



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #5.500

Library Services

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<p>Authority: Wyoming Statute(s): 25-1-104; 25-1-105</p> <p>ACA Standard(s): 5-7E-4505; 5-7E-4506; 5-7E-4507; 5-7E-4508; 5-7E-4509; 5-7E-4510; 5-7E-4511; 2-CO-5F-01</p>	<p>Effective Date: February 15, 2020</p> <p>Revision/Review History</p> <table border="0"> <tr><td>08/30/18</td></tr> <tr><td>04/01/14</td></tr> <tr><td>08/30/17</td></tr> <tr><td>03/13/14</td></tr> <tr><td>07/30/16</td></tr> <tr><td>05/15/13</td></tr> <tr><td>04/15/15</td></tr> <tr><td>06/10/12</td></tr> <tr><td>05/15/14</td></tr> </table>	08/30/18	04/01/14	08/30/17	03/13/14	07/30/16	05/15/13	04/15/15	06/10/12	05/15/14
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<p>Cross Reference of Policy: P&P #3.401, <i>Inmate Access to Courts</i>; P&P #5.401, <i>Inmate Mail</i></p>	<p>Summary of Revision/Review: Updates existing policy pursuant to annual review.</p> <p>Supersedes Existing Policy :</p>									
<p>Approved:</p> <table border="0"> <tr> <td align="center">DRAFT</td> <td align="right">2-4-20</td> </tr> <tr> <td align="center">Robert O. Lampert, Director</td> <td align="right">Date</td> </tr> </table>		DRAFT	2-4-20	Robert O. Lampert, Director	Date					
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APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. ATTACHMENTS – None Noted
2. OTHER – None Noted



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I. PURPOSE

- A. **Library Services.** The purpose of this Policy and Procedure is to provide for library services to inmates in Wyoming Department of Corrections (WDOC) facilities.

II. POLICY

- A. **General Guidelines.** This written policy and procedure establishes the agency's library program, including acquisition of materials, hours of availability, and staffing. (ACA 2-CO-5F-01)
- B. **Access to Comprehensive Library Services.** It is the policy of WDOC to maintain and/or provide access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates. (5-7E-4505)

III. DEFINITIONS

- A. **Correctional Education Programs Manager:** The certified individual who is the program manager for WDOC education services. The person in this position oversees the planning, execution, management and administration of academic and vocational programs and library management for inmates in WDOC facilities.
- B. **Education Manager:** A certified individual at each WDOC facility responsible for specific academic and vocational/technical programs and library services in their facility.
- C. **Interlibrary Loan (ILL):** The process used when one library requests material from, or supplies materials to, another library using formal lending arrangements with outer libraries in WDOC or the community.
- D. **Librarian:** A qualified staff person who coordinates and supervises library services.
- E. **Wyoming State Library:** The state library guides local library agencies participating in any state plan for the expenditure of any federal funds or materials.



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IV. PROCEDURE

A. General Guidelines

1. **Access to Policy.** Facility education managers shall maintain a copy of this policy and any accompanying Operational Procedures (OPs) specific to their facility. This information shall be readily accessible to staff and inmates upon request.
2. **Development of Operational Procedures.** WDOC facilities shall develop and maintain OPs as needed related to facility library services.
3. **Review of Policy.** The Correctional Education Programs Manager and education managers/librarians shall annually review this policy and submit any modifications to the Policy and Planning Manager.

B. Supervision of Library Services

1. Each WDOC facility shall have a qualified staff person who coordinates and supervises library services. (ACI 5-7E-4506)
 - i. Supervision duties shall be assumed by the facility education manager if a separate librarian position is not available.
 - a. Resources, guidance and support are available from the Wyoming State Library and should be utilized as necessary.
 - ii. This position may be full-time or part-time and may be filled by a volunteer or contract personnel.
2. There is available to the institution a person with a master's of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and is responsible for training of all library staff. (ACI 5-7E-4507)
 - i. The facility education manager/librarian will oversee the library services with assistance from the Wyoming State Library (WSL) to ensure inmates have access to general library services.
3. The facility education manager/librarian shall work closely with the Correctional Education Programs Manager to ensure all policy and ACA requirements are met.



