I. **Purpose**

The purpose of this statement is to establish Institution procedures governing the operation of Library Services at MCI-Norfolk. MCI-Norfolk Library Services are categorized into the following service areas:

II Standards Compliance  
III Hours of Operation  
IV Lending Library Services  
V Inventory  
VI Legal Services  
VII Library Clerks  
XIII Assisted Daily Living/Special Management Unit  
IX Proper Use of the Lexis Library System

II. **Library Services Standards Compliance**

All MCI-Norfolk libraries are in full compliance with existing standards of service as compiled by the American Correctional Association. The population Law Library, Assisted Daily Living Unit and Special Management Unit print collections comply with DOC audit requirements. Also, the Special Management Unit (SMU) Law Library is in full compliance with a current consent decree called Edwards v. Fair.

III. **Hours of Operation**

A. Generally, the population libraries are open during the 7-3 and 3-11 shifts. Exceptions to this include institutional emergencies, major holidays, audit preparation (cleaning), inventory days, a ‘State of Emergency’ declaration by the Governor, and unforeseen circumstances.

B. The Law Library shall be open on a daily basis, including evenings and weekends. The schedule shall be designed to enable inmates to access material in order to deal with legal problems they may have.
C. The Librarian shall establish and post a schedule of daily Law Library hours, with movement schedules on an hourly basis.

D. The Lending Library, barring an Institutional emergency, shall be open seven (7) days a week, with Thursday evening hours and morning hours available Tuesday, Wednesday, Thursday, Saturday, and Sunday.

E. The Librarian shall establish and post a schedule of daily Lending Library hours.

IV. Lending Library Services

A. Security of Library Material

Interlibrary loan books (books on loan from public libraries), purchased material, and donations from approved outside sources require the Librarian to perform a screening prior to the purchase or request to ensure that all material meet the following criteria:

1. Lending Library material will be selected and acquired to meet the cultural, educational, informational, and recreational needs of the inmate population, and will reflect different reading levels, languages, special interests, and ethnicities of inmate patrons.

2. At all times, the security of the institution will be of paramount importance in the selection process. Material will be rejected to prevent interference with institutional goals of security, order, and rehabilitation or if it might facilitate, encourage, or instruct in criminal activity.

3. To meet the needs of inmate patrons, and to support institution programs, the Lending Library’s collection development criteria will focus on the following areas of special consideration in the selection and acquisition of material:

   a) Education
   b) Family Issues
   c) Multi-lingual selections
   d) Recreation
e) Re-entry and Rehabilitation  
f) Substance Abuse  
g) Violence Reduction

4. The exclusion of items shall include, but is not limited to, material with the following characteristics:
   a) Depicts or describes procedures for the construction of weapons or use of weapons, ammunition, bombs or incendiary devices;
   b) Depicts, describes, or encourages methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of any correctional institution within the Commonwealth;
   c) Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
   d) Is written in code;
   e) Depicts or encourages activities that may lead to the use of physical violence or group disruption;
   f) Encourages or instructs in the commission of criminal activity; and
   g) Sexually-explicit material of a graphic, violent, or disturbing nature, or material which features nudity.

5. The Librarian shall be required to submit an Authorization to Enter form for all interlibrary loan books, purchased material, or outside donations.

6. All library books and other library material shall be searched by the Property staff prior to entering the institution; this search is to prevent the introduction of any contraband or security breeches. This search shall include interlibrary loan books as well as purchased books and magazines.

7. Any questionable items will be submitted to the Deputy of Operations and/or Inner Perimeter Security for approval.

8. All approved purchases, interlibrary loan books, and donations shall be delivered to the Bundle Room. Upon receiving the material, Bundle Room staff shall identify that the
material received is the same as what has been approved to enter on the Authorization to Enter form.

9. Once the material has been searched, Bundle Room staff shall deliver the material to the Property Department in the OIC Building.

10. The Property Department will then notify the Librarian that the material is ready for pick-up.

B. **Collection Development**

For a full exposition of collection development service philosophy, please see the document entitled *MCI-Norfolk Library Selection & Acquisitions Statement*, on file with the Librarian.

1. The Librarian ensures the continuous maintenance and updating of the Lending Library’s holdings, with frequent weeding of the collection to remove outdated and unused material.

2. Frequent purchases are authorized by the Administration, the Commissioner, and Education Division throughout the year to supplement the Library’s existing holdings.

