



STATE OF MAINE
 DEPARTMENT OF CORRECTIONS
 111 STATE HOUSE STATION
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PAUL R. LEPAGE
 GOVERNOR

JOSEPH R. FITZPATRICK
 COMMISSIONER

DATE: October 4, 2016
TO: All Prisoners and Residents and Facility Staff
FROM: Joseph Fitzpatrick, Commissioner *JRF*
SUBJ: Approved Book Distributors

This memo supersedes all prior memos related to approved book distributors. Prisoners and residents ordering non-religious books must order them and receive them directly from either the publisher or an approved commercial distributor, along with a packing list/invoice.

The ONLY approved commercial distributors for books are:

Approved Book Distributor	Address	City	State	Zip
<u>Amazon.com</u>				
<u>Books N Things Warehouse, Inc.</u>	PO Box 7330	Shrewsbury	NJ	07702-7330
<u>Hamilton Books</u>	PO Box 15	Falls Village	CT	06031-0015
<u>Prison Legal News</u>	P.O. Box 1151	Lake Worth	FL	33460
<u>Shutterfly, Inc.</u>				

Note:

Books from Amazon.com are only allowed if they are shipped directly from Amazon.com. Private individuals and other vendors sell publications on the Amazon.com website. That individual or other vendor, not Amazon, then mails out the publication. Prisoners and residents are NOT allowed to receive books this way. In other words, prisoners and residents are not allowed to receive the book if it is sold and/or mailed by a private individual or other vendor even if the transaction takes place over Amazon.com.

Prisoners and residents ordering non-religious magazines or newspapers must order them and receive them directly from the publisher or a commercial distributor (not necessarily limited to the above list).

In addition to the above, prisoners and residents may order religious books and other religious publications through religious catalogs available from the facility chaplain, or other designated facility staff, and must receive them directly from the religious catalog distributor, the publisher, or a commercial distributor. Religious books must include a packing list/invoice.

Family and friends of prisoners and residents may still send funds so that prisoners or residents may order publications as described above.

Family and friends are allowed to order books if they are mailed directly to prisoners or residents from the publisher, any of the above approved book distributors or a religious catalog distributor (provided it is the same as one of the catalogs available at the facility). All books ordered by family and friends must include a packing list/invoice.

Prisoners of adult facilities may order magazines and newspapers through pre-paid subscriptions and family and friends of prisoners may order magazines and newspapers through pre-paid subscriptions.

Residents of juvenile facilities may not order or have ordered for them magazines and newspapers by subscription, but may order or have ordered for them individual issues only.

All publications received at the facilities are subject to being prohibited due to content as set out in Adult Facility Policy 21.2 Prisoner Mail and Juvenile Facility Policy 16.1 Resident Mail.