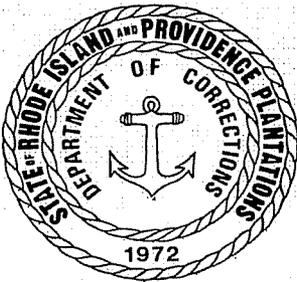


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 25.01-1 DOC	EFFECTIVE DATE: 08/11/08	PAGE 1 OF 7
	SUPERCEDES: 25.01 DOC	DIRECTOR: 	
SECTION: LIBRARY		SUBJECT: INSTITUTIONAL LIBRARY SERVICES	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director			
REFERENCES: ACA Standard # 4-4505 (Access to Comprehensive Library Services); #4-4506 (Qualified Library Services, Coordinator/Supervisor); # 4-4507 (Staff-Master of Library Science Degree Avail.); # 4-4508 (Selection and Maintenance of Library Materials); # 4-4509 (Library Participates in Interlibrary Loan); #4-4510 (Library Services Available 7 Days/Week & Evenings); # 4-4511 (Use of Inmates as Library Assistants); Policy #'s 13.03-1 DOC; Access to Law Library and Legal Materials; 24.01-5 DOC, Inmate Mail			
INMATE/PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
SPANISH TRANSLATION?		<input checked="" type="checkbox"/> YES	

I. **PURPOSE:**

To establish policy and procedures regarding inmates' access to and use of institutional library services within the Rhode Island Department of Corrections (RIDOC).

II. **POLICY:**

The Rhode Island Department of Corrections (RIDOC) provides access to institutional library services to all inmates so that they may better meet their recreational, educational, and personal developmental goals.

III. PROCEDURES:

A. Days and Hours of Services

Inmates are encouraged to take full advantage of library resources and activities. Days and hours open are established (by the facility Warden or Deputy Warden) to afford maximum use by inmates.

B. Who Can Use the Library Service

1. All inmates are encouraged to use the institutional library service.
2. Inmates housed in disciplinary confinement are not permitted physical access to the library, books from the library collections, or Inter-Library Loan. However, the Librarian provides reading material to these inmates on a periodic basis from a collection of books in the Library Office, specifically designated for this purpose. The Librarian does not accept requests from inmates in disciplinary confinement; however, requests by staff for additional reading material may be made.
3. Those inmates in medical confinement may receive reading materials upon request of the attending staff.

C. Selection of Materials

1. Materials are selected by the Librarian based upon the needs of inmates, requirements of the facility programs and objectives, and a systematic evaluation of the collections. A census and profile of inmate population and library usage statistics for each facility are used to provide adequate volumes. Materials are selected by first-hand examination, standard library selection publications and guides, reviews, and publishers' information. Suggestions by inmates and staff are taken into consideration with the Librarian making the final decisions as to which items will be added to the collection.
2. Materials are selected in a variety of formats to include hardcover, paperbacks, and magazines. Materials are selected that support facility programs, assist with life adjustments and successful preparation for transition back into the community. The selected materials provide clarity, accuracy, timeliness, popular appeal to the collection, and offer a variety of viewpoints.

NOTE: Textbooks are not purchased by Library Services unless no other format is available on the subject and they can be purchased in the bookstore.

3. Inmate needs and backgrounds are acknowledged. Age, reading level, ethnic background, cultural and religious heritage, and special needs such as learning disabled and/or hearing and visually impaired are considered.

D. Excepted Materials

1. It is the policy of the RIDOC to have a free flow of information and library materials. However, the following types of material are adjudged prejudicial to the good order of the Adult Correctional Institutions (ACI) and are not permitted.
 - a. Material of a sexist nature, or which glorifies or promotes violence against women/men/children;
 - b. Sexually explicit material. (For more information, please refer to policy 24.01-5 DOC, Inmate Mail, or a successive policy.)
 - c. Material which may be contrary to appropriate security and custodial concerns includes, but is not necessarily limited to that which:
 - (1) depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
 - (2) depicts, describes, or encourages methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of any correctional facility within the State of Rhode Island.
 - (3) depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs, drug paraphernalia and/or poisons .
 - (4) depicts or describes the manipulation and control of others (e.g., military field manuals and other technical publications which deal with psychological operations and other non-lethal methodologies) .
 - (5) is written in code.

