

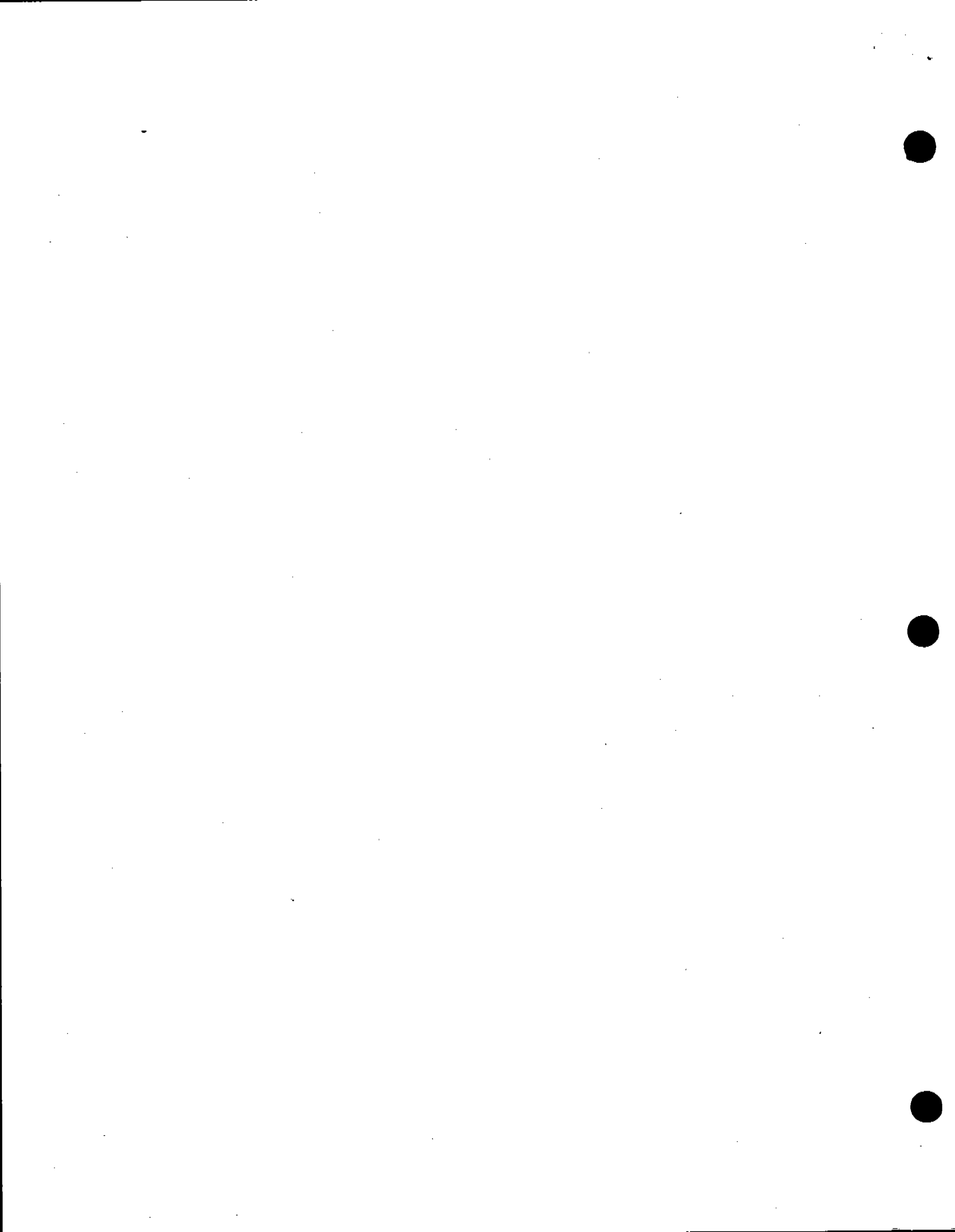
UNIVERSITY OF HAWAI'I

Amendment and Compilation of Chapter 20-21
Hawai'i Administrative Rules

(March 17, 1995)

SUMMARY

1. Title of chapter 21 is amended.
2. §§ 20-21-1 to 20-21-7 are amended.
3. §§ 20-21-8 and 20-21-10 are adopted.
4. Exhibit is amended.
5. Chapter 21 is compiled.



