

<b>POLICY TITLE: LIBRARY AND OTHER RESOURCES FOR TRAINING AND STAFF DEVELOPMENT</b>		<b>PAGE <u>1</u> OF <u>3</u></b>
<b>POLICY NUMBER: 4.2</b>		
<b>CHAPTER 4: TRAINING AND STAFF DEVELOPMENT</b>		
	<b>STATE of MAINE DEPARTMENT OF CORRECTIONS</b>  Approved by: <u><i>Martin Magnusson</i></u> <b>Signature of Commissioner</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> <b>August 15, 2003</b>	<b>LATEST REVISION:</b> <b>September 13, 2010</b>	<b>CHECK ONLY IF APA [ <input type="checkbox"/> ]</b>

## I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

## II. APPLICABILITY

Entire Maine Department of Corrections

## III. POLICY

Staff libraries and reference services shall be established and maintained at each facility to complement and support training and staff development.

## IV. CONTENTS

Procedure A: Staff Libraries  
 Procedure B: Library Services  
 Procedure C: Library Review

## V. ATTACHMENTS:

None

## VI. PROCEDURES

### Procedure A: Staff Libraries

1. The Department shall establish a staff library system under the administration and direction of the Department's Director of Staff Training and Development, who shall ensure that staff libraries are available to all Departmental staff.

2. The location of staff libraries for adult and juvenile community services shall be determined by the respective Associate Commissioners. The location of staff libraries for Departmental facilities shall be in the facility's training department. Access to facility libraries shall be available to employees during regular business hours, with access during off-hours to be arranged through the staff of the training department.
3. Each Chief Administrative Officer or Regional Correctional Administrator shall designate a training department staff member to oversee the library. The Department's Director of Staff Training and Development shall oversee the Central Office staff library.
4. Each library shall include the following resources:
  - a. Previously acquired relevant publications;
  - b. Relevant publications to be acquired through regular budget requests;
  - c. Publications on inter-library loan; and
  - d. A computer with access to the Internet for researching corrections related subjects.
5. Each library's facilities shall include, at a minimum:
  - a. An index to enable easy access to all publications;
  - b. A complete set of all Departmental policies and procedures;
  - c. Current magazines and reports relating to corrections;
  - d. A system for requiring accountability for all publications removed from the library; and
  - e. A listing of library equipment.

**Procedure B: Library Services**

1. The staff member designated to oversee each staff library shall facilitate access to a qualified librarian, or other sources, for assistance in finding reference services and materials.

**Procedure C: Library Review**

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
4.2 Library and Other Resources for Training and Staff Development	4. Training and Staff Development	Page 2 of 3  9/13/10R

1. A review of library operations shall be completed by the Department's Director of Staff Training and Development on an annual basis. A written status report shall be provided to the Chief Administrative Officers, Regional Correctional Administrators, and relevant Associate Commissioners.

## **VII. PROFESSIONAL STANDARDS**

### **ACA:**

**ACI - 4-4078** Library and reference services are available to complement the training and staff development program.

**4-JCF-6E-05** Library and reference services are available to complement the training and staff development program.

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>4.2 Library and Other Resources for Training and Staff Development</b>	<b>4. Training and Staff Development</b>	<b>Page 3 of 3</b>  9/13/10R