



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: P
Section: .0200
Title: **Library Services**
Issue Date: 07/13/21
Supersedes: 08/03/20
Expiration: Policy Revision Publication

INTERIM POLICY & PROCEDURE

The purpose of this interim policy is to make a change to a policy prior to the annual review date. The interim policy will be incorporated into the actual policy during the next annual review. All interim policies shall be updated no more than six months past the annual review date.

The following definitions are new and will be added to P .0203:

- (g) The Intra-Library loan program is an arrangement between two correctional facilities in which library books are borrowed from one facility library upon request by the other facility. The facilities in this arrangement must agree to lend or borrow books that are in circulation only. There are no charges to either of the facilities in this transaction of lending and borrowing books. The lending library determines whether the books can be borrowed and the return due date. The Facility Intra-Library Loan Arrangement form and the Offender Library Book Request form are to be utilized for this purpose. A facility will use no more than two (2) facilities to try to satisfy the loan request and those facilities should be located in the same region. If they are unable to locate the book, the request will be denied.
- (h) The NCDPS Library Committee reviews library materials based on set criteria and makes recommendations for the purchase or adoption of library materials to the Warden or Associate Warden for Programs at the facility and to the Education Services Administrator for Library Services. The NCDPS Library Committee is comprised of both Education Services and Programs staff housed at the Central office. The Committee is chaired by the Education Services Administrator for Library Services and meets bi-annually or on an as-needs basis.

Additionally, the title ‘Library Services Coordinator’ will be changed to ‘Administrator for Library Services’ throughout the policy.

SUMMARY:

- Addition of P .0203 (g) and (h)
- Change title of Library Services Coordinator to Administrator for Library Services throughout the policy.

FILING:

This Interim Policy will be filed in the Power DMS system and on the Prisons web page along with the original policy.

RESPONSIBILITIES:

The Director of Rehabilitative Services is responsible for ensuring the content of this interim policy and procedure is included in a revised policy and updated through the annual review process.



Commissioner of Prisons

July 13, 2021

Date

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