UNIVERSITY OF HAWAI'I

Amendments to and compilation of Chapter 21, Title 20, Hawai'i Administrative Rules. on the Summary Page dated March 17, 1995, were adopted on September 13, 1996, following public hearings held on September 9, 10, 11, and 12, 1996, after public notice was given in the Honolulu Advertiser on August 8, 1996, the Hawai'i Tribune-Herald on August 7, 1996, the Garden Island on August 5, 1996, and the Mau News on August 4, 1996.

These amendments and compilation shall take effect ten days after filing with the Office of the Lieutenant Governor.



LILY R. YAO, Chairperson
Board of Regents
University of Hawai'i

APPROVED AS TO FORM:



Deputy Attorney General



BENJAMIN J. CAYETANO
Governor
State of Hawai'i

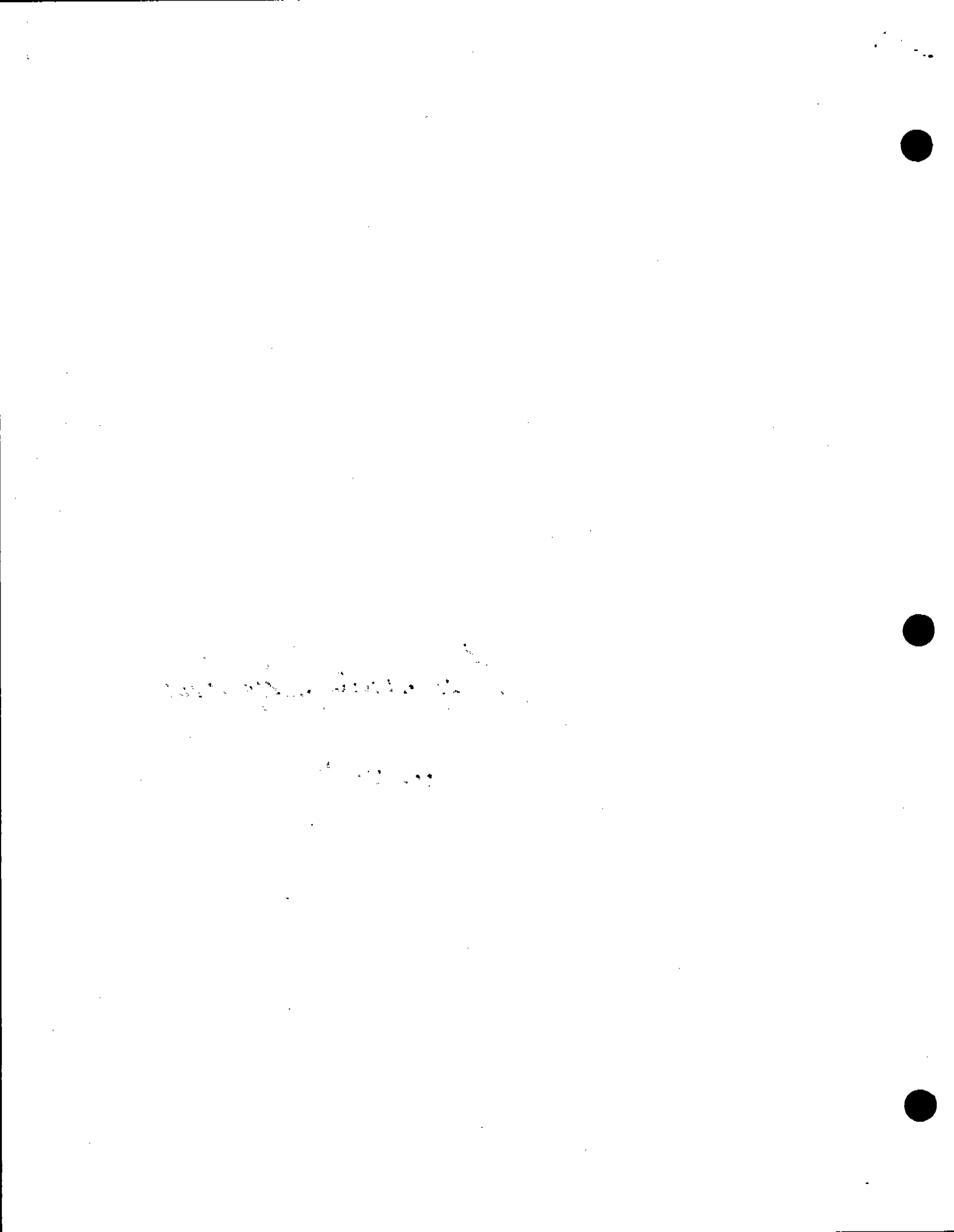
Date: 10-10-96

OCT 14 1996

Filed

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LIBRARY



HAWAII ADMINISTRATIVE RULES

TITLE 20

UNIVERSITY OF HAWAII

CHAPTER 21

FEES OF THE UNIVERSITY OF HAWAII SYSTEM LIBRARIES

Subchapter 1 Rules of General Applicability

§20-21-1	Purpose
§20-21-2	Definition
§20-21-3	Statement of policy
§20-21-4	Delegation of authority
§20-21-5	Severability

Subchapter 2 Library External Services Program
User Fees

§20-21-6	Services to be provided
§20-21-7	Fee schedule

Subchapter 3 Library Community Borrower Card Fees

§20-21-8	Statement of policy
§20-21-9	Services to be provided
§20-21-10	Community borrower card fee schedule

SUBCHAPTER 1

RULES OF GENERAL APPLICABILITY

§20-21-1 Purpose. The purpose of this chapter is to authorize and establish user fees for all libraries of the University of Hawaii System. [Eff 3/16/92; am and comp OCT 24 1996]
(Auth: HRS §§ 304-2, 304-4, 304-5, 304-8, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93, 304-71)

§20-21-2 Definition. As used in this chapter: "Board" means the board of regents of the University of Hawaii.

"Community borrower card" means an identification card issued to an individual or group that does not have any affiliation with the University of Hawaii, which enables the holder to borrow books from any library in the University System following each library's existing circulation policies.

"Non-university affiliated user" means any individual who is 18 years or older or business or other organization that is not a University student, faculty, staff, or otherwise categorized by the University as an affiliated individual or organization.

"President" means the president of the University of Hawaii.

"University" means the University of Hawaii. [Eff 3/16/92; am and comp OCT 24 1996]
(Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71)
(Imp: HRS §§ 304-4, 304-8.93, 304-71)

§20-21-3 Statement of policy. The University of Hawaii recognizes that it is appropriate for the recipient of the University libraries' services to be charged user fees to cover the cost of operating the library services and programs as there is a clear and direct relationship between the services rendered and the revenue source. [Eff 3/16/92; am and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-5, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93, 304-71)

