

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: OP-LB-01

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 5: OFFENDER PROGRAMS

Sub Chapter: LIBRARY

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: LIBRARY SERVICES

ACA Standards: 5-ACI-7E-01, 5-ACI-7E-01, 5-ACI-7E-04, 5-ACI-7E-05, 5-ACI-7E-06, 5-ACI-7E-07

Responsibility: William Sperflage

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Authority:

### 1. PURPOSE

To describe the library services that shall be available to all incarcerated individuals in Iowa Department of Corrections (IDOC) institutions.

### 2. POLICY

It is the policy of the IDOC to provide comprehensive library services to incarcerated individuals and to ensure that library materials are available to meet the needs of the population. **(5-ACI-7E-01)**

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- A. Standards
- B. Staffing
- C. Library Materials

### 3. DEFINITIONS – See IDOC Policy AD-GA-16 for Definitions.

## **4. PROCEDURES**

### **A. Standards**

1. Each institution shall develop guidelines for operating and staffing the library.
2. Each institution shall participate in statewide, Internet-based interlibrary loan program through State of Iowa Library Online (SILO), an integrated software program which allows access to and retrieval from public, school, college and university libraries, and the collection of the State Library of Iowa. Any request for information or documents from the state library or any other external library source must be processed through the institutional librarian or designated staff person. **(5-ACI-7E-05)**
3. Law library service requires the incarcerated individual to write directly to the State Law Library to obtain information.
4. Each institution shall develop procedures to provide accountability of library inventory and to avoid damage or loss.

### **B. Staffing**

1. The staff designated to manage the library program at each institution shall be a trained librarian or another IDOC employee who is knowledgeable in library services. **(5-ACI-7E-02)**

In collaboration with the Warden, the Deputy Director of Institution Operations may approve a waiver for this standard.

2. Incarcerated individual assistants may be selected to assist in the library depending on educational background and experience. Incarcerated individual assistants shall receive training from the library staff/Designee prior to assignment. **(5-ACI-7E-07)**

### **C. Library Materials**

1. Libraries shall adhere to library standards and shall include space for tables, chairs, books, and audio-visual materials.
2. The library shall also contain provision for the following:

- a. Procedures for the selection and maintenance of library materials. **(5-ACI-7E-04)**
- b. Necessary storage areas for books, periodicals, legal reference and document preparation materials, and other items.
- c. Accessibility to incarcerated individuals during daytime and extended hours. **(5-ACI-7E-06)**

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Replaces Policy IN-V-60.

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