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OLD BUT NEW TO US

A STUDY OF
LIBRARY CONDITIONS IN
THE
CONNECTICUT DEPARTMENT OF CORRECTION



Compiled by

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July 1971

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PREFACE

In respect to the unavailability of funds and present condition of existing collections and facilities, it would be unrealistic to conclude that all correctional facilities will attain certain suggested standards within a specific period of time. However, with these standards as guidelines, a systematic program can be designed for a continuous growing library program that will be compatible to policies, physical conditions and security. A projected program that is far from institutional reach is nothing less than a theoretical compilation which will serve no use or purpose. Thus, the recommendations will entail some variations from recommended standards.

CORRECTIONAL INSTITUTION
SURVEYS
AND
RECOMMENDATIONS

CONNECTICUT CORRECTIONAL INSTITUTION

SOMERS

The primary purpose of the Connecticut Correctional Institute, Somers is the protection of the public by providing immediate security and control to male offenders committed by the courts and by offering reasonable opportunities for inmates to be rehabilitated for responsible community living.

In 1969-70, the average population of this institution was 946. This is near capacity and is accounted by part by the number of inmates transferred to here from other facilities of the Department. The length of stay ranges from one year to life. This institution is Connecticut's long term maximum security center.

The school enrolled an average number of 85 students in elementary education, 40 in high school, 30 in college and 140 in vocational education per term. 57 inmates received elementary equivalency diplomas, 112 received high school equivalency diplomas and two received vocational certificates. The vocational courses require 2,000 to 10,000 hours to complete and most enrollees continued this program after release. Vocational training includes most of the basic skills in the vocational areas.

The administration and staff totals to 439 personnel. Professional categories represented are medical, nursing, psychiatry, counseling, ministry, cooking, corrections, education, pharmacology, dentistry, research, psychology and administrative.

LIBRARY EVALUATION

(INMATE LIBRARY)

LOCATION

The area specifically designed for a correctional library is centrally accessible to all inmates. The library is located next door to the school area, adjoins the main corridor and is directly across from the recreational area.

STAFF

The library officer is a correctional supervisor and has been assigned to administer the library for the past eighteen years. His duties include book ordering, policy making, supervision of book binding, inmate orders or overall maintenance of the collection. Twelve inmates are assigned to him and many have several years of experience in general library duties, such as circulation, shelving, records, maintenance of card catalog etc.

During the evening hours the library is supervised by a teacher from the correctional institution at Osborn. Both of these individuals extend reading guidance to the inmates and Mr. Stockwell, the library officer, instructs basic library skills.

MATERIALS

The library houses a total collection of 15,446 of which 5,138 are non-fiction and 9,905 are fiction. This ratio of 35/35 (fiction to non-fiction) is close to the suggested 60/40 ratio. At least 40% of the entire collection is dated and worn. In some subject areas and specifically in the sciences, not one volume is represented of contemporary times. Astronomy books were found dating back to 1895 and 1932. The two-hundreds and three-hundreds are very out-dated with the latter lacking many needed titles. The history and geography areas are broad and representative, however, the majority of the works have 1945 copyrite dates or earlier. The biographies, very few in numbers, do not represent individuals from 1960, on, at least none were found during the survey. The vocational and sports areas generally in greatest demand, are severely lacking and certainly can not satisfy a population of this size. In the eight-hundreds the classical works are representative, however, thru years of use the volumes are ragged and worn and should be discarded. English literature is fairly representative, far more than the American literature section.

The library's fiction area contains most of the basic authors suggested in the public library standard catalog; those published in 1955 or earlier, anyway. The collection needs the latest titles by these basic authors and

the addition of contemporary authors in both fiction and non-fiction.

The library subscribes to six newspapers and forty-seven magazines, easily meeting standards.

Black literature and Spanish speaking books are available but far too few to satisfy the demands of the minority groups.

An adequate legal library is available to the inmates. The collection contains most of the pertinent materials to satisfy inmate requests. These include law journals, law reports, dictionaries, court cases, summaries and encyclopedias.

The library also houses an extensive multi-media library with several carrels for individual study. The multi-media library includes 8mm film projector, tape recorders, film strip previewer, language master, EDL controlled reader, shadow scope, 8mm sound projector headsets, micro-fiche readers, sound filmstrip projector and one record player. The hardware is generally used for self-study purposes in an informal atmosphere.

The selection of books have never been by guidelines of a book selection policy. Maintenance of the collection is one of the stronger operations of the library. The repairing of all books is conducted in the book binding and repair room, operated by trained and experienced long term inmates. It is the result of this operation that has salvaged what serviceability that remains in the collection.

The shelf arrangement is alphabetical by surname for fiction and by the Dewey classification scheme for non-fiction. A functioning up to date card catalog is used for inmate retrieval. Records of attendance and circulation statistics are kept.

The quality of the collection leaves a lot to be desired. Many books are dated, ragged and serve no purpose rather than to take up shelf space. If these are read, it is simply the result of limited selection. In many subject areas the coverage could be regarded as good, however, this has no meaning without contemporary titles. The overall physical appearance can be classified as poor and without the use of the bindery, it would be referred to as a tragedy.

SERVICES

Library related programs such as discussion groups, lectures and film programs are not held presently. Other programs are supported and strengthened by library materials however. Titles exist in the collection to supplement the school program and vocational studies in multi-media are provided to strengthen vocational training in the institution.

Library services are offered to the restricted areas. Books are circulated thru the infirmary periodically and personally hand carried by the library officer to segregated areas.

The circulation system has no provision for reserves. Renewals are allowed and attempts are made for recovery of overdues. All losses and damages are covered by insurance.

The library is opened to the inmates from 3 p.m. - 4 p.m. daily and in the evening from 5 p.m. - 8 p.m. It is not opened during weekends or holidays.

Two blocks are designated to use the library facility a day. Inmates are limited to four books per visit or more, if request are serious. Services to segregated areas are rendered twice a week.

PHYSICAL FACILITIES

Total floor of the library room is 60'x 40'. The clerical area is 24' by 10'. The work or staff room is 30'x 35'. The classification and processing room is 12' by 15'. The reading area comprises around 40% of the main floor.

The tables and chairs now present will accommodate 5% of total population as suggested by standards. 1203 linear feet of shelving exist, leaving adequate room for expansion.

The overall appearance is good, conditions are excellent, lighting is good, furniture layout is good with ventilation the only physical element that would be considered below standards.

BUDGET

The budget for the inmate library is probably the greatest discrepancy in the entire library program. For the past eight years, the collection has depended on a fixed appropriation of \$1,000 for ~~books~~ ^{books and materials}. This is approximately 1/6 of suggested standards for a population of this size. Because of general apathy to library development, the situation is worsening. The critical problem is collection fatigue and increasing resentment from the inmate population for this disconcert. The total annual operated budget is broken down as follows: Salary (library officer) \$9,800. Book bindery, \$700.00. Books and materials, \$1000.00. Magazines and newspapers \$750.00. Supplies \$200.00.

