

# Title 304 WAC

## LIBRARY COMMISSION

### Chapters

- 304-12** Substantive rules.
- 304-16** Documents depository library system.
- 304-20** Public records.
- 304-25** Western library network--Western library network computer service.

### Chapter 304-12 WAC

#### SUBSTANTIVE RULES

### WAC

- 304-12-010 Policy.
- 304-12-020 Washington library planning and development committee created—Appointments—Terms—Expenses.
- 304-12-025 Washington library planning and development committee—Duties.
- 304-12-030 Washington council on continuing education created—Appointments—Terms—Expenses.
- 304-12-035 Washington council on continuing education—Duties.
- 304-12-040 Washington state advisory council on libraries created—Appointments—Terms—Expenses.
- 304-12-045 Washington state advisory council on libraries—Duties.
- 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.
- 304-12-145 Other services grant programs—Rules.
- 304-12-275 Construction grant program—Criteria.
- 304-12-290 Construction grant program—Rules.
- 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

- 304-12-015 Services grant programs in Washington—Principles. [Order 3542, § 304-12-015, filed 7/11/72; Order, § 304-12-015, filed 6/22/71.] Repealed by 84-07-020 (Order 84-1), filed 3/14/84. Statutory Authority: RCW 27.04.060.
- 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 Repealed 6/22/71.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 Repealed by Order 3542, filed 7/11/72.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 Repealed by Order 3542, filed 7/11/72.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 Repealed by Order 3542, filed 7/11/72.
- 304-12-155 Evolutionary grants. [Order 3542, § 304-12-155, filed 7/11/72; Order, § 304-12-155, filed 6/22/71;

- Rules (part), filed 1/26/67.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-160 Evolutionary grants—Duration. [Rules (part), filed 4/8/65.] Repealed 6/22/71. See WAC 304-12-225.
- 304-12-170 Merger grants. [Order 3542, § 304-12-170, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-180 Establishment grants. [Order 3542, § 304-12-180, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-190 Extended service grants. [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.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-191 Network grants. [Order 3542, § 304-12-191, filed 7/11/72.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-192 Education and training grants. [Order 3542, § 304-12-192, filed 7/11/72.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 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.
- 304-12-220 Research and planning grants. [Order 3542, § 304-12-220, filed 7/11/72; Rules (part), filed 4/8/65; Emergency rules (part), filed 2/8/65.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-225 Duration. [Order 3542, § 304-12-225, filed 7/11/72; Order, § 304-12-225, filed 6/22/71.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 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.
- 304-12-270 Construction grant program—Principles. [Order 1-75, § 304-12-270, filed 7/21/75; Order, § 304-12-270, filed 6/22/71.] Repealed by 83-13-075 (Order 83-3), filed 6/17/83. Statutory Authority: RCW 27.04.060.
- 304-12-300 State operational grants—Principles. [Order, § 304-12-300, filed 6/22/71. Formerly WAC 304-12-230.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.

- 304-12-305 State operational grants—Rules and regulations for allocation of operational grants. [Order 1-75, § 304-12-305, filed 7/21/75; Order, § 304-12-305, filed 6/22/71. Formerly WAC 304-12-240.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 304-12-310 State operational grants—Definitions. [Order, § 304-12-310, filed 6/22/71. Formerly WAC 304-12-250.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.
- 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 304-12-020 Washington library planning and development committee created—Appointments—Terms—Expenses.** A Washington library planning and development committee is hereby created which shall consist of seven persons appointed for two year terms. Four persons shall be appointed by the Washington state library commission. The commission shall confirm the remaining three members who shall be designated by the Washington library association executive board, and one of whom shall be a library trustee and a member of the Washington library trustees association. Initial terms shall be determined by lot following appointment, with three persons to serve one year and four persons to serve two years. Thereafter, three members shall be appointed in June of each odd-numbered year; four members shall be appointed in June of each even-numbered year. Members may be reappointed; however, no member shall serve more than two terms consecutively. Vacancies shall be filled by appointment for the unexpired term. The committee members shall serve without compensation, but will be reimbursed for subsistence, lodging, and travel expenses for committee meetings and approved business of the committee in accordance with the provisions of the Washington state travel regulations.

