

SDSD Detention Services Bureau—George Bailey Detention Facility
Green Sheet

DATE:	APRIL 14, 2021
NUMBER:	T.5.G
SUBJECT:	JAIL LIBRARY/BOOK DONATIONS

PROCEDURE

The George Bailey Detention Facility provides library services to inmates through Correctional Counseling staff.

I. LIBRARY MAINTENANCE

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

II. BOOK EXCHANGE

- A. Correctional Counselor will conduct a book exchange for all housing units once a month.
- B. The Housing Control Deputy will make an announcement in the module to have the inmates collect all books that are not needed and turned back in for recycling.
- C. A brown paper bag of books from the module will be exchanged for a brown paper 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.

- D. Once the exchange is made, the assigned counselor documents it in a log forwarded to the counseling supervisor. Documentation consists of the quantity of books delivered, date and counselor conducting the exchange.

III. HARDBOUND BOOKS

Hardbound books will not be accepted or distributed into the facility.