DEPARTMENT OF CORRECTIONS

Policy Number: 204.046
Title: Library – Juvenile Facilities
Effective Date: 11/19/2018

PURPOSE: To provide MCF – Red Wing residents with library materials and services that support the DOC mission and promote personal growth.

APPLICABILITY: MCF – Red Wing

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

Interlibrary loan – the arrangement by which the library borrows materials from another library system

Law librarian – the person whose services are contracted from the Minnesota state law library. These services are referred to as Law Library Services for Prisoners (LLSP).

PROCEDURES:

A. General

MCF – Red Wing furnishes comprehensive library services in various formats, including a reference collection of general and specialized materials and a general reading collection that supports educational, treatment, cultural, career, and recreational needs and interests.

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

2. Any facility staff members may use library services when developing or administering educational, transitions, or treatment programming involving residents.

3. MCF – Red Wing staff must observe American Correctional Association (ACA) and the Correctional Education Association juvenile institution standards.

B. Library administration

1. The facility provides a staff person to coordinate and supervise library services.

2. A person with a master's of library science, information resources, media services, or a related degree who assists with coordinating and supervising library services must be available to assist in coordinating, supervising, and training library staff.

3. Library services are determined by facility administration based on facility needs and posted outside the library entrance.

4. The facility must post general rules in the library governing resident conduct.

5. The librarian is responsible for providing an offender/resident assignment description and training any library assistants/clerks.

6. Library materials must be catalogued on an integrated library system (ILS) and residents' checkout information must be stored in the ILS.

C. Selection and review of library materials and library access to residents

1. Selection of library materials

a) The facility 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."

(3) Religious materials purchased or accepted as gifts must be of a general nature. Material designed to be used for proselytizing is not suitable for the library's collection.

c) The library must acquire the best materials that satisfy the clientele of the library. The established criteria for the selection of books and other materials in all subject fields include:

(1) Permanent or timely value;

(2) Accurate information;

(3) Authoritative subject matter;

(4) Clear presentation and readability;

(5) Social significance; and/or

(6) Presentation of both sides of controversial issues.

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

2. Review of library materials

a) The facility must maintain a review committee to reconsider written objections about materials that are submitted to the library staff.

b) The committee, appointed by the warden/superintendent, includes, at minimum, the facility education director, a program director, and a library staff member.

c) This procedure applies to purchased, as well as donated, library materials.

d) Decisions and notes of the review committee meetings must be documented and placed on the educational iShare site under the library section.

3. Library access to residents

a) The 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 is reserved for reference use only or placed on reserve status.

b) Residents who are unable to visit the library must have access to library services through individual, specific requests or book carts.

D. Law library

Minnesota Correctional Facility-Red Wing (MCF-RW): the facility must maintain a basic law library collection.

1. Residents must have access to legal resource materials.

2. Law Library Services for Prisoners (LLSP) recommends and provides oversight for the Core Collection of Legal Materials (Core Collection).

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

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

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

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

6. LLSP must provide law library service by mail to residents housed at MCF – Red Wing.

7. The facility may provide residents access to typing or word processing equipment and paper (maximum 50 pages per week) for the purpose of preparing legal documents.

E. Inter-library loan

The library may participate in an inter-library loan program.

1. Inter-library loan services are available to all residents who are in the open program.

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

F. Data privacy

In accordance with Minn. Stat. § 13.40, records kept on individuals by the library is private data and must not be disclosed except when requested by the warden/superintendent or pursuant to a court order. This includes data linking a person's name with materials requested/borrowed, or on any particular subject area requested by a patron. This also includes data in any library card application form, other than the name of the borrower.

INTERNAL CONTROLS:

A. Gift acceptance forms are retained in finance according to DOC Policy 104.190, "Acceptance of Gifts."

B. Decisions of the library material review committee are retained on the educational iShare site under library information.

ACA STANDARDS: 4-JCF-5E-01 through 4-JCF-5E-03

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a (b); 13.40
Policy 104.190, "Acceptance of Gifts"
Policy 301.030, "Contraband"
Policy 204.045, "Library"
Policy 302.020, "Mail"
Department Law Librarian Position Description
The Minnesota State Law Library Contract
American Library Association Library Bill of Rights

REPLACES: Division Directive 204.046, "Library – Juvenile Facilities," 5/5/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

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