3. MCI-Norfolk inmates can suggest materials for purchase at any time. Inmates have input into the purchase of all library material, including books, magazines, audio cassettes, compact discs, video cassettes, DVD’s and newspapers. The inmate Resident Council is also permitted to purchase Library material.

4. The Librarian is authorized to accept book donations from other DOC libraries, public libraries, MCI-Norfolk inmates, and book publishers.

5. The Library subscribes to three (3) newspapers and 19 magazines. Newspapers and magazines are to be read in the Library and, therefore, do not circulate.
C. **Library Programs**

Throughout the year, the Librarian offers several programs which are taught in both population law library and the Lending Library.

1. **ABLE MINDS** (Altering Behaviors through Literary Exploration and Moderated Inquiry-based Discussion Sessions) is an 8-week literature-based cognitive program that teaches offenders a method of considering consequences before deciding on a course of action.

2. Law Library Clerk Training is an 8-week legal research program that teaches offenders the various skills needed to work as clerks in the population law library. Emphasis is given to the proper use of the Lexis research system.

3. Book Discussions are given as time allows to encourage reading, to analyze literary themes, and to promote positive-recreational material.

4. Skill-Building Techniques for Stress Reduction is an 8-week presentation of various interpersonal skills based on the latest humor therapy theories, illustrating the uses of humor in conflict resolution, stress reduction, and other areas of human communication.

D. **Self-Help/ Recovery Material**

With over 700 books, videos, cassettes and DVDs, the MCI Norfolk Library houses the largest collection of self-help and recovery material in the Department of Correction. This collection currently includes material on such rehabilitation topics as:

- ADHD
- Anxiety
- Bi-Polar Disorder
- Criminal Behavior
- Depression
- Dysfunctional Families
- Humor Therapy
- Money Addiction
- Problematic Children
- Stress Management
- Alcoholism
- Anger Management
- Childhood Sex Abuse
- Death & Grieving
- Drug Addiction
- Ex-Offender Issues
- Marriage Problems
- Post-Traumatic Stress
- Sexual Addiction
- Suicide
E. **Re-Entry/Reintegration Material**

Helping offenders reintegrate into the larger society upon release continues to be one of the most important and challenging aspects of corrections. The Library has material in many formats to aid offenders in their efforts to start new, crime-free lives.

1. The Library maintains a Careers section of books, video tapes, and DVDs on:
   - Career-Specific Guides
   - Resume Writing
   - Job Interview skills
   - Occupational Outlook Handbooks
   - College Directories
   - College Major guides
   - Financing a college education

2. In addition, the Library has a collection of books for ex-offenders published by the American Correctional Association on such topics as how to manage a successful parole, re-connecting with family, getting a job despite a felony conviction, re-establishing relationships with children, managing addiction after prison, etc.

3. The Library also has a Reintegration/Re-entry display containing various updated forms for: obtaining a Social Security card, obtaining a credit report, where to find housing and employment, and information on various human services departments and organizations.

F. **Audio/Visual Material**

1. Educational - The Library owns a large collection of educational videos & DVDs, mostly built upon donations from outside libraries. This audio/visual material sees constant use in supplementing the prison’s A/V system, particularly the Library channel (24).

2. Reference CDs - The Library owns a collection of reference books on CDs - including Spanish-language reference CDs - which inmates can access
through the Reference Room computers.

3. Language instruction – The Library owns videos, DVDs, CDs, and cassettes for 13 foreign languages. A respectable collection of ESL material is offered to offenders, including lessons in Spanish to allow Spanish-speakers to learn English in their native language.

G. Special Collections

1. Given the cultural diversity of the MCI Norfolk population, the Library is fortunate to maintain several special foreign-language collections, including:

   • Spanish-language fiction/ nonfiction
   • Vietnamese-language fiction
   • Chinese-language fiction

2. There also exists several unique reference collections, including:

   • Black Studies/Civil Rights
   • Popular reference materials cabinet
   • The 1942 Louis Parkhurst legacy (150 vols.)
   • Dictionaries
   • Quotation Books
   • Writing Texts
   • Spanish-language reference material
   • Literary Criticism
   • Women’s Studies
   • Men’s Studies/ Fatherhood
   • Educational Videos
   • Language Instruction Videos

H. Legal CD/DVD Access Stations

1. A plethora of electronic data formats exist in absence of a standard electronic data format used by Massachusetts Courts. The Library, therefore, requires numerous machines and software to help inmates access content on legal DVDs/CDs. To this end, the Lending Library reference room has two computers available for inmates to access CDs or
DVDs that require Adobe Reader, Windows Media Player, or proprietary software (included on the disk).

