



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUAL

REVISION DATE
3/28/22

PAGE NUMBER
1 of 4

NUMBER
DOC 510.010

POLICY

TITLE
LIBRARY SERVICES

REVIEW/REVISION HISTORY:

- Effective: 9/1/88
- Revised: 8/13/99
- Revised: 5/27/03
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- Revised: 3/2/07
- Revised: 4/22/08
- Revised: 5/2/09
- Revised: 7/23/10
- Revised: 4/23/12
- Revised: 3/28/22

SUMMARY OF REVISION/REVIEW:

Major changes to include updating terminology throughout and reorganization. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

2/28/22
Date Signed

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|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | <p>APPLICABILITY PRISON FACILITY/SPANISH MANUAL</p> | | |
| | <p>REVISION DATE 3/28/22</p> | <p>PAGE NUMBER 2 of 4</p> | <p>NUMBER DOC 510.010</p> |
| | <p>TITLE LIBRARY SERVICES</p> | | |

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 27.04](#); DOC 450.100 Mail for Individuals in Prison; DOC 590.500 Legal Access for Incarcerated Individuals; DOC 800.020 Use of State Resources

POLICY:

- I. The Department will manage library services provided in Prisons, in conjunction with the Washington State Library, to provide incarcerated individuals adequate access to libraries and library materials per interagency agreement(s).
- II. Access to legal materials and law libraries will be handled per DOC 590.500 Legal Access for Incarcerated Individuals.

DIRECTIVE:

- I. General Requirements
 - A. Incarcerated individuals at facilities with a Washington State Library branch may borrow library materials through participation in a national interlibrary loan program.
 1. The Washington State Library will provide interlibrary loan services for individuals in facilities without a Washington State Library branch.
 - B. Employees may borrow library materials and will be responsible for any damaged/lost items and associated fees.
 1. Interlibrary loans will be for professional development only.
 - C. Materials maintained in facility libraries will be easily accessible and regulated to prevent abuse and ensure they meet safety and security measures.
 - D. Issues regarding the provision of library services at a facility will be referred to the appropriate Headquarters Correctional Manager and the Washington State Library Branch Library Services Program Manager for determination of a resolution.
- II. Responsibilities
 - A. The Washington State Library Branch Library Services Program Manager will provide consultation assistance to all facilities regarding provision of library services/materials.

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON FACILITY/SPANISH MANUAL | | |
| | REVISION DATE 3/28/22 | PAGE NUMBER 3 of 4 | NUMBER DOC 510.010 |
| | TITLE LIBRARY SERVICES | | |

- B. A Washington State Library Librarian will review:
1. Planned and continuous acquisition of library materials, and
 2. Materials maintained in a Washington State Library branch to ensure they remain consistent with safety and security requirements on an annual basis.
 - a. Facilities that do not have a Washington State Library branch will establish procedures to conduct an annual review of materials to include documenting the review and submitting a copy to the Superintendent, appropriate Deputy Assistant Secretary, and appropriate Headquarters Correctional Manager.

III. Library Materials

- A. Library materials maintained in facility libraries will be selected by the Washington State Library and will comply with requirements in DOC 450.100 Mail for Individuals in Prison.
1. Materials will meet the following needs of incarcerated individuals:
 - a. Educational,
 - b. Informational,
 - c. Recreational, and
 - d. General and specialized reference materials to assist with successful transition and reentry goals.
- B. The following will not be maintained in a facility library:
1. Telephone directories that include residential white page listings,
 2. Any material, in any format, that would represent a security concern or interfere with the orderly operation of the facility.
- C. Requests for removal of library materials from a Washington State Library branch library will be made in writing to the Branch Library Services Program Manager.
1. Materials will be maintained in a secure location by Washington State Library contract staff and will not be placed in general circulation until a request is resolved.
- D. Individuals may be provided with photocopies of library materials or printed pages from online sources that comply with Washington State Library and

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|---|--|-------------------------------|--------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | <p>APPLICABILITY PRISON FACILITY/SPANISH MANUAL</p> | | |
| | <p>REVISION DATE 3/28/22</p> | <p>PAGE NUMBER 4 of 4</p> | <p>NUMBER DOC 510.010</p> |
| | <p>TITLE LIBRARY SERVICES</p> | | |

Department policies meet their educational, informational, recreational, and reentry needs.

1. A list of unauthorized content that cannot be copied or printed for incarcerated individuals will be posted on the Department's external website.

IV. Incarcerated Library Assistants

A. Incarcerated Library Assistants will be trained in library operations by:

1. Washington State Library contract staff when working in a Washington State Library branch.
2. Designated employees at the facility, who are familiar with the interlibrary loan program, when working in a facility without a Washington State Library branch.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None