



**WINDHAM SCHOOL
DISTRICT**

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OPERATING PROCEDURES

SUBJECT: LIBRARY SERVICES

AUTHORITY: Tex. Educ. Code §19.004; Superintendent Directive (SD)-08.09, “Library Services”

Reference: American Correctional Association (ACA) Standards, Section E: Library; TDCJ Administrative Directive (AD)-07.01, “Operational Support of Windham School District Programs and Services”; Texas Board of Criminal Justice Policy BP-03.91, “Uniform Inmate Correspondence Rules”

APPLICABILITY: Windham School District

POLICY:

Windham School District (Windham) maintains libraries to provide resources for residents, to include recreational reading materials, rehabilitative and reference information, reentry resources, and community-based supports.

PROCEDURES:

- I. Library Operations and Services
 - A. Libraries are operated by campus staff. Security is provided by Texas Department of Criminal Justice (TDCJ) staff under the administrative direction of the warden.
 - B. Libraries are not for the personal use of Windham or TDCJ employees.
 - C. Libraries must be of sufficient size to adequately support unit capacities (at least four books per resident). If space is not available, a waiver must be submitted to the Windham Department of Operational Support.
 - D. Each campus must develop rules and procedures to provide access to library materials for all eligible residents.

- E. The principal supervises library staff.
- F. Library staff coordinates the operation of the campus library and provides training for resident library clerks.
- G. Resident clerks assist with the daily operations of the library under the supervision of the campus library staff and principal.
- H. Book orders and deletions are submitted to Library Services to ensure acceptable standards of collection development.

II. Campus Library Procedures

A. Security

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

B. Scheduling

1. Library schedules should include daytime, weekend and evening hours sufficient for general population residents to access the library once per week.
2. Academic, Changing Habits and Achieving New Goals to Empower Success (CHANGES) and Cognitive Intervention classes must be routinely scheduled into the library once per week.
3. Career and Technical Education (CTE) and Parenting classes may request to use the library if library resources are needed to teach an objective in the CTE curriculum.
4. Hours of operation are established by the principal and library staff in collaboration with the warden.
5. The library may operate under the supervision of a correctional officer with a library-trained resident clerk(s).

C. Access

1. The maximum number of books residents are allowed to check out per week is determined in the campus procedures, to be no fewer than two. Residents will be allowed to check out books for two weeks at a time.
2. Residents in restrictive housing receive library services, according to the TDCJ Restrictive Housing Plan and this OP, by receiving library books delivered to their housing with TDCJ staff.

3. Eligible residents in restrictive housing, close custody, and death row have access to books on the Shelf List by using a resident request form (I-60, available from a TDCJ correctional officer). Upon approval from the principal and warden, G-4 custody residents may access the library; otherwise, he or she is required to use the I-60 process.
 - a. Residents may select an alternate choice should the first choice be unavailable.
 - b. Reference books may not be checked out.
 - c. Residents in restrictive housing, close custody, and death row do not have intra-library loan privileges.
 - d. The library serves eligible residents on death row according to the TDCJ Death Row Plan.
4. Residents assigned to trusty camps have access to the library and are not required to use the I-60 request process.

D. Disciplinary Action

1. Residents are subject to disciplinary action for violating library rules and for loss, theft, damage, or destruction of library materials.
2. In addition to disciplinary action, Library Services may charge residents for reimbursement cost of loss, theft, damage, or destruction of library property, as well as a \$5 processing fee.
3. Resident privileges may be suspended by the principal pending resolution of a filed disciplinary case. If resident is found guilty, the following restrictions may apply:
 - a. First offense – 30- day suspension;
 - b. Second offense – 60- day suspension; and
 - c. Third offense – 90- day suspension.

E. Checkout Procedures

1. Residents must have a permanent TDCJ identification (ID) card to check out a book from the library.
2. Book(s) may be renewed by bringing the book(s) to the library.
3. Each resident is responsible for the books he/she checks out and must check out and return his/her own books.
4. Correctional staff may verify date due slip(s) to determine allowable

possession of library book(s).

III. Annual Inventory

- A. An inventory of each library is conducted annually by the campus library staff.
- B. During inventory, library staff may request assistance from Library Services or other library staff in the region.
- C. The results of this inventory must furnish the following statistical information:
 - 1. Total number of campus 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 campus library is closed during annual inventory.
- E. The performance measure for annual book loss is 3 percent of the total collection. After scanning the book collection twice, if the inventory results are more than 3 percent, a corrective action plan must be put in place to reduce book loss.

