Selection Policy

& Acquisitions Procedures

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PREFACE

The Massachusetts Department of Correction (MADOC) provides department-wide guidelines regarding the rehabilitation, socialization, and reintegration efforts in its prisons. These guidelines are known as the Mission Statement, Vision Statement, and Core Values.

Mission Statement
To promote public safety by managing offenders while providing care and appropriate programming in preparation for successful reentry into the community

Vision Statement
To effect positive behavioral change in order to eliminate violence, victimization and recidivism

Core Values
Responsible - Respectful - Honest – Caring

The Massachusetts Correctional Institution (MCI) Librarian must follow the DOC mission and vision statements to the letter, in order to experience successful program delivery. The Librarian is accountable to the Administration for all material and services, and must ensure that anything that is done in the Library on behalf of the offender population stems and flows from these guidelines. Accordingly, all material selected for acquisition must meet the criteria found in the above guidelines.

Any material failing to meet these criteria runs counter to the Department mission and vision, and works against the Departmental core values. Such material must therefore be considered contraband

All requests for new material, material in new formats, replacement copies, donations, and interlibrary loan titles also must be in concert with the language of these statements. The Librarian also must keep in mind that the library is not the Librarian’s, but a collection of carefully-selected material offered by the State to help further the rehabilitation and reintegration goals of the Department.
I

SELECTION POLICY

All appropriate and meaningful Library acquisitions procedures must rely on a strong, relevant selection policy upon which to acquire material for the target population. A selection policy provides the foundation for staying true to DOC guidelines regarding the rehabilitation, socialization, and reintegration efforts in its prisons.

Taken as a whole, the following sections comprise the MCI-Norfolk Library Services service philosophy:

- Needs-based Collection Development
- Security Concerns of the Prison
- Collection Development Criteria
- Norfolk Library Mission/Goals/ Objectives
Service Philosophy

1. NEEDS-BASED COLLECTION DEVELOPMENT

In its essentials, library science espouses this operating credo:

- Everyone has a right to information
- All information must be accessible
- All information should be free
- All information must be available to anyone who requests it

This philosophy of service holds true for most public libraries, and is the philosophy most often taught in the graduate programs of the country’s library science schools. Librarians who subscribe to this philosophy of service often feel that any librarianship failing to meet these standards is tantamount to participating in systemic censorship.

When it comes to the reclamation of the incarcerated offender, however, common sense dictates that this “All for all” service philosophy runs counter to the mission, vision, and goals of the Department of Correction. The correctional Librarian must keep in mind at all times the specific demographic of individuals who are being served.

In correctional Librarianship, the target service group is not the offender, as is often supposed, but rather the public and the State, the true legitimizers of prison libraries and their services. The State and the public are the legitimizers of correctional Libraries for two important reasons:

- They are the ones providing the financial support
- They have the most to gain if offenders re-enter society as reformed people, and the most to lose if offenders continue their criminal ways

Material in all subjects will be considered for purchase for the MCI-Norfolk library, so long as the material is in concert with the vision statement of the Department. The service philosophy of MCI Norfolk library services can be accurately expressed as needs-based collection development.
2. SECURITY CONCERNS OF THE PRISON

Furthermore, it is the policy of Norfolk Administration that all library material will be chosen with the professional judgment of the Librarian, in accordance with the specific security concerns of both MCI-Norfolk prison and the Massachusetts Department of Correction. Any material that fails to meet this criterion runs counter to DOC mission and vision statements, and works against the DOC core values and, therefore, must be considered contraband.

The following language is taken from §4 of 103 CMR 478 Library Services –Norfolk Procedural Statement, “Security of Library Material” (this language is also found in §15 of 103 CMR 481, Inmate Property):

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

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. COLLECTION DEVELOPMENT CRITERIA

The following language is taken from §4 of 103 CMR 478 Library Services – Norfolk Procedural Statement, “Security of Library Material” (this language can also be found in section 15 of 103 CMR 481, Inmate Property):

“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:

- Access to the courts
- Re-entry and rehabilitation
- Violence reduction
- Education
- Substance abuse issues
- Family issues
- Positive-recreation
- Multi-lingual selections/ Cultural
- Library programming support

