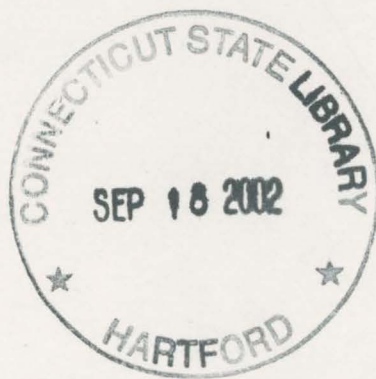


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STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
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LIBRARY CONDITIONS IN
THE CONNECTICUT
DEPARTMENT OF CORRECTION:
A FOLLOW-UP STUDY AND
NEW RECOMMENDATIONS



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September 29, 1978

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INTRODUCTION

It has been seven years since the first "Study of Library Conditions" was done by E. William Strain. This follow-up study will review his recommendations for each facility and compare them to the current situation.

It is the opinion of this author (and not necessarily the State Library) that the first study was flawed by not including a timetable for Departmentwide objective measurement by the State Library Supervisors. Thus, the program has been moving in jolts and starts - progress and decline hinging on changing personalities. This study will conclude with a timetable set for the earliest possible date to evaluate a situation or to make a change.

This study is being written at this time for the following purposes:

- (1) Federal Evaluation will be submitted to the LSCA Coordinator as part of the evaluation of the program.
- (2) Accreditation by the American Correctional Association - The Department of Correction is undergoing this voluntary process and will need an overview as well as a plan for improvements.
- (3) Public Information - Many different types of groups are interested in knowing how they can be of assistance. Among them are: churches, public librarians, the Connecticut Prison Association, and private citizens. In order to make everyone's contribution meaningful and effective, we need to identify very specific needs, time-frames and priorities.

These are all much-welcomed reasons to do a departmentwide survey and evaluation, for the end result will be better library service for the prisoner.

This study will review briefly the progress made on the recommendations of Mr. Strain in 1971. It will then make further recommendations and include a timetable.

CORRECTIONAL
LIBRARY DEVELOPMENT:
DEPARTMENTWIDE RECOMMENDATIONS

To have coordinated and consistent library policies and services, the following general recommendations should be used.

1. Statement of the philosophy that the correctional library should serve the information and recreation needs of all inmates and the professional needs of the staff, and that these should be easily and consistently available.
2. To do this, each facility must have a librarian who is trained and whose only assignment is librarianship for the amount of time prescribed by the minimum standards recommended by the American Library Association. (Brooklyn, Litchfield, Montville-1/2 time. Bridgeport, Cheshire, Enfield, Hartford, New Haven, Niantic - full time. Somers - 2 full time librarians.)
3. Each facility needs a regular library budget. The librarian needs to be told what that budget is so that thoughtful programming can begin. Short - term institutions should be sure that quarterly infusions of new materials are made. The books, magazines, newspapers, records, cassettes and other materials chosen should reflect the population in the case of new materials and donations.
4. At institutions over 300 in population, such services as interlibrary loan will not be possible without a librarian. Teachers, counselors and guards do not have the incentive to encourage inmates to partake of a service that creates more paperwork for them. The well - meaning staff members will only become frustrated with trying to perform tasks for which he/she was not trained.
5. It is a moot question whether or not the institution librarian should be supervised by the school principal or the treatment warden. What is important is that the institution librarian not be limited to being a school librarian. It is also important that the librarian participate in workshops, conferences, and classes to improve professionally. This would be aided by the hiring of a departmentwide library supervisor.
6. The departmentwide supervisor should report to the Central Office administrators of the jails and institutions, and be an active participant at regular staff meetings. The department's supervisor would provide the special training for institution librarians in medical and legal bibliography.

The department's supervisor is currently provided by the State Library with federal (LSCA) funds. If and when these funds are assigned elsewhere by the State Library, the department should be ready to assume the position.

7. Full time librarians should have a proper job description created as Correctional Librarians. Existing librarian job specs do not account for working with and training inmates, for example.

CCI, Somers

Review of 1971 Recommendations

Staff

(1) A librarian from an accredited library school was hired after the retirement of the library officer.

(2) It is difficult to tell how widely he is recognized as the Institutional Librarian because he reports to the school principal, does not submit an annual budget request and does not attend institutional planning meetings.

(3) No paid clerical assistant was hired to supervise the inmate assistants, maintain discipline and act for the librarian in his absence.

(4) The current librarian thus cannot supervise the medical library in the hospital. He has not established a staff library.

(5) The practice of supervising evening library hours with a teacher has been discontinued. Instead, the librarian supervises in the evening and closes the library during morning hours. The earliest the library is open is 12:30 P.M.

