



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
OFFENDER MANUAL

REVISION DATE
4/23/12

PAGE NUMBER
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NUMBER
DOC 510.010

POLICY

TITLE

LIBRARY SERVICES

REVIEW/REVISION HISTORY:

Effective: 9/1/88
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 Revised: 4/23/12

SUMMARY OF REVISION/REVIEW:

I.A. - Adjusted language for clarification
 Added II.A.4. on requesting removal of library materials from a Washington State Library branch library

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

3/15/12

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 27.04](#); [ACA 4-4430](#); [ACA 4-4505](#); [ACA 4-4506](#); [ACA 4-4507](#); [ACA 4-4508](#); [ACA 4-4509](#); [ACA 4-4511](#); [DOC 450.100 Mail for Offenders](#); [DOC 590.500 Legal Access for Offenders](#)

POLICY:

- I. The Department will manage library services in Department facilities in conjunction with the Washington State Library to provide offenders adequate access to libraries and library materials.

DIRECTIVE:

- I. Interagency Agreements
 - A. [4-4506] [4-4507] The Department and the Washington State Library have several interagency agreements on the provision of Washington State Library services.
 1. The Washington State Library Branch Library Services Program Manager will provide consulting assistance to all facilities. [4-4507]
 2. Any differences of interpretation involving the application of the interagency agreements arising at a facility will be referred to the appropriate Correctional Manager and the Washington State Library Branch Library Services Program Manager. Both agencies may seek mediation for resolution.
 3. The interagency agreements will be reviewed at least biennially by Department and Washington State Library staff. Any necessary modifications will be recommended to the Department Secretary and State Librarian, or their designees, for approval.
- II. Library Materials and Access
 - A. [4-4430] [4-4505] [4-4508] At facilities with a Washington State Library branch library, library materials will be selected by Washington State Library staff to meet the educational, informational, and recreational needs of offenders. All branch library collections will include general and specialized reference materials and materials to assist offenders with re-entry. In addition to planned and continuous acquisition of branch library collections, materials will also be reviewed at least annually by a Washington State Library Librarian. At facilities without a Washington State Library branch library, designated staff will perform the same functions. This will be documented, with copies to the Superintendent, Deputy

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Director, and Correctional Manager responsible for the Department general library program.

1. Materials will be easily accessible and regulated to prevent abuse.
2. [4-4505] [4-4509] At facilities with a Washington State Library branch library, library materials are borrowed and loaned for staff and offenders through participation in a national interlibrary loan program. At facilities without a Washington State Library branch library, interlibrary loan services will be provided for offenders by the Washington State Library.
3. The following will not be available in the library:
 - a. Telephone directories that include residential white page listings,
 - b. Material that depicts or describes the procedures for constructing or using weapons, ammunition, bombs, or incendiary devices,
 - c. Material that shows the process for making alcohol or drugs,
 - d. Sexually explicit material as defined in Attachment 1 of DOC 450.100 Mail for Offenders, and
 - e. Any other material that would represent a security concern or interfere with the orderly operation of the facility.
4. Requests for removal of library materials from a Washington State Library branch library will be made in writing to the Branch Library Services Program Manager. Until a request is resolved, the materials will be kept out of general circulation and remain in a secure area in the control of Washington State Library staff.

B. Offender access to legal materials and law libraries will be handled per DOC 590.500 Legal Access for Offenders.

C. At Washington State Library branch libraries, staff will provide offenders with photocopies of library materials or printed pages from the Internet to fill reference and information requests that meet the educational, informational, and recreational needs of offenders, and to assist offenders with re-entry.

III. Library Assistants

A. [4-4511] Offenders working in Washington State Library branch libraries as library assistants will be trained in library operations by Washington State Library staff. At facilities without a Washington State Library branch library, offender library

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assistants will be trained by designated Department staff who have received training from Washington State Library staff.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None