

	DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES	REFERENCES: 505 KAR 1:140 3-JDF-5D-01, 02, 03
	CHAPTER: Detention Services	AUTHORITY: KRS 15A.065
	SUBJECT: Library Services	
	POLICY NUMBER: DJJ 720.1	
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	APPROVAL: Vicki Reed, COMMISSIONER	

I. POLICY

Library services shall be provided and made available to juveniles in DJJ juvenile detention centers.

II. APPLICABILITY

This policy shall apply to all juvenile detention centers.

III. DEFINITION

Refer to DJJPP 700.

IV. PROCEDURES

- A. DJJ shall be responsible for the acquisition of furnishings and materials for on-site library services. Available space with appropriate lighting shall be set up to contain bookshelves and tables and chairs.
- B. The on-site school Administrator shall designate a qualified person to coordinate regularly scheduled library services for each juvenile detention center. The designee shall have primary responsibility for the oversight and coordination of library services. Local libraries or bookmobile services may be accessed as appropriate.
- C. The 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 the goals and objectives of the juvenile detention center;
 2. Materials shall meet high standards of quality in content and presentation;
 3. Materials shall foster respect for all people; and,

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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. The library collection shall remain current and juveniles shall have designated times to choose books to read. Library hours shall be coordinated with the program activities schedule.
- E. Juveniles shall have access to reading materials in their assigned rooms; exceptions shall be made if safety and security concerns exist. Justification for removing or prohibiting reading materials shall be documented within the juvenile's ICR.
- F. Reading materials shall be kept in leisure-time areas, such as dayrooms, to encourage and provide juveniles the opportunity to read. These materials shall augment, but not supplant, library services.
- G. Surveys of the juvenile population shall be conducted at least annually by the Superintendent or designee to determine the needs and selection of books, materials, and programs.
- H. An annual review of the library program shall be conducted by the Superintendent or designee to determine what modifications may be desired to improve the program.

V. MONITORING MECHANISM

The on-site school Administrator in collaboration with the Superintendent monitor this activity. The Quality Assurance Branch shall conduct annual program audits.