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LIBRARY STANDARDS
FOR
ADULT CORRECTIONAL
INSTITUTIONS
1992

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INSTITUTIONS
1992

Prepared by

**THE ASSOCIATION OF SPECIALIZED AND
COOPERATIVE LIBRARY AGENCIES**
a division of the
AMERICAN LIBRARY ASSOCIATION

**American Library Association
Chicago 1992**

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ISBN 0-8389-7583-6

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Printed in the United States of America.

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FOREWORD

This edition of "Library Standards for Adult Correctional Institutions" was preceded by "Objectives and Standards for Libraries in Adult Prisons and Reformatories." Approved in 1944 by both the American Prison Association, now known as the American Correctional Association (ACA), and the American Library Association (ALA), it was published in 1950 by the American Prison Association in the Library Manual for Correctional Institutions. In 1962, ACA published "Objectives and Standards for Libraries in Correctional Institutions." This document was reviewed and revised in 1966 by both ACA and ALA and published in A Manual of Correctional Standards. Replaced in 1981 with a new document entitled Library Standards for Adult Correctional Institutions, it was published by ALA in cooperation with ACA. In 1987, the Standards Review Committee of the Association of Specialized and Cooperative Library Agencies (ASCLA), a division of the American Library Association, assigned the responsibility for revising the 1981 document to the Library Standards for Adult Correctional Institutions Ad Hoc Subcommittee. The current document is the result of the work of the following Subcommittee members and their colleagues nationwide:

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INTRODUCTION

PURPOSE. The objective of this document is to provide a tool for the planning, implementation, and evaluation of general library services in adult correctional institutions. It may also be used as a guide to define an acceptable level of library service.

NEED. The latter years of the 1980's saw a tremendous growth in the number of correctional institutions constructed in the United States. With each new facility came the potential for the establishment of library service within the correctional community. The burgeoning rate of incarceration taxed already overcrowded facilities and placed greater demands on library programs. While correctional librarians struggled with the development of programs in these new facilities, the demand for services increased due to inmate population growth. Meanwhile, the world of libraries and information science was changing rapidly. The information explosion and the inmate population increase in the 1980's made the 1981 library standards document less relevant to current conditions. As a result, librarians working in correctional institutions requested a revision of this document to reflect the new technologies, the changing role of libraries, and the role of the librarian in developing library service in correctional institutions.

The correctional librarian, often a one-person manager in a community otherwise isolated from library and information science, relies heavily on professional association standards as guidance, as model and as legitimization for program development and service delivery. Likewise, the correctional administrator using professional standards finds support in planning for the capital investment necessary for service, the staffing requirements of the program, and short and long term substantiation for budget requests.

SCOPE. These standards delineate elements which are necessary for the provision of acceptable library service in state and federal adult correctional institutions. Terms used for these institutions vary from system to system; namely, prisons, penitentiaries, classification and reception centers, correctional institutions, treatment centers, pre-release units, work camps, boot camps, shock incarceration centers, and others.

They are not written for pre-trial facilities or other types of facilities operated by local governments such as jails and detention centers. Although the principles and concepts set forth are applicable to these facilities, separate information and specific standards for facilities of this type are available from ASCLA.

These standards are also not written for facilities with fewer than 300 inmates because of the great diversity in operational methods used in small institutions. Contracting with a library agency such as the local public library, regional library system, or state library agency is encouraged for institutions of this size. Another option is a circuit or regional librarian who provides direct services in more than one institution and reports to the statewide

coordinator of correctional library services.

Lastly, these standards do not cover law libraries or staff libraries. Where staff library services are provided to furnish professional materials for the continuing education of institutional staff, such library should be funded, housed, and staffed separately from the inmate general library discussed in this document.

Where law library services are provided for court access, such library shall be funded and staffed separately from the inmate general library discussed in this document. The law library collection may be selected according to the latest edition of "Recommended Collections for Prison and Other Institution Law Libraries" published by the American Association of Law Libraries (AALL) and guidelines established by each state or mandated by court orders.

AUDIENCE. These standards are addressed to all individuals involved in adult corrections, in particular to officials and staff of federal and state agencies and organizations responsible for the incarceration of adult inmates, to administrators and staff of adult correctional institutions, and to librarians both within the institutional community and those serving the institutional community through networks. In addition, these standards are also written for other professionals and consultants employed by correctional agencies such as contractors, planners, and architects.

METHODOLOGY. The Subcommittee's charge was to revise the 1981 edition of the standards and to examine these earlier standards with a view towards alteration, if warranted by contemporary practice and theory.

The Subcommittee began its task by searching the literature for all relevant standards, policies, and procedures available on state and federal levels, and collecting standards documents developed for other types of libraries.

Two research projects were undertaken to assure that the quantitative measures of the standards were based on actual practice. The Subcommittee designed and distributed the "National Prison Library Survey, 1990" (See APPENDIX F).

The summary data from this survey was used to create the quantitative standards. When determining standards for staff, open hours, and seating, the Subcommittee initially targeted a high level of compliance, setting benchmark figures in the 90th to 95th percentile range, based on the results of the survey. When specifying size of the materials collection, figures chosen for standards were closer to the 75th percentile. This was based on two factors: (1) a surprisingly high level of holdings in the nation's prison libraries and (2) the possibility that artificially high requirements for holdings may inhibit weeding of collections.

It became obvious from the first field review that these benchmark figures were not valid

for setting an acceptable level of open hours. Local variables on the number of library sites, library staff size, the percentage of the population using the service, and space/security limitations precluded setting a number that would fit all situations and still meet the spirit of the standard. What was determined to be valid was that the library be professionally staffed during open hours, and that any inmate have access a minimum of five hours per week. The individual institution can then determine the exact method for meeting the standard by adjusting hours, number of libraries, staff size, and schedule. Based on the five hour per week formula, and the assumption that no more than 70% of the population regularly uses the library, the Subcommittee calculated the maximum seating requirements for several population sizes when the library is open between forty and fifty hours per week.

The second research project, "Role Selection and Output Measures", tested the output measures model being used by public libraries to determine if output measures were applicable to adult correctional libraries. Several measures were selected for test studies in Florida, New Mexico, Massachusetts, and Oklahoma. The results indicated that the public library model could be applied to adult correctional libraries. APPENDIX G provides additional information on library roles and output measures as a planning and evaluation tool.

In August 1990, a draft of the Standards was distributed to the field for review and comments. Institutional library consultants in state library agencies, library directors and coordinators for correctional departments, wardens, and selected correctional agency personnel, library school professors, Correctional Education Association (CEA) members, and members of both the ACA Institution Libraries Committee and the ACA/ALA Joint Committee on Institution Libraries were among the individuals that the Subcommittee consulted. In January 1991, at the Midwinter Conference of the American Library Association in Chicago, a public hearing was held to gather additional comments.

