

5. Treasurer's Authority to Withdraw Moneys.

The City/Town acknowledges and agrees that Treasurer is authorized by the City/Town pursuant to RCW 35.02.135 and this agreement to withdraw from future tax distributions to the City/Town on the basis stated above. City/Town also agrees not to challenge or contest Treasurer's authority to withdraw moneys for the purposes of this loan.

6. Impact of Rules.

City/Town agrees that the terms and conditions of this agreement are subject to rules adopted by Treasurer pursuant to RCW 35.02,135, and that this agreement may be modified to reflect any changes to such rules effective following the execution of this intergovernmental agreement.

7. Scope of Agreement.

This agreement comprises the entire agreement of the parties with respect to the matters covered herein, and no agreement, statement, or promise made by any party which is not included herein shall be binding or valid.

8. Modification.

This agreement may be modified or amended only pursuant to Section 6 of this agreement or by a written agreement duly executed by all parties hereto.

9. Applicable Law.

This agreement shall be governed by the laws of the State of Washington, and any questions arising under this agreement shall be construed or determined according to such law. City/Town consents to the venue of any action brought under this agreement in any superior court in Thurston County, Washington.

The undersigned persons do hereby stipulate to the following:

I have the authority to sign this intergovernmental agreement, on behalf of the City/Town and the Treasurer.

For the City/Town:

Name	Title	Date
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For the Treasurer:

Name	Title	Date
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[Statutory Authority: RCW 35.02.135. 95-19-029, § 474-02-020, filed 9/11/95, effective 10/12/95.]

Title 478 WAC

UNIVERSITY OF WASHINGTON

Chapters

478-168 Regulations for the University of Washington libraries.

Chapter 478-168 WAC

REGULATIONS FOR THE UNIVERSITY OF WASHINGTON LIBRARIES

WAC

- 478-168-010 University of Washington libraries and Marian Gould Gallagher Law Library—Legal authority to enact.
- 478-168-020 University of Washington libraries and Marian Gould Gallagher Law Library—Purpose of libraries' existence.
- 478-168-030 Repealed.
- 478-168-035 University of Washington libraries and Marian Gould Gallagher Law Library—Service schedule.
- 478-168-040 Repealed.
- 478-168-050 Repealed.
- 478-168-060 Repealed.
- 478-168-070 Marian Gould Gallagher Law Library—Access to facilities.
- 478-168-080 Marian Gould Gallagher Law Library—Use of materials.
- 478-168-090 Repealed.
- 478-168-092 Marian Gould Gallagher Law Library—Student identification cards—Conditions of use.
- 478-168-094 Marian Gould Gallagher Law Library—Official registration of other library users.
- 478-168-096 Marian Gould Gallagher Law Library—Daily registration by library users—Procedures.
- 478-168-100 Repealed.
- 478-168-110 Repealed.
- 478-168-120 Repealed.
- 478-168-130 Repealed.
- 478-168-140 Repealed.
- 478-168-150 Repealed.
- 478-168-160 University of Washington libraries—Loan code for the University of Washington libraries—Purpose. Library borrowers.
- 478-168-170 Identification card—Conditions of use.
- 478-168-180 Loan periods.
- 478-168-200 Date library material is due.
- 478-168-270 Return of library material.
- 478-168-280 Holds.
- 478-168-290 Recalls.
- 478-168-294 Renewal of library material.
- 478-168-300 Fines and charges.
- 478-168-310 Notices and invoices.
- 478-168-320 Payment of fines and charges.
- 478-168-330 Fines.
- 478-168-340 Replacement charges.
- 478-168-345 Billing charges.
- 478-168-350 Adjustment to replacement charges.
- 478-168-360 Binding charges.
- 478-168-380 Appeal of library charges.
- 478-168-390 Failure to pay library charges and misuse of library privileges.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 478-168-030 Modification of these regulations. [Order 72-3, § 478-168-030, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-040 Manuscript collection and university archives access policy—Basis of policies and procedures. [Order 72-3, § 478-168-040, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-050 Manuscript collection and university archives access policy—Use regulations. [Order 72-3, § 478-168-050, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-060 Use regulations and service schedule for the Marian Gould Gallagher Law Library. [Statutory Authority: RCW