[Statutory Authority: RCW 27.04.060. 84-07-020 (Order 84-1), § 304-12-020, filed 3/14/84.]

**WAC 304-12-025 Washington library planning and development committee—Duties.** (1) The committee shall act as an advisory body working in conjunction with state library staff to effect a sound basis for long-range state-wide library and information service planning activities. It shall advise in designing cooperative programs to further the development of the state-wide library information services network.

(2) The committee will identify issues, seek solutions, and make recommendations to the Washington state library commission, to the state's professional associations, and to others when appropriate.

(3) The committee may establish subcommittees and task forces, as is deemed necessary in the course of its work to accomplish various long-term and short-term goals.

[Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-025, filed 6/4/86. Statutory Authority: RCW 27.04.060. 84-07-020 (Order 84-1), § 304-12-025, filed 3/14/84.]

**WAC 304-12-030 Washington council on continuing education created--Appointments--Terms--Expenses.** A Washington council on continuing education is hereby created which shall consist of fifteen persons appointed for two-year terms. Six persons shall be appointed by the Washington state library commission. The appointments shall reflect representation from a variety of types of library personnel and related persons, including public library trustees. Nine organizations shall also be represented, each to designate one person assigned responsibility. Those organizations shall be as follows: Washington state library, University of Washington graduate school of library and information science, Washington library association, Washington library media association, community college library and media specialists, Pacific Northwest chapter of the special library association, council of Spokane area libraries, Pacific Northwest health sciences library service, and the Washington chapter of the association of college and research libraries. Initial terms for organizational representatives will be three years and then two years thereafter. Members may be reappointed; however, no member shall serve more than two terms consecutively. Vacancies shall be filled by appointment for the unexpired term. The council members shall serve without compensation, but will be reimbursed for subsistence, lodging, and travel expenses for council meetings and approved business of the council in accordance with the provisions of the Washington state travel regulations.

[Statutory Authority: RCW 27.04.040. 87-20-070 (Order 87-02), § 304-12-030, filed 10/6/87.]

**WAC 304-12-035 Washington council on continuing education--Duties.** (1) The council shall provide a forum for continuing education providers and library personnel to discuss issues relating to continuing education.

(2) The council shall work with state library staff to coordinate state-wide continuing education activities where appropriate.

(3) The council shall look for potential areas of cooperation and joint funding of continuing education activities including funding alternatives.

(4) The council shall provide leadership and advocacy in the development of continuing education policy and quality activities.

[Statutory Authority: RCW 27.04.040. 87-20-070 (Order 87-02), § 304-12-035, filed 10/6/87.]

**WAC 304-12-040 Washington state advisory council on libraries created--Appointments--Terms--Expenses.** A Washington state advisory council on libraries is hereby created which shall consist of no more than fifteen persons appointed for three year terms. Up to fourteen members shall be appointed by the Washington state library commission. Appointees shall be librarians or others that represent a broad spectrum of demographic groups and a wide variety of sizes and types of libraries. The commission shall confirm the one remaining member who shall be the president-elect or a designee of the Washington library association. Initial terms

shall be determined by lot, with one-third serving one year, one-third serving two years and one-third serving three years. Appointments shall be made in June of each year. Members may be reappointed, however, no member shall serve more than two terms consecutively. Vacancies shall be filled by appointment for the unexpired term. The council members shall serve without compensation, but will be reimbursed for subsistence, lodging and travel expenses for council meetings and approved business of the council in accordance with the provisions of the Washington state travel regulations.

[Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-040, filed 6/4/86.]

**WAC 304-12-045 Washington state advisory council on libraries--Duties.** The council shall act as an advisory body to the Washington state library commission and staff on the development and execution of the federally-funded program of library service.

[Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-045, filed 6/4/86.]

**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 library service to the public are:

(a) That ninety percent of the requests by library users for specific titles is available through their library in a manner that is satisfactory to the users.

(b) That ninety percent of the requests by library users for works by a particular author or creator is available through their library in a manner that is satisfactory to the users.

(c) That ninety percent of the requests by library users for materials on a specific subject is available through their library in a manner that is satisfactory to the users.

[Title 304 WAC—p 4]

(d) That ninety percent of the requests by library users for information is answered through their library in a manner that is satisfactory to the users.

(e) That ninety percent of the people in a library's service area is aware of the kinds of services provided by their library.

(f) That the percentage of use by each demographic group as defined in the Library Services and Construction Act regulations is the same, +/- fifteen percent, based on the highest percentage of use.

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:

(i) 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\*;

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

(iii) Serve physically handicapped persons (including the blind or other visually handicapped);

(iv) 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;

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

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

(vii) 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;

(viii) 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 (i) 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.

(1989 Ed.)

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.

[Statutory Authority: RCW 27.04.060. 84-07-020 (Order 84-1), § 304-12-125, filed 3/14/84; 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) Encouraging and facilitating of cooperation among all types of libraries, and between libraries and other agencies.

(b) Providing trustees of public libraries with continuing education opportunities which will enhance their board skills and expand their awareness of library issues and trends.

(c) Assisting in the determination and implementation of effective service areas for libraries.

(d) Providing, improving, and strengthening all levels of continuing education and staff development for library service providers.

(e) Initiating and encouraging library planning and research.

(f) Stimulating the concern of citizens for quality library service through effective marketing.

(g) Assisting in community efforts to overcome adult illiteracy.

(h) Advancing the utilization of library-related automation and technology for the provision of quality library service.

(i) Improving document delivery methods to better serve library patrons.

(j) Providing services geared to children, young adults and other special age groups such as the elderly.

(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.

[Statutory Authority: RCW 27.04.030 and 27.04.060. 87-07-029 (Order 87-01), § 304-12-140, filed 3/13/87. Statutory Authority: RCW 27.04.030. 85-20-032 (Order 85-01), § 304-12-140, filed 9/24/85; 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 304-12-145 Other services grant programs-- Rules.** Five percent of the grant award will be withheld

as the final payment. The final payment of the grant will be made upon completion of the project and when the state library commission has been satisfied that all conditions of the grant have been met, including the submission of the final reports.

[Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-145, filed 6/4/86.]

**WAC 304-12-275 Construction grant program-- Criteria.** (1) The state agency's criteria for the consideration and award of construction grants shall be:

(a) Evidence this facility will initiate a program of improvement of library service, within the context of the applicant's goals and objectives for local library services.

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

(c) 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 local 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.

(e) Such additional factors as may from time to time be established by congress or the Washington state legislature for special funds for construction of public libraries.

(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.

[Statutory Authority: RCW 27.04.060. 83-13-075 (Order 83-3), § 304-12-275, filed 6/17/83; 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) Only projects to be owned by a state or local public agency are eligible for consideration.

(2) Requests for projects from any unit within a library district must be submitted with approval by the respective district library administration.

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

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

(5) 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.

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

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

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

(9) Rejected applications may be resubmitted with evidence the objections have been met.

(10) 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.

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

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

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

(15) The building plans must meet the approval of the state library. Federal regulations, including but not limited to, evaluation of flood hazards, provision for the physically handicapped, environmental policies and procedures, and competitive bidding must be observed.

(16) When a plaque indicating completion date and source of funds is planned as part of the completed building or when a construction site sign is planned, acknowledgment shall be given to federal participation.

(17) 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.

(18) Expenses related to acquisition of an existing building or of land, architect's fees, preliminary planning and capital improvements mandated by law or regulation may be considered an allowable previous expense and used as matching funds. To be considered an allowable previous expense, the following criteria must be met:

(a) Expenses must be incurred within a three-year period prior to the date of award of the grant by the state library commission.