“The exclusion of items shall include, but is not limited to, material with the following characteristics:

- Depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices
- Depicts, describes, or encourages methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of any correctional institution within the Commonwealth
- Depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs
- Is written in code
- Depicts, describes or encourages activities that may lead to the use of physical violence or group disruption
- Encourages or instructs in the commission of criminal activity
- Sexually explicit material of a graphic, violent, or disturbing nature or material which features nudity”
4. MCI-NORFOLK LIBRARY SERVICES

a) Library Mission
The mission of MCI Norfolk library services is three-fold:

- To provide appropriate programming to prepare inmates for successful reentry into the community.
- To provide an appropriate, needs-based collection that is freely available to the inmate population, and
- To ensure the constitutional mandate of access to the courts by providing a current research law library.

b) Library Goals
In order to be true to the spirit of the Department’s vision and mission statements, MCI-Norfolk library services must pursue several ongoing, comprehensive goals in terms of its services to the offender population. MCI Norfolk library services will provide:

- Unimpeded access to the State and Federal courts
- Community resources
- Violence reduction
- Substance abuse issues
- Family Issues
- Positive-recreational reading
- Formal education support
- Prison program support
- Self-directed offender recovery
- Library programming support

c) Library Objectives

The objectives used to achieve the above-listed goals may be found in the Librarian’s institution-specific Employee Performance Review System objectives (EPRS), reviewed quarterly by the Director of Treatment, Deputy Superintendent for Classification, and the Manager of DOC Library Services.

Further objectives can also be found in a separate document called the MCI-Norfolk Library 5-Year Plan. This is reviewed annually by the Librarian, and completely revised every five years for review and approval by the Massachusetts Board of Library Commissioners (on file with the Librarian).
II

ACQUISITION PROCEDURES

The acquisition of Library material, simply put, must be in concert with the Selection Policy of this document. Everything in this section is based upon the language of Section I, “Selection Policy.”

Library material may be purchased by the Administration, purchased through Education Division funds, purchased through the Council Education Committee, or donated by a Norfolk inmate or other legitimate source (e.g., a public library). The Librarian will consider these acquisitions based upon the following criteria:

Need Areas

Selection Aids

Material Not Selected For Purchase or Inclusion

Collection Evaluation
A Need Areas

Needs areas reflect the overall goals of the MCI-Norfolk Library, based upon and supported by the mission and vision statements of the Department of Correction, and by the language contained in “Security of Library Material” (§4 of the Norfolk Procedural Statement to 103 CMR 478, Library Services). Important selection needs areas for the MCI-Norfolk lending library include, but are not limited to, the following:

- Court Access
- Education
- Positive-Recreational
- Reintegration/ Community Resources
- Program-Support
- Cultural
- Library Programs
- Self-directed Offender Recovery

1. Access to the Courts
   Fortunately for all, access to the courts is a long-established Constitutional right for all incarcerated individuals. The Department offers working research law libraries in all of its prisons with a population over 200. The Librarian makes no special effort to ensure that this access is not impeded, apart from ensuring that the physical library is open an adequate number of hours daily. Diligence is also required to ensure the integrity and timeliness of both electronic and subscription material, and that bills are promptly paid.

2. Educational Material
   The Librarian will cooperate with the prison’s Education Department to offer any assistance deemed appropriate by the Principal for supporting the educative efforts of the in-house school. Also, some prisons have college programs that must be supplemented at times, although most of these programs are based on foundation money and are therefore self-sustaining. Books on effective ways of studying and how to use the library are owned by the Library and have been useful to students. Educational films and DVDs are a standard part of the Library collection.

3. Foreign-Language/ Cultural Material
   In Massachusetts, the number of various ethnic groups increased dramatically during the 2000’s. These groups, isolated from community and family—and further isolated from other inmates by language and culture—look to the Library for books, newspapers, magazines, and videos to receive a certain sense of identity. Some offenders may know little of their cultural background,
but respond enthusiastically when offered material that helps them learn and connect with their country of origin.

