 <p>California Department of Corrections and Rehabilitation OPERATIONS MANUAL</p>	<p><b>Chapter: 10</b> <b>ADULT PROGRAMS</b></p>
	<p><b>Article: 12</b> <b>LIBRARY AND LAW LIBRARY</b></p>
	<p><b>Section: 101120.8</b> <b>CIRCULATION OF GENERAL LIBRARY MATERIALS</b></p>

**RESPONSIBILITY FOR REVIEW:** Associate Warden, Housing A/B and Principal.

**ANNUAL REVIEW DATE:** March

**101120.8**  
**CIRCULATION OF GENERAL LIBRARY MATERIALS**

Inmates shall present their identification card to facility library staff upon entering the library to facilitate checking out books, newspapers, or magazines.

Inmates shall sign an inmate Trust Withdrawal Order (CDC 193), form before books are checked out to them. If a checked out book results in an "overdue" charge, the author, title, and price of the book shall be recorded on the bottom left hand portion of the CDC 193.

Inmates who lose or damage books shall be charged the price of the book plus a \$1.00 processing fee.

Overdue notices shall be mailed to inmates who are delinquent in returning their book(s). Inmates who fail to return their book(s) two weeks after the initial overdue notification shall be charged for the price of the book and a \$1.00 processing fee regardless of whether the overdue notice itself was ever received.


Inmates shall not be reimbursed for the return of an overdue book once their account has been charged.

Inmates who loan library books to other inmates shall be responsible for the loss or destruction of that book.

Inmates shall be required to display books or other materials to the library staff before exiting the library.

Reference Books

Reference books do not circulate. Inmates who pilfer, damage, or destroy reference books shall be issued a Rules Violation Report (CDC 115), charged the price of the book, and a \$2.00 processing fee.

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	<p><b>Section: 101120.8</b>  <b>CIRCULATION OF GENERAL</b>  <b>LIBRARY MATERIALS</b></p>

**101120.10**  
**INMATE ACCESS TO LAW LIBRARIES**

All inmates shall have access to the Facility Library; however, priority shall be given to those inmates who have verifiable 30-day court deadlines. All court deadlines shall be verified by the Senior Librarian. Inmates will utilize the Lexis Nexis Electronic Law Library. Inmates shall be allowed a minimum of two hours of library access per week; however, on any library access day among Facility Libraries on Level III yards, the inmate may attend the morning session or afternoon session but not both without express permission from the Senior Librarian.

Legal Pleading Paper (28-Line Paper), envelopes for mailing legal documents, and legal forms are available for purchase in the Facility Libraries. Pleading Paper shall be supplied in reasonable quantities (maximum 10 sheets per day) and on demand at a cost of \$0.10 per page. Exceptions shall be made with approval of the Senior Librarian, upon demonstration of need.


Photocopy requests require facility library staff approval. All requests must be accompanied by a CDC 193. The Law Library shall not reproduce sections of the Department Operations Manual (DOM), unless they are being used as court exhibits. Furthermore, the Law Library shall not reproduce copies of court transcripts, law book pages, law revisions, articles, slip opinions or correspondence with attorneys or public officials without charge.

Photocopies are \$0.10 per page, but an inmate who is without funds for 30 days or more shall not be required to pay the cost of photocopies.

Legal documents and all exhibits to be copied shall be presented in complete packets, ready to be mailed to a Court of Law.

Restricted Housing Unit Access to Law Library

Inmates confined to the Administrative Segregation (Ad-Seg) 1 or 2 Housing Unit at Pleasant Valley State Prison (PVSP) shall have access to the unit Law Library;

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however, priority shall be given to those inmates who have verifiable 30-day court deadlines. All court deadlines shall be verified by the Senior Librarian.

Ad-Seg inmates may access the unit Law Library by filling out a Law Library Request Slip (LLRS).

LLRS are picked up on Thursday for inmates housed in Ad-Seg 1 and on Friday for inmates housed in Ad-Seg 2, by the Ad-Seg Library Officer and are processed in date order received.


Once the Ad-Seg Library Officer has processed an inmate's request for access, he/she shall assign a date and time for the inmate to use the Unit Library. Inmates shall be allowed two hours of library access per week, unless they have a verified 30-day court deadline. Inmates with a verified deadline shall be allowed four hours of library access per week.

