

# NOTICES OF EXEMPT RULEMAKING

The Administrative Procedure Act requires the *Register* publication of the rules adopted by the state's agencies under an exemption from all or part of the Administrative Procedure Act. Some of these rules are exempted by A.R.S. §§ 41-1005 or 41-1057; other rules are exempted by other statutes; rules of the Corporation Commission are exempt from Attorney General review pursuant to a court decision as determined by the Corporation Commission.

## NOTICE OF EXEMPT RULEMAKING

### TITLE 2. ADMINISTRATION

#### CHAPTER 3. ~~DEPARTMENT OF~~ ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

[R05-357]

#### PREAMBLE

**1. Sections Affected**

R2-3-01  
R2-3-02  
R2-3-03  
R2-3-101  
R2-3-13  
R2-3-14  
R2-3-15  
R2-3-16  
R2-3-17  
R2-3-18  
R2-3-201  
R2-3-28  
R2-3-29  
R2-3-30  
R2-3-31  
R2-3-32  
R2-3-301  
R2-3-302  
R2-3-303  
R2-3-304  
R2-3-305  
R2-3-42  
R2-3-43  
R2-3-44  
R2-3-45  
R2-3-46  
R2-3-401  
R2-3-501  
R2-3-502  
R2-3-503  
R2-3-601

**Rulemaking Action**

Repeal  
Repeal  
Repeal  
New Section  
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**2. The statutory authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):**

Authorizing statute: A.R.S. § 41-1331  
Implementing statute: A.R.S. § 41-1012

**3. The effective date of the rules:**

October 15, 2005

**4. A list of all previous notices appearing in the Register addressing the exempt rule:**

None

**5. The name and address of agency personnel with whom persons may communicate regarding the rulemaking:**

Name: GladysAnn Wells, Director and State Librarian

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Phoenix, AZ 85007

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**6. An explanation of the rule, including the agency's reasons for initiating the rule, including the statutory citation to the exemption from regular rulemaking procedures:**

For several years Library, Archives and Public Records have needed to remove outdated material relating to the State Library from the *Arizona Administrative Code*. This material dates back nearly 40 years when the State Library was an executive, not a legislative agency. The State Library is therefore removing outdated material from the *Administrative Code* and adopting new rules.

The State Library and Archives Board met on August 25, 2004, and voted to remove the obsolete rules. In October 2004 the State Library made the request to the Secretary of State's Office that the obsolete rules be removed. In keeping with the Secretary of State's filing policy they have asked that we submit this exempt rulemaking package.

**7. A reference to any study relevant to the rule that the agency reviewed and either relied on in its evaluation of or justification for the rule or did not rely on in its evaluation of or justification for the rule, where the public may obtain or review each study, all data underlying each study, and any analysis of each study and other supporting material:**

Not applicable

**8. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:**

Not applicable

**9. The summary of the economic, small business, and consumer impact:**

Not applicable

**10. A description of the changes between the proposed rules, including supplemental notices, and final rules (if applicable):**

Not applicable

**11. A summary of the comments made regarding the rule and the agency response to them:**

None

**12. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:**

None

**13. Incorporations by reference and their location in the rules:**

None

**14. Was this rule previously made as an emergency rule?**

None

**15. The full text of the rules follows:**

TITLE 2. ADMINISTRATION

CHAPTER 3. ~~DEPARTMENT OF~~ ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

~~ARTICLE 1. GENERAL PROVISIONS~~ REPEALED

Section  
R2-3-01- Admittance rules Repealed  
R2-3-02- Use of materials Repealed  
R2-3-03- Retirement Repealed

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**ARTICLE 1. RULEMAKING**

Section  
R2-3-101. Rulemaking Procedures

**ARTICLE 2. DISPOSITION AND TRANSFER OF PUBLIC RECORDS REPEALED**

Section  
~~R2-3-13.~~ ~~Definitions Repealed~~  
~~R2-3-14.~~ ~~General provisions Repealed~~  
~~R2-3-15.~~ ~~Authorization of destruction Repealed~~  
~~R2-3-16.~~ ~~Requests for destruction authorizations Repealed~~  
~~R2-3-17.~~ ~~Review of records conservation requests Repealed~~  
~~R2-3-18.~~ ~~Transfer of records Repealed~~

