

Title 304 WAC

LIBRARY COMMISSION

Chapters

- 304-12** Substantive rules.
- 304-16** Documents depository library system.
- 304-20** Public records.
- 304-25** Washington Library Network, rules and regulations.

Chapter 304-12 WAC SUBSTANTIVE RULES

WAC

- 304-12-010 Policy.
- 304-12-015 Services grant programs in Washington—Principles.
- 304-12-050 Privacy of library circulation records policy.
- 304-12-070 Washington state library gift policy.
- 304-12-125 General statement of criteria.
- 304-12-140 Other services grant programs—Principles.
- 304-12-155 Evolutionary grants.
- 304-12-170 Merger grants.
- 304-12-180 Establishment grants.
- 304-12-190 Extended service grants.
- 304-12-191 Network grants.
- 304-12-192 Education and training grants.
- 304-12-220 Research and planning grants.
- 304-12-225 Duration.
- 304-12-270 Construction grant program—Principles.
- 304-12-275 Construction grant program—Criteria.
- 304-12-290 Construction grant program—Rules.
- 304-12-300 State operational grants—Principles.
- 304-12-305 State operational grants—Rules and regulations for allocation of operational grants.
- 304-12-310 State operational grants—Definitions.
- 304-12-350 Forms—Application for a grant.
- 304-12-360 Forms—Application—Public library construction grant.
- 304-12-370 Forms—Contract.
- 304-12-380 Rules and regulations for aid to library districts—Principle.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 304-12-120 Federal construction grant program—Rules complying with. [Rules, filed 10/19/67; Rules, filed 1/26/67, 7/29/66, 4/8/65; Emergency Rules (part), filed 2/8/65, 6/11/64, 4/16/64.] Repealed 6/22/71.
- 304-12-127 Demonstration programs in Washington—Principles. [Order, § 304-12-127, filed 6/22/71.] Repealed by Order 3542, filed 7/11/72.
- 304-12-130 Demonstration grant programs—Rules. [Order, § 304-12-130, filed 6/22/71; Rules (part), filed 4/8/65; Emergency Rules (part), filed 2/8/65.] Repealed by Order 3542, filed 7/11/72.
- 304-12-150 Other services grant programs—Criteria for other services grant program. [Order, § 304-12-150, filed 6/22/71; Rules (part), filed 4/8/65; Emergency Rules (part), filed 2/8/65.] Repealed by Order 3542, filed 7/11/72.
- 304-12-160 Evolutionary grants—Duration. [Rules (part), filed 4/8/65.] Repealed 6/22/71. See WAC 304-12-225.

- 304-12-200 Evolutionary grants—Education for librarianship grants. [Rules (part), filed 4/8/65; Emergency Rules (part), filed 2/8/65.] Repealed by Order 3542, filed 7/11/72.
- 304-12-210 Evolutionary grants—In-service training grants. [Rules (part), filed 4/8/65; Emergency Rules (part), filed 2/8/65.] Repealed by Order 3542, filed 7/11/72.
- 304-12-230 State operational grants—Principles. [Rules (part), filed 1/26/67; Rules (part), filed 4/8/65.] Repealed 6/22/71. See WAC 304-12-300.
- 304-12-240 State operational grants—Principles. [Rules (part), filed 1/26/67; Rules (part), filed 4/8/65.] Repealed 6/22/71. See WAC 304-12-305.
- 304-12-250 State operational grants—Definitions. [Rules (part), filed 1/26/67.] Repealed 6/22/71. See WAC 304-12-310.
- 304-12-260 Duration of grants. [Rules (part), filed 4/8/65. Formerly codified as WAC 304-12-160.] Repealed 6/22/71.
- Appendix A [Filed 10/19/67.] Repealed 6/22/71. See WAC 304-12-350, 304-12-360 and 304-12-370.
- Appendix B [Filed 10/19/67.] Repealed 6/22/71. See WAC 304-12-350, 304-12-360 and 304-12-370.

WAC 304-12-010 Policy. (1) Legal responsibility is vested in the commission.

(2) Members of the state library commission, believing the state library to be an integral part of the great educational system of Washington, hereby subscribe to the library policy of the state as outlined in RCW 27-12.020. They are pledged as a part of the state's provision for public education, to promote the establishment and development of public library service, throughout its various subdivisions.

(3) They furthermore believe it their responsibility to provide state officials and employees, as well as all citizens of Washington, whether in or out of school, with the widest possible opportunities for self-education as well as the best available facilities for research and study. To do this most effectively, the following general policies shall be observed:

(a) The Washington state library shall maintain a general library at the state capitol for the use of state officials and employees and for members of the legislature, equipped to serve them effectively with library materials needed by them in connection with their official duties.

(b) It shall preserve state records and publications and all source materials that contribute to the history of the state. It shall maintain complete files of all publications of the state and secure if possible all those relating in any manner to the state. (RCW 40.04.020)

(c) It shall distribute to and exchange public documents with libraries both in and out of the state. (chapter 40.06 RCW)

(d) It shall offer legislative reference service as separate and distinct from (a) during the legislative session.

(e) It shall offer consultant services to state agencies regarding information needs.

(4) It shall give all possible support and help to libraries and librarians throughout the state toward establishing and maintaining the best type of library service whether in public, private, school, academic, institutional, or other types of libraries. It shall take the lead in promoting statewide library service of all types.

Programs of library development shall be an outgrowth of cooperative planning between the state library commission, the library profession and interested citizens. To carry out this objective, the state library shall:

(a) Give assistance to libraries, library boards, governing bodies and citizens throughout the state toward the establishment and maintenance of the best library service, by such means as: consultant services; financial grants in accord with the need and funds available for distribution, program and fiscal ability;

(b) Serve as the primary interlibrary loan center for all libraries of the state;

(c) Render library service to individuals living in areas with no library service, this service necessarily limited by the acquisitions policy of the state library; and

(d) Assist in developing cooperative programs designed to further the development of a statewide library network. [Order 1-72, § 304-12-010, filed 5/24/72; Rules, filed 3/16/60.]

WAC 304-12-015 Services grant programs in Washington—Principles. (1) The Washington state library commission is responsible for the development of library service throughout the state and its various subdivisions. The commission recognizes that the Washington library association, as well as other professional associations, has a major area of interest in statewide library development. A natural result of this mutual concern of the commission and the professions is a close working relationship. Together these bodies assess the problems confronting libraries and together they reach mutually acceptable methods of achieving the desired goal of high quality programs with equitable library service for all.

