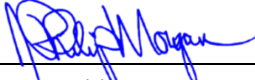
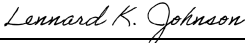




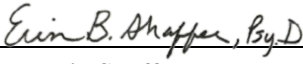
# Department Directive

  
**J. Philip Morgan**  
 Commissioner of Correction

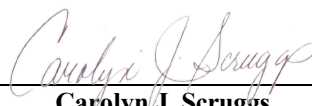
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**Lennard K. Johnson**  
 Acting Commissioner  
 Pretrial and Detention  
 Services

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**Erin Shaffer, PsyD**  
 Director of Patuxent  
 Institution

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**Carolyn J. Scruggs**  
 Secretary

<b>Title:</b> Library Services	<b>Directive:</b> OPS.135.0002
<b>Related MD Statute/Regulations:</b> COMAR 12.14.04.05	<b>Rescinds and replaces:</b> DOC.135.0002, dated March 1, 2006
<b>Related ACA and MCCS Standards:</b> ACA: 5-ACI-7E-01 (4-4505); 5-ACI-7E-07 (4-4511); 1- CORE-5C-04 MCCS: .05C	<b>Approved By:</b>  <b>Danielle Cox</b> Director of Education
<b>Related Directives:</b> OPS.035.0007 – Portable Storage Device Use with Correctional Education DOC.075.0007 - Gifts, Contributions, and Donations PATX.075.0007 - Gifts, Contributions, and Donations DOC.200.0002 – Legal Assistance DPDS.200.0001 – Detainee Legal Matters	<b>Effective Date:</b> July 1, 2023
<b>Variance:</b> With the approval of the Commissioner, a facility may issue a facility directive necessary to implement and comply with this directive.	<b>Number of Pages:</b> 9

## .01 Purpose.

This directive establishes policy and procedures for the operation of the Maryland Department of Labor (MDL) libraries in the Department of Public of Safety and Correctional Services (Department) correctional facilities.

## .02 Scope.

This directive applies to all units of the Department responsible for the custody and security of an inmate under the authority of the Department and all Maryland Department of Labor (MDL), Correctional Education staff.

## .03 Policy.

- A. It is the policy of the Department to provide library services to inmates in accordance with the guidelines established by the *American Library Association's Library Bill of Rights (Appendix A)* to the extent consistent with correctional facility safety and security.
- B. Library programs provide inmates with access to uniform library services and library materials.

- C. Inmates may not have access to the internet, intranet, or library equipment passwords.  
Definitions.

**.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Contraband Library Material.

- (a) “Contraband library material” means library materials that are prohibited due to the nature of the content.
- (b) “Contraband library material” includes materials that:
  - (i) Depict sexually explicit material, nudity, or obscenities;
  - (ii) Incite riots, racism, or threaten the security of the facility;
  - (iii) Contain information on how to construct weapons or other devices to be used to inflict illness or injury; or
  - (iv) Provide information for making illegal substances such as alcohol or drugs.

(2) Correctional educator (CE).

- (a) “Correctional educator” means a state employee working for MDL, or a contractor hired by MDL that provides educational or library services to inmates at facilities in which MDL provides correctional education services.
- (b) “Correctional educator” includes a:
  - (i) Librarian;
  - (ii) Librarian associate;
  - (iii) Principal; and
  - (iv) Teacher.

(3) “LASI” means Library Assistance to State Institutions. LASI legal services are provided by a contractor – LexisNexis.

(4) “Library services” means resources, materials, and research advice provided by a librarian or library associate.

(5) Library resources, materials and equipment.

(a) “Library resources, materials, and equipment” include:

- (i) Books (fiction, nonfiction, and legal reference);
- (ii) Education course texts and workbooks;
- (iii) Educational and leisure magazines;
- (iv) MDL computers and photocopier; and
- (v) Documents, data, and other materials on MDL computers;

(b) “Library materials” does not include:

- (i) Furniture;
- (ii) Fax machine; and
- (iii) Internet capable computers.

(6) “Managing official” has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: “‘Managing official’ means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.”