For decades, the Library has offered an extensive foreign-language and ESL program called Watch Your Language/ Hold Your Tongue, which is material initially purchased in 1989 through a grant awarded through the MA Board of Library Commissioners. Offenders use this material daily, and monthly usage statistics are consistently high. Inmates also request that newer titles be purchased for this collection in a variety of formats. This material comprises one of the Library’s most well-utilized programs.

4. Library Program Material

The Librarian offers programming to offenders who may participate not only for the acquisition of rehabilitative and work skills but also for the earned good conduct credit. Consequential thinking programs, literacy, book discussion groups, and law clerk training are all programs needing financial and physical plant support. The Librarian must make library programming a priority in Library services, as it furthers the Departmental goal of reintegrating offenders into the larger society upon release. The Librarian should teach as many rehabilitative programs as often as possible, and petition the prison and sister State agencies for financial support regarding these efforts.

5. Literacy

Offenders come to the Department with different education and reading levels. Some offenders need special attention as it concerns their ability to read and retain information. Educated, literate ex-offenders are far less likely to reoffend than those who are released as illiterates to the larger society. Although the Education Division and the School Department in each prison do an admirable job in meeting the literacy needs of the incarcerated, the Library must also contribute to this effort which helps to ensure that offenders are released to society as literate members of the public.

6. Positive-Recreational Material

Recreational reading is especially important to a large segment of the incarcerated population. Choosing which books to read, when to read them, and at what pace, is one of the few independent decisions offenders make on a regular basis. To this end, it is vital that the Librarian offer positive-recreational reading choices to offenders who enjoy reading.

“Positive-recreational’ denotes material that does not glorify or glamorize crime, criminality, and criminal thinking. So-called ‘true crime’ books tend this way and, as a result, are not purchased for this collection. Certain murder mysteries are also not purchased for the same reasons. So-called ‘urban fiction’
must be scrutinized for a certain anti-authority attitude. Fiction depicting gruesome murders and serial killing tend to be counter-productive to both the rehabilitative goals of corrections and to psychiatric counseling provided to inmates.

If the library offers music CDs or access to MP3 files, the same criteria must be applied to lyrics of popular songs.

The tone of the overall collection should send a sustainably positive message of civility, redemption, and hope to the offender population. The content of the overall collection also should be beneficial to the programs needs identified for inmates by other rehabilitative areas of the prison or jail.

7. Prison Program Support

In-house and vendor-delivered programming is a daily occurrence at all Massachusetts prisons. The Librarian is responsible for reaching out to the directors and instructors of these programs to ascertain if the Library can support these efforts in any way. Most programs are self-sustaining, but the Library can offer meeting space, or offer to print a bibliography of titles pertaining to a certain rehabilitative topic. Efforts made by the Library are generally appreciated by program instructors in other areas of the prison.

8. Reintegration /Community Resources

It is important that offenders have access to current, accurate, and reliable sources of community information. They use such information not only to aid themselves in making a smooth transition from incarceration to community, but also to help their own families survive during their incarceration. Newspapers, state human services guides, specialized post-release directories, job resume and interview books & DVDs, and family coping books help fill this vital need. The Librarian updates this information particularly when the Education Division releases funds for the annual purchase of reintegration material.

9. Self-Directed Offender Recovery

For various reasons, not all offenders choose to participate in structured, formal programming. These individuals prefer to study the causes of their criminality and personality disorders on their own. They use the Library and its collection of self-help/ recovery books and A/V material to further this goal. The Librarian must ensure that material is regularly purchased so that offenders can take a self-directed lead in uncovering the causes of their criminal thinking, anger, misogyny, and other problems that led them to jail. The Librarian makes a special effort to create and sustain a Self-Help/ Recovery section. Topics such as depression, panic anxiety, anger issues, death/ grieving, domestic abuse, addictions, ADHD, and bi-polar disorder see constant use by inmates. This important aspect of collection development cannot be overstressed.
B Selection Aids

1. Human Resources

The Librarian works side-by-side with many professionals who are dedicated to the rehabilitation and reintegration of the offender population. There is no better way to increase the usefulness and value of the correctional Library than by interviewing these coworkers and soliciting their advice on books and other rehabilitative material to be included in the Lending Library collection. The Librarian must reach out as often as possible to these individuals, as their expertise in their chosen fields is invaluable in building a collection of self-help, re-entry, and reintegration material that will aid the incarcerated in changing their lives from law-abusive to law-abiding.

