

POLICY AND PROCEDURES

NUMBER: 1609

SUBJECT: Law/Leisure Library Services

ACA STANDARDS: 4-ALDF-2A-62, 63, 66; 5C-05; 6A-03

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 3/1/90 REVISION DATE: 9/97, 7/00, 12/03
10/12, 5/15, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall maintain a library service to the extent resources permit, that provides inmates access to leisure reading and legal information and materials.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' *Superintendent of Community Corrections*, Mail Clerks and all Program staff are responsible for the following procedures.

III. DEFINITIONS

Leisure Reading Materials: A variety of books, fiction and non-fiction, magazines and reference materials to service a diverse group of literacy levels and ethnic backgrounds.

Legal Reading Materials: Books, magazines and materials that provide assistance to inmates with criminal and civil legal matters.

Unacceptable Materials: Pornographic materials, materials that show or describe the manufacture or fabrication of weapons or drugs, promote racial violence and/or unlawful behavior.

IV. PROCEDURES

A. General Information

1. The *Superintendent of Community Corrections* shall be responsible for the development, coordination, evaluation and management of inmate leisure/law library programs.
- [2. A *designated* member of the Program staff will assist in the scheduling, coordination and operation of the library programs.]
3. Library services will be made available to all inmates unless they are restricted by the Disciplinary Committee or pose a security risk.
4. The *Superintendent of Community Corrections* or designee shall be responsible for the selection of reading materials for the facility.
- [5. If there is any question as to the suitability of a book or magazine, the decision will be made by the *designated member of the Program Staff, with the approval of the Superintendent of Community Corrections.*]
6. To control the introduction of contraband into the facility, newspapers, magazines and books received through the mail for an inmate shall be checked for contraband and unacceptable materials.
7. Any contraband will be disposed of in accordance with Departmental policy. (See Policy #841 Contraband Control)
8. Newspapers, magazines and/or books brought to the jail for an inmate will not be accepted.
9. The major source of books and magazines for the library will be acquired through donations, both solicited and unsolicited, primarily from local churches, civic groups and organizations.
10. All reading materials purchased for an inmate must be new and must be mailed to the facility directly from the publisher or book store. (See Policy #2001 Inmate Mail)

B. Leisure Reading - Direct Housing/Pre-Classification

1. Each housing unit is equipped with a wall unit bookcase which will contain a variety of books, magazines and periodicals for the inmates' reading pleasure.
2. Inmates will be allowed to take books from the shelves and will be allowed to keep a combination of only one (1) book and one (1) magazine in their cell from the bookcase.
3. Current issues of magazines and periodicals should remain in the dayroom.
4. Inmates shall be responsible for the upkeep of all books and magazines in their possession. Willful destruction will result in disciplinary action.
5. The *designated member of the Program Staff* shall rotate books and magazines among the housing units on each floor and replace books/magazines that are damaged or otherwise unusable.
6. The Housing Unit Officer will ensure that the inmates within the housing unit keep the bookcase neat and orderly.

C. Leisure Reading - In-direct Housing/Health Care Unit

1. Book carts containing various books, magazines and periodicals will be provided for leisure reading of inmates housed in the Health Care units and In-direct housing units.
2. The *designated member of the Program Staff* or designee will periodically inspect the number and condition of the books that inmates have returned to the carts.
3. Inmates will be allowed to keep only one (1) book and one (1) magazine.

D. Law Books and Legal Materials

1. Inmates requesting assistance with legal matters will be encouraged to consult with their legal representative. However, legal resources will be made available to the extent resources permit.
2. Book carts containing law books and legal reference materials will be provided on each housing unit floor and in Health Care to ensure inmates have access to legal resources.

3. No inmate or group of inmates will be allowed to monopolize the legal resource library.
4. Each housing unit will be allocated specific times to use the legal resource library. If inmates in a specific housing unit do not wish to utilize the legal resource library, another housing unit may be given additional time which will be documented in the housing unit daily log.
5. Scheduling for the legal resource library shall be completed by the *designated member of the Program Staff* and posted in each housing unit.
6. The Housing Unit Officer shall take charge of the legal resource library cart when it is delivered to his/her unit.
7. The Housing Unit Officer will ensure that the number of inmates using the legal resource library at one time does not exceed the number which he/she can effectively supervise.
8. A typewriter will be available in each housing unit for inmates' use during their legal library time.
9. Books, supplements and materials will be returned to the legal resource library cart and will not be kept in individual cells.
10. Reasonable requests for photo copies of legal materials only will be made to the Unit Caseworker by the inmate.
 - a. All requests for copies of legal material will be made through the Unit Caseworker by completing an Inmate Request form.
 - b. Only copies representative of a current case will be made.

NOTE: Transcripts from previous cases and any other requests will not be honored.
 - c. Caseworkers will make ten (10) single copies for an inmate (e.g., a ten (10) page document may be copied once, a five (5) page document may be copied twice, a one (1) page document may be copied 10 times, etc.)
 - d. Caseworkers are to encourage inmates who require more than ten (10) copied pages to have his/her family or

attorney honor that request. Lane v. Hutcheson, 794 F. Supp. 877 at 883, 884 (E.D.Mo., 1992)

- e. Caseworkers will make all copies in the Unit Support area.
 - f. Caseworkers will give copies to the inmate within five (5) working days of receiving the written request.
11. Any damaged or missing books and materials will be reported immediately to the Program staff by the Housing Unit Officer.
 12. Inmates damaging, destroying or removing books or materials from the legal resource library cart will be subject to significant disciplinary action.