

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

| | |
|-----------------|-------------------------------|
| DATE: | FEBRUARY 28, 2023 |
| NUMBER: | T.5.L |
| SUBJECT: | JAIL LIBRARY / BOOK DONATIONS |

PROCEDURE

I. BOOK EXCHANGE

- A. Book exchange will occur for all housing units.
- B. Book exchange for all housing units will occur the third Saturday of every month, after 0700 hours.
 - 1. On Thursday evening or Friday morning, the housing deputy will place the books located on the bookshelf in a large bag. The bag of books will be placed outside of the dorm, as books will be exchanged on a near 1:1 basis. If the books are not collected, no new books will be delivered to the housing unit.
 - 2. The following morning, the programs deputy will escort the assigned incarcerated person worker to all housing units to exchange the books. The incarcerated person worker will then replace the books with new books, on a near 1:1 exchange. The incarcerated person worker will complete this process for each housing unit.

II. BOOK DONATIONS

No hardback books will be accepted. Any books containing pornography, gang related materials or contraband will not be accepted.

III. LIBRARY OPERATIONS

- A. The programs deputy or volunteer 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. Books will be limited to two books per incarcerated person. Request for specific books to individual incarcerated persons will not be an option at this time.
- C. No incarcerated person will use the library unless a sworn staff, counselor or volunteer member is present to supervise.
- D. No more than five incarcerated persons may use the library at any one time. Once books are checked out incarcerated persons will return to their housing unit

allowing for other incarcerated persons in the dorm access to the library. No food or drinks will be allowed in the library.

- E. House 1 shall follow a schedule in which incarcerated persons have an opportunity to utilize the library throughout the week.
House 1

1A: Saturday: 1300-1400

1B: Saturday: 1400 – 1500

- F. Incarcerated persons will wear a pink colored badge when walking to and from the library.