(MEDICAL COLLECTION)

The medical library has a collection of around 211 titles. An assortment of pamphlets, newsletters and journals are displayed with the latter numbering 31. Most of these are not by subscription, but by donations from the staff. The collection contains many pertinent reference works and critical monographs. However, the collection has not been supplemented in the last few years, primarily because of the lack of cooperation between the hospital and the library. Therefore little control is administered over the collection. An inmate checks books in and out as his part time duties during the day, however the collection does not have supervision during the evening hours and books are not checked out thru normal procedures. As a result, isolated office collections are beginning to evolve.

The room has floor area of 18' x 21' and 105 linear ft. of shelving. The collection is located in the head Doctor's office, thus restricting accessibility. Plans are now to move the collection to an adjoining smaller office. Accessibility will improve, but far from desirable, because cramped conditions will exist. Before outside funding can be directed here, control, cooperation, and physical facilities will have to be greatly improved.

RECOMMENDATIONS

STAFF: (1) Following the retirement of the present library officer next year, extreme effort should be taken to appoint a professional librarian from an accredited library school and if possible one with courses in sociology and criminology.

(2) This individual should be recognized as the Correctional Institution's librarian and not given duties in other areas.

(3) Also a non-professional, full-time paid assistant should be hired to supervise inmate assistants, maintain discipline and act for the librarian when he is absent.

(4) The librarian should have complete control and supervision of the medical collection and complete accessibility to the collection. Two inmates should be assigned to the collection with one responsible during the day and the other responsible for the evening hours. These provisions will have to be made in order for any collection control to be administered.

(5) The evening hours supervised by a teacher is good practice and should be continued.

MATERIALS: (a) Following the necessary weeding, one of the main objectives should be to reach the minimum standards of 15 titles per inmate as suggested for long term institutions.

(b) 40% of the collection should be weeded. However, those worn out classical works and monograph in particular subject areas should be retained until new titles are provided.

(c) Contemporary authors, current titles of "core" authors and current titles in relevant subject areas are critically needed.

(d) More information is needed on spine of repaired or rebound book for easier retrievability.

(e) All latest issues of magazines should remain in library and not be available for checking out until next issue arrives.

(f) The Black literature and Spanish speaking ^{book} collection needs to be enlarged to satisfy needs of these minority groups. This is an equity that needs to be remedied as soon as possible.

- SERVICES: (a) Library accessibility should extend through the weekend and holidays. Leisure time during these hours would be much more productive if this procedure was followed.
- (b) It is essential that this facility be used as a library activity center. More library oriented programs should be conducted to encourage more use of the library and to develop improved reading skills. Such programs could be study discussion groups, speed reading courses, film programs, etc.
- (c) Posted information regarding state library inter-library loan services is needed.
- (d) Displays of new books and posters encouraging reading should be within view.
- (e) A basic collection of titles, recent publications and journals representing all professions and services should be provided for the staff.

- PHYSICAL FACILITIES: (a) Room is needed to adequately house the medical collection and also to accommodate future growth. The room should be large enough for easy accessibility and to house reading tables and chairs. It should also contain a desk for the assigned attendant.
- (b) Space within the ^{main} library or a room easily accessible to all personnel should be provided for the beginning of a staff library. This area should also contain adequate tables and chairs for reading and comfort.

- BUDGET: (a) The present static book budget should be raised to a minimum of \$4,000 to \$5,00 a year following the attainment of the 15 titles per inmate as suggested by standards. Thus materials could be purchased to strengthen medical collection as well. This increase in available money is essential in order for the library to meet standards. If action is not taken in this area, federal money will be directed to other institutions which are more concerned with a progressive library program.

Osborn Connecticut Correctional Institution

The Osborn Connecticut Correctional Institution is a medium security institution located on the same grounds as the Somers Correctional Institution. In the past it served as a pre-release center for this maximum security facility and provided programs to prepare inmates for post institutional life. Public Act 273 of the 1969 Session of the Legislature made the Osborn facility an institution, distinct and separate from the Connecticut Correctional Institution, Somers.

Ages range from 21-62 years and the length of stay since Public Act 273 is from a few days to life; however, the average stay is around 2 or 3 months.

Vocational and work assignments include dairy farm management, sign shop, ground maintenance, truck gardener, pheasant farm, and greenhouse. Vocational training revolves. For the fall and winter, planned programs including small engine repair, masonry, carpentry, welding, and painting and decorating are offered.

Educational services include evening courses at Somers. Last semester thirteen were enrolled in college courses and twelve in high school courses.

Adult basic education courses are taught on the grounds to an average student population of twenty. Social education and pre-release programs are presented to around forty inmates per month.

Community relations and volunteer services include pre-release programs involving outside laymen and professionals, Alcoholics Anonymous, Connecticut State Department of Mental Health, Wadkinson's Halfway House, Connecticut Prison Association, and University of Connecticut. Staff and Administration include 162. Professional areas include: 85 officers, 4 Lieutenants, 1 nurse, 3 captains, 4 clerical, 3 counselors, 1 educator, 4 food service, 2 on call Doctors and 30 maintenance and 30 farm.

Osborn

Library Evaluation

The Osborn Library used to be a branch for the main Somers Library with complete dependence for materials, repairs, processing and ordering from the larger institutions. Since the Osborn Institution is no longer a farm for the maximum security institution, but an independent institution, the library has evolved into a self sustained unit.

The inmate library is located inside the compound, centrally located, close to recreational facilities, but very far from the educational building located off the compound. One inmate is assigned to the library as his permanent station. The institution has a functional and effective library committee which holds regular meetings and publishes minutes for institutional distribution. Due to a recent workshop the inmate has been taught the basics in general cataloging, classification, and general processing of materials. A follow-up on this workshop will be conducted as large orders arrive.

The present collection which totals to around 3,975 volumes is a result of donations from outside groups and state library; however the majority exists through transferrals from the Somers library. Of the 3,975, 3,150 comprises fiction (200 paperbacks included) and 825 in the non-fiction area. This amounts to about an 80% / 20% ratio of fiction to non fiction as compared to a suggested 60% / 40% ratio. Although the collection includes a core of representative authors and titles, it is still far from being labeled current for contemporary authors and the latest titles of the "core" authors are not present. Coverage of general subject areas is fair. Many critical subject areas demanded constantly by inmates, should be strengthened. The collection as a whole is made up of over used, repaired, and ragged books, with 40% of the collection needing weeding. Dictionaries, almanacs and up to date encyclopedias are lacking for a standard reference collection. Representative newspapers are provided and periodical subscriptions total to eleven titles. The library also includes two

Super 8 Cassette projectors, film cartridges and one tape recorder. The general appearance of the collection is poor due to the ragged condition of the over used books and crowded conditions of the shelves. Dewey classification is used for non fiction and the usual alphabetized arrangement by surname for fiction. Card catalog is maintained, but card format is inconsistent and subject drawer is completely non-functional.

The library contains enough volumes to meet standards for the 10 book per inmate ratio. However, after weeding this ratio will drop to around seven books per inmate. The quality of the collection is far below standards; this is a result of the physical condition of books and the weaknesses in subject areas of greatest demand. State inter-library loan services are not used nor are there inter-loan agreements with public libraries. Requests may be sent to the main library at Somers for titles not available here. The institutional newspaper and library bulletin board are used to publicize collection and incoming new titles. There is no liaison with and support to related programs at present; however this may change with the creation of new vocational and social programs in the fall. Such library related activities as discussion groups, film programs, lectures, etc. do not exist and very little readers advisory and reference services are given. This is generally true throughout all Connecticut Correctional Centers and Institutions, primarily for the reason that no one assigned is qualified to extend such services.

