



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-120200 Library Services (Education Resource Center)	Issued: 03/27/89 Effective: 04/03/89	Reviewed: 08/05/24 Revised: 08/05/24
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA 1978, Section 33-1-6, as amended.

## REFERENCES:

- A. ACA Standard 2-CO-5F-01, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Expected Practices 5-ACI-4A-22, 5-ACI-4A-23, 5-ACI-4A-27, 5-ACI-3D-01, 5-ACI-7D-04, 5-ACI-7E-01 through 5-ACI-7E-07  
*Performance Based Expected Practices for Adult Correctional Institutions*, 5th Edition.

## PURPOSE:

To establish a comprehensive Library Services Program for inmates incarcerated within the New Mexico Corrections Department (NMCD).

## APPLICABILITY:

New Mexico Corrections Department (NMCD) employees and inmates.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

None

## POLICY:

The NMCD shall provide library services to all eligible incarcerated inmates.

- A. The Reentry Division will be responsible for ensuring that all services are delivered in accordance with applicable American Correctional Association Standards, American Library Association Standards, and Departmental and institutional policies and procedures.
- B. Inmates in special management housing have access to legal materials and reading materials. **[5-ACI-4A-22] [5-ACI-4A-23]**
- C. Inmates in administrative status and protective custody have access to programs and services that include, but are not limited to, the following: educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs. **[5-ACI-4A-27]**
- D. Inmates have the right to have access to the courts. **[5-ACI-3D-01]**
- E. NMCD may regulate inmate access to publications. **[5-ACI-7D-04]**
- F. The institutions maintain or provide access to comprehensive library services that include, but are not limited to, a reference collection containing general and specialized materials, and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates. **[5-ACI-7E-01] [2-CO-5F-01]**
- G. The institution shall have a qualified staff member who coordinates and supervises library services. **[5-ACI-7E-02]**
- H. There is available to the institution a person with a master's of library science, information resources, media services, or related degree who assists with coordinating and supervising library services and is responsible for training of all library staff. **[5-ACI-7E-03]**
- I. Policy defines the principles, purposes, and criteria used in the selection and maintenance of library materials. **[5-ACI-7E-04]**
- J. The library participates in interlibrary loan programs. **[5-ACI-7E-05]**
- K. Library services are available daily, including evenings and weekends. **[5-ACI-7E-06]**
- L. The institution shall provide for the selection, training, and use of inmates as library assistants. **[5-ACI-7E-07]**



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-120201 Library Services (Education Resource Center)	Issued: 03/27/89 Effective: 04/03/89	Reviewed: 08/05/24 Revised: 08/05/24
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## **AUTHORITY:**

Policy *CD-120200*

## **PROCEDURES:**

### **A. Policies and Procedures:**

1. NMCD shall publish its policies and procedures for the operation of a system-wide educational and library services program and make them available to interested parties.
2. NMCD shall have an ongoing compliance monitoring system for library policies and procedures, conduct an annual review and hold periodic meetings with facility staff in order to keep policies and procedures in line with changing needs and practices of academic, CTE/vocational and reentry programs.

### **B. Organization:**

1. The division director or designee shall be responsible for the evaluation of library programs.
2. The librarian's duties include responsibility for the library program, coordination and supervision of other library staff, coordinating with the facility education unit and the administration of the Reentry Division. The librarian reports to the Programs Manager at each facility.

### **C. Budget:**

1. The division director or designee shall monitor the budget for library activities.



# NEW MEXICO

## CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-120202 Library Services (Education Resource Center)	Issued: 03/27/89 Effective: 04/03/89	Reviewed: 08/05/24 Revised: 08/05/24
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

### AUTHORITY:

Policy *CD-120200*

### PROCEDURES:

#### A. Library Standards:

The Reentry Division shall maintain or provide access to comprehensive library services which include, but is not limited to: reference materials, research information, Career Resource Center materials and services, support of educational, CTE/vocational and reentry programs, periodicals, newspapers and recreational reading. There shall be continuous acquisition and weeding of materials to meet the needs of offenders and Education Department program standards.

#### B. Library Services – Special Units:

“Special Management Unit” is defined as any population other than general, e.g. Restrictive Housing, Mental Health Treatment Center, or Long-Term Care Unit. Service to special units may include rotating a general reading collection on a regular basis or providing bookshelves located in each unit. Inmates may also submit written requests for specific materials.

#### C. Legal Access:

Library personnel shall provide inmates with access to appropriate limited legal services. Legal Services to all populations shall be provided by designated staff who may, upon request of an inmate, provide limited assistance to an inmate in preparation of direct criminal appeals, State tort claim complaint, conditions of confinement complaint, § 1983 Civil Rights complaints or a Petition for Writ of Habeas Corpus (State or Federal 2254).

