
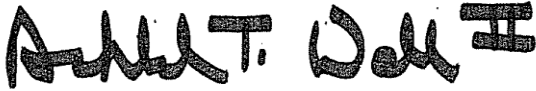


# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 25.01-4 DOC	<b>EFFECTIVE DATE:</b> 04/17/17	<b>PAGE 1 OF 8</b>
	<b>SUPERCEDES:</b> 25.01-3 DOC	<b>DIRECTOR:</b> 	
<b>SECTION:</b> LIBRARY		<b>SUBJECT:</b> RECREATIONAL LIBRARY SERVICES	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director			
<b>REFERENCES:</b> ACA Standard # 4-4505 (Access to Comprehensive Library Services); #4-4506 (Qualified Library Services, Coordinator/Supervisor); # 4-4507 (Staff-Master of Library Science Degree Avail.); # 4-4508 (Selection and Maintenance of Library Materials); # 4-4509 (Library Participates in Interlibrary Loan); #4-4510 (Library Services Available 7 Days/Week & Evenings); # 4-4511 (Use of Inmates as Library Assistants); the most recent version of RIDOC policies 13.03 DOC; <a href="#">Access to the Courts and Legal Materials</a> ; 24.01 DOC, <a href="#">Inmate Mail</a>			
<b>INMATE/PUBLIC ACCESS?</b>		<b>X YES</b>	
<b>SPANISH TRANSLATION?</b>		<b>X YES</b>	

I. **PURPOSE:**

To establish policy and procedures regarding inmates' access to and use of recreational library services within the Rhode Island Department of Corrections (RIDOC).

II. **POLICY:**

The Rhode Island Department of Corrections (RIDOC) provides access to recreational library services to all inmates so that they may better meet their educational and personal developmental goals.

III. PROCEDURES:

A. Days and Hours of Services

Inmates are encouraged to take full advantage of library resources and activities. Days and hours open are established (by the facility Warden or Deputy Warden) to afford maximum use by inmates.

B. Who Can Use the Library Services

1. All inmates are encouraged to use the recreational library services.
2. Inmates housed in disciplinary confinement are not permitted physical access to the library, books from the library collections, or Inter-Library Loan. However, the Librarian provides a book cart stocked with paperbacks for use in disciplinary confinement. The Librarian does not accept specific book requests from inmates in disciplinary confinement, but staff may request additional reading material. Inmates may submit educational reference requests while in disciplinary confinement.
3. Inmates in medical confinement may receive reading materials upon request of the attending staff.
4. Inmates must submit a [Recreational Reading Library Request Form](#) signed by a Correctional Officer to the RIDOC Librarian at the Dix Building for book requests or reference questions.

C. Selection of Materials

1. Materials are selected by the Librarian based upon the needs of inmates, requirements of the facility programs and objectives, and a systematic evaluation of the collections. A census and profile of inmate population and library usage statistics for each facility are used to provide adequate volumes. Materials are selected by first-hand examination, standard library selection publications and guides, reviews, and publishers' information. Suggestions by inmates and staff are taken into consideration with the Librarian making the final decision as to which items will be added to the collection.
2. Materials are selected in a variety of formats including hardcover, and paperback books. Materials are selected that support facility programs, assist with life adjustments, successful preparation for transition back into

the community, and exposure to literature, popular fiction and articles relevant to current events. The selected materials provide clarity, accuracy, timeliness, popular appeal to the collection, and offer a variety of viewpoints.

3. Inmate needs and backgrounds are acknowledged. Age, reading level, ethnic background, cultural and religious heritage, and special needs such as learning disabled and/or hearing and visually impaired are considered.

D. Reference Services

In addition to using the materials available in each facility's library, inmates in general population may submit reference requests to the RIDOC Librarian. Inmate reference requests that utilize an internet based search will be strictly limited. Requests will not be fulfilled for the following reasons:

1. Requests that are determined to be detrimental to the security, good order or discipline of the facility.
2. Requests that might hinder rehabilitation, facilitate criminal activity, contribute to hostility within or outside the facility.
3. Requests that interfere with the facility goals and objectives;
4. Any request that the facility Warden/designee reasonably believes will jeopardize public safety.
5. Any material or information prohibited by policy.
6. Inmates must submit reference requests using a [Recreational Reading Library Request](#) form.
7. An explanation of the reason for the request must be provided. Incomplete requests will not be answered.
8. No more than ten (10) reference requests may be submitted per month.
9. All requests must be signed by a Correctional Officer to verify the identity of the requestor. Unsigned requests will not be answered.

10. Requests for legal material (see the current version of policy 13.03 DOC, [Access to the Courts and Legal Materials](#)) take priority over requests for recreational material.
11. Inmates may not request information concerning criminal cases other than their own cases.
12. Inmates will be charged \$0.05 per page for photocopies or print-outs.
13. Photocopies will be in black and white only.
14. Contact information about private citizens will not be provided. Professional contact information (e.g., an attorney's professional telephone number and/or mailing address) is permitted.
15. Information regarding RIDOC staff, their family members, victims of crime, and subjects of No Contact Orders will not be provided.
16. Information in violation of the Excepted Materials list will not be provided.
17. Requests that require the use of a search engine that charges a fee will be denied.
18. Social media requests will be denied.
19. Song lyrics will not be provided.
20. Tattoo art will not be provided.