The Librarian may also reach out to fellow Library and information professionals for guidance on reference sources and appropriate, positive-recreational fiction titles for the offender population.

2. Donations

Donations to the Lending Library are welcomed and encouraged. Donations can be a source of rare, unusual, or expensive items, as well as material for which the Library has a demonstrable need (i.e., self-help or reintegration).

Regardless of the source, all donations accepted for inclusion in the Lending Library collection become the property of the Massachusetts Department of Correction. Donations will be evaluated based upon the following criteria:

- The material must be in accordance with the “Service Philosophy” section of this document
- In the professional opinion of the Librarian, the material must be appropriate and useful to the offender population
- The material must be in usable condition
- The material must be current and timely
- There must be available space for the material
- The donation must be from a reputable source

In concert with established entry procedures for Library material, the Librarian is authorized to accept donations from MCI-Norfolk inmates, other DOC libraries, public libraries, and book publishers. The one caveat with inmate donations is that the Librarian is not authorized to accept DVDs or CDs from any inmate.

In accordance with Department policy, no donation will be accepted from inmate families.

If a staff member wishes to donate material, the donation must first receive the approval of the Director of Treatment.
3. **Review Sources**

The role of a trained Librarian, sensitive to the unique programmatic needs of the incarcerated, is critical in the selection of appropriate material for the correctional Library. Below is a list of standard library selection & acquisition sources that the Librarian may use to order Lending Library material designed to establish and maintain a permanent collection of books and appropriate non-book material.

- *Publisher’s Weekly*
- *Books In Print*
- *Library Journal*
- *Booklist*
- *NYT Review of Books*
- *NYT Bestseller List*
- *Boston Globe Sunday Book Review*

In addition to these traditional print sources, there are a plethora of reputable online reference sources that the Librarian may rely upon when considering a purchase.

For nonfiction, and particularly as it relates to the recovery & reintegration needs of the offender population, the Librarian relies on several catalog and internet sources to increase and update the Library’s holdings of this important material. Although traditionally very expensive, the Librarian should make every effort to make these purchases. One of the best times of year to do this is when the DOC’s Education Division generously bestows Department libraries with an annual contribution of funds.

Here are some sources that Norfolk has successfully used:

- *American Correctional Association Marketplace*
- *Corrections and Recovery*
- *ExOffender Reentry*
- *Greystone Educational Materials*
- *New Careers Center (Whole Work Catalog)*
- *Advanced Educational Products*
- *Active Parenting Publishers*
- *National Criminal Justice Reference Service*
- *Cambridge Educational*
- *Impact Publications*
4. Inmate Purchase Requests

Although relevant to a point, **inmate reading interests tend to run counter-productive to the Department mission and vision statements.** Care and thought must be given to all inmate purchase suggestions.

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.

At Norfolk, the inmate Resident Council is also permitted to purchase educational material for the Lending Library.

Inmates desiring to see a certain title included in the collection may write their suggestion(s) on paper and submit them to the Librarian. The Librarian will then consider the request based upon the “Service Philosophy” section of this document.

5. Educational vs. Recreational Films

In general, the MCI-Norfolk Librarian is not authorized to show entertainment films, as the Department contracts with an outside vendor to show these films on the prison-wide A/V system.

Criteria for showing educational DVDs and videos are set forth in 103 CMR 472, *Inmate Recreation and Leisure Activities*, §01.4(a)(b)(c), “Movies as part of Education Programming.”
C Materials Not Selected For Purchase or Inclusion

The decision whether to purchase material, accept material via donation, or request material via interlibrary loan, will be based solely upon “Security of Library Material” (see above).
D  Collection Evaluation

1. Offender Community Demographics

Various criteria about the offender population must be examined by the Librarian in order to tailor library services to specific population needs.