#### D. Access to Office Equipment:

Facility libraries shall not provide inmates with access to manual or electric typewriters, word processors, computers for personal or legal or non-library use, nor supplies for personal inmate typewriters. Office equipment may be used by inmates for educational, career or administrative services when approved by library staff or the Program Manager.

**E. Special Needs Inmates:**

1. Materials may be obtained for blind or partially sighted inmates from the Talking Books program at the New Mexico State Library.
2. Large print books may be obtained for the partially sighted inmates.
3. Library space will be readily accessible to all offenders in accordance with ADA requirements.

**F. Inter-Library Loan:**

1. Inter-library loan services are available to general population inmates and staff through the New Mexico State Library's inter-library loan (ILL) program. Materials may be requested using the approved request form through the facility librarian. Only one request will be permitted per month. Only non-fiction books are to be ordered from the state library. All libraries are encouraged to check with other facility libraries throughout the state for requested books prior to sending requests to the state library.
2. Materials requested via inter-library loan are loaned only after a debit memo for the replacement costs of the book is signed. This process ensures that, should materials become lost or damaged, the lending library is reimbursed. If inmates owe money for a lost or damaged book, they will not be allowed to receive further books, ILL or facility library, until the bill is paid. Payment for lost ILL books will be sent to the loaning library.

**G. Library Schedule:**

1. Library services shall be available to the greatest extent possible within the constraints of available fiscal and personnel resources and consistent with court-ordered mandates, as well as standards set by the American Corrections Association and the Corrections Education Association.
2. Library schedules will be published periodically and posted in the education building
3. Library services shall be available daily, including evenings and weekends. [5-ACI-7E-06]

**H. Staffing:**

The NMCD Reentry Division shall ensure that each institution has a qualified staff person with appropriate educational credentials and experience available to coordinate, train, develop, supervise and evaluate the performance of all library staff within an institution, under the supervision of the facility Program Manager. [5-ACI-7E-02]

**I. Inmate Library Assistants:**

Inmates shall be selected and trained to work in facility library, following the inmate employment system policies/procedures. Inmates shall not serve as legal assistants.

**J. Inventory:**

An annual inventory will be conducted in each library to provide the following statistics to the Program Manager and to be included in the annual report (see CD-120600, Educational Reporting Process):

1. Total number of holdings
2. Books added during the current year
3. Books missing
4. Number of inter-library loan requests filled and unfilled.

**K. Services:**

Library will provide the following services:

1. Non-fiction library materials shall be catalogued using the Dewey decimal classification, Abridged Edition.
2. Circulating materials will be tracked using a record system that identifies borrowers and due dates.
3. Reader's advisory and user guidance for inmates who request help in selecting and using library materials.
4. Interlibrary loan service according to paragraph "F" above.
5. Career Resource Center materials and services in accordance with pre-release curriculum guidelines to assist inmates to learn the process of successful reentry and career decision-making.
6. Curriculum inventory and management services for the education department.

**L. Budget Guidelines:**

The NMCD Reentry Division shall ensure that budgets are provided for library services in order to address court orders and ACA standards.

**M. Collection Development: [5-ACI-7E-04]**

Materials will be selected to meet the following criteria:

1. To reflect the ethnic makeup, primary language, literacy level, cultural heritage and special interests of the library users.
2. For clarity, accuracy and timeliness.
3. Materials that deal with controversial subject matter will represent a balance of viewpoints.
4. To support Reentry Division program vision and mission statement objectives and to assist offenders with life adjustment and successful transition into the community.
5. Materials will be evaluated based upon the goals of rehabilitation, academic, CTE/vocational and reentry programs and safety of the facility.
6. Materials that are questionable may be reviewed for approval by the security threat intelligence unit (STIU).
7. Material that is detrimental to security, good order, public safety or rehabilitative goals will not be included. The following materials are among those that are prohibited:
  - a Any publication describing the design or manufacture of firearms, explosives or other weapons or destructive devices.
  - b Any publication describing the manufacture of controlled substances or intoxicants.
  - c Any publication that is contrary to the security interests of the facility.
  - d Any publication that sexually degrades or debases another, or creates or contributes to a hostile work environment.

**N. Removal of Materials:**

Materials will be systematically removed from the collection when they no longer meet selection criteria. The following materials will be withdrawn:

1. Materials that have become damaged, obsolete or in poor physical condition.
2. Books that have not circulated in three to five years and are not needed for information.
3. Books that contain inaccurate or out-of-date information.
4. Duplicate copies of seldom-used titles.

**O. Gifts and Donations:**

Gifts and donations will be accepted or discarded in accordance with the above criteria. Gift values will not be appraised.