If the Librarian has a question about responding to an inmate's request, s/he should contact the facility Warden/designee for guidance. The Librarian reserves the right to deny any reference request.

E. Excepted Materials

1. It is the policy of the RIDOC to have a free flow of information and library materials. However, the following types of material are adjudged prejudicial to the good order of the Adult Correctional Institutions (ACI) and are not permitted.
2. Material of a sexist nature, or which glorifies or promotes violence against women/men/children.

3. Sexually explicit material. (For more information, please refer to the most recent version of RIDOC policy 24.01 DOC, [Inmate Mail](#).)
  4. Material which may be contrary to appropriate security and custodial concerns includes, but is not necessarily limited to that which:
    - a. depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
    - b. depicts, describes, or encourages methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of any correctional facility within the State of Rhode Island.
    - c. depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs, drug paraphernalia and/or poisons.
    - d. depicts or describes the manipulation and control of others (e.g., military field manuals and other technical publications which deal with psychological operations and other non-lethal methodologies).
    - e. is written in code.
    - f. depicts, describes, or encourages activities that may lead to the use of physical violence or group disruption.
    - g. glorifies or promotes gang activities.
    - h. glorifies or promotes racial, religious, or ethnic discord.
  5. Requests for questionable material are referred to the Warden of the facility for review and decision.
- F. Maintenance of Library Materials
1. Books in poor condition, with missing pages, badly defaced, outdated, or containing incorrect material, especially if ten years old or older are removed from the collections and discarded.
  2. All paperbound books that are worn but intact will be recycled to Intake Service Center and Disciplinary Confinement Units. Materials which no longer have interest or meet the needs of one population are recycled to another library.

3. Reasonable repairs will be made to damaged materials as time and supplies allow.

G. Inmate Library Clerks

1. Each facility employs at least two inmates as Library Clerks. Their duties are:
  - a. Operate the circulation/receiving desk according to library policy.
  - b. On a regular basis, provide the Librarian with circulation statistics.
  - c. Print a list of all overdue books and process notices.
  - d. Shelve all books returned according to the Dewey Decimal System.
  - e. Inform Librarian of books that are beyond repair.
  - f. Inform Librarian of materials that have been requested.
2. At no time should the Library Clerk perform any of the professional duties of the Librarian (referencing, classifying and cataloging).
3. The Library Clerk is under the supervision of the Library Correctional Officer.

H. Library Acquisitions

1. The Librarian prepares and processes all purchase orders in accordance with the State of Rhode Island and RIDOC procurement policies.
2. The Librarian determines the selection of materials, quantities, and sources used for library purchase.

I. Donations

1. Rules for the Donation of Library Materials

The RIDOC Recreational Reading Library accepts donations of certain new or used goods as set forth in these rules that can be shown to be of benefit to all inmates, or to the majority of the inmate population. Donations are not accepted from inmates, inmates' families or visitors. The Recreational

Reading Library follows all RIDOC policies pertaining to appropriate subject matter.

- a. Fiction and Non-Fiction Books:  
The Librarian accepts paperback books that are of current interest and published within a 5-year period of donation date. No outdated material is accepted. The material must be in like-new condition: intact, no torn pages, broken spines or personal markings.
- b. The Librarian does not accept donations in excess of 40 volumes per donor.
- c. Periodicals:  
The Librarian accepts periodicals that are no more than six (6) months old with the exception of National Geographic.
- d. Religious Material:  
The Librarian does not accept Bibles or other spiritual material. Such donors should be referred to the Professional Services Coordinator.

2. All donations must first be cleared with the Librarian.
  - a. All donations become the property of the RIDOC Library to be distributed or disposed of at the Librarian's discretion.
    - (1) ALL DONATIONS MUST BE DELIVERED TO THE LIBRARY OFFICE IN THE DIX BUILDING ON WILMA SCHESSLER LANE.
    - (2) Arrangements with the Librarian must be made prior to delivery.
      - (a) For security reasons, facilities and other RIDOC units should not accept donations. Donors should be referred to the Librarian.
      - (b) In the event that a facility or unit accepts a donation designated for the library, the person who accepted the donated item(s) is responsible for the delivery of such material to the Library Office.
      - (c) The Librarian thoroughly inspects every donated item for contraband before placing it in the library.

- b. The Librarian assigns no intrinsic or cash value on donated items.
- c. The Librarian processes donations in the same manner as purchased items.
- d. If requested by donor, the Librarian will acknowledge a donation with a letter of appreciation.
- e. The Librarian does not accept donations for individual inmates or facilities.
- f. Inmates may not solicit donations.
- g. RIDOC is not obligated to any individual, group, company, or other party for donated materials.
- h. The Librarian is not responsible for the pick-up or delivery of any donations to the Library Office.

J. Destruction/Loss of Library Materials

Each library user is responsible for library materials in his or her care. Destruction of such materials may result in disciplinary action and/or restitution.

Inmates will be charged the replacement value of any book they damage or do not return. The Librarian will submit an invoice directly to Inmate Accounts and payment will be withdrawn directly from the said inmate's account. The inmate will receive a written copy of the transaction.