



# **Youth Detention Facility OPERATIONS ORDER**

## **LIBRARY PROGRAM**

### **Purpose and Scope**

The Youth Detention Facility's Library Program supports the availability of reading materials for all youth. Consideration is given to the entertainment value as well as ensuring the books are appropriate for the education level of each reader. Each housing unit is equipped with a book cart consisting of two types of books that attempt to meet these needs: Accelerated Reader Program books and leisure/recreational books.

The Accelerated Reader Program (ARP) books assist in examining the readers understanding and performance through web based quizzes. Each quiz is worth a pre-determined number of points according to the complexity and level of the book. The Sacramento County Office of Education (SCOE) utilizes the ARP in an attempt to individualize a reading curriculum for each student. YDF shall work in conjunction with SCOE to meet the ultimate goal of assisting the student in advancing their reading level through this program by providing books that meet the ARP criteria.

Leisure reading books are also available to the reader and although they do not meet the requirements of the ARP they have been screened for appropriateness. Regardless of which book type the reader chooses, accountability for all books is essential in maintaining a library system that is functional for both staff and residents.

There is to be two (2) types of libraries within the YDF. The first is to be the unit library, where youth will drop off the books they no longer need or want. The second is to be the central library, which will house all library books, and be the receiving center for all returned library material.

### **Affected Personnel**

All Sworn Personnel- YDF

### **Authority**

Administrative Directive

## **Effective Date**

4/30/2012

## **Guidelines**

### **I. Accelerated Reader Program Books**

- A. All ARP books shall be labeled with a color coded dot and YDF Youth Library label. Each color represents a genre.
- B. All YDF Youth Library labels include the ARP reading level, if the book is in the ARP system.
- C. Youth who read books that are part of the ARP are eligible to take a quiz which can assist them in advancing their reading level in a school setting.
- D. SCOE shall be responsible for providing quizzes to the youth.
- E. The Accelerated Reader List will be provided to unit staff as a reference and will be updated by SCOE as needed.

### **II. Check Out and Return of Library Books**

- A. The central library is located in Housing Unit 7 and all youth are able to participate in the library program.
- B. All central library books shall have a sticker on the front cover indicating they are a YDF Youth Library book. Books that do not have a sticker will be considered unit library books, and shall not be returned to the central library.
- C. All central library books shall also have a sticker on the spine of the book indicating their genre.
- D. Books shall be inspected prior to check-out and return to verify they are free from graffiti, tears, and/or damage.
- E. Upon check-out, the youth shall write down their name, date, and book title for all the books they are checking out on the sheet provided.
- F. If a youth is released, the book shall be returned to the unit library book return.
- G. If a youth is transferred to another unit, staff shall also allow the youth to take the book with them.

### **III. Unit Staff Responsibility for Unit Library**

- A. Unit staff shall assign a youth to act as the librarian and ensure they are responsible for gathering all of the books to be returned, and return them to the library.
- B. Unit staff shall provide assistance, when necessary, to the youth responsible for keeping the library organized.
- C. Unit staff shall set aside a time each day when the unit library is open for check out and return.

### **IV. Central Library Staff Responsibility**

Revised: 5/14/2020  
Approved by: Dave Semon  
Effective Date: 4/30/2012

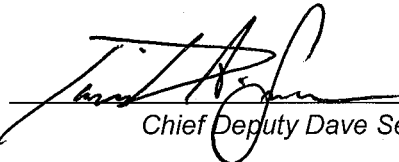
- A. Library staff shall examine all the books upon their return from the housing units verify they are free from graffiti, notes, tears, and/or damage.
- B. Library staff shall search all areas accessible to youth for notes and/or other contraband, each time a unit leaves and before the arrival of the next unit. Should anything be found, the library staff is to inform a supervisor, and check the stationary video system to in an effort to determine where the contraband came from. The information shall then be documented in an IIR.
- C. Library staff shall coordinate with the programming unit to determine the dates and times when units will be allowed to use the library.
- D. Library staff shall inform the YDF Administration when new books are needed.

**V. The Central Library**

- A. The YDF Central Library was created in order to encourage youth to read and learn while in custody at the YDF. The library hours will be determined by the Programming Unit and Library staff, and units will be notified when they are scheduled to go to the library.
  - 1. Since the library is considered programming, in order to cancel it, unit staff must obtain permission from the Programming or Duty Supervisor.
  - 2. Both General Population Units and Maximum Security Units will be given an hour to use the library. All youth shall be allowed to go to the library, unless a supervisor has deemed it unsafe to allow the youth to go. At least two (2) unit staff shall escort the youth to the library.
  - 3. All youth shall be pat-searched before going to the library, and upon returning from the library. Youth shall not be allowed to take paper, pencils, or any other items to the library.
  - 4. Once in the library, all of the unit staff shall continue to supervise the youth while library staff assists the youth in finding a book, and returning or checking out books. Once time is up, unit staff will walk all the youth and their books (maximum 2 each) back to the housing unit. The library staff will then conducts a search for contraband.
  - 5. Youth who select a hardback book will only be allowed to read them during school time or open recreation. The hardback books will be stored in the unit classroom or behind the staff counter when they are not in use.

**Attachments**

**Amends/Replaces Previous Order**

**Authorized By**  **Date** 5/14/2020  
 Chief Deputy Dave Semon