Inmates who use the Unit Library shall be placed in a safety booth. Inmates will utilize the Lexis Nexis Electronic Law Library.

The Ad-Seg Library is open Monday through Friday. There are two sessions during each of these days. Both of these sessions are in two-hour blocks. The Unit Library schedule is as follows (although, the schedule is subject to change due to Prison needs):

1. Monday (Ad-Seg 1) 0900-1100 and 1200-1400
2. Tuesday (Ad-Seg 2) 0900-1100 and 1200-1400
3. Wednesday (Ad-Seg 1) 0900-1100 and 1200-1400
4. Thursday (Ad-Seg 1) 0900-1100 and 1200-1400
5. Friday (Ad-Seg 2) 0900-1100 and 1200-1400

On Tuesday and Thursday of each week, the Ad-Seg Library Officer shall deliver to the Facility D Librarian, legal work to be photocopied and pick up law books requested. Photocopy requests require facility library staff approval. Photocopies are \$0.10 per page and are returned within 24 hours. An inmate who is without funds for 30 days or more shall

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not be required to pay the cost of photocopies. Legal documents and all exhibits to be copied shall be presented in complete packets, ready to be mailed to a Court of Law. All requests must be accompanied by a CDC 193. Inmate/Parolee Appeals (CDCR 602s) included as part of completed petitions, appellate briefs and other submissions to a court may be copied. Law books borrowed from the Facility D Library are on loan for 72 hours. On Sunday of each week recreational reading books are distributed to inmates in Ad-Seg 2. On Monday of each week recreational reading books are distributed to inmates in Ad-Seg 1. Inmates who check out recreational reading books must fill out a CDC 193. Inmates are allowed one book per week.


Inmates shall be allowed two hours of library access per week (with a verified deadline four hours a week). However, inmates may exceed these limitations per week, if space is available due to cancellations. All inmates must fill out a LLRS and a CDC 193 before using the Unit Library.

Inmates shall be charged for the destruction of legal and recreational reading books and may have their library privileges suspended as a result of such behavior. A record log shall be kept by the Library Officer of all library transactions.

Correctional Treatment Center

Inmates housed in the Correctional Treatment Center (CTC) shall have access to the Law Library. However, inmates with court ordered deadlines shall have priority. Court ordered deadlines shall be verified by the Senior Librarian.

CTC inmates may request access to the Law Library by filling out an Inmate/Parolee Request for Interview, Item or Service (CDCR 22). All requests shall be responded to by the Senior Librarian. The Senior Librarian shall perform an in-person interview with inmates requesting legal access to assess their needs.

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Once the inmate's needs have been assessed, the Senior Librarian shall deliver their legal material(s) within 24 hours. Inmates shall be required to fill out a CDC 193 for each transaction.

Legal material(s) shall be on loan for 72 hours. However, inmates may retain legal material(s) beyond the 72 hour period with the approval of the Senior Librarian. Legal material(s) shall be distributed by the CTC Officer. At the completion of the 72 hours, the CTC Officer shall collect the legal books and inspect it for contraband or destruction. All Law Library transactions shall be recorded by the Senior Librarian.

Inmates who destroy or deface law books shall be charged for the price of the book, plus a \$2.00 processing fee, and could have their library privileges suspended up to 90 days.

**101120.10.1**  
**ACCESS TO LAW**  
**LIBRARY BY INMATES**  
**WITH ESTABLISHED COURT**  
**DEADLINES**

General Population (GP) inmates with 30-day established court deadlines shall be given priority ducats to the inmate Law Library for a minimum of four hours per week. If there is a waiting list for legal materials, inmates with established court deadlines shall be given priority over non-court deadline requests, and their names shall be placed in the Preferred Legal Users Log. Inmates who are given "preferred legal user's status" shall be ducated only once a day, either the morning or afternoon session. Exceptions shall be made on a case-by-case basis, with approval of the Senior Librarian.

*SCOTT FRAUENHEIM*  
SCOTT FRAUENHEIM  
Warden

*3/11/15*  
DATE

Revised 2/2015