**ARTICLE 2. GENERAL PROVISIONS**

Section  
R2-3-201. Patron Admission

**ARTICLE 3. STATE ADVISORY COUNCIL ON LIBRARIES REPEALED**

Section  
~~R2-3-28.~~ ~~Appointment Repealed~~  
~~R2-3-29.~~ ~~Membership Repealed~~  
~~R2-3-30.~~ ~~Officers Repealed~~  
~~R2-3-31.~~ ~~Terms Repealed~~  
~~R2-3-32.~~ ~~Function and purpose Repealed~~

**ARTICLE 3. ACCESS AND USE OF MATERIALS**

Section  
R2-3-301. Protection of the Materials  
R2-3-302. Access  
R2-3-303. Circulation and Loans  
R2-3-304. Copying.  
R2-3-305. Publication and Commercial use

**ARTICLE 4. HISTORICAL ADVISORY COMMISSION REPEALED**

Section  
~~R2-3-42.~~ ~~Membership Repealed~~  
~~R2-3-43.~~ ~~Terms Repealed~~  
~~R2-3-44.~~ ~~Officers Repealed~~  
~~R2-3-45.~~ ~~Committees Repealed~~  
~~R2-3-46.~~ ~~Meetings Repealed~~

**ARTICLE 4. PROTECTING MINORS FROM HARMFUL MATERIALS ON THE INTERNET**

Section  
R2-3-401. Requirements

**ARTICLE 5. STATE DOCUMENTS DEPOSITORY PROGRAM**

Section  
R2-3-501. Program and Partners  
R2-3-502. Public Reports and Publications Included  
R2-3-503. Submission of Publications

*Arizona Administrative Register / Secretary of State*  
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**ARTICLE 6. INTERLIBRARY LOAN AND STATE GRANTS-IN-AID**

Section  
R2-3-601.      Eligibility

**ARTICLE 1. GENERAL PROVISIONS REPEALED**

**R2-3-01.      Admittance rules Repealed**

- ~~A. The reading rooms and resources of the Department shall be available during regular state office hours to all persons 12 years of age or over, subject to orderly appearance and conduct. Children under 12 years of age shall be admitted only when accompanied by an adult, and in groups of not to exceed 20.~~
- ~~B. Visitors carrying brief cases, containers or overcoats shall check the same at the counter before entering the reading room or stacks.~~
- ~~C. No dogs shall be allowed.~~
- ~~D. Loafing, drinking, smoking, lunching, or sleeping shall not be permitted.~~

**R2-3-02.      Use of materials Repealed**

- ~~A. All books and periodicals, maps, pictures and manuscripts held by the Department shall be available for the use of patrons in the reading room but shall not be marked, marred, cut or torn. The user shall be liable for damages in any such event.~~
- ~~B. Books may be loaned to responsible patrons for a period of not exceeding one week, except reference and genealogical books, and books on Arizona history of which the Department possesses but one copy or which are classed as rare.~~
- ~~C. Law books may be borrowed only by attorneys.~~
- ~~D. Books shall be loaned to residents of other states only on interlibrary loan and for a specified period, all transportation charges to be paid by the borrower.~~
- ~~E. A borrower who fails to return a book shall be held liable for the value thereof. If the book is returned within six months after payment has been made to the Department and is still in usable condition, the money will be refunded. Fifty cents will be withheld for handling charges for the transaction.~~
- ~~F. Periodicals and federal and state departmentals shall not be subject to loan, except legal periodicals which may be loaned to attorneys under the rule relating to law books.~~
- ~~G. Photostat copies of desired material may be procured by making special arrangements for the same.~~

**R2-3-03.      Retirement Repealed**

Beginning January 1, 1972, employees of this Department may remain on the payroll on an annual basis after the retirement age of 65 has been reached, until the mandatory age of 70 has been reached. The following procedures will be followed:

- ~~1. Three months before the 65th birthday, and annually thereafter, evaluations will be made by both the direct Supervisor and the Department Head or the Director whichever is applicable. The evaluations will be concerned with the physical and mental ability of the employee to perform the duties of the position held.~~
- ~~2. The Director will consider these evaluations and make the final decision. Should it be established the employee cannot perform the assigned duties because of age, the employee will be requested to retire.~~
- ~~3. Any employee reaching the age of 65 before April 1, 1972, will be given a three-month extension in order to implement these regulations.~~

**ARTICLE 1. RULEMAKING**

**R2-3-101.      Rulemaking Procedures**

- ~~A. The Arizona State Library, Archives and Public Records (Library and Archives) staff shall, with due diligence, research best practices relevant to the proposed rule.~~
- ~~B. The Library and Archives shall seek input from legislators, stakeholders, constituents, and the public on proposed rules.~~
- ~~C. The Library and Archives shall publish all rules in the Arizona Administrative Code and on its agency web site.~~

**ARTICLE 2. DISPOSITION AND TRANSFER OF PUBLIC RECORDS REPEALED**

**R2-3-13.      Definitions Repealed**

When used in the following Rules or in the Regulations, the following terms shall be construed as follows:

- ~~1. "Board" refers to the "Board of History and Archives", composed of the Director of the Library, Archives and Public Records Department, the Attorney General, the Post Auditor and, when public records of a city, county or other political subdivision are involved, the State Examiner.~~
- ~~2. "Director" refers to the Director of the Library, Archives and Public Records Department.~~
- ~~3. "Records" refers to "all books, papers, maps, photographs, or other documentary materials, regardless of physical~~

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form or characteristics, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because of the informational and historical value of data contained therein”.

Note: Library or museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or documents intended for sale or distribution to interested persons, are not included within the definition of “records”.

4. “Agency” refers to any unit of state government (state, county, municipal or other agency or other public officer).
5. “Noneurrent record or records” refers to any record or records infrequently needed for the conduct of current operation and are not required to be retained in the office of origin or where they accumulate.
6. “Record series” refers to any group of related records which are normally used and filed as a unit and which permit evaluation as a unit for disposition purposes.

**R2-3-14. General provisions Repealed**

- A. No state, county or municipal government is permitted to destroy any record without first procuring from the Board of History and Archives permission to do so.
- B. Each state, county and municipal agency or other public official shall secure from the Board, in the manner and form prescribed, authorization to destroy or otherwise dispose of any record in its possession which is considered by it to have no further administrative, legal, fiscal, or historical value sufficient to warrant the retention of such record.

**R2-3-15. Authorization of destruction Repealed**

- A. No record shall be destroyed on a scheduled basis.
- B. Authorizations issued by the Board to agencies to destroy state, county, or municipal records in their possession shall be of one major type listed:
  1. A listed destruction is an authorization to destroy a specific record series and does not include any authorization to destroy a part or parts of the record series in the future.

**R2-3-16. Requests for destruction authorizations Repealed**

Any agency desiring authorization to destroy records in its possession shall submit to the Library, Archives and Public Records Department as a request for such authorization on form H & A No. 1 as amended, as herein prescribed, and hereto attached. Upon receipt of such request, the Director of the Library, Archives and Public Records Department will present the request to the Board for determination, and the agency will be advised of the approval or denial of the request on form H & A No. 1 as amended, as herein prescribed, and hereto attached.

**R2-3-17. Review of records conservation requests Repealed**

- A. Requests for authorization to destroy state, county, municipal, or other public record shall be reviewed by the Board of History and Archives to determine if the:
  1. Destruction proposed is justified;
  2. Record has sufficient cultural or historical value to warrant its continued preservation;
  3. Record requires preservation for an extended period of time longer than the proposed retention period because the informational value of the record is essential for scholarly or technical research;
  4. Record is or may be required in the prosecution or defense of any court action for or against the state, or if the record has or will be retained for a sufficient time to permit the Attorney General or county attorney to perform his legal duties;
  5. Record is or will be required for audit purposes;
  6. Record has been or will be retained for a sufficient period of time to permit the Post Auditor or State Examiner to perform their legally assigned duties as auditors of the receipts and expenditures of state, county and municipal monies.
- B. In the event the Board determines that any record in the custody of a public officer, excepting those in custody of a public officer of a county, city or municipality, district or political subdivision thereof, are of no legal, administrative, historical or other value, but the public officer having custody of such records, or from whose office the records originated, fails to agree with the determination of the Board or refuses to dispose of such records, the Board may request the Governor to make a determination as to whether the records should be disposed of in the interests of conservation of space, economy or safety.
- C. No authorization to destroy state, county, municipal or other public record will be issued by the Director of the Library, Archives and Public Records Department if the Board advises that the records should not be destroyed.