(2) Because of the importance of imaginative planning for total library service, the Washington state advisory council on libraries, whose membership includes users of libraries along with professionals operating libraries, has been assigned this planning responsibility. The Washington state advisory council on libraries is an advisory body to the Washington state library commission and the Washington library association and reports to them recommendations for the direction of library development in the state. [Order 3542, § 304-12-015, filed 7/11/72; Order, § 304-12-015, filed 6/22/71.]

WAC 304-12-050 Privacy of library circulation records policy. (1) The circulation records of the Washington state library are confidential regardless of source of inquiry.

(2) Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

(3) Upon receipt of such process, order, or subpoena, consultation shall be made with the legal officer assigned to the library to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.

(4) If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena *duces tecum* (bring your records), requiring the librarian to attend court or the taking of his or her deposition and may require him to bring along certain designated circulation records.)

(5) Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena) concerning circulation records shall be reported to the state library commission and attorney general.

(6) Any problems relating to the privacy of circulation records which are not provided for in the above five paragraphs are to be referred to the chief of reader services or to the state librarian. [Order 1-72, § 304-12-050, filed 5/24/72.]

WAC 304-12-070 Washington state library gift policy. (1) The Washington state library welcomes gifts.

(2) The Washington state library commission also welcomes donations from interested organizations or individuals for the purpose of recognizing an individual's outstanding contribution to the improvement of the state library or to the statewide library development. It is felt that such donations should be in the nature of significant additions to the informational resources of the state library or equipment of permanent value to the state library rather than a plaque or similar nonproductive items. As a rule, additions to the library's collection will be appropriately marked and become part of the general collection. Exceptions may be made by the state library commission if, in the judgment of the state library staff, the usefulness of the materials being donated will be enhanced by special treatment.

The Washington state library commission affirms one of the purposes of the library to be the collection, preservation and occasional exhibition materials on the history of the state and the region, and the commission adopts the following points as governing policy in acquisition of historical materials:

(a) The library welcomes gifts of materials on the history of Washington communities, the state and the pacific northwest region.

(b) The library considers its collection of materials by Washington authors to be of major contemporary and historical significance and welcomes gifts which may be included in the collection.

(c) Inasmuch as the state library is not a museum it rarely accepts objects other than printed or manuscript material.

In keeping with accepted practice, the library reserves the privilege of deciding whether a gift should be added to the collection.

All gift material added to the collection will become an integral part of the collection and becomes the property of the library, the policy of use will follow regular state library practice.

The library will make an effort to dispose to the best advantage all gift material which is not added to the collection, however, if a donor wishes, the material which is not added to the collection may be returned.

When the library receives a cash gift for the purchase of memorial, tribute or other materials, the selection will be made by the donor and/or the library. [Order 1-72, § 304-12-070, filed 5/24/72.]

WAC 304-12-125 General statement of criteria. (1)

In a free and open society the mission of libraries is to be aware of individuals' need for knowledge and personal growth and to respond to those needs by providing access to the wisdom, experience and imagination of mankind.

(2) The State Agency's criteria for determining the adequacy of public library services to geographical areas and for groups of persons in the state are those criteria of the American Library Association as described in Minimum Standards for Public Library Systems, 1966, and such additional standards as may be adopted by the Washington Library Association. The determination of adequacy is made by comparing these criteria with annual reports which by law must be submitted to the State Agency by each public library.

In allocating Library Services and Construction funds, special consideration will be given to library programs, research and projects which:

(a) serve disadvantaged persons residing in urban or rural areas with high concentrations of low-income families and to areas with high concentrations of persons with limited English speaking ability;*

(b) serve persons residing in sparsely settled areas of the state which are distant from adequate public library facilities;

(c) serve physically handicapped persons (including the blind or other visually handicapped);

(d) serve inmates, patients, or residents of penal institutions, reformatories, residential training schools, orphanages, residential schools for handicapped persons, and other general or special institutions or hospitals operated or substantially supported by the State;

(e) serve persons residing in areas of the state having no local public library service;

(f) extend the range and improve the qualities of career development opportunities for people of all ages without regard to educational level;

(g) lead to the improvement and efficient management of library resources, both human and material, and which provide to all people maximum accessibility to those resources.

(h) strengthen metropolitan public libraries which serve as national or regional resource centers.

Footnote: *In accord with requirements of the Library Services and Construction Amendments of 1970 (Public Law 91-600) and the Code of Federal Regulations (45 CFR Part 130) priority will be given to a. above, i.e. programs or projects which serve urban and rural areas

with high concentrations of low-income families and to programs and projects which serve areas with high concentrations of persons with limited English-speaking ability (as defined by PL 93-380, Education Amendments of 1974).

These areas are defined as those areas with low-income families or with concentrations of non-English speaking persons as reported in U.S. Bureau of Census 1970 PC (1)-C Series: General Social and Economic Characteristics. Low-income families are defined as those with annual incomes as designated by federal agencies. This information will be updated through publications of the Washington State Office of Economic Opportunity.

Programs and priorities will change as needs in the state change or as revised federal regulations and/or new federal legislation may require.

Where applicable, an evaluation component will be a part of each project.

Where applicable, each grant request should contribute toward the achievement of the existing Washington State plan for library development, now called the Proposed Regional Library Plan for Washington by Charles Bowerman, 1950, or any plan which supersedes this existing plan.

Programs may also be developed across state lines when such inclusion meets the standards set forth and will contribute to the basic objectives of library development in Washington State. Interstate Compact legislation facilitates such programs. [Order 1-75, § 304-12-125, filed 7/21/75; Order 3542, § 304-12-125, filed 7/11/72; Order, § 304-12-125, filed 6/22/71.]

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

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

(b) Improvement and extension of service to the physically handicapped, non-English speaking and disadvantaged persons.

(c) Programs which will provide impetus to the "Right to Read" effort.

(d) Merging of units of service into an effective system.

(e) Local efforts to achieve establishment of logical library units without the demonstration process.

(f) Recruiting of qualified professional librarians to the state as well as alert, intelligent people into the profession without regard to race, color, sex, religion or national origin.

(g) Improving and strengthening all levels of education for librarianship.

(h) Encouragement of in-service training programs for both professional and clerical employees.

(i) Initiation and encouragement of library research and planning.

(j) Stimulation of citizen interest in the improvement and extension of library services.

(k) Support of professional library and related associations as agencies which can assist in the development of Washington's program of library service to all citizens.

(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. [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 304-12-155 Evolutionary grants. Libraries, including system libraries, may apply for special grants by entering into an evolutionary plan of cooperation which shows a step-by-step progression. Cooperation requires that libraries enter into a written agreement to implement a plan of service for the libraries so contracting. [Order 3542, § 304-12-155, filed 7/11/72; Order, § 304-12-155, filed 6/22/71; Rules (part), filed 1/26/67.]