- 28B.20.130. 85-14-035 (Order 85-1), § 478-168-060, filed 6/27/85; Order 72-3, § 478-168-060, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-090 Service schedules—Application. [Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-090, filed 6/27/85; Order 72-3, § 478-168-090, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-100 Service schedules—Basis of determining business hours. [Order 72-3, § 478-168-100, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-110 Service schedules—Regular academic schedules. [Order 72-3, § 478-168-110, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-120 Service schedules—Summer quarter schedules. [Order 72-3, § 478-168-120, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-130 Service schedules—Interim schedules. [Order 72-3, § 478-168-130, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-140 Legal and university holidays. [Order 72-3, § 478-168-140, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.
- 478-168-150 Unscheduled closures. [Order 72-3, § 478-168-150, filed 8/7/72.] Repealed by 95-14-045, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.15.031 and 28B.20.130.

WAC 478-168-010 University of Washington libraries and Marian Gould Gallagher Law Library—Legal authority to enact. Pursuant to the authority granted by RCW 28B.20.130, chapter 223, Laws of 1969 ex. sess. (RCW 28B.20.130), and section 2, chapter 279, Laws of 1971 ex. sess. (RCW 28B.15.031), the board of regents of the University of Washington has established the following regulations governing the service schedules for and the lending of library materials from library facilities devoted mainly to the educational or research activities of the University of Washington.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-010, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-010, filed 8/7/72.]

WAC 478-168-020 University of Washington libraries and Marian Gould Gallagher Law Library—Purpose of libraries' existence. The libraries constitute a vital instructional arm of the University of Washington and exist primarily to contribute to the university's teaching and research functions. In addition, the libraries seek to serve the citizens of the state of Washington, consistent with their primary function and within the limits of their resources.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-020, filed 6/28/95, effective 9/18/95; Order 72-3, § 478-168-020, filed 8/7/72.]

WAC 478-168-030 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-035 University of Washington libraries and Marian Gould Gallagher Law Library—

Service schedule. (1) Business hours are based on the identifiable needs of the university community as a whole and in consideration of the staff made available to support public service activities of the libraries.

(2) All libraries may close on legal and university holidays. Such closures are posted at the respective library locations seven days in advance.

(3) Unscheduled closures may be declared by the director of libraries or his/her designee, for the University of Washington libraries. The director of the Marian Gould Gallagher Law Library or his/her designee will have responsibilities for determining unscheduled closures for the Marian Gould Gallagher Law Library. Unscheduled closures will be due to staffing or physical plant problems beyond the libraries' control which constitute a threat to life, limb, essential creature comforts or utility of the facilities by users and staff.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-035, filed 6/28/95, effective 9/18/95.]

WAC 478-168-040 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-050 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-060 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-070 Marian Gould Gallagher Law Library—Access to facilities. (1) Access to the Marian Gould Gallagher Law Library is limited. Only University of Washington faculty and University of Washington law school students may use the library as a study hall (i.e., for use not related to that library's materials). In general, the reading room is open for use by any person having need of the library's legal materials. However, when necessary to serve University of Washington faculty and University of Washington law school students effectively, the law librarian may restrict access to the library or any part of the library.

(2) The faculty library is for the use of University of Washington law faculty only, but books may be taken by library staff from the faculty library for the limited use of other patrons.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-070, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-070, filed 6/27/85; Order 72-3, § 478-168-070, filed 8/7/72.]

WAC 478-168-080 Marian Gould Gallagher Law Library—Use of materials. (1) In the use of library materials the Marian Gould Gallagher Law Library serves the students, faculty and staff of the law school, the students, faculty and staff of other university departments, faculty of other colleges and universities, librarians of other libraries, judges, members of the Washington bar and persons who have a degree from the law school. The law librarian has discretion to specify other groups of patrons and to set priorities of use among all groups of patrons. However, University of Washington law school faculty and law school

students have priority when other patrons need the same materials.

