



State of Indiana
Indiana Department of Correction

Effective Date

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01-01-102

**POLICY AND ADMINISTRATIVE
PROCEDURE**

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: 4-4505 through 4-4511 JTS: 5E-03 CO: 2-CO-5F-01

I. PURPOSE:

The purpose of this policy and administrative procedure 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 individuals incarcerated at the facility. These library services may be provided within the facility and may utilize local community resources. The library services shall provide staff and incarcerated individuals an opportunity to attain knowledge in various areas and shall be based upon:

- A. The interests and educational needs of the staff and facility 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 used 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 is provided for staff and incarcerated individuals working in the library program. This training shall be developed with the assistance of a designated person with at least a Master's degree in Library Sciences.

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III. DEFINITIONS:

For the purpose of this policy and administrative procedure, 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 incarcerated individuals 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 incarcerated individuals.
- D. **EXTERNAL AGENCY:** An agency outside the Department that may affect the delivery of library services to staff and/or incarcerated individuals.
- 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 incarcerated individuals.
- G. **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 population housed at the facility. These services may utilize local community resources.

Each Warden or designee shall ensure that the facility maintains and/or provides access to comprehensive library services as recommended by the Library Standards

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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 programs shall be determined by the availability of funds and documented needs.

V. ADMINISTRATION (See Facility Directive):

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 Deputy Commissioner for Re-Entry.

Each Warden 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 with a master of library science degree who assists in coordinating and supervising library services and is responsible for training of all library staff. This person may be from another facility, may be a volunteer, or under contract with the Department or facility. The facility shall document the services provided by this person to the facility's library services program.

The Warden or designee and the facility librarian shall recommend to the Director of Education Services 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 Warden or designee and librarian shall ensure that a Facility Directive is implemented that develops and maintains criteria for the selection and purchase of relevant materials.

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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 staffing, fiscal resources, and facility security and control.

VII. PROGRAM AVAILABILITY (See Facility Directive):

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. The interests and needs of the facility population; and,
- C. Facility resources.

Library services shall be available daily, on weekends, and in the evenings. Library services shall be made available to the facility population in a fair and equitable manner in order to prevent abuse of the library services program. Incarcerated individuals in disciplinary or administrative restrictive status housing, 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 individuals be permitted to go to the library. However, if these individuals 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 individuals have access to a variety of materials that are rotated on a frequent basis.

Each facility shall increase the materials available to the facility 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 shall have in place an inter-library loan Facility Directive to prevent overuse and

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

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 population. Such an evaluation shall be in accordance with Policy and Administrative Procedure 00-02-101, "The Development and Delivery of Program Reviews/ACA Audits." The evaluation shall ensure that the library services program is easily accessible by staff and incarcerated individuals and that a system is in place to prevent abuse of the library services program.

The facility's library staff shall conduct an annual needs assessment including input from staff and the facility population. It shall be the responsibility of the Warden or designee to ensure the completion and forwarding of the needs assessment to the Director of Education Services by July 15 of each year.

Informal evaluations may be conducted at intervals deemed appropriate by the Director of Education Services.

X. PERSONNEL QUALIFICATIONS:

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

XI. EMPLOYMENT OF PERSONNEL:

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

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

If the library services program is in need of support personnel, consideration shall be given to assigning incarcerated individuals to provide this additional assistance.—Facilities utilizing incarcerated individuals in the library services program shall develop a selection process, work assignment descriptions detailing duties, and the training provided. Work assignments in the library shall be in accordance with the administrative procedures for Policy 02-01-106, “Offender Work Assignments and Pay Schedules.”

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 Warden or designee in accordance with all applicable State travel rules and regulations.

The Warden or designee may consult the Director of Education 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.

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 Warden or designee on an annual basis. The Warden 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 Warden or designee in accordance with Policy and Administrative Procedure 04-01-101, "Asset and Inventory Management."

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XV. IMPACT OF EXTERNAL AGENCIES:

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

Regional Librarians from the Indiana State Library will assist the facility librarian in determining the training necessary for staff 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 Warden or designee shall submit to the Director of Education all proposed additions, modifications, or deletions of library services programs. The Director of Education shall discuss all such proposals with the Deputy Commissioner of Re-Entry prior to implementation. Proposal content shall include, but not be limited to the following:

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

XVII. APPLICABILITY:

This policy and administrative procedure is applicable to all Department facilities.

signature on file
Robert E. Carter, Jr.
Commissioner

Date