WASHINGTON STATE LIBRARY


304-25-060 WLN membership responsibilities and rights. [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.] Repealed by 96-04-045, filed 2/5/96, effective 3/7/96. Statutory Authority: RCW 27.04.030.


304-25-080 WLN representative assembly, responsibilities and rights. [Order 2-76, § 304-25-080, filed 10/20/76.] Repealed by 96-04-045, filed 1/11/80.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 Repealed by 84-07-020 (Order 84-1), filed 3/14/84.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 Repealed by 84-07-020 (Order 84-1), filed 3/14/84.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.

(2003 Ed.)
Chapter 304-12 WAC

SUBSTANTIVE RULES

WAC

304-12-010 Policy. [Order 1-72, § 304-12-010, filed 5/24/72; Rules, filed 3/16/66.] Repealed by 96-04-045, filed 2/5/96, effective 3/7/96. Statutory Authority: RCW 27.04.030.

304-12-015 Services grant programs in Washington—Principles. [Order 3542, § 304-12-015, filed 7/11/72; Order, § 304-12-015, filed 7/11/72; Rules (part), filed 6/22/71.] Repealed by Order 3542, filed 7/11/72.

304-12-100 Evolutionary grants. [Order 3542, § 304-12-155, filed 7/11/72; Order, § 304-12-155, filed 6/22/71; Rules (part), filed 1/25/66.] Repealed by 85-20-032 (Order 85-01), filed 9/24/85. Statutory Authority: RCW 27.04.030.

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 Repealed by Order 3542, filed 7/11/72.


304-12-190 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 Repealed by 85-20-032 (Order 85-01), filed 9/24/85.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.

304-12-200 Educational 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 Repealed by Order 3542, filed 7/11/72.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.


304-12-270 Duration of grants. [Rules (part), filed 4/8/65; Formerly codified as WAC 304-12-160.] Repealed 6/22/71.


304-12-290 Construction grant program—Criteria. [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.] Repealed by 00-11-028, filed 5/9/00, effective 6/9/00. Statutory Authority: RCW 27.04.030(1).

304-12-295 Construction grant program—Rules. [Statutory Authority: RCW 27.04.030, 83-13-075 (Order 83-3), § 304-12-290, filed 6/17/83; Order, § 304-12-290, filed 6/22/71.] Repealed by 00-11-028, filed 5/9/00, effective 6/9/00. Statutory Authority: RCW 27.04.030(1).

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.


Forms—Rules and regulations for aid to library districts—Principles. [Order 2-75, § 304-12-380, filed 4/21/75.] Repealed by 00-11-028, filed 5/9/00, effective 6/9/00. Statutory Authority: RCW 27.04.030(1).

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 304-12-030 Library council of Washington created—Appointments—Terms—Expenses. The library council of Washington shall consist of thirteen members appointed by the commission. Members shall be appointed to broadly represent the library community as specifically outlined by the commission. A term shall be defined as three years, to begin on January 1 of each year. No person shall be appointed for more than two consecutive terms. An individual completing an unexpired term will be considered to have served a full term. 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.


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 304-12-047 Library council of Washington—Mission—Roles. The mission of the library council of Washington is to promote access to library service and information resources for all people in Washington state. To meet this commitment, the council's membership represents the broadest possible range of library community interests. The roles of the council shall include to:

1. Serve as a catalyst for developing and implementing statewide library programs that will provide service at all Washington libraries;
2. Provide a forum for the library community to discuss issues of concern, with individual members keeping their constituents abreast of the council's progress and regularly requesting their input;
3. Advise the Washington state library commission and state library staff on statewide areas of need in library service;
4. Encourage and support multitype cooperation throughout the state;
5. Assist in the development, implementation and evaluation of statewide library development plans and long-range library services and technology act (LSTA) plans;
6. Advise the Washington state library commission on the use of federal funds;
7. Pursue opportunities for collaboration with other agencies and community partners that share similar interests with libraries.

[Statutory Authority: RCW 27.04.030(1). 00-11-028, § 304-12-047, filed 5/9/00, effective 6/9/00.]

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.
(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.

[Statutory Authority: RCW 27.04.030(1). 00-11-028, § 304-12-125, filed 5/9/00, effective 6/9/00. 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.]

[Title 304 WAC—p. 3]
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.

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.

[Title 304 WAC—p. 4]
WAC 304-20-005 State library public records—General policy. With the exception of those public records exempt from public inspection and copying in the Revised Code of Washington, the state library recognizes its stewardship of public records and shall endeavor to comply with requests for public records in a timely and good-faith manner.

WAC 304-20-010 Availability of records. (1) Requests for state library public records resident in the Pritchard Building or any state library branch statewide shall be directed to the Office of the State Librarian, Olympia, Washington, 98504, for initial action. The state librarian, or public records officer if otherwise designated, shall send an initial response to the requestor within the time frame required in chapter 42.17 RCW which:
   (a) Acknowledges receipt of the request, including the date and time of day it was received; and
   (b) Provides the requestor with a target date for complying with the request.
   (2) Requests shall be submitted in writing—through letter, telefacsimile, or electronic mail. Requests shall include at least the following information:
      (a) The date and time of day on which the request was made;
      (b) The name of the requestor and the address to which responses to the request are to be directed;
      (c) As detailed a description of desired records as possible;
      (d) Any limitations on desired formats to be searched; and
      (e) To the extent possible, a reference to the current state library public records index.
   Unless the request is received in such a manner that automatically so indicates, state library staff shall affix to the request a date and time of receipt as soon as the request is received by the state library.
   The state librarian or designated public records officer may inquire of the requestor as to the purpose of the request only to the extent to which such information will elucidate the request and facilitate a timely and complete response. Except as permitted by chapter 42.17 RCW, the requestor shall not be compelled to disclose that information, nor shall failing to disclose that information in any way adversely affect the response to the inquiry.

WAC 304-20-050 Fees. The state library shall charge no fee for inspection of public records. Depending upon the extent of an individual request, the library may charge a fee equal to the amount necessary to reimburse the agency for its actual costs incident to copying public records, not to exceed limits imposed by the legislature.
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.