

Australian Capital Territory

Corrections Management (Library) Policy 2009

Notifiable instrument NI2009-132

made under the

***Corrections Management Act 2007*, section 14(1) (Corrections policies and operating procedures)**

1 Name of instrument

This instrument is the *Corrections Management (Library) Policy 2009*.

2 Commencement

This instrument commences on the day after it is notified.

3 Policy

I make the

LIBRARY POLICY

attached to this instrument, to facilitate the effective and efficient management of correctional services.

James Ryan
Executive Director
ACT Corrective Services
25 March 2009



Alexander Maconochie Centre (AMC)



LIBRARY POLICY

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Purpose

To outline the library policy for the AMC.

Authority

Legislation

Corrections Management Act 2007, section 14.

Policy

Library Services

The AMC will maintain a library for access by prisoners. All prisoners within the AMC may, subject to the rules of the AMC library, use the facilities and services of the library.

Information about access to the library and the services the library provides will be supplied and made available to all prisoners.

The library is to be maintained by the AMC librarian.

Service Requirements

The library will be maintained and adequately stocked with a selection of recreational, instructional and technical books. These include:

- the UNRESTRICTED AMC Policies and Procedures;
- A range of reference books and computer law service resources to assist in legal defence and litigation; and
- up to date copy of the *Crimes (Sentence Administration) Act 2005*;
- up to date copy of the *Crimes (Sentencing) Act 2005*;
- up to date copies of any other relevant legislation;
- approved journals;
- approved reference books;
- books to meet the needs of non-English speaking prisoners;
- books and audio tapes for the sight impaired;
- video tapes for the hearing impaired;

- daily newspapers and general interest magazines; and
- self - help material to complement AMC programs and services.

Library services, equipment and materials are to be organised in accordance with recognised professional library standards including:

- provision of study stations/facilities within the library wherever possible;
- provision of standalone computers for use by prisoners; and
- provision of information regarding the library and how to access the services available.

The library is to be managed to ensure that the security and good order of the AMC is always maintained by ensuring prisoners do not access ACTCS corporate information systems or any computer which has access to these systems.

Library Resources

Prior to the discharge of any prisoner from the Centre, all library books, or any other library owned material, within the prisoner's possession must be returned to the library.

Any library book or library owned material found by staff when preparing a prisoner's property for transfer or discharge must be immediately taken into possession and returned to the library.

Excess (that is not on loan to the prisoner), abandoned or overdue books or other library material confiscated during searches are to be returned immediately to the library. The only exception to this is when the books are specifically related to studies the prisoner is undertaking and where the education officer has granted prior approval.

Any books or library material found within the common areas of a centre and which cannot be linked to a specific prisoner must be returned immediately to the library as must any book or library material found in the possession of a prisoner other than the prisoner to whom the item was initially loaned.

Library Privileges

If any member of staff has reasonable grounds to believe that an prisoner has misused library facilities, she/he must provide the Deputy Superintendent with a written report of the incident.

Management should determine whether the offence warrants the withdrawal of library privileges from the prisoner. Where the prisoner requires access to the library to enable study or research to be undertaken in his/her capacity as a student enrolled in a course of study or training, only recreational use should be withdrawn.

Where a prisoner is found guilty of a disciplinary offence, the Superintendent may order the prisoner to pay compensation for the cost of replacing/repairing the destroyed/damaged item.

Responsibilities

Superintendent

The Superintendent, in consultation with the Librarian, will

- provide and maintain adequate library facilities;
- ensure the library is easily accessible by all prisoners;
- ensure that library services, equipment and materials are organised and provided to recognised library standards; and
- manage the library to ensure that the security and good order of the AMC is maintained.

Librarian

The AMC Librarian will:

- provide and maintain adequate library resources including a comprehensive selection of books, magazines, legal and other resource material;
- implement, in consultation with the Superintendent, established procedures in the core areas of library activities;
- undertake, in conjunction with education staff, training of suitable prisoners in base level library skills in the core areas of library functions;
- ensure library rules are prominently displayed in the library;
- order new resources for the library;
- oversee regular stock takes of library material and authorise the withdrawal of irrelevant out of date material;
- monitor library materials to ensure prohibited materials are not available, including materials relating to security issues, martial arts, pornography, computer hacking and any other prohibited subjects;
- make available for review up to date copies of AMC UNRESTRICTED policies and procedures;
- select the prisoner library clerk according to local processes;
- terminate the appointment if the prisoner library clerk is not working to an adequate standard;
- assist and advise the Superintendent in relation to decisions made about the library;
- publicise the library services to other staff and prisoners; and
- arrange for library resources to be moved around the AMC if security restrictions prevent the prisoner library clerk from doing so (i.e. delivery of service items, collection of items in returns boxes etc.).

Forms/Templates

N/A

Related policies and procedures

N/A