Materials

(a) The library does not have enough shelving for 15,000 volumes and has never had enough money to meet this recommendation. Losses are heavy, but coming under control with more cooperation from guards.

(b) Although most outdated materials have been removed, odd donations still find their way into the collection - a 1962 volume on veterinary endocrinology, for example, occupying valuable shelf space.

(c) Contemporary authors, current titles and "core" items are in evidence in the card catalog, but not necessarily on the shelves.

(e) The latest copies of magazines are now kept in the library until newer ones arrive, but the librarian checks each I.D. card and issues them from behind the desk for reading in the library. This is a waste of his precious time. It also deters him from subscribing to an adequate number of magazines. In FY 78 Somers received only 7 magazines; standards indicate they should receive 60-80.

Services

(a) The library is still closed on weekends and holidays - the prime time for filling empty leisure hours with an enriching library program.

(b) The library is still not an activity center. There are no programs to develop improved reading skills, no discussion groups, no speed reading courses, no film programs.

(c & d) Displays are poor or non-existent. Informational signs are sloppy. Motivational bulletin boards do not exist.

(e) No basic collection of titles, recent publications and journals representing all appropriate professions (nor bibliographies of same) is provided for the staff.

Physical Facilities

(a & b) No adequate space is provided for the medical or staff libraries.

Budget

The 1971 recommendation of \$4,000 would amount to \$5,700 in 1978 dollars. This recommendation did not include a figure for periodicals, legal reference or other materials.

1978 Recommendations & Timetable

<u>Task</u>	<u>Completion Date</u>
1. Librarian III classification (S.G. 18) made for "Correctional Librarian". Position requires audio-visual expertise and experience in a public, school, or other institutional library. Criminology, sociology and/or psychology undergraduate training helpful.	1 fiscal year.
2. Librarian I to supervise clerks, handle paperwork, open doors, answer telephones, open library in mornings or on Librarian's day off.	2 fiscal years.

<u>Tasks</u>	<u>Completion Date</u>
3. Volunteers to accomplish some of these tasks until #1 and #2 can be attained.	Could be done now.
4. Additional shelving in main library and law library.	FY 79
5. "Weeding" of outdated materials and acquisition of new. Popular authors and suggestions to come from staff and inmates. Collection size recommended is 36,000 for 1,000 long term people.	On-going.
6. Different procedure for magazine use. -One that does not involve Librarian handling I.D. cards and magazines.	This year. Use of Volunteer would facilitate.
7. More magazine subscriptions needed (See Standards)	Budget increase by FY 80. Donations of Subscriptions.
8. Weekend library hours.	
a) Paid staff	a) FY 81
b) Volunteer staff	b) Now
9. Library Programs conducted by Librarian.	
a) By volunteer with appropriate experience.	Now.
b) By Librarian III while Librarian I is doing paperwork, answering telephones, opening doors, etc.	FY 80 - FY 81
10. Library displays and motivational posters and bibliographies.	
a) done by volunteer	Now.
b) done by Librarian or Assistant Librarian	FY 80 - FY 81
11. Medical and Staff Collections	FY 80
12. Staff library space	FY 80
Medical library space	FY 80
13. \$5,700 book budget and \$900 periodical budget (<u>not</u> including legal)	Now.
To meet half of the half of the <u>minimum standards</u> set by the ACA, a \$16,227 book budget and \$22,131 periodical budget.	FY 81
14. Outside telephone line in the library.	Now.

CCI, Enfield

Review of the 1971 Recommendations

Materials

- (1) The library now has the suggested 6,000 titles, but not more than half of them are useful. The institution's collection needs to be much more current.
- (2) The necessary library tools for processing and ordering have been provided by the State Library.
- (3) The collection was "weeded" in 1977 by a volunteer recruited by the State Library.
- (4) The fiction to non-fiction ratio of 60/40 has not been achieved.
- (5) The fiction should be of a high caliber in terms of current popularity, subject interest, and also include lower reading level materials.
- (6) There are dictionaries, almanacs, and legal research materials. Books in Spanish are also available now.
- (7&8) There are 11 newspaper subscriptions, but none in Spanish. There are 22 periodical subscriptions.
- (9) There is no staff library.

Services

- (1) Interloan arrangements continue, but are the duty of staff members with other responsibilities than encouraging more borrowing.
- (2) The liaison with educational programs exists because this strong program is responsible for running the library.
- (3) The volunteer from the State Library made a vast improvement in the card catalog in 1977 when he taught the inmates the rudiments of cataloguing. When these inmates leave, the situation will deteriorate.
- (4) No library related programs are run because there is no librarian. The Literacy Volunteers of America have been sponsored in 1977-78 by LEAA.

