LIBRARY STANDARDS
FOR
JUVENILE
CORRECTIONAL
FACILITIES

Revised Edition

Association of Specialized and Cooperative Library Agencies
American Library Association
1999
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Foreword

*Library Standards for Juvenile Correctional Facilities* is the result of the work of these members of the ASCLA Ad Hoc Subcommittee on Library Standards for Juvenile Correctional Institutions and our colleagues nationwide who reviewed and critiqued drafts of this document:

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INTRODUCTION

1. PURPOSE

1.1 The Association of Specialized and Cooperative Library Agencies (ASCLA) Division of the American Library Association (ALA) has responsibility for the establishment, evaluation, and promotion of standards and guidelines for specialized library agencies. These agencies provide materials and services to meet the informational, educational and recreational needs of persons whose access to library services and materials is limited because of their confinement or other special circumstances (health, behavior, etc.). ASCLA fulfills this mandate in part through the cooperation of appropriate national associations (such as the joint American Correctional Association (ACA)-ASCLA Committee on Institution Libraries, which formulates and implements standards of library services in correctional institutions).

The purpose of these library standards is to serve as a planning document for juvenile correctional institution libraries. The standards describe the components of an effective correctional library program, giving the responsible agencies the appropriate focus for the planning, implementation, and evaluation of library services in institutional institutions responsible for detained or incarcerated youth. They also provide a framework for planning library services in new correctional facilities.

1.2 Background/History: Library standards did not exist for residential institutions responsible for delinquent youth people until Education and Welfare published *Institutions Serving Delinquent Children: Guides and Goals*, which included a section on library services. New developments in the treatment of delinquent youth, such as increased
community involvement with the juvenile correctional institution, followed the publication of these goals. In 1975, in response to these developments and corresponding developments in library services, the American Correctional Association in cooperation with the American Library Association published *Library Standards for Juvenile Correctional Institutions*.

In developing these standards, the ACA-ALA committee first searched the literature for materials relevant to library services in juvenile correctional institutions. Topics were assigned to Joint Committee members, and a working paper was presented at the ALA Midwinter meeting in 1973. Comments were elicited from members of the American Correctional Association's Committee on Institution Libraries, the Executive Directors of the American Correctional Association, the Association of Hospital and Institution Libraries, and from representatives of the correctional and library fields. After a second working paper was developed and criticized, suggestions and comments were incorporated into the first draft of the *Guidelines*, which was then submitted to the Joint Committee at the ALA Midwinter meeting in 1974. After further suggestions and reactions were considered, the final document was prepared and officially approved in the summer of 1974 by the executive boards of the American Correctional Association and the Health and Rehabilitative Library Services Division of the American Library Association.

1.3 Need for revision: Since 1975, major socioeconomic changes and technological advances have affected American youth and library services as well as correctional operations. In 1987, in addressing the need for up-to-date library standards for juvenile correctional institutions, the ALA Board approved the motion of the ASCLA Standards Review Committee "that an ad hoc subcommittee of the Standards Review Committee be established to revise the *Library Standards for Juvenile Correctional Institutions*; that the appointed subcommittee include representatives of the American Correctional Association, AASL, and YASD; and that all members each serve a two-year term."

1.3.1 The subcommittee to revise the 1975 standards: The ad hoc subcommittee that was formed in 1987 to revise the 1975 standards gathered data and worked on the updating process for two years. With the completion of the first draft of the revised standards in May of 1990, the subcommittee suspended its activities until 1995.

While the first draft of the revised standards reflected the considerable experiences of active subcommittee members, the expertise these librarians brought to the revision process was all gained in work with West-Coast, state-level, long-term juvenile correctional facilities. Missing from the standards revision process were active subcommittee members from geographical areas other than the Far West, and persons who could bring to the process knowledge gained in work with short-term juvenile correctional libraries.

In 1995, a new call was made for volunteers to complete the standards revision process. In the last half of 1995 and all of 1996, librarians from other geographical areas as well as librarians from the Far West participated in this effort, as did several persons who brought to the process first-hand experiences gained in work with short-term juvenile correctional libraries.

