



Plymouth County
Sheriff's Department

Joseph D. McDonald, Jr.
Sheriff

Policy

478

Number of Pages

5

Related Standards

MGL: c. 124, §1 (d&q); c. 127, § 1A

103 CMR: 936.04

ACA : 4-ALDF-2A-62, 63; 5C-05, 6A-01, 02, 03

LIBRARY SERVICES

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APPROVED:

Joseph D. McDonald Jr.
Sheriff

DATE:

5-10-2021

I. Purpose

The purpose of this document is to establish Sheriff's Department policy and procedures for inmate library services at the Plymouth County Correctional facility.

II. Definitions

Inter-Library Loan - A cooperative arrangement among libraries by which one library may borrow material from another library.

Library Materials - The total bibliographic holdings or resources of the library consisting of books, periodicals, pamphlets, etc.

III. Staff Responsibilities

- A. The Superintendent or designee, normally the Education Coordinator will:
 - 1. Coordinate and supervise library services at the Plymouth County Correctional Facility.
 - 2. Coordinate and establish schedules of hours of operation of the libraries,
 - 3. Ensure reasonable access to library materials is available to inmates.
- B. The facility will provide a staff member or trained volunteer to coordinate and supervise library services.
- C. Library Aides may be assigned to assist with library services at the institution. Inmates may be considered as Library Aides, subject to the approval of the Education Coordinator, after interview and recommendation by the Work Assignment Officer / Education Coordinator and / or designee.

IV. Library Materials

Library materials are selected to meet the educational, informational and recreational needs of inmates, as approved by the Superintendent or designee.

- A. Individual reading materials will be distributed on carts to each housing unit on a regularly scheduled basis.
- B. The library may be utilized as a multi-functional area, allowing inmates access to computer classes, educational and multi-functional training.

V. General Library Services

- A. Advisory guidelines for institutional libraries can be found in CMR and ACA Standards for Library Services.
- B. All library access will be scheduled and coordinated by the Education Coordinator and/or Education Department and will include:
 - 1. Access to library services.
 - 2. Reasonable access to reading materials by inmates in Special Management
 - 3. Inmates housed in the facility will be afforded necessary access to the Law Library Kiosks,
 - 4. If such access is not possible for reasons of security, then provisions will be made to provide inmates equal access to the Legal Consultant;

- C. The institutional Law Library includes publications required by federal and state court rulings.
 - 1. The legal collection will be maintained and updated by the Inmate Legal Services Coordinator and / or Paralegal. Reasonable access to legal material by inmates in Special Management will be conducted through this area.
 - 2. Legal materials, with the exception of photocopies, do not leave the law library.
- D. Law Library Kiosks are available on the units for inmates to utilize whenever the dayroom is open.
- E. Photocopying equipment and services are provided for the purpose of duplicating original legal documents and for increasing access to the legal collection. The Director of Program Services has designated Inmate Legal Services as staff authorized to copy and distribute requested materials.
- F. All photocopy requests will be:
 - 1. Submitted in writing, and approved by the Inmate Legal Services Coordinator and / or Paralegal, or other authorized staff.
 - 2. Provided in reasonable amount, subject to established guidelines and limits, as determined by the Superintendent or designee.
- G. Inmate Legal Services Coordinator and / or Paralegal will make reasonable efforts to secure materials not in the collection, but which may be available through inter-library loan processes.
- H. Designated Facility staff will make reasonable efforts to assist inmates in the preparation and processing of their legal documents:
 - 1. Law library kiosks will be available to inmates. Inmates will be supervised in accordance with established security guidelines.
 - 2. Supplies, writing materials and envelopes are available to inmates through canteen services and will be provided in reasonable amounts at no cost to indigent inmates, as approved by the Superintendent or designee.
 - 3. Notary services will be provided to inmates who require such services.
- I. A computer "Law Library" is available to ICE detainees in the ICE designated housing units
 - 1. I.C.E. detainees have access to a Lexis Nexis (Computerized Law Library) on their housing unit.
 - 2. This unit is available to all I.C.E. detainees at any time the housing unit is open for general use.
 - 3. When you find missing information or any damage to system, you must immediately report the problem in to the Unit Officer. When the Officer is unable to assist you, you should file a written request to the Unit Manager, identifying the problem.
 - 4. When time additional to Unit Recreation periods (scheduled hours) is necessary to work on legal materials or the computer, you, the detainee, must submit a written request to the Unit Manager to arrange for accommodations.
 - 5. Self-help material will be provided and made available to all detainees for their use for research or preparation of their defense. Materials required may be requested through the Unit Managers Office, through the Unit Officer, Unit Lieutenant or in writing.