§20-21-4 Delegation of authority. The Board delegates its authority to the President or the President's authorized designees to properly manage the operations of the University's library services and programs and, pursuant to the guidelines in this chapter, to administer and collect the user fees established by this chapter. [Eff 3/16/92; am and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93, 304-71)

§20-21-5 Severability. If any provision of this chapter, or the application thereof to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are severable. [Eff 3/16/92; am and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-5, 304-8, 304-8.93, 304-71,) (Imp: HRS §§ 304-71, 304-2, 304-8.93, 304-71)

SUBCHAPTER 2

LIBRARY EXTERNAL SERVICES PROGRAM USER FEES

§20-21-6 Services to be provided. The University of Hawaii is committed to providing library external services to nontraditional library users such as business and industry, State and county government, community groups, other educational institutions in the State, and the local, national, and international public. The purpose of this subchapter is to establish a schedule of user fees for library external services. Services for which fees shall be charged are online computer database search, customized library information research, document retrieval, document delivery, audio/visual production services and rentals, video services, satellite earth station services translation services, deposit accounts, subscription services, copyright royalty services, and other services. [Eff 3/16/92; am and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93, 304-71)

§20-21-7 Fee schedule. The service fees and charges to be assessed external services users are listed in the exhibit entitled "University Library External Services Program Fee Schedule" dated March 17, 1995 located at the end of this chapter, which is made a part of this section. With the approval of the President, the fees set forth in the attached exhibit may be increased up to 15% of the published fee, provided such increases are duly posted for 30 days prior to their implementation. [Eff 3/16/92; am and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93, 304-71)

SUBCHAPTER 3

UNIVERSITY OF HAWAII LIBRARY COMMUNITY BORROWER CARD FEES

§20-21-8 Statement of policy. The University of Hawaii is committed to providing library borrowing services to the community library users in various county, state, and international business, government, civic, and educational organizations. In this regard the University recognizes that it is appropriate for the recipients of borrowing services to cover the cost of supplies, material, and services on a cost recovery basis. While the systemwide community borrower card is made available to the community for the fees established by this subchapter, and provides for system-wide borrowing privileges, this does not preclude individual University campus libraries from offering a separate community card for fees less than those stated in this subchapter, or for no fee at all. Such individual campus community cards will be honored only at the issuing campus. [Eff and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71) (Imp: HRS §§ 304-4, 304-8.93. 304-71)

