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Inmate Libraries	ACA Standards: 2-CO-5F-01, 4-4269, 4-4505, 4-4506, 4-4507, 4-4508, 4-4509, 4-4510, 4-4511, 4-ACRS-5A-21, 4-ACRS-5D-23		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Inmate Libraries

Oklahoma Department of Corrections (ODOC) facilities and contract facilities provide access to comprehensive library services which include both general and specialized materials to meet the educational, informational, and recreational needs of inmates in accordance with 57 OS § 510 5-7. (4-4505, 4-ACRS-5A-21) Library materials will be available in languages represented by the significant number of inmates in the population.

For the purpose of this procedure, the term “inmate” will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (ODOC).

I. Library Supervisor

There will be a library at each institution. Each institution will have access, through the Oklahoma Department of Libraries and/or agency staff, to a qualified staff person with a master of library science degree to coordinate and supervise library services and train other library staff. (4-4506, 4-4507) To ensure adequate library resources are available, including interlibrary loan programs, processes will be in place for disposal, ordering, cataloging, and lending/loaning library materials. These services will be made available to all inmates. (2-CO-5F-01, 4-4508, 4-4509)

A. Duties

The library supervisor will:

1. Ensure a comprehensive system of books, periodicals, newspapers, reference materials, and equipment is available to meet the needs of the inmate population, subject to availability of resources; (4-4505)
2. Establish and maintain a system for locating, ordering receiving, cataloging and shelving new or donated library materials;
3. Establish and maintain a system for ensuring interlibrary loan access

for both staff and inmates and for the distribution and use of interlibrary loan materials within the scope of conditions imposed by the lending library; (4-4509)

4. Establish library hours, ensuring the library is open daily during school hours, as well as evening, weekend, and holiday access. This may be achieved through extended time limits on material checkout, satellite libraries, and other options that may be developed at the institutional level; (4-4510)
5. Establish and maintain a system for receiving donations of library materials from external sources such as colleges, universities, public schools, public libraries, etc. that is consistent with the mission of the facility and the security level of the inmate population to be served;
6. Select, train and supervise inmate library assistants to ensure maximum accessibility to, and utilization of, library resources by the inmate population and staff; (4-4511)
7. Maintain the library and building order, and provide discipline and security through clearly defined behaviors and performance expectations through fair, firm and consistent enforcement; and
8. Establish and maintain a check-out system for library resources that establishes responsibility and accountability for those resources and provides the foundation for recovery, replacement of, or reimbursement for lost, damaged or stolen items.

II. Access to Library Services

All inmates are eligible to participate in library services subject to the procedures in place at the facility level. The facility administrator and/or correctional teacher II/site administrator may suspend or otherwise limit access for cause.

Library services will be available daily, including evenings and weekends. (4-4510, 4-ACRS-5A-23) Library hours will be posted at each institution. Service will be provided to inmates in secure units and other special housing areas. (4-4269) Inmates are allowed to utilize the interlibrary loan service at facilities throughout the state, provided the inmate signs the "Interlibrary Loan Agreement" ([Attachment A](#), attached) and meets the requirements set forth in the "Oklahoma Department of Corrections Guidelines for the Interlibrary Loan Program" ([Attachment B](#), attached). (4-4509)

III. Inmate Assistants

Inmate library assistants may be selected depending upon educational background, experience, and institutional record. Inmate library assistants and clerks will receive training prior to assignment and as needed by the library supervisor. Inmate training courses will include sufficient information and material to enable inmates to perform

their duties in an effective manner. (4-4511)

IV. Special Housing Units (4-4269)

Inmates in secure units and other special housing areas will be provided library services through a traveling cart/distribution system that draws from the centralized collection. A list of items available from the library will be maintained in the unit office.

- A. Inmates will complete forms available from the unit officer to request books from the main library, which will be delivered by cart or other distribution method within five working days.
- B. Each inmate may request up to two books per week.
- C. Library materials in the central collection will be delivered on an established schedule at least two times a week. Delivery of materials from other sources may require additional time.

V. Prohibited Materials

Library materials will not contain instructions for the manufacture of drugs, weapons, explosives, other unlawful substances, or tattoos; advocate the overthrow of the United States or Oklahoma or other State government; advocate terrorism, criminal behavior, racial, religious or national hatred. Any material that creates an unsafe environment for the inmates or staff, material encouraging unnatural or aggressive sexual behavior, material that is obscene, indecent or is classified as erotica is prohibited.

VI. Publication Review

Library materials coming into the facility will be monitored in accordance with [OP-030117](#) entitled "Correspondence, Publications, and Audio/Video Media Guidelines." (4-4508) Each facility will establish facility staff member(s) to review materials and ensure guidelines are followed regarding appropriate materials.

VII. References

Policy Statement P-030100 entitled "Provisions of Services/Offender Rights and Responsibilities"

OP-030117 entitled "Correspondence, Publications, and Audio/Video Media Guidelines"

VIII. Action

The regional director/division manager/division head is responsible for compliance with this procedure.

The division manager of Field Services is responsible for the annual review and revisions.

Any exceptions to this procedure require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-030116 entitled "Offender Libraries" dated August 27, 2015

Distribution: Policy and Operations Manual
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Interlibrary Loan Agreement"	Attached
Attachment B	"Oklahoma Department of Corrections Guidelines for the Interlibrary Loan Program"	Attached