(b) Expenses must directly relate to the grant project.

(c) Type of funds used must meet allowable match criteria for Library Services and Construction Act projects.

(d) Expenditures must meet all federal regulations applicable to Library Services and Construction Act projects.

(19) Five percent of the federal share of the project will be withheld as the final payment. Final payment of the grant will be made upon completion of the project and when the state library commission has been satisfied that all conditions of the grant have been met, including the completion of a successful audit.

(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.

[Statutory Authority: Chapter 27.04 RCW. 88-07-087 (Order 88-03), § 304-12-290, filed 3/21/88. Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-290, filed 6/4/86. Statutory Authority: RCW 27.04.060. 83-13-075 (Order 83-3), § 304-12-290, filed 6/17/83; Order, § 304-12-290, filed 6/22/71.]

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

**APPLICATION FOR A GRANT**

**Library Services and Construction Act**

**TITLE I**

Name of library -----  
-----  
-----

Library Director ----- Telephone -----

Project Director ----- Telephone -----

Amount of grant requested \$ -----

LIBRARY BOARD MEMBERS

Name	Address	Date Appointed	Number of Years Served Number of Years Served
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

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

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

I, -----, swear that the above information is, to the best of my knowledge, a true statement of facts and that the funds applied for with this application will not be used as a substitute for local funds.

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

Sworn to before me this ----- day of -----, 19---

My commission expires -----  
(Signature) -----  
Notary Public

[Statutory Authority: RCW 27.04.030 and 27.04.060. 86-12-067 (Order 86-02), § 304-12-350, filed 6/4/86. Statutory Authority: RCW 27.04.030. 85-20-032 (Order 85-01), § 304-12-350, filed 9/24/85; Order, § 304-12-350, filed 6/22/71.]

**WAC 304-12-360 Forms--Application--Public library construction grant.** Applicants shall submit their project proposal upon the form designated by the library commission. The form will solicit, at minimum, information about the applicant's library program, its plan of library service, a building program for the application in question, preliminary estimates of cost, sources of funds, and plan for payment.

[Statutory Authority: RCW 27.04.060. 83-13-075 (Order 83-3), § 304-12-360, filed 6/17/83; Order, § 304-12-360, filed 6/22/71.]

**WAC 304-12-370 Forms--Contract.** Upon award of the grant, the Washington state library commission shall enter into a contract with the legislative unit of the awardee. The contract shall describe the project to be undertaken, shall set forth matters of agreement to ensure compliance with federal and state regulations, shall state the amount of funds to be provided by the library commission in the award and the conditions for payment of same, and shall state requirements for necessary records and documents to be maintained and filed with the library commission.

[Statutory Authority: RCW 27.04.060. 83-13-075 (Order 83-3), § 304-12-370, filed 6/17/83; 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 at least annually to include an author, title and subject index to the annual list.

- (2) Prepare a monthly supplement to the basic list. At least one copy of each basic list and each basic supplement will be sent to each depository library.
- (3) Indicate in the monthly supplement if a publication has been sent to the depositories, availability, etc.
- (4) Ship documents at least once a week to all full depository libraries.
- (5) Provide the Washington state library classification number and other pertinent cataloging data in each shipment for each new document title distributed as a suggested aid to other libraries in the organization of the documents.
- (6) Confirm with state agencies as specified in RCW 40.06.030 the number of copies needed for distribution to libraries prior to publication.
- (7) The Washington state library shall develop, in consultation with state agencies, periodically review and distribute to depository libraries, the criteria for classification of documents as depository items.
- (8) All library inquiries, special requests, etc., concerning requests for state documents [for libraries] which are directed to state agencies will be channeled through the state library.
- (9) There will be periodic revisions of number of copies needed by libraries.
- [(10)] Libraries should send to the state library names of every state agency on whose mailing list they are currently listed.

(11) 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 be a member of the arbitration panel.

