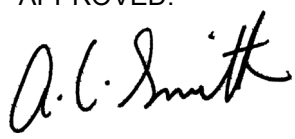




Department of  
Rehabilitation & Correction

SUBJECT: <b>Comprehensive Library Services</b>	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: <b>58-LIB-01</b>
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 58-LIB-01 dated 12/02/2019
RELATED ACA STANDARDS: 2-CO-5F-01, 5-ACI-7E-01(4505), 7E-05 (4509), 7E-06 (4510)	EFFECTIVE DATE: <b>March 1, 2021</b>
	APPROVED: 

## I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

## II. PURPOSE

The purpose of this policy is to ensure that each institution maintains and provides access to comprehensive library services that meet the needs of the institution staff and incarcerated persons.

## III. APPLICABILITY

This policy applies to all persons employed by the Ohio Department of Rehabilitation and Correction (ODRC), contractors, incarcerated persons, and volunteers. The procedures set forth are specifically directed to those employees involved in providing comprehensive library services to all incarcerated persons. This policy is not applicable to the Corrections Training Academy or the Division of Parole and Community Services.

## IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the ODRC policies page on the ODRC Intranet at the following:

### [Definitions Link](#)

- **Circulation**
- **Exceptional Circumstance**
- **Extended Restrictive Housing (ERH)**
- **Interlibrary Loan**
- **Library Administrator**
- **Library Advisory Committee**
- **Limited Privilege Housing (LPH)**
- **Non-Print Services**
- **Reader Advisory Services**
- **Reference Services**

- **Residential Treatment Unit (RTU)**
- **Restrictive Housing (RH)**
- **Special Population Status**
- **Transitional Program Unit (TPU)**

## **V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to ensure each institution maintains and provides access to comprehensive library services that include but are not limited to a reference collection containing general and specialized materials and planned and continuous acquisition of materials that meet the needs of the institution staff and incarcerated persons.

## **VI. PROCEDURES**

### **A. Comprehensive Library Services**

1. Comprehensive library services shall be provided at the institution library to assist in meeting the informational needs of incarcerated persons for the purpose of their personal development, leisure activities, and educational support. Library services shall also be available to augment the rehabilitation and restorative programming offered within the institution.
2. Each institution library shall have a written library procedure in place to allow reasonable circulation of materials, access to reference services, non-print materials, and reader advisory services to incarcerated persons through the institution library collection or via interlibrary loan. The library procedures shall be written by the library staff, with input and review by the Library Advisory Committee, and approved by the managing officer/designee. The library procedures shall include:
  - a. Eligibility to borrow materials,
  - b. Length of loan,
  - c. List of non-circulating and/or closed reference materials,
  - d. Overdue/renewal procedures,
  - e. Borrowers' financial responsibilities for lost or damaged materials,
  - f. Criteria for suspension of borrowing privileges,
  - g. Procedures to recover library materials from incarcerated persons being released, transferred, or assigned to special housing units,
  - h. Unit library procedures (if applicable),
  - i. Library Improvement Plan, and
  - j. Priority Purchase List.
3. Each institution library shall participate in interlibrary loan services with public libraries to supplement the interlibrary loan provisions of the State Library of Ohio.
4. The development of the library resource collection shall be designed to meet the needs of institution staff and incarcerated persons as specified in ODRC Policy 58-LIB-03, Selection and Acquisition of Library Materials. Institution staff shall be encouraged to make recommendations to the library staff and the Library Advisory Committee for library materials to meet institutional programming needs. The Library Advisory

Committee shall be chaired by a librarian I or a librarian II, or in the absence of the librarian, the school administrator shall chair the committee.

**B. Availability of Services**

1. All incarcerated persons shall be afforded access to institution library services. No incarcerated persons shall be restricted from the library, unless approved by the managing officer/designee.
2. General Population Services
  - a. Library services shall be available to the incarcerated person population daily to include evenings and weekends, which includes all satellite library locations. Excluding exceptional circumstances, the library shall be open and accessible to incarcerated persons no less than twenty-four (24) total hours during a seven (7) day period under the supervision of library/education or security staff to provide the greatest number of hours of service available to the incarcerated person population per staffing level. During an exceptional circumstance, the library hours of operation shall be modified in accordance with operational directives and institutional guidelines.
    - i. The no less than twenty-four (24) hours total operational hours required services during a seven (7) day period shall include hours on the weekend and two (2) evening sessions.
    - ii. A weekend session that includes evening hours can count as one (1) of the two (2) evening sessions.
  - b. When the library is not accessible to the incarcerated person population seven (7) days a week, library services can be provided using book carts, housing unit libraries, or other alternative delivery systems, as determined by the Library Advisory Committee.
    - i. Rotations of unit library materials shall be done at least once every six (6) weeks, except during an exceptional circumstance, as materials are made available and documented in the logbook. During an exceptional circumstance, rotations of unit library materials shall be modified in accordance with operational directives and institutional guidelines.
    - ii. These alternate delivery systems may not be used to replace the open hours required and shall not replace weekend or evening hours, except when the conditions specified in section VI.B.2.d of this policy apply.
  - c. The institution library staff is responsible for maintaining a master schedule of library hours and ensuring that the schedule is posted in the incarcerated person housing areas, work and program areas, and any other appropriate location throughout the institution.
  - d. The institution library staff is responsible for maintaining an accurate master historical file or log documenting the actual weekly hours of accessibility for the incarcerated person library and law library. Exceptional circumstances to include approved closings

