	DEPARTMENT OF CORRECTIONS AND REHABILITATION CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: January 01, 2024	POLICY NO.: COR.14.16
		SUPERSEDES (Policy No. & Date): COR.14.16 of 02/23/2010	
	SUBJECT: LIBRARY SERVICES		Page 1 of 6

1.0 PURPOSE

To outline criteria and policy for the selection of materials and for maintenance of corrections libraries and library services under the Corrections Program Services Division.

2.0 SCOPE

This policy applies to all corrections facilities. To the extent any individual facility's policy conflicts with the statewide policy, the statewide policy shall control.

3.0 REFERENCES, DEFINITIONS & FORMS

.1 References

- a. State of Hawaii, Board of Education (Hawaii State Public Library System), Collection Development Policy, Rev. June 2016.
- b. American Library Association (ALA), Library Bill of Rights, Adopted June 19, 1939; Reaffirmed January 23, 1996.
- c. *Lewis v. Casey*, 518 U.S. 343 (1996).

.2 Definitions

- a. Offender: Any person incarcerated or detained in a prison, jail, or community correctional center.

4.0 POLICY

It shall be the policy of the Department of Corrections and Rehabilitation (DCR) to provide libraries and library services wherever possible for the offenders in correctional facilities in accordance with standards of library services as set forth in the Guidelines for the ALA, Library Bill of Rights. Offenders 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 DCR.

5.0 PROCEDURES

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.1 Library Budget

- a. Depending upon funding availability, the Department may purchase library books, children's books, magazines, newspapers, and pamphlets for the library. Funds from other sources for this purpose are acceptable. Due to space limitations and restrictions, not all facilities are able to hold reading materials like magazines, newspapers, and pamphlets.
- b. Acquisition of book donations from community partners like Read-To-Me International, Library for the Blind, Hawaii State Library, and other community agencies, are accepted.
- c. Voluntary cultural presentations and events in partnership with the University of Hawaii's Arts & Culture for the Community Program is acceptable based on availability and prior approval by the facility Warden/Designee.

.2 Books, Pamphlets, and Like Material Selection Policy

The selection of all library material shall be guided by the ALA, Library Bill of Rights and State of Hawaii Board of Education (Hawaii State Public Library System), Collection Department Policy. 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 schools and public libraries. The ALA, Library Bill of Rights will serve as a referral when doubts arise concerning the inclusion of certain material that 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 guided by the ALA, Library Bill of Rights.

Library Services may provide reading materials to help offenders 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, to develop a bonding relationship with family, a therapeutic release from the strain of institutionalization, and as a positive aid in substituting new interests for undesirable attitudes.

.4 Factors in Selection

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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 materials 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. Offenders may submit both oral and 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 offenders 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 vocation and cultural) for self-education and self-improvement.

AUDIO - VISUAL MATERIALS – case-by-case basis with justification and approval.

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

CHILDREN’S BOOKS – to provide a connection between incarcerated parents and their children.

.6 Specific Criteria

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- 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 Annotated and Indexes, Federal Civil Judicial Procedure and Rules, Black's Law Dictionary, Prosecutorial Misconduct, Prisoner's Rights, Prisoner's Self-Help Litigation Manual, Hawaii Digest, Hawaii and Federal Court Rules, Hawaii Reports, Hawaii Revised Statutes, and Hawaii Session Laws, meeting the requirements set forth in *Lewis v. Casey, 518 U.S. 343 (1996)*, which affords offenders with adequate access to the courts.

As an alternative option, law library kiosks and tablets are available for an offender's legal research.

- f. **FOREIGN LANGUAGES.**
- g. **SCIENCE AND APPLIED ARTS.**
- h. **HAWAIIANA.**
- i. **EASY READING.** Abridgements, comics, light and illustrated titles may be included to meet different reading levels.
- j. **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 Officer shall review questionable titles.

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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. Fictions - Short stories by talented and/or reputable writers.
3. Photography and Illustrations - Artistically expressed and/or professionally handled or rendered.
4. Children's Books - Educational and learning reading materials to meet different grade levels.


Unacceptable:

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

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APPROVAL RECOMMENDED:




Deputy Director for Corrections

JAN 0 1 2024

Date

APPROVED:



DIRECTOR

JAN 0 1 2024

Date

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