(2) Circulation regulations may differ according to type of material and usage.

(3) Because of the reference nature of much of the collection, many of the books do not circulate and must be used in the library. The law librarian shall define the phrase "in the library."

(4) Each borrower is responsible for materials which he or she checks out at the circulation desks.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-080, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-080, filed 6/27/85; Order 72-3, § 478-168-080, filed 8/7/72.]

WAC 478-168-090 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-092 Marian Gould Gallagher Law Library—Student identification cards—Conditions of use.

(1) To ensure prompt access to the library collection, University of Washington law school students must carry official law school identification cards issued at the time of enrollment in the school.

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

(3) Student identification must be presented for the completion of each in-person circulation transaction.

(4) Each student must maintain current validation of the student's card.

(5) Each student shall keep the library informed of changes of name and address.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-092, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-092, filed 6/27/85.]

WAC 478-168-094 Marian Gould Gallagher Law Library—Official registration of other library users.

(1) All library users other than University of Washington law school faculty and staff and University of Washington law school students must complete a registration card for library records at the main circulation desk.

(2) Information required includes name, permanent address, telephone number, and user category.

(3) Each borrower shall keep the library informed of changes of name, permanent address, telephone number, and user category.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-094, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-094, filed 6/27/85.]

WAC 478-168-096 Marian Gould Gallagher Law Library—Daily registration by library users—Procedures.

(1) All eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must present identification and register at the main circulation desk upon entering and leaving the library.

(2) Proper identification shall be as specified by the law librarian.

(3) When in the law library, all eligible library users other than University of Washington law school faculty and staff and University of Washington law school students must display a visitor's permit on the person or at the workplace when there. Visitor's permits are issued at the time of daily registration.

(4) Permits must be returned to the main circulation desk upon leaving the library.

(5) Failure to return permits may result in the revocation of library privileges.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-096, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130. 85-14-035 (Order 85-1), § 478-168-096, filed 6/27/85.]

WAC 478-168-100 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-110 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-120 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-130 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-140 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-150 Repealed. See Disposition Table at beginning of this chapter.

WAC 478-168-160 University of Washington libraries—Loan code for the University of Washington libraries—Purpose.

The board of regents of the University of Washington has established the following regulations which govern the lending of library material from the University of Washington libraries (excluding the Marian Gould Gallagher Law Library and the center for urban horticulture).

The loan code for the University of Washington libraries is contained in WAC 478-168-160 through 478-168-390.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-160, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-160, filed 9/7/79; Order 73-1, § 478-168-160, filed 1/8/73.]

WAC 478-168-170 Library borrowers. The following categories of individuals are eligible for library borrowing privileges:

(1) Campus borrowers:

(a) Undergraduate and unclassified students.

(b) Graduate and professional students.

(c) Graduate students with on-leave graduate status.

(d) University extension participants.

(e) Faculty, consisting of the president, the vice presidents, professors, associate professors, assistant professors, instructors, research associates, and lecturers, whether serving under acting, research, clinical, or affiliate appointment, whether serving part time or full time, and whether

servicing in an active or emeritus capacity; academic personnel, and administrative personnel as determined by the office of the provost.

(f) Professional staff.

(g) Classified staff.

(h) Visiting scholars with official visiting scholar status.

(i) Individuals affiliated with the university who do not have official University of Washington identification cards but who have been granted borrowing privileges by the director of libraries.

(2) Off-campus borrowers who are granted free borrowing privileges:

(a) Spouses of faculty and staff as defined in subdivisions (1)(e), (f), and (g) of this section.

(b) Retired faculty and staff as defined in subdivisions (1)(e), (f), and (g) of this section.

(c) Spouses of retired staff as defined in subdivisions (1)(e), (f), and (g) of this section.

(d) Spouses of visiting scholars.

