

OKLAHOMA DEPARTMENT OF LIBRARIES

Administrative Rules Report | Executive Order 2020-03

Comprehensive Review of Administrative Rules as of July 31, 2020

Report Submitted by: Melody A. Kellogg

Title: Executive Director

Email: melody.kellogg@libraries.ok.gov

Phone: 405-522-3173

Method Used to Conduct Review: Director of agency and rulemaking liaison read and evaluated each rule as to its necessity

TOTAL NUMBER OF UNECESSARY, COSTLY, INEFFECTIVE, DUPLICATIVE OR OUTDATE REGULATIONS: 5

Title 405 Oklahoma Department of Libraries

Chapter 1. Administrative Rules of the Director

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
1-1-1	Purpose	1991						X	Rule still relevant and needed. Codified 12-27-91
1-1-2	Authority	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3038, eff 7-12-99
1-1-3	Library Service	1991						X	Rule quotes statute. Codified 12-27-91
1-1-4	Organization	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3038, eff 7-12-99
1-1-5	Duties of Director	1991						X	Rule quotes statute. Codified 12-27-91
1-1-6	Meetings of the Board	1991						X	Rule still reflects the active work of the agency and the processes in place.
1-1-7	Open meetings	1991						X	Rule still reflects the active work of the agency and the processes in place.
1-1-8	Director; records	1991						X	Rule still reflects the active work of the agency and the processes in place.
1-1-9	Office location; hours; information availability	1991						X	Rule still reflects the active work of the agency and the processes in place.

1-1-10	Functions	1991						X	Rule still reflects the active work of the agency and the processes in place.
1-1-11	Structure of the Department	1991					X		Rule does not reflect the current structure of the agency.
1-1-12	Requests for promulgation, amendment, or repeal of a rule	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
1-1-13	Petition for declaratory ruling	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91

Chapter 3. Administrative Rules of the Board

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
3-1-1	Purpose	1991						X	Rule still relevant and needed. Codified 12-27-91
3-1-2	Authority	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-3	Library Service	1991						X	Rule quotes statute. Codified 12-27-91
3-1-4	Organization	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-5	Meetings of the Board	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-6	Open meetings	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
3-1-7	Director; records	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-8	Office location; hours; information availability	1991					X		The Jan Eric Cartwright Memorial Law Library is no longer located in the Capitol. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-9	Functions	1991						X	Rule still relevant and needed. Codified 12-27-91
3-1-10	Structure of the Department	1991					X		Rule does not reflect the current structure of the agency. Codified 12-27-91, Amended at 16 Ok Reg 3039, eff 7-12-99
3-1-11	Fees	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91

3-1-12	Requests for promulgation, amendment, or repeal of a rule	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
3-1-13	Petition for declaratory ruling	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
3-1-14	Appeals on agency decisions on eligibility for state aid	2019						X	Determined necessary and added in 2019. Added at 36 Ok Reg 976, eff 7-25-19

Chapter 10-Public Library Systems
 Subchapter 1-General Provisions

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-1-1	Purpose	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-2	Definitions	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-3	Department of Libraries Board	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-4	Department organization and purpose	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-5	Public information, submissions or requests	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-6	Requests for promulgation, amendment, or repeal of a rule	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-1-7	Petition for declaratory ruling	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91

Chapter 10-Public Library Systems
 Subchapter 3-Establishment of Public Library Systems

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-3-1	Creation of public library systems	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99

10-3-2	System approval by Oklahoma Department of Libraries Board	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-3-3	Criteria for establishment of systems	1991						X	Rule still relevant and needed. Codified 12-27-91
10-3-4	System boards	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99

Chapter 10-Public Library Systems
 Subchapter 5-Library System Reporting and Development

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-5-1	Annual budget	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
10-5-2	Annual audit and inventory	1991						X	Pending amendment in 2020.
10-5-3	Library service and development plan	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-5-4	Incorporation of existing public libraries into a system	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99

Chapter 10-Public Library Systems
 Subchapter 7-Withdrawal From or Termination of System

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
10-7-1	Amended library service and development plans	1991						X	Rule still relevant and needed. Codified 12-27-91
10-7-2	Date of termination of system service	1991						X	Rule still relevant and needed. Codified 12-27-91
10-7-3	Statutory basis for disposal of assets	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-7-4	Application for disposal of assets	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99