(7) Portable Storage Device.

(a) “Portable Storage Device (PSD)” means communication equipment used as an electronic storage device.

(b) “Portable storage device (PSD)” includes, but is not limited to, the following equipment:

- (i) Solid state drive;
- (ii) CD-ROM;
- (iii) DVD-R or DVD-RW;
- (iv) Flash, jump, thumb drive; or
- (v) Internal or external hard drive.

**.05 Responsibilities.**

**A.** The Director of Education ensures:

- (1) The MDL provides library services to inmates at Department correctional facilities, to include satellite services, if needed and approved by the managing official or designee;
- (2) Each library is managed by a librarian or library associate;
- (3) Substitute librarians are available to maintain library operations in the absence of the managing librarian or associate;
- (4) MDL personnel purchase library materials and audit software compliance and computer use;  
and
- (5) A managing official or designee providing supplemental funds for materials must specify the materials to be purchased based on correctional facility needs.

**B. The managing official shall:**

- (1) Establish procedures that ensure inmates and correctional facility staff do not access computer and telecommunications equipment in the absence of a librarian or principal;
- (2) Ensure that library materials and equipment received in the correctional facility mailroom are delivered to the library;
- (3) Develop and maintain procedures for the request and delivery of library materials to inmates on restrictive housing.
- (4) Provide resources and assistance to the librarian in efforts to prevent copyright infringement violations in regards to print, audio, and computer software;
- (5) Maintain Department owned library equipment in accordance with the user manual or the correctional facility's maintenance schedule;
- (6) Participate in the interlibrary loan program to broaden the range of library materials available to the inmate population; and
- (7) Enforce Department policies that require the cost of library materials are deducted from an inmate's account for unreturned or damaged materials in accordance with *Maryland Labor Correctional Education Circulation Policy and Procedures (Appendix B)*.

**C. A managing official:**

- (1) Shall ensure that facility directives identified with the distribution code "L" are made available to the correctional facility library; and
- (2) Shall not prevent Department or Division directives identified with the distribution code "L" from being provided to inmates.

**D. A librarian shall:**

- (1) Ensure that MDL library equipment is maintained and updated by the MDL Correctional Education Information Technology Specialist (MDL CE IT);
- (2) Maintain the security of computers, telecommunications, fax, and photocopy equipment;
- (3) Provide a locked storage cabinet for computer processing units identified for inmate use;
- (4) Ensure each computer is coded and given a password to prevent unsupervised use;
- (5) Report any non-functioning computer to the library supervisor and MDL CE IT specialist;
- (6) Report any technical problems with internet accessible computers to the Department's IT helpdesk;
- (7) Provide print and non-print library materials in accordance with the *Maryland Labor Correctional Education Material Selection Policy (Appendix C)*;
- (8) Identify the inmate by their identification card prior to loaning library materials;
- (9) Develop procedures for holding an inmate's identification card while the inmate is using designated non-circulating reference materials;
- (10) Meet with designated correctional staff and the principal prior to providing library services at the beginning of the shift;
- (11) Arrange to retrieve LASI forms and requests if an inmate is unable to access the library; and
- (12) Post the weekly schedule in the library as mentioned in §.05E(1).

**.06 Procedures.**

**A. Portable Storage Devices.**

- (1) MDL personnel shall follow the procedures established in OPS.035.0007 - Portable Storage Device Use with Correctional Education as it applies to portable storage devices.
- (2) Except as stated in §.05A(3), an inmate may not use or possess a PSD as established in OPS.035.0007 - Portable Storage Device Use with Correctional Education;
- (3) CD's sent by an approved legal counsel or the courts to inmates that are processed and vetted as legal mail may be viewed on the designated computer in the library with librarian approval; the librarian or principal will not be held responsible if the disc cannot be viewed due to a technical error.