2. The Library owns a Blu-Ray player and a DVD player which inmates can use to access data on CDs & DVDs received from the Courts. The Library also owns a portable DVD player. This is used occasionally for disks whose contents will not open on conventional DVD drives.

3. The Library owns a VHS player and audio cassette players for those inmates whose Court data are preserved in these formats.

I. Interlibrary Loan (ILL) Program

1. Purpose

   In accordance with ACA standard 4-4509, MCI-Norfolk has contracted with the Massachusetts Library System and their courier service to deliver and retrieve books loaned monthly to Norfolk inmates from public libraries affiliated with the Old Colony Library Network (OCLN). The purpose of the Interlibrary Loan (ILL) program is to enhance the Institution's lending library collection. The program is not meant to take the place of the existing on-site Library.

2. Processing ILL Material

   In accordance with 103 CMR 478.06(6), the ILL clerk performs, at a minimum, the following duties:

   - Process Interlibrary Loan Request Forms
   - Check in books
   - Send Pick-up notices to requesting inmates
   - Send overdue notices/Ready books for return
   - Alert Librarian when problems arise
   - Full duties are detailed in the document Inmate Library Clerks: Selection; Training; Job Descriptions; Job Procedures. This document is kept on file with the Librarian.
V. **Inventory**

A. Inventories of all institution library collections are required by regulation language, ACA standards, and the Librarian’s Employee Performance Review.

B. All inmate library clerks are required to help with the inventory process.

C. Inventories of the population lending library and population law library will be completed annually.

D. In addition the Librarian must annually inventory a small print collection of legal material in both SMU and ADL units.

E. Per policy, the Librarian is given 30 days from the end of the inventory to submit a written report of inventory statistics to the institution Superintendent. A copy must also go to the Manager for Library Services.

VI. **Legal Services**

A. **Hours of Operation**

The Law Library is accessible to population inmates seven days per week, including evening and weekend shifts. The hours of operation are posted on the front of the main Law Library doors.

B. **Collection**

The MCI-Norfolk population law library, Special Management Unit law library, and two access points in the ADL provide access to the Lexis electronic law library system, whereby inmates may directly access archival primary sources and secondary material from 96 legal infobases.

C. **Photocopy procedures**

**General Photocopying Provisions**

1. Library photocopy services are for the purposes of reproducing original legal documents to be
filed with the Courts in support of civil litigation as it relates to the condition of one’s confinement; for criminal litigation related to one’s sentence; and other original legal documents upon showing of legal need. In all instances, the copies must be for purposes of mailing to: (1) the courts; (2) attorneys representing the inmate and/or other parties to said litigation; and/or (3) named defendants and plaintiffs to said litigation.

2. Copies will only be made for inmates who are prepared to immediately mail their legal documents to: (1) the courts; (2) attorneys representing the inmate and/or other parties to said litigation; and/or (3) named defendants and plaintiffs to said litigation.

3. All copied material must be placed in a mailer and deposited in the Law Library legal copies mailbox. No inmate will be permitted to leave the law library without first submitting their copied papers in this drop box.

4. The inmate will generally be allowed one copy for each named party to the litigation, with the original going to the court, and one copy for the inmate. In instances where named parties to the litigation are represented by counsel, in lieu of copies for each of the represented parties, the inmate will be allowed one copy for each attorney.

5. Additional copies will be permitted if mandated by the court or any of its rules.

6. Exhibits will only be accepted for copying if they are included with formal documents being filed with the court, specifically listed in a table of exhibits, and properly marked as an exhibit. For example: a letter to the Superintendent must be marked “Exhibit A” and also be explicitly noted within the accompanying motion, affidavit, memorandum, etc., as an exhibit.

7. The Institution Librarian will be responsible for
approving material submitted for copying under these Legal Copying Procedures.

8 Photocopy services do not take the place of law library research. Inmates will be encouraged to make use of the law collection during regularly scheduled law library hours. Inmates who desire personal copies of administrative regulations, case law, constitutional law, statutes, policies, etc., must seek them from an outside source.

