

DATE:	OCTOBER 25, 2019
NUMBER:	T.5
SUBJECT:	JAIL LIBRARY/BOOK DONATIONS
RELATED SECTIONS:	P.3 , T.1 , V.1 , V.3 ; TITLE 15, SEC. 1064

PURPOSE

To provide library services that are responsive to the interests and educational needs of the inmates.

POLICY

Each facility library shall be kept clean and orderly. Library books shall be checked periodically for signs of wear and contraband. The correctional counselor assigned to the library shall coordinate the donation and purchase of books.

PROCEDURE

I. LIBRARY OPERATION

- A. The correctional counselor assigned to the library shall inspect the library and books on a regular basis to ensure the area is clean, orderly and the books are usable.
- B. The correctional counselor shall keep a record of library services to ensure each housing unit has an adequate opportunity to obtain books.

II. BOOK DONATIONS

- A. The facility shall not accept donations of books through the jail information window except by approval of the watch commander or correctional counselor. Community groups wishing to make donations shall be referred to the correctional counselor. Religious groups wishing to donate literature shall be referred to the facility chaplain.
- B. Books or magazines mailed to the facility by the general public shall not be accepted. Books or magazines mailed directly from publishers shall be accepted. Magazines and periodicals mailed to specific inmates must follow the guidelines contained in Detention P&P Section P.3 (Inmate Mail).
- C. Prior to their placement on the library shelves, the correctional counselor shall inspect all books that have been purchased or donated. This inspection is designed to control the flow of contraband and to determine the usability of the books.
- D. The facility commander has the prerogative to allow or deny any hardbound book into their facility. The procedures for handling hardbound books shall be incorporated into a “Green Sheet” for each facility.

- E. Donated hardbound books may be allowed into the detention facility only after each volume has been screened for contraband by the correctional counselor and/or security staff. Generally, hardbound books shall be kept in the inmate library; however, they may be checked out or distributed to the following classes of inmates.
 - 1. Inmate workers
 - 2. Inmates in minimum or medium security housing areas
 - 3. Inmates in maximum security housing areas approved by the facility commander.
- F. Inmates in disciplinary status or those housed in administrative segregation may not possess hardbound books.
- G. Donations of books for specific inmates shall not be accepted from the general public.
- H. All reading material must meet the standard set forth in Detention P&P Section P.3, which covers violence issues, obscene materials, etc.

III. USE OF VOLUNTEERS

The correctional counselor shall determine how many, if any, volunteers could be used in the facility library. The correctional counselor shall coordinate the selection and use of volunteers in accordance with Sections V.1 and V.3 of this manual.