CCI, Enfield

Physical Facilities

(1&2) There is no supply and processing room, and the seating will not accomodate 5% of the population (20 men).

Budget

There is an annual budget for library materials-including periodicals and legal research.

1978 Recommendations and Timetable

<u>Task</u>	<u>Completion Date</u>
1. Establishment of a permanent, full-time Librarian position at a level not under Librarian II.	FY 80
2. Enlargement of the library to accommodate 5% of the population (20 men), a processing and supply area, and a quiet area for legal research.	FY 80 or 81
3. A materials budget of \$ 5,409 for books & \$ 1,475 for periodicals.	FY 80
4. Staff library needs met by a) the librarian b) a separate collection	FY 80, if indicated
5. An outside-line telephone in the library, which should be a different line than the school's.	As soon as librarian is hired.
6. Additional shelving.	FY 79

CCI, Niantic

Review of the 1971 Recommendations

Materials

(A) The book collection more closely fits the suggested fiction/non-fiction ratio but does not contain the minimum 2,400 selected titles. State Library and ESEA grants and donations update the collection.

(B) Few titles are obtained which support the vocational program.

(C) The Black literature collection is dwindling due to lack of library personnel to maintain it. It is updated through grants.

(D) There are no records, audio-tapes, players or earphones in the library.

(E) There are no newspaper or magazine subscriptions at this time.

(F) There are very few Spanish language titles and no legal collection beyond the microfilm collection and free state publications.

Budget

Money was only budgeted to match federal funds from the State Library. Department-wide, there is still no budgeting done for regular library acquisitions except for Somer' law library and at Enfield for subscription renewals. Niantic's library is without a budget.

Services

(A-D) There are no services because there is no librarian. A volunteer provided services in 1977, including: service to segregated areas and infirmary, interlibrary loan, discussion groups and other motivational programs.

Staff Library

The collection has been moved to the ADM building but is in need of development. There is no budget and no maintenance. The staff does try to use the central office collection, so the interest is there.

CCI, Niantic

1978 Recommendations and Timetable

<u>Task</u>	<u>Completion Date</u>
1. Establishment of a permanent full-time Librarian position at a level not under Librarian II.	FY 80
2. A materials budget of approximately \$4,000 to purchase fiction, Black literature, audiovisual programs, periodicals, Spanish language materials and materials of vocational and/or informational interest to women.	FY 80
3. A staff library budget of \$500 for journals and a few books with the stipulation that the Librarian survey the staff before and after the rejuvenation of the staff library as to usefulness of titles, benefits derived, etc.	FY 80
4. Improved security in the library. The doors are generally left unlocked and the room itself is poorly maintained. This is in effect denying inmates access to a library because the reading materials are chaotic and frequently stolen.	Now

CCI, Cheshire

Review of the 1971 Recommendations

Staff

(1 and 2) It is unknown whether or not institutional staff were sent to workshops on classification, general processing and library maintenance. In a recent year (1976) there were always 2 inmates on the library committee. This is commendable.

Materials

(1 through 7) Until the State Library provided the federally funded Librarian position and materials budget, the collection was not appropriate for the clientele. State Library (state) funds were provided since 1969 for materials. In 1975, these were only available to school students, as they were kept in a special closet. Since 1976 the collection has been improved to include current titles and authors, duplicates of popular titles, subjects such as minority group literature, religious, vocational, supporting curriculum, and reference. Also, a broad representation of magazines and newspapers has been provided.

Services

(1 through 5) With the State Library's Project Librarian (federally funded) there have been regular, liberal library hours, interlibrary loan, publicity of the collection, acquisitions which support the school program, and services to restricted areas.

Beyond the recommendations, there have also been films provided for recreation and education, guest speakers, visits to classrooms, and evening library hours with the Librarian available for consultation.

Budget

Inmate welfare fund monies were used to match State Library grants in the past.

CCI, Cheshire

1978 Recommendations and Timetable

Task

Completion Date

1. Establishment of a permanent full-time position at not less than Librarian II. Because of special academic program, Librarian III with teaching experience should be sought.

Now.

2. Establishment of budget for books, periodicals and supplies-

- a) at the federally funded level of \$ 5,000/year
- b) at \$ 12,000 (half of the minimum standards)

Now.

3. Provide a separate telephone from that of the assistant school principal.

Now.

4. Cut traffic through the library by a more logical arrangement of school offices.

FY 80.

CCC, Bridgeport

Review of 1971 Recommendations

Staff

(A) Presently , little is visible in the way of classification of materials, circulation control or overall maintenance of the collection. None of the facilities in the three buildings can be called libraries because none are orderly or convenient. The present method of assigning library responsibilities to the teacher as extra duty is clearly inappropriate. Juggling library duties among 3 buildings is a full-time job.

