

Effective Date: March 13, 1996

POLICY

Authority: RCW 28B.35.120(12); WAC 516-37

Approved: Board of Trustees, 11/73; amended 3/16/96

POL U4900.01 -- USING THE LIBRARY FACILITIES

This policy is applicable to all persons wishing to use the resources and facilities of the WWU libraries

Library Facilities and Resources May be Used by Non-University Persons

Use of library facilities by non-university related persons.

General policy is to extend the use of the libraries' resources and facilities freely to non-university persons who wish to make use of library resources. Persons using the libraries' resources and facilities are expected to maintain appropriate behavior and to adhere to such food and beverage policies as are established by the director of libraries. Such use of library resources and facilities by non-university related persons does not extend to borrowing privileges, except materials may be loaned to persons in the following categories upon such terms and the Director of Libraries or his or her designee shall approve:

- 1) Faculty and students of other universities are accorded borrowing privileges pursuant to reciprocal agreements.
- 2) Persons who obtain an annually-renewable community card for an annual fee.
- 3) Persons who are active members of the Western Washington University Alumni Association.
- 4) Cooperating teachers, upon request.
- 5) Other individuals approved by the Director of Libraries or his or her designee.

WAC 516-37-001

Library Hours Will be Posted

Library Hours. During the periods when classes are in session, the library hours shall be posted on the exterior wall or door of the library. Library facilities may be open for limited service on holidays when demand can be expected from the university community. Hours may be adjusted without notice to meet special conditions.

WAC 516-37-005

Posting in Library Facilities Must Be at Designated Places and Approved

Library hours—Library—Bulletin board posting. All posting in the libraries is permitted only on the regularly designated bulletin boards, and must be approved by the library. Responsibility and supervision of all bulletin boards in the library is assigned to the Reference Department. All posters or materials requested to be displayed by students are expected to carry the associated students' stamp and to be dated. Posters that do not carry the associated students' stamp or that are requested to be displayed by faculty or non-student groups may be approved in the discretion of the Director of Libraries or his or her designee.

WAC 516-37-010

No Handbills or other Literature May be Distributed in the Library

Library Hours—Library—Handbills. No handbills or other literature may be passed out in the library.

WAC 516-37-011

University Students, Faculty and Personnel May Fully Use Library

Use of library facilities by university-related persons.

Students, faculty, teaching assistants, and other Western Washington University personnel may borrow circulating materials for periods specified and in accordance with rules established by the Director of Libraries. Non-circulating materials may be borrowed as determined by the appropriate library unit. The Director shall establish a schedule of charges for late returns or damaged or lost materials which shall be posted. persons using the libraries resources and facilities are expected to maintain appropriate behavior and to adhere to such food and beverage policies as are established by the Director of Libraries.

WAC 516-37-020

Briefcases and Other Carriers May be Inspected

Library—Briefcase Inspection. Briefcases and other carriers may be inspected upon the user's leaving the library.

WAC 516-37-030