

OFFICE OF THE SECRETARY OF STATE
TOBIAS READ
SECRETARY OF STATE

MICHAEL KAPLAN
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
STEPHANIE CLARK
DIRECTOR

800 SUMMER STREET NE
SALEM, OR 97310
503-373-0701

PERMANENT ADMINISTRATIVE ORDER

DOC 18-2025

CHAPTER 291

DEPARTMENT OF CORRECTIONS

FILED

10/07/2025 8:21 PM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

FILING CAPTION: General Library Services (AIC)

EFFECTIVE DATE: 10/07/2025

AGENCY APPROVED DATE: 10/07/2025

CONTACT: Julie Vaughn

971-701-0139

julie.a.vaughn@doc.oregon.gov

3723 Fairview Industrial Dr. SE, Ste 200

Salem, OR 97302

Filed By:

Julie Vaughn

Rules Coordinator

RULES:

291-141-0005, 291-141-0010, 291-141-0015, 291-141-0020, 291-141-0035, 291-141-0040, 291-141-0045

AMEND: 291-141-0005

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody" and make a clear distinction between general library services and legal library services for adults in custody.

CHANGES TO RULE:

291-141-0005

Authority, Purpose and Policy ¶

(1) Authority: The authority for ~~this~~these rules is granted to the Director of the Department of Corrections in accordance with ORS 179.040, 423.020, 423.030, and 423.075.¶

(2) Purpose: The purpose of ~~this~~these rules is to establish uniform guidelines for the operation of general libraries and the provision for general library services in each Department of Corrections facility.¶

(3) Policy: It is the policy of the Department of Corrections ~~policy~~ to maintain institution general libraries for the educational reinforcement, broadening and strengthening of the rehabilitative program of each inmate literary enrichment of adults in custody.

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0010

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody", define terms used within these rules or update definitions, and make a clear distinction between general library services and legal library services for adults in custody.

CHANGES TO RULE:

291-141-0010

Definitions ¶¶

(1) "Adult in Custody: Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status."¶

(2) Department of Corrections Facility-": Any institution, facility, or staff office, including the grounds, operated by the Department of Corrections."¶

~~(23) "Inmate." Any person under the supervision of the Department of Corrections who is not on parole, post-prison supervision, or probation status.~~
General Library: A collection of books and other materials, not including Law Library books or materials."¶

(4) Library Clerk: An adult in custody assigned to work in a Department of Corrections facility library."¶

(5) Library Coordinator: A department employee assigned to provide general and law library services to adults in custody in a Department of Corrections facility."¶

(6) Special Housing: Adult in custody housing assignments other than general population, including but not limited to, disciplinary segregation unit, administrative segregation, intensive management unit, mental health infirmary, behavioral health unit, intermediate care housing, and infirmary."

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0015

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody", align with current practice, reorganize, make a distinction between general library services and legal library services for adults in custody, and clarify duties.

CHANGES TO RULE:

291-141-0015
Services ¶

- (1) Information regarding general library services will be a part of the adult in custody's orientation to the Department of Corrections facility.¶
- (2) Each Department of Corrections facility with a library coordinator will provide inmate adult in custody library services. Those facilities without a library coordinator will provide a level and variety of leisure general reading material approved by the Assistant Director of Institutions.¶
- (2) Information regarding library services will be a part of the inmate's orientation to the Department of Corrections facility.¶
- (3) Library staff will coordinate and supervise library services, including, assisting inmates to obtain information and reference services either from that library's own collection or from the Oregon Stat. ¶
- (3) Books and materials acquired from inter-library loan shall be subject to the procedures governing facility library books and materials unless the lending libraries have specific requirements.¶
- (4) Library Coordinator Duties: The library according to procedures established or other employee assigned by to the Oregon State Library for that purpose.¶
- (4) The library coordinator will manage general library shall:¶
- (a) Maintain a comprehensive variety of reading books and materials to reflect the varying interests, reading abilities, languages, and needs of inmates adults in custody and will update the books and materials through donations and planned acquisition.¶
- (5b) The library coordinator will acquire books and reading materials that complement the facilities education and treatment programs.¶
- (c) Accept or decline donations of material using the same criteria as described in section (4) of this rule.¶
- (6d) The library will acquire educational reading materials that supplement and support the facility's education. Coordinate and supervise general library services, including assisting adults in custody to obtain information and treatment programs, working in conjunction with designated staff from those areas.¶
- (7) Staff assigned to the library will select, train and supervise inmates as library clerks.¶
- (8) Materials acquired from inter-library loan shall be subject to the procedures governing facility library books reference services either from that general library's own collection or from the Oregon State Library according to procedures established by the Oregon State Library for that purpose.¶
- (e) Select, train, and materials unless the lending library have specific requirements supervise adults in custody as library clerks.