[Statutory Authority: RCW 27.04.030, 40.06.020, and 40.06.040. 79-01-056 (Order 1-78), § 304-16-010, filed 12/27/78; Order, § 304-16-010, filed 10/24/68; Order, filed 10/19/65.]

**Reviser's note:** RCW 34.05.395 requires the use of underlining and deletion marks to indicate amendments to existing rules, and deems ineffectual changes not filed by the agency in this manner. The bracketed material in the above section does not appear to conform to the statutory requirement.

**WAC 304-16-020 Standards.** (1) There will be two classes of depository libraries in Washington. These will be full and partial. Full depositories shall receive copies of all state publications for distribution by the state library. Partial depositories shall receive at least a core of general interest publications deemed essential to the public interest. Any other library in the state may request specific documents and, if it is at all possible, the request will be filled.

(2) Any library designated as a depository shall meet the conditions specified in the following section:

(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. The state librarian shall establish criteria for disposal schedules for items which need not be retained permanently.

(f) Accept and maintain all publications received as depository documents.

(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.

(3) There will be at least twelve full depositories in the state. Additional depositories will be established as advisable to provide adequate public access to Washington state publications.

(4) The state library shall ensure that the rules, regulations and standards are maintained.

[Statutory Authority: RCW 27.04.030, 40.06.020, and 40.06.040. 79-01-056 (Order 1-78), § 304-16-020, filed 12/27/78; 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.

[Title 304 WAC—p 8]

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, typewriting, 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 any library record, the primary purpose of which is to maintain control of library materials, or to gain access to information, which discloses or could be used to disclose the identity of a library user, as an invasion of privacy.

[Statutory Authority: RCW 27.04.030. 83-07-076 (Order 83-1), § 304-20-060, filed 3/23/83; 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 Withheld
Granted [ ] Withheld [ ] In Part [ ]
(2) If withheld, name the exemption contained in section 31, chapter 1, Laws of 1973...
(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

WESTERN LIBRARY NETWORK--WESTERN LIBRARY NETWORK COMPUTER SERVICE

WAC

- WESTERN LIBRARY NETWORK
304-25-010 General description of the western library network (WLN).
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.
304-25-110 Washington state library.
304-25-120 Public records available.

- WESTERN LIBRARY NETWORK COMPUTER SERVICE
304-25-510 General description of the western library network computer service.
304-25-520 Purpose.
304-25-530 Definitions.
304-25-540 Computer service organization.
304-25-550 Computer service membership.
304-25-555 Computer service membership responsibilities and rights.
304-25-560 Network services council.
304-25-570 Network services council--Responsibilities and rights.
304-25-580 Computer service.
304-25-590 Public records available.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 304-25-070 WLN representative assembly. [Order 2-76, § 304-25-070, filed 10/20/76.] Repealed by 80-02-041 (Order 1-80), filed 1/11/80. Statutory Authority: Chapter 27.26 RCW.
304-25-080 WLN representative assembly, responsibilities and rights. [Order 2-76, § 304-25-080, filed 10/20/76.] Repealed by 80-02-041 (Order 1-80), filed 1/11/80. Statutory Authority: Chapter 27.26 RCW.
304-25-090 WLN executive council. [Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-090, filed 1/11/80; Order 2-76, § 304-25-090, filed 10/20/76.] Repealed by 84-07-020 (Order 84-1), filed 3/14/84. Statutory Authority: RCW 27.04.060.
304-25-100 WLN executive council, responsibilities and rights. [Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-100, filed 1/11/80; Order 2-76, § 304-25-100, filed 10/20/76.] Repealed by 84-07-020 (Order 84-1), filed 3/14/84. Statutory Authority: RCW 27.04.060.

WESTERN LIBRARY NETWORK

WAC 304-25-010 General description of the western library network (WLN). (1) The western library network, hereinafter referred to as the network, consists of four components: An interlibrary system, a reference/referral system, a telecommunications system, and the use of the WLN computer service, which facilitates resource sharing.

