

	JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES:
CHAPTER: Day Treatment Services		AUTHORITY: KRS 15A.0652
SUBJECT: Library Services		
POLICY NUMBER: DJJ 1027		
TOTAL PAGES: 2		
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APPROVAL: Carey D. Cockerell	, COMMISSIONER	

I. POLICY

Library services shall be provided and made available to students through local library programs, bookmobiles, visits to a partnering school, or on-site libraries.

II. APPLICABILITY

This policy shall apply to DJJ operated day treatment programs.

III. DEFINITION

Refer to Chapter 1000.

IV. PROCEDURES

- A. Day treatment programs shall maintain a library or have organized participation in a local library service. Local libraries or Kentucky Bookmobile and Outreach Services may be accessed as appropriate.
- B. The Superintendent shall collaborate with the school district administrator to establish library services. The Superintendent shall assign a designated staff member to coordinate library services. The designee shall have primary responsibility for the oversight and coordination of library services, including selection and acquisition of new material as needed.
- C. On-site library materials shall be selected to meet the educational, informational, and recreational needs of students. The following guidelines shall assist in defining the principals, purposes, and criteria used in the selection and maintenance of library materials:
 1. Materials shall support and be consistent with treatment goals and objectives;
 2. Materials shall meet high standards of quality in content and presentation;

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3. Materials shall foster respect for all people; and
 4. Materials concerned with racial, religious, sexual, or ethnic differences shall be free from stereotypes, caricature, and other characteristics likely to misrepresent, offend, or defame particular segments of the population.
- D. Library services shall provide for the following:
1. A systematic approach to determining the library service needs of the population. This approach shall include periodic surveys of the students and staff and shall incorporate the treatment environment;
 2. Planned and continuous acquisition of materials to meet the need of users;
 3. Logical organization of materials for convenient use;
 4. Circulation of materials to satisfy the needs of users;
 5. Information services to locate facts as needed;
 6. A reader's advisory service that helps provide suitable materials for users;
 7. Promotion of the uses of library materials;
 8. A functional area with good lighting; and
 9. A congenial library atmosphere.
- E. The library collection shall remain current and students shall have designated times to choose books to read.

V. MONITORING MECHANISM

The Superintendent, Education Branch, and Quality Assurance (QA) Branch shall monitor this activity.