IV. Collection Development

The purpose of Windham's collection development is to select materials that will enrich and support library activities.

A. Evaluation of Collection Materials

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

- 1. The library collection should be pertinent to the curriculum and contribute to the instructional objectives of the school's educational program.
- 2. Materials should be relevant and represent a variety of artistic, historic, and literary qualities.
- 3. Materials should reflect the needs of the resident population, taking reading levels and non-English reading/speaking residents into consideration when making selections.
- 4. Nonfiction materials should give functional, appropriate, accurate, and objective information.

5. General library materials should satisfy informational, recreational, and cultural needs and interests of residents.
6. Non-print materials are obtained from Texas State Library and Archives Commission (TSLAC) for residents in accordance with section IX.
7. Materials are purchased from recommendations in literary reviews, standard lists found in technical references, on vendor websites, and recommendations from patrons or staff.
8. All materials must be checked against the Director's Review Committee (DRC) & Mail System Coordinators Panel (MSCP) lists provided by TDCJ which contain books that residents are not allowed to possess.
9. The following material is not suitable for library collections and may not be purchased for or included in libraries if the material contains:
 - a. Content that could facilitate an escape;
 - b. Information regarding the manufacture of explosives, weapons, or drugs;
 - c. Content that a reasonable person would construe as communicating information designed to achieve the breakdown of prisons through disruption such as strikes, disturbances, riots, or security threat group activity;
 - d. Sexual behavior that is in violation of the law, such as rape, incest, sex with a minor, bestiality, or necrophilia, unless determined acceptable based on the material's educational, medical, scientific, artistic, or literary merit;
 - e. Information related to criminal schemes or avoiding detection of criminal schemes; or
 - f. Sexually explicit images. However, on a case-by-case basis, educational, medical, scientific, or artistic materials, including reference books may be permitted.

B. Selection Criteria

Materials are carefully evaluated according to the guidelines in section IV(A), using reliable literary review sources and personal inspection of the materials whenever possible. The following is a non-exhaustive list of standard selection tools which may be used:

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. Follett Titlewave; and
9. Perma-Bound Website.

C. Content of library collections:

Book orders must reflect the popularity of each Dewey Decimal Classification from the past three years.

Dewey Decimal Classification for male units:

000 General Works	1-3 percent;
100 Philosophy	2-4 percent;
200 Religion	2-4 percent;
300 Social Science	5-7 percent;
400 Language	1 percent;
500 Pure Science	2-4 percent;
600 Applied Science	5-7 percent;
700 Fine Arts and Sports	5-7 percent;
800 Literature	3-5 percent;
900 History and Travel	4-6 percent;
Fiction	60 percent; and
Campus choice	1 percent.

Dewey Decimal Classification for female units:

000 General Works	1 percent;
100 Philosophy	2-4 percent;
200 Religion	4-6 percent;
300 Social Science	5-7 percent;
400 Language	1 percent;
500 Pure Science	1-3 percent;
600 Applied Science	3-5 percent;
700 Fine Arts and Sports	2-4 percent;
800 Literature	1-3 percent;
900 History and Travel	1-3 percent;
Fiction	70 percent; and
Campus choice	1 percent.

D. Deletions

Deleting books or “weeding” maintains the quality of the library collection and must be done continually throughout the year. Campus library staff may only weed with the assistance of experienced library staff or Library Services staff for the first two years of employment in a library position.

1. Delete books that:
 - a. Are worn beyond mending or rebinding;
 - b. Have not been checked out in the last five years; or
 - c. Are unneeded duplicates.
2. Do not delete more than 100 books at one time without written permission from Library Services.
3. Do not delete more than 4 percent of the entire collection during a fiscal year without written permission from Library Services.

4. Deleted books must be destroyed at the campus, not shipped back to Library Services.

V. Reference Materials

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

- A. Reference materials must be classified and marked as such and must be used in the library only.
- B. Reference materials in each library are standardized so that residents will have the same basic materials available system-wide.
- C. Library Services follows a comprehensive replacement schedule for core reference materials to assure materials in libraries are current.

VI. Orientation

- A. Each Windham campus must provide library orientation to residents using the library orientation manual.
- B. Campus library staff are responsible for developing and implementing orientation packets with new resident library clerks.