6. A paralegal and an attorney are available to assist with detainees legal needs. Detainees needing legal assistance may submit a Request Slip, stating their needs. Any documentation required by the detainee may be requested by the detainee through Inmate Legal Services.
7. The Inmate Attorney Consultant and Paralegal will honor reasonable requests for photocopies.
8. A pre-determined list of Policies and Procedures are made available through written request to the Inmate Legal Department.
9. Detainees may not be subjected to reprisals, retaliation, or penalties because of a decision to seek judicial relief on any matter, including:
 - a. The legality of their confinement
 - b. The legality of conditions of treatment while under confinement
 - c. An issue relating to their immigration proceedings
 - d. Any allegation that the Government is denying rights protected by the law.
10. A list of *pro bono (free)* legal organizations will be posted in all detainee housing areas and other appropriate areas. This list shall be updated quarterly. If you wish to see a representative or paralegal from that organization, it is your responsibility to contact them for an appointment.
11. If you have made an appointment to meet with an attorney, legal representative or paralegal from an organization, legal firm, or other association or company, it is your responsibility to cancel the appointment if you do not intend to keep the appointment. Appointment cancellations will not be accomplished on your behalf by, or through an Officer or another detainee.

VI. Operating Procedures

- A. Library services daily operations will be established by the Education Coordinator, subject to the approval of the Superintendent or his designee, which may include access to library services and/or distribution of reading materials to housing areas.
- B. An inventory of all equipment and institution material will be conducted annually in accordance with Policy 343.

VII. Collection Development

- A. Library materials, when available, will be selected through donations, to meet educational, informational, and recreational needs. These materials should be relevant to the needs and interests of the population, reflect different reading levels, special interests, and ethnicity of the inmates, and may include books, newspapers, and periodicals.
- B. To assure that materials meet user needs, and criteria for the selection and maintenance of library materials, suggestions for acquisitions will be solicited through the Education Coordinator from inmates, staff, and others.
- C. All library materials that are received through donations, must be approved for receipt by the Education Coordinator. The Education Coordinator will coordinate with the warehouse the date, time and method of delivery to the facility.
 1. All deliveries must be made to the institutional warehouse where a proper search will be conducted prior to the delivery being allowed into the facility for library / inmate use.

VIII. Applicability

This policy applies to all department employees and inmates.

IX. Responsible Staff

The Superintendent or designee will be responsible for implementing and monitoring this policy.

X. Attachment List

The following attachments are included with this document.

1. Appointment as Coordinator and Supervisor of Library Services
2. Library Sign Up Procedure
3. Procedure for Requesting a Library Book
4. Library Schedule
5. Library Book Check Out Form
6. Library Sign Up



The Commonwealth of Massachusetts

County of Plymouth

Sheriff's Department

Plymouth County Correctional Facility

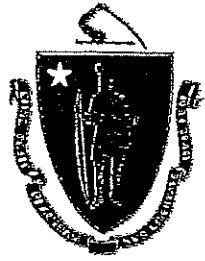
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www.pcsdma.org



Joseph D. McDonald, Jr.
Sheriff

Gerald C. Podolsky
Special Sheriff

Accredited by:



TO: Meghan Goncalves

FROM: Superintendent Antone Moriz

DATE: December 6, 2013

SUBJ: **Appointment as Coordinator and Supervisor Of Library Services**

1. You are hereby notified that I have appointed you as the Coordinator and Supervisor of Library Services for the Plymouth County Correctional Facility.
2. You will be guided in the performance of your duties, and will become thoroughly familiar with Sheriff's Department Policy & PCCF 478 : Library Services, including all attachments, applicable laws, codes, policies and procedures.
3. You will acknowledge this appointment by affixing your signature and the date to this document and returning the original to me.