**B. Information and Equipment Security.**

- (1) The librarian, principal, library supervisor, and MDL CE IT specialist shall have access to library equipment passwords.
- (2) Equipment passwords shall remain on file with the library supervisor and MDL CE IT specialist and may not be changed without notifying MDL headquarters.
- (3) Library materials and equipment that are engraved, labeled, or stamped as State property shall be confiscated from an inmate and returned to the library when an inmate is:
  - (a) Transferred to another correctional facility;
  - (b) Released;
  - (c) Frisk searched during a shakedown; or
  - (d) Placed on disciplinary segregation.
- (4) Library materials shall not be removed from the library unless it is considered to be contraband library materials.
- (5) Contraband library materials that are found shall be:
  - (a) Confiscated;
  - (b) Forwarded to the librarian for further review; and
  - (c) Reported to the chief of security or designee in writing.
- (6) Library equipment and furnishings shall not be used for purposes other than in connection with the library unless the managing official, librarian, or principal gives authorization for such use.
- (7) Photocopiers may be placed in correctional facility libraries for inmate use, the operation of the equipment is the responsibility of the user.
- (8) Inmates are prohibited from using computers with access to the internet and fax machines.

#### C. Library Services.

- (1) Library services, such as book discussion groups, speakers, and presenters may be provided by an outside agency at the request of the librarian and approval of the managing official or designee.
- (2) Full service libraries shall contain a recommended reference collection – *Maryland Correctional Libraries Required Reference List (Appendix D)*. Reference collections in satellite facilities shall be selected to meet the educational and transitional needs of the facility population.

(3) LASI Service.

- (a) The librarian shall:
  - (i) Review an inmate's LASI form request;
  - (ii) Determine if the request meets the criteria indicated on LASI request form;
  - (iii) Submit an acceptable LASI form to the MCE LASI Fulfillment Business Unit (MLFBU);
  - (iv) Return a request that does not meet the requirements for the LASI form submission;
  - (v) Receive the requested documents from the MLFBU and provide them to the inmate; and
  - (vi) Monitor and maintain records of all LASI requests.
- (b) In facilities with a library, requests shall be submitted to the librarian.
- (c) In facilities without a librarian, requests shall be submitted to the facilities.
- (d) Inmates are limited to (5) five LASI citation requests per week, up to a maximum of 100 pages.
- (e) The managing official shall ensure LASI services and forms (*Appendix E*) are made available by providing access to the library for each inmate;
- (f) In a correctional facility with a library, requests are to be submitted to the librarian; and
- (g) In a correctional facility without a librarian, an inmate shall submit a LASI request to the MDL Principal or designated correctional officer personnel for forwarding to the LASI office.

**D. Inmate Library Clerks.**

- (1) The librarian shall:
  - (a) Notify case management of an available inmate library clerk position;
  - (b) Forward a written request to the case manager supervisor requesting to interview inmates in the job bank who have written the librarian requesting an interview;
  - (c) Interview candidates for the inmate library clerk position and notify case management of their selection based on an inmate's qualification and/or special skill;
  - (d) Train the inmate library clerk on the practices and procedures of the position; and

- (e) Supervise the inmate library clerk's work performance.
- (2) The inmate library clerk shall have at minimum the following qualifications:
  - (a) GED or High School Diploma; and
  - (b) No infractions for at least one year.
- (3) Inmate library clerks shall be assigned and, if necessary, removed by the case management unit upon the request of the librarian or principal and approval of the managing official or designee.
- (4) Inmate library clerks may provide service to restrictive housing and protective custody with the approval of the managing official or designee.
- (5) Inmate library clerks providing services to restrictive housing may issue library materials on a cart while under the supervision of a correctional officer.

**E. Library Scheduling.**

- (1) Library services shall uniformly provide services to all general population inmates based on a weekly schedule posted in the housing unit, library, or through written request.
- (2) The librarian, in coordination with the managing official or designee, shall establish the library schedule.
- (3) The library hours of operation shall be inclusive of evening hours or additional days to allow library access to inmates whose work schedule prohibits access during regular scheduled hours.
- (4) In the absence of a librarian, principal, or MDL personnel, access to the library shall be limited to security and fire inspections, unless authorized by the managing official or designee, in consultation with the principal.
- (5) Inmates violating library policy may be denied access to the library.

