



WINDHAM SCHOOL  
DISTRICT

**NUMBER:** OP-08.09 (rev. 5)  
**DATE:** February 6, 2014  
**PAGE:** 1 of 16  
**SUPERSEDES:** OP-08.09 (rev. 4)  
February 28, 2012

# **OPERATING PROCEDURES**

---

**SUBJECT:** LIBRARY SERVICES

**AUTHORITY:** Texas Education Code §19.004; TDCJ Administrative Directive (AD)-07.01, “Operational Support of Windham School District Programs and Services”; Superintendent Directive (SD)-08.09, “Library Services”

Reference: American Correctional Association (ACA) Standards, Section E: Library

**APPLICABILITY:** Windham School District (WSD)

## **POLICY:**

The WSD shall maintain libraries for recreational reading and for research purposes in support of educational programs. Libraries may not be available at all facilities. Teachers are not authorized to bring in books or create personal libraries in their classrooms.

## **PROCEDURES:**

- I. Library Operations and Services
  - A. Libraries are operated by unit level staff. Security is provided by Texas Department of Criminal Justice (TDCJ) staff under the administrative direction of the warden.
  - B. WSD libraries serve the general offender population as well as the education program. Libraries are not for the personal use of WSD or TDCJ employees.
  - C. Libraries shall be of sufficient size to adequately support unit capacities (at least five books per offender). If space is not available, a waiver will be submitted to the WSD Division of Operational Support.

- D. Each unit shall develop rules and procedures to provide access to library materials for all eligible offenders.
- E. The principal shall be responsible for the day-to-day operation of the library.
- F. Library staff is supervised administratively by the principal.
- G. The library staff coordinates the operation of the campus library and provides training for offender library aides.
- H. The offender library aides conduct the daily operations of the library under the supervision of the unit library staff and principal.
- I. Under the direction of the principal, the unit library staff is responsible for library budget preparation for submission through established budgetary procedures.
- J. Librarian assistants and library clerks are assigned to a professional librarian. The librarian shall compile book orders and assist with deletions to ensure acceptable standards of collection development.

## II. Unit Library Procedures

### A. Security

The warden is responsible for the provision of ample security staff to provide general population access to the library. (AD-07.01)

### B. Scheduling

1. The library shall be open seven days a week to allow a sufficient number of hours for offenders to access the library during school hours.
2. Literacy classes such as Literacy I, II, III, English as a Second Language, and Special Education shall be routinely scheduled into the library at least once a week.
3. Since Title I students are concurrently enrolled in a regular literacy class, Title I classes do not need to be included in the weekly library schedule; however, Title I teachers may request to use the library if needed.
4. If the Computer-Assisted Instruction (CAI) lab is operated as a literacy class (students do not have access to the library through another literacy class), then the CAI class may be included in the weekly schedule.
5. Career and Technical Education (CTE) classes shall not be included in the weekly library schedule; however, a teacher may request to use the library periodically if library resources are needed to teach a specific objective in the CTE curriculum.

6. Changing Habits and Achieving New Goals to Empower Success (CHANGES), Cognitive Intervention, Parenting & Family Wellness, or classes that have a specific curriculum to be covered within a specific number of hours, such as CHANGES and Cognitive Intervention, shall not be included in the weekly library schedule.
7. The specific hours of operation shall be established by the principal and librarian in cooperation with the warden.
8. If the school schedule conflicts with the general population hours and students would otherwise not have access to the library, then the principal may alter the schedule to allow students access to the library at least once a week.
9. General population offenders shall have minimum access once a week. Post-secondary students shall have access by request.
10. The library may be opened under the supervision of a correctional officer with a library-trained offender clerk(s).

C. Access

1. Eligible offenders permanently assigned to a unit must have a permanent TDCJ offender identification (ID) card to use the library. A paper ID is not sufficient for library use.
2. The library shall serve administrative segregation offenders according to the TDCJ Administrative Segregation Plan and procedures established in this OP. Level I administrative segregation offenders shall be allowed to have library books, but shall not be allowed to go to the unit's general library. Library books shall be delivered by TDCJ staff.
3. The library shall serve Level I death row offenders according to the TDCJ Death Row Plan.
4. Eligible administrative segregation, close custody, and death row offenders shall have access to the library through the use of an offender request form (I-60, available from the TDCJ officer) which allows checking out a book from the Shelf List. G-4 custody offenders may be served in the same manner as determined by the unit principal and warden.
  - a. The offender shall select an alternate choice should the first choice be unavailable.
  - b. Newspapers, magazines, and reference books are not available to be checked out.