WAC 304-12-170 Merger grants. In general the purpose of merger grants is to facilitate the combining of separate administrative units for the purpose of strengthening and improving service. Also included are grants for new memberships in the Washington library film circuit. Such grants are generally considered as one-time grants. [Order 3542, § 304-12-170, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.]

WAC 304-12-180 Establishment grants. Establishment grants may be made to new libraries, new library districts, and to a library system establishing or demonstrating an improved service program. [Order 3542, § 304-12-180, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.]

WAC 304-12-190 Extended service grants. Extended service grants may be made to libraries bearing special burdens of service outside their normal service area. [Order 3542, § 304-12-190, filed 7/11/72; Order, § 304-12-190, filed 6/22/71; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.]

WAC 304-12-191 Network grants. Network grants may be made for projects which contribute to the development of the statewide library network, including reference and referral services. [Order 3542, § 304-12-191, filed 7/11/72.]

WAC 304-12-192 Education and training grants. Education and training grants may be made for projects of importance to all libraries. These may be for recruitment to librarianship; scholarships and/or internships;

workshops for library staffs and trustees; support to professional library employees for obtaining specialized instruction; programs in community education in the use of libraries; volunteer training programs. [Order 3542, § 304-12-192, filed 7/11/72.]

WAC 304-12-220 Research and planning grants. Grants may be made for studies which are designed to advance the development of library service in the state of Washington. [Order 3542, § 304-12-220, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.]

WAC 304-12-225 Duration. (1) Establishment and merger grants for any particular situation will be given for one time only.

(2) Extended service, evolutionary, and network grants may continue in accordance with service rendered.

(3) Education and training, and research and planning grants may be renewed or extended, depending upon the circumstances. [Order 3542, § 304-12-225, filed 7/11/72; Order, § 304-12-225, filed 6/22/71.]

WAC 304-12-270 Construction grant program—Principles. (1) The Washington State Library Commission is responsible for the development of public library service throughout the state and its various subdivisions. The Washington Library Association has as its major area of interest state-wide library development. A natural result of this mutual concern has been the establishment of a close working relationship between the Washington Library Association and the Washington State Library. Each assess problems, problems, consider solutions and together reach mutually acceptable methods of achieving the desired goal of adequate library service for all.

(2) The Washington State Advisory Council on Libraries acts in an advisory capacity to both WLA and the State Library Commission. Generally the issues to be examined for solutions are mutually agreed upon by WLA and the Commission. The Advisory Council reports to WLA or to the profession at large for discussion, with WLA forwarding their recommendations to the Commission.

(3) The statewide program of library development has as its objective the meeting of American Library Association standards for library service. In the public library field it has been established that this objective may best be met by library systems serving an area of sufficient population and resources to provide not only the bare essentials but a fully developed modern library service.

(4) All proposals for construction grants will be judged on the basis of whether or not they will contribute to the achievement of the state's long range objective. One basis for judgment will be the Proposed Regional Library Plan by Charles Bowerman. Any proposal which does not conform to the plan will be considered but to receive acceptance and approval, evidence will be required to substantiate the premise that the changes constitute an improvement over the plan. [Order

1-75, § 304-12-270, filed 7/21/75; Order, § 304-12-270, filed 6/22/71.]

WAC 304-12-275 Construction grant program—
Criteria. (1) There should be:

(a) Evidence this project contributes toward the achievement of the goal of adequate library systems.

(b) Evidence of need for the building to enable the library to meet American library association standards.

(c) A program of service to be developed.

(i) Book collection.

(ii) Staff.

(iii) Services.

(d) Evidence the building is an essential part of the development of library service in its library system. (Planned program of building development.)

(e) Evidence that planning is on a coordinated basis with contiguous public library systems.

(f) Evidence that the community has made adequate effort to provide local financing.

(g) Evidence that Federal funds are not a substitute for local support.

(2) Factors which will be considered in establishing priorities among requests received:

(a) Need for the facility in relationship to the area program of library development.

(b) Number of persons to be benefited by improved service.

(c) Evidence the facility will, in fact, initiate a program of improvement of library service.

(d) Date of application.

(3) Supporting evidence which helps provide information on the above points will be requested of applicants.

(4) The federal law requires that certain standards will be met. These requirements will be included in agreements between the Washington state library commission and the applicants. The requirements concern such items as:

(a) Wages meet local standards.

(b) Time and half for overtime.

(c) Fair employment practices.

(d) Proper bid procedures (where applicable).

(e) Observance of health, fire and construction requirements.

(f) Civil rights.

(g) Flood.

(h) Handicapped. [Order, § 304-12-275, filed 6/22/71.]

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) Requests for projects from any unit within a library system must be submitted through the library administrator and approved by the respective library boards. Only projects to be owned by a state or local public agency are eligible for consideration.

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

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

(4) 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.

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

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

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

(8) Applications may be resubmitted with evidence the objections have been met.

(9) 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.

(10) The state library commission will use the following standards as guides for evaluation of the project's adequacy:

(a) ALA Minimum Standards for Public Library Systems, 1966.

(b) ALA Small Libraries Project

(i) The small library building

(ii) Interim standards for public libraries.

(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) As a general rule each project will be required to provide at least the full matching funds, as established by Federal ratio.

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

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

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

(16) Location is subject to approval by a state library consultant.

(17) The building plans must meet the approval of a professional library building consultant. Federal regulations as to evaluation of flood hazards, provision for the physically handicapped, environmental policies and procedures, and competitive bidding must be observed. When a plaque indicating completion date and source of funds is planned as part of the completed building, acknowledgment shall be given to federal participation.

(18) 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.

(19) Final payment of the grant will be upon completion of the project and when the state library commission has been satisfied that all conditions of the grant have been met.

(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. [Order, § 304-12-290, filed 6/22/71.]

WAC 304-12-300 State operational grants—Principles. A library to qualify for operational grants must be part of a library system. A library system is an organization in which service outlets, in addition to the headquarters library, are administered under a single governing body with centralized responsibility for development of the total service program and the expenditure of all funds. In order to be considered a system, there shall be, in addition to the headquarters building, at least two library service outlets meeting the definitions below. At least one of these outlets must be a branch or a bookmobile. A plan based upon ultimate achievement of, or improvement upon, the ALA Minimum Standards for Public Library Systems, 1966, will be required. (As of the filing date of these rules, the State Operational Grant Program is non-functioning due to lack of funds.) [Order, § 304-12-300, filed 6/22/71. Formerly WAC 304-12-230.]