Criteria that should be considered when making purchases throughout the fiscal year can be based on, but not limited to, the following:

- Age groups
- Race
- Ethnic background
- Education/Reading levels
- Bilingual groups
- Felony convictions of the offender population

2. Inventory

In accordance with the Librarian’s institutional EPRS objectives, an inventory of both population library collections and the SMU/ADL legal collections are to be completed annually by the Librarian and inmate library staff.

An inventory gives an accurate picture of the strengths and weaknesses of the Lending Library collection, so that thought and resources can be best directed to supporting areas of the Library’s holdings that need greater support.

3. Duplicates/Replacements

Since the rooms that house the Lending Library collections are small, shelving space is at a premium. When duplicates in the collection are discovered, the copy in the best shape is kept, and the discarded copy is sent to either SMU or ADL.

Occasionally, a duplicate in very good condition is sent to one of the other DOC libraries.

Replacement copies are also purchased when a hard cover copy of a book can be cheaply had in place of the paper bound copy currently owned by the Library. Paperbacks are purchased or accepted in donation only when the corresponding hard cover is out of print or too expensive. Whenever possible, hard cover books are purchased for this collection, as they are more durable and hold up to the rough handling of prisoners and the unpredictable vagaries of the prison environment.

Replacement copies are purchased when the material is much-used and sought-after, but is now tattered and beyond repair. Occasionally a book will be
replaced because its *cant* – the physical way the book sits on the shelf – is compromised, making it lean or fall over. Replacements will also be purchased when need justifies the expense.

4. **Special Collections**

The Lending Library boasts several special collections, which cater to the needs and interests of the offender population. 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

There also exist several unique reference collections, including:

- Black Studies/Civil Rights
- Reserve cabinet of popular reference material
- The 1942 Louis Parkhurst legacy (150 volumes)
- Dictionaries
- Quotation Books
- Writing Texts
- Spanish-language reference material
- Literary Criticism
- Women’s Studies
- Men’s Studies/ Fatherhood
- Educational Videos
- Language Instruction Videos

With over 700 books, videos, cassettes and DVDs, the Norfolk Lending Library houses one of the largest collection of self-help and recovery material in the Department. This collection currently includes material on nervous disorders, relationship problems, cognitive thinking errors, anger and rage disorders, and dysfunctional attitudes toward women. Inmates can find books and DVDs on such rehabilitation and recovery topics as:
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. The Library maintains a Careers section of books, video tapes, and DVDs on:

- Career-Specific Guides
- College Directories
- College Major guides
- Financing a college education
- Job Interview skills
- Occupational Outlook Handbooks
- Resume Writing

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
- How to manage addiction after prison

The Library also has a Reintegration/ Re-Entry display containing various updated forms for obtaining:

- Social Security card
- Credit report
- Housing and employment
- Addresses to various human services departments and organizations
5. **Hi Interest/ Low-level material**

The Librarian must meet with the Principal and/or literacy instructor to discover what percentage of the prison population needs support with beginning reading and low-level material. As previously mentioned, the Education Division and the School Department in each prison do an admirable job in meeting this need, but the Library must also contribute to this effort to help ensure that offenders are released to society as literate members of the public. For these offenders, the Library stocks a collection of low-level readers for beginning readers and for those whose reading skills are still at a low development.

6. **Material Formats**

The Librarian is authorized to build and maintain the Lending Library through the purchase of material in a variety of physical media. As always, the principle guiding these purchases will be the language found in “Security of Library Materials.”

Categories of material which will be considered for purchase include:

- **Books**

  On the eve of 2018, the vast majority of the Lending Library’s holdings are still hardcover and paperback books. This situation will remain the same until the Department changes policies toward digital media and digital media readers. Books are selected based on:

  - Hardcover preference over paperbound
  - Trade paper over mass market
  - If mass market, the book must be in excellent, presentable condition
  - The trueness of the book’s *cant*
  - The strength of the spine
  - Whether the book has the original dust jacket in presentable condition
  - No commitment # or other inmate-created markings on the page edges
Magazines

Magazines are mentioned in the library standards of the American Correctional Association. Generally, there shall be one (1) subscription for every 100 inmates.