(B) If an officer is assigned to supervise evening access to the cell of books in the old building, it is not the same one every time.

Materials

(A,C,andD) There is no way of telling what is in the collection. Books lists are not produced. Magazines and newspapers are not in evidence as part of library service.

(B) Only the law library in the new building is somewhat orderly, well-lighted and useable.

Services

(A,B,andD) There are no services other than the film service provided by the Bridgeport Public Library and the State Library's interlibrary loan. The teacher in the old building used to provide some reader guidance when the library was located at the back of his classroom.

Physical Facilities

In 1971, it appears there was actually a better library space provided than in 1978. 1971 Recommendations refer to rearranging furniture and building additional shelving.

1978 Recommendations and Timetable

Task

Completion Date

1. Assignment of Library personnel.

A jail population of over 150 requires a full-time Librarian.

- a) assign a full-time guard
- b) provide library expertise by either recruiting a Librarian as a volunteer or strengthening ties with the Bridgeport Public Library by contracting for service.

Now

FY 79

2. Library Committee meetings held at least quarterly, with representation from each building's staff and inmates.

Topics of immediate concern are collection building and physical conditions of the rooms, including hours and staffing by the librarian.

Now

3. The inmates are effectively denied access to library in the old building because of its location in the basement and because there is no regularly scheduled library procedure. The library should be located centrally, near the school, with adequate light, heat, and seating for 5% of the population.

Now

CCC, Brooklyn

Review of 1971 Recommendations

Materials and Services

There has been a continuous effort at maintaining this library by the correctional officer in charge and the administration.

Following the recommendations, more paperbacks and reference works have been added. The simple shelf arrangement and record-keeping described in 1971 are also carried on today.

Film service began in 1976 through the State Library.

<u>Task</u>	<u>Completion Date</u>
1. If more services, programs, better donations, more interlibrary loan; better films and collection development, reader assistance and staff support are desired at this small jail, library expertise should be brought in. (Librarians are the key to many free resources; this is an important consideration at this facility.) Standards suggest 20 hours per week for the librarian. Suggested sources are: volunteer former-librarians from the community; using the CLSU (Cooperating Library Service Unit) Review Board to locate sources for possible library service.	None
2. Magazine and newspaper subscriptions, and current books. Standards suggest the following: a) 250 recent titles in paperback and hardcover replenished every 3 months b) 5-15 magazine titles c) 1 local and 1 state newspaper subscription	FY 79

CCC, Hartford

The 1971 Recommendations were written for the old facility. They show that there was much room for improvement then as now. Namely, recommendations were made for: teaching shelf arrangement and maintenance to inmates; more inmate library clerks; providing current titles, relevant subjects, newspapers, magazines, Spanish language materials, Black literature, basic reference works; systematic collection development; good materials for a mobile unit; use of interlibrary loan; a less noisy room with tables and chairs; shelving for 1500 volumes; a periodical rack; a book truck and shelving for 500 volumes for the mobile library; an annual budget.

All of these things remain to be done in the new facility, opened in 1976

1978 Recommendations and Timetable

<u>Task</u>	<u>Completion Date</u>
1. Regular monthly meetings of the Library Committee while the new library is being constructed. The Committee should represent different areas of the institution and include inmates. Before construction is complete they should help to plan: a) The physical features of the library -taking into consideration lighting, seating, shelving, etc. b) the library's system of operation- including staffing, hours, borrowing procedures. c) the library's budget-taking into consideration the fact that an entire book collection will have to be purchased.	Now
The State Library Supervisor-Correction Libraries should assist them with the planning, using recognized guidelines and Standards.	
2. A great deal of care should be taken in beginning the new collection. Library expertise should be brought in from outside (either by recruiting a Librarian or making arrangements with the State Library Supervisor.) The Current supply of books available around the institution is not of good quality.	When Library is completed

CCC, Hartford

Task

Completion Date

- 3. The Library Committee should consider adequate staffing. A full-time person assigned only to the library-with a college education, knowledge of current events and literature, and the ability to identify inmates information needs would be minimal. A Librarian full-time would meet ACA Standards.
- 4. The Library Committee should then help the assigned staff person by providing input from all areas of the institution. The inmate members, as well as the staff members, should help with the book selection.
- 5. The Library Committee should encourage the staff person to use interlibrary loan and other back-up, free resources of the State Library. They should initiate discussions with the Hartford Public Library regarding service. The HPL would be encouraged by seeing the initial effort- the room itself and the staff person with established procedures- and perhaps more willing than before to loan materials from their collection.
- 6. The staff person or Librarian should also tap resources like the HPL, the CSL, The CRLC*, the CLSU**. Once there is someone to articulate the reading interests of the Hartford population, interest and good donations will follow.