WAC 304-12-305 State operational grants—Rules and regulations for allocation of operational grants. (1) There will be a base grant for a system. (2) There will be a bonus amount for a multi-county unit (unless a single county system meets all the base criteria (see definitions), in which case the single county will also receive the maximum). (3) There will be a factor based on a specific amount per square mile. (4) There will be a factor based on a specific amount per capita. (5) Special support for books and other materials. (6) Special support for headquarters service development and operating expenses, based on x cents per capita or a maximum sum. (7) There will be a maximum amount as a total allowable to any one system. (8) Special grant to any major library system to compensate for state-wide services. (9) To receive the full amount of an allocation a library must be receiving for annual operational purposes

at least 50¢ per thousand dollars of assessed valuation or the same as the previous year's financial support, whichever is greater, with the exceptions of proration between junior taxing districts or reduction resulting from the 106% limitation. The assessed valuation must be at the ratio to true value required by law. The Department of Revenue's ratios will be the accepted basis for judging this. Grants will be reduced by the percentaged difference involved for libraries not meeting these requirements.

(10) Any library system or independent library that has special circumstances to present for an allocation will be given consideration.

(11) If funds are not adequate to meet all requests qualifying, it will be the responsibility of the Washington State Library Commission to make a decision as to how the funds can best be disbursed to achieve the objective of good library service for all citizens in the State of Washington. [Order 1-75, § 304-12-305, filed 7/21/75; Order, § 304-12-305, filed 6/22/71. Formerly WAC 304-12-240.]

WAC 304-12-310 State operational grants—Definitions. (1) **Branch:** A branch is a library service outlet with separate quarters, a basic collection, a regular staff, and open at least 25 hours per week. (2) **Station:** Station is a library service outlet located in a store, factory, club or other organization or institution, with a small and frequently changed collection of books, a paid library staff member and opened no less than 10 hours a week. (3) **Bookmobile:** A bookmobile is a mobile library, carrying books and other library materials, and maintaining a regular schedule of visits at intervals no greater than two weeks. (4) **Base Criteria:** Base criteria refers to the regional organizational pattern, as delineated by the Proposed Regional Library Plan by Charles Bowerman and any future revisions thereof, approved by the Washington state library commission. [Order, § 304-12-310, filed 6/22/71. Formerly WAC 304-12-250.]

WAC 304-12-350 Forms—Application for a grant.

APPLICATION FOR A GRANT

from

Washington State Library
Olympia, Washington

Name of Library -----
Date of formation -----
Method -----
Address -----
Librarian -----
Date of Appointment -----
Estimated amount of Grant requested \$ -----

LIBRARY BOARD MEMBERS

Name	Address	Date Appointed	Length of Appointment
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

Are all persons holding professional positions certified under Washington law? -----

(Notary Seal) STATE OF WASHINGTON } ss.
----- County }

I, -----, swear that the above information is, to the best of my knowledge, a true statement of facts.

(Signature) -----
Chairman, Library Board

Sworn to before me this ----- day of -----, 197---

My Commission expires -----

Notary Public

[Order, § 304-12-350, filed 6/22/71.]

WAC 304-12-360 Forms—Application—Public library construction grant. Public Law 91-600 (formerly Public Law 88-269 & PL 89-511).

The applicant hereby applies for construction funds available under Public Law 91-600 (formerly Public Law 88-269 & PL 89-511) and being administered under the Rules and Regulations adopted by the Washington State Library Commission on June 11, 1971 (revised July 28, 1966; October 17, 1967; May 26, 1964).

1. Legal name of library: -----
2. Address:
Street: ----- County: -----
City: ----- Congressional District: -----
3. Established under Section ----- of RCW (Revised Code of Wash.)
a. Are all persons holding professional positions certified under Washington law? -----
4. Population of legal service area:
1970 Census -----
Latest Census Board of Public Health estimate -----
5. Briefly describe the type of library: (i.e., regional headquarters, community library, etc.)

6. If not part of a system, describe what kinds of inter-library cooperation your library does participate in.

7. Submit a plan of service:
 - a. adequacy (national standards)
 - b. added or expanded services to be provided as a result of new facility

8. Describe facility in terms of minimum standards (American Library Association). Include such items as:

- a. Building program statement (to include square feet for proposed construction)
- b. Site:
 1. legal description
 2. survey findings relative to desirability of location
 3. cost
- c. New construction - (eventually, plans to be approved)
or
- d. Expansion, remodeling and alteration (eventually plans to be approved)
- e. Equipment

Describe briefly, as related to the project.

9. Architect
Name
Address
Licensed

10. Preliminary estimates of costs. (Complete only those items included in the project request).

- a. Fees
 1. Architect
 2. Construction
 3. Legal and bonding
 4. Tests
 5. Building permits
 6. Bid advertisement
 7. Clerk of the works
 8. Other
- b. Site
- c. Contracts
 1. New construction
 2. Expansion
 3. Remodeling
- d. Demolition
- e. Equipment
- f. Other

Total: -----

GRAND TOTAL -----

11. Funds (other than federal) available for the project:

- a. On hand
 - 1. Cash
 - 2. Gifts
 - 3. Bonds (sold)
 - 4. Other
- Subtotal: -----
- b. Future
 - 1. Tax levy (to be collected)
 - 2. Anticipated cash
 - 3. Bonds (authorized)
 - 4. Bonds (to be voted)
 - 5. Other (specify)
- Subtotal: -----
- TOTAL: -----

12. Estimate of total financing
- a. Local
 - b. Federal
 - c. Total funds required (estimate)

13. Please indicate the plan for payments.

To handle the matter of sale of items purchased with federal funds there should be a "depreciation" schedule established.

14. The applicant agrees:
- (a) Construction work will be performed by fixed price contract. Adequate methods of obtaining competitive bidding will be employed prior to the awarding the construction contract, either by public advertising or circularizing three or more bidders. (To comply with applicable laws and codes.)
 - (b) Copies of all contract documents, specifications and construction drawings will be submitted to the State Library.
 - (c) Final working drawings and specifications must be approved by the State Library before the project is advertised for bidding.
 - (d) The attached documents issued by the Washington State Library entitled Federal Labor Standards, *General Conditions and Instructions to Bidders*, shall be made a part of any contract signed in connection with this construction project.
 - (e) These federal funds, if granted, will be used to construct a facility that will continue to be devoted to public library purposes until such time as replaced by a new facility.
 - (f) Federal regulations as to flood hazards, (and accessibility for handicapped, must be observed.
 - (g) During construction the project shall display a sign stating that Library Services and Construction Act funds are being used.
 - (h) Whenever public library facilities, or items of equipment, in which cost the federal government has participated (with funds derived from federal grants and state or local matching funds) are sold or no longer used

for the purpose authorized by the applicable Title of the Library Services and Construction Act, the federal government shall be credited with its proportionate share of the value of such facilities, equipment or land, the value being determined on the basis of the sale price in the case of a bona fide sale or on the fair market value in the case of discontinuance of use or diversion for other than State plan purposes unless the items have reached zero value under the established depreciation schedule.

