

SEOUL METROPOLITAN GOVERNMENT ORDINANCE ON THE PROMOTION OF LIBRARIES AND READING CULTURE

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CHAPTER I GENERAL PROVISIONS

Article 1 (Purpose)

CHAPTER I GENERAL PROVISIONS The purpose of this Ordinance shall be to prescribe matters delegated by the Libraries Act, the Promotion of Small Libraries Act, and the Reading Culture Promotion Act and matters necessary to promote the Seoul Metropolitan Library and reading culture.

Article 2 (Definitions)

The terms used in this Ordinance are defined as follows: <Amended on Mar. 22, 2018>

1. The term "Seoul Metropolitan Library" refers to a library established under Article 22 of the Libraries Act (hereinafter referred to as the "Act") and is composed of a library and its branch libraries which systematically provide services related to the formulation and enforcement of library policies by the Seoul Metropolitan City (hereinafter referred to as the "City").
2. The term "public library" refers to a library established under subparagraph 4 of Article 2 of the Act.
3. The term "small library" refers to a library established under subparagraph 4(a) of Article 2 of the Act and Article 5 of the Promotion of Small Libraries Act.
4. Other libraries, such as university, school and special libraries, shall be as defined in each subparagraph of Article 2 of the Act.
5. The term "library materials" refers to the materials prescribed by subparagraph 2 of Article 2 of the Act.
6. The term "data disadvantaged" refers to a person who falls under any of the following items:
 - A. A person with disability under the Act on the Welfare of Persons with Disabilities;
 - B. A recipient under the National Basic Living Security Act;
 - C. A multicultural family under the Multicultural Families Support Act;
 - D. A senior citizen of 65 and older
 - E. A person who has difficulty in reading and writing; or
 - F. Any other person whom the Mayor recognizes as necessary to be designated accordingly.

Article 3 (Scope)

This Ordinance shall apply to facilities located in the City, among libraries under Article 2 of the Act and facilities recognized under Article 3 of the Act.

Article 4 (Duties)

The Mayor of Seoul Metropolitan City (hereinafter referred to as the "Mayor") shall endeavor to expand library services within his/her jurisdiction and promote a reading culture so that citizens can freely and equally access knowledge and information and devise a policy necessary therefor.

CHAPTER II SYSTEM FOR THE FORMULATION AND ENFORCEMENT OF LIBRARY POLICIES

Article 5 (Formulation of the City's Comprehensive Plan and the Library Development Implementation Plan)

CHAPTER II SYSTEM FOR THE FORMULATION AND ENFORCEMENT OF LIBRARY POLICIES (1) The Mayor shall establish the Seoul Metropolitan Government Comprehensive Library Development Plan (hereinafter referred to as the "City's Comprehensive Plan") that includes the following based on the City's Comprehensive Plan under Article 14 of the Act: <Amended on Oct. 20, 2014>

1. Library policy goals;
2. Current state of a library;
3. Matters concerning the reinforcement of materials in foreign language by a library;
4. Library development direction and how to promote the same; and
5. Other matters necessary for library policies.

(2) The Mayor shall, no later than the end of December every year, formulate and promote an annual implementation plan for library development (hereinafter referred to as the "Library Development Implementation Plan") containing the following under Article 15 of the Act:

1. Direction for project implementation in the relevant year;
2. Direction for implementation by the main project;
3. Detailed operation plan by the main project; and
4. Other matters necessary for project implementation.

Article 6 (Establishment of a Library Information Service Committee)

A library information service committee of the City (hereinafter referred to as the "Library Committee") shall be organized and operated under Article 24 of the Act to deliberate on important matters regarding the balanced development of libraries and the resolution of gaps in knowledge and information under its jurisdiction and matters necessary to resolve issues required to promote policies:

Article 7 (Functions)

The Library Committee shall deliberate on the following:

1. Matters concerning the formulation of the City's Comprehensive Plan and the Library Development Implementation Plan;
2. Matters concerning the balanced development of libraries;
3. Matters concerning the resolution of gaps in knowledge and information in libraries;
4. Matters concerning the operation of the Seoul Metropolitan Library; and
5. Other matters that the Library Committee recognizes as necessary for library policies.

Article 8 (Organization)

(1) The Library Committee shall comprise about 15 members, including 1 chairperson and 1 vice-chairperson.