A formal checkout procedure is used with records to maintain collection control. Hours of service consist of six hours during the day and three hours every evening, seven hours on Saturday and Sunday including holidays. The inmate is permitted to check out four books every other day. There are ~~several~~¹² regulations in regards to frequency of use or length of stay. Policy is very liberal in regard to accessibility.

The library facility is a model situation with floor area of approximately 21' by 39' which supports 444 linear feet of shelving. The only element lacking is a work and supply area for storage and processing. Most of the processing and repairing is done at a work desk adjoining checkout desk. The reading area consists of three tables with chairs located near shelving area. However, this is not enough sitting area for suggested standards (5% of population). The room also contains two study carrels, periodical rack, one book truck and a work table. The overall appearance of furniture is excellent, condition is good and entire layout is functional. Lighting is adequate with suitable ventilation for comfort.

A library budget has existed in the past for this collection. However, this was shared with the Somers library, which received the majority of the funds. Five hundred dollars has been appropriated to Osborn this year for library development.

Recommendations

Materials

1. Systematic plan to obtain 6,000 vols. on a 1 to 10 ratio as suggested by minimum standards.
2. The purchase of needed library tools for future processing and ordering.
3. The weeding of around 40% of the collection.
4. Adjust ratio of fiction to non fiction to 60/40.
5. Effort made to update collection by providing contemporary authors and current titles and duplicates of popular titles.
6. Provision for special materials such as dictionaries, almanacs, law and Spanish speaking books.
7. Newspapers should be increased to at least five titles (one representing Spanish speaking inmates).
8. Periodicals should be increased from eleven titles to approximately fifteen to twenty.
9. The creation of a small staff collection is needed representing all ^{services} ~~areas~~ of the institution. These works should be supplemented by central department professional collection.

Services

1. Interloan agreements with local public library should be made ^{plus} ~~and~~ continued cooperative agreement with Somers inmate library for access to additional titles, multi-media materials and continuous listings of new books ^{be continued}.
2. Liaison with support to vocational and social educational programs within the institution.
3. Revision of card catalog for easier retrieval.
4. Library related program should be conducted such as discussion groups, film programs, reading courses, etc.

Physical Facilities

The enlarging of present facility to:

1. To provide a supply and processing room.
2. To provide extra furniture for a reading and lounging area to accommodate at least 5% of the total population

Budget

An annual appropriation is critically needed for a progressive library program. These funds are also needed to meet guidelines for Federal funds.

NIANTIC CORRECTIONAL INSTITUTION

This is a single facility which serves as the State Correctional Institution for women. This institution is responsible for all women in Connecticut who are on jail, prison, or reformatory sentences. The Niantic Correctional Institution continues with the responsibility for supervising female parolees and is responsible for all non-committed females who cannot raise bond. The institution is the only holding unit in Connecticut for Federal female prisoners.

The short term women who are given terms of five to thirty days have little in the way of programs except for essential services as the shortness of the term prevents a successful program being established. Of the women committed to all units during the year, all those with 120 days or more are staffed through this institution's regular classification procedure and are eligible for all programs.

The daily average number of inmates is 146. The age span is from sixteen and up with the average age around twenty-one. The length of stay ranges from one day to life but averages around six months.

The training and academic programs instigated include a nurses aid course, keypunch training, clerical skills, food service training, clinical skills, alcoholics anonymous program, vocational counseling and an academic program staffed by eight instructors (the objective of which is GED diplomas, and refresher courses offered at junior high level). For the unsentenced the programs offered are black studies, clothing, literature, basic math, English, employment counseling and first aid.

The administrative and staff personnel total to 168 and broken down into professional categories would include six registered nurses, six administrative, three medical doctors (on call), one dentist (on call), one eye doctor (on call), eight business administration and eight teachers.

Community relation and volunteer groups include Catholic discussion groups, protestant choir, art class and a bible study group conducted by a local chaplin.

Library Evaluation

The library is adjacent to the educational building and is centrally located among the scattered buildings that make up the campus area. One full time inmate is assigned to the library and is responsible for classification, processing, the organization and overall maintenance of the collection. There are two part time inmates to assist her. One comes after classes in the early afternoon and the other works at circulation desk during library hours. The library committee is very conscious of a serviceable collection and have been very cooperative. Mr. Gallichio, a teacher for this institution serves as library coordinator and¹⁵ on the library committee as well. Through his efforts the library has developed remarkably.

The collection totals to about 2,000 titles of which 1,310 are non-fiction, 610 fiction and 311 are paperback. For the past two fiscal years additions have been made through available funds from the institutions and those provided by Federal Government on a matching basis. The fiscal year 68-69 the State Library matched the institution's \$250 and the money was used to build the inmate collection. Also that year an additional \$200 was provided by the State Library for paperback purchases. The last fiscal year (69-70), the State Library matched the institution's \$500 for the inmate collection and another \$250 for the staff library and, again, \$175 for paperbacks for segregation. The collection probably is one of the more current in all the institutions and close to matching standards. However, ~~many~~^{more} contemporary current authors and titles are needed. Quantity-wise the collection matches standards; however, there are several subject areas which need to be strengthened, such as sociology, vocational works, etc. At present the

library subscribes to 14 periodicals and contains around 150 old records.

Book selection is carried out by Mr. Gallichio, the library coordinator, and the library committee by using the necessary tools for selection and up-to-date catalogs. Classification of all material is done by the full-time inmate librarian. The necessary records are kept for circulation control and a formal circulation procedure is used. An attempt is now being made to improve classification techniques and to redesign ^{the} card catalog to make it more functional.

The library is taking advantage of the state's inter-library services and continually keeps a fresh supply of State Library books available for the inmates. However, there is no cooperative agreement with the Niantic Public Library. Through the committee's wishes, an in-service training program has been conducted here primarily to train new inmates assigned to the library. The library has been used for other activities as well throughout the year to encourage its use and to utilize it as an activity center. Art works are always shown in the library and library displays, slogans, and aids are developed continuously throughout the year.

The inmate may use the library 4 times during the week and is only able to check out books two hours each day. She cannot check out more than three books at one time. Presently there is no service to the ~~segregated or~~ restricted areas such as segregation, isolation, infirmary, etc. This group makes up about 20% of the population.

The library has around 2,295 sq. feet of floor area (51'x45'). The area is divided equally by the stacks on one side and the

lounging and reading area on the other. The ~~shelve~~^{stack} area has about 455 linear feet of book shelving. In addition to this, there is plenty of shelve storage ~~area~~ in the staff's work room which has a floor dimension of 9'x12'.

The furniture in the reading and lounging area is quite old but serves the purpose. Furniture ~~included~~ in this area ^{include} is 2 lounging chairs, two sofas, two large rectangular study tables, three round reading tables with chairs. Most of the furniture has been donated or is make shift fabrications. The overall appearance is pleasant but could be greatly modernized and improved.