(i) Inventories must be kept for all items of equipment referred to in Item 8.e. costing \$200 or more per unit and reported to the Washington State Library. When such items of equipment are sold or no longer used for the purpose authorized by the applicable Title of the Library Services and Construction Act, the local agency must report such disposition to the Washington State Library, following which appropriate action for reimbursing the federal government will be taken unless the items have reached zero value under the established depreciation schedule. Evidence of this must be submitted by the local agency when reporting the sale to the State Library.

15. The form of agreement to be executed between the Washington State Library Commission and the ----- Library, upon approval of this application is attached. The agreement and the application shall be two parts to the whole of such agreement.

16. Attested to:

Chairman Mayor

Librarian City Manager

Approved by:

District Librarian

Chairman, District Library Board

[Order, § 304-12-360, filed 6/22/71.]

WAC 304-12-370 Forms—Contract.

The members of the Washington State Library Commission hereby enter into an agreement with ----- to assist with funds for the construction of improved library facilities.

The Washington State Library Commission and the State Librarian, as the designated administrator of the Washington Plan for Construction, are legally authorized to administer a plan or plans to make available funds for the construction of public libraries as provided by Public Law 91-600 (formerly Public Law 88-269, and 89-511).

The and the Washington State Library contract to provide for the administration and supervision of the federal funds as required by Public Law 91-600 (formerly Public Law 88-269, and 89-511) and permitted by RCW 27.04.060.

Responsibilities of the Washington State Library

To be guided by the Rules and Regulations adopted by the Washington State Library Commission (revised), Public Law 91-600 (formerly Public Law 88-269 and 89-511) and RCW 27.04.060.

The Washington State Library shall:

1. Provide funds in the total amount of These funds shall be paid according to the payment schedule of the bid contract, after local funds have been expended.
2. Provide, as necessary, advisory services in furtherance of the project, and assure adequate supervision of the project.

Responsibilities of the Library

The shall:

1. Submit regular reports as required by the scope and content of the project as outlined in proposal.
2. Make request for the federal funds as provided in the payment schedule.
3. Make no changes from the approved drawings, specifications and contracts in the project and hereby made a part of this agreement without prior written approval from the State Library. Such written approval when given to become a part of this agreement.
4. Maintain the necessary records and documents to permit an accurate audit at any time. Records will be retained until notified the federal audit has been completed or five years following completion of the project.
5. Bids will be called for within at least 90 days of signing of the contract. Construction will be according to the bid schedule which will be structured to permit completion within a reasonable time.
6. Provision shall be made for a final audit to be forwarded to the State Library upon completion of the project. Such audit will contain detail as required by the State Library, and certify that expenditures were in agreement with the provisions of Public Law 91-600, (formerly P.L. 88-269 & 89-511).
7. No expenditure will be made or action taken contrary to the provisions of Public Law 91-600 (formerly Public Law 88-269 & 89-511).

8. The Construction Project Application is hereby made a part of this contract.

This agreement made and entered into this, 197.. by and between the Washington State Library Commission and

By By
Chairman,
Washington State
Library Comm.

By By
State Librarian
Mayor
Chairman, Library
Board

[Order, § 304-12-370, filed 6/22/71.]

WAC 304-12-380 Rules and regulations for aid to library districts—Principle. (1) Funds were appropriated to aid local library districts in maintaining present levels of library service.

(a) There will be a grant for each library district with a loss in tax funds.

(b) Any library district that has special circumstances to present for an allocation will be given consideration.

(c) If funds are not adequate to meet all needs, it will be the responsibility of the Washington State Library Commission to make a decision as to how the funds can best be disbursed to achieve the objective of maintaining present levels of library service in local library districts in the State of Washington. [Order 2-73, § 304-12-380, filed 8/14/73.]

Chapter 304-16 WAC

DOCUMENTS DEPOSITORY LIBRARY SYSTEM

WAC
304-16-010 Rules and regulations.
304-16-020 Standards.

WAC 304-16-010 Rules and regulations. (1) The Washington state library will publish a basic list of documents, said basic list to be revised and published biennially.

(2) Prepare a monthly supplement to the basic list. The supplement to contain irregular issues, changes in titles, cancellations, and new titles and editions. Agencies are to be listed under key word.

(3) Indicate in the monthly supplement if a publication has been sent to the depositories, availability, etc.

(4) Compile at least once a year an author, title and subject index to the monthly supplement.

(5) Mail two copies of the monthly list; one to serve as a permanent record for the receiving library, and the other to be returned to the state library as an order form when requesting documents.

(6) Ship documents at least once a week to all depository libraries.

(7) Include the Washington state library classification number as a suggested aid to other libraries in the organization of the documents.

(8) Negotiate with state departments as to number of copies needed for distribution to libraries prior to publication.

(a) All library inquiries, special requests, etc., concerning state documents for libraries will be channeled through the state library.

(b) There will be periodic revisions of number of copies needed by libraries. Each library should assume the responsibility for keeping the state library informed as to the number of copies needed.

(c) Libraries should send to the state library names of every department on whose mailing list they are currently listed.

(d) If disagreement develops on designation of a library as a depository, a committee of arbitration will be set up by the President of the Washington Library Association acting under instructions from the Washington Library Association Executive Board. Any staff member of any library involved who is also on the Washington Library Association Board will be ineligible to participate in the deliberations preparatory to the arbitration and in the arbitration itself. [Order, § 304-16-010, filed 10/24/68; Order, filed 10/19/65.]

WAC 304-16-020 Standards. (1) There will be only one class of depository libraries in Washington. These will be total depositories. Any other library in the state may request specific documents and, if it is at all possible, the request will be filled.

(2) Any municipal, county, regional, or district library, any community college, state college or state university library, the library of any incorporated college or university, may be designated as a depository, provided it meets the conditions specified in the following section.

(3) Any library designated as a depository shall agree to the following conditions with the understanding that failure to comply with any one condition is sufficient ground for the state library to cancel the contract between the state library and the depository:

(a) Provide space to house the publications in an approved manner with adequate provisions for expansion. State publications do not need to be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

(b) Provide an orderly, systematic recording of receipt of the documents.