(2) The Vice-Mayor I for Administrative Affairs shall be a chairperson of the Library Committee (hereinafter referred to as the "chairperson") and the director of the Seoul Metropolitan Library shall be the vice-chairperson. <Amended on Jul. 14, 2016>

(3) The chairperson shall represent the Library Committee and preside over meetings.

(4) The Vice Mayor for I Administrative Affairs, the director of the Seoul Metropolitan Library, the director of the headquarters for library affairs, and a general manager of the library division in the education office shall be ex-officio members; and the following shall be commissioned members: <Amended on Jul. 14, 2016>

1. 1 member of the Seoul Metropolitan Council;
 2. 4 persons from directors and interested parties of governmental public libraries and public libraries defined by subparagraph 4 of Article 2 of the Act;
 3. 3 persons from interested parties of university libraries, school libraries, and special libraries; and
 4. 3 or less persons commissioned by a chairperson from persons with sufficient expertise and experience in library-related issues.
- (5) Where a chairperson cannot perform his/her duties or where it is required, he/she may have a vice-chairperson act on his/her behalf.

Article 9 (Term of Office of Members)

(1) A commissioned member's term of office shall be 2 years and such member may serve consecutive terms only once.

(2) When a member is unable to perform his/her work due to an accident or when a vacancy occurs, a chairperson shall appoint a new member without delay. In such cases, the term of office for a member so commissioned shall be his/her predecessor's term of office.

Article 10 (Meetings)

(1) Meetings shall be classified into regular meetings and special meetings. The regular meetings shall be held more than once a year and the special meetings shall be convened when a chairperson or 1/3 or more of registered members ask that they be convened.

(2) When a chairperson intends to convene a meeting, he/she shall notify in writing each member of the date and time, place,

agenda, etc. of the meeting no later than 2 days before the date of the meeting; Provided, That the same shall not apply to urgent cases.

(3) Meetings of the Library Committee shall be started when a majority of registered members are present and resolved by vote of a majority of members present.

Article 11 (Dismissal of Members)

The chairperson may dismiss a member even during his/her term of office in the following cases:

1. When the member dies during his/her term of office;
2. When it is difficult for the member to perform his/her duties due to a disease for which long-term care is required or other reasons; or
3. When it is recognized that the member is improper to perform his/her duties due to injury to dignity.

Article 12 (Secretary and Clerk)

(1) 1 secretary and 1 clerk shall be appointed to handle the affairs of the Library Committee.

(2) The City's director of library policy shall become a secretary and a person in charge of library policy shall become a clerk.

Article 13 (Working Committee)

(1) Where it is required to efficiently deliberate, a chairperson may establish a working committee under the Library Committee.

(2) Matters necessary for the establishment and operation of the working committee shall be determined by a chairperson after being resolved by the Library Committee.

(3) Where a working committee is established, a chairperson of the Library Committee shall, from its members, commission a chairperson of the working committee.

(4) A working committee shall perform the following functions:

1. Conduct the preliminary review, adjustment, etc. of the agenda to be submitted to the Library Committee;
2. Investigate and research in depth agenda to be submitted to the Library Committee and prepare review opinions; and
3. Other matters delegated by the Library Committee.

Article 14 (Hearing of Opinions)

Where it is required to deliberate agenda, the Library Committee and working committee may have interested parties, experts, etc. appear and speak in the Library Committee or the working committee.

Article 15 (Charges and Traveling Expenses)

Charges and traveling expenses may be provided for the following within budgetary limits: members of the Library Committee; members of the working committee; and experts who appear to present their opinions; Provided, That the same shall not apply where public officials appear in the Library Committee for duties directly related to their duties.

Article 16 (Detailed Regulations)

Matters necessary for the operation of the Library Committee in addition to what is prescribed by this Ordinance shall be determined by a chairperson after being resolved by the Library Committee.

CHAPTER II SEOUL METROPOLITAN LIBRARY

Article 17 (Establishment, etc.)

CHAPTER II SEOUL METROPOLITAN LIBRARY(1) The Mayor shall establish and operate the Seoul Metropolitan Library under Article 22 of the Act;

(2) Where smooth delivery of knowledge and information and balanced development of libraries in a jurisdiction is required, branch libraries may be established for each district and field.

(3) The director of the Seoul Metropolitan Library shall supervise his/her businesses and direct his/her staff under an order of the Mayor.

(4) Matters required for the operation of the Seoul Metropolitan Library shall be enforced by the director of the Seoul Metropolitan Library after being deliberated by the Library Committee established and operated under Article 6.