Field review and hearing comments confirmed the Subcommittee's earlier difficulties in finding areas of commonality while recognizing the diversity that exists. Three specific issues discussed at length by the Subcommittee on several occasions involved determining whether the standards should reflect a level of excellence or adequacy; whether law library services should be addressed; and lastly, whether or not an ALA accredited MLS should be required. Initially, the Subcommittee attempted to devise standards with three levels of compliance ranging from minimal to optimal. It was determined after an initial draft that this model was extremely awkward and ineffective. Based on research tools, experience, and field review comments, the Subcommittee decided that these standards would define an acceptable level of library service rather than excellence, because the survey demonstrated some libraries functioning at a higher level. Since the issue of "meaningful access to the courts" is subject to many different models nationwide, including several not under the jurisdiction of library services, it was decided that this area deserved a separate document and representation by the American Association of Law Libraries (AALL). On the issue of an ALA accredited MLS, the Subcommittee consulted the ALA Policy Statement "Library

Education and Personnel Utilization", 1970, and decided to include the language "or equivalent" which recognizes the variant designations of the degree. Many changes were made at this stage to clarify statements and add definitions where responses indicated confusion.

A second field review of the revised document was conducted March 1991 and distributed to respondents of the first review as well as attendees at the hearing. The document was then revised and submitted to the ASCLA Standards Review Committee, the ALA Committee on Standards, and the ASCLA Board for final approval.

DEFINITIONS. The meaning of terms varies in practice. This list of terms is not intended to establish standard definitions, but to explain their usage in this document and in the general field of providing library services to inmates in adult correctional institutions.

ALA. American Library Association.

ALA accredited MLS. Masters degree (one or two years beyond baccalaureate) in library science from a program accredited by the American Library Association's Committee on Accreditation. (See **STANDARD 3.0**)

ASCLA. Association of Specialized and Cooperative Library Agencies, a division of the American Library Association.

ability to work in a correctional environment. A group of attributes including the ability to work independently, skill in planning and organizing work effectively, good communication skills, ability to interact with a diverse range of personalities and ethnic groups, emotional maturity, adaptability, and sound judgment. (See **STANDARD 3.4**)

abuse of library services. Theft, misuse, or destruction of library materials and equipment, also verbal and/or physical abuse of library staff. (See **STANDARD 6.6**)

access. Ability to obtain or make use of library services and materials.

advisory service. See readers' advisory service.

assistant librarian. An entry level professional position. (See **STANDARD 3.3**)

audiovisual materials. Materials in audio and visual formats (e.g. audio recordings, video recordings, films, slides, pictures, graphs, and maps).

audit committee. A group of individuals charged with evaluating the library program to assure compliance with policy and procedures. (See **STANDARD 2.7**)

average book cost. The "Hardcover Average Per-Volume Prices - Less Than \$81" published annually in the Bowker Annual: Library and Book Trade Almanac, New York: R.R. Bowker (e.g. in 1989 this figure was \$30.08). (See **STANDARD 4.2**)

bibliotherapy. A discussion process, guided by a facilitator, using literature as a catalyst to promote insight, normal development, or rehabilitation.

book cost. See average book cost.

circuit/regional librarian. A professional librarian providing direct services in more than one institution; or acting as a relief librarian for more than one institution in the absence of the Library Director.

circulation. An organized method of lending library materials which includes identifying the borrower and a specified time period for the loan.

civilian staff. Paid staff of the institution, excluding security staff and inmates. (See **STANDARD 3.0**)

clerk. See library clerk.

consortium. A formal association of libraries, established to develop and coordinate resource sharing among its members.

continuing education. The activities by which library personnel seek to improve, diversify, or change their professional or job-related knowledge, attitudes, or skills.

correctional institution. A residential facility for people sentenced to imprisonment; otherwise referred to as prisons, penitentiaries, correctional treatment centers, etc.

deposit collection. A selection of library materials left in one location for a set period of time for use by a specified group of people. (See **STANDARD 6.8**)

equivalent. Comparable and of equal value but not identical.

ESI. Equivalent Sphere Illumination, which not only measures the ambient lighting on a given surface but also takes into account other factors including glare, reflection, veiling, shadows, etc. (See **STANDARD 5.2**)

full service library. A library designed to meet the informational, cultural, educational, vocational, and recreational needs of its users. (See APPENDIX G)

general population. Majority of inmates; those not on limited access status.

guideline. Description of procedures or measures that help libraries meet the requirement of a standard.

interlibrary loan. A transaction in which one library lends an item from its collection, or furnishes a copy of the item, to another library upon request.

librarian. A staff member doing work that requires professional skill and training in the theoretical or scientific aspect of library work as distinct from its mechanical or clerical aspects.

library advisory committee. A group of ten or fewer people selected by the chief or deputy administrator to advise the librarian on library goals, policies, and procedures. These individuals should be representative of departmental staff and inmates. At least one member may be a professional librarian from the outside community. (See STANDARD 2.3)

library clerk. A support position supervised by a librarian and responsible for clerical tasks in the library. (See STANDARD 3.3)

library director. A professional position responsible for supervision of staff and for all aspects of library management. (See STANDARD 3.2)

library programming. Programs designed to encourage and enhance the use of library materials (e.g. book or film discussion groups, creative writing projects, bibliotherapy, and lectures).

library services. Technical and user services of the library. (See STANDARD 6.0)

library staff. Civilian library workers employed by the state correctional agency, the state library agency, the public library system, or other agency (e.g. correctional education bureau or correctional school district) depending upon an individual state's organizational framework.

library technician. A paraprofessional position responsible for technical operations in the library. (See STANDARD 3.3)

limited access status. Status of inmates whose movement within the institution is restricted (e.g. inmates in disciplinary segregation, protective custody, death row, transition to another institution).

MLS or equivalent. A Master's degree (one or two years beyond the baccalaureate degree) in library science or any of its variant designations such as MA, MLS, MSLS, M.Ed., etc. (ALA Policy Statement "Library Education and Personnel Utilization", 1970). (See **STANDARD 3.0**)

materials. Physical entities that serve as carriers of information (e.g. books, magazines, graphics, audio recordings, video recordings, microforms, machine-readable data files).

output measures. Measurements of the use or results of library service (e.g. reference transactions per capita, circulation per capita, program attendance per capita). (See **APPENDIX G**)

performance audit. An official examination of an agency's execution of its objectives, policies, and procedures. An external audit as carried out by neutral, outside experts; an internal audit as done by staff using formal, objective measures. (See **STANDARD 2.7**)

performance measures. Measurements of the quality, rather than quantity, of a service or program (e.g. title fill rate or subject fill rate). (See **APPENDIX G**)

policies. Written administrative plan, or series of guidelines, which delineate acceptable practices and actions.

procedures. An administrative plan, either written or formalized by practice, which establishes the acceptable sequence of steps, actions and methods for accomplishing a narrowly defined task in an efficient and effective manner.

programming. See library programming.

qualified library staff member. Library staff selected according to the criteria set forth in **STANDARD 3.0**. See also library staff.

reader services. See user services.

readers' advisory services. Services concerned specifically with the reading interests of patrons (e.g. the recommendation of materials, the compilation of lists of selected titles, instruction for patrons in the use of library resources). (See **STANDARD 6.3**)

reference services. Personal assistance provided to library users looking for information; supply of information requested by users; assistance in using library resources to find information needed.

resource sharing. A variety of activities engaged in jointly by a group of libraries for the purpose of improving services and/or cutting costs. (See **STANDARD 1.6**)

roles. See **APPENDIX G**.