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C. **Role of Facility Education Manager/Librarian.** Responsibilities of the facility education manager/librarian include, but are not limited to, the following:

1. Assisting staff and inmates with library resources and services, to include:
 - i. Orientation of library services for newly arrived inmates;
 - ii. Managing and ensuring access to a catalog system for tracking materials;
 - iii. Providing reference materials and research techniques;
 - iv. Ensuring access to and assistance with interlibrary loan process;
 - a. Each library shall participate in interlibrary loan programs. (ACI 5-7E-4509)
 - b. The requesting inmate shall be required to pay associated fees. Books and other resources ordered shall be subject to approval.
 - c. Books and other resources that cannot be obtained through WDOC interlibrary loan services, which are not otherwise available in soft cover through the community interlibrary loan process, if approved for ordering, will be restricted to use within the institutional library only and may not be removed from the library/classroom by the inmate for any reason.
 - d. Materials received through the interlibrary loan process may not be transferred with the inmate to another facility, but must be surrendered to the current institutional library prior to the inmate's transfer.
 - v. Assisting those who request help in selecting and using library materials, and assisting inmates in identifying reading materials suitable for personal recreational reading and learning objectives; and
 - vi. Providing requested legal materials in accordance with WDOC Policy and Procedure # 3.401, *Inmate Access to Courts*.
2. Promoting library usage and materials;



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3. Annually evaluating library operation and materials acquisition;
4. Acquiring of materials, maintenance of bibliographic catalog and physical library holdings;
5. Developing a proposed budget for library services, and maintaining responsibility for budget management; and
6. Supervising and training inmate library assistants as needed, in compliance with WDOC and facility guidelines and pay-scales. Written policy, procedure, and practice provide for the selection, training, and use of inmates as library assistants. (ACI 5-7E-4511)

D. Inmate Library Clerk/Assistant

1. Inmate library assistants may be selected based on educational background, experience and/or institutional record or needs.
2. Inmate library assistants shall have, at a minimum, a high school equivalency certificate.
3. Inmate library assistants will receive training from the library staff prior to assignments and on an as needed basis. Inmate training courses will include sufficient information and material to enable the inmate library assistants to perform duties in an effective manner.

E. Library Services

1. Library services shall be available daily, including evenings and weekends. (ACI 5-7E-4510)
 - i. Each facility will establish library hours which will allow users greatest access during peak use periods, subject to the security constraints and library staffing level of the individual facility.
 - ii. If direct access to the library cannot be provided, alternative library services shall be provided which may include providing books to units, filling specific requests, or establishing a deposit collection area/box in the housing unit.
2. Services will be made available by all facility libraries for those inmates who are unable to visit the library in person due to security regulations. Inmates in restrictive housing and protective custody shall have access to library services.



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3. Reasonable accommodations shall be made to ensure equal access to library services for inmates with special needs or disabilities. The facility shall maintain a list of available resources such as recorded books, braille books, large-print books, and high interest, low-level reading materials.
4. An individual inmate's access to library services may be restricted and/or additional charges may be assessed for violation of the library's rules.
5. Inmates may request information from the library staff for educational needs and legal needs only. Guidelines for information regarding legal requests are outlined in Policy and Procedure #3.401, *Access to Courts*.

i. Printing and Photocopying Services.

- a. Printing services shall be provided to inmates. To offset the associated costs of printers, printer cartridges, printing paper and supplies, and necessary staff resources, correctional facilities may charge inmates for use of printers, at a predetermined posted rate not to exceed ten cents (\$0.10) per page.
- b. Correctional facility Operational Procedures shall define the manner in which inmates are to be charged for the use of facility printers.
- c. An inmate shall be required to have sufficient funds in his/her inmate funds account to cover the costs of printing and photocopies, at the time of a request to obtain said services. Exceptions to this are outlined in Policy and Procedure #3.401, *Access to Courts*.
- d. Photocopying services will be available to inmates at a maximum cost of ten cents (\$0.10) per page. Inmates are required to pay for these services and shall comply with all policies for types of materials being requested.