VII. Management Procedures

A. Library Services

Library Services provides support for each campus library by:

1. Budgeting, purchasing, receiving, and distributing library books, periodicals, reference materials, and selection tools.
2. Receiving, screening, and distributing all donated books/materials.
3. Cataloging and classifying newly acquired materials.
4. Statistical reporting and administrative research projects.
5. Assisting library staff and principals with support and technical assistance.

B. Technical Processing

1. Technical processing is centralized at Library Services 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. Labels and packing slips are generated to complete the processing of each book.
5. Processed books are shipped to the campuses according to established warehouse procedures.

C. Donations

1. Materials donated to Windham Library Services department must meet the same standards as materials purchased by Windham and must be checked against the DRC and the MSCP restriction lists provided by TDCJ.
2. All donated materials, including books and magazines, must be reviewed by Windham Library Services for approval.
3. All donated material becomes the property of Windham and will not be returned.
4. Donors must complete and submit required paperwork to Library Services, and receive approval from the superintendent prior to the donation being accepted.
5. A donor may donate up to one year of a periodical or book subscription
6. Donors may not specify which campus library or unit chapel receives donated items.
7. Donated materials must be reviewed by Library Services; evaluations of the materials are conducted by library staff in accordance with section IV. of this policy.
8. Distribution of donations is based on the timeliness and appropriateness of the subject, the physical condition of the material, the needs of the residents, libraries or chapels, and the quantity of materials donated.
9. Donations may be referred to a specialist in the specific subject area for evaluation of suitability for library accession or distribution. For example, religious books may be referred to Chaplaincy and textbooks may be referred to appropriate curriculum specialists in the subject area.
10. Selected donations are used to directly benefit the resident population.

11. Donated materials that cannot be used are disposed of according to the terms of the donation agreement or established library procedures.
12. Resident Book Donations
 - a. Library staff may accept books from residents through documented donation or voluntary abandonment of books. Books must be evaluated by Library Services using the same standards applied to all donated materials.
 - b. Residents who wish to formally document a donation will be provided a resident book donation form.
 - c. Non-library books left in library book drops, housing areas, or otherwise relinquished without donation paperwork must be held for 30 calendar days; if the materials are unclaimed after the 30-day period, library staff may presume the materials were voluntarily abandoned and treat them as anonymous donations.
 - d. Books received through documented donation and unclaimed books that have met their 30-day holding period will be reviewed by Library Services. At the discretion of the Library Services administrator, materials may be added to the library collection or designated for inclusion in donated books.

VIII. Intra-library Loan

- A. Intra-library loans are offered among TDCJ units for materials not found in the campus collection, excluding fiction.
- B. The campus library staff contacts the central Library Services office for the location of materials, and initiates an intra-library loan from the lending library.
- C. When a resident requests material that cannot be located within the Windham library system, the central Library Services office reviews the requested material according to the guidelines for evaluating collection materials in section IV(A) of this OP and considers other reasonable alternatives for acquiring the material.

IX. Talking Book Program

- A. The TSLAC Talking Book Program (TBP) provides access to non-print materials through interlibrary loan for Texas residents who are blind or have low vision and those with other qualifying disabilities, including physical, perceptual, or reading disabilities that prevent the use of standard print materials.
- B. Eligibility to participate in the TBP may be established by a resident's ADA, IDEA, or Section 504 documentation, or certification by the UTMB ADS case manager.

C. The following are contacts for questions about ADS residents or services:

1. UTMB ADS case manager;
2. Windham Library Services; and
3. Windham Talking Book Program liaison, located at the Estelle library.

Campus library staff must maintain files on all residents participating in the TBP. The files must include the following:

1. Digital player receipt date and serial number;
2. Digital books received and returned;
3. Receipt of headphones;
4. Correspondence with the TBP liaison and ADS case manager; and
5. Disciplinary actions taken.

D. Certification/Reinstatement

1. A UTMB ADS case manager must certify residents before participation in the TBP.
 - a. The UTMB ADS case manager completes the application to participate in the TBP on behalf of the resident. The TBP liaison sends the application to TSLAC.
 - b. Once the application has been approved, TSLAC:
 - i. assigns a unique number to the resident; and
 - ii. mails the resident a digital player, headphones, digital books, and Talking Book Topics catalog.
2. Residents previously suspended from the TBP may be reinstated by the following individuals:
 - a. UTMB ADS case manager;
 - b. Windham TBP liaison; or
 - c. Windham Library Services.