satellite libraries. Subsidiary libraries supervised by staff of the main library. Satellite libraries are often smaller than the main library and located in restricted areas (e.g. cellblock, school, hospital). See **STANDARD 3.6**

security designation. Classification of an inmate by security staff (e.g. maximum security, close custody, minimum security, work release, trusty) which may affect inmate movement and direct access to services. (See **STANDARD 1.1**)

staff development. The provision of internal and external educational opportunities for employees to improve their overall effectiveness in their duties and their contributions to the goals of the organization.

standards. Criteria by which services and programs are planned for and measured.

statewide coordinator of correctional library services. A professional position responsible for statewide coordination of correctional library services, training of library staff, and professional advice to correctional agency administration. For federal service, this function is provided by the Regional Coordinator. (See **STANDARD 3.1**)

technical services. The area of library operations that includes the acquisition, processing, organization, and bibliographic control of materials. (See **STANDARD 6.2**)

title. Name of a book. For example, The Oxford American Dictionary is the title of a book; if the library has six copies of this dictionary and no other books, the library is said to own one title and six volumes.

user services. Library orientation, advisory, reference, and other services provided directly to the library patron. (See **STANDARD 6.3**)

vertical file. A collection of materials such as pamphlets, clippings, and pictures which augment the library collection and which are usually filed vertically in drawers for easy reference. (See **STANDARD 5.3**)

volume. One self-contained book, or a copy. For example, an encyclopedia may be comprised of thirteen bound books; it is said to have thirteen volumes.

weed and enhance. Weeding is the selection of items for withdrawal from the collection. Enhancement is the selection of replacement and supplementary materials. (See STANDARD 7.3)

work stations. Areas within the library designed and designated for specific functions. (See STANDARD 5.5)

PHILOSOPHY

Library services shall ensure the inmates' right to read and their right to free access to information. Services shall encompass the same variety of material, formats, and programs as available in the outside community and shall comply with the following American Library Association documents:

- a) "Library Bill of Rights" (1948; Revised 1961, 1980)
- b) "Resolution on Prisoners' Right to Read" (1982)
- c) "Policy on Confidentiality of Library Records" (1971; Revised 1975, 1986)
- d) "Freedom to Read Statement" (1953, Revised 1972, 1991)
- e) "Freedom to View" (1979)

The librarian shall recognize that the library is a part of an agency with security priorities.

1.0 ACCESS

1.1 Library services shall be accessible to all inmates regardless of sentence, security designation, or placement in the institution. Access to library services shall be restricted only for documented infringement of library regulations. Inmates in institutions under lockdown shall be provided with services per standards for limited access units in **STANDARD 6.7 - 6.11**. Where inmates may leave their institutions on a periodic basis or live outside institutional perimeters, arrangements shall be made for individual borrowing privileges from local public libraries.

1.2 Library services shall address the basic needs of inmates for:

- a) information on institution regulations and procedures
- b) information to maintain contact with the outside community
- c) information on vocational skills
- d) educational information
- e) support for rehabilitative programs (e.g. substance abuse)
- f) self-directed reading for lifelong learning and personal needs
- g) recreational reading
- h) information on reentry into the community (e.g. job skills, housing)

1.3 Library materials shall reflect the formats and technologies generally available, including, but not limited to:

- a) books
- b) magazines
- c) newspapers
- d) audio recordings
- e) video recordings
- f) microforms
- g) computer software

1.4 The location of the library shall provide for easy access and use by inmates, including those with disabilities. The library shall be in a place which is accessible on weekdays and evenings as well as on weekends, if necessary, to meet the standard for minimum number of open hours (See STANDARD 1.5).

1.5 Library services shall be accessible during weekdays, evenings, and weekends to allow for each inmate in the general population to have access to a professionally staffed library at least five (5) hours per week.

1.6 Libraries shall participate in library systems, resource sharing networks, consortia, or other cooperative relationships.

2.0 ADMINISTRATION

2.1 There shall be a Library Services Department in the correctional institution of equal standing with other departments. The Library Director, as Department Head, shall participate in the decision making process at the institutional level as it affects library administration and services.

2.2 There shall be an established process by which inmate needs are identified and addressed by the Library Director. An assessment of inmate library needs by survey, questionnaire, interview, or other justified, accurate, and effective method shall take place annually.

2.3 There shall be a Library Advisory Committee composed of the Library Director and a cross section of institutional department staff and inmates. At least one member may be a professional librarian from the outside community. These individuals may be appointed by the Chief Administrator or Deputy of the institution.

2.4 The statewide coordinator of correctional library services shall develop written departmental library policies approved by the individual(s) having direct governing authority over the institutions.

2.5 The Library Director shall develop written procedures which address such areas as operations, materials selection and processing, donations, access to materials, circulation, weeding and inventory, statistics, networking, use of space, budgeting, copyright, organization chart, staffing, and policy review.

2.6 The Library Director, with the cooperation of the Advisory Committee, shall develop, implement, and evaluate short and long range plans. These plans include goals, measurable objectives, strategies, tasks, and evaluation methods, and shall be in compliance with statewide plans and policies. Tasks shall be reviewed annually. Goals, objectives, and strategies shall be reviewed at least every five years. These plans shall be included in the institution's overall plan.

2.7 There shall be a periodic performance audit of the library program, at intervals not to exceed five years, to assure compliance with policy and procedures. The audit may be conducted by outside evaluators.

3.0 STAFFING

3.1 There shall be a statewide coordinator of correctional library services. The qualifications and responsibilities of this position shall be:

Requires an ALA accredited MLS or equivalent AND at least three years experience in a professional capacity in a library; experience in an institutional library preferred; knowledge of planning and fiscal management; ability to manage and advise institutional library staff. This position is responsible for coordinating library services statewide, developing departmental library policies, evaluating services, training library staff, and giving professional advice to correctional agency administration.

3.2 There shall be a Library Director. The qualifications and responsibilities of this position shall be:

Requires an ALA accredited MLS or equivalent AND two years experience in a professional capacity in a library. This position directs all library services and operations in an institution and acts as department head. The Library Director is a supervisory position requiring familiarity with all aspects of library management.

3.3 There shall be an Assistant Librarian(s), Library Technician(s), and Library Clerk(s) according to the size of the institution (See STANDARD 3.5). Qualifications and responsibilities of these positions shall be:

(A) Assistant Librarian

Requires an ALA accredited MLS or equivalent OR a Bachelor's degree AND at least 15 credit hours in library/information science AND one year of experience in a library. This is an entry level position providing professional services.

(B) Library Technician

Requires an Associate's degree OR two years of college and a basic knowledge of library techniques and procedures. This is a paraprofessional position responsible for technical operations.

(C) Library Clerk

Requires a high school diploma or equivalent with ability to perform clerical tasks.

3.4 In addition to the academic and experience qualifications specifically required for each position in **STANDARD 3.3**, library staff at all levels shall be selected for their ability to work in a correctional environment.

