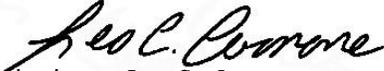


 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.16	Effective Date 9/1/2011	Page 1 of 4
	Supersedes New Directive		
Approved By  Commissioner Leo C. Arnone	Title Inmate Library Services		

1. Policy. The Department of Correction shall, within available resources and appropriations for this purpose, provide access to reading materials for education and leisure purposes. Reading materials shall not jeopardize the safety and security of the general public, facility, staff and/or inmate population.
2. Authority and Reference.
 - A. Code of Federal Regulations, 28 CFR 544.100-101.
 - B. Connecticut General Statutes, Section 18-81.
 - C. Regulations of Connecticut State Agencies, Section 18-81-39.
 - D. Administrative Directives 3.10, Fees, Reimbursements and Donations; 9.5, Code of Penal Discipline; 10.1, Inmate Assignment and Pay Plan; 10.2, Inmate Education; and 10.7, Inmate Communications.
 - E. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-5B-01.
 - F. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4273 and 4-4505 through 4-4511.
 - G. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-66 and 4-ALDF-5C-05.
3. Definitions. For the purposes stated herein, the following definitions shall apply:
 - A. Access. Ability to enter into and/or use the facility, equipment, or environmental surroundings of the library and its holdings, or the means by which library services and materials are made available.
 - B. Library Materials Review Committee. A committee consisting of three (3) members appointed by the Unit Administrator to review questionable library materials and to make a decision whether the item is appropriate for use by inmates.
 - C. Library Materials. Items including but not limited to, periodicals, newspapers, fiction, non-fiction and reference books.
 - D. Library Staff. A library media specialist, librarian, or an individual designated by the Unit Administrator to oversee facility library services.
4. Inmate Libraries. Where inmate libraries exist, the Unit Administrator shall provide library services to the inmate population in accordance with the provisions of this Directive.
5. Library Supervision. Where inmate libraries exist, supervision shall be provided by a Library Media Specialist/Librarian. In the event that an inmate library does not have a Library Media Specialist/Librarian assigned, the Unit Administrator shall designate a staff member to

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oversee facility library services. If the individual is not a Library Media Specialist/Librarian, he/she shall receive training in library services from a correctional librarian or a correctional library media specialist.

6. Library Staff Responsibilities. Staff responsible for providing library services shall ensure the facility library offers:

- A. a logical organization of material;
- B. a simple and effective circulation system;
- C. reference materials/resources;
- D. a program designed to promote the use of library materials (e.g., posters, and book discussion groups); and,
- E. a system designed to locate information as needed.

Library staff shall develop inventory lists of all items that are received as donations, as well as maintain packing lists and invoices for items ordered for the library. Additionally, each Library Media Specialist/Librarian shall work on a continuing basis to catalog and list currently-held resources. When materials are removed from the library collection, library staff will make note of the item and the reason for removal, as well as the approximate cost of the item.

7. Inmate Library Assistants. Inmates may be employed as library assistants. The Unit Administrator or designee together with the School Principal and the Library Media Specialist/Librarian shall develop criteria for the selection and training of inmate library assistants in accordance with Administrative Directive 10.1, Inmate Assignment and Pay Plan; and 10.2, Inmate Education.

8. Availability of Library Services. Hours of operation will be determined by the Unit Administrator based on facility operations and resources available. Hours of operation shall be posted. Library services shall be made available to inmates in special housing units, as appropriate.

9. Library Contents. Each inmate library shall offer a variety of reading materials as defined by Section 3(C) of this Directive. The library shall include both general and specialized reference material.

10. Inmate Access to Library Materials. The Unit Administrator in consultation with the School Principal shall develop, implement and update (as needed) an accountability system for inmates to check-out books and other library materials.

