



**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 (WSD)

POLICY:

WSD maintains libraries to provide resources for residents, to include recreational reading materials, rehabilitative and reference information, reentry resources, and community-based supports. Libraries may not be available at all campuses.

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. WSD libraries serve the resident population as well as the education program. Libraries are not for the personal use of WSD or TDCJ employees. WSD staff are not permitted to bring books into TDCJ facilities without prior approval, or to create classroom libraries.
 - 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 WSD Department of Operational Support. Waivers are reviewed and approved or denied by Operational Support, Library Services, and the Department of Instruction.

- 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. The library staff coordinates the operation of the campus library and provides training for resident library aides.
 - G. The resident aides conduct the daily operations of the library under the supervision of the campus library staff and principal.
 - H. Library Services oversees book orders and deletions 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 must be developed to ensure that time periods are sufficient for the needs of education classes, to include weekend and evening hours.
 - 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 are not included in the weekly library schedule; however, a teacher 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. If the school schedule conflicts with the general population hours and students would otherwise not have access to the library, the principal may alter the schedule to allow students access to the library once per week.

6. General population residents must have library access once per week.
7. The library may be opened under the supervision of a correctional officer with a library-trained resident clerk(s).

C. Access

1. Residents must follow all library rules and scheduling procedures.
2. 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.
3. Library books and donated books may be distributed in the housing areas to provide library services to residents unable to go to the library due to medical restriction or crisis situations.
4. All eligible residents are provided access to library books, through scheduled library visits or distribution to housing areas, seven days per week.
5. 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 by TDCJ staff.
6. Eligible restrictive housing, close custody, and death row residents have access to the library by using a resident request form (I-60, available from a TDCJ correctional officer) which allows them to check out a book from the Shelf List. Upon approval from both the principal and warden, G-4 custody residents may have access to the library; if the principal and warden do not approve library access for the resident, he or she is required to use the I-60 process.
 - a. Residents must select an alternate choice should the first choice be unavailable.
 - b. Newspapers, magazines, and 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 death row residents according to the TDCJ Death Row Plan.

7. 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 overdue books (which are considered contraband) and for disobeying library rules. Residents are subject to disciplinary action for loss, theft, damage, or destruction of library materials according to TDCJ AD-14.61, "Offenders Who Intentionally Damage or Destroy State Property."
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 apply:
 - a. First offense – 30- day suspension;
 - b. Second offense – 60- day suspension; and
 - c. Third offense – 90- day suspension.

NOTE: This does not preclude a principal from imposing greater restrictions at any time with the approval of the Department Director of Instruction.

E. Checkout Procedures

1. Residents must follow campus rules and procedures when checking out library books.
2. Residents must have a permanent TDCJ identification (ID) card to check out a book from the library.
3. Book(s) may be checked out again by bringing the book(s) to the library.
4. Each resident is responsible for the books he/she checks out and must check out and return his/her own books.
5. Correctional staff will verify date due slip(s) to determine legal 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, practices must be put in place to reduce book loss.

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 incorporation into a library collection:

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

satisfy informational, recreational, and cultural needs of residents.

6. Non-print materials are obtained from Texas State Library and Archives Commission (TSLAC) for residents who are visually impaired and those with other qualifying physical impairments.
7. Materials are purchased from recommendations in literary reviews, in standard lists found in technical references, on vendor websites, and recommendations from students, faculty, or general population.
8. When a library collection contains materials with controversial subject matter, the collection must include material that reflects differing viewpoints for information and research purposes.
9. 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.
10. 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 reviewing 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. Baker & Taylor Website; 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. Exceptions that require shipping the books to Library Services must be approved with written permission from 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 WSD campus must use library orientation to instruct residents in the use of the library.
- B. Library staff on each campus are responsible for developing and implementing orientation packets.

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, applying for grants, and administrative research projects.
5. Assisting library staff and/or principal with support and technical information.

