

LIBRARY SERVICES

STANDARD NO(S):

NYSSA #

DATE:

June 1, 2007

REVISED: 04/22/2011

REFER TO:

Roger O. Ward

I. POLICY:

It is the policy of the Seneca County Correctional Facility to make available reading material of a leisurely nature to all inmates.

II. DETAILS:

- A. A mobile cart of material will be compiled and maintained by designated Escort Officers. Such cart and material will be stored in the Library Room.
- B. Every Tuesday, Wednesday, and Thursday a "C" shift Escort Officer will make the library cart available to the housing units, in accordance with the below schedule. Once every two weeks, the Escort Officer(s) will rotate the available material.

Tuesday – Housing Unit A
Wednesday – Housing Unit B
Thursday – Housing Unit C

- C. Officers will remain mindful that the amount of authorized property in each inmate's cell complies with the policy entitled "Inmate Property".
- D. All material selected from the mobile cart will be kept in the inmate's cell until the time of return.