

 <p style="text-align: center;"><b>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</b></p>	<b>APPLICABILITY: All Authorized Personnel</b>	
	<b>POLICY NUMBER: #410</b>	<b>EFFECTIVE: 7/15/13 REVISED: 9/29/22</b>
	<b>TITLE: Library Services for Inmates ACA 5C-05</b>	
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	<b>SIGNATURE:</b>	

**POLICY:**

It is the policy of the Allegheny County Bureau of Corrections that all inmates are afforded the opportunity to have access to recreational reading materials. Access to these materials will be consistent with the guidelines established in this policy.

**PURPOSE:**

It is the purpose of this policy to establish procedures for inmates to obtain recreational reading materials from the Book Cart.

**PROCEDURES:**

**SECTION 1: Collection Specifications:**

- A. Acquisition of materials:
  - a. Titles are purchased by the Jail and additional titles are obtained through donations from local libraries, churches or other community organizations.
  
- B. Only paperback books will be made available.
  
- C. The Bureau of Corrections' Library book collection will consist of many topics, varieties and interests as listed below:
  - 1) Autobiographies/ Biographies
  - 2) Classics
  - 3) Educational - History, Nature, Religion, War, etc.
  - 4) Fiction/Non-Fiction
  - 5) Health/Sports
  - 6) Novels – Mysteries, Romance, Westerns, etc.

7) Science Fiction

- D. Inmates will also have access to over 214 free books and 49 free religious books through the tablet program.

**SECTION 2: Obtaining recreational reading materials:**

- A. It will be the responsibility of the Inmate Program Administrator to provide and maintain leisure reading materials.
- B. Each housing pod has been provided a specific area where leisure reading material will be located.
- C. All books belonging to the institution will be stamped "Property of the Allegheny County Jail."
- D. With the approval of the Unit Manager, housing pod officers are to hire one to two inmate workers that will assist with the operation of the pod's leisure library.

**SECTION 3: Circulation:**

- A. Each housing unit will be provided with an adequate number of books for the inmate population that will be placed on the book cart.
- B. The Book Carts will be refreshed the first Thursday of every month.
- C. Each housing pod officer will sign a receipt of said books. This receipt will list all titles of the books being placed in the leisure reading area of the pod. A copy of this receipt will be given to each Unit Manager by the Inmate Program Administrator. **The Inmate Program Administrator and Unit Managers will keep a copy of all housing pods book receipts on file for one year.**
- D. Books will be distributed Wednesday evenings after the 2000 hours count.
- E. When signing out books from the Book Cart, the pod officer will record the following information on the sign out sheet:
- 1) Inmate's complete name/doc number

- 2) Title of the book
  - 3) Date book is signed out of the pod leisure reading area.
  - 4) Date book is due back in the pod leisure reading area.
- F. Once the book distributions and collections are completed, the original sheet will be sent to the level hall to be photocopied. The copy will be sent to the unit and the original will be sent to the Shift Commander's office to be filed.
- G. If the sign out/in sheet is blank due to inmates not wanting to sign out a book, the sheet still needs to be copied and submitted for that unit.
- H. Each inmate may sign out a maximum of one (1) book. Books will be passed out and exchanged on a weekly basis. Books will be exchanged on a one for one basis. Once the book is exchanged, the book returned will be examined for any damages and accounted for on the inventory sheet for the cart.
- I. Books that are returned in damaged condition will be removed from the collection. The pod officer will provide the damaged book to the Inmate Program Administrator.
- J. A report of all damaged books that are taken out of circulation will be given to the administration of the Allegheny County Jail.
- K. Books are to be returned to the Book Cart within 7 days.
- L. Pod workers are not permitted to hold books for individuals.

#### **SECTION 4: Inmate Responsibilities:**

- A. Inmates who borrow books from the Book Cart are accepting responsibility for using materials with reasonable care, returning them on time and not losing or damaging them.

- B. Each inmate is expected to return books the following week.
- C. Books will be distributed for a one for one exchange.
- D. Any Inmate who loses or returns materials in damaged condition will be subject to the Bureau of Corrections' policy concerning the destruction of County property (policy #502). The cost for lost or damaged materials is \$5.00.
- E. The debt incurred for lost or damaged books will remain with each incarceration at the Allegheny County Bureau of Corrections.
- F. Any inmate who refuses to sign for payment for lost or damaged books will be subject to disciplinary action.
- G. Individuals who have responsibility to pay for lost or damaged books and have not done so will not be permitted to sign out additional books until their debt has been settled.
- H. Return of books will be verified by the pod officer who will have a copy of the sign out sheets. Sign out sheets will be turned over to the Shift Commander. Sign out sheets are to be uploaded to OnBase. Hard copies are given to the 3x11 Major.
- I. Books that are in the possession of individuals who are to be released from the facility, either as a result of making bond, completion of a sentence or transfer to another facility or another housing pod within the institution, are to be given to the pod officer prior to their release.
- J. Copies of the library circulation policy, including inmate responsibilities, will be posted on every housing unit that has physical access to the library.