(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 Washington state librarian who is in charge of the offices of the network, and exercises all powers and duties delegated by the Washington state library commission.

(4) The Washington state library commission adopts as the rules of practice for the network 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 Washington state library commission from time to time by a majority vote thereof.

[Statutory Authority: Chapters 27.26 and 43.105 RCW. 85-20-033 (Order 85-02), § 304-25-010, filed 9/24/85. Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-010, filed 1/11/80; 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 Washington 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 its members, shall make available resources to respond to the library/information needs of the library user.

(4) The network may participate as a node in a regional and/or national bibliographic network.

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-020, filed 1/11/80; 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) "Computer service" means the communications facilities, computers, and peripheral computer devices and software supporting the automated library system and resource sharing network, developed by the state of Washington.

(3) "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.

(4) "Interlibrary loan system" means the accepted procedures among libraries by which library materials are made available in some format to users 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" means any of the following:

(a) Academic library in a community college, college or university either publicly or privately funded;

(b) Public library supported in whole or in part with moneys derived from taxation, which renders library/information service to the general population;

(c) School learning resources centers in the publicly supported common school system or in a privately supported school;

(d) Special library in public or private sector whose collection is limited in subject scope and size, characterized by depth of subject coverage, and serving a specialized clientele.

(7) "Library service area" is a geographic subdivision of Washington state, established by the Washington state library commission, within which libraries organize

for the purpose of working cooperatively to promote multitype library cooperation and mutual support at the local level. Boundaries of library service areas are determined on the basis of the following criteria: 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.

(8) "Network" means the western library network which is an organization of autonomous, geographically dispersed participants using the interlibrary system, the reference and referral system, the telecommunications system, and the WLN computer service to facilitate resource sharing.

(9) "Network service center" is the Washington state library which is responsible for the efficient, effective, and coordinated development and utilization of the network components.

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

(11) "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.

(12) "Resource sharing" means a system whereby all people in the state of Washington may have access to library and information resources through utilization of established protocols and procedures regardless of the individual's location, social or physical condition or level of intellectual development.

(13) "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.

(14) "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. The telecommunications associated with the computer service shall be excluded from network purview.

[Statutory Authority: RCW 27.04.030, 86-08-042 (Order 86-01), § 304-25-030, filed 3/27/86. Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-030, filed 1/11/80; 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 Washington state library, shall provide assistance for the efficient, effective, and coordinated development and utilization of the network components.

[Statutory Authority: RCW 27.04.060, 84-07-020 (Order 84-1), § 304-25-040, filed 3/14/84. Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-040, filed 1/11/80; Order 2-76, § 304-25-040, filed 10/20/76.]

**WAC 304-25-050 WLN membership.** (1) Any library or library system 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) Written 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.

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-050, filed 1/11/80; 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 or restricted materials may be exempt; implement and use standards and protocols; avail itself of continuing education and training opportunities provided by the network; provide continuous training and re-education of staff and users for effective utilization of the network, and participate in reference/referral and interlibrary loan services using communication systems for information exchange among all types of libraries.

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

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-060, filed 1/11/80; Order 2-76, § 304-25-060, filed 10/20/76.]

**WAC 304-25-110 Washington state library.** (1) The Washington state library 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 Washington 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.

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-110, filed 1/11/80.]

**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.

[Title 304 WAC—p 12]

(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.

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-120, filed 1/11/80; Order 2-76, § 304-25-120, filed 10/20/76.]

### WESTERN LIBRARY NETWORK COMPUTER SERVICE

**WAC 304-25-510 General description of the western library network computer service.** (1) The western library network computer service, hereinafter referred to as the computer service, consists of the communication facilities, computers, peripheral computer devices and software supporting the automated library system and resource sharing network developed by the state of Washington, which was designed to support and facilitate resource sharing.

(2) The Washington state library commission is responsible for the computer service 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 computer service is the Washington state librarian who is in charge of the offices of the computer service, and exercises all powers and duties delegated by the Washington state library commission.