**F. Donations.**

- (1) Donations of library materials or equipment shall be:
  - (a) Coordinated through the library supervisor at MDL headquarters and the correctional facility's chief of security, facility administrator, or designee;
  - (b) Processed in accordance with *Maryland Labor Correctional Education Libraries Donation Policy* (Appendix F); and
  - (c) Vetted by the chief of security, facility administrator, or designee prior to placement in the library.



- (2) Correctional staff shall not accept library donations without prior authorization from the principal, library supervisor, managing official or designee.

**.07 Appendix.**

- A. Library Bill of Rights
- B. MD Labor CE Circulation Policy and Procedures
- C. MD Labor CE Material Selection Policy
- D. MD Correctional Libraries Required Reference List
- E. LASI Form (OPS form # 135-2e (Rev. 01/2023))
- F. MD Labor CE Libraries Donation Policy

**.08 History.**

- A. This directive replaces directive DOC.035.0007 dated March 1, 2006 and supersedes provisions of any other prior existing communication with which it may be in conflict.

**.09 Distribution.**

- A
- L
- S – Librarian and Correctional Educators

## LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;  
February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

## **MARYLAND CORRECTIONAL EDUCATION LIBRARIES CIRCULATION POLICY AND PROCEDURES**

### **CIRCULATION PERIOD:**

Books will circulate for two (2) weeks.

### **LOAN LIMITS:**

1. The number of books an inmate may borrow from a Correctional Education library collection will not exceed five (5).
2. The number of books on loan to an inmate from the library network will not exceed three
3. The library network consists of CE Intra-Library and Inter-Library Loans.
4. If an inmate borrows three (3) books from the library network, the inmate may not borrow more than two (2) additional books from the Correctional Education library until these books are returned.
5. The maximum number of books an inmate may borrow is six (6) (combination of Correctional Education library books and network books).

### **CIRCULATION DESK PROCEDURE:**

1. An inmate must show their photo identification card to the librarian or clerk;
2. The clerk or librarian shall verify the inmate's bar-coded number, name, and photo on the identification card;
3. If an automated circulation system is used, the inmate's bar-coded number located on the identification card must be scanned by the circulation computer;
4. The inmate must sign the Borrower's Responsibility Agreement (attached);
5. The clerk or librarian shall return the inmate's identification card;
6. The clerk shall stamp the due date on the Date Due slip; and
7. The clerk or librarian shall make appropriate notations on the computer record if the book is in poor condition before issuing it to the inmate.

### **OVERDUE NOTICE PROCEDURE:**

1. The original of the signed Borrower's Agreement is kept in a locked file in the librarian's office and a copy is kept at the circulation desk.

2. Borrower agreements are filed alphabetically by inmate's last name and a barcode is attached.
3. The librarian will send overdue notices at least twice each month.
4. Overdue notices will be delivered by correctional facility mail or hand-delivered by a library clerk.
5. One copy of the overdue notice will be kept in a locked file in the librarian's office and one copy will be kept at the circulation desk.
6. If a book is not returned within five (5) working days after an overdue notice is sent advising the individual that library borrowing privileges may be suspended.
7. If borrowing privileges are suspended, the individual:
  - a. Shall receive a notification of the suspension; and
  - b. May receive a written notice of infraction, unless the individual signs a voucher for the price of the book.
8. If an infraction is written, a copy of the circulation report with the date due is attached to the infraction and given to the shift commander.

**POLICY FOR DETERMINING CHARGES FOR LOST OR DAMAGED BOOKS:**

1. The cost of a book is recorded in the circulation database when a book is received.
2. When determining the charge for a book, the librarian shall check the current price of the book's latest edition. If there is no latest edition, the price of the most recent copy listed in the circulation database is used.
3. If a book is not returned, the current price may be charged to the inmate's account.
4. If a book is returned damaged, the current price may be charged to the inmate's account. A damaged book is one that can no longer be circulated and was of malicious intent, not normal wear and tear.
5. The librarian shall hold a signed voucher for a period of one month before sending it to the finance unit. If the book is returned, the voucher is destroyed. Before the inmate leaves the facility, the librarian shall send the voucher to finance.
6. Once an inmate pays for a book, this money will not be returned.
7. Both damaged and later retrieved lost books are considered library property.
8. Interlibrary loan materials that are lost or damaged are subject to the cost and processing

fees imposed by network libraries.

