DEPARTMENT OF CORRECTIONS

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| **Policy Number:** | **204.045** |
| **Title:** | **Library** |
| **Effective Date:** | **11/19/18** |

**PURPOSE:** To provide correctional facilities with library materials and services that support the DOC mission and promote personal growth.

**APPLICABILITY:** All adult facilities

**DEFINITIONS:**

Formats – different forms of library materials, such as books, newspapers, periodicals, and audiovisual materials.

Interlibrary loan – the arrangement by which library materials are borrowed from another library system.

Law librarian – the person whose services are contracted from the Minnesota State Law Library. The program providing these services is referred to as Law Library Services for Prisoners (LLSP).

**PROCEDURES:**

A. General

Facilities furnish comprehensive library services in various formats, including a reference collection of general and specialized materials and a general reading collection that supports educational, treatment, and recreational needs and interests.

1. The facilities must maintain collections through the planned and continuous acquisition of materials that meet the needs of facility, staff, and offenders.

2. Department staff members may use library services when developing or administering educational or treatment programming involving offenders.

B. Library administration

1. The DOC provides a library/information resource services specialist senior, who holds a master's of library science, information resources, media services, or related degree, to serve as the agency library staff coordinator and the liaison to the DOC education management team.

2. Each facility must provide a staff person to coordinate and supervise library services.

3. A person with a master's of library science, information resources, media services, or related degree must be at, or available to, each facility library to coordinate and supervise library services. That person is also responsible for the training of all library staff.

4. Facilities that use offender library clerks must have an assignment description for each clerk. Library staff are responsible for training clerks.

5. Library hours must be posted in each facility living unit.

6. Library materials must be cataloged on an integrated library system (ILS) and offender checkout information must be stored in the ILS system. At MCF – Togo, library materials must be cataloged on the ILS, and offender checkout information must be stored in hardcopy format.

7. The facility must post general rules and expectations in the library.

8. All offender borrowers must complete the Library Account Registration and Borrower Agreement (attached). The completed agreement must be documented in the ILS and uploaded into the ODocS system.

9. Offenders must be charged the replacement cost for lost or damaged library materials.
   a) Material that is 60 days past due is considered lost.
   b) Library materials are considered damaged when the item is in such poor condition that it will not be returned to the collection.
   c) Examples of damage include: liquid or food stains and a page or pages removed, torn, or otherwise defaced.

10. If a lost item is returned undamaged to the library within 60 days of payment, the borrower must be refunded the original charge.

C. Selection and review of library materials and library access

1. Selection of library materials
   a) Facility library staff are responsible for selecting appropriate materials that serve the purpose of the facility within the limitations of the budget.

   b) When acquiring materials, library staff must seek input from library users.
      (1) Materials of both permanent and current interest in a variety of subjects must be selected based on the merits of the work in relation to the purpose of the library.
      (2) The library may accept donations per Policy 104.190, "Acceptance of Gifts."

   c) Religious materials purchased or accepted as gifts must be of a general nature. Material designed to be used for proselytizing must not be included in the library's collection.

   d) The library must not purchase, accept donations, or borrow via interlibrary loan, materials that would be banned under Policy 301.030, "Contraband."

2. Written objection to library material(s)
   a) Each facility must, upon receiving a written objection to material(s) in the library collection, establish a committee to review the objection.

   b) The review committee must be appointed by the warden and must include the facility education director, a library staff member, and at least one facility supervisor.

3. Offender access to libraries

a) Library staff may designate any material for restricted use or special handling to ensure equal access to materials. Special handling includes specifying that an item be reserved for reference use only or be placed on reserve status.

b) Library materials must be available to all offenders.

c) Offenders who are unable to visit the library must have alternative access (e.g., book carts) to library materials.

d) Offenders on disciplinary segregation status are not allowed to request or check out books from the facility library or through interlibrary loan.

e) Photocopies of general library materials may be provided at a cost of $0.25 per page. Such copies must be in compliance with copyright laws and department policies/directives.

