

**LIBRARY LAWS OF
THE STATE OF
WASHINGTON**

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Library Laws of the State of Washington by Various

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VARIOUS

**LIBRARY LAWS OF
THE STATE OF
WASHINGTON**

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NEW HAMPSHIRE STATE LIBRARY

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LIBRARY LAWS

OF THE

STATE OF WASHINGTON,

PREPARED AND ISSUED BY
WASHINGTON STATE LIBRARY.

1903.

THE METROPOLITAN PRESS, INC.
SEATTLE.
1903.

WASHINGTON STATE LIBRARY COMMISSION.

Gov. HENRY MCBRIDE, Chief Justice M. A. FULLERTON,
Associate Justices:
T. J. ANDERS,
WALLACE MOUNT,
HIRAM E. HADLEY,
R. O. DUNBAR.
Attorney General W. B. STRATTON,

WASHINGTON STATE LIBRARY.

J. A. GABEL, Librarian.
C. WILL SHAFFER, First Asst. SUE PORTER, Sec. Asst.

Located on Second floor of Capitol, Olympia, Washington.

General Reference, Law and Historical Departments. Center of the Free
Library and Traveling Library Work. Charge of Wash-
ington State Publications.

Reference Department	4,000	volumes.
Law Department	18,000	"
U. S. Government Dept. Department	5,000	"
State Documents Department	10,000	"
Historical Department (at present with reference department)		"
Traveling Library Department	2,700	"
Division of Public Documents	10,000	"

It is the desire of the Washington State Library Commission to make the library of more direct benefit to the people of the state at large. Those in search of information along the lines of general knowledge are cordially invited to apply to the library in person or *by letter*.

Any community desiring to establish a free public library should correspond with the State Librarian, who will furnish copies of public library laws, give general advice, and co-operate in every way possible.

The Traveling Library system is being developed and extended for the benefit of the rural communities. Information regarding Traveling Libraries, and as to how they may be obtained, can be had from the State Librarian.

Library open to the public from 9 to 12, 1 to 4, 7 to 9.

STATE LIBRARY.

(Chapter 171, Page 351, Session Laws 1905.)

AN ACT creating State Library Commission, and relating to management of state library, custody and distribution of public documents, etc.

SECTION 1. A State Library Commission is hereby created, which shall consist of the Governor, the judges of the Supreme Court, and the Attorney General. In addition thereto an advisory board is likewise created which shall consist of the Superintendent of Public Instruction, of two persons appointed by the Governor upon his own initiative, and of two other persons to be appointed by the Governor, one of whom shall be a person recommended by the Washington State Historical Society, and one of whom shall be a person recommended by the State Federation of Women's Clubs. This advisory board shall give advice and counsel to the state library commission and to its librarian with regard to the management and conduct of the historical branch of the State Library, and of the free public and traveling departments thereof. The term of office of each member of the advisory board shall be four years. No member thereof shall receive any salary, but actual traveling expenses while engaged in the discharge of their duties shall be paid to them as are other expenses incurred by the State Library Commission.

Commission and Advisory Board.

Advisory board to give advice.

SEC. 2. The State Library Commission shall have full charge and control of the State Library and of all its departments. It shall appoint a State Librarian, who shall hold office at the pleasure of the commission. The State Librarian shall take an oath to be filed in the office of the Secretary of State that he will support the constitution of the United States, the constitution of the State of Washington, and will faithfully discharge his duties, and shall give bond in the sum of two thousand dollars payable to the State, with two or more sureties to be approved by the State Library Commission, that he will perform his

Powers and duties of Commission.

State Librarian.

Shall appoint
assistant
librarians.

duties as required by law. The State Librarian shall appoint two assistant librarians, by and with the advice and consent of the State Library Commission, who shall qualify in like manner as the librarian, and under his direction and control discharge any and all duties required by him to be discharged. The State Library Commission shall adopt such rules for the convenient and economical management of the State Library in all its departments as they deem fit.

Salary of
librarian and
assistants.

SEC. 3. The State Librarian shall receive an annual salary of fifteen hundred dollars, to be paid monthly, and the State Auditor shall draw warrants on the State Treasurer therefor. The assistant librarians shall each be paid an annual salary of such an amount as shall be fixed by the State Library Commission, not to exceed the sum of one thousand dollars per annum for each assistant. The State Library Commission may assign the assistants to different departments of the State Library and graduate the salary of each as they shall deem just. The assistants' salary shall be paid at the same time and in the same manner as the salary of the State Librarian.

Commission to
assign
assistants.

SEC. 4. The State Librarian, under the direction and control of the State Library Commission, shall:

Duties of
librarian.

Charge of
library.

1. Assume charge of the State Library and all its branches, provide rooms therefor and adjust and arrange it in such rooms, and also provide such fixtures and fittings as shall be necessary.

Purchase
books.

2. Purchase all books, reports, and maps deemed necessary or proper for the use of the library.

3. Receive and take charge of all books, reports, maps or other documents which may be donated to said library.

4. Provide for the care and repair of the rooms, furniture, fixtures, books, reports, and documents of the library.

Distribute
Documents.

5. Receive and distribute all public documents which he is required by law to receive and distribute.

Secretary of
Commission.

