



POLICY AND ADMINISTRATIVE PROCEDURES

Manual of Policies and Procedures

Title

THE DEVELOPMENT AND DELIVERY OF EDUCATION AND RECREATION LIBRARY SERVICES

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(8)	00-01-102 01-01-101 01-03-103	ACA: ACI: 3-4104, 3-4381, 3-4447 – 3-4453 JTS: 5E-03 CO: 2-CO-5F-01

I. PURPOSE:

The purpose of this policy is to establish standards and guidelines for the delivery of educational and recreational library services in Department of Correction facilities.

II. POLICY STATEMENT:

The Department of Correction shall establish library services at each facility in accordance with the composition and needs of the staff and offenders confined at the facility. These library services may be provided within the facility or may utilize local community resources. The library services shall provide staff and confined offenders an opportunity to attain knowledge in various areas and shall be based upon the:

- A. Interests and educational needs of staff and confined offender population;
- B. Program offerings;
- C. Availability of resources;
- D. Operational requirements of the facility in which the program is maintained; and,
- E. Delivery of professional development programs.

Pertinent and available departmental and community resources shall be identified, coordinated and utilized to ensure the continuous delivery of library services in the most effective and efficient manner. Library services shall not be withheld as a disciplinary sanction.

Each facility shall ensure that the necessary training for staff and offenders working in the library program is provided. This training shall be developed with the assistance of a designated person with at least a Master in Library Sciences.

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III. DEFINITIONS:

For the purpose of this policy and its administrative procedures, the following definitions are presented:

- A. **CERTIFIED LIBRARIAN:** A person licensed by the Indiana Department of Education as a Media Specialist or possessing a recognized degree in Library Science and employed by the Department of Correction to deliver library services.
- B. **DIRECTOR OF EDUCATION SERVICES (DIRECTOR):** The staff person responsible for the development and operation of educational services to offenders within the Department.
- C. **DIVISION OF EDUCATION SERVICES:** The division within the Department responsible for the development, delivery and implementation of library services and comprehensive educational services to offenders.
- D. **EXTERNAL AGENCY:** An agency outside the Department that may affect the delivery of library services to staff and/or offenders.
- E. **LIBRARY TECHNICIAN:** The staff person responsible for the technical operation of the library.
- F. **LIBRARY SERVICES:** The acquisition, organization, maintenance and circulation of printed, auditory and visual materials for the purpose of providing educational, informational, technological and leisure activities to staff and offenders.
- G. **SPECIAL SERVICES CONSULTANT:** A person employed by the Indiana State Library holding an accredited Master of Library Science degree and who serves as an advisor to facility librarians and provides training opportunities for them.
- H. **PRIMARY RESEARCH:** Any research that can be completed at the facility level through the facility staff's access to a resource base.

IV. SCOPE OF LIBRARY SERVICES:

Each facility shall offer library services in accordance with the composition and needs of the staff and offender population housed at the facility. These services may utilize local community resources in community based facilities.

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Each Facility Head or designee shall ensure that the facility maintains and/or provides access to comprehensive library services as recommended by the Library Standards for Adult Correctional Institutions or the Library Standards for Juvenile Correctional Facilities, published by the Association of Specialized and Cooperative Library Agency of the American Library Association that includes, but is not limited to:

- A. A reference collection containing general and specialized materials; and,
- B. An organized and continuous plan for material acquisition to meet the needs of the facility's staff and offenders.

Library services delivered to staff to support other offender programs shall be determined by the availability of funds and documented needs.

V. ADMINISTRATION:

It is the responsibility of the Division of Education Services to determine the programmatic components and procedures for library services within the Department. The Director of Education Services shall report to the Director of Adult and Juvenile Programs.

Each Facility Head or designee shall ensure that a Certified Librarian or Library Technician is assigned to coordinate and supervise the library services program at the facility. This person shall receive annual training in library services.

Additionally, each facility shall have available to the library services program a Certified Librarian who coordinates and supervises the program. This person may be from another facility or may be a volunteer or under contract with the facility. The facility shall document the services provided by this person to the facility's library services program.

The Facility Head or designee and the facility librarian shall recommend to the Director of Education Services operational procedures regarding library services at the facility, including the maintenance of records and inventories relevant to the acquisition, circulation and disposition of library materials. The Facility Head or designee and librarian shall develop and maintain criteria for the selection and purchase of relevant materials which shall be included in the facility's operational procedures.

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VI. DETERMINATION OF LIBRARY SERVICES:

The Certified Librarian, under the direction of the Director of Education Services or designee, shall determine the type of library services, including the selection of materials, offered at each facility based upon the following:

- A. The mission of the facility;
- B. The educational and leisure activities available at the facility;
- C. The needs of the facility; and,
- D. The resources of the facility.

Whenever possible, library services shall be comparable to the services found in public or community school libraries. The ability to provide comparable services shall be based upon staff, fiscal resources, and facility security and control.

VII. PROGRAM AVAILABILITY:

Library services shall be scheduled and delivered in space and within time periods which promote the prescribed objectives of the activities, either educational or leisure. Scheduling and delivery shall consider:

- A. Overall facility scheduling;
- B. Offender interests and needs; and,
- C. Facility resources.

Library services shall be available daily, and when possible, on weekends and in the evening. Library services shall be made available to the offender population in a fair and equitable manner in order to prevent abuse of the library services program. Offenders in disciplinary or administrative segregation and protective custody shall have access to library services based upon facility security and availability of Department/facility resources. This access does not require that these offenders be permitted to go to the library. However, if these offenders are not permitted to go to the library, the facility shall ensure that an alternative means of providing access to library services is implemented and that these offenders have access to a variety of materials that is rotated on a frequent basis.

