

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.08	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-2A-62, 2A-63, 2A-66, 5C-05, 6A-03 MJS 1064	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 8, 2015	
	REVISION DATE: September 15, 2014	
CHAPTER: Inmate Services and Programs	SUBJECT: Library Services	

- I. **PURPOSE:** To describe the library activities and programs available.

- II. **POLICY:** To provide inmates with access to library services and general library information on community services/resources, and religious/educational material. To accomplish these goals the facility shall:
 - A. Maintain and provide access to comprehensive library services, including a reference collection, general and specialized materials, and planned and continuous acquisition of materials that meet the inmates' needs. When appropriate, the resources of the libraries for the blind and developmentally disabled should be used.
 - B. Define the principles, purpose, and criteria used in selecting and maintaining library materials.
 - C. Provide a systematic approach for determining the inmates' library service needs.
 - D. Provide regular library services, including evenings and weekends, administered and coordinated by qualified Alameda County Library staff.
 - E. Participate in available inter-library loan programs to increase diversity of materials accessible to inmates.

- III. **PROCEDURE:**
 - A. The County Library staff shall survey the inmate populace to determine needs, book selection, materials, and programs. The library selection policy applies as follows:
 1. Materials selected shall serve the inmates' interests and needs.
 2. Reading levels of selections shall be consistent with inmates' abilities.
 3. Materials shall be selected on the basis of accuracy, currency and cultural, inspirational, or recreational values.
 - B. **ACCESS TO READING MATERIALS:** Inmates will have access to recreational reading material by means of movable carts that are kept in the storage room area of each housing floor/unit.

1. During inmate pod time, the book carts (one per housing floor/unit) will be rolled into a pod by the housing floor/unit deputy.
2. The book carts will be shared by all pods in a housing unit, alternating one pod at a time.
3. Inmates should be provided a sufficient quantity of reading materials and have the opportunity to borrow reading material from the library.

A. REQUEST AND DELIVERY OF GENERAL LIBRARY MATERIALS:

1. Inmates may request certain reading material, not contained on the book carts, via the Inmate Message Request form. The form will flow through normal Inmate Request form channels and be tracked for statistical purposes.
2. Requests for community services and resources information are to be sent to Inmate Services.
3. The County Library staff will visit the Santa Rita Jail at least two (2) days, on a bi-weekly basis; and once per month at the Glenn E. Dyer Detention Facility. They will visit all floors/housing units and restock inmate book carts.

B. County Library staff will visit each floor/housing unit to deliver previously requested material and receive orders. The County Library staff will go to each pod. The housing floor/unit deputy will stand by while orders are delivered.

C. County Library staff will spend time during each visit replenishing the inmate book carts.

1. The County Library staff will go to all housing floors/units and restock the library carts.
2. Only paperback books from the County Library will be given to inmates. All books on loan from the County Library are to be returned.
3. Confiscated books are not to be thrown away, including books that are old and torn. Books are to be returned to Inmate Services for return to the County Library.

D. No inmate shall possess more than six books, periodicals, or a combination thereof.

E. No newspapers over three days old shall be kept in inmate living quarters.

F. Citizens or organizations requesting to donate library books to the inmates are to be referred to the Alameda County Library.