The first draft of *Standards for Libraries in Juvenile Correctional Facilities*, the revision of the 1975 Stan-


1.4 The revision charge: The charge made to the Standards for Libraries in Juvenile Correctional Institutions' Ad Hoc Subcommittee of ASCLA's Standards Review Committee is "To revise the existing library standards for juvenile correctional institutions. Such revision is to encompass networking; split responsibility among the jail, public library and state library agency; overlapping governmental jurisdictions; and curricular responsibilities."

1.5 Scope of revised standards: While the 1975 standards were not written for short-term facilities, the revised standards are concerned with elements which are considered necessary for the provision of library services in institutions for detained or incarcerated youth in:

- Long-term facilities that generally hold juveniles who have been adjudicated and committed to custody (some of whom may be serving brief terms of commitment). Usually these institutions offer strong academic and vocational programs designed for extended periods of time; and in

- Short-term facilities that generally hold juveniles awaiting (sometimes for several months) adjudication or other disposition.

1.6 Audience: The revised standards are addressed to all individuals involved in the juvenile justice system: the judiciary; administrators and staff of juvenile correctional institutions; librarians; national, state and local officials; and interested laypeople.

1.7 Principles: Three basic principles related to providing library services to detained or incarcerated youth are stressed throughout this work:

1.7.1 Libraries with librarians enhance the effectiveness of the treatment programs for detained or incarcerated youth;

1.7.2 Services generally available in the outside community, including library services, shall be available in residential facilities for detained or incarcerated youth;

1.7.3 Such library services recognize the special needs and interests of detained or incarcerated youth.

1.8 Terminology:

1.8.1 Carrel. An individual study area usually consisting of a table, bookshelf, electrical outlets for audiovisual equipment, a chair, and sometimes a small partition for privacy.

1.8.2 Collection. The total accumulation of all library materials provided by the library for its patrons. Also called library resources or library holdings.
1.8.3 Detained youth. A young person placed by the courts or by police officers into a detention facility while awaiting adjudication or disposition.

1.8.4 Detention facility or center. A short-term facility.

1.8.5 Incarcerated youth. A young person placed by the courts, or by law enforcement officers, into a juvenile correctional facility.

1.8.6 Interlibrary loan. A cooperative arrangement among libraries by which one library may borrow materials from another library, thereby supplementing the library's resources by making available materials it does not own.

1.8.7 Juvenile. A young person (age defined differently by each state). In this document, the terms "juvenile," and "youth," are interchangeable.

1.8.8 Juvenile correctional facility. A correctional facility holding juveniles on a continuing basis. This includes both "institutional environments," which impose greater restraints on residents' movements and limit access to the community, and "open environments," which include "ranches," camps, shelters, group homes, halfway houses, etc.

1.8.9 Library materials. The books, periodicals, pamphlets, audio tapes, videos, computer programs, slides, pictures, games, etc., that comprise the library collection.

1.8.10 Library services. The total services rendered by the library to its users. Employing traditional as well as newly developing media and technologies, these services include the loan of materials and the provision of information, bibliographic aid, reading guidance, curriculum support, and promotion of recreational reading.

1.8.11 Placement facility. A facility which holds juveniles who have been adjudicated and committed to custody.

1.8.12 Media. Audio-visual forms of communication and any necessary equipment required to render them usable.

1.8.12.1 Non-print media. A collective term used to denote all materials other than those broadly defined as "print."

1.8.13 Pre-adijudication facility (also called a detention facility or center). A facility which holds juveniles awaiting adjudication or other disposition.

1.8.14 Vertical file materials. Clippings, articles, pamphlets, pictures, and other materials in formats that are most efficiently organized, maintained, and retrieved in file folders.

1.8.15 Youth. See Juvenile.
STANDARDS

2. THE ROLE OF THE LIBRARY IN A CORRECTIONAL SETTING

2.1 The library in the juvenile correctional facility shall support, broaden, and strengthen the facility’s total program of treatment and education. The correctional library shall offer a variety of services, materials, and programs similar to those which are available from libraries serving the general public, as well as curricula support materials, and, where appropriate, legal resources. The library shall:

2.1.1 Serve all juvenile residents;

2.1.1.2 Provide services to juvenile residents who are restricted to their living units (e.g. infirmary, lock-up, etc.);

2.1.2 Provide to facility staff program-related services which contribute to their professional development (e.g. reference and research assistance, professional collections, etc. These may include newsletters, journals, books, manuals, curriculum frameworks, and videotapes);

2.1.3 Cooperate with other libraries to supplement local collections and services.

2.1.3.1 Cooperation may include interlibrary loan, membership in a regional cooperative, sharing of staff expertise, etc.