10-7-5	Report of assets	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-7-6	Disposal of assets	1991						X	Rule still relevant and needed. Codified 12-27-91
10-7-7	Open hearings and board determination in division of assets	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-7-8	Assets dedicated to provision of library services	1991						X	Rule still relevant and needed. Codified 12-27-91
10-7-9	Termination of library system	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-7-10	Payment of cash settlements and surrender of property	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99
10-7-11	Negotiated settlement	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3040, eff 7-12-99

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 1-General Provisions

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-1-1	Purpose	1991						X	Rule still relevant and needed. Codified 12-27-91
20-1-2	Organization	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-1-3	Functions	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 36 Ok Reg 977, eff 7-25-19
20-1-4	Advisory Council (REVOKED)	1991							Revoked at 36 Ok Reg 977, eff 7-25-19
20-1-5	Location and hours of operation; service	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-1-6	Requests for promulgation, amendment, or repeal of a rule	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 36 Ok Reg 977, eff 7-25-19

20-1-7	Petition for declaratory ruling	1991						X	Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
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Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 3-Agency Participation in Depository Program

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-3-1	Participating agencies	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-3-2	Nonparticipating agencies	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 5-Communications

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-5-1	Publications officer	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-5-2	Annual publications list	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-5-3	Transmittal form (REVOKED)	1991							Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Revoked at 36 Ok Reg 977, eff 7-25-19

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 7-Publication Identity, Cost, and Deposit

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-7-1	Standards for state publication identification	1991						X	Rule still relevant and needed. Codified 12-27-91
20-7-2	Publication cost statement; declaration of deposit	1991						X	Rule quotes statute. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 9-Depository Requirements

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-9-1	Publications required to be deposited	1991						X	Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-9-2	Number of copies to be deposited	1991						X	Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-9-3	Legal publications (REVOKED)	1991							Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Revoked at 36 Ok Reg 977, eff 7-25-19
20-9-4	Application of depository requirements	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-9-5	Noncompliance by agency	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-9-6	Surplus copies	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 11-Oklahoma State Depository Library System

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-11-1	Statutory depositories	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19
20-11-2	Other depositories	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-11-3	Designation of depositories	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-11-4	Method of distribution (REVOKED)	1991							Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Revoked at 36 Ok Reg 977, eff 7-25-19
20-11-5	Record of publications	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99
20-11-6	Depository guidelines	1991						X	Rule still relevant and needed. Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Amended at 36 Ok Reg 977, eff 7-25-19

Chapter 20-The Oklahoma Publications Clearinghouse
 Subchapter 13-Legal Exchange Program **(REVOKED)**

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
20-13-1	Participating libraries in legal publications exchange (REVOKED)	1991							Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Revoked at 36 Ok Reg 977, eff 7-25-19
20-13-2	Distribution of legal publications (REVOKED)	1991							Codified 12-27-91, Revoked at 36 Ok Reg 977, eff 7-25-19
20-13-3	Written agreement for legal publications exchange (REVOKED)	1991							Codified 12-27-91, Amended at 16 Ok Reg 3048, eff 7-12-99; Revoked at 36 Ok Reg 977, eff 7-25-19

Chapter 25-State Aid Grants to Public Libraries

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
25-1-1	Purpose	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
25-1-2	Definitions	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17
25-1-3	Eligibility for State aid grants to public libraries	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17; Pending amendments in 2020.
25-1-4	Use of state aid funds	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91
25-1-5	Ineligibility notification	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 36 Ok Reg 980, eff 7-25-19
25-1-6	State aid formula	1991						X	Rule still reflects the active work of the agency and the processes in place. Codified 12-27-91, Amended at 16 Ok Reg 3052, eff 7-12-99; Amended at 34 Ok Reg 1756, eff 9-11-17

Chapter 30-Distribution of Mailing Labels (**Pending Revocation in 2020**)

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
30-1-1	Purpose	1991					X		Pending revocation in 2020.
30-1-2	Mailing label distribution	1991					X		Pending revocation in 2020.

Chapter 35-Fees

Section	Title	Date Created	Costly	Ineffective	Duplicate	Location Of Duplication	Outdated/ Unnecessary	Necessary	Explanation of determined category
35-1-1	Purpose	1991						X	Rule still relevant and needed. Codified 12-27-91
35-1-2	Fee schedule	1991						X	Rule still relevant and needed. Pending amendments in 2020.

END OF REPORT