

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 506.01

EFFECTIVE DATE: 24 September 2026

**SUBJECT: LIBRARY SERVICES IN
JUVENILE FACILITIES**

POLICY DIRECTIVE

PURPOSE:

To provide policy ensuring juveniles are provided with access to a library, which contains age-appropriate resources for leisure and educational use.

REFERENCE:

WV Code §49-4-721; ACA Expected Practices 5-JCF-6E-01 through 03; 3-JDF-5D-01 through 03; 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.

APPLICABILITY:

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

DEFINITIONS:

None.

POLICY:

- I. The superintendent of each juvenile residential facility has available a qualified person who coordinates and supervises library services.

- II. Library services are provided and available to all juveniles and provide for, at a minimum, the following:
 - A. Planned and continuous acquisition of materials to meet the needs of users.
 - B. Logical organization of materials for convenient use and circulation of materials to satisfy the needs of the users.
 - C. Information services to locate facts, as needed.
 - D. A reader's advisory services that helps provide users suitable materials.
 - E. Material that promote use of library resources.
 - F. A congenial library atmosphere, functional in design and inviting in appearance.
- III. There is a systematic approach to determining the library services needs of the population. The principles, purposes, and criteria are defined for use in the selection and maintenance of library materials.
 - A. Library materials should be relevant to the needs and interests of the juvenile population; and
 - B. The materials should reflect the different reading levels of the juveniles.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


David L. Kelly, Commissioner

08/27/2026

Date