



**JUSTICE CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND
PROCEDURES**

**REFERENCES:
505 KAR 1:110
3-JTS-5E-01-06
1-JBC-5E-01-03
4-JCF-5E-02, 03
2-CO-5F-01**

CHAPTER: Program Services

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SUBJECT: Library Services

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, COMMISSIONER

I. POLICY

Library services shall be provided and made available to youth through local library programs, bookmobiles, visits to a partnering school, or on-site libraries. Youth in group homes shall receive library services through local school districts.

II. APPLICABILITY

This policy shall apply to each youth development center (YDC).

III. DEFINITION

Refer to Chapter 300.

IV. PROCEDURES

- A. Each Department of Juvenile Justice (DJJ) program shall maintain a library or have organized participation in a local library service. Local libraries or bookmobile services shall be accessed as appropriate.
- B. The Superintendent shall collaborate with the school district administrator to establish library services. A designee may be assigned to coordinate library services in a YDC. 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 youth. 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;

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2. Materials shall meet high standards of quality in content and presentation;
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 youth 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 youth shall have designated times to choose books to read.

F. Reading materials shall be kept in leisure-time areas, such as dayrooms, to encourage and provide youth the opportunity to read. These materials shall augment, but not supplant, library services.

G. Youth shall have access to reading materials in their assigned rooms; exceptions shall be made if safety and security concerns exists. Justification for removing or prohibiting reading materials shall be documented in the youth's individual client record (ICR).

V. MONITORING MECHANISM

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