FY 79

FY 79

FY 79

*Capitol Region Library Council

**Cooperation Library Service Unit

CCC, Litchfield

Review of 1971 Recommendations

- (1) A specific library officer is not assigned. Rather, whoever is on duty in the hallway grants permission to inmates to use the collection housed on about 100ft. of shelving. No inmate is assigned to keep records, organize the collection, take requests for loans and purchases, etc. The counselor and the school teacher select books and borrow from outside sources for specific clients.
- (2) About 50% of the collection needs to be discarded and replaced with current, appealing, appropriate titles. The reading interests and needs of inmates is not well-represented. Useful materials are difficult to find because the collection is not arranged for retrievability. There are no periodical subscriptions.
- (3) This recommendation was met. In 1971, there were 3 library collections. It was suggested that a central location be used so that sentenced and pre-trial persons might have access to the entire collection.
- (4) No budget exists.
- (5) The school teacher occasionally uses the Litchfield Public Library and the counselor uses the library at Litchfield High School to obtain needed reading materials.

1978 Recommendations and Timetable

<u>Task</u>	<u>Completion Date</u>
1. The officer with whom I spoke at the time of the survey was knowledgeable about the reading interests of inmates and what materials are needed in the library. The problem lies in translating the separate knowledge of all the individuals into appropriate purchases and selection of donations of materials for the library. Perhaps this could be accomplished through a "Library Request Form" - allowing everyone to note favorite authors, titles and subjects. Officers should fill out forms for inmates	Now

CCC, Litchfield

Task

Completion Date

who make verbal requests or who, for a number of reasons, cannot fill out a request form.

- (2) Every three months, the Library collection should be weeded and replenished. For a population of 50-100, there should be 2,000 titles. Up to 60% of this could be borrowed from a public library. FY 79

- (3) A magazine rack should be provided. There should be between 5-15 subscriptions. There should be one local and one state newspaper title, with multiple subscriptions if the ADP is over 50. FY 79-80

- (4) A budget should be made reflecting Recommendations 2 and 3. FY 80

- (5) Official liaison should be established with the Litchfield Public Library and the region's Cooperating Library Service Unit.

CCC, Montville

Review of 1971 Recommendations

Many of the recommendations have been met and this library, like Brooklyn's, is in good enough condition to provide library services by a qualified person.

Staff

(AandB) An inmate is always assigned full-time library duty. The three I have met in the past 2 years have been interested in their jobs, intelligent, and able to articulate library needs to the staff and myself. There are also two staff members responsible for selection and training of the clerk, book selection for the library, and liaison with other libraries.

Materials

(AthruE) Through State Library grants and federal ESEA grants the collection is more representative of the population's reading needs. Also, donations and bulk loans are selected by the two staff members mentioned previously. The collection is up to 3200 hard-cover books and 450 paperbacks.

(F) The inmate welfare fund is now used to provide newspaper and magazine subscriptions.

Services

(a) Interlibrary loan of books and films is provided by the Connecticut State Library thru its free delivery service, CONNECTICAR. Bulk loans are provided by the Otis Library, Norwich.

(BandC) Improved shelf arrangement for easier retrievability and record-keeping for requests are still needed.

Facilities

(A) The collection has been relocated from the back of the chapel to an area roughly 15' x 30'. There are now tables and chairs, a revolving paperback rack, a periodical rack, and curtains on the windows.

At the writing of this report, the Otis Library of Norwich has hired a librarian to bring library services to Montville and Niantic--spending 2 days at each institution. Once this LSCA grant expires (Aug. 1979) we should know what kinds of services and materials worked best in a jail the size of Montville and what level of service can be provided by a professional in the jail 2 days a week.

CCC, Montville

<u>Task</u>	<u>Completion Date</u>
1. About 20% of the collection should be discarded and replaced with <u>current</u> materials.	FY 79
2. Every 3 months, the collection should be checked for: a) overdues and missing volumes; b) proper shelf arrangement c) weeding old or unused items; and should be supplemented with; d) budgeted funds for new paperbacks; e) carefully selected donations.	FY 79
3. There should be 15-30 magazine subscrip - tions and one state and one local newspaper subscription with multiple copies.	FY 79

CCC, New Haven

The 1971 recommendations were written for the old center. At that time, no library services existed. About 50 old books were kept in the maximum security section.

The new center opened in 1976 and the recommendations were met to some degree.