E. Residents participating in the TBP may have the following:

1. Digital player;
2. Headphones;
3. TSLAC digital books;
 - a. Campus limits on the number of library books permitted to residents apply to digital books.
 - b. TSLAC will mail a maximum of five titles at a time per resident. If this exceeds the number of books permitted at one time by a campus library's procedures, the library holds the remaining books until the patron returns titles.
 - c. Residents or library staff may select titles in writing to TSLAC or request AUTO-SELECT for particular subject areas. AUTO-SELECT ensures residents will receive digital books on a continuous basis. AUTO-SELECT titles are shipped only when requested titles are not available.
 - d. Residents may only receive digital religious materials from a Chaplain.
4. Digital Magazines if available; and
5. *Talking Book Topics* catalog (permissible in large print format)

F. Residents may not order the following:

1. Large print books;
2. Amplifiers;
3. Extension levers including remote controls;
4. Tone arm clips;
5. Books on recorded disk;
6. Disk players; or
7. Newspapers.

NOTE: Music is not available through the TBP.

G. Damaged, Non-working, or Stolen TSLAC Equipment

1. Campus library staff must follow these procedures to replace damaged or

non-working equipment:

- a. Retrieve the equipment from the resident.
 - b. Notify the Windham TBP liaison of the status of the equipment and request a replacement.
 - c. Place the equipment in a box with a note stating the resident's name, TDCJ number, TSLAC account number, and problem with the equipment.
 - d. Place a "Matter for the Blind" label on the box. Labels are available from the Windham TBP liaison.
2. If the resident states that the equipment was confiscated by TDCJ staff, campus library staff must follow these procedures:
- a. Ask the resident for confiscation papers.
 - b. Contact the facility property office. Pending the reason for confiscation, equipment may not be returned to the resident.
 - c. If the resident has no confiscation papers and the property office cannot locate the equipment, the equipment may have been sold. (Refer to section IX.I. of this OP.)
3. Process for claims of stolen equipment:
- a. The resident is responsible for reporting the theft to library staff, the property officer, and the wing officer.
 - b. Information about the theft can be obtained from the property office report.
 - c. Check resident 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 resident. If it appears the resident sold the equipment, the library staff may initiate disciplinary action. (Refer to section IX.I. of this OP.)
 - e. If the equipment is not found, contact one of the following to process replacement:
 - i. Windham TBP liaison;
 - ii. Windham Library Services; or

iii. UTMB ADS case manager.

H. Sending and Receiving TBP Material

1. The U.S. Postal Service transports TBP materials free of charge. However, the ADS material is not classified as U.S. mail.
2. TBP material and equipment are shipped as space is available.
3. TBP material and equipment are addressed to Windham School District with the resident's name, TDCJ number, and TSLAC account number.
4. TBP material is logged in by Windham staff prior to distribution to the intended residents.

I. Disciplinary Action

1. Library staff must take disciplinary action for the following:
 - a. Theft, trafficking and trading, and/or damage or destruction of TSLAC materials;
 - b. Recording over the original information;
 - c. Possession of more than one digital player or set of headphones; and/or
 - d. Altering equipment.
2. Damage or Destruction to TSLAC Equipment
 - a. Residents who damage state property, including TSLAC equipment, may be liable for the total cost of the damaged property.
 - b. Cases and applicable paperwork for each incident are filed by the campus library staff. Photographs of damaged equipment should be attached to the paperwork.
 - c. Damaged equipment must be returned to TSLAC by the campus library staff with documentation of the reason for the return. Equipment will be reordered by the Windham TBP liaison.
3. The principal or library staff may suspend a resident's TSLAC services, whether or not a disciplinary case has been filed, as follows:
 - a. First offense – 30 days;
 - b. Second offense – 60 days (Windham TBP liaison must notify the

TSLAC); and

- c. Third offense – 90 days (Windham TBP liaison must notify the TSLAC).

NOTE: The UTMB ADS case manager must be notified of any suspension 60 days or longer. Other restrictions (including removal from the TBP) may be imposed, with the approval of the ADS case manager, considering the severity of the incident. TSLAC must be notified of other restrictions.

A handwritten signature in black ink, appearing to read "Ken Sawnick", written over a horizontal line.

Kevin Sawnick
Division Director of Instruction
Windham School District