



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**LIBRARY SERVICES
ADMINISTRATIVE REGULATION – 840**

SUPERSEDES: AR 840 (04/08/11); AR 840 (Temporary 05/06/14); AR 840 (09/16/2014);
AR 840 (Temporary 09/30/22)

EFFECTIVE DATE: October 17, 2022

AUTHORITY: NRS 209.131

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department), is responsible for the implementation of this Administrative Regulation (AR).

The Associate Warden is responsible for establishing and managing the library programs at each institution/facility.

840.01 LIBRARY SERVICE PROCEDURES

1. Each facility should maintain and/or provide access to comprehensive library services, which include, but are not limited to, a reference collection which contains general and specialized materials as well as recreational reading
 - A. Planned and continuous acquisition of materials to meet the needs of the institutional offenders should be made contingent upon available funding or approved donations.
 - B. Logical organization of materials for convenient use should be maintained.
 - C. Promotion of the use of library materials through publicity, book lists, and special programs may be conducted.
2. Each facility should have a staff member who coordinates and supervises library services.
 - A. Offender library workers may be used in accordance with institutional needs.

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3. Library materials should be selected to meet the educational, informational, and recreational needs of the offenders and should comply with AR 750, Offender General Correspondence and Mail, as regards to content. They should be easily accessible and regulated by a system that prevents abuse.
 4. Library services should be available daily, depending upon operational needs, resources, and institutional availability.

APPLICABILITY

1. This Administrative Regulation requires an Operational Procedure for each institution and facility.
2. This Administrative Regulation does not require an audit.

REFERENCES: ACA Standards 5th Edition 5-ACI-7E-01 to 5-ACI-7E-07.



W. A. "Bill" Gittere, Acting Director



Date