2.1.4 Endorse and uphold the principles espoused by the following American Library Association documents (which may be obtained from the ALA Office of Intellectual Freedom, 50 East Huron Street, Chicago, IL 60611. Telephone: 1-800-545-2433 Extention 4223 [see Appendix]):

2.1.4.1 Library Bill of Rights (1948; amended 1961, 1980; reaffirmed 1996);

2.1.4.2 Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights (1972; amended 1981, 1991);

2.1.4.3 Resolution on Prisoners’ Right to Read (1982);

2.1.4.4 Policy on Confidentiality of Library Records (1971; revised 1975, 1986);

2.1.4.5 Freedom to Read Statement (1953; revised 1972, 1991).

3. LIBRARY ADMINISTRATION

3.1 The responsibility for the administration of the library shall be determined by the governing agency or agencies.

3.2 The librarian is responsible for managing the facility’s library, library staff, and program.

3.2.1 The librarian shall operate the library as an integral part of the facility’s treatment program.

3.2.1.1 When the facility has an educational program, the librarian shall work closely with teachers to ensure that the library provides resources that support the curriculum.

3.2.2 The librarian shall regularly participate and interact with all facility components in planning and developing the facility’s programs.

3.2.3 The librarian shall actively support the facility’s programs through the library’s materials, services and philosophy; and shall provide research and reference assistance to the resident population and, in program-related matters, to the staff.

3.2.4 The librarian shall ensure that the library is responsive to
the needs of the detained or incarcerated youth as ascertained by and including, but not limited to: person-to-person discussions; group discussions; analysis of user data; output measures; surveys; needs assessments; advisory committees; and participation in workshops and conferences.

3.3 Short-term facility: In the case of a short-term facility where the librarian is not a staff member of the correctional facility, but services are contracted with the local public library, the librarian shall report to her or his supervisor at the local public library.

3.4 Long-term facility: In a long-term facility operated by correctional agency staff, the library shall be on the same administrative level as other program services departments within that facility.

3.4.1 The librarian shall report to a program manager.

3.4.2 When it is not possible for the library to be a department, the librarian shall report to the facility’s education administrator.

4 LIBRARY BUDGET

4.1 The library shall have an adequate budget and the assurance of regular, annually appropriated funds for the exclusive use of the library.

4.1.1 The librarian shall participate in the planning, justification, and administration of the budget.

4.1.2 The librarian shall actively pursue sources of additional funds (such as government and other grants and private, corporate and other contributions to the library) to provide for materials, equipment, programs or projects.

4.1.2.1 Any additional funds received by the library in the form of grants, gifts, or bequests shall not be used to substitute for or reduce the library’s regular, annually allocated budget.

4.2 The agency’s budget shall include a line item for library services.

4.2.1 If it is not possible for the library to be a department, the library budget shall be a part of the school or educational budget.

4.2.2 Within the annual budget for juvenile correctional libraries, the following shall be considered necessary for the proper functioning of the library:

4.2.2.1 Personnel salaries shall be competitive with national library averages and comparable to the salaries of the other professional personnel on the institution staff.

4.2.2.2 Adequate funds shall be included in the library budget for continuing education programs for library personnel and travel to workshops, conferences, and institutes of both library and correctional groups at the local, state or national level.

4.2.2.3 The collection budget shall include funds for both print and nonprint materials.

4.2.2.4 Adequate funds shall be provided for sufficient and suitable equipment and furnishings.

4.2.2.5 Where legal reference collections are mandated by law or are otherwise deemed necessary, the budget shall include funds to provide access to an adequate legal collection based upon the recommendations of the American Association of Law Libraries.
4.2.2.6 Adequate funding shall be provided to cover library maintenance and replacement of capital assets.