9. The borrowing privileges of an inmate may be suspended if interlibrary loan materials are lost or damaged.

## MARYLAND CORRECTIONAL EDUCATION LIBRARIES BORROWER'S RESPONSIBILITY AGREEMENT

**LIBRARY:** \_\_\_\_\_

- I agree to accept the responsibility for the return of all library materials in good condition.
- If the materials are not returned, or are lost or damaged, I must pay for the cost of the book(s). Until I have paid for the cost of the books, my library privileges will be suspended.
- No excuse will be accepted for a lost or damaged book. If a book is not returned or is damaged, I will sign a voucher for the amount to be taken from my account or a disciplinary report will be written.
- If a book is damaged or not returned and I refuse to sign a voucher, or do not have adequate funds, my account will be frozen and the appropriate monies removed.

Date: \_\_\_\_\_ SID #: \_\_\_\_\_

Inmate Name  
(print): \_\_\_\_\_

Inmate Bar Code #: \_\_\_\_\_

Inmate Signature: \_\_\_\_\_

Librarian Signature: \_\_\_\_\_

## **MARYLAND CORRECTIONAL EDUCATION LIBRARY MATERIALS SELECTION POLICY**

The library provides media in a wide variety of fields including the sciences, arts, and the humanities.

The following factors should be considered important to the implementation of the library's goal:

1. Groups or individual's needs and interests existing in the inmate population, such as those relating to age, ethnic origin, and gender;
2. Flexibility to meet and satisfy new and changing social interests and needs;
3. Priorities are established based on budget limitations and requirements of funding sources (see individual programs); and
4. Availability and accessibility of materials in other libraries.

### **MATERIAL SELECTION**

Materials shall be selected for purchase based on continuous assessment using selection criteria by the on-site librarian with approval by the library supervisor.

1. Materials shall be selected on the basis of:
  - a. Popularity, appeal, and estimated use by the inmate population;
  - b. Readability level and quality of writing;
  - c. Value in enriching programs provided in the correctional facility;
  - d. Factual accuracy;
  - e. Cultural norms within the perimeters of security policy; and
  - f. Reviews in professional literature and the recommendations of professionals.
2. Materials that have limited appeal for circulation shall be borrowed through intra or inter library loan.
3. Materials with high appeal shall be purchased in sufficient quantity to meet demands when they are current.
4. Print materials shall be purchased in paperback if available in this form (especially fiction). Non- print materials shall be purchased (when budget allows) especially for an ongoing program that has wide appeal.
5. Magazines, journals and other non-print materials shall represent the widest variety of subject interest.
6. When materials about religions are purchased, selection must be broad, tolerant and non-proselytizing.
7. Materials of a partisan, sectarian or evangelist quality shall not be available in the library.

8. By incorporation, the provisions of the Library Bill of Rights and the Right to Read are included within this policy statement.

## **LIBRARY COLLECTION**

The library collection:

1. Includes materials needed in the ordinary course of information seeking that relate to coping and survival in the correctional facility and prepare the inmate for re-entry to home community;
2. Includes materials requested by inmates that have appeal to large numbers of inmates;
3. Includes materials in all formats to stimulate the interests of inmates who have difficulty with reading;
4. Contains basic reference collection representing a wide range of subject materials including a Recommended Reference List;
5. Includes multi-media to encourage interest in various subject areas;
6. Contains no irrelevant materials (not of interest to many in the population); no excessive duplication, but sufficient duplication to meet demand for a title or subject area when it is popular;
7. Contains no materials in poor condition; and
8. Is organized as one coordinated collection that is accessible to and retrievable by, inmates familiar with library organization and those who are not.





