



**State of North Carolina  
Department of Correction  
Division of Prisons**

**POLICY & PROCEDURES**

Chapter: D  
Section: .1100  
Title: **Library Services**  
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**.1101 General**

The Division of Prisons provides inmates within its facilities access to library services necessary for education, cultural, and leisure activity. The facility head shall ensure that the inmate library has a wide variety of reading materials. School libraries will provide comprehensive reference collections, a range of educational media, a variety of services to enhance the learning process of inmates and facilitate their development of basic learning skills. Recreational libraries will provide an array of magazines, paperback books, newspapers, audio & video equipment etc.

**.1102 Procedures**

- (a) Each facility is required to post the hours of operation for their library in easily accessible areas. Library services will be available to inmates on a daily basis to include daytime, evening, and weekend hours. All inmates must have access to library materials.
- (b) Clearly defined check-in and check-out procedures must be posted in each library. Computerized systems must be utilized by the library clerks to insure that loaned library materials are returned within a timely manner.
- (c) Posted rules clearly define consequences and expectations for inmates who check out materials from the library. All library materials are monitored to prevent abuse.
- (d) Facility library services may provide local organization of materials, circulation of materials, information services, a reader's advisory service and promotion of library materials. Other services may include book lists; special programs; contests; for poetry, art, writing, and audiovisual materials; for educational and recreational purposes. Provisions must be made for special needs inmates.

**.1103 Coordination and Supervision**

- (a) The Division of Prisons Library Coordinator shall indirectly supervise and assist facility Program Specialist, Library Assistants, inmate library clerks, school principals, and other library staff with the overall operation of the facility library. The Division of Prisons' Coordinator of Library Services must hold a master's degree in Library Science.
- (b) Each facility must have a qualified staff member or community volunteer who coordinates and supervises the facility's library services. If the person is not a trained librarian, he/she shall receive training in library services from the Division's Coordinator of Library Services.

- (c) The Division has authorized the use of inmate library clerks. The selection and assignment of each clerk is made by appropriate facility staff. Each inmate library clerk is provided with a detailed orientation and trained in library operation to include circulation procedures, book repairs, providing technical assistance, and promotion of new acquisitions.
- (d) Each facility receives a yearly library budget based on the total number of inmates housed at the facility. The Division's Coordinator of Library Services consults and/or assists each facility with the purchase of library books, magazines, newspapers, equipment, and computer software. Library purchases shall be made in accordance with DOC Fiscal Policy and Procedure, .2600.
- (e) Facility library coordinators must consult with the Division's Coordinator of Library Services prior to selecting and purchasing materials for the library. All purchases must meet the educational, informational, and recreational needs of the entire inmate population.
- (f) Inter-Library Loan Programs should be utilized to increase materials availability, upon approval by the Division's Coordinator of Library Services based on a special needs request. This program does not apply to requests for legal materials based on the Department of Correction's legal services contract with North Carolina Prisoner Legal Services.

 9-24-07  
Director of Prisons                      Date

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