISPLAYS.
- (8) WAC 106-168-030 LIBRARY CARRELS.
- (9) WAC 106-168-035 DUPLICATING, COPYING FACILITIES.
- (10) WAC 106-168-040 GIFTS.
- (11) WAC 106-168-050 LIBRARY BORROWERS.
- (12) WAC 106-168-051 LIBRARY BORROWERS--LIBRARY CIRCULATION POLICY.
- (13) WAC 106-168-052 LIBRARY BORROWERS--LIBRARY SERVICE FEES.
- (14) WAC 106-168-100 CONSUMED SUPPLIES.
- (15) WAC 106-168-105 ELECTRONIC MAINTENANCE.

NEW SECTION

WAC 106-168-008 VIOLATION OF LIBRARY REGULATIONS. Violators of library regulations may be subject to appropriate disciplinary action, including assessment of service charges and revocation of library privileges.

NEW SECTION

WAC 106-168-009 FOOD, BEVERAGES, SMOKING. Users are expected to maintain appropriate public behavior while using the library facilities. Eating food or drinking beverages is not allowed in any of the areas open to public use. Smoking is restricted to those areas designated by the Dean of Library Services or his designee.

AMENDATORY SECTION (Amending Order 9, filed 10/16/72)

WAC 106-168-010 CIRCULATION RECORDS. ((Library e))Circulation records ((exist -to -enable -the -library -to -keep -traek -of -its -mater ials -and -to -aid -in -the -operation -of -the -library, -They)) are not a matter of public record and borrower information is confidential.

NEW SECTION

WAC 106-168-065 BORROWER IDENTIFICATION CARDS. In order to borrow library materials, borrowers must present an authorized university identification card.

(1) University identification cards are issued to all members of the university community.

(2) Individuals outside the university community may purchase identification cards.

(3) An identification card is authorized for use only by the individual whose name appears on the card.

(4) Cards used in an unauthorized manner may be confiscated.

(5) Each borrower is responsible for notifying the appropriate university office of changes of address or loss of card.

NEW SECTION

WAC 106-168-095 SERVICE CHARGES FOR LATE RETURN OR LOSS OF MATERIALS. All borrowers are subject to a uniform system of service charges for late return of materials and for replacement costs when appropriate. Charges do not accrue when library facilities are not open to the public.

NEW SECTION

WAC 106-168-097 PAYMENT OF CHARGES. (1) Charges may be paid at the library Circulation Desk until the charges have been referred to the Controller. Payment may be made by cash, check, or money order. Departmental Purchase Orders or interdepartmental fund transfers are not acceptable in payment of charges.

(2) Failure to pay charges will result in the total amount assessed being referred to the Controller's Office for collection. The Controller may, if other collection methods fail, deduct outstanding charges from salary warrants of employees, or withhold outstanding charges from damage deposits or other funds held by the university for any student. When collection efforts are unsuccessful, the Controller may notify the Registrar to withhold permission to enroll until outstanding charges are paid, to refrain from issuing requested transcript copies or to forward the amount outstanding to a collection agency for recovery.

(3) Failure to pay charges may result in the revocation of borrowing privileges.