



NOTICE OF PROPOSED ADMINISTRATIVE RULEMAKING

Community Development Dept. – Salem Public Library	101-04	
City Department	Administrative Rule Chapter and Number	
Kim Carroll	585 Liberty Street SE, Salem, OR 97301	503-588-6084
Rules Coordinator	Address	Telephone

ADMINISTRATIVE RULE SUMMARY

The proposed administrative action to be taken is to adopt Administrative Rule 101-04 which constitutes the Salem Public Library’s Fine Free Policy.

The City Manager is authorized by Salem Revised Code (SRC) Chapters 18 and 20J to adopt administrative rules for the Salem Public Library (“Library”). The Salem Public Library is committed to reducing financial barriers in order to provide equitable access for all community members to the services it provides. The proposed Administrative Rule 101-04 will codify the elimination of fines charged for overdue items and remove fees associated with Interlibrary Loan requests.

The Administrative Rule shall become effective on July 1, 2022.

The draft of Administrative Rule 101-04 is available for review online at:

<https://www.cityofsalem.net/Pages/administrative-rules.aspx>

A hard copy of the proposed rule is available for viewing at the following two locations during normal City of Salem business hours at:

Central Library Reference Desk
585 Liberty Street SE

and

City Recorder’s Office
555 Liberty Street SE, Room 225

AUTHORITY

Authority to Promulgate the Administrative Rules: SRC 18.080 and SRC 20J.030.

DOCUMENTS, REPORTS, AND STUDIES

The proposed rule is based on staff research and the negative impacts of charging patrons for overdue items. Across the country libraries are going fine free in order to reduce barriers and provide equitable access to services. Fine free services put our community first, advance racial equity, even out socioeconomic disparities, alleviate stressful confrontations with patrons, and allow staff to focus on providing patron centric services. Removing fines also aligns with the ALA’s Free Access to Information Policy B.4.2 which asserts “charging of fees and levies for information services, including those services utilizing the latest information technology, is

discriminatory in publicly supported institutions providing library and information services.” The Salem Public library has not been charging fines since 2020 due to the COVID 19 pandemic. This has not created a significant budget impact. The proposed 2023 Library budget does not include revenue from fines.

Circulation Policy will ensure the return of library materials in a timely manner. If items are not returned within 21 days of the due date, the items will be assumed lost and the patron will be charged the price of the item and a processing fee. User privileges will be suspended when the account reaches a balance of over \$50.00. Fine free policy also removes the service charge on InterLibrary loans so that all community members have equal access to this service.

PUBLIC COMMENT

Interested Persons must submit written comments to Kim Carroll at 585 Liberty Street SE, Salem, OR, 97301 or via e-mail to kcarroll@cityofsalem.net. ALL COMMENTS MUST BE RECEIVED NO LATER THAN MONDAY, JUNE 13, 2022 TO BE CONSIDERED.

Norman Wright

Norman Wright

May 17, 2023

City Manager or Department Head Signature

Printed Name

Date