6. Act as secretary of the State Library Commission and advisory board, and under the direction thereof, assist in the

organization or improvement of the State Library or any department thereof.

7. Bi-ennially, not more than thirty days before the meeting of the Legislature, make a report to the State Library Commission, showing the work which has been done in all departments of the State Library, and such other matters as are of interest in connection with the library work. He shall be authorized to make requisitions upon the State printing board for printing said report, and also for such other printing as may be necessary or proper in the discharge of his duties. Bi-ennial report.

8. Discharge such other duties as he shall by law or the direction of the State Library Commission be required to discharge. All expenses incurred by him in the discharge of these duties shall be audited and allowed by the State Library Commission, and when ordered paid by them the State Auditor shall draw his warrant upon the State Treasurer for the amount thereof. Expenses.

Sec. 5. The State Library Commission shall have the absolute direction and control of the law department of the State Library, the arrangement thereof, and the purchases to be made in connection therewith. The State Library Commission, with the advice and assistance of the advisory board hereinbefore created, shall also have control of the miscellaneous department of the State Library, the system of traveling libraries and the State historical department (all of which are declared to be a part of the system of the State Library), and shall direct such purchases, receive such donations as may be made, and direct its policy in all particulars. The advisory board shall give particular attention to the building up of a state historical department and a system of traveling libraries, and shall give advice and counsel to all free libraries in the State, and to all communities which may propose to establish them, as to the best means of establishing and administering such libraries, the selection of good books, cataloguing, and other details of library management. Control and manage law department.
Advisory board.
Historical department.
Traveling libraries.
Assist free libraries.

Sec. 6. The State Library Commission and the advisory board shall have their office at the office of the State Librarian. Office of commission and board.

rian. The State Librarian shall act as secretary to the commission and to the advisory board, and as such secretary shall keep a record of the proceedings of the commission and advisory board, accounts of the financial transactions of the commission, and under its direction, and with the advice and assistance of the advisory board, act in organizing or improving free public libraries, and in the management of the State Library or any department thereof. His expenses as such secretary shall be paid as are other expenses incurred by him.

Duty of printing board—
executive documents.

SEC. 7. It shall be the duty of the printing board, or whoever shall have charge of the printing of the public documents of the State of Washington, to deliver such documents, when printed, immediately to the State Librarian, who is declared to be the custodian thereof, except that the State printing board shall reserve one hundred copies of the reports of each State officer, which reports said printing board shall arrange in sets and suitably bind such sets in volumes and label the same, "WASHINGTON EXECUTIVE DOCUMENTS," and shall further designate on the backs of such volumes the date of the series, the volume number, the reports contained in each volume, followed by dates showing the period covered by each report, and shall then deliver such bound sets to the State Librarian. The State Librarian shall be charged with all deliveries made to him, and he shall receipt therefor and immediately distribute the same as hereinafter provided, surplus copies to be classified and stored by him in some room assigned for that purpose. Surplus copies of public documents in the custody of any State officer at the time when this act shall take effect shall be delivered by him to the State Librarian, who shall receipt therefor.

Surplus copies.

"Public documents" defined.

SEC. 8. The term "Public Documents," as used in this act, shall include the Supreme Court reports, the Session Laws, the legislative journals, the reports of the State officers or of any commission or commissions, board or boards of the State, or of any person or persons authorized by law to make such reports.

SEC. 9. The State Librarian shall keep a record of all public documents received by him, showing number of each received, the number distributed and to whom, and the number yet on hand, which record shall at all time be open to inspection. On or before the first day of January of each year he shall make a report to the State printing board showing the matters disclosed by such record since the time of making his last report, and shall bi-ennially, in his report as State Librarian, report to the Governor in detail the number of volumes and pamphlets received, the number distributed and the number yet on hand, and shall call attention to any shortage or wasteful surplus, and shall make recommendations with relation thereto. The Washington State Library Commission, created by the act approved March 2, 1901, shall surrender to the librarian all books or documents in its possession when this act shall take effect, and the librarian shall receipt therefor and account for the same in the manner hereinbefore provided. He shall be liable on his official bond for all books and documents so received by him.

Librarian's
record of
public
documents.

Biennial
report to gov-
ernor and
printing
board.

Liability on
official bond.

SEC. 10. Upon receipt of the public documents the State Librarian shall deposit six copies of each publication in the State Library, and shall place forty copies in reserve for the future needs of the library and to replace loss by fire or otherwise sustained by any office or institution named in this section, and shall then distribute as follows:

Six copies of
each document
to be deposited
in library.

1. Of the unbound volumes of reports of the State officers he shall deliver to the officer making the report as many volumes thereof as said officer may require upon the officer making a written requisition therefor, showing the names and addresses of persons for whom such reports are intended.

Distribution of
reports.

2. Of the bound volumes of the executive documents referred to in section 2 hereof he shall deliver to the Governor's office and to the Governor one copy each; to the Congressional Library, to the University of Washington and to the Agricultural College and School of Science two copies each; to the normal schools of this State, and to the State, territorial or district library of each State, territory, or district one copy each; and one copy each to any foreign State

Distribution of
executive
documents.