Each facility shall increase the materials available to the offender population by participating in an inter-library loan program, either with local public libraries or the Info Express program administered by the Indiana State Library, if possible. Inter-library loan will supplement the library collection, but will not replace efforts to build a vital, well-rounded collection within each facility library. Each facility will have in place an inter-library loan policy to prevent overuse and

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abuse of the inter-library loan program and ensure that prohibited materials are not acquired by offenders. Facility library staff will be responsible for primary research requests from offenders.

VIII. LIBRARY SERVICE RECORDS:

Library service records maintained at each facility shall include, but not be limited to: inventories, costs, and program participation. Such records shall be kept in compliance with applicable Department policies and administrative procedures and where applicable external agency's procedures or rules.

IX. LIBRARY SERVICES AND FACILITY EVALUATION:

Library services shall be evaluated annually in accordance with the educational, informational, technological, and recreational needs of the offender population. Such an evaluation shall be in accordance with Policy 00-02-101, "The Development and Delivery Program Reviews/ACA Audits and Fiscal Audits." The evaluation shall ensure that the library services program is easily accessible by staff and offenders and that a system is in place to prevent abuse of the library services program.

The facility's library staff will conduct a needs assessment including input from staff and offenders. It shall be the responsibility of the Facility Head or designee to ensure the completion and forwarding of the needs assessment to the Director of Education Services by July 15.

In addition, each library will provide an annual report to the Indiana State Library for inclusion in its Statewide Annual Report for Institutional Libraries. Informal evaluations may be conducted at intervals deemed appropriate by the Director of Education Services.

Operational procedures shall be developed to ensure that these annual audits are performed and reports submitted in accordance with these administrative procedures.

X. PERSONNEL QUALIFICATIONS:

A Certified librarian employed for the delivery of library services shall meet the minimum qualifications established by the State Department of Personnel. Library Technicians or Certified Librarians services personnel shall be required to supervise offenders in library related activities. The Certified librarian or Library Technician shall be supervised by the Facility Head or designee.

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XI. EMPLOYMENT OF PERSONNEL:

Personnel vacancies and employment recommendations at each facility shall be communicated from the Facility Head or designee to the Director of Education.

The Director of Education Services and the Facility Head or designee shall cooperatively ensure the employment of competent and qualified library services personnel.

Each facility shall determine the feasibility of establishing offender work programs in the library services program. If the library services program is in need of support personnel, consideration shall be given to assigning offenders to provide this additional assistance. If offenders are assigned to work assignments in the library services program, the person in charge of the library shall ensure that the offenders are provided training in library operation. Facilities utilizing offenders in the library services program shall develop a selection process, work assignment descriptions detailing the duties of the offenders assigned to the library services program and the training provided. Offender work assignments in the library shall be in accordance with the administrative procedures for Policy 02-01-106, "Offender Work Assignments and Pay Schedules."

If offender workers are utilized in the operation of the library, the selection process, work assignment descriptions and a summary of the training provided shall be attached to the facility's operational procedures.

XII. PROFESSIONAL DEVELOPMENT:

The professional development of library services personnel is to be encouraged and endorsed. Professional development activities may include conferences, visitation, and staff meetings with other library personnel, both within and external to the Department. Library services personnel may attend professional development activities with the approval of the Facility Head or designee in accordance with all applicable state travel rules and regulations.

The Facility Head or designee may consult the Director of Education Services to verify the effectiveness of the professional development program. All conference attendance requests are to be submitted in accordance with the state fiscal procedures. Intra-departmental training shall be conducted in collaboration with the Department's Division of Staff Development and Training.

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XIII. PROGRAM BUDGET PREPARATION:

In order to facilitate library program planning and management, each facility librarian shall prepare a library program budget which delineates personnel, equipment and physical facility needs for the Facility Head or designee on an annual basis. The Facility Head or designee shall forward a recommendation for personnel, equipment and construction needs to the Director of Education.

XIV. EQUIPMENT INVENTORIES:

Equipment fixed asset inventories shall be maintained by each Facility Head or designee in accordance with Policy 04-01-101, "Asset and Inventory Management."

XV. IMPACT OF EXTERNAL AGENCIES:

The Facility Head or designee shall work with appropriate external agencies to ensure compliance of library services programs with applicable rules, regulations and law.

The Special Services Consultant shall assist the facility librarian in determining the training necessary for staff and offenders who are assigned to the facility's library services program. This person may provide the training or may direct the staff to other suitable training programs for the development and operation of a library services program.

XVI. MODIFICATION OF LIBRARY SERVICES PROGRAMS:

The Facility Head or designee shall submit to the Director of Education all proposed additions, modifications or deletions of library services programs. The Director of Education Services shall discuss all such proposals with the Director of Adult and Juvenile Programs prior to implementation. Proposal content shall include, but not be limited to the following:

- A. Specific rationale;
- B. Goals and objectives;
- C. Related offender data;
- D. Related staffing data;
- E. Related equipment and supplies;
- F. Description of needed facilities;
- G. Fiscal impact; and,
- H. Evaluation of proposed revision.

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XVII. LIBRARY SERVICES REPORTS:

Quarterly and annual educational reports and reports associated with securing and maintaining funds other than state funding shall be completed as required by the Facility Head or designee and submitted to the Director of Education Services by January 8, April 8, July 15, and October 8.

XVIII. APPLICABILITY:

These administrative procedures shall be applicable to all department facilities.

Signature on File
J. David Donahue, CCE
Commissioner

4/16/08
Date