3.5 Minimum civilian staffing levels in each institution shall be:

| | |
|-------------------|--|
| 301-500 inmates | 1 Library Director 1 Library Technician or Clerk |
| 501-1000 inmates | 1 Library Director 2 Library Technicians or Clerks |
| 1001-1500 inmates | 1 Library Director 1 Assistant Librarian 2 Library Technicians or Clerks |
| 1501-2500 inmates | 1 Library Director 1 Assistant Librarian 3 Library Technicians or Clerks |

3.6 Civilian library staffing levels above the minimum level or for populations over 2500 inmates shall be based upon a number of considerations specific to each individual institution, including but not limited to:

- a) number of open hours
- b) size of the general population
- c) the size, direct accessibility, and configuration of library space
- d) the number of satellite libraries or delivery sites
- e) the number, type, and size of limited access units
- f) the length of stay of inmates in limited access units
- g) the number and types of services provided on a daily basis in both the main library and other locations

- h) the amount of programming provided
- i) the level of automation of library functions
- j) the number and types of educational and rehabilitative programs
- k) the number and types of roles selected (See APPENDIX G)

3.7 Library staff shall be given the opportunity to participate regularly in conferences, continuing education programs, staff development workshops, and training opportunities which enhance skills and promote better service. Librarians shall be given the opportunity to participate in professional library association activities (See STANDARD 4.5).

3.8 Library staff shall be available in the library to maintain services during all open hours. The library shall not be open for use without the presence of a qualified library staff member.

3.9 The Library Director shall determine the number and qualifications of inmate workers needed to achieve the library's goals.

3.10 The Library Director shall select, train, and evaluate all inmate workers on a regular basis.

3.11 Compensation for institutional library staff shall be internally equitable and externally competitive.

4.0 BUDGET

4.1 The agency responsible for general library services shall ensure that the general library is funded as a separate line item and receives annually appropriated funds.

4.2 Funds for the acquisition of new and replacement materials for the collection shall be budgeted annually at the average book cost of one (1) hardcover book per inmate (70% of the inmate population) plus twenty percent (20%) for loss. For example, 900 inmates \times .7 \times \$30.08 (FY1989) = \$18,950 + \$3,790 (20% of \$18,950) = \$22,740 annual materials budget. This does not imply the library will purchase only hardcover books, but represents a simple formula for the total budget for all types of materials.

4.3 Funds shall be budgeted for library and office supplies based on annual usage and shall be adjusted for inflation.

4.4 Funds shall be budgeted for equipment and furniture, including computer hardware/software, and for maintenance or replacement of those items, as needed, to support the library's goals.

4.5 Funds shall be budgeted for both in-state and out-of-state continuing education and staff development activities.

4.6 Funds shall be budgeted, as needed, for contractual services, for participation in interlibrary loan arrangements, automated systems, and online bibliographic networks and databases.

4.7 Allocations for new institutions shall include funds for the establishment of fifty percent (50%) of the collection (**STANDARD 7.0**) and all library furniture and shelving (**STANDARD 5.0**). Additional funds beyond the regular budget shall be budgeted each year for four consecutive years so that the materials collection reaches recommended size within five years from the opening of the new library.

5.0 FACILITY

5.1 The library shall be a separate and lockable area.

5.2 The facility design shall include:

- a) functional glare-free lighting according to Illuminating Engineering Society guidelines:

stacks - 30 footcandles
general reading area - 30 ESI
study area - 70 ESI
staff workstations - 70 ESI
AV viewing - 70 footcandles
group activity - 15 footcandles

- b) acoustical treatment for walls, floor, ceiling
- c) climate control (e.g. heat, air conditioning)
- d) load bearing capabilities at a rate of 150 lbs. per square foot for bookstack area with 36" aisles
- e) electricity and electrical outlets according to code to accommodate audiovisual, electronic, and computer equipment
- f) visual control of library area
- g) lockable storage space
- h) office for Library Director
- i) telephone
- j) electronic communication system for emergency situations
- k) access for people with physical disabilities

5.3 Space shall be provided for the following types of materials at the following rates:

- a) Books: One square foot of floor space per ten (10) volumes
- b) Magazines: 0.7 square foot per title of floor space for display; 0.5 per title for storage per year
- c) Newspapers: Twenty-five (25) square feet of floor space per storage rack
- d) Audiovisual Materials: Fifteen (15) square feet of floor space per generic storage module
- e) Vertical File Materials: Ten (10) square feet of floor space per file cabinet

5.4 The number of user seats for such activities as studying, reading, listening, viewing, typing, and computer use shall be based on the following percentages of the population:

| | |
|--------------------|---|
| 301 - 500 inmates | 10% |
| 501 - 1000 inmates | 50 + 8% of population in excess of 500 |
| over 1000 inmates | 90 + 7% of population in excess of 1000 |

Space for seating, including tables and aisles, shall be based on the above numbers at twenty-five (25) square feet per seat.

5.5 Library staff work space shall be allocated according to the number of work stations necessary to manage daily tasks at one hundred and fifty (150) square feet per station, including access and aisles. Basic direct service tasks include circulation, reference, and audiovisual services. The Library Director shall have a private office of at least one hundred and fifty (150) square feet situated with visual control of the library and equipped with a telephone capable of accepting calls from outside the institution (See also STANDARD 5.7).

5.6 Sufficient space for group activities shall be provided for library programming, staff and inmate meetings, lectures, and workshops. Seating shall be calculated for twenty-five (25) persons at ten (10) square feet per seat for lecture type arrangement or twenty-five (25) square feet per seat for conference room configuration with tables.

5.7 Work room space of at least one hundred and fifty (150) square feet shall be provided for technical services and processing of materials. The room shall be equipped with a sink and lockable cabinets.

5.8 Storage and work space shall also be provided in the main library for materials and equipment for use in segregation units.

5.9 Additional special use space is required for certain types of library furnishings (e.g. card catalog, index table, computer work station, copy machine, dictionary and atlas stand, microform reader) or elements of an individual library program (e.g. art exhibit, media display). This space shall constitute a minimum of five percent (5%) of the overall library space.

5.10 Furniture and equipment shall be selected for its effectiveness, attractiveness, durability, comfort, and ease of maintenance and shall be kept in good repair. Furniture and equipment shall be arranged in configurations which comply with security regulations.

5.11 Library equipment shall include, but not be limited to, typewriters, audiovisual equipment, microform reader/printers, microcomputers, and photocopiers.

5.12 Rest rooms, a drinking fountain and access to them shall be available within, or in close proximity to, the library for both staff and inmates.

6.0 SERVICES

6.1 Services of the library shall include technical services, user services to both general population and inmates in limited access status, and programs in a variety of formats.

6.2 Technical services shall include planned collection management to meet the identifiable needs of users, standardized organization of resources for the most effective use in the institution, and procedures designed for the maximum circulation of library materials.

6.3 The library shall provide resources and services to reflect stated inmates' needs (**STANDARD 1.2**) based on an annually updated profile of the inmate population. User services shall include:

- a) reader services with materials at the appropriate reading level (e.g. including those for adult new readers)
- b) library orientation and instruction at appropriate levels offered on a regular basis to all inmates
- c) access to other library collections through state and regional library systems, networks, consortia, or other cooperative relationships
- d) advisory service to aid inmates in the meaningful use of library materials
- e) reference and information services to meet the inmates' needs for facts and data
- f) access to special need services (e.g. materials from the Regional Library for the Blind and Physically Handicapped)

6.4 The library shall offer programs that provide a variety of activities. These programs may be in accordance with the roles (See **APPENDIX G**) the library has selected.