(c) Process and shelve all state publications within 30 days after receipt of the material.

(d) Provide a professionally trained librarian to render satisfactory service without charge to qualified patrons in the use of such publications. This librarian need not spend full time on state publications.

(e) Dispose of publications only with permission of the State Librarian.

(f) Accept and maintain all publications specified as "basic items."

(g) Library rules must assure that the documents are available for public use and circulation, unless for some unusual reason it becomes necessary to restrict use.

(4) There will be at least one depository for each of the 12 Regional districts. Additional depositories will be established as advisable to cover the needs of other libraries and educational institutions. [Order, § 304-16-020, filed 10/24/68; Order, filed 10/19/65.]

Chapter 304-20 WAC PUBLIC RECORDS

WAC

304-20-010	Public records available.
304-20-020	Definitions.
304-20-030	Public records officer.
304-20-040	Requests for public records.
304-20-050	Copying.
304-20-060	Exemptions.
304-20-070	Review of denials of public records requests.
304-20-080	Records index.
304-20-090	Request for records by mail—Address.
304-20-100	Adoption of form.
304-20-990	Appendix A—Request for public records.

WAC 304-20-010 Public records available. All public records of the Washington State Library, as defined in WAC 304-20-020 are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by section 31, chapter 1, Laws of 1973, and WAC 304-20-060. [Order I-76, § 304-20-010, filed 4/22/76.]

WAC 304-20-020 Definitions. (1) **PUBLIC RECORDS.** "Public record" includes any writing containing information relating to the conduct of governmental or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.

(2) **WRITING.** "Writing means handwriting, type-writing, printing, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds; or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums and other documents." [Order I-76, § 304-20-020, filed 4/22/76.]

WAC 304-20-030 Public records officer. The Washington State Library's public records shall be in the charge of the Public Records Officer designated by the agency. The person so designated shall be located in the Administrative Office of the agency. The Public Records Officer shall be responsible for the following: The implementation of the Washington State Library's rules and regulations regarding release of public records, coordinating the staff of the system in this regard, and generally insuring compliance by the staff with the public records disclosure requirements of chapter 1, Laws of 1973. [Order I-76, § 304-20-030, filed 4/22/76.]

WAC 304-20-040 Requests for public records. In accordance with requirements of chapter 1, Laws of

1973 that agencies prevent unreasonable invasions of privacy, protect excessive interference with essential functions of the agency, public records may be inspected or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the Washington State Library which shall be available at its administrative office. The form shall be presented to the public records officer; or to any member of the library's staff, if the public records officer is not available, at the administrative office of the library during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the records;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the library's current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer or staff member to whom the request is made, to assist the member of the public in appropriately identifying the public record requested. [Order I-76, § 304-20-040, filed 4/22/76.]

WAC 304-20-050 Copying. No fee shall be charged for the inspection of public records. The agency shall charge a fee equal to the amount necessary to reimburse the agency for its actual costs incident to such copying. [Order I-76, § 304-20-050, filed 4/22/76.]

WAC 304-20-060 Exemptions. (1) The library reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 304-20-040 is exempt under the provisions of section 31, chapter 1, Laws of 1973.

(2) In addition, pursuant to section 26, chapter 1, Laws of 1973, the library reserves the right to delete identifying details when it makes available or publishes any public record, in any cases when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by chapter 1, Laws of 1973. The public records officer will fully justify such deletion in writing.

(3) All denials of requests for public records must be accompanied by a written statement specifying the reason for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld.

(4) The library will regard the disclosure of subscribers and the identification of materials they have utilized as an invasion of privacy. [Order I-76, § 304-20-060, filed 4/22/76.]

WAC 304-20-070 Review of denials of public records requests. (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.

(2) Immediately after receiving a written request for review of a decision denying a public record, the public records officer or other staff member denying the request shall refer it to the librarian. The librarian shall immediately consider the matter and either affirm or reverse such denial or call a special meeting of the state library commission as soon as legally possible to review the denial. In any case, the request shall be returned with a final decision, within two business days following the original denial.

(3) Administrative remedies shall not be considered exhausted until the library has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first. [Order I-76, § 304-20-070, filed 4/22/76.]

WAC 304-20-080 Records index. (1) **INDEX.** The library has available to all persons a current index which provides identifying information as to the following records issued, adopted or promulgated since June 30, 1972:

- "(a) final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;
- "(b) those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;
- "(c) administrative staff manuals and instructions to staff that affect a member of the public;
- "(d) planning policies and goals, and interim and final planning decisions;
- "(e) factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and
- "(f) correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public a subdivision of state government, or of any private party."

(2) **AVAILABILITY.** The current index promulgated by the library shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection. [Order I-76, § 304-20-080, filed 4/22/76.]

WAC 304-20-090 Request for records by mail—Address. All communications with the library including but not limited to the submission of materials pertaining

to its operations and/or the administration or enforcement of chapter 1, Laws of 1973 and these rules; requests for copies of the library's decisions and other matters, shall be addressed as follows: Washington State Library, Olympia, Washington 98504. [Order I-76, § 304-20-090, filed 4/22/76.]

WAC 304-20-100 Adoption of form. The library hereby adopts for use by all persons requesting inspection and/or copying or copies of its records, the form attached hereto as Appendix A, entitled "Request for Public Record." [Order I-76, § 304-20-100, filed 4/22/76.]

WAC 304-20-990 Appendix A—Request for public records.

APPENDIX A
REQUEST FOR PUBLIC RECORDS

Name of Requestor:
Address: Phone:
Date of Request: Time of Request:

Nature of Request:
1. Index Reference -----
2. If not identifiable by reference to the index, then describe the document(s) in detail -----

Signature -----

For Office Use Only:
(1) Request Record Record
Granted Withheld In Part
(2) If withheld, name the exemption contained in section 31, chapter 1, Laws of 1973, which authorizes the withholding of the record or part of record: Subsection (1)().
(3) If withheld, briefly explain how the exemption applies to the record withheld.
(4) If request granted, time -----, day -----

[Order I-76, Appendix A (codified as WAC 304-20-990), filed 4/22/76.]

**Chapter 304-25 WAC
WASHINGTON LIBRARY NETWORK, RULES AND REGULATIONS**

WAC
304-25-010 General description of the Washington Library Network.
304-25-020 Purpose.
304-25-030 Definitions.
304-25-040 Network organization.

