

## **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.