



## SCDC POLICY

**NUMBER: PS-08.04**

**TITLE: LIBRARY SERVICES**

**ISSUE DATE: August 23, 2017**

**RESPONSIBLE AUTHORITY: DIVISION OF EDUCATIONAL SERVICES/*PALMETTO UNIFIED SCHOOL DISTRICT***

**OPERATIONS MANUAL: PROGRAM SERVICES**

**SUPERSEDES: PS-08.04 (March 1, 2010); (June 1, 2004); (August 1, 2001)**

**RELEVANT SCDC FORMS/SUPPLIES: E-1, E-3, E-13, 19-11, 19-26, 21-20**

**ACA/CAC STANDARDS:**

**STATE/FEDERAL STATUTES: SC Code Ann § 30-4-20(c); SC Code Ann § 60-4-10 through -30**

**PURPOSE: To provide guidance for the administration of SCDC institutional and satellite libraries.**

**POLICY STATEMENT: The SCDC will provide library materials and services that provide inmates with the opportunity to increase their academic skills, allow for personal development, and engage in recreational reading.**

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**SPECIFIC PROCEDURES:**

**1. RESPONSIBILITIES:**

**1.1** The Division Director of Educational Services/*Education Superintendent* will ensure that the Agency maintains and/or provides access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and a plan for the continuous acquisition of materials to meet the needs of Agency staff and inmates.

**1.2** *The District will employ in each region a certified Media Specialist, who is responsible for:*

**1.2.1** *Training and supervising the satellite institutions' Media Assistants.*

**1.2.2** *Assisting the Division Director/Education Superintendent or designee in the review of materials to be placed in SCDC libraries.*

**1.2.3** *Ensuring the selection of library materials, including videos, will be appropriate and represent, where possible, the widest available range of cultural, political, ethnic, religious, and social viewpoints. The selection of materials will be based upon the following criteria:*

*Potential for security risk;*

*Educational value;*

*Readability/reading level;*

*Need, cost, and potential for use; and*

*Validity, accuracy, objectivity, and appropriateness of material.*

*Where institutional safety and security are an issue, Wardens or their designees will have final approval authority on all library materials.*

**1.3** In institutions that do not have a certified Media Specialist, Wardens/Designees will assign an *Operational* staff member who will be responsible for the library operations (within their own institution). This Media Assistant will be provided training in library services by a Media Specialist.

**1.4** Under the supervision of the Division Director/*Education Superintendent* of Educational Services/Designee, Media Specialists and Media Assistants will be responsible for:

**1.4.1** Providing library orientation for all new inmates;

**1.4.2** Issuing SCDC Supply E-13, "Library Card," to inmates;

**1.4.3** Providing assistance and service to all interested inmates such as, but not limited to: reading programs, book lists, book clubs, book reviews, book requests, reference assistance, subject searches, and recommendations;

**1.4.4** Providing library services to inmates housed in *Restrictive Housing Units (RHU)*, Death Row (DR), or other administrative segregation housing pursuant to policies relating to these housing units;

**1.4.5** Providing for the selection, training, and use of inmates as Library Assistants; and

**1.4.6** Preparing and submitting reports *as required by the* Division Director of Educational Services/*Education Superintendent or* Designee.

## **2. LIBRARY HOURS:**

**2.1** Each institutional library's *schedule* will be *adjusted to ensure that every inmate assigned to that institution has access to the library. Therefore, access to the library will be six (6) hours per day, five (5) days per week.* The night and weekend hours will be a part of the **30** hours, not an addition. An appropriate library schedule will be proposed by the institutional Media Specialist *or Media Assistant* and approved by *the* Division Director of Educational Services/*Education Superintendent* and the institutional Warden.

**2.2** The hours of the operation of the library will be clearly posted.

## **3. USE OF LIBRARY/CHECKING OUT BOOKS:**

**3.1** An inmate will check out books at the circulation desk by recording his/her name and SCDC inmate number on the circulation card contained in the back of the book. The required return date will be stamped on the card and on the book. Books will be checked out for seven (7) days. The circulation card will be filed.

**3.2** No more than three (3) books may be checked out at a time. At the *Media Specialist's or Media Assistant's* discretion, the number of books checked out may be limited to two (2) or one (1) book at a time.

**3.3** All reference materials, magazines, newspapers, and materials from non-SCDC libraries must be utilized in the library and cannot be checked out.

