

## Collection Development Policy

Duvall State Prison Library

*Duvall, Mass.*

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*Adapted by Duvall State Prison librarians Amber Cain and Paul Flagg on April 7, 2017.*

# **Collection Development Policy**

## **Duvall State Prison Library**

### **Purpose Statement**

This collection development policy intends to uphold the mission of the Massachusetts Department of Correction to promote public safety by managing offenders while providing care and appropriate programming in preparation for successful reentry into the community. The policy's purpose also maintains the DOC vision to effect positive behavioral change in order to eliminate violence, victimization, and recidivism.

### **Background Statement**

Duvall State Prison, located in the fictional Town of Duvall in Middlesex County, Massachusetts, is a correctional institution modeled after Massachusetts Correctional Institution—Concord. This all-male medium-security prison has an operational capacity of 752 inmates.

With respect to IFLA and ALA standards, the Duvall State Prison Library attempts to follow a public library model and features a special law collection to serve the legal information needs of Duvall inmates. The prison library's entire collection is comprised of approximately 12,500 physical items at any given time—9,775 of which are books—intended to accommodate the maximum number of inmates.

The library is staffed with two full-time librarians, two full-time and two part-time library technicians, and a handful of inmate orderlies. The institutional librarians are responsible for selecting materials to add to the collection, and will periodically assess the needs of library users via surveys, personal interviews, and reference interactions. The prison population profile, circulation statistics, and interlibrary loan requests will also be considered. Institutional librarians report to the Manager of Library Services, who oversees library operations for the Massachusetts Department of Correction.

### **Library Mission**

The mission of Duvall State Prison Library is to inspire lifelong learning and to actively promote personal enrichment by connecting inmates with information, ideas, culture, and legal resources to assist in the rehabilitation and reentry processes, thereby reducing the rate of recidivism in the state of Massachusetts.

## Goals

- To support the information needs of Duvall State Prison inmates by offering them access to library resources regardless of sentence, security designation, or institutional placement.
- To support rehabilitation and access to information on reentering the community by providing educational materials and enhancing vocational skills, as well as reading materials for personal enrichment and recreation.
- To serve as a sufficient legal reference center for inmates to have meaningful access to the courts.

## Target Audience

Duvall State Prison demographic statistics, as of January 1, 2017.

- **Total # of Inmates:** 715, all male
  - *White/Caucasian:* 42%
  - *Black/African American:* 28%
  - *Hispanic/Latino:* 27%
  - *Asian:* 2%
  - *Other:* 1%
- **Age Range:** 17 to 92
  - *Average Age:* 41 years old
  - *Age 20-39:* 52%
  - *Age 40+:* 48%

## Funding & Budgeting

The Manager of Library Services, the head of all library operations for the Massachusetts Department of Correction, determines the funding allocated to each of the district libraries. Duvall State Prison Library's budget is estimated using a blend of prison library standards and will change over time according to fluctuating costs in library materials. (This formula assumes the average cost of a hardcover nonfiction book for 2016 is \$28.14.)

(70%) 752 inmate capacity x \$28.14 avg. cost of NF book = \$14,812.90

\$14,812.90 + \$2,221.93 (15% for loss) = \$17,034.83

***Total Budget Estimate for 2017 = \$17,034.83***

## Library User Needs

The most current needs assessment (February 2017) showed a strong want for greater selections of urban and popular general fiction, in addition to nonfiction books on inspiration, health, humor, and parenting, among few others.

Most-requested materials to add to the collection included books about the human body, urban fiction, and a wider range of ethnic interest materials.

Other areas of focus include non-English language materials, updated legal resources, and more local/state newspapers.

## Selection & Evaluation

Acquisition and evaluation of library materials are ongoing processes but will be designated as semi-annual projects in order to ensure that inmates' evolving needs in regards to learning, recreation, and legal assistance are consistently being met.

Tools for selection:

- Book distributors (such as Baker & Taylor)
- Industry publications and book lists
  - American Library Association publications
  - *Booklist*
  - *Library Journal*
  - *New York Times Book Review*
  - *Publishers Weekly*
- E-communications and listservs (such as ALA Library Services to the Incarcerated & Detained Interest Group listserv)

Factors to consider in selection and evaluation include but are not limited to:

- Popularity/Demand for Material
- Public Interest/Relevance
- Recognition/Awards
- Levels of Literacy
- Representative of Diverse Viewpoints
- Suitability of Content
- Date of Publication
- Quantity
- Condition

## Analysis of Collection

With an inmate capacity of 752, the Duvall State Prison Library strives to maintain a collection that can accommodate the maximum number of library users with approximately 12,500 physical items at any given time. A blend of library standards was used to determine the most efficient distribution of materials within the institution's collection.

- **Books:** 9,775 books (13 per inmate)
- **Magazines:** 50 subscriptions (1 subscription per 15 inmates)
- **Newspapers:** 28 subscriptions (1 subscription per 27 inmates)
- **Audio:** 250 (1 per 3 inmates)
- **Video:** 50 (1 per 15 inmates)

Additional materials are acquired as needed or requested through interlibrary loan (ILL), via regional consortia, or national collections.

