

**ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS**

AR FORM 100-1A (11/05)

CHAPTER	SUBJECT	AR #	EFFECTIVE
Academic/Career and Technical Education	Library Services	500-02	05/01/07

CENTENNIAL CORRECTIONAL FACILITY / COLORADO STATE PENITENTIARY WILL ACCEPT AND IMPLEMENT THE PROVISION OF THE ABOVE ADMINISTRATIVE REGULATION:

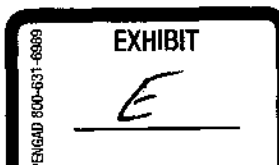
As Written Not Applicable With the following adjustments to meet localized operations/conditions

ACA Standards: 4-4273, 4-4505, 4-4506, 4-4507, 4-4508, 4-4509, 4-4510, 4-4511

IV. PROCEDURES

C. Library Services

1. Access to library services shall be provided to all CCF/CSP offenders seven days per week. Offenders seeking an interview with library staff or requesting materials and information shall submit their requests to the librarian on the Library Service Request form, which is provided to the units/pods by the Library. The librarian or library representative will then deliver the requested material, if available.
 - a. 1) CSP Library services are as follows:
Monday through Saturday - 7:00 a.m. until 4:00 p.m.
Wednesday - 11:00 a.m. until 1:00 p.m. Recorded Book of the month
 - 2) Library hours will be posted at CCF in offender common areas of Units D, E, F and G.
3. User Services
 - a. CCF/CSP libraries will provide the following services:
 - 2) a) All books belonging to the library shall be marked with an identifying stamp and assigned an accession number.
 - 3) Circulation of library materials:
 - a) Only printed materials shall be circulated. Offenders in all pods shall have the opportunity to check out up to three (3) Library Materials from the library, on an exchange basis, and three (3) Administrative Regulations (AR), Implementation Adjustments (IA), or Operational Memorandums (OM), according to the following procedures:
 - i. Offenders must sign a Library Agreement Form prior to using library services. These are available at intake orientation or from the library upon request.



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- ii. Offenders shall make their library materials requests from printed catalogs provided in the units/pods for their use.
 - iii. Offenders are allowed to keep library materials checked out to them for a period of two weeks. Offenders will be held responsible for the return of these materials in good condition.
 - iv. Library materials properly checked out are stamped with a due date on the front cover, top right.
 - v. Theft, loss, defacing, or any damage to materials is a violation of the Library Agreement. A Miscellaneous Withdrawal Ticket will be completed, charging the offender for repair or replacement costs. Offenders who refuse to sign a Miscellaneous Withdrawal Ticket will be charged through the COPD process.
 - vi. Offenders who abuse library services may have their library privileges restricted by the librarian.
 - vii. Any materials checked out to offenders shall be e-scanned prior to delivery, and visually inspected upon return, to ensure they are free of contraband and damage.
 - viii. Rules concerning offender use of the library shall be made available during intake orientation, or before using library services.
11. Photocopying of library material may be provided to offender at Quality of Life Levels Five and Six.
- b. 1) Interlibrary loan services are available to offenders at Quality of Life Levels Five and Six.


V. RESPONSIBILITY

- C. The Programs Manager will coordinate with the Regional Librarian to review and update this document on an annual basis.

ATTACHMENTS

- E. CCF/CSP Library Intake/Orientation 2006

(SIGNED)


Larry E. Reid, Warden

(DATE)

8/20/07

Centennial Correctional Facility / Colorado State Penitentiary

LIBRARY ORIENTATION**2007**

The CCF/CSP General Library is available for all offenders to use while at CCF or CSP. The library contains books chosen by the librarian to reflect the interests, levels of reading ability, learning styles, and cultural backgrounds of the CCF/CSP offender population. Materials prohibited to offenders under IA 300-26, *Offender Reading Material*, are excluded from the library.

All library users will be required to complete and sign a Library User Agreement Form (AR Form 500-2A). Once this form is on file in the library, library materials may be requested and received. Units/pods have library catalogs that list the material available. The AR/IA/OM Indexes are also available for offender use through the unit/pod.

Offenders are allowed three library materials at all times for a two-week loan. Please fill out the Library Request Slip completely: top part - your unit/pod, tier, cell number, name, DOC number, and the date. Lower part - call number, author, title, and ID number that is listed in the catalog. Every week the library staff will bring the library materials to each cell. Have library materials ready to exchange for newly requested ones, or for renewal. DO NOT place library materials outside your cell door, or loan to other offenders. Offenders are responsible for library materials checked out to them. Give weekly library request slips to unit/pod staff. They will put the request in the library box/holder. Library material requests must be in the library box/holder in the unit/pod office by 7:00 a.m. two days prior to your unit/pod delivery.

On delivery day, offenders will receive requested materials or substitutes. If the books requested are unavailable, offender may request for the book to be placed on hold.

ARs/IAs/OMs may be checked out on a loan basis only, for one week. Request up to three each week in addition to three library materials. Request ARs/IAs/OMs by number and title. Ask unit/pod officers for AR/IA/OM Index. Certain ARs/IAs/OMs are restricted and are not available for check-out. No request will be filled without the AR/IA/OM number.

Users are responsible for the safe return of their library books. This includes books/missing library materials due to a shakedown or cell extraction. **OFFENDERS WILL NOT RECEIVE ANY OTHER LIBRARY BOOKS UNTIL THE BOOKS TAKEN IN A CELL SHAKEDOWN OR CELL EXTRACTION ARE RETURNED TO THE LIBRARY.**

Library materials will be returned in the same condition in which they were delivered. Upon their return, library materials are inspected by the library staff to ensure that they are in good condition and free of contraband. Lost or irreplaceable books - offenders will be charged the retail cost of replacing the book. Abuse of library services will result in restriction of library privileges.

Inter-Library is available to offenders at Quality of Life Level Six.

Address Request: A limit of two address requests per week. All address requests must first be sent to your case manager for approval, who will then forward all approved address requests to the library. Address requests for attorneys should relate to your court case.