304-25-050 WLN membership.
304-25-060 WLN membership responsibilities and rights.
304-25-070 WLN Representative Assembly.
304-25-080 WLN Representative Assembly, responsibilities and rights.
304-25-090 WLN Executive Council.
304-25-100 WLN Executive Council, responsibilities and rights.
304-25-110 WLN Service Center.
304-25-120 Public records available.

WAC 304-25-010 General description of the Washington Library Network. (1) The Washington Library Network, hereinafter referred to as the Network, consists of four components: An interlibrary system, a reference/referral system, a telecommunications system, and a computer system.

(2) The Washington State Library Commission is responsible for the Network and exercises general supervision and control consistent with the enacting legislation and RCW 27.04.010 through 27.04.080.

(3) The executive officer of the Network is the State Librarian who is in charge of the offices of the Network, and exercises all powers and duties delegated by the Library Commission.

(4) The Commission adopts as the rules of practice for the Network the uniform procedural rules codified in the Washington Administrative Code, WAC 1-08-005 through 1-08-590, as now or hereafter amended, except as otherwise provided in WAC 304-12-010 through 304-20-100, subject to amendments by the Commission from time to time by a majority vote thereof. [Order 2-76, § 304-25-010, filed 10/20/76.]

WAC 304-25-020 Purpose. (1) The following rules and regulations are adopted for the purpose of establishing procedures whereby libraries and related institutions and organizations can cooperate and coordinate library/information services to benefit the residents of the state.

(2) The Network shall provide for, but not be limited to, the processing, storing, transferring and sharing of information and resources to meet the needs of libraries and their present and potential users.

(3) The Network, through designated Resource Centers, shall make available resources to respond to the library/information needs of the state's residents. [Order 2-76, § 304-25-020, filed 10/20/76.]

WAC 304-25-030 Definitions. (1) "Communication systems" are methods by which information, thoughts, or opinions are exchanged, transmitted or imparted across distances by writing, signs, telecommunication or public or private delivery services.

(2) "Continuing education and training" pertains to planned learning activities to provide relevant knowledge and/or skills for improvement of competencies and development of staff. Learning activities include group and individual experiences, academic instruction, workshops, seminars, programmed instruction, use of educational technology, and other learning experiences.

(3) "Educational Service District" is a governmental unit which encompasses multiple school districts, the purposes of which include the provision of cooperative and informational services in local school districts.

(4) "Interlibrary loan system" means the accepted procedures among libraries by which library materials are made available in some format to user of another library.

(5) "Interlibrary system" is defined as a cooperative, or agreements among libraries, library systems, and/or related organizations and institutions crossing jurisdictional, institutional, and/or political boundaries to provide a common enterprise for mutual benefits.

(6) "Library system" means any of the following:

(a) Two or more tax supported governmental units such as municipalities, districts, or any other governmental unit entering into a contract to provide library service;

(b) One governmental unit providing library services through various service outlets; or

(c) Two or more libraries which have entered into a contract to provide library services on a cooperative basis.

(7) "Membership" categories are as follows:

(a) Basic Membership requires a written agreement to participate in reference/referral and interlibrary loan services using communication system(s) for information exchange.

(b) Cooperative Membership requires basic membership, plus a contract with a Principal Member or with the Network Service Center, to purchase products and to contribute to the data base of the computer system.

(c) Principal Membership requires basic membership and contributions to the data base through on-line access to the computer system.

(8) "Network" means the Washington Library Network which is an organization of autonomous, geographically dispersed participants using the Washington Library Network computer system, telecommunications systems, interlibrary systems and reference and referral systems.

(9) "Network Service Center" is the unit of the State Library responsible for the efficient, effective, and coordinated development and utilization of the Network components.

(10) "Privately-funded library" is a library whose financial support is not primarily from public funds.

(11) "Proprietary resources" are those to which access by the general population is limited and/or restricted.

(12) "Protocols" of the Washington Library Network are codes or rules prescribing correct or preferred methods, or routines of accessing and using the resources and services of the Network.

(13) "Public Library" is an agency supported in whole or in part with monies derived from taxation, which renders library/information service to the general population.

(14) "Public schools" mean the common schools as referred to in Article IX of the state Constitution and those schools and institutions of learning having a curriculum below the college or university level as now or may be established by law and maintained at public expense.

(15) "Reference and referral system" pertains to procedures among libraries whereby subject or fact-oriented queries may be referred to another institution when

the answering resource or subject expertise is unavailable in the institution originally queried.

(16) "Resource center" means a library which, because of its breadth and/or depth of resources, is contracted to provide a service to libraries in differing jurisdictions.

(17) "Resources" are library materials which include but are not limited to print, nonprint (e.g., audiovisual, realia, etc.), and microform formats; network resources such as software, hardware, and equipment; electronic and magnetic records; data bases; communication technology; facilities; and human expertise.

(18) "Software" consists of the intellectual instructions, such as a computer program, which govern machine operations.

(19) "Special library" is one whose collection is limited in subject scope and size, characterized by depth of subject coverage, and serving a specialized clientele.

(20) "Telecommunications" includes any point to point transmission, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, microwave radio, optical, or other electromagnetic system, including any intervening processing and storage serving a point to point system.

(21) "Washington Library Network computer system" means the communication facilities, computers, and peripheral computer devices supporting the automated library system developed by the State of Washington.

(22) "Public academic libraries" are those which provide library/information services in the institutions described in Title 28B RCW, Higher Education Section.

(23) "Library Service Area" is a geographic subdivision of the state established by the Washington State Library Commission within which members of the Washington Library Network shall organize for the purposes of working cooperatively within the Network to promote multitype library cooperation and mutual support at the local level. [Order 2-76, § 304-25-030, filed 10/20/76.]

WAC 304-25-040 Network organization. (1) The Network members shall consist of autonomous, geographically dispersed libraries, library systems, and related organizations and institutions which have accepted by written agreement the purposes of the Network and the responsibilities and rights of membership.

(2) The Library Service Area shall participate in the determination of Network programs, services and activities through representation in the Representative Assembly.

(3) An Executive Council shall be elected from and by the Representative Assembly and shall have the responsibilities and rights outlined in WAC 304-25-100.

(4) The executive officer of the Network and the Network Service Center, a unit of the State Library, shall provide for the efficient, effective, and coordinated development and utilization of the Network components. [Order 2-76, § 304-25-040, filed 10/20/76.]

WAC 304-25-050 WLN membership. (1) Any library or library system in Washington is eligible for

membership in the Network, and any institution or organization financially supporting library/information services may provide membership for that library/information service.

(2) Agreements between and among libraries for interlibrary systems or other cooperative undertakings for mutual advantage can be established as provided in chapter 39.34 RCW in order to improve services by more effective participation in any or all components of the Network.