9 Any documents held only by the DOC – for example, DOC policies, DOC staff correspondence or postings – must be requested through the Freedom of Information Act.

10. Department of Correction policies and procedures designated for inmate viewing will be provided by the Librarian via the D.O.C. Intranet and will be placed in the law library for inmate access.

11. Legal photocopies will be made weekdays when the Librarian is present.

12. MCI-Norfolk inmates may only obtain copies of their own legal material.

13. Inmates have until 2:45pm to submit copies in the legal copies mail box. No copy requests will be accepted after 2:45pm. In no event will copies be accepted at 3:330pm, when the O.I.C. building closes.

Legal Copy Procedure

The Law Library photocopier will be used in accordance with the following Legal photocopy Procedure, and is designed for the single purpose of duplicating original legal documents only.

1. The Librarian will first scan the photocopy request for contraband. Any contraband items discovered will be confiscated and IPS will be notified.

2. 10x13 manila clasp envelopes will be available at the Librarian’s office. These secure mailers will
be used as the drop-box envelopes.

3. Inmates seeking to have law material duplicated must fill out completely and legibly the Legal Photocopy Request Form (see Attachment A). Inmates must also complete the MCI-Norfolk Photocopying Request Cover Sheet (see Attachment B). Failure to comply will result in the return of the documents to the inmate without having been copied.

4. Inmates must remove all paper clips, staples, etc., from their material before placing it in the drop box envelope. Failure to comply will result in the return of the documents to the inmate without having been copied.

5. The copy envelope containing the material to be copied must then be placed in the legal copies drop box.

When the Librarian is present, the Librarian will unlock the Copy Request Drop Box and retrieve any submitted copy request envelopes contained therein. This procedure will occur at least once per day. If the Librarian is not presently in the institution, the inmate may submit the envelope in the designated padlocked Drop Box in the Library.

6. This procedure precludes copies-on-demand. MCI-Norfolk will return completed copies to the inmate in approximately one business day from time of submission, depending on operational needs of the prison.

7. Inmates may only pick up their own legal material. No inmate may pick up another inmate’s photocopied legal papers.

8. Each inmate must be prepared to mail his legal copies immediately upon return of the documents by the Librarian. This requires the inmate to have his addressed envelopes (one each for Court, attorney, and/or named parties) fully addressed for mailing when receiving his photocopies.
9. The Librarian along with the inmate will review the copied material for completeness. Any problems with the copied material must be reported to the Librarian immediately. The Librarian will determine what corrective action if any is to be taken.

10. If the inmate has not already done so, he now affixes stamps for postage. If the inmate does not have the requisite number of postage stamps, he now attaches any yellow money slips or savings-to-personal forms required to fund postage on each envelope for processing by the Treasurer.

11. The inmate must then immediately place the copied material and originals into his mailing envelopes and deposit the envelope(s) in the Legal Mail Box positioned under the balcony outside of the Librarian’s office. Photocopies must be mailed, and may not otherwise be removed from the library.

12. Mailroom staff will empty the law library Legal Mailbox in the morning after the distribution of legal mail at the CSD Building.

13. Legal Copy Log

After distributing all approved and completed copy requests, the institution Librarian will record each transaction in a Legal Photocopies Log. In this log, the librarian will record:

- Inmates name
- Description of material (usually the docket number, which is public record), or the reason of the denial if applicable
- Total number of pages of the copy request
- Date the request was submitted
- Date the completed copies were retrieved by the inmate.

D. Legal Stationery

Stationery such as #10 business envelopes, manila clasp envelopes, lined writing paper, typing paper and
pencils are available to inmates to help in the preparation and filing of their legal papers. All legal stationery is provided to inmates based on demonstrable need - that is, the inmate must show legitimate legal work to be mailed to courts or to an attorney. Only after a need is shown will stationery be provided. Inmates must sign a Legal Stationery Log, in accordance with 103 CMR 478.11 (5)(b).

E. Regulations

Population inmates can borrow copies of all accessible Administrative Regulations, referred to as DOCs and CMRs. Inmates assigned to ADL shall submit a written request to the Institution Librarian requesting to borrow the DOCs and CMRs. These can be borrowed from the Institution Librarian for a two-week period. CMRs are also accessible from the Lexis research system. S.M.U. inmates may also access Institution regulations from four (4) binders, which are kept in the S.M.U. Law Library. In addition, the SMU library collection has a CMR binder containing regulations which have been translated into Spanish.

