



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 5.3.2	Subject: <b>LIBRARY SERVICES</b>
Chapter 5: OFFENDER PROGRAMS	Page 1 of 2
Section 3: Education Programs	Effective Date: Jan. 1, 1998
Signature: /s/ Loraine Wodnik, Interim Director	Revised: 04/28/2017

## **I. POLICY**

It is the policy of the Department of Corrections to provide offenders with library services within secure care facilities and to ensure library materials are available in the languages represented by significant numbers of offenders in the population.

## **II. APPLICABILITY**

Department secure care facilities for adult and youth offenders.

## **III. DEFINITIONS**

None

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. Secure care facilities shall provide offenders access to a library organized within the facility containing general, specialized, and reference materials.
2. Library programs shall publish a schedule of service hours.
3. Facility procedure shall dictate whether offenders may check out materials.
4. Facility libraries shall participate in interlibrary loan programs and continuously acquire library materials.
5. Facilities shall utilize a library content survey that will, at minimum:
  - a. assist in determining material acquisition.
  - b. assist in determining the library service needs of the offender population; and
  - c. be completed annually.
6. Material reading levels shall be consistent with offender abilities.
7. Materials shall be selected using criteria including:
  - a. accuracy;
  - b. currency; and
  - c. cultural, inspirational, and/or recreational values.
8. Library materials including books, supplies, and resources will be accepted or declined in accordance with the above listed selection criteria and the safety and security needs of the facility.
9. Centralized library facilities should conform to contemporary library standards when

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possible.

10. Facilities housing fewer than 500 inmates may be exempt from the provisions of this policy when comparable services are provided to inmates.
11. Libraries located within youth facility schools must meet all standards of the accreditation requirements mandated by the Office of Public Instruction (OPI).

**B. Staffing**

1. The administrator, or designee, shall appoint a qualified individual as the library supervisor with the following responsibilities:
  - a. overall library program management;
  - b. ensure offender access to library services;
  - c. on-the-job training of library staff;
  - b. develop goals and objectives to include principles, purposes, and criteria for selection of library materials to meet the needs of the offender population;
  - c. ensure consultant or contracted library services are acquired when necessary;
  - d. select, train, and utilize offenders as library assistants, when applicable; and
  - e. conduct an annual evaluation of the library services program using stated performance goals and objectives. Evaluation shall be submitted to the administrator, or designee, for review and incorporation into the overall facility budget and goals.
2. Libraries located within youth facility schools must have endorsed school librarians in accordance with accreditation requirements.

**C. Special Housing Units**

1. Facility procedure shall address offenders in locked units and special housing areas to provide the library services of the centralized collection.

**E. Offender Assistants**

1. Offender assistants may be selected using criteria including: education, experience, and institutional record. Offender library assistants and clerks shall receive training from the library staff prior to assignment and on a regular basis thereafter.

**V. CLOSING**

Questions concerning this policy shall be directed to the appropriate administrator.

**VI. REFERENCES**

- A. 53-1-203, MCA
- B. 4-4273, 4-4505, 4-4506, 4-4508, 4-4509, 4-4511; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. 3-JTS-5D-02, 3-JTS-5E-05, 3-JTS-5E-04; *ACA Standards for Juvenile Correctional Facilities*
- D. 4-JCF-5E-01; *Performance-Based Standards for Juvenile Correctional Facilities, 4<sup>th</sup> Edition*

**VII. ATTACHMENTS**

None