4.2.2.7 The annual materials budget for the acquisition of new and replacement materials for the collection shall be no less than the equivalent of the cost of one hardcover book per juvenile resident, at the most recent average list price shown for all subject areas in the current Bowker Annual. This does not imply the library will purchase only hardcover books, but represents a simple formula for the total budget for all types of materials.

4.2.2.7.1 The amount budgeted for collection materials covers the acquisition of newly published materials (including paperbacks, compact (audio) discs, videotapes, computer software, pamphlets, government documents, etc.), needed materials other than those currently released, replacement of titles, and duplicates or multiple copies.

4.2.2.8 The budget shall be adjusted at least annually to account for inflation, changes in the number of youth served, and changes in the library needs of detained or incarcerated youth and facility programs.

4.3 The initial collection for newly established libraries shall be funded as capital outlay.

4.3.1 Start-up budgets shall include funds for equipment and furniture; consumable supplies; 100% of the recommended total reference collection; 100% of the recommended periodicals and serials subscriptions; and 50% of the remainder of the other recommended total collections.

4.4 Short-term facility: In short-term facilities where library services are contracted with the local public library, the outreach services to the juvenile correctional facility shall be a part of the library’s budget.

5 LIBRARY STAFFING

5.1 Motivated and qualified professional librarians are essential to the provision of effective library services.

5.1.1 Library personnel shall be self-motivated to reach out, understand and communicate with young people. They shall demonstrate the ability to interact with and guide juveniles. They shall be motivated to make the library serve the needs of young people and of the correctional facility.

5.1.2 Library personnel shall be effective managers, using both writing and speaking skills to publicize and promote the library and to help the library assume a major role in the facility as an information clearinghouse.

5.1.3 Librarians shall be conversant with current philosophies and practices of juvenile justice, sociology, psychology, and adolescent development.

5.1.4 Library personnel shall comply with all security procedures specified by the facility including background checks.

5.2 Library staff and their minimum qualifications shall include:

5.2.1 Librarian: Prerequisite: a Master of Library Science (MLS)–or equivalent–degree from an institution accredited by the American Library Association. The librarian is responsible for managing the facility’s library and the library program, and for the selection, training, and supervision of library staff.

5.2.2 Assistant Librarian: Prerequisite: an ALA-accredited MLS or equivalent.
5.2.3 Library Technician/Library Assistant: Minimum of two full years of college and one year of library experience. This position is responsible for technical services operations.

5.2.4 Library Clerk:
Requires a high school diploma or equivalent, with the requisite skills to perform clerical tasks.

5.2.5 Resident Library Aide:
Has skills useful to the operation of the library (or shall be easily trained in such skills).

5.3 Recommended staffing levels:

5.3.1 Staff size shall be based upon considerations specific to each facility, including but not limited to:
- number of hours needed to provide accessibility;
- population;
- type and size of isolated community;
- extent of automation;
- security level and philosophy of the facility.

5.3.2 Staffing guide: The following table shall serve as a guide for determining the minimum numbers (full-time equivalent) and levels of library staff:

<table>
<thead>
<tr>
<th>Population</th>
<th>Staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15</td>
<td>Resident</td>
</tr>
<tr>
<td>16 to 50</td>
<td>.5 Librarian</td>
</tr>
<tr>
<td>51 to 100</td>
<td>1 Librarian</td>
</tr>
<tr>
<td>101 to 300</td>
<td>1 Librarian</td>
</tr>
<tr>
<td>301 to 500</td>
<td>.5 Library Clerk</td>
</tr>
<tr>
<td>501 to 750</td>
<td>1 Librarian</td>
</tr>
<tr>
<td>751 to 1000</td>
<td>.5 Assistant Librarian</td>
</tr>
<tr>
<td>1001 to 1500</td>
<td>1 Library Clerk</td>
</tr>
<tr>
<td>1501 to 2000</td>
<td>2 Librarians</td>
</tr>
<tr>
<td></td>
<td>1 Assistant Librarian</td>
</tr>
<tr>
<td></td>
<td>1 Library Technician</td>
</tr>
<tr>
<td></td>
<td>1 Library Clerk</td>
</tr>
</tbody>
</table>
5.3.3 The librarian shall determine the number of Resident Library Aides needed to achieve the library’s mission.