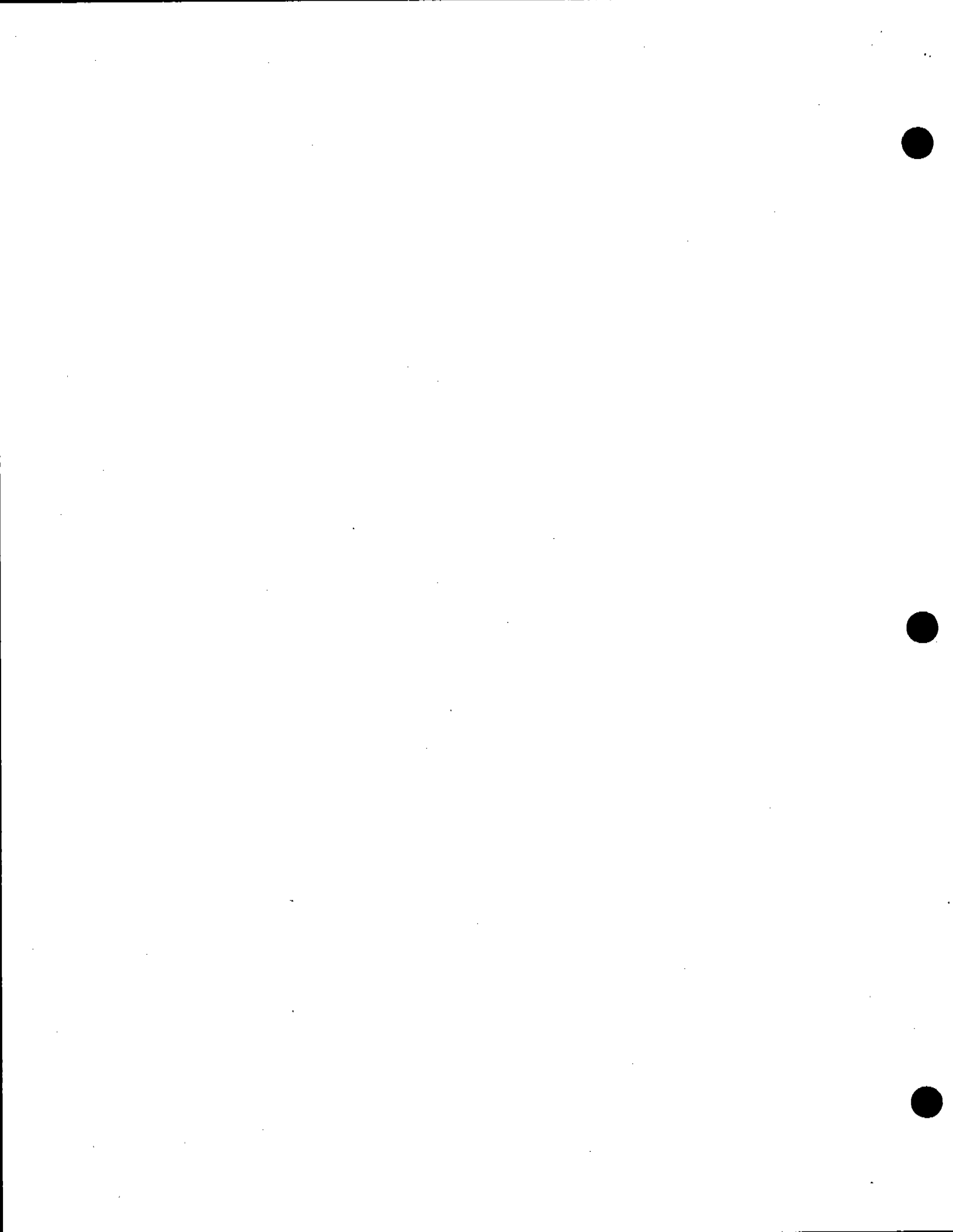
§20-21-9 Borrowing services to be provided. Upon issuance of a system-wide community borrower card, individuals and organizations that are not affiliated with the University will be provided borrowing privileges from all University system campus libraries which agree to honor the card; provided that

the user observes current circulation policies which vary from campus to campus and library to library.
 [Eff and comp OCT 24 1996] (Auth: HRS §§ 304-2, 304-4, 304-8.93, 304-71) (Imp. HRS §§ 304-4, 304-8.93, 304-71)

§20-21-10 Community borrower card fee schedule.