- c. Offenders in administrative segregation do not have intralibrary loan privileges.
  - d. All unit rules governing the library shall apply.
5. The library shall **not** provide library services to offenders classified as the following:
  - a. Solitary;
  - b. Pre-Hearing Detention;
  - c. Transient; or
  - d. Administrative Segregation Levels II & III (except the visually impaired).
6. Offenders assigned to trusty camps shall be expected to have physical access to the library. Procedures used to supply library books to offenders assigned to administrative segregation (offender requests through I-60) do NOT apply to trusty camps.
7. Library schedules shall be developed to afford equitable time periods for education classes and general population.

D. Disciplinary

1. Disciplinary action shall be taken for overdue books (which are considered contraband), as well as for loss, theft, damage, or destruction of library materials such as magazines, reference books, bar code labels, books and/or disobeying library rules. (TDCJ AD-14.61, "Offenders Who Intentionally Damage or Destroy State Property")
2. In addition to disciplinary action, offenders may be charged for reimbursement cost of loss, theft, damage, or destruction of library property. In addition to the cost of the item, Library Services may charge the offender a \$5 processing fee.
3. Offender privileges may be suspended by the principal or librarian, whether or not a disciplinary case has been filed, for stated action as follows:
  - a. First offense – 30 library days suspension;
  - b. Second offense – 60 library days suspension; and
  - c. Third offense – 90 library days suspension.

NOTE: This does not preclude a principal from imposing greater restrictions, including indefinite suspension of an offender's library privileges, at any time. The justification for indefinite suspensions of library privileges shall be properly documented in the principal's files.

E. Checkout Procedures

1. An offender shall adhere to unit rules and procedures when checking out library books.
2. The book(s) may be checked out again by bringing the book(s) to the library.
3. Each offender is responsible for the books he/she checks out and must check out and return his/her own books.
4. Security shall verify date due slip(s) to determine legal possession of library book(s).

F. Book Loss

To minimize book loss, library books may be collected prior to vacation periods and shall be collected prior to the annual inventory.

III. Annual Inventory

- A. An inventory of each library is conducted annually by the unit library staff.
- B. Library staff may request assistance from Library Services or a professional librarian in the region during inventory.
- C. The results of this inventory shall furnish the following statistical information:
  1. Total number of unit holdings;
  2. Number of missing books for the current school year; and
  3. Number of books missing for the past three school years.
- D. The unit library is closed during annual inventory.
- E. The benchmark for book loss is 2 percent of the total collection. If the annual inventory results are more than 2 percent, practices shall be put in place to reduce book loss. A second inventory will be scheduled three to four months later to ensure losses have been minimized.

#### IV. Collection Development

The mission of WSD's collection development is to ensure that materials are selected that will enrich and support library activities.

##### A. Evaluation of Collection Materials

The following are general guidelines used to evaluate the material considered for inclusion into a library collection:

1. The library collection shall be pertinent to the curriculum and contribute to the instructional objectives of the school's educational program.
2. Materials shall be relevant to today's world and represent a variety of artistic, historic, and literary qualities.
3. Reading levels of the materials shall reflect the needs of the resident population. Material shall be provided in proportion to the non-English reading/speaking population on each unit.
4. State Jails, Pre-Release, and Substance Abuse facilities may require more material in areas of religions, self-help, substance abuse, and pre-release/job information.
5. Nonfiction materials must give functional, appropriate, accurate, and objective information.
6. Fiction books shall have appropriate qualities of plot, style, characterization, and theme.
7. All general library materials shall be selected for a diverse population in order to satisfy informational, recreational, and cultural needs of the offender population.
8. Materials shall contribute to the development of responsible citizens.
9. Non-print materials shall be obtained from Texas State Library for visually impaired.
10. Materials are purchased from recommendations in literary reviews and standard lists found in technical references and on vendor websites, as well as recommendations from students, faculty, or general population.
11. The library shall have materials that represent differing viewpoints on controversial subjects for information and research purposes.