(e) Faculty and other academic staff of each of the Washington state four year colleges and universities.

(f) Federal and state governmental employees who have need of library materials in an official capacity.

(g) Other individuals accorded borrowing privileges by the director of libraries.

(3) Off-campus individuals who have need for research purposes of material not available from other sources and other individuals accorded borrowing privileges by the director of libraries are granted borrowing privileges for a nonrefundable charge. The charge is set by the director of libraries or his/her designee. The approved schedule of charges shall be published in the university *Operations Manual*.

(4) Organizations which have need for research purposes of material not available from other sources will be granted borrowing privileges for a nonrefundable charge. The charge is set by the director of libraries or his/her designee. The approved schedule of charges shall be published in the university *Operations Manual*.

(5) Individuals granted privileges through contracts or agreements with the University of Washington libraries.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-170, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-170, filed 9/7/79; Order 73-1, § 478-168-170, filed 1/8/73.]

WAC 478-168-180 Identification card—Conditions of use. (1) Each borrower is responsible for obtaining an official identification card from the appropriate university office or a library borrower's card from the library cashier section, Suzzallo Library.

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

(3) Official identification must be presented for the completion of each in-person circulation transaction.

(4) Each borrower is responsible for materials checked out on his/her University of Washington identification card or library borrower's card.

(5) Campus borrowers are responsible for keeping the registrar or payroll office informed of changes of address.

Off-campus borrowers are responsible for keeping the libraries informed of changes of address.

(6) Each University of Washington faculty, academic personnel, administrative personnel, professional staff, visiting scholar, and other individuals as authorized by the director of libraries, may designate up to two proxies or couriers for the purpose of picking up materials for his/her use.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-180, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-180, filed 9/7/79; Order 73-1, § 478-168-180, filed 1/8/73.]

WAC 478-168-200 Loan periods. (1) The loan period for all library material is two weeks except as provided for below and except for material designated for use only in the library.

(2) Short loan periods - Library unit heads may designate certain material as having a short loan period based on anticipated demand or need for reference or reserve purposes. Such loan periods are one of the following:

(a) Hourly (i.e., one hour, two hours, four hours, etc.).

(b) Overnight.

(c) Three days.

(d) One week.

(3) Extended loan periods - Based on the general nature of the collection, library unit heads may select one or more of the following options:

(a) A four week loan to any category of borrower.

(b) An end-of-quarter loan or three month loan for any of the following categories of campus borrowers:

(i) Undergraduate and unclassified students.

(ii) Graduate students, students with on-leave graduate status, and professional students.

(iii) Faculty as defined in WAC 478-168-170 (1)(e).

(iv) Professional staff.

(v) Classified staff.

(vi) Visiting scholars with official visiting scholar status.

(c) An indefinite loan for faculty upon request. Reports of items checked out on indefinite loan are issued at least annually.

(4) Library unit heads may designate special conditions of use for some material because of format, subject, rarity, etc.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-200, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-200, filed 9/7/79; Order 73-1, § 478-168-200, filed 1/8/73.]

WAC 478-168-270 Date library material is due. (1) Material is due on the date and hour specified at the time checked out or as adjusted by recall. If the hour is not specified, material is due at midnight on the date specified.

(2) Material checked out on indefinite loan becomes due one month from the date of issue of an indefinite loan report if the report is not signed and returned within that time. All materials on indefinite loan become due upon termination of employment with the university.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-270, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-270, filed 9/7/79; Order 73-1, § 478-168-270, filed 1/8/73.]

WAC 478-168-280 Return of library material. (1) Reserve material must be returned directly to the unit from which it is borrowed. If it is returned elsewhere, it is considered to be returned at the time it is received at the unit from which it was borrowed. Special material may be designated for return directly to the unit from which it is borrowed.

(2) All other material is considered returned the date it is returned to any library unit in the system.

(3) Material returned to the outside book drop when the library unit is closed will be considered returned as of closing time the previous day the library was open.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-280, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-280, filed 9/7/79; Order 73-1, § 478-168-280, filed 1/8/73.]

