

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	5	Inmate Program	5. 8. 1
SECTION:	8	Library	EFFECTIVE DATE: 5 / 29 / 2020
SUBJECT:	1	Inmate Library	
STANDARDS: ACA 4 – ADLF – 2A-63 , 2A-66 , 5C-05			
APPROVED: _____			REVIEW DATE: 5 / 29 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 6 / 30 / 20
Rescind: 5.8.1 dated 8/18/03. Cancel:			

I. POLICY

It is the policy of St. Louis City Division of Corrections to maintain library services that provide inmates access to leisure reading and legal reference materials.

II. RESPONSIBILITIES

All Division of Corrections staff, contractors, volunteers and inmates are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. Each facility has a designated library room that displays appropriate books for inmates' leisure reading, legal reference, and magazines that are accessible to all inmates.
2. Inmates may be able to check out books and/or magazines as authorized, for reading in their cells.
3. Inmates may be allowed to keep a combination of three (3) paperback books and two (2) magazines, two (2) current newspapers (subscription), one (1) paperback

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- religious book, and Teacher approved GED or other educational books or materials in their cell.
4. Current issues of magazines and periodicals are kept in the dayroom.
 5. All inmates including inmates in segregation or special management would be permitted access to library and library services unless they are restricted for security reasons. Denied requests will be documented.

B. The Library

1. The Program Manager will provide adequate and diverse supplies of books for inmates by acquiring books from various sources.
2. The Program Manager will evaluate library acquisitions that include leisure reading materials and legal reference books and publications.
3. The Program Manager will recommend and consult with other staff members in selecting reading materials for the facilities.
4. The Program Manager will develop schedules and coordinates inmates' law library services.
5. The Program Manager will develop and coordinates inmates' leisure reading program to include book club for inmates and ensure that new books are rotating through the Bookcarts.
6. The Program Manager will develop a method of inventorying and accounting for institutional books that are on the mobile Bookcarts and in the library.

C. Leisure Reading

1. In facilities with mobile Bookcarts services, the Program Manager will ensure to stock each Housing Unit Bookcarts with variety of books, magazines, and periodicals for the inmates reading pleasure.
2. Inmates are permitted to take a book or magazine from the Bookcarts to their cell for reading during unlock times.
3. Mobile Bookcarts will rotate among the Housing Units on each floor every two weeks or as determined by the Program Manager. Books and magazines that are damaged or otherwise unusable will be removed and replaced.
4. The Housing Officer will ensure that inmates keep the Bookcarts neat and orderly. The Housing Unit Officer may temporarily suspend the use of the leisure library if the Bookcarts is not kept neat and orderly by inmates.

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5. All books/magazines will be returned to the Bookcarts when lockdown is called.

D. Law Library Services

Law library services will be as provided in DOC policy # 3.3.8: Inmate Access to Court and Legal Services.