


Facility Library Services

Division of Child and Family Services (DCFS)
Juvenile Justice Services (JJS)
Statewide Policy

POLICY NUMBER:	DCFS/JJS 500.12
EFFECTIVE DATE:	August 31, 2023
APPROVED BY:	Sharon Anderson, Deputy Administrator – DCFS 
DATE:	June 29, 2023
SUPERSEDES:	New Policy
APPROVED BY:	Dr. Cindy Pitlock, Administrator – DCFS 
DATE:	8/10/2023
REFERENCES:	N/A
ATTACHMENTS:	N/A

I. SUMMARY

The Division of Child and Family Services (DCFS) Juvenile Justice Services shall provide educational, vocational, and recreational reading materials within youth facilities.

II. PURPOSE

To provide standards and criteria for ensuring reading materials are available to youth within state facilities.

III. DEFINITIONS

None

IV. GENERAL PROCEDURES – FACILITY

A. The facility superintendent shall ensure the facility has a library or area for books accessible to youth.

1. The library and access to reading materials may be established as a privilege-based process.

Library

- B. The library may be an element of the education program or a facility only function.
 - 1. Libraries operated and managed by contracted school districts will function under their own policies and procedures in cooperation with the facility superintendent. A memorandum of understanding or a contract scope of work shall outline this, if applicable.
- C. The library must include materials of varied reading levels and include materials of ethnic and linguistic diversity.
- D. For facilities which operate and manage a library with no contracted school district assistance, the facility superintendent shall designate a staff member to oversee the library and its functions, to include:
 - 1. Days and times of availability for youth
 - 2. Check out and check in process for materials
 - 3. Inventory schedule
 - 4. Process to update or replace materials
- E. Youth shall be allowed to request or recommend materials through a process outlined by the facility.
- F. Youth may keep reading materials in their rooms as outlined in the facility's standard operating procedure or privilege-based system.
 - 1. A youth may always keep a Bible in in their room and this book may not be part of any privilege-based system.
 - a. Removal may only be done for safety and security reasons.

V. GENERAL PROCEDURES – PAROLE

- A. None

VI. STANDARD OPERATING PROCEDURES

- A. Each facility shall create standard operating procedures consistent with this policy, to include:
 - 1. Identification of position or contracted entity responsible for library operations.
 - 2. Procedure or privilege-based system for accessing the library.
 - 3. Procedure for allowing written materials to be kept in individual youth rooms.
 - 4. Check out/in process of library materials.

Library

5. Inventory and maintenance of library materials.
 6. Process to allow youth to request or recommend library materials.
- B. This policy shall be reviewed every two years or sooner if deemed necessary.