Inmates shall normally be permitted to check-out library materials for two weeks. A library item can be renewed for an additional two weeks if there are no requests for the item. The maximum number of titles an inmate may check-out and have in his/her possession shall be determined by library staff based upon the resources of the library, the number of inmates in the facility, and the facility recreation schedule. Inmates shall review any item they plan to check-out to ensure that there is no unnoted damage already present; otherwise the inmate shall be held responsible for any damage in accordance with Section 11 of this Directive. Inmates shall not loan library materials to other inmates.

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11. Overdue, Damaged, or Lost Library Materials. An inmate's check-out privileges may be temporarily suspended when an inmate has an overdue, damaged, or lost book or library material. The Unit Administrator or designee, in consultation with the School Principal and/or the Library Media Specialist/Librarian, shall develop a schedule regarding suspensions related to overdue, damaged, or lost library materials, as well restoration of check-out privileges.
- A. Overdue Library Materials. In the event an inmate does not return library materials by the due date, library staff shall issue a direct order to the inmate to return the overdue library materials. Such notification shall be made in writing and be no later than six weeks after the due date. If the inmate does not respond within two weeks of his/her overdue notice, the inmate shall be subject to disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.
- B. Damaged Library Materials. Damaged library materials shall be inspected by library staff to determine if the materials remain usable in the damaged state. The damage shall be documented noting damage, date and the initials of the library staff making the damage determination. Damaged library materials may subject the inmate to disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.
- C. Lost Library Materials. Inmates who lose library materials shall be subject to disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline.
12. Donations of Reading Material. Facilities providing library services shall be encouraged to request donations of new and used reading materials, statute books and other legal materials from private sources, law offices and other state agencies, where feasible. All donations, regardless of source, shall be inspected for contraband.
13. Material Selection.
- A. Selection Guidelines. The Deputy Commissioner of Operations, the Director of Security and the Superintendent of Schools shall develop written guidelines related to the selection and maintenance of library materials.
- Each Unit Administrator providing library services shall establish a Library Materials Review Committee whose responsibility shall be to customize the guidelines to fit the particular needs of the facility inmate population.
- B. Procedure for Questionable Library Materials Review.
1. The Unit Administrator shall appoint three (3) staff members to the Library Materials Review Committee. The Library Materials Review Committee shall consist of one library staff person, a representative from Security and the Unit Administrator's designee.
2. Library staff are primarily responsible for reviewing library materials; however, when there is a question regarding the appropriateness of a library item, said item shall be forwarded to the Library Materials Review Committee for review.

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3. The Library Materials Review Committee shall review the item in accordance with Section 14 of this Directive and submit a recommendation to the Unit Administrator, who shall determine whether the item is appropriate.
 4. No item in question shall be removed from the library or disposed of until it is reviewed by the Library Materials Review Committee.
14. Material Excluded From Inmate Libraries. Pursuant to the restrictions enumerated in Section 18-81-39 of the Regulations of Connecticut State Agencies, the Unit Administrator or designee may remove or reject an item only if it is determined to be detrimental to the security, good order, or discipline of the facility or if it might facilitate criminal activity. The Unit Administrator or designee may not reject an item solely because its content is religious, philosophical, political, social or sexual, or because its content is unpopular or repugnant. Items which may be rejected by a Unit Administrator or designee include but are not limited to items which meet one of the following criteria:
- A. it depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
 - B. it depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Department of Correction facilities;
 - C. it depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
 - D. it is written in code;
 - E. it depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
 - F. it encourages or instructs in the commission of criminal activity; or,
 - G. it is sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the facility, or facilitates criminal activity. A Unit Administrator or designee shall determine that sexually explicit material of the following types is to be excluded:
 1. sado-masochistic;
 2. bestiality;
 3. involving children; or,
 4. materials depicting sexual activity which involves use of force or without the consent of one or more parties.
15. Inmate Purchase of Books, Magazines and Periodicals. Inmates may purchase books, magazines and periodicals pursuant to provisions enumerated in Administrative Directive 10.7, Inmate Communications.
16. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.