

Section E: Library

Principle: A written body of policy and procedure governs the institution's library program, including acquisition of materials, hours of availability, and staffing.

Comprehensive Library Services

4-4505

(Ref. 3-4447)

The institution maintains and/or provides access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates.

Comment: The institution's library service should be comparable to a public library, providing the following: logical organization of materials for convenient use; circulation of materials to satisfy the needs of users; information services; reader's advisory service to help provide users with suitable materials; promotion of use of library materials through publicity, book lists, special programs, book and film discussion groups, music programs, contests, and other appropriate means; a congenial library atmosphere; and educational and recreational audiovisual materials. The reference collection should contain specialized materials on such subjects as consumer skills, prerelease, finding employment, and education.

Program Coordination and Supervision

4-4506

(Ref. 3-4448)

The institution has a qualified staff person who coordinates and supervises library services.

Comment: This position may be full-time or part-time and may be filled by a volunteer or contract personnel. If the person is not a trained librarian, he or she should receive training in library services.

4-4507

(Ref. 3-4449)

There is available to the institution a person with a master of library science degree who assists in coordinating and supervising library services and is responsible for training of all library staff.

Comment: A qualified librarian should be available to assist the staff member who coordinates and supervises library services in the institution.

Selection and Acquisition of Materials

4-4508

(Ref. 3-4450)

Written policy defines the principles, purposes, and criteria used in the selection and maintenance of library materials.

Comment: Library materials should be selected to meet the educational, informational, and recreational needs of the inmates. They should be easily accessible and regulated by a system that prevents abuse.

4-4509
(Ref. 3-4451)

The library participates in interlibrary loan programs.

Comment: Participation in interlibrary loan programs with local and state public library systems can increase the materials available to inmates without increasing acquisition expenses.

Availability of Services

4-4510
(Ref. 3-4452)

Library services are available daily, including evenings and weekends.

Comment: There should be no restrictions on access to library services and facilities. Library services should be provided at prime program hours as well as at times that do not compete with work assignments, visitation, counseling, or other programs. Every inmate should have access to library services. It is preferable that the facility's main library is available seven days a week; in lieu of this, library services are available seven days a week.

Inmate Assistants

4-4511
(Ref. 3-4453)

Written policy, procedure, and practice provide for the selection, training and use of inmates as library assistants.

Comment: To provide adequate access to library services, inmates should be used as library assistants and trained in library operation by the librarian. Selected inmates can be circulation clerks and acquisition and technical processing clerks.