Staff Collection

The staff collection is housed in the work room of the inmate library and contains around 180 volumes plus an assortment of ^{well}~~properly~~ organized ephemeral material. Because of the physical layout of the campus, the collection is not too accessible to all employees even though the library is centrally located. This collection was strengthened through a \$250 appropriation last fiscal year from the institute and a ~~matching fund~~^{federal} grant. The collection is not completely representative of all professional disciplines ~~as of yet~~ and still lacks important titles for a good working staff collection. However, efforts are being made in this direction and a broader selection should exist soon. These materials are also selected by the library committee and the same classification procedure is used as in the inmate collection. Most employees are not aware of the holdings in the collection and no lists have been posted around the area to advertise the resource.

Medical Collection

Around 60 medical books are housed in the office of the head R.N., Mrs. Biederka. The head R.N. claims around 3/4 of these volumes as her personal property. Most of the books are not current enough to be serviceable. Mrs. Biederka states the only books needed are those in the areas of drugs, alcohol, pre and post-natal care and preventative medicine. An order for medical books has now been received and should help support some of these areas.

Recommendations

Materials Services

- A. A projected program to reach the maximum standards of 20 titles per inmate. Presently the ratio of non-fiction to fiction is 75%/25%. Efforts should be taken in future selections to change this ratio to 40% non-fiction to 60% fiction as suggested by the standards.
- B. At least 13% of the total collection needs to be weeded and titles ordered to support the vocational programs of the institution.
- C. A strengthening should be made in subject areas of greatest demand such as sociology, drugs, ~~criminology~~, and black literature.
- D. Popular records need to be purchased and at least one turntable with earplugs should be housed in the library.
- E. The major newspapers should be subscribed to so inmates can be kept up on current state and national news.
- F. Spanish speaking and ^{legal titles} ~~law books on court cases~~ should be made available at once.

Budget

Money has been made available the last two years to match Federal funds for the purchase of current fiction ~~titles~~ and needed subject areas. However, money needs to be budgeted annually to support the inmate and staff collections. The Federal money on matching basis could then be used for special projects to strengthen the collection.

Physical Facilities

- A. The ceiling needs to be lowered for accoustical and lighting improvement.
- B. Draperies or curtains are needed for the tall narrow windows and the walls should be painted a pastel to break up the monotony of drab color.
- C. New furniture is needed for appearance and added comfort. These additions would certainly create a pleasant environment and should encourage library use.

Services

- A. Beginning of services to segregated areas and infirmary.
- B. Multiple list of the library's holdings should be compiled, distributed, and posted in the dormitories, cottages, infirmary, and segregated units.
- C. Inter-library loan agreement should be made with the Niantic public library and lists of their recent acquisitions should be made available.
- D. Discussion groups and other reading oriented programs conducted to motivate use of library.

Staff Library

Location - This collection needs to be moved where it may be more exposed to all employees. Because of the widely dispersed facilities, the administrative building may prove to be the best area.

Budget - ^{funds} ~~A budget~~ also needs to be earmarked for the development of this collection.

Materials - This collection should remain as a working collection with only critical titles purchased. The collection can be supplemented by the professional collection at the central department.

Representative professional journals should be subscribed to for current developments in corrections and allied fields.

Medical Collection

This small collection definitely needs to be moved outside of the head R.N.'s office and shelves be provided in a hallway or main lounging area for their relocation. The more books are seen the more they will be used. The collection also needs to be representative of all services and training carried on. Primarily the areas of drugs, alcohol, preventative medicine, v.d. literature and pre and post-natal care as suggested by Mrs. Biederka. The medical personnel of this facility should be made aware of and should use the services of the Connecticut Regional and Medical Program.

Connecticut Correctional Institution--Cheshire

The Connecticut Reformatory is located in Cheshire, Conn. and accepts male offenders from 16 to 21 years of age. Programs and type of sentences differ to prison methods in that they are more flexible and are governed by the wisdom of the parole board rather than by statute. The emphasis is placed upon rehabilitation through reeducation, a program in which occupational and social aspects become increasingly important.

The average age in this institution is 18 and 19 and the normal lengths of stay are 15 days to 15 months. Work and vocational assignments for the inmates include print shop, machine shop, auto repair, carpentry (furniture construction and repair), plumbing, painting, masonry, electrical, boiler-room, and building and ground maintenance. Community relations and volunteer services involved with the institution are the Cheshire Jaycees, Alcoholics Anonymous, volunteer art classes, Yale drug assistance program, band program, guides for better living, and vocational rehabilitation.

The Central Department has inaugurated a Teacher Corps Prog. in this institution to satisfy education needs by preparing inmates for high school diplomas. The program is under the direction of a newly appointed school principle and has 12 teacher interns to be guided professionally by two team teachers. A large number of boys will be attending both day and evening classes. The emphasis is on the training of non-readers, teaching them to read before leaving the institution. The objectives will certainly place demands on the inmate library and will require supportive materials for related readings.

Library
(Evaluation)

The inmate library for the Connecticut Reformatory is located in the basement of the south block outside of the classified area. This area is definitely not centralized and is at the opposite end of the school area. Plans are to operate a mobile library unit to the school and inmate cell block areas. The library was originally located in a large room centralized on the 2nd floor. This area was close to the cell areas and near the school. However, due to programs of higher priorities the collection was relocated to this present location.

One inmate is assigned to the library with two teachers as library officers. One officer served as a desk attendant for two years and as a library assistant for one year at Harvard University. The other officer worked as a research assistant for two years which required an understanding of library skills and tools. The inmate knows the basics of circulation procedures; however, extra training is needed for processing and maintenance of the collection. Presently the inmate is responsible for maintenance of the room and of the collection. He manages the checking out of all materials and attempts to maintain a functional catalog. A library committee has also been appointed ^{by} ~~for~~ the institution.

The present book collection exists as a result of past donations from the local public library, individuals, churches, and schools. The collection totals to exactly 3,125 with the following breakdowns; fiction 1,175, non-fiction 1,080, paperbacks 870. This library is within the range of meeting suggested standards pertaining to the 10 volume/inmate ratio.

It also has a 55/45 fiction to non-fiction ratio as compared to the ^{Suggested} 60/40 ratio. The collection, even though weak in some categories, is comparatively representative of all relevant subject areas. The fiction area includes many authors included in basic fiction catalog, however, the more recent titles by the "core" authors do not exist and contemporary authors now included in basic collections are not available. As with other institutions, Spanish speaking books and law reference works are critically needed. Also a broader selection of popular magazines and state newspapers is needed. Until purchases of current titles and authors in fiction and existing subject areas are made and a concentrated buildup in areas such as educational material, sociology, religion, and vocational guidance are made, this collection will not be able to meet standards. ^{However,} The quality of the collection was greatly improved by the recent weeding of 30% of the holdings. Several popular magazines are subscribed to and made available in the library. No state newspapers are subscribed to nor ^{are} ~~is there an existence of~~ ^{Provisions for} records or other audio-visual materials.

The library officers and committee have not used a book selection guide in the past primarily because book acquisitions have never been made ^{for the library} and, also, a selection guide ^{has never been compiled} ~~does not exist.~~

A formal checking out procedure is ^{used} ~~exercised~~ with records maintained to control circulation of materials. Weeding of the collection has occurred in the past by the two library officers and book repair conducted only on an ad hoc basis.

A very generalized Dewey scheme is used for subject classification and fiction is arranged by the usual alphabetical arrangement of the surname.