**R2-3-18. Transfer of records Repealed**

- A. The transfer of inactive and noneurrent state, county and municipal records meriting permanent preservation may be transferred to an intermediate depository or the Library, Archives and Public Records Department at such times and in the manner as prescribed by the Board or the Director.
- B. Each agency shall:
  1. Consult with the Board or the Director in the preparation of a definite records program;

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- ~~2. Establish and maintain an accurate inventory of all the records of the agency;~~
- ~~3. Promptly dispose of all records authorized by the Board to be destroyed and in the manner authorized;~~
- ~~4. Establish and maintain accurate records of the identity and quantity of records destroyed, and the equipment and space previously occupied by the records destroyed;~~
- ~~5. Establish and maintain such other records related to the disposition, transfer or retention as may be required by the Board or the Director;~~
- ~~6. Furnish to the Library, Archives and Public Records Department reports regarding the records of the agency which the Director may deem necessary;~~
- ~~7. Maintain the records of the agency in a manner that permits the orderly and rapid separation and removal of records authorized for transfer or destruction.~~

**ARTICLE 2. GENERAL PROVISIONS**

**R2-3-201. Patron Admission**

- A.** The reading rooms and resources of the Arizona State Library, Archives and Public Records (Library and Archives) are available during regular hours to all persons, subject to appropriate, orderly conduct. Children under twelve may use rare materials only when accompanied by an adult or with permission of the Director. Groups of twelve or more are asked to schedule tours in advance.
- B.** Patrons may be required to check brief cases, containers, overcoats, or other bulky items with Library and Archives staff before entering reading rooms or public stacks. Patrons may bring items essential to their research into reading rooms and public stacks with the approval of Library and Archives staff. Any unchecked items are subject to reasonable inspection at any time.
- C.** No animals are allowed, except assistance animals.
- D.** Smoking, eating, drinking, sleeping, and disruptive behavior are not allowed.
- E.** Individuals violating these rules will be asked to leave. Individuals repeatedly violating these rules may be denied admission.

**ARTICLE 3. STATE ADVISORY COUNCIL ON LIBRARIES REPEALED**

**R2-3-28. Appointment Repealed**

The State Advisory Council on Libraries will be appointed by the Director of the Library, Archives and Public Records Department.

**R2-3-29. Membership Repealed**

- A.** The membership will be selected from the recommendations of the Library Development Committee of the Arizona State Library Association.
- B.** There will be a minimum membership of nine, following the categories as stated in Public Law 91-600. May be enlarged when Council deems necessary.
- C.** The current membership:
  - ~~1. Public Libraries --  
Metropolitan Areas 1  
County Systems 1~~
  - ~~2. School Libraries 1~~
  - ~~3. Academic Libraries 1~~
  - ~~4. Special Libraries 1~~
  - ~~5. Institutional Libraries 1~~
  - ~~6. Handicapped Service 1~~
  - ~~7. Library Users 4~~

**R2-3-30. Officers Repealed**

- A.** The Director of the Library, Archives and Public Records Department, the Librarian of the Extension Services, and the Chairman of the Library Development Committee will serve as Ex Officio members.
- B.** The Chairman will be selected for each year in July. Future meetings will be called by the Chairman as needed.

**R2-3-31. Terms Repealed**

The terms will be for a three year period, staggered by a drawing at the first meeting. The terms will begin July 1 of each year, except the 1971-72 year when the terms will take effect upon appointment.

**R2-3-32. Function and purpose Repealed**

The function and purpose of this Council will be as stated in Public Law 91-600.

**ARTICLE 3. ACCESS AND USE OF MATERIALS**

**R2-3-301. Protection of the Materials**

Access, circulation or loan, use, or copying of materials in any of the collections of the Arizona State Library, Archives and Public Records (Library and Archives) may be prohibited or limited if such access, use, or copying could damage the materials.