such as, but not limited to, unexpected sick leave, fog alerts, required librarian meetings /training and institutional emergencies, must be documented in the master historical file or log. Alternative delivery methods will provide library services for closings due to exceptional circumstances of less than seven days, and count toward the twenty-four (24) hours of service within a seven (7) day period. Closings due to exceptional circumstances of more than seven (7) days will require opening the institution library.

- e. Institutional libraries shall participate in interlibrary loan programs with state and public library systems to increase the materials available to incarcerated persons. An incarcerated person requesting a book or materials through the interlibrary process shall sign an Institutional Interlibrary Loan Agreement (DRC2313) stating that funds to replace the materials or book will be withdrawn from the incarcerated person's account if the materials or books are found to be lost, stolen or damaged. If ODRC is unable to collect funds from the incarcerated person's account, I&E funds shall be used for materials or books that are lost, stolen or damaged.

### 3. Satellite Library Services

- a. Institutions with more than one library (i.e., Franklin Medical Center, Frazier Health Center or institutional camps) may designate one library as the main location for services and utilize a satellite library to serve areas with less than 500 incarcerated persons. Satellite library location designations may have limited services, alternative delivery systems, and shall support the mission of the main library in a limited format while providing extended services at the main location. However, all satellite library locations must be open daily and accessible to incarcerated persons no less than twelve (12) hours during a seven (7) day period, which includes evening and weekend sessions unless in an exceptional circumstance operation.
- b. Library staff shall post weekly hours of service for patrons both in the secondary and main library locations. All legal service requests from satellite libraries shall be by kite directly to the librarian or available paralegal services.
- c. Unless previously approved, all new requests for the designation of satellite library must be made in writing to the OCSS superintendent/designee and must be approved prior to the change in status hours or services.

### 4. Special Population Services

- a. All incarcerated persons assigned to special population status shall have access to reading materials, either through delivery of materials or the availability of an on-site collection. Such incarcerated persons shall also be provided with legal reference resources pursuant to ODRC Policy 59-LEG-01, Access to Courts and Counsel. In institutions where paralegal staff are employed, the paralegal shall provide legal information to incarcerated persons in special populations who request information pertaining to their individual legal cases.
- b. The institution library staff shall visit all special population areas of the institution at least once per week to determine incarcerated person needs regarding legal and

reading materials. Visits to Extended Restrictive Housing (ERH) and Transitional Program Units (TPUs) shall be documented on the Restrictive Housing Program Activity Log (DRC4112) in the unit.

- c. The Ohio State Penitentiary (OSP) library staff shall provide non-legal services to patrons who cannot physically visit the library. A variety of alternative delivery systems such as patron library requests, librarian rounds or delivery, unit libraries, library carts or other means which can meet the needs of the specialized population for general library services. OSP Law library services shall be provided by employed paralegal.

### **C. Accessibility of Department Policies**

Institution library staff shall be responsible for ensuring that all non-security ODRC policies are maintained and available to the incarcerated person population in the institution library and/or law library.

1. The current ODRC policy indexes shall be accessible to incarcerated persons and be updated. The revised versions of the policies shall be made available.
2. Under no circumstances shall an ODRC or institution security policy be in the library area(s).

### **D. Reports**

1. It is the responsibility of the librarian and school administrator to ensure completion of the Library Monthly Report (DRC4389) by the 5<sup>th</sup> of each month.
2. The Library Monthly Report (DRC4389) shall be forwarded to the OCSS library administrator.

### **Referenced ODRC Policies:**

**58-LIB-03 Selection and Acquisition of Library Materials**

**59-LEG-01 Access to Courts and Counsel**

### **Referenced Forms:**

Institutional Interlibrary Loan Agreement	DRC2313
Restrictive Housing Program Staff Activity Log	DRC4112
Library Monthly Report	DRC4389