F. Legal Research Instruction

Prospective Law Clerks are required to attend a Department-sponsored Law Clerk Training course taught by the Librarian. Once completed, inmates must pass a pre-employment exam. Only by earning a passing grade are inmates then eligible for a Law Clerk position. Pre-employment exams and course completion certificates are kept on file by the Librarian.

G. Typewriters

The population Law Library offers MCI-Norfolk inmates the use of typewriters. Typewriters are for in-library use only. All inmate borrowers are responsible for the machine that they use. The Typewriter clerk shall check to determine if machine is operational. The clerk will also determine if both ribbon and print wheel are present and are the same ribbon and print wheel as issued to the inmate patron.
H. **Lexis Electronic Law Library**

The Population Law Library offers inmates the use of 22 computers to access 96 electronic legal infobases provided by the Lexis Nexis Company. Instructions on how to use the system are found in the Law library. Additional instructions are found in an online *User’s Guide* that is accessible to all inmate users. The Librarian and law library clerks provide additional research instruction. The Lexis Law Library system is also accessible in the Assisted Daily Living Unit and in the SMU law library.

I. **Massachusetts Trial Court law libraries**

MCI-Norfolk has an arrangement with the Massachusetts Trial Court Law Library system whereby inmates may request legal materials which are not part of the institution's mandated collection. Inmates may write to the law librarian at the Bristol Law Library, Taunton Superior Court. If the material can be provided, Bristol Law Library will do so at a fee of 20 cents per page. (These procedures and copy costs are subject to change without notice, at the discretion of the MA Trial Court Law Library System).

VII. **Library Clerks**

A. Inmates interested in working for either library must request a Job Application from the Institution Librarian.

B. When an opening exists, the Librarian will call inmates for interviews, beginning with the earliest applicant.

C. Some of the criteria for hiring inmates are English fluency, communication skills, and willingness to perform a variety of duties, an ability to work with other inmates, and reliability.

D. All potential law library clerks are required to attend an eight-week Law Library Clerk Training course. After the successful completion of the course, they must pass a Competency Examination, which is then kept on file by the Librarian. No inmate will be hired as a law library clerk without passing a qualifying exam.
E. Inmates may apply for one of 10 positions between the Lending and population Law Libraries.

F. Lending Library clerk duties include: Checking out/in library material; re-shelving books; processing books; bookbinding; typing; maintaining the Typewriters; operating and maintaining the automated circulation program; shelf reading; Program Assistant; retrieving material from the book return box; processing Interlibrary loan requests; cataloging and classifying material; participating in the annual inventory; and other duties as required.

G. Law clerk duties include: Helping patrons locate primary sources and secondary material. Demonstrating the proper use of typewriters; helping inmates search the Lexis electronic infobases; familiarizing inmates with library procedures and services; participation in the annual inventory; helping to prepare for Central Office audits; and other duties as required.

XIII. Assisted Daily Living/Special Management Unit

A. Lending Library Services

For security reasons, SMU inmates shall not be allowed to visit the population Lending and Law Libraries. For medical reasons, ADL inmates may not be able to visit the population Lending and Law Libraries. Access to reading material shall be provided to these inmates in the following manner:

1. The Librarian shall ensure that, whenever possible, donated paperback books will be provided to both units. This availability will of course be predicated on the frequency of received donations. The Librarian will make reasonable efforts to secure periodic paperback donations.

2. The Librarian is prohibited from providing hardcover books to the Special Management Unit.

3. The Librarian will maintain bookcases for all three floors of the Special Management Unit (S.M.U.).
4. The Librarian will maintain the book case located in the TV room of the ADL Unit.

5. In the ADL unit, discarded magazines from the population Lending Library will be brought to this unit periodically.

**B. Law Library Services**

For security reasons, SMU inmates shall not be allowed to visit the population Lending and Law Libraries. For medical reasons, ADL inmates may not be able to visit the population Lending and Law Libraries. Access to law material and services shall be provided to these inmates in the following manner:

1. Inmates have access to the Lexis electronic library system in both the ADL Unit and SMU units. In the event that the Lexis system is unavailable or material has been vandalized or is missing, the inmates in both the ADL Unit and SMU units may write to the librarian with a request for the legal material that they need.

2. Requests for Law Library material not available in the Satellite Law Library but part of the standard collection in the Population Law Library shall be forwarded to the Institution Librarian and answered within two working days of receipt of such request.