**R2-3-302. Access**

Materials in all of the Library and Archives' collections are collected, described, and preserved for the use of the Legislature, state agencies, and the public with the following exceptions.

1. Materials held by the Records Management Division are the property of the agency storing the records at the Records Management Center. All requests for access to these records must come from the agency of origin.
2. Materials that are rare or fragile may be used only by permission of and according to procedures established by the Director.

**R2-3-303. Circulation and Loans**

- A. Materials in circulating collections may be lent for use outside the Library and Archives to employees of the Arizona state government, to registered borrowers, and to other libraries in the United States through an interlibrary loan program if the Library and Archives has a reciprocal agreement with that library.
- B. Individuals who fail to return borrowed items must pay the Library and Archives the cost to replace the item plus the costs of cataloging and processing the item.
- C. Materials in non-circulating collections, including reference works, single copies of items, and fragile or rare items are not lent for use outside the Library and Archives except by permission of the Director.
- D. Materials in non-circulating collections, including reference works, single copies of items, and fragile or rare items may be lent to qualified repositories for exhibition purposes with permission of the Director.

**R2-3-304. Copying**

- A. Copying of materials in any of the Library and Archives' collections is subject to federal copyright law. Patrons are responsible for complying with the provision of that law.
- B. Materials in good condition in circulating and reference collections may be copied onsite using agency-supplied equipment.
- C. Use of personal cameras, scanners, or other copying technology may be allowed by the Director if the process does not damage the materials and does not distract other patrons.
- D. Requests for copies of fragile or special format materials must be approved by the Director.
- E. Unique or rare materials may be copied only by Library and Archives staff.

**R2-3-305. Publication and Commercial Use**

- A. Patrons who intend to use copies or reproductions for any commercial purpose must notify the Library and Archives and pay charges required in A.R.S. § 39-121.03.
- B. Publication of materials in any of the Library and Archives' collections is subject to federal copyright law. Patrons are responsible for obtaining any necessary permission to publish from the owner of copyright.
- C. Publication or commercial use of materials in any of the Library and Archives' collections must include a credit to the Arizona State Library, Archives and Public Records. Some materials may require specific credits or citations.

**ARTICLE 4. HISTORICAL ADVISORY COMMISSION REPEALED**

**R2-3-42. Membership Repealed**

Pursuant to A.R.S. § 41-758, the membership shall consist of not less than 10 nor more than 20. They will be appointed by the Director of the Department of Library, Archives and Public Records, meeting the qualifications as stated in the above mentioned A.R.S.

**R2-3-43. Terms Repealed**

The members shall serve for terms of three years, staggered by a drawing at the first meeting. The terms shall begin July 1 of each year, except the 1974/1975 year when the terms will take effect upon appointment. Should there be a vacancy, the replacement appointment shall be for the remainder of that term. Members may be reappointed for succeeding terms. Membership may be terminated at the discretion of the Director for good and sufficient cause.

**R2-3-44. Officers Repealed**

The Director of the Department of Library, Archives and Public Records shall serve as Ex Officio Secretary and maintain the records of the Commission. The Commission shall elect a Chairman and Vice Chairman at the first meeting of each year, except the 1974/1975 year when the Director shall appoint these officers.

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**R2-3-45. Committees Repealed**

- ~~A. Standing committees shall be the Historic Sites Review Committee and the Landmarks Committee. The Chairman shall appoint these members in July of each year and shall consult with the State Historic Preservation Officer in selecting members of the Historic Sites Review Committee.~~
- ~~B. Other temporary committees may be appointed by the Chairman as needed. Membership on the Commission shall not be a requirement to serve on a Commission's committee.~~
- ~~C. The Commission will review quarterly the recommendations of all its committees.~~

**R2-3-46. Meetings Repealed**

- ~~A. The Director shall call quarterly meetings, the organizational meeting being the first meeting of each year.~~
- ~~B. Other meetings may be called when deemed necessary by the Director or the Chairman. A member may send a designee to sit as an observer at the Commission meetings. The designee may not vote, either directly or in proxy. All meetings of the Commission shall be open public meetings.~~

