

Date: 4/21/22
Number: T.5.M
Subject: JAIL LIBRARY AND BOOK
DONATIONS Related Sections:

PROCEDURE

I. BOOK EXCHANGE

The Correctional Counselor assigned to the library shall inspect the books periodically to determine their usability. Any books appearing worn or missing pages will be removed from the library.

A Correctional Counselor will conduct a book exchange for all housing units every three weeks. Once every three months the Correctional Counselor will inventory each housing unit's library for an excess of books. Dorms will be allowed fifty EMRF assigned books in their library. Books without identification of a current module resident that exceed the fifty allowed will be removed from the module and placed in the EMRF Library.

A bag of books from the module will be exchanged for a bag of new books and magazines. If the module does not submit a bag of books for exchange, the module will not receive any new reading material.

The Housing Control Deputy will make an announcement in the module to have the incarcerated persons collect all books that are not needed and turned back in for recycling. Once the exchange is made, the assigned Counselor will notify the Programs Deputy which houses received books.

II. BOOK DONATIONS

The Correctional Counselor shall inspect and approve any book donated to the library. All donated books shall be stamped with "East Mesa Library" in order to identify them as EMRF property.