This subchapter establishes a system-wide community borrower card fee for non-University affiliated users of the borrowing services of University libraries. The fees charged to non-University affiliated users of library borrowing services system-wide are listed in the exhibit entitled "System-wide University Library Community Borrower Card Fee Schedule" dated March 17, 1995, located at the end of this chapter, which is made a part of this section.

The fee charged by individual campus libraries for borrowing services of only the issuing library shall be established by the President or the President's authorized designees on a cost recovery basis by maintaining a reasonable relation between the fee and the costs associated with providing borrowing services. [Eff and comp OCT 24 1996]
 (Auth: HRS §§ 304-2, 304-4, 304-8.93) (Imp. HRS §§ 304-4, 304-8.93)



UNIVERSITY LIBRARY EXTERNAL SERVICES PROGRAM
FEE SCHEDULE
(March 17, 1995)

Service	Fees and Other Charges
ONLINE COMPUTER DATABASE SEARCH	\$60 per hour, half-hour minimum, plus online costs. Same day service, an additional \$40.
CUSTOMIZED LIBRARY INFORMATION RESEARCH	\$60 per hour, one-hour minimum, plus direct costs, e.g., online, long distance, photocopying, and mailing costs. Same day service, an additional \$60. (Development of information research strategy and deliverables).
DOCUMENT RETRIEVAL	photocopying: \$12 per article, up to 20 pages; \$.25 per page thereafter plus applicable charges. fact retrieval: \$5 per item plus labor costs and online costs. verification of citations: \$5 per item plus online costs. books from UH campus libraries: \$15 per volume (2 week loan). books from other sources: \$25 per volume plus applicable charges (loan period may vary). rush service: \$7.50 per item surcharge with 24-hour turnaround. super rush service: \$15 per item surcharge for same day

service by the end of the
business day if submitted by
noon, Hawaii Standard Time.

DOCUMENT DELIVERY

facsimile transmission within
the State of Hawaii: \$15 per
article up to 20 pages; \$.35
per page thereafter plus
applicable charges.

facsimile transmission out of
State: \$20 per article up to 20
pages; \$.75 per page thereafter
plus applicable charges.

delivery by Federal Express,
UPS or special courier: \$3
administrative cost per item
plus cost of courier.

delivery by U.S. Postal
Service: \$3 administrative cost
per item plus cost of postage.

**AUDIO/VISUAL PRODUCTION
SERVICES AND RENTALS**

audio/visual rentals: \$20 per
item.

language lab cassette
duplication: \$20 per copy.

RECORDING

language lab broadcast standard
variable costs, depending on
specific task or job request.

VIDEO SERVICES

variable costs, depending on
specific task or job request.

SATELLITE EARTH STATION SERVICES

language lab satellite feeder:
variable costs, depending on
specific task or job request.

language lab satellite uplink:
variable costs, depending on
specific task or job request.

TRANSLATION SERVICES

variable costs, depending on
language, length, readability
of document, an technical
complexity, among others.

DEPOSIT ACCOUNTS

\$1,000 minimum balance required

SUBSCRIPTION SERVICES

variable costs, depending on
specific service.

COPYRIGHT ROYALTY

copyright royalties will be
collected from endusers and
remitted to Copyright Clearance
Center, Inc. or other royalty
collection agent of copyright
owners.

TECHNICAL PRODUCTION AND SERVICES

REFORMATTING

Photocopying on archival paper:
\$12.00 per volume plus \$.25 per
page, plus \$3.00 administrative
fee plus shipping, insurance,
packaging as needed.

Microfilm from 35mm master:
\$25.00 per reel plus \$3.00
administrative fee per reel,
plus shipping, insurance,
packaging as needed.

Original microfilming of
library material: \$.50 per
frame (1 frame=2 pages) plus
administrative fee of \$3.00 per
reel.

Digitizing of text or
photographs: variable costs
depending on specific task or
job request.

Customized color photocopying:
Vendor cost plus \$4.00 per page
plus administrative fee of
\$3.00 per order.