5.4 Professional direction:

5.4.1 Short-term facility: Every youth incarcerated in a short-term facility shall have access to library services under the direction of a professional librarian who may be the local public library’s outreach librarian and who is contracted by the facility to make weekly visits.

5.4.2 Long-term facility: Every youth incarcerated in a long-term facility shall have access to library services under the direction of an on-site professional librarian.

5.5 Responsibilities:

5.5.1 Each library shall have an organization chart showing clear lines of authority within the library, within the facility, and to the governing agency.

5.5.2 A written job description that reflects the duties and responsibilities shall be developed for each library position.

5.6 Staff Orientation, training, and development:

5.6.1 All library staff shall receive the agency’s and/or facility’s basic training, and shall participate in facility orientation programs and may participate in other in-service education programs.

5.6.2 If the librarian has no prior law library experience, and if the facility is mandated to have a law library, the librarian shall participate in one of the following:

- legal reference training organized by the head of library services at that agency or at a college or university;
  
  Or

- at those facilities where there is more than one librarian, on-site mentoring by a fully-trained correctional facility librarian.

5.6.3 All library staff shall have the opportunity to participate in local and state library and correctional continuing education programs.

5.6.4 Library staff shall participate in relevant conferences at regional and state levels.

5.6.5 Librarians shall be encouraged to participate in national library and correctional organizations and their programs and conferences.

6 LIBRARY COLLECTION

6.1 The materials in the juvenile correctional library shall be selected to meet the educational, informational, recreational, career/vocational, and personal needs of its users.

6.1.1 To ensure that the materials meet these needs, the library shall have a printed statement of policy that defines the principles, purposes, and criteria to be considered in the selection and maintenance of library materials. These criteria should specify items defined by the facility as contraband.

6.1.1.1 The Library Bill of Rights, “Free Access to Libraries for Minors” shall be incorporated in this policy.

6.1.1.2 This policy shall apply to gifts as well as to purchased items.
6.1.3 The collection policy statement shall include a procedure to be followed in the event of an objection to an item in the collection.

6.1.4 The policy shall also include guidelines for the regular discarding and replacement of outdated, unused, and worn materials.

6.1.2 Standard library materials selection publications shall be used to ensure the quality of the collection. An effort shall be made to acquire award-winning or otherwise notable materials.

6.1.3 The library collection shall reflect the needs, abilities, and current interests of the resident population.

6.1.3.1 Print materials shall be at the reading levels of the resident population.

6.1.3.2 Ethnic and non-English language materials shall reflect resident population demographics.

6.1.3.3 Print materials may consist mainly of paperbacks.

6.1.3.4 Items in heavy demand shall be provided in multiple copies.

6.1.4 The library collection shall include materials that support the school curriculum.

6.1.4.1 Faculty and staff recommendations shall be considered when selecting library materials that support the curriculum.

6.1.5 The collection shall include legal reference materials which satisfy user needs and court mandates.

6.1.6 The collection shall include materials which assist residents in developing positive survival skills and in preparing for successful transition back to the community.

6.1.7 The collection shall also include titles popular among teenagers, and high-interest low-vocabulary materials to assist in the development and improvement of reading skills.

6.1.7.1 Formal or informal user surveys should be conducted at least annually to determine reading interests, reading levels, ethnic diversity, etc.

6.2.5.3 Computer software: A minimum collection of 25 programs.

6.2.5.4 Other materials as appropriate: Games; puzzles, kits, art objects, realia, comic books, etc.

6.2.5.5 Equipment: The library shall have sufficient equipment to meet the needs of its users to utilize the media collection.

6.3 Reference collection: Each library shall have a reference collection of sufficient size and scope to meet the reference needs of residents and staff and to support curriculum-related research.

6.3.1 The minimum reference collection shall include:
- One set of encyclopedias less than 5 years old;
- Two current general almanacs;
- Twelve dictionaries (including foreign languages, quotations, biographical dictionaries, and other dictionaries on appropriate subjects);
- Two world atlases and 1 road atlas;
- One current local telephone book;
- One medical encyclopedia;
- One current world record book;
- One GED study guide;
- One current college directory and one current vocational/technical school directory.