Magazine acquisitions will be based upon the following criteria:

- Appropriateness, based on the Librarian’s professional judgment
- ACA library standards for magazines
- Budget constraints
- Offender requests

Newspapers

The greatest difficulty about newspapers is the impossibility of receiving them in a timely manner. Daily newspapers are meant to be read each day, but the Library cannot receive daily mail deliveries. The newspapers that work best here are weekly editions like the Christian Science Monitor and the Walpole Times.

Educational Films

Video/DVD purchases are guided by the document called 103 CMR 472, Inmate Recreation and Leisure Activities, §01.4(a)(b)(c) “Movies as part of Education Programming.” Suffice to say here that the Librarian is forbidden from showing or purchasing entertainment videos. Education videos must first be approved by the Deputy Superintendent for Classification in order to be purchased, and then content-reviewed by the Director of Treatment before inclusion into the collection.

Each film or documentary must also be purchased along with its corresponding performance rights certificate so that it can legally be shown in institutions.

The Librarian should communicate with the Principal to see if the School can benefit from borrowing from the Library’s film holdings to augment educational programs.
As public libraries are still discarding their videotape holdings in favor of DVDs, the Library continues to accept video donations.

❖ **Cassettes**

The Library still maintains information in this format, basically for the Language Instruction program *Watch Your Language/Hold Your Tongue*.

As the Library acquires more language instruction information on DVD, cassettes naturally fall out of use. Also, finding a vendor that still sells durable replacement cassette players has been a problem for several years.

Material on cassette will be purchased only when the format is the single-source medium. Otherwise, cassettes will be phased out of the Library’s holdings.

❖ **Music CDs**

The Library offers few music CDs. The 21 music CDs in the collection are the result of purchased music reference books that included CDs.

❖ **Books on CDs**

The Library offers approx. 160 books-on-CD, many of which were purchased through NE Mobile Book Fair. This material, unfortunately, see little use, which can probably be attributed to the visual orientation of most males toward information offered on video and DVD.

❖ **Computer CDs**

Offenders can use computer programs on the two Lending Library reference room computers. Entertainment software is forbidden. These criteria can be used when software purchases are considered:

- Easy-to-use documentation
- User-driven programs
- Good vendor support
- Popular educational titles that will see use
Maps

As they are found in general references works like encyclopedias, maps are acceptable. However, maps in atlas form, and especially street maps, are considered contraband by the prison and by the Department, and are therefore excluded from purchase.

Other Formats

Other material formats not listed here will be considered for purchase, so long as the format in question does not circumvent the security needs of the prison.
III

WEEDING

Weeding is the systematic review of all formats of the library collection to ascertain whether the material is useful, current, relevant, and appropriate. Weeding is often one of the most misunderstood of all Library processes; it is important, therefore, that the Librarian educates those in Administration that weeding is a positive process, as it makes room for newer and more useful titles.

Useful books in poor condition will be repaired and re-shelved through an established Library bookbinding program. Damaged books brought to the attention of the Librarian will be repaired as soon as practicable and re-shelved.

Continuous and conscientious weeding must take place in the following collection areas:

Non-Fiction (000-999)

Fiction (novels, plays, poetry, world literature)

Non-Book Material (DVD, VHS, cassette, CD)
A NON-FICTION

Weeding of the nonfiction collection is done throughout the year to remove outdated material and to make space for more current directories, almanacs, encyclopedias, world record books, film guides, and other reference sources. Areas of the nonfiction collection receiving special attention are science, technology, and the social sciences.

- 092
  Biography
  Generally, biographies should be discarded if the subject of the biography is no longer of interest to the offender population. Also, books that are beyond repair can be discarded and replaced by newer works. It is not a good practice to discard a biography simply because of its age, as many of these works are the definitive edition, depending on the subject matter. Care must be given to choose biographical subjects that offenders might need when completing college reports and other writing assignments. A good mix of biography, autobiography, and memoir is the best approach for this section. Thought must be given to balance popular and topical figures with important historical, political, social, and religious figures.

- 000-099
  Reference
  Weed by subject. Encyclopedias should be replaced once every three years. Previous editions of a work (e.g., almanacs), will not be discarded but shelved in the general reference collection, with the newest edition housed on the PC Reference Cabinet. Science and technology works must be constantly reviewed, as developments in those aspects of human inquiry rapidly change. Attention should also be given to the core reference collection document found in the Appendices.

