

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.05.01	Page 1 of 7
	Original Effective Date: 12/10/08	New Effective Date: 03/16/20
	Supersedes: 309.05.01	Dated: 07/07/16
	Administrator's Approval: Makda Fessahaye, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <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	Posting date 03/09/20

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 inmates, 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

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.

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

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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

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 inmates 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 inmates.
 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.
 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.

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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 are not to 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 shall be used in the selection of library materials.
- H. In facilities where the Wisconsin Interlibrary Loan System services are utilized, inmates and staff may request materials through the librarian using a DOC1449. 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. Library Materials Reviewed.
 - b. Reviewed Books – Inmate Property.
 - c. Reviewed Publications.
- 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.
- 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.

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- 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 inmate 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 inmates 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 inmate 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 that have been approved or denied for inmate access.

Administrator's Approval: _____
M



Date Signed: 02/28/20

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Chippewa Valley Correctional Treatment Facility		
Original Effective Date: 02/13/09	DAI Policy Number: 309.05.01	Page 5 of 7
New Effective Date: 12/11/20	Supersedes Number: 309.05.01	Dated: 07/27/16
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Timothy A. Nelson, Warden		

REFERENCES

CVCTF Procedure 990.201 – Inmate Library Services

CVCTF Library Collection Development Plan

DEFINITIONS, ACRONYMS, AND FORMS

CVCTF – Chippewa Valley Correctional Treatment Facility

DOC-9 – Adult Conduct Report

DOC-761 – Interview/Information Request

ILL – Interlibrary Loan

WISCAT – Wisconsin [Library] Catalog

FACILITY PROCEDURE

- I. CVCTF shall review and update the Library Collection Development Plan annually.
- II. CVCTF shall process requests for Interlibrary Loans.
 - A. Inmates must legibly complete DOC-1449, available in the library, with as much information as possible.
 - B. The Librarian shall check the availability of the requested item on WISCAT.
 - C. The Librarian shall post a notice outside the Library when the ILL items arrive. Items not picked up within five working days will be returned to the sending Library and may not be requested again without Librarian approval.
 - D. Inmates shall be held responsible for ILL items returned damaged.
 - E. ILL privileges shall be revoked if an inmate incurs damaged item costs more than once.
 - F. If the Lending Library charges for an ILL item, the request will be canceled.
 - G. Some ILL materials may be restricted to "Library Use Only." In these cases, requesters will not be permitted to remove the item from the CVCTF Library.

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- H. The Lending Library determines the due date for the ILL material. The CVCTF Library will set an earlier due date to coordinate with the ILL delivery and pick-up schedule.
- I. Inmates with overdue CVCTF Library materials are not eligible for ILL services until the overdue items have been returned.
- J. Inmates are limited to one ILL item requested, on order or in possession at a time.
- K. Inmates are limited to ordering print materials.
- L. Periodical articles are restricted to a maximum length of 40 pages.
- M. All publications must be approved by the Librarian.
- N. Items published within the last six months or on the bestsellers lists are not allowed.
- O. ILL materials received for inmates in restrictive housing status will be returned.
- P. Request ILL renewals on a DOC-761 to the Librarian at least four days before the due date.
- Q. All ILL materials shall be returned directly to the Librarian, not placed in the book drop or given to an inmate clerk.
- R. Inmates who return ILL items late or do not follow the correct procedures will have their ILL privileges suspended for four months.

RESPONSIBILITY

- I. Staff
 - A. Librarian
 1. Review and update the Library Collection Development Plan annually.
 2. Review requests from staff for additional library materials.
 3. Order appropriate books and materials consistent with policy. Consider inmate requests and interests as feasible.
 4. Submit purchase requests to Corrections Program Supervisor for approval.
 5. Review all ILL requests for compliance with this procedure. Do one or more of the following for items requested raising doubts as to compliance:
 - a. Check all reviews and descriptions available, including on-line databases.
 - b. Refer ILL requests with printouts or copies of descriptive data to the Security Director for review.

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- c. Require the inmate to provide a written reason for his need of the item.
 6. Hold all ILL materials until a thorough review is completed. Scan materials for content, illustrations, extraneous marking on inside pages, etc. Items not complying with this procedure will be returned to the Lending Library and a notice sent to the inmate requester.
 7. Inspect all returned ILL materials for torn and/or missing pages, markings and/or writing on pages, or other damage. Damaged items may result in the issuance of a DOC-9.
 8. Maintain records of all ILL requests and their outcomes as required.
- B. Gatehouse Security Staff
 1. Screen incoming ILL book bins or contents through the fluoroscopic/x-ray machine to check for prohibited items. Alert Librarian if anything out of the ordinary is found.
 2. Secure incoming ILL book bins until the Librarian or designated staff can bring them to the Library.
 3. Secure outgoing ILL book bins until the courier picks them up.
- C. Security Director

Review ILL materials as requested and approve or deny.
- D. Corrections Program Supervisor
 1. Prepare and submit budget requests to the Correctional Management Services Director.
 2. Monitor the library collection for appropriateness and adequacy.
- E. Correctional Management Services Director
 1. Receive and review purchase requests for library books, equipment, and supplies.
 2. Approve or deny requests within budget constraints.
- II. Inmate
 - A. Follow all ILL request procedures.
 - B. Check out the ILL item in accordance with all CVCTF Library rules.
 - C. Return the ILL item directly to the Librarian by the date due.