12. All materials must be checked against the Director's Review Committee (DRC) & Mail System Coordinators Panel (MSCP) lists provided by TDCJ.

B. Selection Criteria

Each item is carefully evaluated within the framework of sound selection principles, using reliable reviewing sources and personal inspection of the materials whenever possible. The following standard selection tools are utilized:

1. Library Journal;
2. Booklist;
3. Publisher's Weekly;
4. School Library Journal;
5. School Library Media;
6. Barnes & Noble Website;
7. Fantastic Fiction Website;
8. Baker & Taylor Website; and
9. Perma-Bound Website.

C. Donations

Gifts to the general library must meet the same standards as those materials purchased before the donation is distributed.

D. Content of library collections:

Book orders shall reflect the popularity of each Dewey Decimal Classification from the past three years. No more than 50 percent of the collection shall be fiction regardless of circulation.

Dewey Decimal Classification:

000 General Works	1-3 percent;
100 Philosophy	3-5 percent;
200 Religion	3-5 percent;
300 Social Science	4-6 percent;

400 Language	1 percent;
500 Pure Science	5-7 percent;
600 Applied Science	5-7 percent;
700 Fine Arts and Sports	6-8 percent;
800 Literature	6-8 percent;
900 History and Travel	7-9 percent; and
Fiction	50 percent.

E. Guidelines for Deletions

Deleting books or weeding maintains the quality of the library collection and must be done continuously throughout the year. New unit library staff are required to weed with the assistance of a librarian or Library Services staff for the first two years of employment in a library position.

1. Delete books that:
  - a. Are misleading (factually inaccurate non-fiction);
  - b. Are worn beyond mending or rebinding;
  - c. Have not been checked out in the last five years; or
  - d. Are duplicate copies of novels that were once popular.
2. Do not delete more than 100 books at one time.
3. Do not delete more than 4 percent of the entire collection during each fiscal year.
4. Deleted books must be destroyed at the unit; not shipped back to Library Services.

V. Reference Materials

The reference collection is a reserve collection of materials designed to provide quick access to factual information in all subject areas.

- A. All reference materials such as encyclopedias, annuals, dictionaries, Bible, Koran, newspapers, and magazines shall be classified as such and shall be used in the library only.



- B. The core reference materials in each library are standardized so that an offender moving from one unit to another will have the same basic materials available.
- C. A comprehensive replacement schedule for core reference materials, provided by Library Services, assures current materials in each library.

VI. Orientation

- A. Each WSD campus shall use library orientation as a method of instructing offenders in the use of the library.
- B. Orientation packets have been developed by, and are the responsibility of, the librarian for implementation on each campus.

VII. Management Procedures

A. Library Services

Library Services provides support for each unit library. The functions of this office include:

1. Budgeting, purchasing, receiving, and distributing library books, periodicals, reference materials, and selection tools.
2. Receiving, screening, acknowledging, and distributing all donated books/materials.
3. Cataloging and classifying all purchased and selected donated books.
4. Statistical reporting, grant applications, and administrative research projects.
5. Assisting the librarian and/or principal with support and technical information.

B. Technical Processing

1. Technical processing is centralized to provide system-wide uniformity.
2. All materials are cataloged according to the Dewey Decimal System as set forth in the *Anglo-American Cataloging Rules*.
3. The subject authority used is the *Library of Congress Subject Headings*.
4. Information cards, labels, and packing slips are generated to complete the processing of each book.