- (6) depicts, describes, or encourages activities that may lead to the use of physical violence or group disruption.
 - (7) glorifies or promotes gang activities.
 - (8) glorifies or promotes racial, religious, or ethnic discord.
- d. Requests for questionable material are referred to the Warden of the facility for review and decision.

E. Maintenance of Library Materials

1. Books in poor condition, with missing pages, badly defaced, outdated, or containing incorrect material, especially if ten years old or older are removed from the collections and discarded.
2. All paperbound books that are worn but intact will be recycled to Intake Service Center and Disciplinary Confinement Units. Materials which no longer have interest or meet the needs of one population are recycled to another library.
3. Reference, Special Collection and Out-of-Print material will be repaired by the Librarian.

F. Inmate Library Clerks

1. Each facility employs at least two inmates as Library Clerks. Their duties are:
 - a. Operate the circulation/receiving desk according to library policy.
 - b. On a weekly basis, provide the Librarian with circulation statistics.
 - c. Print a list of all overdue books and process notices.
 - d. Shelve all books returned according to the Dewey Decimal System.
 - e. Inform Librarian of books that are beyond repair.
 - f. Inform Librarian of materials that have been requested.
2. At no time should the Library Clerk perform any of the professional duties of the Librarian (referencing, classifying and cataloging).

3. The Library Clerk is under the supervision of the Library Correctional Officer.

G. Library Acquisitions

1. The Librarian prepares and processes all purchase orders in accordance with the State of Rhode Island and RIDOC procurement policies.
2. The Librarian determines the selection of materials, quantities, and sources used for library purchase.

H. Donations

1. Rules for the Donation of Library Materials

The RIDOC Recreational Reading Library accepts donations of certain new or used goods as set forth in these rules that can be shown to be of benefit to all inmates, or to the majority of the inmate population. Donations are not accepted from inmates, inmates' families or visitors. The Recreational Reading Library follows all RIDOC policies pertaining to appropriate subject matter.

a. Fiction and Non-Fiction Books:

The Librarian accepts hardbound and paperback books that are of current interest and published within a 5-year period of donation date. No outdated material is accepted. The material must be intact, no torn pages, broken spines or personal markings.

b. Textbooks:

The Librarian accepts textbooks on most subjects except Chemistry, Physics, Forensic Sciences, and Electronics. Text must be current and in excellent condition.

c. Periodicals:

The Librarian accepts periodicals that are no more than six (6) months old with the exception of National Geographic.

d. Religious Material:

The Librarian does not accept Bibles or other spiritual material. Such donors should be referred to the Professional Services Coordinator.

e. All donations must first be cleared with the Librarian.

(1) ALL DONATIONS MUST BE DELIVERED TO THE LIBRARY OFFICE IN THE BERNADETTE BUILDING ON FLEMING ROAD.

(2) Arrangements with the Librarian must be made prior to delivery.

(a) For security reasons, facilities and other RIDOC units should not accept donations. Donors should be referred to the Librarian.

(b) In the event that a facility or unit accepts a donation designated for the library, the person who accepted the donated item(s) is responsible for the delivery of such material to the Library Office.

f. The Librarian assigns no intrinsic or cash value on donated items.

g. The Librarian processes donations in the same manner as purchased items.

h. If requested by donor, the Librarian will acknowledge a donation with a letter of appreciation.

i. The Librarian does not accept donations for individual inmates or facilities.

j. Inmates may not solicit donations.

k. RIDOC is not obligated to any individual, group, company, or other party for donated materials.

l. The Librarian is not responsible for the pick-up or delivery of any donations to the Library Office.

I. Destruction of Library Materials

Each library user is responsible for library materials in his or her care. Willful neglect or abuse of such materials may result in disciplinary action and/or restitution.

LIBRARY\25.01-1 DOC\POLICY