



*State of North Carolina
Department of Public Safety
Prisons*

Chapter: P
Section: .0200
Title: **Library Services**
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POLICY AND PROCEDURE

References

5th Edition Standards for Adult Correctional Institutions

Related ACA Standards

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

.0201 General

The North Carolina Department of Public Safety (NCDPS) Prisons provides offenders 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 offenders (5-ACI-7E-01).

Library services shall be comparable to public libraries. The Warden shall ensure that the library has a wide variety of reading materials to include resources necessary for the offender's 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.

.0202 Procedures

- (a) **Library services are available daily, including evenings and weekends (5-ACI-7E-06).** 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.

.0203 Coordination and Supervision

- (a) ***The institution has a qualified staff person who coordinates and supervises library services (5-ACI-7E-02).*** The qualified person can be a staff member, contractor, or community volunteer.
- (b) ***There is available to the institution a qualified person with a master of library science, information resources, media sources, or related degree who assists with coordinating and supervising library services and is responsible for training of all library staff (5-ACI-7E-03).*** The Education Services Administrator for Library Services 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 Administrator for Library Services must hold a master's degree in Library Science, Information Resources, Media Services or related degree. If the facility librarian is not a trained librarian, the Administrator for Library Services shall be available to conduct the training of staff members, contractors, or volunteers.
- (c) ***Written policy, procedure and practice provide for the selection, training and use of offenders as library assistants (5-ACI-7E—07).*** 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 Administrator for Library Services 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) ***Written policy defines the principles, purposes, and criteria used in the selection and maintenance of library materials (5-ACI-7E-04).*** Facility library coordinators must consult with the Administrator for Library Services 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 Publication Review Committee may be consulted for guidance concerning any publication.

- (f) **The library participates in inter-library loan programs (5-ACI-7E-05).** 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 **Administrator for Library Services**. 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.
- (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 needed basis.



Commissioner of Prisons

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