F. Acquisition of Library Materials

1. Written policy defines the principals, purposes, and criteria used in selection and maintenance of library materials. (ACI 5-7E-4508)
2. The following criteria apply to materials acquired by any means or source:



- i.** Materials may be selected in a variety of formats that may include but not be limited to books, pamphlets, magazines, newspapers, CDs, DVD's or video cassettes.

 - a.** Books shall be limited to soft cover or paperback only.
- ii.** Materials shall be similar to those found in community libraries but shall reflect the unique characteristics and requirements of the facility and library users.
- iii.** Materials will be selected to reflect diversity of languages, literacy levels, cultural heritage, and special interests of the library users.
- iv.** Materials will be selected to prepare inmates for reentry, support the education curriculum, self-education, recreational reading and to meet informational needs.
- v.** Gifts and donations will be reviewed and accepted or discarded in accordance with WDOC policy and facility guidelines.

 - a.** Donations must be examined by security for contraband to ensure the safety, health and security of the facility. The facility education manager/librarian will be responsible for reviewing donated materials to ensure adherence with policy.
 - b.** Donations may be accepted if received directly from an approved source of supply.

 - (1)** Donations of library materials will not be accepted by the facility if received directly from an inmate family member.
 - (2)** Inmates who are discharging the WDOC may donate books to the facility library, following approval by the librarian/education manager.
 - (3)** Inmates with personal books in excess of the number authorized by the property inventory and matrix may opt to donate their excess books to the facility's library, rather than paying for those items to be sent out or having them destroyed.

 - (i)** Donated books must meet all criteria outlined in this policy.



- (ii) Only personal books will be accepted; no magazines, periodicals, religious materials, etc. will be accepted.
 - (iii) The donation will initially be documented on a WDOC Form #352, *Property Disposition Form* and confirmed in writing by the inmate in a format designated by the facility, with a copy of the confirmation maintained on file in the library.
 - (iv) Donated books will be accepted for addition to the institution's library only after review and approval by the librarian/education manager and examination by security for contraband.
 - (v) Accepted items will be clearly marked as property of the facility's library and catalogued prior to distribution.
 - (vi) Books not accepted for inclusion in the library will be discarded with the disposition, date, and the reason for non-acceptance noted for file in the library.
 - (vii) The decision to accept or dispose of donated books shall be at the sole discretion of the librarian/education manager and, as ownership of the donated item(s) shifted to the state upon donation, shall not be grievable.
- (4) The facility warden also has the sole discretion to authorize the donation of CDs, and/or video games to the facility library by discharging inmates for check out by other inmates as library material, if such a program is requested by the librarian/education manager.
- (i) The donation of materials will be confirmed in writing by the inmate in a format designated by the facility, with a copy



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necrophilia, discharge of bodily fluids, oral, anal or vaginal penetration with inanimate objects, or oral sex;

- vi. Materials that pose a potential threat to the safety and security of the inmate population or WDOC employees, contract workers or volunteers by advocating a facility disruption or non-compliance with facility rules or regulations; and
 - vii. Materials that advocate, promote, or give detailed instruction for conduct or actions prohibited by law, WDOC policy and procedure, operational procedures/memoranda, posted operational rules, or other WDOC official written instructions or regulations.
- 4. All publications/materials will remain in compliance with WDOC Policy and Procedure #5.401, *Inmate Mail*.
 - 5. Collection materials will be discarded when they no longer meet selection criteria, or are worn or damaged.

V. TRAINING POINTS

- A. What are the responsibilities of the facility education manager/librarian?
- B. What are the qualifications for inmate library assistants?
- C. What are some alternative library services if direct access to the library cannot be provided?
- D. TRUE/FALSE: It is permissible for an inmate family member to donate books to the facility library.
- E. What types of materials are not allowed for inclusion in facility libraries?