

## 5-23-060 Inmate Library Services



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding inmate library services and access to library books.

### SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at Men's Central Jail (MCJ).

### ORDER:

Library books and periodicals shall be stored and maintained in the [REDACTED TEXT] School storage room.

The Inmate Library Custody Assistant (CA) shall provide library services to inmates. The Inmate Library CA shall walk the floors with a mobile cart containing a variety of books available for check out. Each floor shall have an opportunity to utilize the library services on a rotating schedule maintained by the Inmate Library CA.

The Inmate Library CA shall allocate library books and periodicals to inmates requesting reading material.

The inmate's information shall be entered into the Inmate Library Check-out Log to check out a library book. The Inmate Library CA shall make an entry in the electronic Uniform Daily Activity Log (e-UDAL) documenting that inmate library services were offered to the respective housing location.

The inmate may keep the book(s) until the next inmate library services are offered. Additional books may be checked out at the Inmate Library CA's discretion.

Library books marked "EBI" shall be confiscated during searches (e.g., release, transfer to another facility, in custody release, court, etc.) and returned to the Inmate Library on the [REDACTED TEXT] Floor.

Inmates who willfully damage or destroy library materials or fails to return library materials on time, shall be subject to disciplinary action and banned from utilizing the inmate library services indefinitely (refer to unit order 5-22-000, "Inmate Discipline").

**Revision Date 03/03/26**

**03/06/23, MCJ**