(3) Categories of membership are Basic Membership, Cooperative Membership, and Principal Membership. [Order 2-76, § 304-25-050, filed 10/20/76.]

WAC 304-25-060 WLN membership responsibilities and rights. (1) Each member shall agree to: Share resources with the exception that rare, proprietary or restricted materials may be exempt; implement standards and protocols; avail themselves of continuing education and training opportunities provided by the Network; and provide continuous training and re-education of staff and users for effective utilization of the Network. Principal and Cooperative Members shall, in addition, contribute to the data base.

(2) Each member shall participate in determining the programs, services, and activities of the Network through the appropriate organizational bodies.

(3) Each member shall have the right to negotiate change of membership status. [Order 2-76, § 304-25-060, filed 10/20/76.]

WAC 304-25-070 WLN Representative Assembly. (1) The Representative Assembly, hereinafter referred to as the Assembly, shall consist of representatives of all types of members and all categories of membership in the Network.

(2) The representatives shall be elected from:

(a) At least six and no more than nine geographical areas, hereinafter referred to as library service areas, to be established by the State Library Commission, using for determination of boundaries, criteria which shall include: Existing public library boundaries; commonality with existing boundaries of multicounty educational and social agencies; location of public institutions of higher education; recognition of current transportation and communication patterns; and population.

(b) Each library service area shall be entitled to elect to the Assembly, according to the following formula: a) six representatives from each library service area who shall serve as at-large representatives; and b) one representative from each Principal Member. When selecting representatives, members shall consider such factors as: Quantity of library resources; participation in multitype library agreements; number of libraries in the area; types of libraries; depth of resources; extent of services performed for the entire state; and representation from each membership category.

(c) Representatives to the Assembly will serve for a period of three years except when resignation, withdrawal of membership or other circumstances limit the term of service. Terms shall be staggered to provide

continuity of membership. Initially, as to at-large representatives, each area shall elect two for one year, two for two years, and two for three years. Thereafter as terms expire, they shall be for three years.

(3) The Assembly shall develop and establish procedures or bylaws for the conduct of meetings and transaction of business. [Order 2-76, § 304-25-070, filed 10/20/76.]

WAC 304-25-080 WLN Representative Assembly, responsibilities and rights. (1) The Assembly shall participate in planning Network programs, activities and services; and provide a means for communication, direction, and evaluation of the Network.

(2) The Assembly shall meet at least annually with public notice given of all meetings as required by chapter 42.30 RCW, with minutes of the meetings available as required by chapter 42.32 RCW.

(3) The Assembly shall elect from its membership representatives from all types of Network members and all geographic areas of the state, to serve on the Executive Council. [Order 2-76, § 304-25-080, filed 10/20/76.]

WAC 304-25-090 WLN Executive Council. (1) The Executive Council hereinafter referred to as the Council, shall be composed of eleven representatives elected from and by the Assembly, for a term of three years. For the initial establishment of the Council three representatives shall be elected for a one-year term, four elected for a two-year term, and four for a three-year term; thereafter all terms shall be for three years except when resignation, withdrawal from membership, or other factors may limit the term of service.

(2) The Council shall have the following library representation: Three representing public libraries; one representing the public state universities; one representing the public four-year colleges; one representing the public community colleges; one representing the public schools and/or Educational Service Districts; one representing nonacademic special libraries; one representing privately-funded colleges and universities; and two members-at-large. The executive officer of the Network and the executive director of the Washington State Data Processing Authority shall have ex officio and nonvoting status in the Council.

(3) Council representatives shall serve no more than two consecutive full terms. Former representatives to the Council, after an interval of at least one year, may be reelected to the Council.

(4) Any vacancy which occurs during an unexpired term shall be filled by appointment by the Council from the same constituency in which the vacancy occurs.

(5) Officers of the Council shall be the Chairperson and Vice-Chairperson who shall be elected from and by the Council for a one-year term. The executive officer of the Network or designee, shall serve as Secretary to the Council.

(6) The Council shall develop and establish procedures or bylaws for the conduct of meetings and transaction of business. [Order 2-76, § 304-25-090, filed 10/20/76.]

WAC 304-25-100 WLN Executive Council, responsibilities and rights. (1) The Council has the responsibility to develop policy recommendations. Council recommendations shall be presented by the executive officer of the Network to the State Library Commission for its consideration.

(2) The Council shall develop, adopt, and/or maintain procedures, protocols and standards, promote and support cooperative programs, services, and activities; review and evaluate the effectiveness of Network services; appoint committees and task forces such as technical, fiscal, program review; recommend performance criteria, responsibilities, and terms of contracts; and identify other concerns and responsibilities for the improvement of Network efficacy and services.

(3) In appointing committees and task forces, the Executive Council shall consider the inclusion of users of libraries in order to include the point of view of the ultimate consumer, where appropriate, and/or incorporate special skills and expertise which would enhance the overall capabilities of the working group.

(4) The Council shall receive from the executive officer of the Network and shall transmit to the State Library Commission a preliminary annual budget and an annual report.

(5) The Council shall meet at least semi-annually consistent with chapters 42.30 and 42.32 RCW.

(6) The Council shall not be compensated for service but shall be reimbursed for subsistence, lodging, and travel expenses for Council meetings and approved business of the Council as provided in chapter 43.03 RCW as now or hereafter amended. [Order 2-76, § 304-25-100, filed 10/20/76.]

WAC 304-25-110 WLN Service Center. (1) The Service Center shall support and monitor the implementation of standards and protocols; maintain access to state, national, and international information resources; perform and support research and development related to library/information services; provide continuing education and training for members of the Network; compile information for the review and evaluation of services and the effectiveness of the Network; and other tasks and duties toward the maintenance and improvement of Network efficacy and services.

(2) The State Library Commission has the power to contract with other states, public and private library agencies, and/or networks as provided in chapter 27.18 RCW for provision of information, services, and products, and for the reciprocal sharing of resources. [Order 2-76, § 304-25-110, filed 10/20/76.]

WAC 304-25-120 Public records available. (1) All public records of the Network, as defined in WAC 304-20-020, are deemed to be available for public inspection and copying pursuant to WAC 304-20-010 through 304-20-100, except as otherwise provided below.

(2) All personal records in the Network are confidential and will be exempt from public inspection and copying under the provisions of RCW 42.17.310 as now or hereafter amended.

(3) Financial records of nonpublic institutions or organizations will be exempt from public availability, inspection, and copying. [Order 2-76, § 304-25-120, filed 10/20/76.]