- 100-199
  Philosophy/Psychology
  Works from all major world philosophers should be represented in the collection. Collections of major writers should be purchased and included. Contemporary texts on older ideas should be purchased. Efforts should be made to secure writings beyond the traditional works of European and American philosophers.

  Texts and collections from major contributors to psychology must be represented in the nonfiction and reference collections. Basic information on standard psychological theories and the biographies of major influences in the field should be kept in the collection. Discard only popular works that are no longer used or borrowed.
Religion

Religion and faith comprise an important aspect of the day for many during their incarceration. The Library responds by making available basic information on world religions and on developing a personal faith. This material must be offered both in Reference and as part of the general nonfiction collection. Specific aspects of particular faiths can also be offered, depending on need and usefulness to the population.

Works on all recognized faiths must be a standard part of the collection.

Offender requests for works on faiths not recognized by the Department must first be reviewed and approved by the Administration.

Because of the volatile nature of prison and of the men and women who live there, controversial religious works can be made a part of the collection only after approval of MCI Norfolk and the Department.

Social Sciences/ Education/ Folklore

These sections will be weeded frequently – particularly the economic texts, which date quickly. Given the plethora of studies in the social sciences, efforts should be made to keep this section as current and timely as possible. Historical works will be kept, excepting contemporary works which have been revised. Education material in areas whose techniques and ideas have changed shall be discarded in favor of the newer material. Basic material in folklore will be kept.

Language

The Reference room has a 75-volume Dictionaries section, and these must be kept as current as possible. On the nonfiction wall, the remainder of these books should be weeded based upon use and interest.

A small but vocal and well-read corps of offenders enjoy books on words and wordplay, and so additions to this section should be frequent. Outdated English grammars should be replaced as needed. Texts on the history of English are a welcome addition and see use. Material on unconventional words like slang and vulgarisms are fun and instructive additions to the collection. Limerick compilations, Ogden Nash, and other doggerel serve to entertain and enlighten.

Pure Sciences

This material should be added to each year, excepting for botany and natural history texts, which tend to stay constant. The Librarian receives steady numbers of title
and subject requests from the offender population, and these should be purchased whenever possible.

The Librarian should pay attention to new trends, discoveries, and controversies. One area of controversy at present is the field of bioethics and cloning. Also of current interest is the Intelligent Design/ Darwinism debate, and material should be sought in this arena.

Books on mathematics are constantly requested and circulated, so much so that it is recommended that, apart from what is offered on the shelves, good texts on all math forms (geometry, trigonometry, calculus, business math, statistics, algebra, etc.) be acquired and secured in a locked cabinet.

- **600-699**
  **Health/ Cooking/ Business**

  Much of this area dates rapidly, often in less than three years. Health books are a much-needed commodity, but the Librarian must make certain that the information is approved by the Administration. Health texts specific to men’s problems and concerns are especially useful. Some offenders seek out health information because of their children, and this is a legitimate use of the correctional Library.

  At this prison, cook books are sought after, and should be purchased, but care must be given to see their return, as offenders tend to keep these for themselves.

  Current works on business should be kept, and older ones weeded based on use. The Librarian must be particularly careful in the areas of finance and investment, as this material tends to be dated at the moment of publication.

  The Librarian should shy away from diet books and other health fads, as these tend to see little or no use after the novelty has worn off.

- **700-799**
  **The Arts**

  Older reference material in these subject areas is valuable and should be kept, excepting the annual Billboard music chart books and film guides, which should be updated yearly whenever possible. Weed the remainder of this material based on use.

  Drawing texts are exceptionally popular, and should be kept under lock and key once acquired, and their circulation watched carefully to avoid theft.

  The same philosophy goes for fantasy art, which the Librarian should shy away from as this material tends to be used for tattoo-making and other illicit activity.

  Art books on Walt Disney and other cartoon figures also get stolen, as these are used to make prison greeting cards. Sometimes entire pages are torn out of these books and sent in a letter to inmate children. If this material is purchased, it too must be kept secured and carefully monitored.
800-899
Literature

In general, the Library must not discard a classic literary work simply because it does not see a great deal of use. A comprehensive sampling of the world’s great literature is essential to any correctional Library collection.