D. Law library

1. Offenders must have access to legal resource materials.

2. The facility must post general rules and expectations in the law library.

3. LLSP recommends and provides oversight for the Core Collection of Legal Materials (Core Collection).

4. Photocopies from the Core Collection, with the exception of DOC policies/directives attachments deemed not allowable, are provided to offenders in cases of specific and reasonable requests. Such copies must be consistent with copyright laws and be provided at no cost to offenders.

5. Photocopies from the Core Collection and printed legal documents must not exceed 50 pages/sides per week per offender.

6. Offenders may obtain copies of legal materials outside of the Core Collection from LLSP.
   a) Photocopies from LLSP's legal resources outside of the Core Collection must not exceed a total of 80 pages/sides or eight item requests per every two weeks per offender.

   b) The requested materials must be delivered or mailed to the offender at no cost.

7. A law librarian visits each facility (except for MCF-Willow River, MCF-Red Wing, and MCF-Togo) according to the needs of the facility. LLSP must provide law library service by mail to offenders housed at MCF-Willow River, MCF-Togo, MCF-Red Wing, and non-department facilities.

8. Department offenders housed at facilities other than MCF-Willow River, MCF-Red Wing, and MCF-Togo, regardless of their living assignment, may make appointments to individually meet with a law librarian. Offenders may request services from LLSP by submitting a kite or letter.

9. Facilities may provide offenders with access to typing or word processing equipment and paper (maximum 50 pages per week) for the purpose of preparing legal documents.

10. Electronic legal resources must be available at designated computer stations. Offenders must not have access to their offender network drives on these designated computers and may not save documents or other data on the legal resources computer stations.

E. Interlibrary loan

1. Facility libraries participate in an interlibrary loan program, when such a program is available.

2. Interlibrary loan services are available to all non-restricted status offenders with more than six months until release.

3. Offenders are charged for any lost or damaged materials, overdue fines, and other access fees that accrue when borrowing materials through the interlibrary loan service. Charges are determined by the loaning library.

F. Digital talking book program

1. Information about the Minnesota Braille and Talking Book Library (MBTBL) must be made available to offenders who request it from the Americans with Disabilities Act (ADA) coordinator. (See also Policy 203.250, "Modifications for Offenders/Residents with Disabilities.")

2. MBTBL service is available to any offender who meets MBTBL eligibility criteria, as stated on the MTBTL application form. Eligibility for service must be verified by a facility health care professional who checks the appropriate eligibility requirement box and signs the application form.

3. Eligible offenders may borrow a Digital Talking Book Machine (DTBM) from the facility library. Requests for DTBMs must be maintained by both the ADA coordinator and library staff throughout an offender's incarceration.

**INTERNAL CONTROLS:**

A. Library materials are cataloged on the integrated library system, (ILS) and offender checkout information is stored in the system. At MCF – Togo, library materials are cataloged on the ILS and offender checkout information is stored in hardcopy format.

B. Requests for DTBMs are maintained by both the ADA coordinator and library staff throughout an offender's incarceration.

**ACA STANDARDS:** 2-CO-5F-01, 4-4276, 4-4475, 4-4477, 4-4505 through 4-4511

**REFERENCES:**

Minn. Stat. §§ 241.01, subd. 3a (b)
Policy 104.190, "Acceptance of Gifts."
Policy 302.020, "Mail"
Policy 303.040, "Use of Electronic Equipment by Offenders/Residents"
Policy 301.030, "Contraband"
Policy 203.250, "Modifications for Offenders/Residents with Disabilities"
Department Law Librarian Position Description

The Minnesota State Law Library - Law Library Services to Prisoners (LLSP) Contract

**REPLACES:** Division Directive 204.045, "Library," 10/6/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** Core Collection of Legal Materials for Prison Libraries (on library iShare page)
Library Account Registration and Borrower Agreement (204.045B)
Library Account Registration and Borrower Agreement – Spanish (204.045B Spanish)
MBTBL Digital Talking Book Application – SAMPLE (204.045C)

**APPROVALS:**
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support