WAC 478-168-290 Holds. (1) All borrowers may place holds on nonreserve material which is checked out. A hold may be placed on:

(a) Nonreserve material with a loan period of more than three days.

(b) Reserve material for use when it comes off reserve.

(2) Borrowers may not place a hold on material checked out to themselves.

(3) Library units may place holds on all material.

(4) Material on which a hold has been placed may not be renewed.

(5) A borrower may check out material on which a second hold exists for a maximum of two weeks.

(6) When material on which a hold has been placed is returned, it is held and the requestor is informed of its availability.

(7) The usual priority of holds is by the date the hold was placed. The order of the priority of holds may be adjusted by the library unit head according to the following priorities:

(a) Reserve units.

(b) Campus borrowers (in order by day of hold).

(c) Off-campus borrowers (in order by day of hold).

(d) Interlibrary loan processing units.

(e) Other library units.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-290, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-290, filed 9/7/79; Order 73-1, § 478-168-290, filed 1/8/73.]

WAC 478-168-294 Recalls. Material on which a hold has been placed will be recalled if the adjusted date due is earlier than the original date due.

(1) For holds placed by reserve units, the adjusted date due is one week from the date of the hold.

(2) For holds placed by borrowers, the adjusted date due is two weeks from the date of the hold.

(3) For holds placed by interlibrary loan processing units and other library units material is not recalled automatically. If recalled upon special request, the adjusted date due is two weeks from the date of the hold.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-294, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-294, filed 9/7/79.]

WAC 478-168-300 Renewal of library material. Extending a loan period without material in hand constitutes a renewal. Extending a loan period with material in hand constitutes initiating a new loan.

(1) Reserve material, regardless of loan period, and nonreserve material with a loan period of less than three days may not be renewed.

(2) All other material may be renewed a maximum of two times unless requested by means of a hold.

(3) Overdue material for which a replacement charge has been assessed may not be renewed.

(4) Telephone renewals are made only if staff time permits. The libraries assume no responsibility for errors resulting from telephone renewals. Borrowers appearing in person will be given priority.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-300, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-300, filed 9/7/79; Order 73-1, § 478-168-300, filed 1/8/73.]

WAC 478-168-310 Fines and charges. (1) All borrowers are subject to a uniform system of fines and charges for late return of library material and for replacement costs when required.

(2) Nonreserve fines are monetary sanctions for the late return of material requested by another borrower or library unit. Reserve fines are monetary sanctions for the late return of material. Fines are levied only when an overdue item is returned prior to billing.

(3) Billing charges are levied to defray the costs incurred by the libraries in billing, processing sanctions, and other activities related to the recovery of material that is substantially overdue.

(4) Replacement charges are levied to pay for the replacement of substantially overdue material. The replacement charges include the cost of the material and the cost of processing the material for the shelves.

(5) Binding, mending and damage charges are levied to repair material, to prepare replacement materials for circulation or to compensate for the decreased value of materials due to irreparable damage.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-310, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-310, filed 9/7/79; Order 73-1, § 478-168-310, filed 1/8/73.]

WAC 478-168-320 Notices and invoices. (1) An overdue notice for nonreserve material will be sent at least one week in advance of the billing date for replacement charges.

(2) All notices and invoices for library charges will be sent via United States first class, campus or electronic mail.

(3) Failure to receive a notice or invoice does not exempt the borrower from charges.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-320, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-320, filed 9/7/79; Order 73-1, § 478-168-320, filed 1/8/73.]

WAC 478-168-325 Payment of fines and charges. Fines and charges should be paid at or sent to the library cashier in the Suzzallo Library unless the charges have been

referred to the collection agency. Payment may be made by cash or check. Departmental purchase orders are not acceptable on the basis that fines and charges may not be appropriately paid by departmental, grant or other funds controlled by the university.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-325, filed 6/28/95, effective 9/18/95.]

