

Chapter 304-16 WAC

DOCUMENTS DEPOSITORY LIBRARY SYSTEM

WAC

304-16-010
304-16-020

Rules and regulations.
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

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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 thirty 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.]