## **MARYLAND CORRECTIONAL EDUCATION LIBRARIES**

### **DEPARTMENT OF LABOR**

1100 North Eutaw Street Baltimore, Maryland, 21201

(410) 767-0108

## **RECOMMENDED LIBRARY REFERENCE LIST**

## COMMUNITY LIBRARY INFORMATION

Allegany County <https://www.alleganycountylibrary.info/>

Anne Arundel County <https://www.aacpl.net/>

Baltimore City, *Enoch Pratt Free Library* <https://www.prattlibrary.org/>

Baltimore County <https://www.bcpl.info/>

Calvert County <https://calvertlibrary.info/>

Caroline County <https://www.carolib.org/>

Carroll County <https://library.carr.org/>

Cecil County <https://www.cecilcountylibrary.org/>

Charles County <https://ccplonline.org/>

Dorchester County <https://www.dorchesterlibrary.org/>

Frederick County <https://www.fcpl.org/>

Garrett County, *Ruth Enlow Library of Garrett County* <https://www.relib.net/>

Harford County <https://hcplonline.org/>

Howard County <http://hclibrary.org/>

Kent County <http://www.kent.lib.md.us/>

Montgomery County <https://www.montgomerycountymd.gov/library/>

Prince George's County, *Memorial Library System* <https://www.pgcmlls.info/>

Queen Anne's County <https://www.qaclibrary.org/>

Saint. Mary's County <https://www.stmalib.org/>

Somerset County <http://www.somelibrary.org/>

Takoma Park Maryland Library <http://www.takomapark.info/library/index.html>

Talbot County <http://www.tcfl.org/>

Washington County <https://www.washcolibrary.org/>

Wicomico County <https://www.wicomicolibrary.org/>

Worcester County <https://worcesterlibrary.org/>

## INDIVIDUAL RIGHTS REFERENCES

A Citizen's Guide on Using the Freedom of Information Act and the Privacy Act of 1974 to Request Government Records. House Report 106-050.

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Office of Attorney General 2022 PIA Manual – in house electronic resource

<https://www.marylandattorneygeneral.gov/Pages/OpenGov/piamanual.aspx>

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U.S. Congress Members 2022 [https://ballotpedia.org/List\\_of\\_current\\_members\\_of\\_the\\_U.S.\\_Congress](https://ballotpedia.org/List_of_current_members_of_the_U.S._Congress)

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## **DPSCS CORRECTIONAL FACILITY REFERENCES**

Each correctional facility shall include the required policies, information bulletins, documents and updates.

Directives. Loose-leaf sections revised continuously OR available online.

Information Bulletins. Loose-leaf sections revised continuously OR available online.

## **LEGAL REFERENCES**

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Constitutional Rights of Prisoners. Palmer, John W. 10th ed. Cincinnati, OH: Anderson Publishing Co., 2021.

Criminal Procedure Handbook. Carr, James. St. Paul, MN: West Publishing Co., 2017

Federal Criminal Code and Rules. St. Paul, MN: West Publishing Company, College & School Division, 2020.

Georgetown Law Journal Annual Review of Criminal Procedure. 39<sup>th</sup> edition, Washington, DC: Georgetown Law Journal Assoc., 2022.

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Legal Research: How to find and understand the law. Elias, Stephen. 19th ed. Berkeley, CA: Nolo Press, 2021

Maryland Lawyers' Manual. Baltimore, MD: Maryland State Bar Association, 2021. Annual Maryland Primary Law

Annotated Code of Maryland. Index (2 vols.) Albany, NY: Lexis/Nexis/Mathew Bender, 2022.

Annotated Code of Maryland. Correctional Services Article. 2019 Supplement. Albany, NY: Lexis/Nexis/Mathew Bender, 2017.

Annotated Code of Maryland. Courts and Judicial. Volumes 1 & 2. 2019 Supplement. Albany, NY: Lexis/Nexis/Mathew Bender, 2013.

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**Also Available.**

Lexis Nexis Computers in Libraries <http://www.lexisnexis.com/hottopics/mdcode/> St. Paul, MN: West Publishing Company, 2020.