Staff

An officer is not assigned. Library book selection is the extra duty of the school teacher. The books are actually distributed by counselors in their offices.

Services

(A, B and C) There is no mobile library service, no holdings list or bibliography of titles, or participation in the State Library's interlibrary loan network.

Budget

The budget fluctuates. The inmate welfare fund is used for newspaper subscriptions, but this is a separate activity from the selection of books by the teacher. There is no budget for the teacher for new library books or periodicals. State Library grants have been used.

Materials

(A and B) Paperbacks make up the bulk of the library collection. Often, these are "stripped" donations from book stores (the covers have been removed). Books in Spanish are available only through the special bilingual school program. Dictionaries and some legal materials are available. No popular magazines are in evidence.

1978 Recommendations and Timetable

Task

Completion Date

- | | |
|---|-----|
| 1. The Library Committee should meet to discuss the current methods of acquisition and distribution of reading materials. Improvements can be made by working on the following areas: | Now |
| a) The efficacy of having one person selecting books and several others passing them out and receiving requests. Is the communication among all these people sufficient? Is anyone getting what he wants to read? | |
| b) The breakdown of the total collection | |

CCC, New Haven

Task

Completion Date

onto carts in counselor's offices.
If there are no book lists, how
do inmates know what is available
and where it is?

c) Without recordkeeping, how does
the staff know what books are
needed and what books inmates
are requesting or have used heavily
in the past.

d) For inmates unable to enroll in
school, what specialized reading
materials are available to them
(like GED preparation books,
reference materials, etc.)?

- | | |
|---|-------|
| 2. Liaison should be established between the jail and the New Haven Public Library and the regional Cooperating Library Service Unit. | FY 79 |
| 3. The library should receive a budget so that the book collection can be replenished every three months. | FY 79 |
| 4. The book collection should consist of 6,000 appropriate titles. 30-50 magazine subscriptions should be available through the library. One national, one state and all local newspapers should be subscribed to. | FY 80 |
| 5. If the Library Committee recommends establishing a library the following specifications are suggested: A centrally located room with 300 square feet of space and 693 linear feet of shelving and a full time librarian with inmate assistants. These specifications do not include the law library. | |

CJA, Haddam

Professional Library, Hartford

In 1971, the professional library in Hartford had three functions: to provide professional reading material for staff at the central office and the 10 facilities; to encourage selfstudy; to provide necessary information for research. It contained 450 current titles, 400 medical books, 35 journal subscriptions, and a film collection. The State Library Supervisor staffed the library, which was open most of the day. A bibliography of holdings was available to all employees. The FY 71 Budget was \$ 1,050.

Since before 1976 (no records exist showing exactly when) the library has been used primarily as a conference room. There has been no regular budget for materials (federal funds were used in FY 78). Because of this shift in emphasis, no one is responsible for the library and the collection is disappearing and the card catalog unreliable.

The best library services available to staff are at the Justice Training Academy in Haddam. The collection consists of 3000 books, 115 periodical subscriptions, and 300 non-print materials (films, videotapes and videocassettes, audio cassettes, sound/slide programs, kits, etc.). It is housed in a room approximately 350 feet square, has about 300 linear feet of shelving and seats 2. It is staffed as secondary duty of the Media Technologist-who happens to have a Masters degree in library science. Thus, both the print and non-print collectons are well organized for easy retrievability.

1978 Recommendations

If the room that was formerly the library at Central Office is to remain the Conference Room, The following things should be done:

- 1) The books should be incorporated into the collection at Haddam, as should the card catalog.
- 2) The back issues of periodicals should be discarded.

Central Office

- 3) The films should be incorporated into either the School District collection or into Haddam's collection. They were purchase on a 50/50 basis by the School District and a State Library grant to the Department.
- 4) The pamphlets should be discarded.
- 5) The medical collection should be sent to the hospital medical library at Somers.
- 6) The increased collection size at Haddam will necessitate more shelving.

Also, if use of Haddam's print and non-print resources continues to increase (especially by the Judicial Department-Justice Commission) more hours will have to go into library maintenance.

Survey of Library Services
Connecticut Department of Correction

PERSONNEL

	Bridgport	New Bldg.	Old Bldg.	Work Release	Brooklyn	Cheshire	Eastfield	Northard	Litchfield	Meriden	New Haven	Norwich	Somers	Wallingford
Full time Librarian					Y	A							1	(same)
Part time Librarian									Z		Z			
Educational staff (extra duty)	X	X				X	X		X	X	X			
Correctional staff			X	X				X	X	X				
Inmates	X	X		X	1	2			1		1	4		(1)

A= jointly funded (State Library/DOC) position pending as of July '78

X= fluctuations occur often enough to make a definite number misleading.