(5) The "Seoul Metropolitan Network" composed of library-related organizations and experts may be operated to provide

consultation required for the operation of the Seoul Metropolitan Library.

Article 18 (Duties)

(1) The Seoul Metropolitan Library shall perform each of the following duties under Article 23 of the Act:

1. Establish and enforce library policies of the City;
2. Collect, organize, preserve, and provide comprehensive library materials;
3. Implement a project for support and cooperation with libraries;
4. Survey and research library affairs;
5. Assist in collecting library materials and preserve library materials transferred from other libraries;
6. Support library material collection related activities and cooperative projects of libraries conducted by the National Library of Korea;
7. Develop and enforce policies for resolving gaps in knowledge and information;
8. Operate a library cooperative network system;
9. Operate education to improve library staff's ability to perform professional duties; and
10. Other duties that the Mayor recognizes as necessary for library policies.

(2) The director of the Seoul Metropolitan Library shall comprehensively report the following matters by no later than the end of every November;

1. Plan for the operation of libraries in the following year;
2. Cooperation among libraries and between the National Library of Korea;
3. Establishment of public libraries and operation of a joint repository;
4. Results of the support for public libraries and the result of resolving of a regional gap; and
5. Results from the evaluation and survey of library activities.

Article 19 (Request for Submission of Opinions and Materials)

The director of the Seoul Metropolitan Library may request relevant administrative agencies or organizations, and libraries to submit opinions and materials, where they are necessary in performing his/her duties. Such agencies and organizations shall cooperate thereon in the absence of special circumstances.

Article 20 (Submission of Library Materials)

(1) Where an autonomous Gu and an agency that fall under any of the following subparagraphs issue or produce materials under Article 26 of the Act, they shall submit two (2) copies of the library materials to the Seoul Metropolitan Library no later than 30 days from the date of issuance or production:

1. The City and Seoul Metropolitan Office of Education (hereinafter referred to as the "Office of Education") and administrative agencies affiliated therewith;
2. Public corporations and public agencies affiliated with the City;
3. City-invested or contributed corporation; or
4. State institutions, corporations, individuals, or organizations that issue or produce the materials with support of the City's budget.

(2) The materials that shall be submitted to the Seoul Metropolitan Library under paragraph (1) above shall be as follows:

<Amended on Oct. 8, 2015>

1. Books;
2. Periodicals;
3. Scores, maps, and loose-leaf materials;
4. Micro-type materials and electronic materials;
5. Audiovisual materials, such as slides, sound recordings, cassette tapes, videos, etc.;
6. Compact discs, digital video discs, etc., among electronic publications under subparagraph 4 of Article 2 of the Publishing Industry Promotion Act;
7. Special materials for persons with disabilities, such as braille materials, recording materials, etc.; or
8. Materials that the Mayor recognizes as records to be published in a new format depending on changes in a publishing environment.

Article 21 (Donations, Contributions, and Consignment)

(1) In case of the expression of opinion that money and other property would be donated and contributed to the Seoul Metropolitan Library in order to support the operation thereof, such expression may be accepted under Article 9 of the Act notwithstanding Article 5(1) of the Act on the Collection and Use of Donations.

(2) Materials that are contributed to the Seoul Metropolitan Library shall be selected and perused by users.

- (3) If the director of the Seoul Metropolitan Library determines that the materials contributed are inappropriate as library books, he/she may re-contribute them to related agencies.
- (4) A person who intends to consign a library with materials for perusal and use may prepare a list of consigned items and make the consignment after being approved by the director of the Seoul Metropolitan Library.
- (5) Materials so consigned may be returned to the person who consigned at request or according to a situation of the library.

Article 22 (Holding of Culture Classes, etc.)

- (1) The director of the Seoul Metropolitan Library may offer culture classes required to promote reading, provide knowledge and information on each field, and create a regional culture.
- (2) The criteria and scope of charging tuition may be determined separately by the Library Committee.
- (3) The criteria and scope of charging tuition on users by the Seoul Metropolitan Library are as specified in the Attached Table.

CHAPTER IV SMALL LIBRARY

Article 23 (Promotion of Small Libraries)

CHAPTER IV SMALL LIBRARY The Mayor shall devise the following policies necessary to invigorate local residents' participation in the establishment and operation of small libraries:

1. The establishment of small libraries shall be supported so that local residents can freely and equally access and use knowledge and information;
2. Private support activities, such as social activities, shall be encouraged so that a social atmosphere would be developed to promote small libraries and local residents' participation therein would be spread; and
3. A cooperative system among small libraries and public libraries shall be developed.