Services rendered by the library are quite restricted presently. Primarily, the location of the library is far from the main traffic. It is planned to complete a holdings list of the collection plus a "new acquisitions list" and to post these in various areas of the institution. Library or reading oriented programs outside of the educational curriculum are not conducted primarily because the library is not used as a library activity center as in two other institutions. The State Librarys' Inter-library loan services are not used nor is there an existing cooperative loan agreement with the Cheshire Public Library. The library supports and supplements the educational program by providing related readings and periodical articles. An exchange program is also conducted with the school by housing titles, authors, or subject areas in classrooms and periodically exchanging this material for new. Service to restricted areas is only by request. Segregation has a limited collection and can get books from the inmate attendant.

The library room has a total floor area of 18' by 66'. The work or processing area is located behind the circulation desk and is around 9' by 9'. The room does have a reading area and facilities to house periodicals. 405 linear feet of book shelving exists to accommodate the book collection. Of the 405 linear feet of shelving, 200 feet has been built to custom fit the design of the room. All shelving, walls,

ceiling, and floor have been freshly painted to improve drab conditions. Overall appearance is good and improved lighting has been added. Interior layout or design is good, but a few additions are needed to improve serviceability of the room. There is absolutely no ventilation.

Expenditures for library reading material have never existed in this facility with the exception of a few magazine subscriptions. ~~An annual budget for library development has been appropriated by the institution.~~ This fiscal year money was used from the welfare fund to match Federal funds in order that some kind of a library program could begin.

Recommendations

Staff

1. Workshops conducted on classification, general processing and library maintenance.
2. A more active library committee needs to be maintained with more voice in library matters. This committee should always include at least one inmate.

Materials

1. ~~Exercise~~ a more critical evaluation of future donations of reading materials.
2. A strong effort to update collection with current titles and authors, and duplicates of popular titles.
3. Systematic approach to enlarge collection to 10 volumes per inmate.
4. The strengthening of the following areas are critically needed: sociologies (drugs, minority groups, Black literature, etc.), education material to supplement curriculum, religious, vocational, and guidance books.

5. Spanish speaking books, law reference materials, and standard library tools for ordering and classification.
6. A more specific or detailed classification breakdown needs to be used. This will demand a revision of the card catalog and existing subject classifications.
7. Broader representation of magazines, local and state newspapers.

Services

1. The most liberal policy possible should be exercised concerning inmate use of the library room.
2. The ^{loan}~~use~~ of state library books through ^{the} state's inter-library loan services. Also agreements should be made with ~~the~~ local public library's inter-loan services.
3. Due to the location of the main library, the use and continuance of a book catalog and new acquisition list should be constantly maintained and available to cell and school areas.
4. Acquisitions should be made with school program in mind ~~so it~~^{to} may supplement and support curriculum.
5. Library services to all restricted areas (infirmary, isolation, and segregation) should be continued and extended.

Budget

An annual budget needs to be appropriated for a continuing library program. This money, when approved, needs to be sufficient to bring this collection to suggested standards. These funds are also necessary to satisfy guidelines for Federal funds.

PORTLAND CONSERVATION CAMP

The Portland Conservation Camp, the Department's newest facility, is located within the boundaries of the 7,000 acre Meshomasic State Forest in Portland.

The program is jointly sponsored by the Department of Correction and the Parks and Forest Commission for the purpose of providing individuals with specialized treatment and to instill good work habits. The camp has facilities to accommodate 60 inmates, none convicted of a felony and none over the age of 21. The average length of commitment is two to six months. Most of the inmates have no more than a ninth grade education and most of them are unskilled or have no work background at all.

During an 8:30 am to 3:30 pm workday, the youths learn the basics of forestry work and are instructed in forest fighting methods. Some work at the warehouse (Connecticut State Purchasing in Middletown), and others stack lumber at the depot or the mill. At the end of the workday, the inmates participate in group and individual counseling programs. No vocational training is conducted here other than forestry.

The professional personnel represented include two counselors, one part-time teacher, one medic, one student psychologist (bi-weekly), two business office personnel and 10 Correctional Officers.

The room which houses the inmate collection is located in the administration building and serves jointly as a library and T.V. lounging area. The 36'x36' room has 2 study tables with chairs, 10 study desks plus 3 lounging benches and about 100'

of book shelving.

The collection has no direct supervision. An open door policy is used with the inmate free to choose what he wants without restriction. Checking our procedures, record keeping, book processing and book selection are not carried on at this time primarily because of lack of man power and the small number of inmates assigned here.

The collection totals to approximately 1,000 volumes of which 400 are paperbacks, 608 are hardbounds. Of the hardbounds around 100 volumes are non-fiction and 500 are fiction. The majority of the books are of good quality and up-to-date, but many titles in the non-fiction area do not match the level of reading or the areas of interest for this particular population which averages 16 to 21. Majority of the titles in the fiction area are relatively current, however, more light fiction is needed to meet the needs of the "reluctant" and "slow readers".

A functional card catalogue, the complete processing of all books and circulation records would not be practical in this institution because of the small population and collection. Retrieval via brousing will certainly be as expedient as using a catalogue for this small collection.

RECOMMENDATIONS

The open door policy to the collection is a very liberal approach and should be continued. Since it is likely that a catalog will not be used for retrieval purposes, the books should be separated into various subject areas and, most important,

the fiction separated from the non-fiction. Around 17% of the material should be weeded and transferred to other institutions where the titles are in demand.

Future additions for the collection should include titles more pertinent to the slow and reluctant reader. These will include more westerns, mysteries, and science fiction and general light novels. Since the collection only serves a population of 30 inmates, more concentration will be given to providing P.P. for this collection.

CCC - BRIDGEPORT

The CCC at Bridgeport is located in Connecticut's second most highly populated area. Erected in 1888, with an addition in 1959, the jail is for both sentenced and unsentenced population and has a capacity for 392 inmates. During 1970 the average daily population was 332 men. At present the jail population is made up of 334 men. The inmates' ages range from 16 to 70 years; the majority being in the range of 25 to 37 years. The average sentence for the prisoners is from 7 to 8 months for men. The majority of the prisoners are 8th grade graduates with some having attended high school. The Learn Baby Learn program is offered and designed to provide basic adult education to those inmates desiring to supplement their previous education.

CONNECTICUT CORRECTIONAL CENTER - BRIDGEPORT

LIBRARY

(Evaluation)

The library in the Bridgeport Correctional Center is located in the north wing (unsentenced population). Two inmates are assigned to the library all day to maintain the collection and to assist inmates. Both inmates are ambitious and are eager to improve library services. The collection totals to around 2,000 volumes, including 100 paperbacks. Most of the collection comprises fictional reading and around 50% of the total needs to be weeded. The other 50% acceptable for retention lacks many of the contemporary authors and titles as well as the popular and more current non-fictional reading. As in most of the Centers there is a large demand for law material. Dictionaries, almanacs, encyclopedias, etc. are also critically needed. Presently no periodicals are subscribed to for inmate reading. The quality of the collection as it now exists is inadequate, ragged, and far from meeting minimum standards.

The books are only partially classified by a unique scheme devised by the two assigned inmates. A Circulation system is not used nor are there procedures devised to control the collection such as reserves, renewals, overdues, losses, and damages. No records are kept of circulation or attendance.

