

<b>DATE:</b>	MAY 18, 2022
<b>NUMBER:</b>	T.5
<b>SUBJECT:</b>	JAIL LIBRARY/BOOK DONATIONS
<b>RELATED SECTIONS:</b>	<a href="#">P.3</a> , <a href="#">T.1</a> , <a href="#">V.1</a> .; TITLE 15, SEC. 1064

PURPOSE

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

POLICY

Each facility library shall be kept clean and orderly. Library books shall be checked periodically for signs of wear and contraband. Reentry Services Division (RSD) staff shall coordinate the donation and purchase of books.

PROCEDURE

I. LIBRARY OPERATION

- A. RSD staff 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.

RSD staff shall ensure each housing unit has an adequate opportunity to obtain books. Each facility will outline a monthly book distribution schedule via a facility green sheet.

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 supervising correctional counselor. Community groups wishing to make donations shall be referred to the counseling office. Religious groups wishing to donate literature shall be referred to the supervising correctional counselor.
- 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 incarcerated persons must follow the guidelines contained in Detention P&P Section P.3 ( Incarcerated Person Mail).
- C. Prior to their placement on the library shelves, the designated staff 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. Procedures for handling hardbound books will be outlined via a facility green sheet.

- E. Generally, hardbound books shall be kept in the incarcerated person library; however, they may be checked out or distributed at the discretion of the facility commander.
- F. Incarcerated persons in disciplinary status or those housed in administrative separation may not possess hardbound books.
- G. Donations of books for specific incarcerated persons 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.
- I. The counseling office may request an incarcerated worker to assist in the facility library as needed through the facility's incarcerated worker deputy.