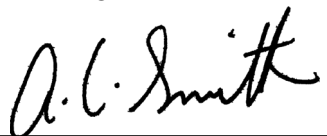




Department of
Rehabilitation & Correction

SUBJECT: Selection and Acquisition of Library Materials	PAGE <u> 1 </u> OF <u> 4 </u> NUMBER: 58-LIB-03
RULE/CODE REFERENCE: ORC 5120.01	SUPERSEDES: 58-LIB-03 dated 12/02/2019
RELATED ACA STANDARDS: 2-CO-5F-01; 5-ACI-7E-04 (4508)	EFFECTIVE DATE: March 1, 2021
	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 establish a standard procedure for obtaining, providing, and discarding library materials in a timely and appropriate manner.

III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction (ODRC) employees, contractors, incarcerated persons, and volunteers. It specifically applies to all personnel involved in the operation of the institution library program.

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](#)

- **Interlibrary Loan**
- **Library Administrator**
- **Library Advisory Committee**
- **Library Materials Review Committee**
- **Library Procedures Manual**
- **Questionable Library Materials**

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to define the principles, purposes, and criteria used in the selection and maintenance of library materials. Staff shall review any library materials that have been questioned as to the appropriateness for incarcerated person use by a committee assigned by the managing officer.

VI. PROCEDURES**A. Library Advisory Committee**

1. Each institution shall appoint a Library Advisory Committee whose function will be to act in an advisory role to improve the operation of library services at the institution.
2. The Library Advisory Committee shall meet at least biannually and shall be chaired by the librarian I or II. In his/her absence, it shall be conducted by the school administrator.
3. The Library Advisory Committee shall develop a written plan for the improvement of library services and programs annually.
 - a. To ensure that institutional programming is supported by appropriate library resources, the Library Advisory Committee shall clearly detail in the Library Improvement Plan the planned acquisition of specific library materials and equipment.
 - b. All purchases made for the improvement of the library program shall be related to the priority purchase list within the Library Improvement Plan. This plan shall be included in the Library Operations Manual and be reviewed by the Library Advisory Committee at each meeting and updated as needed.
 - c. The Library Advisory Committee (DRC4388) shall be used to track biannual member attendance and review of the procedural manual. A copy of the minutes and attendance shall be sent to the appropriate deputy warden and the managing officer for review.
4. In developing the planned acquisition of library resources and equipment, the Library Advisory Committee shall ensure that the materials provided in the collection are adequate in quantity, quality and type to assist in the development of educational skills, treatment programming initiatives, apprenticeship programming efforts, personal growth factors, and that there are materials provided to help facilitate the reentry process.

B. Resource Maintenance and Acquisition

1. The institutional library staff shall be responsible for maintaining an accurate and continuously up-to-date inventory of all library resources and equipment. The library inventory shall include a summary of the various types of resources available within specified categories, including an itemized count of the materials available in special collections (i.e., Spanish language, Braille, Easy Reader, Large Print, etc.)
2. The library staff and school administrator shall be responsible for ensuring that the library materials available within the incarcerated person library are in compliance with all decisions made by the Operation Support Center Publication Screening Committee.
 - a. Under no circumstance shall resources that may cause a threat to the security of the institution be made available through the library.

- b. The managing officer/designee shall make the final determination as to material that should be excluded due to security concerns and provide a written notice for library staff to maintain in their files.
 3. The library staff shall prepare purchase order requests in accordance with the Library Advisory Committee recommendations as articulated in the Library Improvement Plan and the minutes of the Library Advisory Committee meetings.
 - a. Purchase requests shall contain all applicable and necessary vendor information.
 - b. The school administrator shall approve and submit all purchase orders in accordance with budget allocations identified by the institution business office.

C. Redistribution of Library Materials

1. In an attempt to use the resources available most efficiently within the ODRC, every effort shall be made to redistribute surplus library materials prior to discarding these materials.
2. Any library material in such physical condition as to render it unusable shall be disposed of with regard to institutional library procedures.
3. The library administrator shall be consulted and assist with the redistribution of the institutional library resources that are useable, but that the library staff determines to be unnecessary within the current institution.
 - a. The originating library shall send a list of available subject categories to the library administrator.
 - b. Institution library staff are encouraged to contact the library administrator if specific subject category donations are sought.
 - c. The library administrator shall ensure that institutional requests are filled in an equitable manner throughout the ODRC.
4. The library administrator shall be responsible for the coordination of major donations and the redistribution of library materials throughout the ODRC.
5. To supplement the availability of donated materials, the institution library staff is encouraged to attempt to secure donations of suitable books from Friends of the Library Groups, public libraries, or other appropriate entities.

D. Procedure for Questionable Library Materials Review

1. The managing officer shall appoint three staff members to the Library Materials Review Committee. The Library Materials Review Committee shall consist of one library staff person, a representative from security, and a managing officer's designee.

2. Library staff is primarily responsible for reviewing library materials; however, when there is a question regarding appropriateness as defined in Administrative Regulation 5120-9-19, Printed Materials, a Request for Review of Library Materials form (DRC4440) shall be submitted to the library staff and the managing officer along with the item. The pages with objectionable material shall be listed on the Request for Review of Library Materials form.
3. The Library Materials Review Committee shall review the item in question using the criteria for appropriateness established in Administrative Regulation 5120-9-19, Printed Materials.
4. No item in question shall be removed from the library or disposed of until it is reviewed by the Library Materials Review Committee and a decision is made.
5. The review process shall be completed within thirty (30) business days.

E. Annual Library Needs Assessment

1. The annual Library Needs Assessment template shall be developed and distributed by the library administrator with input from the institution library staff.
2. The annual Library Needs Assessment template shall then be reviewed by a committee who will make recommendations to the library administrator for changes. This committee shall include a school administrator and selected library field staff.
3. The annual Library Needs Assessment template shall then be distributed to all institutions for use.
 - a. The results of the Library Needs Assessment shall be consolidated into the overall Education Needs Assessment to be used to plan for overall improvements and expenditures for quality library services.
 - b. The annual Library Needs Assessment shall be completed according to the school administrator timeline so that the annual Library Needs Assessment can be included with the annual Educational Needs Assessment. The school administrator shall notify the library staff with the timeline.
 - c. The library administrator shall receive a copy of the annual Library Needs Assessment from each institution to compile an overall OCSS Report of Library Services. This report shall then be sent to the Ohio Central School System superintendent, field operations director, and the regional principals. This fiscal annual report shall be completed by August 15th of each year.

Referenced Forms:

Library Advisory Committee
Request for Review of Library Materials

DRC4388
DRC4440