7. **LIBRARY SERVICES**

7.1 Technical services.
   Technical services shall include:

7.1.1 The planned and continuous selection, acquisition, and processing of materials and equipment to meet the needs of the users;

7.1.2 The logical and systematic organization of materials for the convenience of the users;

7.1.3 The systematic circulation of materials to satisfy the needs of the users;

7.1.4 The maintenance of records and reporting of statistics as appropriate for the continuing operation, development, and administrative support of the library.

7.2 User services.
   User services shall include:

7.2.1 Reference services.

7.2.2 Reader's advisory services.

7.2.3 Interlibrary loan arrangements with the local public library, the public library system and/or the state library agency, multitype library networks, and any other appropriate agency or organization;

7.2.4 Bibliographic instruction and library orientation at appropriate levels offered on a regular basis to all residents of long-term facilities.

7.3 Hours of service.

7.3.1 Short-term facility: See 8.1.

7.3.2 Long-term facility: The library in a long-term facility shall be open a minimum of 30 hours per week, allowing for greatest access during peak weekday use periods, and additional evening and weekend hours whenever possible.

7.4 Programs.
   Library services shall be promoted through publicity, book lists, special programs, book and film discussion groups, music programs, contests, and other appropriate means.

8. **LIBRARY FACILITIES**

8.1 Short-term facility: In the case of short-term facilities, the on-site library shall consist of an extended deposit collection placed in the day room and shall be accessible during day room times.

8.2 Long-term facility:

8.2.1 The library shall be functional in design and inviting in appearance.

8.2.2 Good lighting, acoustical treatment, carpeting, and temperature control necessary for the comfort of library users and preservation of the materials collection shall be basic requirements of the library.

8.2.3 The library shall be centrally located in order to provide maximum security and utilization by all residents and staff.

8.2.4 The library shall be close to educational facilities with ready access from living quarters and offices.
8.2.5 The library shall be in a place which at all times can be properly monitored by, and is readily accessible to, security staff.

8.2.6 The library shall be a secure, separate, lockable area and shall be used only under the supervision of the librarian or other qualified staff trained by the librarian.

8.2.7 The size of the library shall allow for sufficient space for carrels, tables, chairs, equipment, library materials, and for the comfortable and efficient use of the library's resources.

8.2.8 Space shall be assigned to adequately house legal reference materials.

8.2.9 The reading room shall seat a minimum of 10% of the population each day (allowing 25 square feet per person), but never fewer square feet than needed to accommodate the largest class.

8.2.10 In addition to the collection, the library space shall include ample provisions for reading activities, conferences, individual and group viewing and listening, staff library materials, locked storage for materials and equipment, an administrative office, and work room.

8.3 Furnishings and equipment:

8.3.1 The furnishings and equipment for the library shall contribute to the effectiveness of the library program and provide a comfortable and inviting environment.

8.3.2 Furniture shall be selected for attractiveness, durability, comfort, and ease of maintenance, and must meet the facility's fire code standards.

8.3.3 The types of machinery and equipment will vary depending upon the service program of the institution and library.

8.3.3.1 Basic to all libraries are a typewriter, a computer, a printer, a photocopier, and a telephone.

8.3.3.1 Computer technology shall be incorporated in library operations, collections, and services.

8.3.4 Electrical outlets adequate for the operation of equipment and machinery shall be provided.
APPENDIX A

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 and 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.


APPENDIX B

FREE ACCESS TO LIBRARIES FOR MINORS

An Interpretation of the LIBRARY BILL OF RIGHTS

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes
Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents - and only parents - have the right and the responsibility to restrict the access of their children - and only their children - to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.