The room housing the collection is 14' by 18' and contains around 216 linear feet of shelving. There are several separate units of shelving in this room, each differing in size. Some of these are doubled in depth causing wasted space. The others, being functional, are still not as accommodating as standard book shelves or shelves that could be specifically built for that room. Other than the two tables in the middle of the room

for reserving and processing, no other furniture exists. The overall appearance is crowded and rather drab. The lighting is fair, the physical arrangement of books, shelving, and tables is poor. All of these inadequacies are primarily the result of crowded conditions of the correctional center and of an antiquated building.

The collection is open to inmates all day; however, accessibility is the most critical problem. The library is located in the basement of the north wing and only accessible to the inmates of this wing. The east wing houses sentenced and trustees, the west wing the bound-overs. The inmates in these two wings cannot mix together nor with the north wing. As a result of this situation, plus a non-centralization of the collection, library services presently are not provided to the other two wings other than the exception of a few isolated requests. Both assigned inmates are concerned with this problem and are willing to compile a book catalog ~~of the collection~~ following further organization of the collection. They have also indicated their willingness to establish procedures for better maintenance and control of the collection.

The institution does not provide a budget or allocation for library development. Expenditures from this institution for the purchase of reading material last fiscal year was zero. However, the acquisition of two book trucks was authorized so a mobile library could begin to serve all wings. This is not yet operational.

(Recommendations)

I. Staff

- A. Inmate librarians need to be taught simplified classification, circulation control, and overall maintenance of collection.
- B. An officer assigned to supervise library services and operation of mobile library.

II. Materials

- A. The weeding of 50% of the collection and replacement of current and more popular novels and non-fiction titles need to be accomplished.
- B. A simple collection of law reference books such as state statutes and U.S. Supreme Court decisions, etc. need to be organized. Dictionaries, almanacs, popular magazines, and an up-to-date encyclopedia need to be purchased.
- C. All reading materials need proper classification and shelf arrangement.
- D. A provision for magazines, newspapers and foreign language materials.

III. Services

- A. Mobile library units need to be operational to serve the other two wings currently not receiving library services. These units should run at least twice a week.
- B. Book catalogs of the collection need to be compiled and posted in the individual wings for inmate referrals. These catalogs should be constantly supplemented as new materials are received.
- C. Inter-loan with state library.

IV. Physical Facilities

The following steps should be exercised to improve library services and overall space.

- A. Improve physical arrangement of the present room by moving work tables to one specific area and provide shelving for the processing of incoming materials in same area.
 - B. New shelving should be built for appearance and as a space saver. The right type of shelving would certainly accommodate a larger number of books in a smaller area. These could be easily built by the inmates at minimal cost.
- V. An awareness needs to exist as to the need for supporting and strengthening this collection continually with budgeted funds. The availability of funds will have to exist before inmates can fully benefit from adequate library services.

NEW HAVEN CONNECTICUT CORRECTIONAL CENTER

The New Haven Correctional Center is located in Connecticut's third largest metropolitan area at New Haven. This is a maximum security center, seriously overcrowded, with an inmate population usually averaging between 365 to 400. Of this total population, around 70% are unsentenced and 30% sentenced. The average length of stay for prisoners is around four months.

The educational levels of the inmates are approximately 9th grade or less. The Learn Baby Learn program is offered and designed to provide basic adult education to those inmates desiring to supplement their former education. Two professional instructors are assigned here to teach a average student population of twenty-five.

Organized library service is not available within the jail proper, which is divided into two separate areas described respectively as medium and maximum security areas. A review of reading materials in the Correctional Center's recreation halls revealed a meager collection of old ragged books totaling to about fifty in the maximum security section and absolutely none available to the inmates in the medium security area. Due to the high percentage of unsentenced inmates and the fantastic turnover of the population, difficulties arise in trying to administer control over a book collection or organized library service. Facilities do not exist to adequately house a book collection or can formal control procedures be established, due to the lack of manpower and security problems within the institution.

RECOMMENDATIONS

STAFF - When a collection is established, an inmate and an officer should be assigned to manage and administer its operation as well as the operator of the book mobile services.

SERVICES

- A. In addition to providing mobile library services, a holdings list or bibliography of titles should be posted in both recreation areas. Thus inmate request could be satisfied easily if books are alphabetically arranged in the library room.
- B. The mobile library should run in each section at least twice weekly.
- C. State library inter-library loan services should be encouraged and taken advantage of.

BUDGET - A budget should be earmarked for library development. This would provide the continuation of current book purchases and the availability of adequate shelving and supplies for operation.

MATERIALS

- A. Paperbacks should be provided for this particular population primarily of a recreational nature and only those subject areas in most demand.
- B. Special works such as Spanish speaking books, law materials, dictionaries, etc. should be made available as quickly as possible.
- C. Representative newspapers and popular magazines should also be provided.

PHYSICAL FACILITIES

- A. Because of the lack of shelving and control in the two divided areas of this facility, it is recommended that future collections be housed outside of the recreational areas where better control can be administered. Thus, a mobile library could be maintained by the use of a book truck and a simplified checking out system can be used. With the unusual turnover of this population, 'possession of books' should definitely be included on the check-off list before inmate release.

CONNECTICUT CORRECTIONAL CENTER - HARTFORD

The Hartford Correctional Center located in Hartford, has an inmate population of 450 - 480 men. The average daily population during 1970 was 512 men. Although the Correctional Center has a capacity of 530 male inmates, it is considered overcrowded, due to a lack of sanitation facilities. The age range for the inmates is from 21 years to 65 years. The educational level achieved by the majority of inmates is the 8th grade with some having attended high school. Work details include general labor at Connecticut State Agencies, laundry and tier maintenance. The Learn Baby Learn program is offered and is designed to provide basic adult education to those inmates desiring to supplement their previous education.

LIBRARY EVALUATION

The Hartford Community Correctional Center has two areas of library service, the mobile library and the permanent inmate collections upstairs.

The mobile library is located on the corridor of the boundover block and close to the front area of the building. One inmate is assigned to the mobile library and is responsible for the maintenance and order of the books and circulation records. This library was originally set up to service the non-sentenced, the youth housed in the northwest wing and the hospital on special request. These areas total to around 260 inmates which comprises ~~of~~ 1/2 of the population. Around 55 dated and ragged books are housed here which serve no purpose at all. At least 40 of the 55 books should be thrown away. Absolutely no cooperative arrangements exist between the mobile library and the permanent collection. As a result, this collection remains static and should be concluded that the entire unsentenced and youth populations are without library service. The room is 6'x15' and has a book case to accommodate around 50 books. The room is large enough to be serviceable, however it is very drab and depressive in appearance.

The inmate library for the sentenced block is located in the large recreational area, referred to as "shop 3". One inmate is assigned to this collection and is responsible primarily for circulation control. The director of recreation is in charge of the library however it is questionable just how much time he is able to spend in this area.

The collection totals to around 1190 volumes in addition, there

are 255 paperbacks. One local newspaper is subscribed to and the only periodicals available are a result of donations. Reference materials such as dictionaries, almanacs, etc, do not exist with the exception of a 1969 encyclopedia. The collection, in addition to being very dated and ragged could certainly be considered irrelevant and of low interest level. Contemporary authors and titles do not exist and many titles serve no purpose other than just taking up shelf space. Special materials such as Spanish Speaking books, legal material and Black literature is not provided also.

