



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

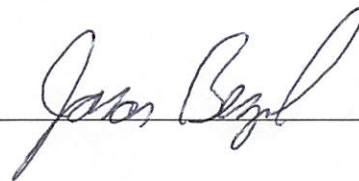
I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Jason Benzel

Name of Individual Certifying this Document / Proposed Document

Warden of Dodge Correctional Institution

Title




Signature

6-11-2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (Rev. 12/2019)

 <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 6
	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.

DAI Policy #: 309.05.01	New Effective Date: 03/16/20	Page 2 of 6
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		

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.

DAI Policy #: 309.05.01	New Effective Date: 03/16/20	Page 3 of 6
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		

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 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. 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.

DAI Policy #: 309.05.01	New Effective Date: 03/16/20	Page 4 of 6
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		

- 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.

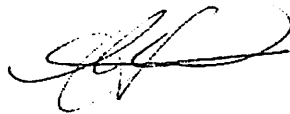
II. General Procedures for Facilities Without a Librarian

- 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: Dodge Correctional Institution		
Original Effective Date: 3/2/09	DAI Policy Number: 309.05.01	Page 5 of 6
New Effective Date: 6/22/2020	Supersedes Number:	Dated:
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: 		

REFERENCES

DAI 309.15.01 Attachment A - Legal Research Collection

DCI Procedure 900.104.01 - Donations to Dodge Correctional Institution**DEFINITIONS, ACRONYMS, AND FORMS**DCI – Dodge Correctional InstitutionDOC-2269 – Donation Report – Public or Staff**FACILITY PROCEDURE****I. Library Materials Provided**

- A. The primary roles of the DCI library are for recreational reading and the provision of legal information.
- B. Law Library materials provided shall be in accordance with DAI Policy 309.15.01-Attachment A.
- C. The following types of publications are offered in the DCI library:
 1. Non-Fiction.
 2. Fiction.
 3. Reference.
 4. Magazines.
 5. Newspapers.
 6. Periodicals.
 7. Miscellaneous – catalogs, phone books, etc.
- D. Any participation by DCI in an interlibrary loan program shall be limited only to inmates assigned to DCI as their permanent placement.

II. Methods of Collecting Materials

- A. Donations of library materials shall be in accordance with DCI Procedure 900.104.01.
 1. The librarians are consulted for need/appropriateness. Subject matter of materials is based on criteria established in accordance with this DAI policy.
 2. DOC-2269s shall be completed and forwarded to the DCI Program Supervisor for approval.
 3. Security concerns shall be reviewed with Security Director/designee.
 4. Approved items allowance into the facility shall be coordinated between the librarian and the Warehouse/Lobby/Mailroom staff.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Dodge Correctional Institution		
New Effective Date: 6/22/2020	DAI Policy Number: 309.05.01	Page 6 of 6
Chapter: 309 Resources for Inmates		
Subject: Selection of Library Materials		

B. Purchases of library materials

1. Newspapers subscriptions may be maintained for selected areas.
2. Magazine subscriptions may be maintained for various topics consistent with DAI policy.
3. The facility may purchase Law Library materials if deemed necessary.
4. All purchases of library materials are reviewed and approved or denied by the DCI Program Supervisor.

C. Materials placed into circulation

1. Materials deemed appropriate per this DAI policy shall be bar coded.
2. Librarians shall maintain equal distribution of the different subject matters released into the Library.

D. Maintenance of Library materials

1. The Librarians shall initiate the request for purchase of required materials and equipment.
2. Library materials and equipment shall be periodically checked for repair.
3. Work orders and request for purchases shall be generated as necessary.
4. Materials determined to be of poor repair or out of date subject matter are to be withdrawn from circulation.