Acknowledged: Meghan Goncalves Date: 12/9/13

cc, File
Personnel File

F478a01

Plymouth County Sheriff's Department/Plymouth County Correctional Facility
Education Department

Library Sign-Up Procedure

1. Sign-Up Sheets will be delivered to the Units on Friday mornings before the scheduled week. The sign-up sheets will be picked up between 11:00 a.m. and 1:00 p.m. that same Friday.
2. The Sign-Up Sheets will be in duplicate form. The Education staff member picking up the Sign-In Sheet will take the top copy, and leave the second copy for the unit officer.
3. The inmates will have the opportunity to sign up to pick a book from the library cart when the library cart is delivered to their unit. The capacity is limited to those inmates that have signed up on the appropriate form. Once the sign-up sheet is completely filled, inmates will have to wait until the next week to sign-up. **There will be NO exceptions.**
4. The inmates will be able to use the book cart, two at a time, with everyone signed up waiting their turn. The inmates may choose up to two books. An official form will be filled out and signed each time an inmate received library services regarding the policies and procedures governing the books.
5. Once the inmates have chosen their books, and the appropriate forms are filled out, they have completed the process.
6. An inmate may utilize the library services every two weeks. An inmate may not sign up for services sooner than every two weeks, **UNLESS** there is space available on the list. If there is space available, the inmate may come every week.

Plymouth County Sheriff's Department/ Plymouth County Correctional Facility

Education Department
Megan Gonsalves, Educational Coordinator

Procedimientos para utilizar los servicios de la biblioteca.

1. La hojas para anotarse estaran disponible en la unidad los viernes en la manana. La misma se recoger de 11:00a.m. a 1:00p.m. ese mismo dia.
2. La hoja de anotarse contiene original y copia. El miembro de la facultad educativa encargado de recoger la hoja de anotarse tomara el original y le entregara la copia al oficial encargado de la unidad.
3. Los confiandos tendran la oportunidad de anotarse en el formulario para poder recibir el servicio del carreton de libros de la biblioteca. **Este servicio se proveera dentro de la unidad.** La capacidad de la biblioteca esta limitada al uso solamente de aquellos confinados que se anotaron en el formulario correspondiente. Una vez la hoja de anotarse este llene a capacidad, o sea un grupo de 18 confinados, los otros confinados tendran que esperar hasta la proxima semana para anotarse. **NO se haran excepciones.**
4. El carreton de libros sers utilizado por dos (2) confinados a la misma vez, esto siempre y cuando esten anotados en el formulario y esperando su turno. Estos podran escoger hasta un maximo de dos (2) libros. Se les llenara un formulario especial al momento de recibir los libros. El mismo contiene los procedimientos y politica relacionada al uso de los libros.
5. El proceso se dara por terminado una vez los confinados hayan escogido sus libros, y se les haya llenado los formularios requeridos.
6. Un confinado podra utilizar los servicios de la biblioteca cada dos semanas. El mismo no podra anotarse para recibir los servicios antes del tiempo dispuesto, A MENOS QUE aun queden espacios disponibles en la lista. De haber espacio disponible, el confinado podra anotarse y hacer uso de los servicios de biblioteca semanalmente si asi lo desea.

Plymouth County Sheriff's Department
Plymouth County Correctional Facility
Education Department: Library Services

Inmate Procedure for Requesting a Library Book:

Step 1: Fill out a REQUEST SLIP. Send your REQUEST SLIP to the Education Coordinator. Requests are processed on a "First-Come, First-Serve basis."

Step 2: When your request is received, you will be given a date and a time to come to the library to check out books. Should you have a conflict with the day or time, it is YOUR responsibility to send another request slip stating the conflict, thereby requesting a new date and time.

You will be permitted to check out TWO books per visit. When you request to receive library services again, you must exchange the books currently in your possession (that you have already checked out) for new books.

Before you are permitted to check out any books from the library, you must sign a waiver stating that you understand the Library Services Procedures, AND agree to strictly adhere to the procedures set forth, including necessary disciplinary action(s) and/or consequences for the misuse, misplacement, damage, or destroyed library material(s). YOU agree to, and completely understand that YOU are responsible for the books when they are in your sole care and custody.