6.5 The library shall regularly promote its programs and services.

6.6 Library service to individual inmates shall be restricted only for documented abuse of the library service itself.

6.7 The library shall provide services to inmates in limited access status comparable to those provided the general population.

6.8 Library service provided to limited access unit inmates shall include at least one of the following:

- a) separate access to the main library facility at least once a week for a minimum of one hour.
- b) a deposit collection in the unit consisting of at least one hundred (100) books or other appropriate library materials, or two (2) per inmate in the unit, whichever is greater. This collection shall be changed at least once every month.
- c) a book cart with at least one hundred (100) items. Each inmate shall be able to browse and select at least two (2) titles from this cart at least once per week. These books shall be changed at least once every month.
- d) a list of at least three hundred (300) current titles of books and other appropriate library materials. Inmates may select from this list at least two (2) items per week. Deliveries of requested items or suitable substitutes shall be made within seven working days. This list shall be revised at least annually.

6.9 Materials for limited access units shall be selected according to the same criteria as materials in the general collection.

6.10 Services to inmates in limited access units shall include access to circulating materials in the general collection on request, interlibrary loan, and answers to reference questions. Inmates in limited access units shall have the opportunity to suggest acquisitions and services.

6.11 The annual assessment of library and information needs shall include the limited access population(s). The periodic performance audit shall include services to inmates in limited access status. (**STANDARDS 2.2, 2.7, and 6.3**).

7.0 LIBRARY MATERIALS

7.1 Library materials shall be selected to meet the informational, cultural, educational, vocational, and recreational needs of the inmate population and of the correctional institution.

7.2 The library shall have a written collection management policy statement defining the principles and criteria for selecting and maintaining library materials, whether acquired by purchase or gift. Appended to this policy shall be the Library Bill of Rights, Resolution on Prisoners Right to Read, Policy on Confidentiality of Library Records, Freedom to Read Statement, and Freedom to View. This policy shall address:

- a) the ethnic composition, ages, reading levels, and languages of the inmate population
- b) the need for materials helpful in preparing inmates for reentry into the community, including information on community resources, job and housing opportunities, educational, and vocational training opportunities
- c) the need for reference and other materials supporting programs offered by the institution
- d) a process for recommending acquisitions and procedures for handling requests to remove materials from the collection
- e) the security requirements of the correctional institution
- f) procedures for weeding outdated and unnecessary materials from the collection

7.3 The materials collection shall include a variety of current print and non-print formats similar to those found in a public or school library. The collection shall be weeded and enhanced continuously and systematically.

7.4 A full service library shall provide the following materials. Items in heavy demand shall be provided in multiple copies.

BOOKS A collection of no less than five thousand (5,000) titles, selected according to policy, or fifteen (15) titles per inmate, up to 2,500 inmates, whichever is greater.

MAGAZINES A minimum of fifty (50) titles or one subscription per ten (10) inmates, whichever is greater.

NEWSPAPERS Local, state and national newspapers, the number to be decided by the geographical areas of the state and regions most represented by the inmate population.

AUDIO RECORDINGS A core collection of one hundred (100) titles, thereafter one title per five (5) inmates.

VIDEO RECORDINGS A minimum collection of twenty (20) titles or one per thirty (30) inmates, whichever is greater, with access to cooperative video circuits or collections.

COMPUTER SOFTWARE A representative core collection covering word processing, current business usage, academic learning, and graphics programs. Additions shall be chosen reflecting the library role and the interests and needs of the users and the institution.

SUMMARY OF KEY FIGURES

ACCESS

General Population:

Day, evening and weekend hours to provide at least five (5) hours per inmate per week in a professionally staffed library

Limited Access Population -- At least one of the following:

One hour in library once per week

Deposit collection which is the greater of 100 books or two per inmate in unit

Book cart with 100 items available weekly

List of 300 books and weekly delivery

STAFF

INMATE POPULATION

STAFF SIZE

301-500 inmates

1 Library Director
1 Library Technician or
Clerk

501-1000 inmates

1 Library Director
2 Library Technicians or
Clerks

1001-1500 inmates

1 Library Director
1 Assistant Librarian
2 Library Technicians or
Clerks

1501-2500 inmates

1 Library Director
1 Assistant Librarian
3 Library Technicians or
Clerks

SEATING

| | |
|--------------------|---|
| 301 - 500 inmates | 10% |
| 501 - 1000 inmates | 50 + 8% of population in excess of 500 |
| over 1000 inmates | 90 + 7% of population in excess of 1000 |

BOOK BUDGET

Funds for one hardcover book per inmate (70% of inmate population) per year, plus twenty per cent (20%) for loss

COLLECTION

BOOKS: Greater of 5000 titles or 15 titles per inmate up to maximum of 2,500 inmates

MAGAZINES: Greater of 50 titles or one per ten inmates

NEWSPAPERS: Number based on regions represented by inmate population

AUDIO RECORDINGS: 100 titles plus one per five inmates

VIDEO RECORDINGS: Greater of 20 titles or one per thirty inmates

APPENDIX A

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

APPENDIX B

RESOLUTION ON PRISONERS' RIGHT TO READ

WHEREAS, The right to read is a fundamental concern of the American Library Association; and

WHEREAS, Censorship is a problem for many prisoners and for librarians providing materials and information for prisoners; and

WHEREAS, Several states have statutes or regulations regarding prisoners' right to read, as California Penal Code Section 2601(c), which provides that prisoners have the right to purchase, receive, read, and permit other inmates to read any and all legal materials, newspapers, periodicals, and books accepted for distribution by the United States Post Office, except those which describe the making of any weapon, explosive, poison or destructive device. Nothing in this section shall be construed as limiting the right of prison authorities (1) to open and inspect any and all packages received by an inmate, and (2) to establish reasonable restrictions as to the number of newspapers, magazines, and books that the inmate may have in his cell or elsewhere in the prison at one time. NOW, THEREFORE, BE IT

RESOLVED, That the American Library Association urge that legislation and/or administrative regulations similar to California Penal Code Section 2601(c) be secured in all states without such provisions; and Further,

RESOLVED, That the American Library Association shall transmit a copy of this resolution to the Intellectual Freedom and Legislation Committees of all ALA state chapters, urging them to work with agencies and persons concerned with prisoners' right to read to secure similar legislation and/or administrative regulations.

ADOPTED BY THE ALA COUNCIL
July 13, 1982

APPENDIX C

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.
2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

*Note: See also ALA POLICY MANUAL 54.16 - CODE OF ETHICS, point #3, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, July 2, 1986,
by the ALA Council.

APPENDIX D

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a

book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and

said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently Endorsed by:

American Association of University Professors
American Booksellers Association
American Booksellers Foundation for Free Expression
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B'nai B'rith
Art Libraries Society of North America
Association of American University Presses
Children's Book Council
Freedom to Read Foundation
International Reading Association
Thomas Jefferson Center for the Protection of Free Expression
National Association of College Stores
National Council of Teachers of English
P.E.N. - American Center
People for the American Way
Periodical and Book Association of America
Sex Information and Education Council of the U.S.
Society of Professional Journalists
Women's National Book Association
YWCA of the U.S.A.