Article 24 (Functions of Small Libraries)

Small libraries shall endeavor by performing the following so that local residents can create a local community culture:

1. Collect, organize, preserve, accumulate, provide, peruse, and lend materials and information;
2. Conduct projects necessary to perform their functions as an agency for the promotion of local culture;
3. Hold events and education to improve a reading culture in local residents;
4. Operate a program for the harmonization of local residents and the improvement of community culture;
5. Conduct a project to link with public libraries, school libraries, etc.; and
6. Perform other projects to promote a reading culture in local residents.

CHAPTER V SUPPORT FOR LIBRARIES

Article 25 (Establishment and Development of Public Libraries)

CHAPTER V SUPPORT FOR LIBRARIES The Mayor shall establish and develop public libraries.

Article 26 (Support for the Operation of Public Libraries and Small Libraries)

- (1) The Mayor may support part of the expenses required to establish and improve facilities of public libraries and small libraries.
- (2) The Mayor may support part of the operating expenses, such as materials purchase costs, of public libraries and small libraries.

Article 27 (Support for the Resolution of Gaps in Knowledge and Information)

The Mayor may support part of the finances of public libraries for projects, production and purchase of materials, facility improvement, equipment purchase, etc. for the data disadvantaged under Article 44 of the Act.

Article 28 (Support for School Libraries)

The Mayor may support part of the operating expenses, such as materials purchase costs, of school libraries.

Article 29 (Library Cooperative Projects)

- (1) The Mayor shall conduct a library cooperative project to improve on citizens' convenient use.
- (2) The Mayor shall endeavor to cooperate with public libraries established by school superintendents and the head of autonomous

Gu (hereinafter referred to as the "head of Gu").

CHAPTER VIPROMOTION OF READING CULTURE

Article 30 (Formulation of an Annual Implementation Plan for Reading Culture Promotion)

CHAPTER VIPROMOTION OF READING CULTUREThe Mayor shall formulate and promote an annual implementation plan for reading culture promotion (hereinafter referred to as the "reading culture promotion implementation plan") containing the following under Article 6 of the Reading Culture Promotion Act:

1. Direction and objective for the reading culture promotion policy of the relevant year and strategies and tasks thereof;
2. Detailed implementation plan for each task; and
3. Other matters that are recognized as necessary for reading culture promotion.

Article 31 (Promotion of Local Reading Culture)

- (1) The Mayor shall endeavor to create a reading culture for citizens' reading activities and conduct reading culture promotion projects or support reading-related organizations or agencies to conduct the same.
- (2) The Mayor shall hold reading-related events more than once every year or support reading-related organizations or agencies to hold the same under Article 9 of the Reading Culture Promotion Act.

Article 32 (Promotion of Workplace Reading Culture)

The Mayor shall formulate and enforce policies containing the following to invigorate reading activities at work under Article 10 of the Reading Culture Promotion Act:

1. Matters concerning the improvement of facilities and an environment to invigorate reading activities at work;
2. Matters concerning the support for reading and the operation of reading education programs at work;
3. Matters concerning the dissemination and support of reading materials to invigorate reading activities at work; and
4. Other matters that need to be promoted in relation to the reading culture promotion at work.

Article 33 (Promotion of Scholastic Reading Culture)

The Mayor may devise policies necessary to invigorate reading activities and reading education in schools and may consign its enforcement with school superintendents.

Article 34 (Promotion of Reading Culture for the Data Disadvantaged)

The Mayor shall devise policies necessary for reading activities for the data disadvantaged and may promote a project related thereto.

CHAPTER VII SUPPLEMENTARY PROVISIONS

Article 35 (Cooperation of Libraries)

CHAPTER VII SUPPLEMENTARY PROVISIONSAll libraries in a jurisdiction shall cooperate to improve the convenience of citizens who use facilities therein and resolve a gap in knowledge and information. Also, such libraries shall actively cooperate on the enforcement of policies under the City's comprehensive plan, the implementation plan for library development and the implementation plan for reading culture promotion.

Article 36 (Awards, etc.)

The Mayor may bestow awards or citations to persons, etc. who deserve credit for the promotion of libraries and reading culture.