You further understand that when you check books out of the library, YOU are responsible for the books while they are in your possession, NO EXCEPTIONS. This means that should books become lost, misplaced, damaged, or destroyed, YOU will incur the consequences, NO EXCEPTIONS.

Plymouth County Sheriff's Department
Plymouth County Correctional Facility
Education Department: Library Services

Procedimientos a ser utilizado por los confinados para requerir los servicios de la biblioteca:

- Paso 1:** Llenar un formulario para requerir o solicitar los servicios de la biblioteca. Enviar el mismo a: Education Coordinator. La hojas de requerimiento se atenderan estrictamente por orden de llegada.
- Paso 2:** Cuando se reciba su hoja de requerimiento, se le asignara un dia y hora para que pueda hacer uso de la biblioteca. De conflagrar la fecha senalada con otra actividad, seria su responsabilidad enviar otra hoja de requerimiento, con anticipacion, indicando la circunstancias y solicitando que se le asigne una nueva fecha.

Se le permitira tomar dos (2) libros por visita. Una vez se anote nuevamente para volver a la biblioteca, traera consigo los libros que tomo prestado y los entregara para asi poder tomar prestado dos (2) libros mas.

Antes de permitirle tomar libros prestados de la biblioteca usted tendra que firmar un documento certificando que usted entiende los *procedimientos* aplicables al uso de la biblioteca, y esta de acuerdo con los mismos, incluyendo la clausula de accion disciplinaria y/o las consecuencias por el uso indiscriminado, perdida, dano, o destruccion del material que le fue prestado.

Usted esta de acuerdo y entiende que sera responsable por los libros y/o material que tomo prestado de la biblioteca mientras estos esten bajo su cuidado y custodia.

Por tanto, entiende que al tomar los libros prestados usted sera responsable de los mismos mientras esten en su posesion. **NO HABRA EXCEPCIONES.** De usted perder, extraviar, danar o destruir los libros acatara las consecuencias.

LIBRARY SCHEDULE

Monday

9:00-9:30

FS3 - Trial Unit

Ext # 500

9:30-10:00

FN3 - Trial Unit

Ext # 501

1:00-1:30

DS3- ICE Unit

Ext # 497

1:45-2:00

BN1 - New Man

Ext # 480

2:00-2:15

BS1 - New Man

Ext # 479

Tuesday

9:00-10:00

E3 - ICE Unit

Ext # 496

10:00-10:30

DN3 - ICE Unit

Ext # 498

1:00-1:30

DN1- Trial Unit

Ext # 483

2:00-2:30

H3- Trial Unit

Ext # 509

Wednesday

9:00-9:30

DS1- Trial Unit

Ext # 482

09:30-10:00

FS1- Substance Abuse Program

Ext # 484

Wednesday

1:00-1:30

BS2- Protective Custody

Ext # 491

1:30-2:00

BN2- Protective Custody

Ext # 492

2:15-2:45

A1- Sentenced Unit, Workers

Ext # 517

Thursday

08:45 - 9:15

FN1 - Violence Prevention Unit

Ext # 485

1:00 - 1:45

C3- ICE Unit

Ext # 495

1:45-2:15

H1-Trial-Unit

Ext # 513

Friday

9:00-10:00

C1- Sentenced Unit

Ext # 516

1:00-1:30

E1- Sentenced Unit

Ext # 514

2:00-2:30

G- Administrative Segregation

Ext # 401, 420,493

Plymouth County Correctional Facility

26 Long Pond Road • Plymouth, MA 02360

Library Book Checkout Form

Book Titles	
1.	_____
2.	_____

Date checked out: _____ Date returned: _____

Name: _____ ID# _____ Unit: _____

Plymouth County Correctional Facility Rules and Regulations

- Each inmate is allowed 2 (two) library books at a time.
- Inmate is responsible to take books with him when he moves to another unit.
- Library books will be checked out and signed for by the inmate with a valid ID.
- There will be a two week time limit on books received from the library cart.

If books are not returned by the due date, the following actions may result

1. Suspension of library privileges.
2. Replacement cost will be deducted from your canteen account.
3. You may be charged with destruction of county property.
4. Disciplinary action will follow.

Library Sign-Up

Unit:

Effective Date of Services:

Authorized Personnel:

Printed Name

ID#

Initials

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____
