

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
840**

LIBRARY SERVICES

Supersedes: AR 840 (04/08/11); and AR 840 (Temporary, 05/06/14)

Effective date: 09/16/14

AUTHORITY: NRS 209.131

RESPONSIBILITY

The Associate Warden will be responsible for establishing and managing the library program at the 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.
 - A. Planned and continuous acquisition of materials to meet the needs of the institutional inmates 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. Inmate library workers may be used in accordance with institutional needs.
3. Library materials should be selected to meet the educational, informational and recreational needs of the inmates and should comply with AR 750, Inmate 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.

5. Inmates in segregated housing should be provided access to a library cart or other resource for checking out books.

6. Inmate workers should be trained in the library operation and assist with circulation of library materials.

APPLICABILITY

1. This AR requires an Operational Procedure (OP) for each institution and facility.
2. This AR does not require an audit.

REFERENCES:

ACA Standards, 4th edition, 4-4505 to 4-4511.



Director



Date