Y= State Library federally-funded full time Librarian not retained by Institution as a Librarian as of July 1, 1978.

Z= provided by Otis Library, Norwich CT through federally funded project.

Follow-Up Study of Library Conditions
in the Connecticut Department of Correction

Physical Facilities and Operating Hours-May 1978

	<i>Bridgport</i>	<i>New Bldg</i>	<i>Bridgport</i>	<i>Old Bldg</i>	<i>Bridgport</i>	<i>Work Release</i>	<i>Brooklyn</i>	<i>Cheshire</i>	<i>Enfield</i>	<i>Hartford</i>	<i>Litchfield</i>	<i>Montville</i>	<i>New Haven</i>	<i>Niantic</i>	<i>Southington</i>
MAIN LIBRARY															
Reading Area	No	No	No	15x30	25x25	30x15	No	No	30x15	No	40x60	40x60			
Librarians Area	No	No	No	No	10x8	desk	No	No	desk	No	desk	20x10			
Seating	No	No	No	8	8	8	None	None	4	None	10	20+			
Weekly Hours-a.m.	None	None	N/A	15	9	15	None	By Request	10	No	?	0			
Weekly Hours-p.m.	None	?	N/A	40	23	30	None	C.O.	10	No	?	17½			
Weekends	None	?	N/A	22	0	18	None	?	0	No	No	0			
LAW LIBRARY															
Reading Area	Cell	?	No	?	Yes	4x10	10x12	?	Yes	10x12	Yes	20x20			
Librarians Area	No	No	No	No	No	No	No	No	No	No	No	Y			
Seating	1	1	N/A	1	8	1	1	1	4	2	10	8			
Weekly Hours-a.m.	?	By Request	N/A	By Request	9	15	5½	By Request	10	By Request	?	0			
Weekly Hours-p.m.	?	to Teacher	N/A	to C.O.	14	25	5½	to C.O.	10	to Teacher	?	11½			
Weekends	?	No	N/A	0	0	Yes	0	?	0	0	0	0			

Follow-up Study of Library Conditions in the Connecticut Department of Correction

FUNDING SOURCES

FY 78	Bridgport -New Bldg	Bridgport -Old Bldg	Bridgport -Work Release	Brooklyn	Cheshire	Enfield	Hartford	Litchfield	Montville	New Haven	Niantic	Somerset
DEPT. OF CORRECTION including State & Inmate Welfare funds												
1. Personnel	0	0	0	0	0	0	0	0	0	0	\$14,000	
2. Materials*			\$282	\$528	\$1,826		0	\$442	\$900	\$463	2,538	
*These figures were reported by the Institutions to the State Library, but were not confirmed by Dept's Business Office.												
EDUCATION DIVISION DEPT. OF CORRECTION ESEA (federal)												
2. Materials	---\$525---	0	0	\$3,000	\$1,500	\$524	0	0	\$525	\$1,000	\$1,500	
STATE LIBRARY LSCA (federal)												
1. Personnel	0	0	0	0	12,000	0	0	0	0	0	0	0
2. Materials	0	0	0	0	227	0	0	0	0	0	0	0
State funds												
2. Materials	---\$604---	0	\$681	0	\$1,000	\$428	0	\$325	\$893	\$368	\$365	

MINIMUM STANDARDS

from: ACA Committee
Library Staff on Institution Libraries
Standards For Adult Correctional Institutions

M A T E R I A L S

	Somers	Enfield	Cheshire	Niantic
Based on Pop- ulation of:	900	300	300	100
Books:	36,000	12,000	12,000	12,000
Magazine Subscriptions:	98	60	60	20
Newspaper Subscriptions:	20	20	20	20
Filmstrips:	450	300	300	100
16 mm Film:	Interlibrary loan arrangement with a cooperative film library program or other lending source.			
Cassette and Disc Recordings:	450	300	300	100
Vertical File Material:	Sufficient to meet needs and interests (including clippings, articles, pamphlets, pictures, etc.)			
Other Materials:	Games, puzzles, kits, art objects, comic books.			
Legal Reference:	Materials which satisfy user needs and court mandates. ¹			
Scope:	The collection shall include materials helpful in preparing inmates for reintegration into the community. Such materials should include information on community resources, job opportunities, educational and vocational training opportunities, and general information.			

M A T E R I A L S

- Reference: The collection shall include reference materials to support all programs offered within the institution.
- Staff: The collection shall include those materials needed by staff for their professional information and advancement.