**NOTE:** Inmates who cannot visit the library because of their custody level, medical restrictions, or other reasons will complete SCDC Supply E-3, "Book Request" to request library books. These inmates will only be allowed the number of books specified by SCDC procedures specific to that custody level. If no SCDC procedures exist to limit the quantity of books, the inmate may be allowed to request and receive three (3) books. Refer to SCDC procedures pertaining to Classification, *Restrictive Housing Units*, Death Row, and Health Services for additional guidance.

## **4. SUSPENSION OF LIBRARY PRIVILEGES/DISCIPLINARY ACTIONS:**

**4.1** Inmates who abuse their library privileges in any manner may be suspended from using the library.

**4.1.1** Inmates who commit disciplinary infractions that relate to their use of the library will have their library privileges suspended until their *disciplinary issues* are resolved.

**4.1.2** Disciplinary related matters will be handled in accordance with SCDC Policy OP-22.14, "Inmate Disciplinary System."

**4.2** To suspend an inmate, the Media Specialist *or Media Assistant* will send a memo through the School Leader/Designee to the Warden or designee outlining the need and reason for the suspension.

**4.3** The length of the suspension will be based on the severity of the problem as determined by the Media Specialist *or Media Assistant*, the School Leader/Designee, and the Warden or designee and indicated on the suspension memo.

**4.4** If the Warden or designee concurs with the suspension, he/she will note his/her approval at the bottom of the memo.

**4.5** The inmate will be provided written notice of his/her suspension. The suspension memo, approved by the Warden or designee, may be used for this notification.

**4.6** The suspension will be documented in the inmate's institutional file.

**4.7** If the inmate is transferred to another institution, the suspension will remain in effect.

**4.8** When a suspended inmate is transferred, the Media Specialist *or Media Assistant* from the transferring institution will notify the Media Specialist *or Media Assistant* at the receiving institution of suspended library privileges. This notification will be made *in writing* within two (2) weeks.

**4.9** Inmates' access to law materials will not be affected by provisions of this section, but will be determined by procedures outlined in SCDC Policy GA-01.03, "Inmate Access to the Courts."

## **5. REIMBURSEMENT FOR DAMAGED/UNRETURNED MATERIALS, TO INCLUDE TEXTBOOKS:**

**5.1** An inmate who has checked out materials (books, textbooks) from the library and failed to return the materials in their original condition will be *restricted from checking out* additional materials *until* she/he reimburses the state for the unreturned or damaged material. Inmates who fail to return the book(s) by the required date will be sent SCDC Supply E-1, "Book Due." (See SCDC Policy ADM-15.01, "Repayment of Costs by Inmates," for information on the procedures for reimbursement.)

**5.2** If an inmate who owes money for lost or stolen library materials *or* textbooks transfers to another institution, the Media Specialist *or Media Assistant* who charged the inmate will be responsible for notifying the Media Specialist *or Media Assistant* at the inmate's new institution of the charges. The Media Specialist *or Media Assistant* at the inmate's new institution will be responsible for processing paperwork to recoup costs for damages.

**5.3** When *an inmate who is restricted from checking out materials* is transferred, the Media Specialist *or Media Assistant* from the transferring institution will notify the Media Specialist *or Media Assistant* at the receiving institution of *these* restrictions. This notification will be made *in writing* within two (2) weeks.

## **6. TRANSFERRED OR RELEASED INMATES:**

**6.1** Whenever feasible, notification of inmates to be released or transferred will be made to the Media Specialist *or Media Assistant* prior to the release or transfer in order to allow for recovery of library materials. If prior notification is not feasible due to security reasons, notification should be made as soon as possible.

**6.2** SCDC Form 19-26, "Inmate Clearance/Exit Checklist," will be utilized to provide for recovery of state property and to meet the notification requirement *above*.

**6.3** Officers and staff transferring inmates will use every means available to ensure that materials checked out from the library */school* are returned.

## **7. INMATE LIBRARY CLERKS:**

**7.1** Qualified, eligible inmates may be used as library clerks. They will be carefully screened and supervised by the Media Specialist *or Media Assistant* and School Leader or designee and provided appropriate training to ensure optimum effectiveness.

**7.2** A file will be maintained on each *media center* clerk that includes a description of duties and documentation of training.

## **8. LAW LIBRARIES:**

**8.1** The operation of law libraries will be guided by SCDC Policy GA-01.03, "Inmate Access to the Courts."

**8.2** The *Media Specialist or Media Assistant* will ensure that an inventory of Law Library holdings is provided to the Office of General Counsel *upon request*.