Unless written by little-known authors who are no longer read, plays and poetry collections should be kept. Discard literary histories in favor of the revised editions.

Poetry collections are sought-after, especially books of love poems, which should be secured in a locked cabinet. The Librarian should seek a good mix of works by major and contemporary poets. Poetry by local authors should also be included in the collection, as well as any poetical works published by offenders or ex-offenders.

The Library should offer as many Norton literature and short story collections as possible, as these are sought after. Like the advice for poetry, the collection should contain major and contemporary works, from authors the world over.

808-809
Writing/Literary Criticism

In every prison, there is a contingent of writers who use the library for research and as a place to do the actual writing. Support their efforts by purchasing writer’s guides, Writer’s handbooks, writing texts, grammars, style guides, directories of little magazines and small presses, the Literary Marketplace, and similar guides.

To support the educative effort of the school Department, have on hand as many literary criticism texts as you have space for. These books see steady use, especially if the prison has an active college program. Criticisms of contemporary authors are particularly popular.

900-999
World History/American History

Keep the classics on various periods of history. Keep texts written by noted scholars. Do not discard simply because of the edition statement of the book, as many older history texts are considered the definitive word on their subjects.

Discard personal travel accounts if dated or no longer used.
B  **FICTION**

The Department considers fiction “recreational reading” and, as such, comprises an important part of any correctional Library collection. Prison Administrators agree that reading inmates are far less likely to be fomenting trouble. Recreational reading helps the literate inmate use his time constructively.

But due to the nature of the felony convictions of the offender population, coupled with the mission and goals of the Department, care and thought must be given to the types of recreational reading given to this specific population. It is the Librarian’s responsibility to identify elements in the collection that have no place in a correctional Library if they run counter to the rehabilitative efforts of both the institution and of the Department.

**The best-practices way of weeding the fiction of a correctional Library is to ensure that each acquisition is in concert with the security and rehabilitative efforts of the Department.**

Weeding of the fiction collection helps target novels that receive few or no circulations. Fiction should be evaluated by the following criteria:

- Discard titles whose subject matter runs counter to the DOC mission
- Discard titles based on use
- Discard if the book is non-repairable
- Discard paperbacks if a hardcover is available
- Discard novels by minor or fad authors
- Discard former best sellers that haven’t seen recent use
C NONBOOK FORMATS

Audio/Visual material needs to be weeded on a regular basis along with the remainder of the collection. Generally, discard A/V material if:

- The information is out-of-date
- The medium has been damaged
- The medium is no longer of interest or unavailable due to new technological advances
- The Librarian has received requests from the Administration to acquire information in a more contemporary medium
IV

INTERLIBRARY LOAN

Interlibrary Loan Requests

MCI-Norfolk has a non-reciprocal borrowing contract with the Massachusetts Library System (MLS) in Marlborough and an independent courier service to deliver and retrieve books loaned to Norfolk inmates from public libraries.

The purpose of the Interlibrary Loan Program (ILL) is to enhance the Institution's lending library collection. The program, however, is not meant to take the place of an existing and well maintained on-site library.

The Librarian is authorized to borrow books through the interlibrary loan process on behalf of the offender population. The Librarian is not authorized to borrow material in non-book format for the offender population, due to security concerns.

This borrowing is, of course, subject to the same necessary restrictions as the selection and acquisitions portion of this document. In other words, no material borrowed must circumvent the language contained in §4, “Security of Library Material.” The Librarian must have a working knowledge of this language pertaining to the entrance of library material and the criteria said material must meet before being permitted to enter MCI-Norfolk.
V

REVISION OF THIS DOCUMENT

The Librarian is responsible for the annual review of the language of this document.

Suggested changes will be forwarded to the Director of Treatment for review and approval.
VI

APPENDICES
(on file with the Librarian)


2. 103 CMR 481, *Inmate Property*, §15(4)

3. American Correctional Association: Library Standard 4-4505

4. Massachusetts DOC Core Reference Collection