

 <div style="text-align: center;"> DIVISION OF ADULT INSTITUTIONS POLICY AND PROCEDURES </div>	DAI Policy #: 309.05.01	Page 1 of 6
	Original Effective Date: 12/10/08	New Effective Date: 10/23/23
	Supersedes: 309.05.01	Dated: 03/16/20
	Administrator's Approval: Sarah Cooper, Administrator – 10/03/23	
Required Posting or Restricted: <input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		
Guidance Document <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

POLICY

The Division of Adult Institutions shall establish uniform guidelines for the selection, acquisition and removal of library materials in facility libraries. These guidelines shall be based on the principles of inclusiveness, diversity and relevance of the materials to needs and interests of the PIOC, balanced with the security needs of the facility.

REFERENCES

American with Disabilities Act (ADA) 1990, Title III (Public Accommodations) – Public Law 101-336
American Library Association (ALA) – Library Bill of Rights
American Library Association (ALA) – Freedom to Read Statement
American Library Association/Association of Specialized and Cooperative Library Agencies (ALA/ASCLA) – Library Standards for Adult Correctional Institutions (1992)
Wisconsin Administrative Code s. DOC 309.02 – Definitions
Wisconsin Administrative Code s. DOC 309.04 – Inmate mail
Wisconsin Administrative Code s. DOC 309.05 – Publications
Wisconsin ILL Guidelines 2016
DAI Policy 309.00.50 – Pornography
DAI Policy 309.20.03 – Inmate personal Property and Clothing

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-1449 – Interlibrary Loan Request

DOC-2404 – Request for Consideration or Reconsideration of Library Materials

DOC-2405 – Checklist for Consideration or Reconsideration of Library Materials

DOC-2406 – Request for Appeal of Approval or Disapproval of Library Materials

Features – Material that contains depictions or themes on a routine or regular basis or promotes itself based upon such depictions/themes.

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Library materials – Books, periodicals, newspapers, pamphlets, audio-visual materials, digital resources and other print and non-print materials found in the facility library.

Library Materials Review Committee – DAI committee consisting of three members appointed by the DOC Security Chief and the DAI Library Services & Education Technology Coordinator.

MyDOC – DOC intranet

PIOC – Persons in Our Care

Weeding – Withdrawing books from a Library collection.

PROCEDURE

I. General Procedures for Facilities with a Librarian

- A. Library materials shall be readily accessible to all PIOC in accordance with facility security levels and ADA requirements.
- B. Each facility shall determine the primary roles of its library (e.g., recreational reading center, education support center, independent learning center, legal information center) and the content of the materials collection shall be related to these library roles.
- C. Librarians shall create and maintain a library materials collection development plan which addresses:
 1. Subject and genre coverage and depth.
 2. Weeding criteria.
- D. The librarian shall attempt to maintain an up-to-date collection of:
 1. Standard works in relevant fields of knowledge.
 2. Materials of permanent value.
 3. Timely materials on current issues.
 4. Items for which there is consistent interest.
- E. Librarians shall select library materials based on the following criteria:
 1. Insight into human and social conditions.
 2. Suitability of subject and style for intended audience.
 3. Relevance to facility needs.
 4. Attention of critics, reviewers and the public.
 5. Appeal to the interests and needs of PIOC.
 6. Permanent value as authoritative source material or interpretation.
 7. Contemporary significance.
 8. Artistic excellence and originality of thought.
 9. Entertaining presentation.
 10. Factual accuracy.
 11. Suitability of physical format.

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12. Technical quality.
 13. Skill, competence and purpose of author.
 14. Relevance to existing library holdings and subject coverage.
 15. Price and availability of funds.
 16. Compliance with DOC policies, Wisconsin Statutes, Wisconsin Administrative Code and judicial directives.
- F. Not all of these criteria must be met in each case but may be referred to in the selection process. The criteria shall not be used to exclude materials reflecting particular ideas or beliefs that may be unpopular with other population groups.
- G. Standard review media and professional resources, including the electronic Books and Publications Reviewed – Master List (located on myDOC), shall be used in the selection of library materials.
- H. In facilities where the Wisconsin Interlibrary Loan System services are utilized, PIOC and staff may request materials through the librarian using a DOC-1449. Interlibrary loan materials shall meet the same inclusion and exclusion criteria as those in the library's own collection.
- I. Facility libraries shall not select materials that:
1. Are pornographic.
 2. Teach or advocate violence or hatred and present a danger to institutional safety and order.
 3. Teach or advocate behavior that violates the rules of the DOC or state and federal laws.
 4. Teach or describe the manufacture or use of weapons, explosives, drugs or intoxicating substances.
 5. Teach or describe the manufacture of devices that are likely to create a substantial danger of physical harm to self or others.
 6. Are otherwise injurious.
 7. Are marked as denied on any of the following DAI lists available on myDOC:
 - a. Books and Publications Reviewed – Master List.
 - b. Periodicals and Publications Reviewed – Archived.
 - c. Institutional Library - Materials Reviewed.
- J. Facility staff may make recommendations for library materials to be added to the library's collection.
- K. Librarian shall consult with the Security Director/designee on library materials which may present a security risk.
- L. Materials lost, stolen or destroyed are replaced as necessary, in order to maintain a well-rounded collection or to meet a particular facility need.

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- M. Priorities for replacements are determined by the librarian.
- N. The librarian may accept donated publications if they meet the same standards required of library materials that are purchased.
- O. No title shall be judged for exclusion by taking single passages/pictures out of context and basing condemnation of the material on such passages/pictures.
- P. Staff and PIOC concerns/objections/suggestions regarding the withdrawal or addition of library materials shall be submitted to the librarian for review on a DOC-2404.
- Q. The librarian shall review the DOC-2404 and determine if the requested title shall be retained or added to the library's collection.
- R. Appeals to the librarian's decision may be filed with the librarian's supervisor within 30 days on a DOC-2406.
- S. If the librarian believes the title in question is not suitable for the library, the librarian shall use the DOC-2405 to recommend the removal of the material to the DOC Library Materials Review Committee.
- T. The librarian shall notify the submitter of the DOC-2404 of the final disposition of the request.

II. General Procedures for Facilities Without a Librarian

- A. Facilities which maintain reading collections for PIOC but do not have professional library staff shall follow the same selection and exclusion criteria as used by facility librarians.
- B. Facilities which maintain reading collections shall refer to the central list of reviewed library materials, maintained by the Library Materials Review Committee when selecting/reviewing PIOC reading materials.

III. The Library Materials Review Committee Shall:

- A. Use the DOC-2405 to make final decisions on review requests submitted by librarians.
- B. Use the DOC-2406 to make final decisions on appeals to librarian's decisions.
- C. Notify librarians of final dispositions by Committee.
- D. Maintain central list(s) of reviewed materials which have been approved or denied for inmate access.

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DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 309.05.01	Page 6 of 6
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS AND FORMS****FACILITY PROCEDURE**

I.

- A.
- B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
- C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other