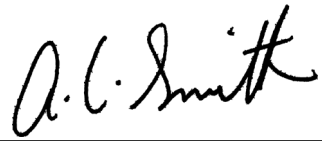




Department of  
Rehabilitation & Correction

SUBJECT: <b>Library Personnel and Development</b>	PAGE <u> 1 </u> OF <u> 4 </u>  NUMBER: <b>58-LIB-02</b>
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 58-LIB-02 dated 12/02/2019
RELATED ACA STANDARDS: 5-ACI-7E-02 (4506), 7E-03 (4507), 5-ACI-7E-07 (4511)	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 library within the Ohio Department of Rehabilitation and Correction (ODRC) is appropriately staffed with qualified and trained personnel.

## III. APPLICABILITY

This policy applies to all ODRC employees, contractors, incarcerated persons, and volunteers. This policy does not apply 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](#)

- **Exceptional Circumstance**
- **Library Administrator**

## V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide for a qualified staff person to coordinate and supervise library services within each institution. Library staffing shall be augmented through the selection, training, and use of incarcerated persons as library aides.

**VI. PROCEDURES****A. Department Library Oversight**

1. The library administrator shall operate from the Ohio Central School System (OCSS). The library administrator shall be available to each institution to assist in coordinating and supervising library services and is responsible for the training of all library employee staff.
2. The library administrator shall be responsible for the following duties in relation to institutional library operations:
  - a. Provide structured orientation training to all newly hired library staff throughout the ODRC. This training shall be provided at the institution or virtually during an exceptional circumstance in which the staff person has been assigned and, when practical, should take place prior to the staff person independently assuming their job duties. This training shall be supplemented with the required OCSS biannual training. The library administrator shall develop and maintain a standardized lesson plan detailing the topics covered during this training. Completion of the orientation training shall be documented in each library staff person's institution training file, as well as in the library administrator's office.
  - b. Provide no less than six hours of training biannually to all library staff throughout the ODRC. The library administrator shall maintain records of the topics covered and staff members participating in the biannual training. Immediately following the training session, the library administrator shall distribute minutes of the meeting and verification of participating institutional staff to each institution.
  - c. Develop and maintain a standardized lesson plan concerning the training of incarcerated person library aides. This lesson plan shall be provided to all institution library staff, with which they will supplement with their institution-specific lesson plan developed for the in-house orientation of newly assigned incarcerated person library aides.
  - d. Be available to provide consultation and assistance concerning the provision of library services at the request of institution staff.
  - e. Do routine site visits, unless under an exceptional circumstance, at each institution without a Master of Library Science librarian. A schedule of visits shall be provided to the field operations director.

**B. Institution Library Staff**

1. There shall be enough library staff to ensure continuity of service to the incarcerated person population. In the event of a vacancy in an institution library position, the school administrator shall contact the field operations director. The field operations director shall advise the library administrator of the need to provide input and guidance on providing library services at the understaffed institution.

2. All institutional library staff shall attend the biannual training provided by the OCSS. Any employee who is unable to attend the biannual training must submit a written notification of absence to the library administrator. If the library staff is unable to attend the meeting, the Education department shall send an education employee to the meeting as representation.
3. The institution library staff is encouraged to participate in appropriate training related to the provision of library services. Leave for such training shall be granted at the discretion of the school administrator and managing officer/designee.

### **C. Library Aides**

1. The institution library staff shall develop the table of organization depicting the need for and use of incarcerated person library aides and legal services clerks within the library and law library.
2. The institution library staff shall develop a written plan for the selection of incarcerated persons to work as library aides. Institution staff shall ensure that incarcerated person library staffing is accomplished in an equitable manner, reflecting the composition of the incarcerated population.
3. The institution library staff shall maintain a detailed and updated job description of all incarcerated person positions utilized in the library and law library. Library aides and legal services clerks shall sign and receive a copy of the position description during the library orientation training.
4. The institution library staff shall be responsible for providing at least four hours of orientation training to each incarcerated person assigned to work in the library or law library. This training shall consist of the lesson plan provided by the library administrator and the lesson plan developed by the institution library staff. The institution lesson plan shall address institution-specific matters related to the operation of the library. The orientation shall occur within the first month that the incarcerated person is assigned to work in the library and shall be documented in a file maintained by the institution library staff.
5. Library aides shall be utilized to assist in providing services to the incarcerated person population. Incarcerated person library aides shall be utilized to provide support services to the library including, but not limited to, book processing, shelving, and maintenance of the library itself, as determined by library and institutional staff. Under no circumstances shall an incarcerated person be permitted to become involved in administrative matters related to the operation of the institution. This includes but is not limited to handling of incident reports, confidential incarcerated person records and employee matters.
6. The institution library staff shall provide direct supervision to incarcerated persons working in the library and law library. This does not preclude the operation of the library under the supervision of other assigned staff, in the absence of library staff.
7. Incarcerated persons assigned to work in the library or law library are not permitted to receive payments of any kind from another incarcerated person for services provided to

the incarcerated person population. Any incarcerated person found to be charging a fee for services provided shall be issued a conduct report. If the Rules Infraction Board finds the incarcerated person guilty of the offense, the incarcerated person shall be removed from their library job assignment.