APPENDIX C

RESOLUTION ON PRISONERS’ RIGHT TO READ

WHEREAS, The right to read is a fundamental concern of the American Library Association, and

WHEREAS, Censorship is a problem for many prisoners and for librarians providing materials and information for prisoners, and

WHEREAS, Several states have statutes or regulations regarding prisoners’ right to read, as California Penal Code Section 2601(c), which provides that prisoners have the right to purchase, receive, read, and permit other inmates to read any and all legal materials, newspapers, periodicals, and books accepted for distribution by the United States Post Office, except those which describe the making of any weapon, explosive, poison or destructive device. Nothing in this section shall be construed as limiting the right of prison authorities (1) to open and inspect any and all packages received by an inmate, and (2) to establish reasonable restrictions as to the number of newspapers, magazines, and books that the inmate may have in his cell or elsewhere in the prison at one time. NOW, THEREFORE, BE IT

RESOLVED, That the American Library Association urge that legislation and/or administrative resolutions similar to California Penal Code Section 2601(c) be secured in all states without such provisions; and Further,

RESOLVED, That the American Library Association shall transmit a copy of this resolution to the Intellectual Freedom and Legislation Committees of all ALA state chapters, urging them to work with agencies and persons concerned with prisoners’ right to read to secure similar legislation and/or administrative regulations.

Adopted by the ALA Council, July 13, 1982
APPENDIX D

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS*

The Council of the American Library Association strongly recommends that the responsible officers of each library, cooperative system, and consortium in the United States:

1. Formally adopt a policy which specifically recognizes its circulation records and other records identifying the names of library users to be confidential in nature.

2. Advise all librarians and library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

3. Resist the issuance of enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.**

*Note: See also ALA Policy Manual 54.16 - Code of Ethics, point #3, "Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

**Note: Point 3, above, means that upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause of its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.


APPENDIX E

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these
pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and prevailing fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would make the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader
range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliation of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the pre-judgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major
channel by which the intellectual inheritance is handed down, and
the principal means of its testing and growth. The defense of their
freedom and integrity, and the enlargement of their service to
society, requires of all publishers and librarians the utmost of their
faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy
generalizations. We here stake not a lofty claim for the value of
books. We do so because we believe that they are good, possessed
of enormous variety and usefulness, worthy of cherishing and
keeping free. We realize that the application of these propositions
may mean the dissemination of ideas and manners of expression
that are repugnant to many persons. We do not state these
propositions in the comfortable belief that what people read is
unimportant. We believe rather that what people read is deeply
important; that ideas can be dangerous; but that the suppression of
ideas is fatal to a democratic society. Freedom itself is a dangerous
way of life, but it is ours.

This statement was originally issued in May of 1953 by the
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the American Book Publishers Council, which in 1970
consolidated with the American Educational Publishers Institute to
become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the
ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of
American Publishers.

Subsequently Endorsed by:
American Booksellers Association
American Civil Liberties Union
American Federation of Teachers AFL-CIO
Anti-Defamation League of B’nai B’rith
Association of American University Presses
Booksellers Foundation for Free Expression
Children’s Book Council
Freedom to Read Foundation
International Reading Association
National Association of College Stores
National Council of Teachers of English P.E.N American Center
People for the American Way
Periodical and Book Association of America
Sex Information and Education Council of the U.S.
Society of Professional Journalists
Thomas Jefferson Center for the American Protection of Free Expression
Women’s National Book Association
YWCA of the U.S.A.
ERRATA

The following entries were omitted from Library Standards for Juvenile Correctional Facilities, page 19.

6.2 Long-term facility collection materials shall be provided in the following minimum quantities. The needs of individual institutions might require more in any or all of these categories:

6.2.1 Books: The total collection shall contain no less than 4,000 appropriate titles, or 20 volumes per resident, whichever is greater.

6.2.2 Magazines: At least 20 titles, with multiple copies as needed.

6.2.2.1 Selection aids: Each long-term facility library shall subscribe to at least two library materials selection publications.

6.2.3 Newspapers: At least 5 titles including local, other communities within the state, and national.

6.2.4 Vertical file materials: Materials sufficient to meet the current needs and interests of the residents.

6.2.6 Non-print media: Materials be provided in any or all of the following formats:

6.2.5.1 Audio recordings (includes tapes, compact discs, etc.): A minimum collection of 25 titles.

6.2.5.2 Visual media (includes videotapes, laser discs, etc.): Access to a minimum collection of 50 titles or 1 title per five residents, whichever is greater.