

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.