3. Inmates housed in the S.M.U. can request library time in 2-hour blocks by writing to the S.M.U. Counselor. There are currently three working electronic typewriters in the SMU Law Library.

4. Notary services are available by writing to the Institution Librarian.

5. Legal copies must be submitted to the SMU CPO, who records their receipt and then forwards them to the Librarian for copying.

6. ADL and SMU inmates who wish to speak with a member of the NRC Legal Advisory Committee (LAC) shall submit a written request. The LAC member shall be scheduled to meet with ADL Unit inmates in the ADL Unit. Meetings with SMU inmates shall be limited to the SMU Visiting room, where no
contact will be allowed. The LAC member shall then interview the inmate to discover his research needs and then ensure that the material is sent to him.

IX. **Proper Use of the Lexis Law Library System**

The Lexis electronic legal research system has been installed at MCI-Norfolk to help facilitate legal research for inmate law library users in general population, the Special Management Unit (SMU), and the Assisted Daily Living Unit (ADL).

The MCI-Norfolk law library computers installed in the population law library, the SMU, and the HSU, are to be used to access the Lexis legal databases *only*. The Massachusetts Department of Correction forbids any inmate from using these computers for any other reason.
DEPARTMENT OF CORRECTION
LEGAL PHOTOCOPYING REQUEST FORM

This form must be completely filled out if you are requesting legal photocopying. The Librarian will only copy original documents.

Date: ____________________________
Name: ____________________________
Inmate Number: ____________________
Institution: _________________________
Housing Unit: _______________________
Number of pages of document to be copied: __________
Number of copies: _________________
Cite the legal rule or Court Order or provide reason for the number of copies requested: ____________________________

If there is a court deadline, you must write it here: __________________ and attach proof.

Please inform the Librarian if there is anything else he/she needs to know in order to process this request: ____________________________

Attach the document to be copied to this Legal Photocopying Form.

For Librarian use only:
Approved: ________________________ Denied: ________________________
Reason for denial:
     _____ Not original legal document
     _____ Failure to cite legal rule or Court Order
     _____ Other: ________________________

Date received: ________________ Date completed: ________________
Total number of pages: __________

04/21/15
MCI-Norfolk
Photocopying Request Coversheet

- This coversheet must accompany all DOC Legal Photocopying Request Forms or your photocopying request will be returned to you.

- Library photocopy services are for the purposes of reproducing original legal documents to be filed with the Courts in support of civil litigation as it relates to the condition of one’s confinement; for criminal litigation related to one’s sentence; and other original legal documents upon showing of legal need. In all instances, the copies must be for purposes of mailing to: (1) the courts; (2) attorneys representing the inmate and/or other parties to said litigation; and/or (3) named defendants and plaintiffs to said litigation.

- Exhibits will only be accepted for photocopy if they are included with formal documents being filed with the court, specifically listed in said, and properly marked as an exhibit. E.g., a letter to the Superintendent must be marked as “Exhibit A” and explicitly noted within the accompanying motion, affidavit, or memorandum, etc. as such.

- Inmates submitting documents for photocopy will remove all staples before placing their material in the envelope; failure to do so will result in the return of the documents to the inmate without photocopy.

- Fill out the DOC Legal Photocopying Request Form completely and legibly, including the reason why the copies are needed and why you need the number of copies requested.

- Each inmate must be prepared to mail their legal photocopying immediately upon return of the documents from the Librarian. This requires the inmate to have his addressed envelopes fully prepared for mailing when receiving his photocopies. The photocopies may be checked for completeness and accuracy in the presence of the Librarian upon return but, they are then to be immediately placed into the envelopes and deposited into the locked mailbox provided in the library. Any money slips or Savings-to-Personal forms required to fund postage must be attached for processing by the Treasurer.

- Mailroom staff will empty the library mailbox according to the same schedule as the general population mailbox.

- Any problems must be reported to the Librarian before the inmate leaves the library. The Librarian will determine the proper corrective actions to take. Photocopies must be mailed and may not otherwise be removed from the library.

Misuse or failure to follow library procedures will result in disciplinary action.
I have read and understand the above statements.

Signature of Inmate: __________________________
Commitment #: __________________________

04/21/15 478-20
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# ATTACHMENT II

## LAW LIBRARY HOURS

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Director of Treatment: ___________________________  Date: ________

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