(4) The Washington state library commission adopts as the rules of practice for the computer service 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 304-12-100, subject to amendments by the Washington state library commission from time to time by a majority vote thereof.

[Statutory Authority: Chapters 27.26 and 43.105 RCW, 85-20-033 (Order 85-02), § 304-25-510, filed 9/24/85. Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-510, filed 1/11/80.]

**WAC 304-25-520 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 computer services to benefit resource sharing and ultimately to benefit the residents of Washington state and the pacific northwest.

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

(3) The computer service may participate as a node in a national bibliographic network.

[Statutory Authority: Chapter 27.26 RCW, 80-02-041 (Order 1-80), § 304-25-520, filed 1/11/80.]

(1989 Ed.)

**WAC 304-25-530 Definitions.** (1) "Computer service" means the communication facilities, computers, peripheral computer devices and software supporting the automated library system and the resource sharing network developed by the state of Washington.

(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) "Membership" categories are as follows:

(a) Principal membership requires both ownership or lease of bibliographic terminals and the input of appropriate cataloging and holdings records and allows the use of other subsystems such as acquisitions.

(b) Associate membership allows indirect access to the computer service through a principal member and requires a contract with a principal member for input of original cataloging and holdings records.

(c) Other membership categories may be created by the Washington state library commission to accommodate partial use of the computer service, its products, and its services.

(4) "Protocols" are codes or rules prescribing correct or preferred methods or routines of accessing and using the resources and services.

(5) "Resource sharing" means a system whereby all people may have access to library and information resources through utilization of established protocols and procedures regardless of the individual's location, social or physical condition or level of intellectual development.

(6) "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.

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

(8) "Telecommunications" consists of the facilities necessary to accommodate terminal - terminal, terminal - computer, and computer - computer communication.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-530, filed 12/10/86; 80-02-041 (Order 1-80), § 304-25-530, filed 1/11/80.]

**WAC 304-25-540 Computer service organization.**

(1) The computer service 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 computer service and the responsibilities and rights of membership.

(2) Members in participating states shall be involved in the determination of computer service programs, services, and activities through representation in the appropriate organizational state-wide body as determined within the respective state.

(1989 Ed.)

(3) State bodies shall participate in the determination of computer service programs, services, and activities through representation on the WLN network services council.

(4) The WLN network services council shall be composed of representatives from the computer service membership and shall have responsibilities and rights outlined in WAC 304-25-570.

(5) The executive officer of the computer service shall be responsible for the efficient, effective, and coordinated development and utilization of the computer service.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-540, filed 12/10/86; 80-02-041 (Order 1-80), § 304-25-540, filed 1/11/80.]

**WAC 304-25-550 Computer service membership.**

(1) Any library or library system is eligible for membership in the computer service, and any institution or organization financially supporting library/information services may provide membership for that library/information service.

(2) Written agreements for cooperative undertakings for mutual advantage for libraries in the pacific northwest can be established as provided in the Interstate Compact as entered into by respective states.

(3) Categories of membership are principal, and associate and others as may be defined by the Washington state library commission.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-550, filed 12/10/86; 80-02-041 (Order 1-80), § 304-25-550, filed 1/11/80.]

**WAC 304-25-555 Computer service membership responsibilities and rights.**

(1) Each member shall agree to: Store bibliographic records in the computer, share resources with the exception that rare or restricted materials may be exempt; implement computer system standards and protocols; participate in continuing education and training opportunities provided by the computer service; and provide continuous training and reeducation of staff and users for effective utilization of the computer service.

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

(3) Each member shall have the right to negotiate change of membership status.

[Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-555, filed 1/11/80.]

**WAC 304-25-560 Network services council.**

(1) The WLN network services council hereinafter referred to as the network services council shall have an upper limit of eleven representatives from members in participating states. The term for Washington network services council members shall be three years except when resignation, withdrawal from membership, or other factors limit the term of service. Washington representatives shall be elected by principal members in Washington

[Title 304 WAC—p 13]

state. Other states will determine the term and method of selecting their representatives and alternates.

