Australian Capital Territory

# Corrections Management (Requests for Library Additions) Operating Procedure 2020

**Notifiable instrument NI2020-244**

made under the

**Corrections Management Act 2007, s14 (Corrections policies and operating procedures)**

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**1      Name of instrument**

This instrument is the *Corrections Management* (*Requests for Library Additions) Operating Procedure 2020.*

**2      Commencement**

This instrument commences on the day after its notification day.

**3      Operating Procedure**

I make this operating procedure to facilitate the effective and efficient management of correctional services.

Jon Peach
Commissioner
ACT Corrective Services
28 April 2020

| OPERATING PROCEDURE | Requests for Library Additions |
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| OPERATING PROCEDURE NO. | D32.1 |
| SCOPE | Alexander Maconochie Centre |

**PURPOSE**

To provide instructions to staff and detainees on the selection, acquisitions and donations of library resources.

**PROCEDURES**

1.     Detainees can request Library purchases for various purposes including:
   a.   Recreation
   b.   Support for educational courses
   c.   University textbooks
   d.   Self-education
   e.   Self-improvement
   f.   Culture and language.
2.   Detainees can make a request to the Librarian using a Detainee Request Form or by email.
3.   Librarian recommendations for purchase will be forwarded to the Senior Director Detainee Services, for approval.
4.   Recommendations which are approved will be forwarded to ACTCS Contracts & Procurement for purchase.
5.   The requesting detainee will be informed of the outcome of the request.
6.   The Library collection will be regularly updated with newly purchased acquisitions and may also be supplemented by donations.
7.   The AMC Librarian will assess proposed new acquisitions and donations based on a selection criterion of:
   a.   Suitability of subject matter
   b.   Appeal to broader interests and needs of detainees
   c.   Artistic, social, scientific or cultural significance
   d.   Factual accuracy
   e.   Suitability of format
   f.   Consideration of existing Library holdings
   g.   Cost
   h.   Age and condition
   i.   Shelf space in the Library.
8.   Generally no restrictions should apply to the selection of stock, except for those materials that could compromise the safety, security or discipline of the Centre. These restrictions will be decided in consultation with the appropriate security and intelligence staff and the decision

made by the Senior Director Detainee Services. For example the resources in the AMC Library should not:

- Prejudice the good order, safety or security of the Centre (e.g. resources will not be approved that could teach detainees to make explosives, alcoholic drinks, weapons, or instructions on how to hurt others e.g. martial arts.
- Encourage the detainees sexual or violent fantasies
- Provide information that may lead to violence against other detainees or staff (e.g information about other detainees offences)
- Contain simplistic propaganda that is prejudicial to other groups, and could lead to violence (e.g. anti-Muslim, anti-Semitic materials).

9. If the detainee making the request wishes to have the decision to decline purchase or acquisition reviewed they may follow the *Detainee Requests and Complaint Policy*.

**RELATED DOCUMENTS AND FORMS**

- Detainee Access to Education, Library and Information Communication Technology Policy
- Detainee Requests and Complaints Policy
- Detainee Request Form

Corinne Justason
Deputy Commissioner Custodial Operations
ACT Corrective Services
22 April 2020

**Document details**

| Criteria | Details |
|---|---|
| Document title: | Corrections Management (Request for Library Additions) Operating Procedure 2020 |
| Document owner/approver: | Deputy Commissioner Custodial Operations, ACT Corrective Services |
| Date effective: | The day after the notification date |
| Review date: | 3 years after the notification date |
| Responsible Officer: | Senior Director Detainee Services |
| Compliance: | This operating procedure reflects the requirements of the *Corrections Management (Policy Framework) Policy 2020* |

| Version Control | | | |
|---|---|---|---|
| Version no. | Date | Description | Author |
| V1 | April-20 | First Issued | M Bartlett |