No shelf arrangement or classification scheme is used. As a result the retrieval of requested titles is hampered.

The collection does not come close to any area of the suggested standards especially the total volumes. Before necessary weeding, the collection has a ratio of 2.5 vols/inmates. After weeding the ratio will drop to .7 vols/inmate.

The library is located close to the school area and is part of the recreation area. Library hours are all day, every evening and weekends and Holidays. There are no restrictions regarding inmate use of the collection; the entire sentenced population have access to the collection at any time.

The library room is 30'by12' with 1/2 of the room designated as a reading area. A work or processing room does not exist.

The furniture includes one work desk, one lounging chair, 3 old reading tables of assorted sizes, one long wooden bench and 2 chairs.

Overall appearance is very drab paralleling the antiquated appearance of the building. Exposed scaly pipes are visible,

makeshift shelving that could never accommodate the number of vols suggested by standards. It is very apparent from the condition of the collection and the room that money has never been appropriated or budgeted for their librarys' growth and improvement.

RECOMMENDATIONS

Staff

- A. A workshop needs to be scheduled to teach the assigned inmate shelve arrangement and maintenance of the collection.
- B. Because of the size of the population another inmate should be assigned to help maintain the collection and improve the overall operation.

Materials

Permanent Collection

- A. Weeding of 75% of the collection.
- B. Provision for current author and contemporary titles plus subject areas relevant to inmate interest.
- C. Provision for local newspapers and popular magazines.
- D. Provision for Spanish speaking titles, legal reference works, Black literature and basic reference works.
- E. A systematic approval in bringing the collection toward suggested standards both in quality and quantity.

Mobile Library

- 1. A cooperative program to begin between permanent collection and mobile library. This would begin a continuous rotation of books between the two areas.
- 2. Weeding of at least 40% the 50 books now present.
- 3. Newspapers and periodicals should be provided to this library for the youthful offenders and unsentenced block.

Services

Permanent Collection

- A. The continuous rotation of at least 100 books from the permanent collection to the mobile collection.
- B. Improvement of shelf arrangement is needed for easier retrievability.
- C. Use of the State Library's inter-library loan services.

Mobile Library

- A. Increase of book collection so it will be serviceable to entire unsentenced population.
- B. An attempt to really make this service operational. Presently it is run on an ad Hoc basis.

Physical Facilities

Permanent library

- A. Complete enclosure of the library room to illiminate noise from recreation area. Also the enlargement of the room to provide better and more service and comfort.
- B. Painting of exterior and construction or purchase of reading tables and chairs.
- C. Construction of shelving to accommodate a minimum of 1500 books.
- D. Provision for a periodical rack for magazines.

Mobile library

- 1. Construction of shelving to accommodate a minimum of 500 volumes.
- 2. The purchase of a book truck for easier mobility and improved service.

Budget

An annual budget is needed to improve the above mentioned inadequacies. A library program practically does not exist and situation will worsen if money is not made available.

MONTVILLE COMMUNITY CORRECTIONAL CENTER

The Montville Community Correctional Center erected and in service since 1958, is the newest state jail in Connecticut. The facility is on 38 acre tract of land in Montville and stands as a single-story facility. The average age of the total of ninety-four inmates presently in the jail is around twenty years and the average daily population during the past six months was 100 inmates. The length varies from three days to one year.

The mean education level of all inmates is the 10th grade. Therefore, the Learn Baby Learn program is offered and designed to provide basic adult education to those inmates desiring to supplement their previous education.

LIBRARY EVALUATION

The library is located in the rear of the chapel restricting accessibility and accommodation of books. The collection is next door to the school area and across the hall from the recreational area. It also adjoins main corridor leading to cell block areas.

An inmate is assigned to maintain the collection and one officer assigned for custodial purposes. The inmates duties include checking books in and out, records of circulation and proper order of materials.

The collection totaling to around 660 titles is primarily the result of state library acquisitions. Of the total number 140 titles are fiction and 523 non-fiction. (22%/78%) ratio) The collection also contains sixteen paperback titles plus duplicates, twenty-seven Bibles, 1969 encyclopedia, assortment of pamphlets (religious publications). The institution does not subscribe to periodicals or newspapers. However some exist as a result of donations. The collection is fairly current and representative for a small institution. Paperbacks need to be provided to keep the collection current. The area has a 'good' physical appearance, however shelf arrangement of material needs to be improved. General classification with the Dewey scheme ^{could}~~should~~ be used so the subject areas could be kept together.

Services are extended to restricted and isolated areas. No reserves or recovery of overdues are exercised. The only records kept are those for checking out materials.

Even though the State Library provides the bulk of library materials, no attempt has been made to supplement collection with institution funds. This institution has never expended nor appro-

priated funds for the libraries' development.

The library area extends 8' by 16'. There are no room for chairs or reading tables and accessibility to the collection is restrictive primarily because of it's size. The room also provides 100 ft. of shelving and one large work table which takes up a great portion of the floor area. Appearance of the materials is good, however, overall area is very poor in appearance because the restrictive area does not provide a comfortable atmosphere.

Hours of services extend from 9 A.M. - 4:30 P.M., Saturday and Sunday till 12:00 noon. There are no restrictions with the exception of an inmate being allowed only three books per visit. They have free access to the library everyday and can stay as long as they want provided work details or classification prevents it.

RECOMMENDATION

STAFF

- A. Inmate needs to be taught simple classification and basic shelf arrangement.
- B. Appointment of an officer who will have control of the collection and responsible for administration of library area.

MATERIALS

- A. Number of non-fiction to fiction titles need to be changed until at least 80% of collection is fictional reading.
- B. Provisions for contemporary titles and authors, duplicates of popular titles and classics.
- C. Spanish speaking books, Black studies, reference works and legal materials are needed critically.
- D. Systematic program to raise total number of volumes to a

point that will provide a 10 vol. inmate ratio as suggested by standards.

- E. Concentrating more on paperbacks to develop a representative collection.
- F. Subscriptions to state and regional newspapers and popular magazines. (At least 15 magazines and 4 newspapers) Some titles should include foreign languages for the non-English speaking populations.

SERVICES

- A. Interloan agreements need to be made with local public library, and interloan - services from the State library should be utilized.
- B. Records for reserves, overdues, and inmate request need to be maintained.
- C. Improved shelve arrangement for retrievability.

FACILITIES

- A. Relocation of collection to another area which will provide allowances for growth and improved accessibility. This would include necessary area for browsing, tables and chairs, furniture to display periodicals, sufficient area for processing and repair.

BUDGET

- A. A budget needs to be provided before these recommendations can be fulfilled and any type of library program started.

LITCHFIELD CORRECTIONAL CENTER

The Litchfield Correctional Center presently has a total of fifty male inmates, but has a capacity for sixty-five. The age span for the inmates range from 16 and up with an average age of 25-30 years. The average length of stay for the prisoners is six months and the maximum time is one year. Work assignments include Building and Yard maintenance only. No vocational training exist except for three inmates assigned on work release at the Connecticut Electric Company as machine operators. Academic programs are not conducted here. However if inmates desire to further their education they can if approved, be transferred to another institution that offers the Learn Baby Learn program.