Breakdown of library's physical collection by percentage.

- **Fiction:** 40%
  - *High Interest/Low Reading Level:* 20% of fiction
  - *Top Requests:* horror, romance, sci-fi, fantasy, action/adventure, historical, crime, military/war, mystery, Westerns, family drama
- **Nonfiction:** 60%
  - *Literacy:* 15% of nonfiction
  - *Top Requests:* self-help, business, true crime, biographies, psychology, African-American Literature, U.S. history, sports, music, poetry, health/fitness, human biology, religion, art, writing/publishing
- **Reference:** 13%
  - *Law Library:* 21% of reference
  - *Top Requests:* law/legal, rehabilitation/reintegration/reentry, survival, vocational/career/trade, GED preparation, educational information
- **Periodicals:** 12.5%
  - *Foreign, International, or Non-English Periodicals:* 25% of periodicals
  - *Top Requests:* local/state newspapers, health/fitness magazines, sports, current events, business
- **Multimedia:** 7.5%
  - *Audio Resources:* 83% of multimedia resources
  - *Video Resources:* 17% of multimedia resources

## Analysis of Collection (cont.)

In addition to physical resources, Duvall State Prison Library subscribes to American Prison Data Systems' OverDrive-powered National Corrections Library, a unique digital library for inmates at correctional facilities nationwide. Through OverDrive's National Corrections Library, inmates can check out up to two items at once and have access to thousands of security-approved e-books and audio/visual materials.

## Law Library Collection

The prison's law librarian will regularly consult with Massachusetts Court System and the U.S. Department of Justice Office of Legal Counsel as necessary to ensure up-to-standard management and development of the law collection and legal resources offered by Duvall State Prison. Law library staff will assist inmates with legal research but do not provide legal counsel or advice.

The Duvall State Prison Law Library utilizes LexisNexis CDs for legal research on not only crimes related to inmates' incarceration but family law, probate, bankruptcy, immigration, and various other civil matters as well.

In accordance with Massachusetts Department of Correction, Duvall State Prison Library must include, at a minimum, the following resources: state and federal constitutions, state statutes, state decisions, procedural rules and decisions and related commentaries, federal case law, court rules, practice treatises, citators, legal periodicals and digests.

## Intellectual Freedom

Duvall State Prison Library makes all possible attempts to adhere to the American Library Association's Library Bill of Rights, including the Prisoners Right to Read (see quote below).

*Participation in a democratic society requires unfettered access to current social, political, economic, cultural, scientific, and religious information. Information and ideas available outside the prison are essential to prisoners for a successful transition to freedom. Learning to be free requires access to a wide range of knowledge, and suppression of ideas does not prepare the incarcerated of any age for life in a free society. Even those individuals that a lawful society chooses to imprison permanently deserve access to information, to literature, and to a window on the world. Censorship is a process of exclusion by which authority rejects specific points of view. That material contains unpopular views or even repugnant content does not provide justification for censorship. Unlike censorship, selection is a process of inclusion that involves the search for materials, regardless of format, that represent diversity and a broad spectrum of ideas. The correctional library collection should reflect the needs of its community.*

Any materials challenged by inmates or prison staff will be evaluated on a case-by-case basis by select institutional librarians representing Massachusetts Department of Correction to determine whether items should be removed from the collection.

**Gift Policy**

Donations that supplement and enhance the prison library's collection are considered for addition and will be evaluated using the abovementioned selection criteria. Due to budgetary limitations, the library will continue to develop the collection through donations from Prison Book Program and other similar organizations.

Books not accepted for addition to the collection will either be passed along to literacy organizations like Better World Books or donated to local charity organizations. If deemed unusable, donated items will be recycled (or discarded if necessary).

Materials featuring erotica or excessive crime, weapon, or drug use are not permitted in the library's collection and will, therefore, not be accepted as donations.



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## Appendix A

(ALA Council, 2010)

### Prisoners Right to Read

#### An Interpretation of the *Library Bill of Rights*

The American Library Association asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps and segregated units within any facility. As Supreme Court Justice Thurgood Marshall wrote in *Procunier v Martinez* [416 US 428 (1974)]:

When the prison gates slam behind an inmate, he does not lose his human quality; his mind does not become closed to ideas; his intellect does not cease to feed on a free and open interchange of opinions; his yearning for self-respect does not end; nor is his quest for self-realization concluded. If anything, the needs for identity and self-respect are more compelling in the dehumanizing prison environment.

Participation in a democratic society requires unfettered access to current social, political, economic, cultural, scientific, and religious information. Information and ideas available outside the prison are essential to prisoners for a successful transition to freedom. Learning to be free requires access to a wide range of knowledge, and suppression of ideas does not prepare the incarcerated of any age for life in a free society. Even those individuals that a lawful society chooses to imprison permanently deserve access to information, to literature, and to a window on the world. Censorship is a process of exclusion by which authority rejects specific points of view. That material contains unpopular views or even repugnant content does not provide justification for censorship. Unlike censorship, selection is a process of inclusion that involves the search for materials, regardless of format, that represent diversity and a broad spectrum of ideas. The correctional library collection should reflect the needs of its community.