**ARTICLE 4. PROTECTING MINORS FROM HARMFUL MATERIALS ON THE INTERNET**

**R2-3-401. Requirements**

- A. Each library shall have a local library board-approved, written policy that governs use of its computing resources and that specifies whether public access computers have been equipped with software that blocks access to materials harmful to minors. Each library must purchase Internet service from a company that blocks access to such materials, install software to block access to such materials, establish policies and procedures to restrict minors from gaining computer access to such materials, or use a combination of these techniques.
- B. Libraries shall include in the policy a list of relevant A.R.S. citations pertaining to this law and shall acknowledge the library's awareness of, and concern for, a safe educational Internet experience for children despite the unregulated nature of the Internet.
- C. Libraries shall provide the Arizona State Library, Archives and Public Records a copy of this policy within thirty days of its approval or approval of any change to the policy.

**ARTICLE 5. STATE DOCUMENTS DEPOSITORY PROGRAM**

**R2-3-501. Program and Partners**

- A. The Director of the Arizona State Library and Archives (Library and Archives) may establish agreements with other libraries to establish a state documents depository program to collect, provide access to, and preserve copies of public reports and publications (see Article 2) of state, county and municipal officers, departments, boards, commissions, agencies and institutions, and public archives.
- B. Any library that enters into an agreement pursuant to this subdivision shall continue to contribute at least the same level of support to the state documents program and shall not use any monies received pursuant to the agreement to supplant other monies available to the library.

**R2-3-502. Public Reports and Publications Included**

- A. The state documents depository program shall include public reports and publications, whether in print or electronic formats, that are published, disclosed, or distributed to the general public (or a targeted audience within the general public); and also at least one of the following
  1. That are required by law as a public report; or
  2. That are required by law to be sent to the Governor, President of the Senate, or Speaker of the House; or
  3. That describe an agency's activities, programs, or policies, including annual reports; or
  4. That are the results of a formal study or investigation.
- B. This program does not include non-public reports, including materials of a confidential nature or materials intended for use primarily within the agency, such as correspondence, forms, memos, or other materials produced for internal administrative or operational purposes. Non-public documents and agency copies of public reports and publications should be managed according to records retention schedules, which may specify some materials to be transferred to the Library and Archives at some future date.

**R2-3-503. Submission of Publications**

- A. Within thirty days of publication agencies shall send to the Library and Archives at no cost
  1. Six copies of public reports and publications issued in print and, if the document was created in electronic format, one copy in electronic format; or
  2. One print copy and one in electronic format of public reports and publications issued electronically.
- B. Electronic copies of public reports and publications shall be submitted in Adobe Portable Document Format (PDF or

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PDF-A).

**C.** All public reports and publications:

1. Shall include the name of the officer, agency, department, board, commission, or other institution responsible for issuing the report or publication; the title; the and the date and place of printing or publication; and
2. As appropriate, a public report or publication shall include the names of authors, individuals, or organizations that assisted in the production of the report or publication; and a citation of the statute or regulation requiring the report or publication.

**D.** Reports and publications should be sent to: State Documents, Arizona State Library, Archives and Public Records, 1700 W. Washington, Suite 300, Phoenix, AZ 85007. Electronic copies may be sent by e-mail to [reports@lib.az.us](mailto:reports@lib.az.us).

**ARTICLE 6. INTERLIBRARY LOAN AND STATE GRANTS-IN-AID**

**R2-3-601. Eligibility**

To be eligible for Library Services and Technology Act competitive grants, State Grants-in-Aid (including construction), and access to First Search, a library

1. Must participate, upon patron or library request, as a lender and/or borrower in the statewide interlibrary loan of circulating print materials, regardless of subject or genre, without charge to their patrons or to other Arizona libraries.
2. Is encouraged, but not required, to share circulating, non-print materials.
3. May limit interlibrary loan requests to six per patron at any one time.
4. May limit requests to materials that have been published for at least a year; not currently on a nationally recognized best-seller list; or not needed by the library's own patrons.
5. With prior notice to the patrons, may pass on to their patrons real and actual charges incurred from out-of-state libraries in the filling of those patrons' interlibrary loan requests, including postage.