- Maryland Reports and Maryland Appellate Reports with West's Maryland Code
- Annotated Code of the Laws of Maryland
- Code of Maryland Regulations (COMAR)
- Wright & Miller, Federal Practice and Procedure
- United States Code Annotated
- Supreme Court Reporter
- Federal Appendix
- Federal Supplement
- Federal Supplement 2d Federal Reporter

**LASI LEGAL INFORMATION PACKETS (LIPS)**

Search & Seizure I – Table of Contents & General Information

Search & Seizure II – With a Warrant

Search & Seizure III – Without a Warrant

Search & Seizure IV – Arrest

Double Jeopardy

Speedy Trial

Parole & Probation

Detainers & Extradition

Self-Incrimination I – Table of Contents and Scope of Privilege

Self-Incrimination II – Right Not to Testify

Self-Incrimination III – Confessions Eyewitness Identification

Cases without a Trial

Post-conviction Remedies: Federal I – General and 28 U.S.C. 2241

Post-conviction Remedies: Federal II – 28 U.S.C. 2254 Post conviction Remedies: Federal III —  
Writ of Error *Coram Nobis*

Post-conviction Remedies: Federal IV – Remedies Similar to Writ of Error *Coram Nobis*

Post-conviction Remedies: Maryland – General

Post-conviction Remedies: Maryland Post-conviction Procedure Act

Post-conviction Remedies: Maryland Habeas Corpus

Post-conviction Remedies: Maryland – Writ of Error *Coram Nobis*

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## **CORRECTIONAL EDUCATION LIBRARIES DONATION POLICY**

1. Maryland Department of Labor, Correctional Library Education program encourages donations of materials that are both current and in good condition.
2. The librarian must consult with the library supervisor when considering a donation. Library headquarters processing policies apply to all materials being considered.
3. All donation materials entering the correctional facility will be coordinated through the chief of security, facility administrator, or designee.
4. When considering a donation, the cost of transporting and processing the materials will be considered by the librarian or library supervisor.
5. Donations of sectarian materials will be referred to the correctional facility chaplain.
6. Solicitation of free materials by librarians requires prior consultation with the library supervisor.
7. Processing of donated material should not take priority over other library functions.

### **CRITERIA FOR PUBLIC DONATIONS**

(As posted on the DPSCS website)

Correctional education libraries provide inmates with current information that will assist with making successful reentry back to the community.

Every correctional facility in Maryland has a library that not only provides legal materials but also gives offenders a productive activity that reduces idleness. The Maryland Department of Labor, MDL who oversee correctional education under Workforce Development and Adult Learning, runs correctional education libraries.

Our librarians appreciate attempts to enhance our collection through donated items. In order to maintain currency, we request that potential donors consider our criteria as follows.

#### **We accept if library materials that are in good condition:**

- Reference materials no older than 2 years.
- Current nonfiction (psychology, self-help, relationships, business plans, English language dictionaries, health information, getting government grants, GED books, books on a trade).
- Anything on the *New York Times* and *Washington Post* Bestseller Lists.
- Popular authors of mystery, thriller, horror, science fiction, and romance books. For example: John Grisham, Terri McMillan, Judith Krantz, Robert Ludlum, Dan Brown, Jim Butcher, James Patterson, Stephen King, Patricia Cornwell, Toni Morrison, Neil Gaiman, Sue Grafton.
- Books by local Maryland authors. For example, Laura Lippman, Edgar Allen Poe, Tom Clancy, Ta-Nehsisi Coats, Dashiell Hammett, Nora Roberts.
- Books by BIPOC (Black, Indigenous, & People of Color) authors. For example: Frederick Douglass, bell hooks, James McBride, Alice Walker, Colson Whitehead, Ada Limón.

#### **What we do not accept:**

- Old magazines
- Textbooks or old law books
- Old worn classics

- Damaged materials, including books that are brown with age or have a musty smell.
- Any material that compromises security, for example, instruction manuals on how to build bombs or make weapons, books that teach martial arts or attack strategies, or materials containing pornography.

A title list must be sent to the librarian for approval before books can be accepted.