Libraries and librarians serving individuals in correctional facilities may be required by federal, state, or local laws; administrative rules of parent agencies; or court decisions to prohibit material that instructs, incites, or advocates criminal action or bodily harm or is a violation of the law. Only those items that present an actual compelling and imminent risk to safety and security should be restricted. Although these limits restrict the range of material available, the extent of limitation should be minimized by adherence to the *Library Bill of Rights* and its Interpretations.

These principles should guide all library services provided to prisoners:

- Collection management should be governed by written policy, mutually agreed upon by librarians and correctional agency administrators, in accordance with the Library Bill of Rights, its Interpretations, and other ALA intellectual freedom documents.
- Correctional libraries should have written procedures for addressing challenges to library materials, including a policy-based description of the disqualifying features, in

accordance with “Challenged Materials” and other relevant intellectual freedom documents.

- Correctional librarians should select materials that reflect the demographic composition, information needs, interests, and diverse cultural values of the confined communities they serve.
- Correctional librarians should be allowed to purchase materials that meet written selection criteria and provide for the multi-faceted needs of their populations without prior correctional agency review. They should be allowed to acquire materials from a wide range of sources in order to ensure a broad and diverse collection. Correctional librarians should not be limited to purchasing from a list of approved materials.
- Age is not a reason for censorship. Incarcerated children and youth should have access to a wide range of fiction and nonfiction, as stated in “Free Access to Libraries for Minors.”
- Correctional librarians should make all reasonable efforts to provide sufficient materials to meet the information and recreational needs of prisoners who speak languages other than English.
- Equitable access to information should be provided for persons with disabilities as outlined in “Services to People with Disabilities.”
- Media or materials with non-traditional bindings should not be prohibited unless they present an actual compelling and imminent risk to safety and security.
- Material with sexual content should not be banned unless it violates state and federal law.
- Correctional libraries should provide access to computers and the Internet.

When free people, through judicial procedure, segregate some of their own, they incur the responsibility to provide humane treatment and essential rights. Among these is the right to read. The right to choose what to read is deeply important, and the suppression of ideas is fatal to a democratic society. The denial of the right to read, to write, and to think—to intellectual freedom—diminishes the human spirit of those segregated from society. Those who cherish their full freedom and rights should work to guarantee that the right to intellectual freedom is extended to all incarcerated individuals.

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Adopted June 29, 2010, by the ALA Council.

## Appendix B

(The Association of Specialized and Cooperative Library Agencies, n.d.)

### Library Standards for Adult Correctional Institutions

An Excerpt from *Library Standards for Adult Correctional Institutions*

#### Access

General Population: Day, evening and weekend hours to provide at least five (5) hours per inmate per week in a professionally staffed library.

Limited Access Population—at least one of the following:

- One hour in library once per week
- Deposit collection which is the greater of 100 books or two per inmate in unit
- Book cart with 100 items available weekly
- List of 300 books and weekly delivery

#### Staff

##### Staff to Inmates

Inmate Population	Staff Size
301-500 inmates	1 Library Director 1 Library Technician or Clerk
501-1000 inmates	1 Library Director 2 Library Technicians or Clerks
1001-1500 inmates	1 Library Director 1 Assistant Librarian 2 Library Technicians or Clerks
1501-2500 inmates	1 Library Director 1 Assistant Librarian 3 Library Technicians or Clerks

## Seating

### Seating

Population	Available Seats
301 - 500 inmates	10%
501 - 1000 inmates	50 + 8% of population in excess of 500
over 1000 inmates	90 + 7% of population in excess of 1000

## Book Budget

Funds for one hardcover book per inmate (70% of inmate population) per year, plus twenty per cent (20%) for loss.

## Collection

### Collection

Population	# Of Titles
Books	Greater of 5000 titles or 15 titles per inmate up to maximum of 2,500 inmates
Magazines	Greater of 50 titles or one per ten inmates
Newspapers	Number based on regions represented by inmate population
Audio Recordings	100 titles plus one per five inmates
Video Recordings	Greater of 20 titles or one per thirty inmates

## Appendix C

(AALL, ALA, ACA, & CEA, 1994/1995)

### Agency Legal Counsel

#### An Excerpt from *Prison Law Library Guidelines*

1. As needed, the prison law librarian and/or prison administration shall consult with Agency Legal Counsel with regard to matters including but not limited to:
  - a) Quality and sufficiency of the basic legal collection
  - b) Hours of law library operation
  - c) Availability of law library and/or legal resources for inmates in protective custody, segregation, or who are not able to have direct physical access to the law library.
  - d) The definition and determination of 'indigence' relevant to the law library charges for photocopying, supplies and postage.
  - e) Training programs and materials for inmate law clerks, and inmate patrons of the law library
  - f) Law library policy on photocopying of inmate legal materials if such services are available.
2. Additional consultation shall occur, as necessary, when major changes are made in any of the above areas.