	<b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>CORRECTIONS ADMINISTRATION</b> <b>POLICY AND PROCEDURES</b>	<b>EFFECTIVE DATE:</b> <b>FEB 23 2010</b>	<b>POLICY NO.:</b> <b>COR.14.16</b>
		<b>SUPERSEDES (Policy No. &amp; Date):</b> <b>COR.14.16 &amp; 09/24/85</b>	
<b>SUBJECT:</b> <b>LIBRARY SERVICE</b>		<b>Page 1 of 5</b>	

## 1.0 PURPOSE

To outline criteria and policy for the selection of material and for maintenance of correctional libraries and library services of the Corrections Program Services (CPS) Division.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. State of Hawaii, Board of Education (Hawaii State Public Library System), Collection Development Policy, Rev. January 2001.
- b. American Correctional Association (ACA), Guidelines for the Development of Policies and Procedures: Adult Correctional Institutions, Section 5.5.1 Library Services.

## 3.0 POLICY

### .1 The Inmate Library

It shall be the policy of the Department of Public Safety (PSD) to provide libraries and library services wherever possible to the inmates of the facilities of this Department in accordance with the standards of library services as set forth in the Guidelines for the Development of Policies & Procedures: Adult Correctional Institutions (ACA): Section 5.5.1 Library Services. Inmates shall have access to publications that do not advocate overt violence or subversive action that is contrary to law, departmental rules and safety, security and health of persons and the good government of the PSD.

## 4.0 PROVISIONS

### .1 Library Budget

Depending upon funding availability, the Department may purchase library books, magazines, newspapers, and pamphlets for the inmate library. Funds from other sources for this purpose are acceptable.

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.2 Books, Pamphlets and Like Material Selection Policy

The selection of all library material shall be guided by the: Guidelines for the Development of Policies & Procedures: Adult Correctional Institutions, 1991; State of Hawaii, Board of Education (Hawaii State Public Library System), Collection Development Policy, Rev. January 2001. Books and material selections shall be in keeping with the Department's function as a correctional management entity. Books and materials may be selected following the example of community school and public libraries. The State of Hawaii, Board of Education (Hawaii State Public Library System) Collection Development Policy (Rev. January 2001) shall be used as the foundation for the selection guidelines. This material selection policy, with the LIBRARY BILL OF RIGHTS as endorsed by the ACA, will serve as a referral when doubts arise concerning the inclusion of certain material which is purchased, solicited, requested, or donated to correctional library collections.

.3 Objectives in Selection

Library Services will attempt to provide comprehensive collections of general and specialized materials suggested in the GUIDELINE FOR THE DEVELOPMENT OF POLICIES & PROCEDURES: ADULT CORRECTIONAL INSTITUTIONS, Section 5.5.1 LIBRARY SERVICES.

Library Services may provide reading materials to help inmates prepare for vocations, enlarge their social, cultural, and educational backgrounds, and ready them for post-institution life; to develop reading as a fulfilling leisure time activity, a therapeutic release from the strain of institutionalization, and as a positive aid in substituting new interests for undesirable attitudes.

.4 Factors in Selection

Books and periodicals are chosen on a selective basis, taking into consideration the accuracy of information, authoritativeness, readability, and social significance of the titles considered for acquisition. Selections are based on favorable reviews from library and correctional journals or based on examination of the material itself, special need for and scarcity of material on a particular subject, demand, etc.

Regular reviews of library holdings may be made and where necessary, items not in the library may be considered for purchase (depending on funding). Every effort will be made to obtain important and significant works to create proper balance within the book collection. Inmates may submit both oral and

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written requests.

Gifts will be accepted on the same basis as if they were purchased.

Library Services may provide controversial works presenting different points of view, thus enabling inmates to make up their own minds about serious and important questions. The correctional facilities have a population, which is specialized compared to the general public; however, overt censorship cannot serve the aims of redirection. It must be assumed that upon release, persons who have been in correctional facilities will face a wide variety of experiences, and thus must be prepared to deal with these situations.

.5 Scope of the Collection

**INFORMATION AND REFERENCE.** These services may be provided by Library Services depending upon available resources and funding.

**EDUCATIONAL READING** (both vocational and cultural)-for self-education and self—improvement.

**AUDIO —VISUAL MATERIALS.**

**RECREATIONAL READING** - to include a variety of materials to satisfy all tastes and levels of reading.

.6 Specific Criteria

- a. **FICTION.** Titles selected should meet a variety of interest.
- b. **HUMAN RELATIONS.** Titles selected should promote respect and understanding of people of different ethnic, cultural, and religious backgrounds.
- c. **RELIGION.** Works on customs, traditions, doctrines, and religions of the world may be provided.
- d. **MEDICINE AND PSYCHIATRY.** Titles selected should include authoritative, current books on health, hygiene, diet, common diseases, drugs, and mental health written for the average layman.
- e. **LAW.** The Department will provide a basic law library collection in every correctional facility to include: the U.S. Code, Supreme Court Reports,

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Hawaii Reports and Appellate Reports, Hawaii Revised Statutes Hawaii Session Laws, and Hawaii Digest to meet the requirements set forth in Lewis v. Casey, 116 S. Ct. 2174 (1996) which afford inmates with adequate access to the courts.

- f. FOREIGN LANGUAGES.
- g. SCIENCE AND APPLIED ARTS.
- i. HAWAIIANA.
- j. EASY READING. Abridgements, comics, light and illustrated titles may be included to meet different reading levels.
- k. PERIODICALS. Periodicals, which give a fair presentation of views and issues, are not to be excluded because of the race, nationality, political, or religious views of the editor or publishing agency. Controversial titles, however, that trade on a taste for sensationalism, glamorize violence and crime, having nothing to offer but erotica, or are inflammatory shall be excluded. The Library Services Administrator shall review questionable titles.

In the selection of periodicals for correctional libraries, the following are the criteria to be used for the evaluation of articles, fiction, and photography:

Acceptable

- 1) Articles — Newsworthy and/or of high interest level, and in some cases by authorities in the field.
- 2) Fiction -short stories by talented and/or reputable writers.
- 3) Photography and Illustrations-more or less artistically expressed and/or professionally handled or rendered.

Unacceptable

- 1) Articles — Emphasis is on either violence or the glamorization of crime; a consistent leaning toward the bizarre in sex and sex related areas; subject areas are definitely contradictory to the Department's programs and could be detrimental to control.


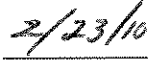
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- 2) Fiction — Total emphasis is on either violence and glamorization of crime or the bizarre in sex and sex related happenings, or any combination of these.
- 3) Photography or Illustrations — Total emphasis is on either violence or erotica; prints and drawings are contradictory to the Department's programs and detrimental to control.

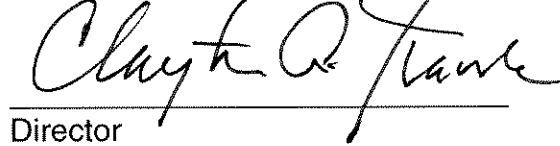

**5.0 SCOPE**

This policy shall apply to all correctional facility libraries.

APPROVAL RECOMMENDED:

  
 Deputy Director for Corrections
 
  
 Date

APPROVED:

  
 Director
 
  
 Date