5. Processed books are shipped to the units according to established warehouse procedures.

C. Donation Policy

1. The TDCJ/WSD may accept donations of books.
2. All donated material becomes the property of TDCJ/WSD and shall not be returned.
3. Prior to donation, donors shall complete a book donation form available in the WSD Share Drive (INS/Public/Library Services) or request the form from Library Services.
4. In order to be distributed, books and materials must be in compliance with DRC rules and regulations and meet the reading needs of the offender population.
5. All donated books and materials shall be received by Library Services or the individual units, and an evaluation of the books and materials shall be conducted by library staff in accordance with the Collection Development section of this policy.
6. Distribution of donations shall be based on the timeliness and appropriateness of the subject, the physical condition of the book or material, the needs of the libraries and offender population, and the quantity of books or materials donated.
7. Technical book/material donations may be referred to a specialist in the specific subject area for evaluation of suitability for accessioning into the libraries or distribution to the offender population. For example, religious books may be referred to Chaplaincy. Textbooks, both academic and vocational, may be referred to appropriate curriculum specialists in the subject area for evaluation.
8. Accepted donations are distributed after selections are made.
9. All donations shall be used within the TDCJ in a fashion that shall directly benefit the offender population.
10. Donated library materials shall not be distributed to TDCJ or WSD employees for use outside the TDCJ or WSD.
11. Donated books and materials that cannot be used within the TDCJ shall be disposed of according to the terms of the donation agreement or established library procedures.

VIII. Intralibrary Loan

- A. Intralibrary loan is offered among TDCJ facilities for materials not found in the unit collection, excluding fiction.
- B. The professional librarian shall contact the central Library Services office for the location of materials, and then initiate the intralibrary loan from the lending library.
- C. When an offender requests material that cannot be located within the extensive WSD library system, the central Library Services office shall review the request for compliance with DRC rules and regulations and consider other reasonable alternatives for acquiring the material.

IX. Assistive Disability Services (ADS) - Visually Impaired

- A. The ADS case manager with TDCJ certifies all visually impaired offenders to receive services from the Texas State Library for the Talking Book Program.
- B. The following are contacts for questions about ADS offenders or services:
  - 1. TDCJ ADS unit case manager;
  - 2. WSD Library Services; and
  - 3. WSD Texas State Library coordinator (TSL coordinator) at the Estelle library.
- C. Offenders utilizing ADS are subject to the same unit rules and procedures as general population offenders.
- D. Unit library staff shall maintain files on all ADS visually impaired offenders. The files shall include the following:
  - 1. Digital player receipt date and serial number;
  - 2. Digital books received and returned;
  - 3. Receipt of headphones;
  - 4. Receipt of adaptor;
  - 5. Correspondence with the TSL coordinator at the Estelle library and ADS case manager; and
  - 6. Disciplinary actions taken.

E. Certification/Reinstatement

1. If an offender has never been in the ADS program, a TDCJ ADS case manager must certify them.
  - a. The TDCJ ADS case manager fills out the application for the Texas State Library.
  - b. Once the application has been received and accepted, the Texas State Library shall:
    - i. Assign a unique number to the offender; and
    - ii. Mail to the offender a digital player, headphones, adaptor, digital books, and Talking Book Topics catalog.
2. If an offender has previously been in the program but has been suspended for any reason, the following individuals can reinstate the offender in the Texas State Library Talking Book Program:
  - a. TDCJ ADS case manager;
  - b. WSD TSL coordinator at the Estelle library; or
  - c. WSD Library Services.

F. ADS visually impaired offenders may have the following:

1. Digital Player
2. Headphones and Adaptor
3. Digital Books
  - a. ADS offenders shall be permitted the same number of books as non-ADS offenders.
  - b. Offenders may order as many titles as they wish, however, the Texas State Library will only mail five at a time.
  - c. Offenders may select their own titles or request to be placed on AUTO-SELECT for subjects such as westerns, popular fiction, science fiction, and nonfiction. AUTO-SELECT ensures offenders will receive digital books on a continuing basis. Personal selection goes into the computer and when the selected title becomes available it is shipped. It can take up to five years for the title to become available, since there is a limited number of each title available.

- d. Personal request titles are shipped first if available, then AUTO-SELECT titles.
  - e. Offenders are not authorized to receive digital religious materials from outside sources, but are permitted to use materials received from the Chaplain.
4. Digital Magazines if available
  5. Talking Book Topics (the selection catalog from the Texas State Library)  
  
Talking Book Topics is available in large print format and is the only item allowed in large print.

G. Offenders **may not** order the following:

1. Large print books;
2. Amplifier;
3. Extension lever, remote control;
4. Tone arm clip;
5. Books on recorded disk;
6. Disk player; or
7. Newspapers.

NOTE: Music is not available from the Texas State Library or approved vendors. Any music found shall be considered contraband and disciplinary action shall be taken. (Refer to section IX.J in this OP titled Disciplinary for Offenders Receiving ADS.)