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0020

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody", to clarify, make a distinction between general library services and legal library services for adults in custody, and for consistency with other department rules.

CHANGES TO RULE:

291-141-0020

Schedule II

(1) ~~At facilities with a general library that allows in-person library book and material check out, a schedule of the general library's hours will be posted in areas convenient for inmate~~adult in custody observation and notification.

(2) This schedule will afford ~~inmates~~adults in custody the opportunity to use the general library in accordance with available space and supervision.

(3) ~~Inmates~~Adults in custody in special housing ~~status~~ will be provided general library services in accordance with the ~~Department of Correction's~~ rules on Segregation (Disciplinary) (OAR 291-011) and Intensive Management Unit (OAR 291-055).

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0035

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody", to make a distinction between general library services and legal library services for adults in custody, for consistency with other department rules, and to further define process for returned, overdue, lost, or damaged library books or materials.

CHANGES TO RULE:

291-141-0035

Returned, Overdue, Lost, and Damaged Library Books and Materials ¶

(1) ~~Inmates~~When transferring to another Department of Corrections facility, adults in custody shall make every effort to leave all general library books and materials at their originating facility. If an adult in custody inadvertently transfers to another correctional facility with any general library book or material, they shall immediately turn the item into the general library at the facility to which they have been transferred. ¶

(2) General Library Books and Materials: ¶

(a) Adults in custody who lose, damage, or fail to return library general library books or materials may receive a misconduct report, be charged for the costs of the materials, and may sustain modified library privileges order for a cell-in. General library books or materials will be considered overdue if not returned within two weeks of due date. After three overdue notices the item will be considered lost, and a conduct order can be issued for the lost or damaged general library books or materials process outlined above. The adult in custody's conduct history will be used to determine the length of cell-in. ¶

(A) 1st time - Up to 24 Hours ¶

(B) 2nd time - Up to 48 hours ¶

(C) 3rd time - Up to 72 hours ¶

(b) If an adult in custody has already received three conduct orders for losing, damaging, or failing to return a general library book or material, a misconduct report may be written. The offense on the misconduct report will be consistent with the criteria established in 1.06 Property II (Minor). ¶

(23) Damage to or defects in library general library books and materials will be documented (on the library material) item before it is re-issued.

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0040

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change "inmate" to "adult in custody" and for consistency with language used in other department rules.

CHANGES TO RULE:

291-141-0040

Legal Library Services II

Legal library services to ~~inmates~~adults in custody residing in Department of Corrections facilities will be provided in accordance with the ~~D~~department of Corrections R's rules on Legal Affairs (~~Inmate AIC~~) (OAR 291-139).

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075

AMEND: 291-141-0045

NOTICE FILED DATE: 07/28/2025

RULE SUMMARY: Amends rule to change "inmate" to "adult in custody", for consistency within these rules and with other department rules, to make a distinction between general library services and legal library services for adults in custody, to clarify.

CHANGES TO RULE:

291-141-0045

General ¶¶

(1) ~~The section of Prohibited Mail OAR 291-131-0035 in the~~All general library books and materials entering Department of Corrections rule on Mail (Inmate) will be the criteria used to determine the suitability of any library materials entering the facility~~facilities and made available to adults in custody shall conform to the department's standards for mail in OAR 291-131.~~¶

(2) The following information will be included in the general library services handout at the ~~inmate~~adult in custody's orientation to the Department of Corrections facility:¶

(a) Days and times when the general library is open for ~~general use~~use, depending on available space and supervision;¶

(b) The process ~~involved in~~for checking out, renewing, and returning books and materials;¶

(c) The maximum ~~amount of~~number of five general library books and materials that may be checked out from the general library at any given time; and¶

(d) The length of time books and materials may be kept before it is considered overdue.

Statutory/Other Authority: ORS 179.040, 423.020, 423.030, 423.075

Statutes/Other Implemented: ORS 179.040, 423.020, 423.030, 423.075