

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 11/01/10	NUMBER 05.03.110
	SUBJECT INSTITUTIONAL LIBRARY SERVICES	
SUPERSEDES 05.03.110 (02/23/09)		AUTHORITY MCL 791.203; 791.204
ACA STANDARDS 4-4505 through 4-4511, 4-4430		PAGE 1 OF 3

POLICY STATEMENT:

Prisoners shall have access to library materials to meet educational and leisure time needs.

RELATED POLICY:

05.03.115 Law Libraries

POLICY:

GENERAL INFORMATION

- A. Each Correctional Facilities Administration (CFA) institution shall have at least one library for prisoner use. Each library shall be functional in design, having sufficient space for tables and seating for library users. It shall be well lighted and free from noise and other distractions which would impair concentration. Space guidelines established by the Association of Specialized and Cooperative Library Agencies shall be consulted when planning the organization, space utilization, and design of the library.
- B. Prisoners shall receive information on the location of the library and available library services during orientation conducted pursuant to PD 04.01.140 "Prisoner Orientation".

LIBRARIANS

- C. Libraries and library services shall be coordinated and supervised by a librarian, who shall possess a master's degree in Library Science from a program accredited by the American Library Association. On-site supervision may be provided by a library assistant/library technician.
- D. Librarians shall be responsible for the following:
 - 1. Assisting prisoners, either individually or in groups, with library usage. This includes instruction in the use of the catalog, indexes and various reference tools, and techniques for researching.
 - 2. Assisting prisoners in identifying reading materials suitable to their personal learning objectives.
 - 3. Promoting library use and materials. This may include articles in the institutional newspaper, compiling book lists, or offering special programs or book/film discussion groups.
 - 4. At least annually, collecting and interpreting information regarding library operation and materials acquisition. This shall include maintaining statistics on circulation and number of users and identifying the needs of the prisoner population through surveys and/or informal feedback mechanisms.
 - 5. Other library responsibilities as identified in this policy and as determined by the Warden.

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MATERIALS SELECTION

- E. Each librarian shall maintain a comprehensive range of library services. This shall include a collection containing reference, general, and specialized reading materials selected to meet the educational, informational, and recreational needs of the prisoner population. Materials shall be available for various reading levels, languages, ethnicities, and special interests. Educational materials shall supplement those available through the institution's education program. Library standards for adult correctional institutions established by the Association of Specialized and Cooperative Library Agencies shall serve as a guide to assist librarians in collection development.
- F. Library materials shall not include any publication on the Restricted Publications List compiled in accordance with PD 05.03.118 "Prisoner Mail" or that otherwise poses a threat to the security, good order, or discipline of the facility.
- G. The library collection shall be financed primarily by State appropriated funds. The Prisoner Benefit Fund may supplement the library collection in accordance with PD 04.02.110 "Prisoner Benefit Fund". Librarians may seek additional funding from available grant programs with the approval of the Warden or designee.
- H. Donated materials may be accepted from legitimate organizations or individuals, subject to the approval of the Warden or designee; however, donated materials shall not be accepted from an offender or an individual known to be related to an offender. All donated materials shall be inspected for contraband prior to being made available to prisoners. Donated materials which contain contraband or are in violation of Paragraph F may be discarded by the facility without notice to the donating party.
- I. Librarians shall establish and maintain cooperative relationships with other libraries. This may include the Library of Michigan, regional areas of cooperation, public library cooperatives, regional educational media centers, academic libraries, and other types of libraries and library organizations. These relationships shall be utilized to provide prisoner access to a greater amount and variety of information and materials through inter-library loans than the institution library can provide directly. This includes information and materials for the visually and hearing impaired and those with other physical disabilities. State appropriated funds shall not be used to pay any fees associated with an inter-library loan requested by a prisoner.

LIBRARY ACCESSIBILITY

- J. Library hours shall be scheduled during periods of peak usage, including evenings and weekends. Prisoners in the general population shall be permitted access to the library during scheduled operating hours, except when space is fully utilized or when serving a sanction for misconduct which restricts access to the library. A prisoner who fails to follow library rules may have that session terminated and be required to leave the library. A prisoner who engages in behavior in the library for which a Class I or Class II misconduct will be written shall have that session terminated and be required to leave the library; the prisoner may be temporarily barred from further access to the library pending the hearing. A prisoner who is charged with a Class I or Class II misconduct for damaging or destroying a library item also may be temporarily barred from further access to the library pending the hearing. If the prisoner is found guilty of the misconduct, s/he may be barred from further access to the library for a reasonable time period as determined by the Warden or designee; law library material shall be provided as set forth in PD 05.03.115 "Law Libraries"
- K. Prisoners in the infirmary or in segregation who do not have direct access to the library shall be permitted to request circulating library materials be delivered to them. The requested items shall be delivered to the prisoner on the next day that service is provided to the unit after receipt of the request, unless the item has been loaned to another prisoner. A prisoner shall be allowed to keep requested materials for at least 24 hours. A prisoner in segregation who refuses to return library materials, or damages or destroys the materials, may be denied further access to library materials in accordance with PD 04.05.120 "Segregation Standards".

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VOLUNTEER SERVICES

- L. Community volunteers may be utilized to enhance library services available to the prisoner population, consistent with PD 03.02.105 "Volunteer Services and Programs".

PRISONER ASSIGNMENTS

- M. Prisoners may be assigned to work in libraries pursuant to PD 05.01.100 "Prisoner Program Classification". Assigned prisoners may be used only as circulation, acquisition, and technical processing clerks. Librarians shall ensure that prisoners assigned to work in the library are properly trained, supervised, and evaluated.

PROCEDURES

- N. Wardens shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 10/01/10