APPENDIX E

FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences, films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Endorsed June 28, 1979 by ALA Council. This statement was originally drafted by the Educational Film Library Association's Freedom to View Committee, and was adopted by the EFLA Board of Directors in February, 1979.

APPENDIX F

NATIONAL PRISON LIBRARY SURVEY, 1990

Members of the Subcommittee conducted this survey of correctional librarians and all adult correctional institutions with libraries in the United States during February-May, 1990. The following sources were used to identify these librarians and institutions:

- * The Directory of State Prison Librarians published by the ASCLA Library Services to Prisoners Forum (1988 edition)
- * Supplementary lists from institutional consultants at state libraries
- * Federal and supplementary state institutions in the American Correctional Association directory
- * Responses to survey publicity in the library press.

Surveys went out to 521 institutions. Two follow-up reminders were sent. The Subcommittee received 323 responses -- a 62% response. Analysis of most measures was broken down by size of institution. The following number of responses were received from each group:

| | |
|--|-----|
| Institutions with 500 and fewer inmates | 102 |
| Institutions with 501-1000 inmates | 123 |
| Institutions with more than 1000 inmates | 96 |
| Population variable missing | 2 |
| Total | 323 |

Survey response data was entered and processed utilizing SPSS-PC+. The software's data cleaning function was used to detect and eliminate keying errors outside the bounds of possible responses; this process revealed 18 inaccuracies (or about 0.05% of the total data elements). Budget and time constraints did not allow for results to be double-checked with respondents. Most prison library characteristics are reported for the 50th, 67th, 75th, 90th, and 95th percentile levels. A figure in the column for the 75th percentile level, for example, means that 75% of the libraries reported that figure or a lower one. All measures were done independently. Thus, it is possible that libraries in all prisons have 1.0 MLS Librarians at the 75th percentile level, 1.0 Other Library Staff at the 75th percentile level,

and 1.3 Total Civilian Staff at the 75th percentile level. This is the case since the 25% of the libraries with 1.0 or more MLS Librarians are not necessarily the same as the 25% of the libraries with 1.0 or more Other Library Staff. A summary of responses follows.

SUMMARY OF RESPONSES
NATIONAL PRISON LIBRARY SURVEY
1990

**STANDARDS FOR ADULT CORRECTIONAL INSTITUTION LIBRARIES
COMMITTEE**

ASSOCIATION OF SPECIALIZED AND COOPERATIVE LIBRARY AGENCIES

AMERICAN LIBRARY ASSOCIATION

National Prison Library Survey 1990

Table 1. Per cent of "yes" or choice responses, by prison size

| | | PRISON POPULATION | | | |
|------|--|-------------------|--------------|---------------|------------|
| | | 0- 500 | 501- 1000 | 1001- 5000 | 0- 5000 |
| Q-3 | Is there a law library? | 87 | 94 | 95 | 92 |
| Q-4 | Where is the law library? | | | | |
| | More than 100 ft from gen lib | 16 | 15 | 14 | 15 |
| | Within 100 ft, but separate | 24 | 28 | 21 | 25 |
| | Adjacent to or within gen lib | 60 | 57 | 64 | 60 |
| Q-5 | Which law library functions are responsibilities of general lib? | | | | |
| | None | 27 | 34 | 29 | 31 |
| | Planning | 42 | 45 | 45 | 44 |
| | Civilian staff supervision | 18 | 17 | 22 | 19 |
| | Inmate staff supervision | 66 | 56 | 58 | 59 |
| | Scheduling service hours | 63 | 50 | 50 | 54 |
| | Budgeting | 27 | 34 | 28 | 30 |
| | Purchasing | 36 | 44 | 43 | 42 |
| | Other | 10 | 15 | 18 | 15 |
| Q-6 | Other libraries at prison | | | | |
| | Staff library | 29 | 34 | 21 | 28 |
| | Work camp library | 3 | 7 | 15 | 8 |
| | Hospital library | 2 | 6 | 11 | 6 |
| | Other libraries | 14 | 15 | 24 | 17 |
| Q-8 | Description of book collection | | | | |
| | Superior | 7 | 5 | 8 | 7 |
| | Adequate | 45 | 50 | 56 | 50 |
| | Insufficient | 48 | 45 | 35 | 43 |
| | Description of library size | | | | |
| | Superior | 5 | 8 | 7 | 7 |
| | Adequate | 29 | 42 | 43 | 38 |
| | Insufficient | 66 | 50 | 50 | 55 |
| | Description of staff size | | | | |
| | Superior | 4 | 3 | 3 | 4 |
| | Adequate | 40 | 48 | 40 | 43 |
| | Insufficient | 56 | 49 | 57 | 54 |
| | Description of budget | | | | |
| | Superior | 2 | 2 | 1 | 2 |
| | Adequate | 26 | 37 | 45 | 36 |
| | Insufficient | 72 | 61 | 54 | 63 |
| Q-9 | Is the library separate/lockable? | 88 | 91 | 83 | 88 |
| Q-10 | Staff rest room? | 67 | 83 | 72 | 75 |
| Q-11 | Inmate rest room? | 76 | 90 | 79 | 82 |
| Q-12 | Air conditioned? | 72 | 69 | 66 | 69 |
| Q-13 | Secure storage? | 69 | 82 | 80 | 77 |
| Q-14 | Outside telephone line? | 53 | 78 | 67 | 67 |
| Q-15 | Private office? | 40 | 42 | 48 | 44 |

PRISON POPULATION

| | 0- 500 | 501- 1000 | 1001- 5000 | 0- 5000 |
|-------------------------------------|-----------|--------------|---------------|------------|
| Q-22 To whom does librarian report? | | | | |
| Inst superintendent or warden | 12 | 3 | 1 | 5 |
| Associate or deputy warden | 15 | 10 | 5 | 10 |
| Inst education administrator | 36 | 66 | 67 | 57 |
| Other inst administrator | 7 | 4 | 4 | 5 |
| Regional prison administrator | 1 | 1 | 2 | 1 |
| Central prison administrator | 2 | 2 | 2 | 2 |
| Non-prison library administrator | 12 | 2 | 2 | 5 |
| Other or combination | 14 | 12 | 16 | 14 |
| Q-35 Member of cooperative system? | 62 | 54 | 46 | 54 |
| Q-36 Advisory committee? | 37 | 41 | 44 | 41 |
| Q-37 Author-title-subject catalog? | 61 | 85 | 88 | 79 |
| Q-38 Orientation for new inmates? | 60 | 61 | 61 | 61 |
| Q-39 All inmates allowed to come? | 41 | 25 | 10 | 26 |
| Q-41 Collections for isolation? | 68 | 77 | 75 | 74 |
| Q-42 Delivery to isolation? | 88 | 93 | 86 | 89 |
| Q-43 Book cart to isolation? | 49 | 56 | 57 | 54 |
| Q-44 Frequency of book cart | | | | |
| Once per week or more | 85 | 90 | 72 | 82 |
| Between weekly & monthly | 12 | 9 | 4 | 3 |
| Less than monthly | 3 | 2 | 4 | 3 |
| Q-45 Open at least one night? | 68 | 77 | 73 | 73 |
| Q-47 Open weekends? | 53 | 66 | 61 | 60 |
| Q-73 Line item for library budget? | 51 | 63 | 61 | 59 |

