

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 3.14	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-5F-01; 4-4505, 4-4506, 4-4507, 4-4508, 4-4509, 4-4510, 4-4511	
CHAPTER: 3 PROGRAMS & SERVICES	SUBJECT: LIBRARY SERVICES	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:	 4/25/16	
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del. C.* §6504, 6517, 6531A; 29 *Del. C.* §8903; Department of Correction Policy 4.5

II. PURPOSE: To establish guidelines for providing library services within the Bureau of Prisons system of the Department of Correction (DOC).

III. APPLICABILITY: All Department employees, volunteers, persons and organizations conducting business with the DOC and all offenders under the custody and supervision of the DOC.

IV. DEFINITIONS: NONE

Interlibrary Loan (ILL): The process used when one library requests materials from, or supplies and materials to, another library using formal lending arrangements with other state and local libraries.

IV. POLICY: It is the policy of the Department that the Bureau of Prison facilities provide access to comprehensive library services that include, but are not limited to, reference collections containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates. The library services provided shall be consistent with the rehabilitative and special needs of offenders, the security concerns of the DOC and the safety of the public. Each facility shall develop procedures for adhering to the standards in this policy.

- A.** The DOC Principal will assist in coordinating and supervising library services and is responsible for training all library staff.
- B.** Library services may include various multi-media materials, as well as resources for non-English speaking offenders.
- C.** Library materials should enhance educational programs as well as meet recreational reading needs.
- D.** Library services should be made available daily, including evenings and weekends.
- E.** Publications that contain subject matter detrimental to the security, good order or discipline required within the correctional setting will be restricted in accordance with DOC Policy 4.5.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 3.14	PAGE NUMBER 2 of 2
SUBJECT: LIBRARY SERVICES		

F. Library services should participate in ILL programs to increase and enhance the availability of materials.

G. Inmates that are classified and trained may be selected as library assistants.