

## **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.