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. Donation Policy

1. Materials donated to WSD Library Services department must meet the same standards as materials purchased by WSD.
2. All donation materials, including books and magazines, within TDCJ must be routed through WSD for approval.
3. All donated material becomes the property of WSD and will not be returned.
4. Donors must complete required paperwork, submit to Library Services and receive approval from the superintendent prior to the donation being accepted.
5. Donors may not specify which campus library their donated items go to.

6. Donated materials must be received by Library Services; evaluations of the materials are conducted by library staff in accordance with section IV. of this policy.
7. Distribution of donations is based on the timeliness and appropriateness of the subject, the physical condition of the material, the needs of the libraries and resident population, and the quantity of materials donated.
8. Donations may be referred to a specialist in the specific subject area for evaluation of suitability for library accession or distribution to the resident housing areas. For example, religious books may be referred to Chaplaincy and textbooks may be referred to appropriate curriculum specialists in the subject area.
9. Accepted donations are distributed after selections are made.
10. Selected donations are used within TDCJ to directly benefit the resident population.
11. Donated materials may not be used outside TDCJ or WSD.
12. Donated materials that cannot be used within TDCJ are disposed of according to the terms of the donation agreement or established library procedures.

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 WSD 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. TSLAC provides the Talking Book Program (TBP) to residents who:
 1. Are blind;

2. Have a visual impairment that makes them unable to comfortably read standard print books;
 3. Have a physical disability that makes it hard to hold or manipulate a book or to focus or move the eyes as needed to read a print book;
or
 4. Have a perceptual or reading disability.
- 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. WSD Library Services; and
 3. WSD Talking Book Program liaison, located at the Estelle library.
- D. 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.
- E. Certification/Reinstatement
1. A UTMB ADS case manager must certify residents before residents may participate in the TBP.
 - a. The UTMB ADS case manager fills out 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. WSD TBP liaison; or
 - c. WSD Library Services.
- F. Residents participating in the TBP may have the following:
 - 1. Digital player
 - 2. Headphones
 - 3. TSLAC digital books
 - a. Limits on the number of library books permitted to residents apply to digital books.
 - b. Residents may order as many titles as they wish; however, TSLAC will only mail five at a time. If this exceeds the number of books permitted to be checked out at one time by an individual campus library's procedures, the library holds the remaining books until an exchange occurs.
 - c. Residents may select their own titles or request to be placed on AUTO-SELECT for particular subject areas. AUTO-SELECT ensures residents will receive digital books on a continuous basis. Personal selection is sent in writing to TSLAC by the resident or library staff; when the selected title becomes available, it is shipped directly to the campus library.
 - d. AUTO-SELECT titles are shipped only when requested titles are not available.
 - e. Residents may only receive digital religious materials from a Chaplain.
 - 4. Digital Magazines if available
 - 5. Talking Book Topics catalog

Talking Book Topics is the only item allowed in large print format.

G. Residents may not order the following:

1. Large print books;
2. Amplifiers;
3. Extension lever, 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. Residents found with music are subject to disciplinary action in accordance with section IX.J. of this OP.

H. 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 WSD 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, and TSLAC account number, and what is wrong with the equipment.
 - d. Place a "Matter for the Blind" label on the box. Labels are available from the WSD 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. Confiscated equipment

may not be returned to the resident, depending on the reason for confiscation.

- 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.J. of this OP.)
3. If the resident claims that the equipment was stolen:
- a. It is the resident's responsibility to report the theft to the 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.J. of this OP.)
 - e. If the equipment is not found, contact one of the following to process replacement:
 - i. WSD TBP liaison;
 - ii. WSD Library Services; or
 - iii. UTMB ADS case manager.

I. Sending and Receiving TBP Material

- 1. The U.S. Postal Service transports TBP materials as a courtesy, postage free. 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 WSD staff prior to distribution to the intended residents.

J. 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; Selling, trading or giving TSLAC materials for other residents;
 - b. Recording over the original information (this becomes contraband);
 - 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 WSD 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 (WSD TBP liaison must notify the TSLAC); and
 - c. Third offense – 90 days (WSD 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, depending on the severity of the incident. TSLAC must be notified of any other restrictions.

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