WAC 478-168-330 Fines. All days or hours are counted for fining purposes whether the library unit is open or closed. Any part of a day or hour is computed as a full day or hour. Invoices will not be issued for fines of less than \$2.50.

(1) Nonreserve material circulating three days or longer:

(a) A fine is levied and an invoice issued when overdue material with a hold is returned prior to billing.

(b) Fines accrue at a rate of 50¢ per day. The maximum fine is \$15.00 per item.

(c) Fines accrue from the original date due or the adjusted date due, whichever is earlier.

(2) All reserve material and those nonreserve materials which circulate less than three days:

(a) A fine is levied and an invoice issued when an overdue item is returned prior to billing.

(b) Fines accrue at a rate of \$2.50 for the first hour and 50¢ per hour thereafter. The maximum fine is \$30.00 per item.

(3) When an exception is made to check out material designated for use only in the library, fines apply according to the loan period which was established for the particular item:

(a) If three days or more, nonreserve fines apply.

(b) If less than three days, reserve fines apply.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-330, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-330, filed 9/7/79; Order 73-1, § 478-168-330, filed 1/8/73.]

WAC 478-168-340 Replacement charges. (1) A replacement charge is levied when:

(a) Material is reported lost.

(b) Material is returned in irreparably damaged condition and there is reasonable assurance that damage was caused by the most recent borrower.

(c) (1) Material becomes substantially overdue. Replacement charges for nonreserve material are levied and an invoice issued thirty days after the due date. Replacement charges for reserve material are levied and an invoice issued fifty-seven hours after the time the material is due.

(2) The replacement charge is the cost for the material, the cost of obtaining and processing the material (processing cost) and, if applicable, the cost to bind the material (binding cost). The binding and processing costs are set by the director of libraries or his/her designee on an annual basis.

(3) The normal replacement charge for monographs is an average cost of material in a subject area and the processing cost. Average replacement costs are determined by information from library publications or, if available, from information derived from the libraries' acquisitions system.

(4) The replacement charge for other types of material is an average cost of the material type and the processing

cost. Average replacement costs are determined by information from library publications or, if available, from information derived from the libraries' acquisitions system. The cost of binding will automatically be included in the average cost for serial volumes.

(5) In lieu of the average replacement cost, the unit head has the option of evaluating the replacement cost on an item-by-item basis and assigning costs to specific items. Item-specific replacement costs include the actual or estimated cost to acquire the material, the processing charge and, if applicable, the binding cost.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-340, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-340, filed 9/7/79; Order 73-1, § 478-168-340, filed 1/8/73.]

WAC 478-168-345 Billing charges. (1) Nonreserve material circulating three days or longer:

(a) A billing charge is levied when a bill for replacement is issued.

(b) The billing charge is fifteen dollars per item.

(2) All reserve material and those nonreserve materials which circulate less than three days:

(a) A billing charge is levied when a bill for replacement is issued.

(b) The billing charge is thirty dollars per item.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-345, filed 6/28/95, effective 9/18/95.]

WAC 478-168-350 Adjustment to replacement charges. (1) The replacement charge is canceled if material is returned or replaced with a copy acceptable to the unit head prior to referral of invoice to the collection agency or placement of an order for the material by the library unit.

(2) The replacement charge is reduced to the amount of the service fee charged by the collection agency if material is returned or replaced after an invoice is referred to the collection agency.

(3) Generally, the replacement charge is not canceled after an invoice is considered uncollectable by the collection agency, the invoice is more than twelve months old, or if a replacement has been ordered. In special circumstances the appropriate library unit head may agree to accept material after that time and cancel the appropriate amount of the replacement charge as specified in subsections (1) and (2) of this section.

(4) A refund is issued when the replacement charge which has been paid is canceled or reduced within the limitations specified in subsections (1), (2), and (3) of this section.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-350, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-350, filed 9/7/79; Order 73-1, § 478-168-350, filed 1/8/73.]