National Prison Library Survey 1990

Table 2. Libraries in Prisons of Population 500 and Under 1989

| Staff | Percentile Level | | | | |
|--------------------------------------|------------------|------|------|-------|-------|
| | 50 | 67 | 75 | 90 | 95 |
| Full-time Equivalent MLS Librarian | 0.0 | 0.3 | 1.0 | 1.0 | 1.0 |
| FTE Other Library Staff | 0.0 | 0.3 | 1.0 | 1.0 | 1.0 |
| FTE Total Civilian Staff | 1.0 | 1.0 | 1.0 | 1.3 | 2.0 |
| FTE Correctional Officer Staff | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| FTE Inmate Workers | 3.0 | 4.0 | 5.0 | 7.3 | 10.3 |
| Collection | | | | | |
| Number of Books Held | 4365 | 6429 | 7756 | 10230 | 11661 |
| Total Books Held per Inmate | 18 | 26 | 27 | 37 | 56 |
| Magazine Subscriptions | 24 | 28 | 35 | 47 | 68 |
| Subscriptions per 100 Inmates | 8 | 12 | 13 | 22 | 27 |
| Newspaper Subscriptions | 6 | 8 | 10 | 15 | 24 |
| Number of Audio Recordings | 10 | 46 | 97 | 301 | 580 |
| Number of Video Recordings | 0 | 3 | 10 | 46 | 78 |
| Other Materials | 0 | 0 | 0 | 11 | 65 |
| General Library Facilities | | | | | |
| General Seats | 14 | 19 | 23 | 34 | 37 |
| Task Seats | 0 | 1 | 2 | 5 | 7 |
| Per Cent of Inmate Population Seated | 6 | 8 | 10 | 14 | 19 |
| Area (in square feet) | 800 | 1099 | 1200 | 1897 | 2730 |
| Law Library Facilities | | | | | |
| General Seats | 5 | 8 | 8 | 12 | 14 |
| Task Seats | 0 | 1 | 2 | 3 | 4 |
| Area (in square feet) | 303 | 466 | 522 | 775 | 900 |
| Access and Use | | | | | |
| Hours Open per Week | 35 | 40 | 41 | 60 | 65 |
| Circulation to Walk-in Users | 4569 | 7386 | 8419 | 15174 | 18944 |
| In-Library Use | 3026 | 6452 | 9875 | 14150 | 25824 |
| Direct Circulation to Isolation | 450 | 1387 | 1725 | 6263 | 7970 |
| Deposit Circulation to Isolation | 35 | 469 | 920 | 2910 | 5770 |

National Prison Library Survey 1990

Table 3. Libraries in Prisons of Population 501-1000 1989

| Staff | Percentile Level | | | | |
|--------------------------------------|------------------|-------|-------|-------|-------|
| | 50 | 67 | 75 | 90 | 95 |
| Full-time Equivalent MLS Librarian | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| FTE Other Library Staff | 0.3 | 1.0 | 1.0 | 1.6 | 2.0 |
| FTE Total Civilian Staff | 1.0 | 1.0 | 1.3 | 2.0 | 2.3 |
| FTE Correctional Officer Staff | 0.0 | 0.0 | 0.0 | 1.0 | 1.2 |
| FTE Inmate Workers | 5.0 | 6.0 | 7.0 | 11.0 | 15.0 |
| Collection | | | | | |
| Number of Books Held | 6254 | 9445 | 10906 | 13796 | 15000 |
| Total Books Held per Inmate | 8 | 13 | 15 | 21 | 26 |
| Magazine Subscriptions | 35 | 48 | 52 | 78 | 85 |
| Subscriptions per 100 Inmates | 5 | 7 | 8 | 10 | 12 |
| Newspaper Subscriptions | 9 | 12 | 14 | 22 | 28 |
| Number of Audio Recordings | 0 | 50 | 96 | 320 | 474 |
| Number of Video Recordings | 2 | 18 | 29 | 83 | 168 |
| Other Materials | 0 | 0 | 26 | 441 | 2100 |
| General Library Facilities | | | | | |
| General Seats | 25 | 30 | 31 | 41 | 50 |
| Task Seats | 1 | 2 | 3 | 6 | 8 |
| Per Cent of Inmate Population Seated | 4 | 4 | 5 | 7 | 9 |
| Area (in square feet) | 1385 | 1800 | 2248 | 3052 | 3960 |
| Law Library Facilities | | | | | |
| General Seats | 10 | 12 | 15 | 20 | 25 |
| Task Seats | 0 | 2 | 3 | 5 | 8 |
| Area (in square feet) | 450 | 640 | 775 | 1220 | 1497 |
| Access and Use | | | | | |
| Hours Open per Week | 38 | 40 | 45 | 56 | 66 |
| Circulation to Walk-in Users | 9000 | 12213 | 16719 | 27838 | 34729 |
| In-Library Use | 9047 | 17147 | 20520 | 40330 | 61403 |
| Direct Circulation to Isolation | 524 | 1085 | 1970 | 3999 | 5200 |
| Deposit Circulation to Isolation | 112 | 500 | 645 | 2008 | 2455 |

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Table 4. Libraries in Prisons of Population Over 1000 1989

| Staff | Percentile Level | | | | |
|--------------------------------------|------------------|-------|-------|-------|-------|
| | 50 | 67 | 75 | 90 | 95 |
| Full-time Equivalent MLS Librarian | 1.0 | 1.0 | 1.0 | 1.0 | 1.7 |
| FTE Other Library Staff | 0.3 | 1.0 | 1.0 | 1.3 | 3.0 |
| FTE Total Civilian Staff | 1.0 | 1.3 | 2.0 | 2.3 | 3.5 |
| FTE Correctional Officer Staff | 0.0 | 0.0 | 0.3 | 1.0 | 1.2 |
| FTE Inmate Workers | 8 | 11 | 12 | 17 | 22 |
| Collection | | | | | |
| Number of Books Held | 9460 | 11432 | 14258 | 22526 | 29781 |
| Total Books Held per Inmate | 6 | 8 | 10 | 14 | 19 |
| Magazine Subscriptions | 42 | 58 | 65 | 91 | 102 |
| Subscriptions per 100 Inmates | 3 | 3 | 4 | 7 | 8 |
| Newspaper Subscriptions | 12 | 16 | 19 | 31 | 41 |
| Number of Audio Recordings | 6 | 58 | 122 | 527 | 734 |
| Number of Video Recordings | 0 | 15 | 24 | 126 | 200 |
| Other Materials | 0 | 20 | 115 | 1149 | 5078 |
| General Library Facilities | | | | | |
| General Seats | 28 | 37 | 40 | 50 | 74 |
| Task Seats | 1 | 3 | 4 | 10 | 13 |
| Per Cent of Inmate Population Seated | 2 | 3 | 3 | 4 | 6 |
| Area (in square feet) | 1715 | 2727 | 2994 | 4000 | 4968 |
| Law Library Facilities | | | | | |
| General Seats | 11 | 16 | 20 | 22 | 32 |
| Task Seats | 0 | 0 | 1 | 4 | 8 |
| Area (in square feet) | 500 | 700 | 800 | 1840 | 3040 |
| Access and Use | | | | | |
| Hours Open per Week | 38 | 41 | 46 | 57 | 65 |
| Circulation to Walk-in Users | 11600 | 18945 | 23505 | 36766 | 58090 |
| In-Library Use | 11383 | 20218 | 28258 | 63728 | 94250 |
| Direct Circulation to Isolation | 1156 | 2982 | 3904 | 11500 | 15051 |
| Deposit Circulation to Isolation | 500 | 1114 | 1581 | 3870 | 4786 |