PHOTOGRAPHIC SERVICES

Black & white custom printing from existing negative: \$8.25 for 5x7; \$11.00 for 8x10; \$16.50 for 11x14 plus administrative fee of \$3.00 per print. For prints that require a negative to be made: \$16.50 for 5x7; \$19.25 for 8x10; \$24.75 for 11x14, plus \$3.00 administrative fee per print.

Prices are for prints on RESIN coated paper. If FIBER paper is requested, prices are increased by 50%.

Custom color printing from existing negative: \$10.00 for 5x7; \$12.50 for 8x10; \$17.50 for 11x14 plus \$3.00 administrative fee per print. For prints that require that a color negative be made: \$20.00 for 5x7; \$22.50 for 8x10; \$27.50 for 11x14 plus \$3.00 administrative fee per print.

Slide photography: \$19.25 minimum order on all 35mm photography and duplication. Black & White slides: \$19.25 minimum order for 1-16 slides, additional slides \$1.00 each, plus \$3.00 administrative fee per order.

Color slides: \$19.25 minimum order for 1-16 slides, additional slides \$1.00 each, plus \$3.00 administrative fee per order.

High contrast B&W: \$19.25 minimum order for 1-16 slides, additional slides \$1.00 each, plus \$3.00 administrative fee per order.

White on Blue slides: \$19.25 minimum order for 1-8 slides, additional slides \$2.00 each, plus \$3.00 administrative fee per order.

Slide duplicating: \$19.25
minimum order for 1-16 slides,
additional slides \$1.00 each,
plus \$3.00 administrative fee
per order.

Color negative from color
slide/print: \$19.25 minimum
order for 1-8 negatives,
additional negatives \$2.00
each, plus \$3.00 administrative
fee per order.

Black & White negative from
color slide/print: \$19.25
minimum order for 1-8
negatives, additional negatives
\$2.00 each, plus \$3.00
administrative fee per order.

Color transparencies 4x5: first
transparency \$4.25, additional
transparencies \$2.00 each, plus
\$3.00 administrative fee per
order.

Other photographic services
available by special
arrangement; variable costs
depending on specific task or
job request.

Shipping, postage, insurance,
packaging as needed is in
addition to the fees above.

PUBLISHING HOUSE SERVICES

Conservation:

Phase boxing (repackaging):
\$25.00 per volume plus \$3.00
administrative fee per Phase
Box, plus shipping, insurance
and packing costs.

Rebinding: costs vary according to specific task or job request. Quotations provided.

Encapsulation: \$14.00 per item; \$10.00 surcharge for items larger than 16"x 20" plus \$3.00 administrative fee per item and delivery charges.

Book repair: variable costs depending on specific task or job request. Quotations provided.

Pest Management Services

Freezer treatment (for insect infestations in books), \$2.00 per book plus \$3.00 administrative fee per order, and pickup and delivery charges if required.

Contract work: variable costs depending on specific task or job request.

CONSULTING AND END-USER TRAINING

End-user training in the use of online information services: Instructor per hour charge for class and preparation time, \$60 per hour; 2 hour minimum plus materials at cost plus \$3.00 administrative fee per class per student.

Consulting in the areas of library bibliographic software development and bibliographic access. Variable costs depending on specific task or job request.

SYSTEM-WIDE COMMUNITY BORROWER CARD FEE SCHEDULE
March 17, 1995

<u>Category</u>	<u>Fee</u>
STUDENTS AT NON-UH COLLEGES AND UNIVERSITIES LOCATED IN HAWAII, HAWAII RESIDENTS (GENERAL PUBLIC AGE 18-59), MILITARY PERSONNEL AND MILITARY DEPENDENTS AGE 18 TO 59, UNSPONSORED RESEARCHERS FROM ELSEWHERE	\$25 per six months or \$50 per year with an increase on July 1, 1997, to \$30 per six months or \$60 per year.
SENIOR CITIZENS (60 YEARS AND OLDER)	\$15 per six months or \$25 per year with an increase on July 1, 1997, to \$20 per six months or \$30 per year.
ORGANIZATIONS NOT AFFILIATED WITH THE UNIVERSITY OF HAWAII: NO MORE THAN TWO USERS PER CARD	\$100 per year with an increase on July 1, 1997 to \$110 per year.
EACH ADDITIONAL USER (ORGANIZATIONS NOT AFFILIATED WITH THE UNIVERSITY OF HAWAII)	\$40 per year with an increase on July 1, 1997, to \$50 per year.

