

State of North Carolina
Department of Public Safety
Prisons



Chapter: D
Section: .1100
Title: **Library Services**
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POLICY & PROCEDURES

References

Related ACA Standards

5th Edition Standards for Adult Correctional Institutions 5-ACI-7E-01, 5-ACI-7E-02, 5-ACI-7E-03, 5-ACI-7E-04, 5-ACI-7E-05, 5-ACI-7E-06, 5-ACI-7E-07

.1101 General

The North Carolina Department of Public Safety (NCDPS) Prisons provides offenders within its facilities access to library services comparable to public libraries necessary for offenders' education, cultural, and recreational activities. The Warden shall ensure that the library has a wide variety of reading materials. Correctional libraries shall provide library services that include, reference collections and a variety of resources necessary for the offenders' education, cultural development, and recreational activities. Specialized materials shall include subjects such as consumer skills, pre-release and post-release information, resources on finding employment, and educational opportunities. The facility will ensure planned and continuous acquisition of materials for the library to meet the needs of offenders.

.1102 Procedures

- (a) Each facility is required to post the library hours of operation for their library in easily accessible areas. Library services will be available to offenders on a daily basis to include daytime, evening, and weekend hours. Library services may include book carts. In the event a facility's main library is unavailable seven days per week or in facilities without a full-time library location, book carts shall be available. All offenders must have access to library materials.
- (b) Each facility is required to have clearly defined check-in and check-out procedures that must be posted in each library. Computerized systems must be utilized by the library clerks to ensure that loaned library materials are tracked and returned within a timely manner.
- (c) Each facility shall post rules with clearly defined consequences and expectations for offenders who check out materials from the library. All library materials will be monitored to prevent abuse.

- (d) Facility libraries will classify and categorize all materials in an organized system, have a procedure for the circulation of materials, provide information service and reader's advisory service, and provide a method for the promotion of library materials. Other services may include book lists; special programs; contests for poetry, art, and writing; and/or audiovisual materials for educational and recreational purposes. Reasonable accommodations shall be made available for offenders with special needs.

.1103 Coordination and Supervision

- (a) The Education Services Library Services Coordinator shall indirectly supervise and assist facility Librarians, Program Specialists, Library Assistants, offender library clerks, school principals, and other library staff with the overall operation of the facility library. The Library Services Coordinator must hold a master's degree in Library Science, Information Resources, Media Services or related degree.
- (b) Each facility must have a qualified staff member, contractor, or community volunteer who coordinates and supervises the facility's library services. If the person is not a trained librarian, the Library Services Coordinator shall be available to conduct the training of staff members, contractors, or volunteers.
- (c) Prisons may authorize the use of offender library clerks to assist with the operation of the library. The selection and assignment of each clerk is made by appropriate facility staff. Each offender library clerk is provided with a detailed orientation and training in library operations to include circulation procedures, book repairs, providing technical assistance, and promotion of new acquisitions.
- (d) Each facility receives a yearly library budget based on the total number of offenders housed at the facility. The Library Services Coordinator consults and/or assists each facility with the purchase of library books, newspapers, equipment, computer software, maintaining updated circulation, inventory of assets, and other materials. Library purchases shall be made in accordance with DPS Fiscal Policy and Procedure, .2600.
- (e) Facility library coordinators must consult with the Library Services Coordinator prior to selecting and purchasing materials for the library. All purchases must meet the educational, informational, and recreational needs of the entire offender population. In addition, no publication should be purchased, accepted as a donation, or be otherwise available for circulation that is on the Master List of Disapproved Publications, or that violates Publications policy as described in D.0101 and following. The Master List of Disapproved Publications will be reviewed to ensure the publication is not on the disapproved list. The Publications Review Committee may be consulted for guidance concerning any publication.
- (f) Inter-Library Loan Programs with local and state public systems should be utilized to increase materials availability without increasing acquisition expenses, upon approval by

the Education Library Services Coordinator. This program does not apply to requests for legal materials based on the Department of Public Safety's legal services contract with North Carolina Prisoner Legal Services.



Commissioner of Prisons

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Date

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