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Table 5. Libraries in All Prisons

1989

| Staff | 50 | Percentile Level | | | |
|--------------------------------------|------|------------------|-------|-------|-------|
| | | 67 | 75 | 90 | 95 |
| Full-time Equivalent MLS Librarian | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| FTE Other Library Staff | 0.0 | 1.0 | 1.0 | 1.3 | 2.0 |
| FTE Total Civilian Staff | 1.0 | 1.0 | 1.3 | 2.0 | 2.3 |
| FTE Correctional Officer Staff | 0.0 | 0.0 | 0.0 | 1.0 | 1.0 |
| FTE Inmate Workers | 5.0 | 7.0 | 8.0 | 13.8 | 17.0 |
| Collection | | | | | |
| Number of Books Held | 7000 | 9420 | 10763 | 14402 | 17926 |
| Total Books Held per Inmate | 9 | 14 | 17 | 27 | 31 |
| Magazine Subscriptions | 30 | 44 | 51 | 76 | 88 |
| Subscriptions per 100 Inmates | 5 | 7 | 8 | 13 | 19 |
| Newspaper Subscriptions | 8 | 12 | 14 | 25 | 32 |
| Number of Audio Recordings | 6 | 52 | 104 | 383 | 587 |
| Number of Video Recordings | 0 | 11 | 20 | 82 | 148 |
| Other Materials | 0 | 0 | 20 | 385 | 1455 |
| General Library Facilities | | | | | |
| General Seats | 21 | 29 | 32 | 42 | 50 |
| Task Seats | 0 | 2 | 3 | 7 | 10 |
| Per Cent of Inmate Population Seated | 3 | 4 | 6 | 10 | 13 |
| Area (in square feet) | 1200 | 1700 | 2112 | 3205 | 4000 |
| Law Library Facilities | | | | | |
| General Seats | 8 | 12 | 14 | 20 | 24 |
| Task Seats | 0 | 1 | 2 | 4 | 6 |
| Area (in square feet) | 411 | 599 | 700 | 1188 | 1750 |
| Access and Use | | | | | |
| Hours Open per Week | 38 | 40 | 45 | 58 | 64 |
| Circulation to Walk-in Users | 8094 | 12000 | 15239 | 27872 | 35511 |
| In-Library Use | 7800 | 13508 | 18016 | 36336 | 58918 |
| Direct Circulation to Isolation | 582 | 1500 | 2373 | 5000 | 10081 |
| Deposit Circulation to Isolation | 200 | 600 | 1000 | 2340 | 4500 |

APPENDIX G

ROLE SELECTION AND OUTPUT MEASURES

This edition of Library Standards for Adult Correctional Institutions is similar in format and approach to the 1981 edition. It presents standards in a way that is familiar and particularly useful in planning a new facility because the exact numbers of items needed are specified. However, many libraries, particularly public and academic, are moving away from quantitative standards. They are devising new methods to guide their development. These approaches attempt to do three things:

1. Measure quality, not just quantity
2. Provide flexible standards that relate to the library's goals, and
3. Derive standards based on actual research into a library's performance.

The following is a very brief explanation of this new approach.

ROLES

Different libraries exist for different purposes and serve different patrons and, therefore, must provide different services, programs, and collections. For example, a large university library's mission might emphasize research needs, whereas a public library might focus more on recreational reading.

Not all correctional institutions have the same mission and population. Therefore, the libraries will vary depending on the purposes of the institutions they serve. For example, in large facilities with many long-term inmates, the library might appropriately take an active role in supporting educational programs. In a small institution with short-term inmates, the library might give more attention to recreational reading programs. In order to provide quality service, a correctional library must determine its mission and develop services and programs to support it.

To help libraries define their missions and plan services that fulfill them, the Public Library Association (PLA) has defined and described eight roles that a library might fulfill along with a methodology for selecting those roles that are most appropriate. Six of these PLA roles can be readily adapted for correctional library use. They are: Community Activity Center, Community Information Center, Formal Education Support Center, Independent Learning Center, Popular Materials Library, and Reference Library.

The first step in determining what roles are appropriate for a library is to examine the

mission of the institution it serves. Library roles must be compatible with the facility's mission. Next, analyze the demographics of library users: age, length of sentence, level of education, reading levels, proximity to release, etc. Finally, determine what other programs and services are available in the institution: education, recreation, information, entertainment, etc. From this information, appropriate roles can be selected for the library.

Roles may be selected for primary or secondary emphasis. Choices should be limited to one or two in each category. Selecting more than that defeats the purpose of defining the mission so that the library may specialize. Roles that are not selected are not abandoned entirely, but are offered at a basic, maintenance level. For example, if a library did not choose "Reference Library" it would still answer ready reference questions. It would not, however, develop a comprehensive reference collection and hire reference subject specialists. The manual developed by PLA, Planning and Role Setting for Public Libraries, gives detailed instructions for the role selection process.

OUTPUT MEASURES

Quantitative standards are one method of assessing the performance of a library. They are very useful for library planners who need to know how much of what to buy. However, they do not measure quality very well. For example, two libraries might each have collections of 10,000 books, but one collection was carefully selected to meet the needs of the population while the other is an accumulation of discards from other libraries.

To address this difference, libraries are adopting another approach to measuring library service, that is, output measures. "What percentage of people who walk into the library today will leave with the title they wanted in hand?" The output measure called "Title Fill Rate" answers this question. It is determined by asking everyone who comes into the library during a week's time if they found the title they sought. Knowing that the "Title Fill Rate" is 85% is more significant than knowing that the library owns 10,000 books or 4.2 books per capita.

Once roles have been selected and programs developed to support those roles, measurement of the quality of the library service becomes more exact. For example, if a library's primary role is to serve as a "Popular Materials Library", then its effectiveness will be shown by high "Circulation Per Capita" and "Title Fill Rate" measures. However, a library whose primary role is "Formal Education Support Center" would demonstrate effectiveness by high "In-Library Materials Use Per Capita" and "Reference Completion Rate" measures. The PLA manual Output Measures for Public Libraries describes the output measures in detail and tells how to determine them.

While working on this revised edition of the standards, the Subcommittee field tested selected output measures in correctional libraries in institutions of varying size and security level. Tests were done in New Mexico, Florida, Oklahoma and Massachusetts. From this preliminary study, it appears that the output measures and the procedures described by PLA are feasible and can yield good results in correctional libraries. They are most useful for determining to what extent a library is fulfilling its role.

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