

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 506.00

EFFECTIVE DATE: 24 September 2026

**SUBJECT: LIBRARY SERVICES IN
PRISONS AND COMMUNITY
CORRECTIONS FACILITIES**

POLICY DIRECTIVE

PURPOSE:

To provide policy ensuring library services that support educational programs, promote reading skills, enhance leisure activities and maintain awareness of circumstances in the community at large are available in Division of Corrections and Rehabilitation prisons and community corrections facilities.

REFERENCE:

ACA Expected Practices 5-ACI-7E-01 through 07; and 2-CO-5F-01.

RESPONSIBILITY:

Superintendents are responsible for enacting facility-specific Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 506.00, dated 01 July 2022.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. Each prison and community corrections facility maintains and/or provides access to comprehensive library services that include, but are not limited to, a reference collection

containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the facility staff and inmates.

- A. The principles, purposes, and criteria used in the selection and maintenance of library materials ensures the following:
 - 1. Materials to meet the educational, informational, and recreational needs of the inmates.
 - 2. Reference collection should contain specialized materials on such subjects as consumer skills, prerelease, finding employment, and education.
 - 3. Logical organization of materials for convenient access and circulation of materials to satisfy the needs of the users.
 - B. Facilities may utilize local libraries or the interlibrary loan program through the West Virginia Library Commission as appropriate.
- II. Each facility has a qualified staff person who coordinates and supervises library services.
- A. Inmates may be used as library assistants as provided in Policy Directive 500.00. There are written guidelines for their training.
 - B. There is available to the facility a person with a master's degree of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and is responsible for training of all library staff.
- III. Library services are available daily, including evenings and weekends.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____

David L. Kelly, Commissioner

08/27/2026
Date