H. Broken, Stolen or Non-Working Equipment

1. Unit library staff shall follow these procedures to replace broken/nonworking equipment:
  - a. Retrieve the existing equipment from the offender.
  - b. Notify the WSD TSL coordinator at the Estelle library.
  - c. Place the equipment in a box with a note stating the offender's name and Texas State Library account number and what is wrong with the equipment.

- d. Place a “free” Matter for the Blind label on the box. If labels are needed, call the TSL coordinator at the Estelle library.
  - e. Call the WSD TSL coordinator at the Estelle library to order replacement equipment.
2. If the offender states that the equipment was taken by TDCJ officials, unit library staff shall follow these procedures:
- a. Contact the unit property office. If the equipment is located, the offender may or may not receive the equipment back, depending on the reason for confiscation.
  - b. Ask the offender for confiscation papers if the equipment was taken by TDCJ officials.
  - c. If the offender has no confiscation papers, the equipment may have been sold. (Refer to section XI.J in this OP titled Disciplinary for Offenders Receiving ADS.)
3. If the offender states that the equipment was stolen:
- a. Ask the property officer to check the wing for the stolen item.
  - b. Ask the offender when the equipment was stolen. (The theft should have been reported to the wing officer and librarian.)
  - c. Check offender records to see when the equipment was issued and if there is a pattern of “theft” of equipment.
  - d. If equipment is found, reissue it to the offender or, if it appears the offender sold the equipment, the librarian may initiate disciplinary action. (Refer to section XI.J of this OP titled Disciplinary for Offenders Receiving ADS.)
  - e. If the equipment is not found, contact one of the following for replacement:
    - i. WSD TSL coordinator at the Estelle library;
    - ii. WSD Library Services; or
    - iii. TDCJ ADS case manager.

- I. Digital Books and Equipment are not classified as U.S. Mail
  1. The U.S. Postal Service transports digital books and equipment for visually impaired offenders from the Texas State Library as a courtesy, postage free. Therefore, the ADS material is not classified as U.S. mail.
  2. Equipment and digital books are shipped on a space availability basis only. If there is no space available, then the materials have to wait for shipment.
  3. All equipment and digital books are addressed to the Windham School with the offender's name, TDCJ number, and account number.
  
- J. Disciplinary for Offenders Receiving ADS
  1. Disciplinary action shall be taken for the following:
    - a. Theft, trafficking and trading, and/or damage or destruction of Texas State Library materials which shall include but not be limited to:
      - i. Digital players,
      - ii. Headphones and adaptor, and/or
      - iii. Digital books.
    - b. Selling, trading or giving the digital player, headphones, adaptor, or digital books to non-ADS offenders;
    - c. Possession of contraband (anything recorded over the original information);
    - d. Possession of more than one digital player, set of headphones or adaptor; and/or
    - e. Altered digital players, headphones, or adaptors.
  2. Offenses may result in the offender being charged for the damage or destruction of library materials or equipment (Texas Government Code §500.002). Offenders may be charged the cost of the item.
  3. Cases and appropriate paperwork shall be filed by the unit librarian for each incident. It is recommended that pictures be taken of the damaged equipment and attached to the paperwork.
  4. All damaged equipment shall be returned by the unit librarian to the Texas State Library with documentation of the reason for the return. Equipment shall be reordered by the TSL coordinator at the Estelle library.

5. The offender may be placed on suspension of services from the Texas State Library by the principal or librarian, whether or not a disciplinary case has been filed, for the following periods of time:
  - a. First offense – 30 days;
  - b. Second offense – 60 days (WSD TSL coordinator at the Estelle library shall notify the Texas State Library); and
  - c. Third offense – 90 days (WSD TSL coordinator at the Estelle library shall notify the Texas State Library).

NOTE: The TDCJ ADS case manager shall be notified of any suspension 60 days or longer. Other restrictions (including removal from the ADS program) may be imposed, with the approval of the ADS case manager, depending on the severity of the incident. The Texas State Library shall be notified of any other restrictions.

- K. Offenders may be granted permission to receive materials from the list of approved ADS vendors for the visually impaired, with warden approval. The list is provided by MSCP and may be obtained from the unit mailroom.

Signature on file  
\_\_\_\_\_  
Veronica Casanova  
Director, Division of Instruction