¹See Bibliography

MINIMUM STANDARDS

from: ACA Committee in Institution Libraries
Library Standards For Adult Correctional Institutions

B U D G E T

	Somers	Enfield	Cheshire	Niantic
Based on Pop- ulation of:	900	300	300	100
Total Budget:	<u>\$166,212</u>	<u>\$43,848</u>	<u>\$48,972</u>	<u>\$30,772</u>
a)Materials	76,716	25,572	25,572	8,524
b)Personnel and all Other (Legal Materials, Supplies, Equipment, etc.)	89,496	18,276	30,696	22,248

MINIMUM STANDARDS

From: ACA Committee on Institution Libraries
Library Standards for Adult Correctional Institutions

P E R S O N N E L

	Somers	Enfield	Cheshire	Niantic
Based on Population of:	900	300	300	100
LIBRARIAN--5th year degree in library science, with knowledge of audiovisual materials and equipment, 3-5 years experience in a public, school, academic of institution library, specialized training in use of legal reference materials, sensitivity to current social problems & corrections	1	1	1	1
	In Connecticut, this job description falls above the <u>Librarian III</u> (S.G. 18) classification.			
ASSISTANT LIBRARIAN--with 15-18 hours credit in library science & experience	2	1	1	
	In Connecticut, this job description fits <u>Librarian I</u> (S.G. 13)			
LIBRARY TECHNICIAN--two years college, secretarial skills	1	1	1	1
	In Connecticut, this job description fits <u>Library Assistant I</u> (S.G. 6)			
LIBRARY CLERK--high school graduate with typing	3	1	1	1

STANDARDS

From: ALA/ACA Joint Committee
 Recommendations for Library Standards for Jails and Detention Facilities

M A T E R I A L S

	<u>Bridgeport</u>	<u>Hartford</u>	<u>New Haven</u>	<u>Brooklyn</u>	<u>Litchfield</u>	<u>Montville</u>
Based on ADP of:	400	400	400	50	100	150
BOOKS	6,000	6,000	6,000	2,000*	2,000*	2,000*
MAGAZINE SUBSCRIPTIONS	30-50	30-50	30-50	15-30	15-30	15-30
NEWSPAPER SUBSCRIPTIONS	1 National, 1 State and all relevant Locals With Multiple Subscriptions of the Locals			1 State and 1 Local with Multiple Subscriptions		
OTHER MATERIALS	Filmstrips, 16mm Films, Cassette and Disc Recordings, Games and puzzles, Typewriters.					
LEGAL MATERIALS	Jails with residents accused of felonies or on appeal shall maintain "expanded legal collection" recommended by AALL.					

*60% may be a bulk loan deposit collection from a public library or Library Service Center (operated by the Connecticut State Library) rotated every 3 months.

STANDARDS

From: ALA/ACA Joint Committee
 Recommendations for Library Standards for Jails and Detention Facilities

PERSONNEL

	<u>Bridgeport</u>	<u>Hartford</u>	<u>New Haven</u>	<u>Brooklyn</u>	<u>Litchfield</u>	<u>Montville</u>
Based on Population of:	400	400	400	50	100	150
LIBRARIAN--5th year degree in library science, with knowledge of audiovisual materials and equipment. Specialized training in use of legal reference materials may follow. Should be sensitive to current social problems and corrections.	1	1	1	1/2	3/4	3/4
ASSISTANT LIBRARIAN--with 15 to 18 hours credit in library science and experience	***	MAY BE TRAINED	***			
LIBRARY TECHNICIAN--two years college, secretarial skills		INMATE ASSISTANTS				
LIBRARY CLERK--high school graduate with typing	***		***			

COLLECTION
MINIMUM REQUIREMENTS:

Average Daily Population	Book Collection Size	Shelving Linear Feet	Magazine Subscriptions	Newspaper Subscriptions
Less than 50	250 titles	63	5 - 15	1 local, 1 state
50 - 150	2,000 titles	231	15 - 30	1 local, 1 state (Multiple sub.)
150 - 500	6,000 titles	693	30-50	all locals, 1 state, 1 natl
more than 500	see A.C.A./ A.L.A. prison library standards			

SPACE
MINIMUM REQUIREMENTS:

Average Daily Population	Reader Space @ 25 sq. ft. per reader	Other Space	Total Space
Less than 50	50 sq. ft.	50 sq. ft.	100 sq. ft.
50 - 150	100 sq. ft.	100 sq. ft.	250 sq. ft.
150 - 500	300 sq. ft.	450 sq. ft.	750 sq. ft.
more than 500	see A.C.A./A.L.A. prison library standards		

STAFFING
MINIMUM REQUIREMENTS:

Average Daily Population	Staffing
Less than 25	One liason with the public library
25 - 100	One half time librarian
100 - 150	One three-quarters time librarian
150 - 500	One full-time librarian with assistants

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