(2) The network services council shall have the following representation: Four members representing libraries within Washington state, at least three of whom shall be from principal member libraries; one member representing each of the other states where at least three libraries participate in the computer service. The executive officer of the computer service shall have ex officio and voting status.

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

(4) Officers of the network services council shall be the chair and vice chair who shall be elected from and by the network services council for a one-year term. The executive officer of the computer service, or designee, shall serve as secretary.

(5) The network services council shall develop and establish procedures or bylaws for the conduct of meetings and transaction of business.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-560, filed 12/10/86. Statutory Authority: RCW 27.04-.030. 86-08-042 (Order 86-01), § 304-25-560, filed 3/27/86. Statutory Authority: Chapters 27.26 and 43.105 RCW. 85-20-033 (Order 85-02), § 304-25-560, filed 9/24/85. Statutory Authority: 1976 2nd ex.s. c 31. 83-07-077 (Order 83-2), § 304-25-560, filed 3/23/83. Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-560, filed 1/11/80.]

**WAC 304-25-570 Network services council--Responsibilities and rights.** (1) The network services council has the responsibility to develop policy recommendations. The recommendations shall be presented by the chair or designee of the network services council to the Washington state library commission for its consideration.

(2) The network services council shall develop, adopt, and/or maintain, protocols and standards, promote and support cooperative programs, services, and activities; review and evaluate the effectiveness of computer service services; appoint committees and task forces; recommend performance criteria, responsibilities, and terms of contracts; and identify other concerns and responsibilities for the improvement of computer service efficacy and services.

(3) The network services council shall continually evaluate the progress of the operation, including the use of consultants, committees, audits and questionnaires and focus on performance, financial status, internal and external inter-relationships, and governance.

(4) The network services council shall maintain on-going communication with appropriate units.

(5) In appointing committees and task forces, the network services 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.

(6) The network services council shall encourage the coordination of activities with western library network and with other multistate resource sharing networks.

(7) The network services council shall receive from the executive officer of the computer service and shall review and transmit to the Washington state data processing authority and the Washington state library commission long range plans, an annual report, a preliminary annual budget, and shall annually review and recommend adjustments in service rates and marketing patterns as appropriate.

(8) The network services council shall meet at least quarterly consistent with chapters 42.30 and 42.32 RCW.

(9) The network services council shall not be compensated for service but shall be reimbursed from computer service revenue for subsistence, lodging, and travel expenses for meetings and approved business as provided in chapter 43.03 RCW as now or hereafter amended.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-570, filed 12/10/86. Statutory Authority: Chapters 27.26 and 43.105 RCW. 85-20-033 (Order 85-02), § 304-25-570, filed 9/24/85. Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-570, filed 1/11/80.]

**WAC 304-25-580 Computer service.** (1) The computer service shall support and monitor the implementation of standards and protocols; maintain and support 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 membership; compile information on the services and the effectiveness of the computer service for review by the network services council; and other tasks and duties as necessary to maintain and improve computer service efficacy and services.

(2) The Washington state library commission has the power to contract with other state agencies, other states, public and private library agencies, private vendors, and/or networks as provided in chapters 27.18 and 39.34 RCW for provision of information, services, and products, and for the reciprocal sharing of resources.

[Statutory Authority: Chapter 27.26 RCW. 87-01-019 (Order 86-03), § 304-25-580, filed 12/10/86; 80-02-041 (Order 1-80), § 304-25-580, filed 1/11/80.]

**WAC 304-25-590 Public records available.** (1) All public records of the computer service as defined in WAC 304-25-520 are deemed to be available for public inspection and copying pursuant to WAC 304-25-510 through 304-25-570, except as otherwise provided below.

(2) All personal records in the computer service 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.

[Statutory Authority: Chapter 27.26 RCW. 80-02-041 (Order 1-80), § 304-25-590, filed 1/11/80.]