## **9. DISPOSAL OF LIBRARY MATERIALS:**

**9.1** At least *annually*, the Media Specialist *or Media Assistant* will evaluate the library collection and remove materials that are in poor physical condition, outdated, or not used by the inmate population as measured by lack of circulation.

**9.2** Library materials that are removed from the permanent collection *will be sent to the SCDC recycling center*.

## **10. DONATIONS OF READING MATERIALS:**

**10.1** *Donated reading* materials will be accepted from outside sources. *If* the material cannot be placed in SCDC libraries, it will be disposed of in an appropriate manner. Upon request the donor will be provided a written acknowledgement for the donation.

**10.2** Donated materials will be reviewed for appropriateness by the *Education Superintendent/Designee* in the same way that purchased materials are evaluated.

## **11. MANAGEMENT OF VIDEOS:**

**11.1** The Division Director of Educational Services/ *Education Superintendent or* Designee will be responsible for the approval of videos considered for purchase by Library Services.

**11.2** [Attachment A](#) must be completed before showing any video in SCDC. All videos shown must comply with copyright laws and requires adherence to these educational guidelines: *Attachment A is*

*not needed for training videos (purchased or internally produced), videos available to the public (public domain, youtube.com, etc.), or video where the copyright has been purchased.*

1. Programs are curriculum supported.
2. Used in face-to-face instruction.
3. Videos shown for motivation, rewards, filler or entertainment (non-instructional purposes) is a violation.

**NOTE:** Attachment A must be completed before showing the video and kept as a part of the institutional program review files (**Management Review Area 7 - Education**) with sample essays/poems or a written summary by the instructor detailing the discussion following the video.

**11.3** Videos being shown for Character Development must come from the approved list. This list is available upon request from the Division of Education. Annually, the **Office of Programs and Services** will update the approved list.

## **12. DEFINITIONS:**

**Institutional Library** refers to a library which is supervised by a full-time Media Specialist **or Media Assistant**, and which provides a full range of services to inmates as detailed in this procedure.

**Satellite Library** refers to a library which is without a full-time Media Specialist **or Media Assistant**, and which provides a limited range of services to inmates as detailed in this procedure. These libraries are located at institutions without a full-time Media Specialist **or Media Assistant** and operate under the guidance of the Oversight Principal and an institutional staff member who provides oversight in addition to other duties.

**School Leader** refers to the person who oversees all school operations.

**SIGNATURE ON FILE**

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s/Bryan P. Stirling, Director

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**Date of Signature**

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT

**Attachment A**

**SOUTH CAROLINA DEPARTMENT OF CORRECTIONS  
DIVISION OF EDUCATIONAL SERVICES**

**VIDEO APPROVAL FORM**

**This form must be completed before showing the video and kept as a part of the institutional program review files (**Management Review Area 7 Education**) with sample essays/poems or a written summary by the instructor detailing the discussion following the video.**

**The copyright law concerning the legal use of videos requires that educational guidelines be followed:**

- 1. Programs are curriculum supported**
- 2. Used in face-to-face instruction**
- 3. Videos shown for motivation, rewards, filler, or entertainment (non-instructional purposes) is a violation of the copyright law**

**Instructor (person showing the video) should note in the lesson plan below the title and educational purpose of any videos to be used. This ensures compliance with the copyright laws. Videos being used for character development must come from SCDC 's approved list. Local Character Council (LCC) Chairpersons have been given this list.**

**Institution/School**\_\_\_\_\_

**Date of Showing**\_\_\_\_\_

I have previewed this video: Yes \_\_\_\_ No \_\_\_\_

I certify that the showing of this video complies with the guidelines listed above.

If the showing of this program constitutes a copyright violation, the instructor will assume full responsibility.

Instructor's Signature \_\_\_\_\_ Phone#: \_\_\_\_\_ Date: \_\_\_\_\_

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### Lesson Plan

Title of Video: \_\_\_\_\_ Copyright  
Year \_\_\_\_\_

### Educational

Purpose: \_\_\_\_\_

1. Objectives: The student will:  
Increase knowledge in the area of

\_\_\_\_\_  
Improve a social skill (character trait) in the area of

2. Re-enforcement Activity:  
A. \_\_\_\_ Discussion  
B. \_\_\_\_ Written Essay  
C. \_\_\_\_ Other (please specify)