WAC 478-168-360 Binding charges. (1) The binding charge will be levied when:

(a) Material is returned in need of rebinding and there is reasonable assurance that the damage was caused by the most recent borrower.

(b) The borrower provides a replacement copy which requires binding in order to match the format of the copy being replaced.

(2) The binding charge is established by the director of libraries or his/her designee on an annual basis.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-360, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-360, filed 9/7/79; Order 73-1, § 478-168-360, filed 1/8/73.]

WAC 478-168-380 Appeal of library charges. (1)

Except for cancellation of replacement charges as defined in WAC 478-168-350 (1), (2) and (3), library charges are noncancellable except as determined by the appeal procedure or in cases of library error. Appeals are adjudicated by the library fines appeals committee, a committee composed of faculty and students. The faculty member serves as chair.

(2) The libraries inform potential appellants of the availability of the appeals process at the time of billing and in all correspondence regarding the application of sanctions. Appeal of library charges may be filed by securing an appeal form from the unit which levied the charges and submitting the completed form to the library cashier.

(3) Meetings of the libraries fines appeals committee are considered brief adjudicative procedures as defined by the Administrative Procedure Act (chapter 34.05 RCW). Committee meetings are conducted in conformance with the act and other applicable laws.

(4) A completed appeals form must be submitted within six months of billing for the charges to be appealed.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-380, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-380, filed 9/7/79; Order 73-1, § 478-168-380, filed 1/8/73.]

WAC 478-168-390 Failure to pay library charges and misuse of library privileges. (1) Failure to pay library charges and/or return library material may result in:

(a) Holds being placed on student records.

(b) Cancellation or blocking of registration for students.

(c) Collection processing by the libraries and/or campus agencies designated by the University of Washington. Such accounts may also be reported to credit bureaus and/or litigation instituted.

(d) Revocation of borrowing privileges.

(e) Civil or criminal action against the borrower.

(f) Any combination thereof.

(2) Misuse of library privileges may result in revocation of borrowing privileges by the director of libraries or his/her designee.

[Statutory Authority: RCW 28B.15.031 and 28B.20.130. 95-14-045, § 478-168-390, filed 6/28/95, effective 9/18/95. Statutory Authority: RCW 28B.20.130(1). 79-10-016 (Order 79-4), § 478-168-390, filed 9/7/79; Order 73-1, § 478-168-390, filed 1/8/73.]

Title 479 WAC

TRANSPORTATION IMPROVEMENT BOARD

(Formerly: Urban Arterial Board)

Chapters

- 479-01 Description of organization.
- 479-02 Public access to information and records.
- 479-12 Submission of proposed urban arterial trust account projects to transportation improvement board.
- 479-13 Submission of six-year plans to transportation improvement board.
- 479-16 Requirements for urban arterial project development.
- 479-20 Financial and payment requirements.
- 479-24 Rules and regulations pursuant to State Environmental Policy Act guidelines.
- 479-112 Submission of proposed transportation improvement account (TIA) projects to transportation improvement board.
- 479-113 Submission of six-year plans for transportation improvement account projects.
- 479-116 Requirements for transportation improvement account project development.
- 479-120 Financial and payment requirements for transportation improvement account funded projects.
- 479-216 Requirements for route jurisdiction transfer requests.
- 479-310 City hardship assistance program rules and regulations.
- 479-312 Submission of city hardship assistance program projects.
- 479-410 Small city account program rules and regulations.
- 479-412 Submission of small city account projects.
- 479-416 Requirements for small city project development.
- 479-420 Financial and payment requirements for small city account projects.
- 479-510 Central Puget Sound public transportation account, public transportation systems account, and surface transportation programs.

Chapter 479-01 WAC

DESCRIPTION OF ORGANIZATION

WAC	
479-01-010	Organization of transportation improvement board.
479-01-020	Time and place of meetings.
479-01-030	Address of board.
479-01-040	Definitions.
479-01-050	Administration costs.

WAC 479-01-010 Organization of transportation improvement board. The transportation improvement board is a twenty-one member board, organized under the provi-