

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 506.00

EFFECTIVE DATE: 01 July 2022

SUBJECT: LIBRARY SERVICES

POLICY DIRECTIVE

PURPOSE:

To provide guidelines and procedures for library services in all Division of Corrections and Rehabilitation facilities.

REFERENCE:

WV Code §49-4-721.

RESPONSIBILITY:

Superintendents shall be responsible for enacting Operational Procedures and Post Orders to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 506.00, dated 01 September 2007; and DJS Policy 506.00, dated 01 January 2017.

APPLICABILITY:

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

DEFINITIONS:

None.

POLICY:

- I. All facilities will have library services that provide, at a minimum, the following:
 - A. Planned and continuous acquisition of materials to meet the needs of users.

1. Materials to serve the interests and needs of the inmates or residents, including information services to locate facts needed.
 2. Materials which encourage positive values for inmates/residents as they strive in their rehabilitation efforts.
 3. Materials to develop reading as a satisfying leisure time activity.
 4. Materials and guidance in the areas of vocational and educational needs to assist inmates/residents in preparing for release and reentry.
 5. Reading levels of selections shall be consistent with inmate/resident abilities.
- B. Logical organization of materials for convenient access and circulation of materials to satisfy the needs of the users.
- C. Facilities may utilize local libraries or the interlibrary loan program through the West Virginia Library Commission as appropriate.
- II. Each facility shall have an appropriate staff person who coordinates and supervises library services and is responsible for training library staff. Inmates and residents may be utilized as library assistants as appropriate.
- III. Library services will be provided and available to all inmates/residents.
- A. Access to materials may be through inmate/resident access to a library area or through established procedures to request materials.
- B. Prison units and community corrections facilities will provide daily access to library services, including evenings and weekends.
- C. BJS facilities will provide library services that correspond with the daily schedule of residents to ensure access.
- D. Jail units will provide library services at a minimum of twice a month.
- E. Inmates and residents in specialized housing and/or special security classifications (e.g., punitive segregation, administrative segregation, special management) shall have access to reading materials in sufficient quantity and an opportunity to borrow reading materials from the library.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:


Betsy C. Jividen, Commissioner


Date