The staff totals to 18 with correctional officers making up most of the staff population. Outside community groups offering assistance ~~are~~ ^{are} the Salvation Army (gospel singing) AA. and a vocational rehabilitation office on call.

LIBRARY EVALUATION

The inmate collection is divided into three areas of this facility. Approximately 1,257 books are available to the inmates and this collection is supervised by the officer on duty at the time. No one has been assigned the additional duties of maintaining and organizing the collection, thus the books are not in any order causing browsing and retrieving to be very difficult. Total volumes far exceed standards, however at least 60% of the collection needs to be weeded. As a result of many donations and gifts, the collection houses many outdated, worn out books which certainly create a negative attitude for anyone desiring to use the collection. Among the many falacies, the fiction and non-fiction are mixed together; two encyclopedias exist, one of a 1929 vintage and another with a 1947 copyright date; many volumes of ragged condensed readers digest are taking up valuable shelf area. Thru my discussion with the officers, these books are never used. Last, there exists one full completed shelf of 1935 old hymnals. Because of the dead weight, the shelves are jammed and room is not available for new material.

The material is not classified, records are not kept, nor any type of checking out procedure practiced. A major portion of the collection exists without discriminate professional selecting. There is no provision for newspapers or newsworthy magazines in this facility or is there space to house such material.

As mentioned before, three areas are used to accomodate the collection. The first is used as a conference and processing room. This is a small 9x9 room that is also used by Correctional Officers as office space. The

non-attractive room has forty-two linear feet of shelving. The second area is outside this room in a hallway separating the sentenced block from the bound-over section. The area has seventy linear feet of shelving with clothes hangers screwed across the top of shelving to accomodate civilian clothes of incoming inmates. During my survey the entire book collection in this area was completely covered with clothes. The Dormitory Room in the 3rd area has sixty linear feet of shelving housing 360 books for a total population of eight inmates assigned to this section. This area contains the 1929 encyclopedias, multiple volumes of condensed Readers Digest and old hymnals dated 1935.

A room has not been designated for a library to centralize the entire collection and to accomodate studying tables and chairs.

Funds have never been available for library materials therefore, expenditures have never been made for library development. Through conferences with the Supervising Captain, money out of the present appropriation could not be earmarked for library development but merely be withdrawn from the Welfare Fund. The reason being that funds were not appropriated from the present bienium budget.

RECOMMENDATIONS

I. Library Officer:

A library officer needs to be appointed to administer control of the collection. An inmate assigned to carry out following duties:

- A. Keep and administer circulation records
- B. Keep collection organized and in order
- C. Take requests for loans and purchases

II. Materials:

- A. At least 60% of the materials should be weeded and fresh up-to-date reading material be acquired to represent interest and reading levels of inmate population.

- B. Materials should be organized for improved retrievability. For example, the novels separated from the non-fiction and with non-fiction grouped according to major subject areas and fiction alphabetically arranged by surname.
- C. Circulation records and procedures set up for improved control of collection.
- D. Popular magazines and newspapers made available to provide inmate material on current events.
- E. Paperbacks could be supplied to provide a greater selection of the more popular novels. These could be purchased annually for this purpose and hardbounds purchased for the more permanent in demand titles.

III. Physical Facilities:

- A. One facility or area should house entire collection and be located in an accessible area. The most logical area would probably be the hallway separating sentenced and bound-over sections.

IV. Budget:

Funds need to be appropriated for library development. A much higher priority needs to be placed in this area.

V. Services:

Since money presently is not available for collection development, a cooperative agreement needs to be made to local libraries to supplement existing collection. Special requests need to be encouraged from inmates and they need to be made aware of inter-library loan services emanating from the State Library.

BROOKLYN COMMUNITY CORRECTIONAL CENTER

The Brooklyn Community Correctional Center has an average population between sixty-five and seventy-five males. The average age of the inmates is 25 - 30 years old and the sentencing ranges from thirty days to one year. The educational levels of the inmates is established as ninth grade or less. There are no educational programs at present, however a teacher comes twice a week from an area high school for two weeks a night. The purpose is to prepare particular inmates for the High School Equivalency test. The daily time schedule for inmates is essentially the same as the other small Community Correctional Centers and work details are similar.

The administration and staff personnel total to thirty. Of the thirty, twenty-four are correctional officers and one business office person. One doctor is on call and makes weekend visits. Also a chaplain is on call, and a counselor comes once a week for the work release people.

LIBRARY EVALUATION

The library collection in this institution is very well maintained and controlled. A sizable room has been provided, centrally located between the boundover section and the sentenced section. A correctional officer is in charge of the library and it is through his efforts that the collection is in such good order.

The collection totals to 403 volumes, of which 110 are fiction and 243 non-fiction and 50 paperbacks. Most of these materials or titles are a result of past donations and purchases by the State Library. The materials are fairly up to date and in good condition. Surprisingly, no weeding is necessary, however novels for higher reading levels need to be provided. The more current novels and non-fiction titles are not present primarily for the fact that money is not appropriated to keep the collection current. There is one encyclopedia with a copyrite date of 1948. Access to law reference works, and Spanish speaking books are needed.

No catalog or classification scheme is used, however an attempt has been made to arrange books on shelves by subject groupings. Circulation records are maintained for collection control.

The room provided to house the collection has 504 square feet of floor space with 120 linear feet of book shelving. The room is quite pleasant and maintained very well. It has attractive paneled walls, adequate lighting and accomodates five study tables with four chairs per table.

RECOMMENDATIONS

MATERIALS

- A. The availability of current novels and current titles in non-fiction.
- B. Since the institution is a short term facility, more paperbacks should be emphasized with hard bounds used to satisfy current non-fiction titles.
- C. Special materials in law, reference works such as current encyclopedias and dictionaries and Spanish speaking books are badly needed.
- D. Magazines, both recreational and newsworthy should be provided with state and regional newspapers.

SERVICES

- A. Shelve arrangment should be kept in better order for retrievability.
- B. Future classification of books is not necessary because of the shelve arrangement and smallness of the collection.

Haddam Training Academy

The training academy evolved from the need to centralize all training programs which originally were conducted in the individual correctional institutions. Following the closing of the "Haddam Jail" a few years ago, the internal structure of this facility was redesigned to accomodate a continuing and extensive training program for new and incumbent correctional officers.

The general objective of the training academy is to enhance employee knowledge, increase skills and promote creative attitudes by offering a three phase training course: Orientation (9 weeks), Refresher Training (1 week), and Specialized Training (1 week).

The academy has two training officers assigned to the institution and has an average daily attendance of twenty students. Based on statistics since its opening, the facility will service a turnover of around 400 personnel per year.

A supportive curriculum oriented collection is needed with the central office's professional collection serving as a back stop resource. Therefore, the total number of titles should be determined with the concept of a curriculum collection in mind.

The multi-media material now present at this facility could be combined with the suggested book collection to develop a media center. This center should also be supplemented with professional journals, state newspapers and pamphlet material covering current programs and projects relevant to in-service training.

A library room with a lounging and reading area should be provided to encourage use of the collection and to serve as an area for group discussion,

PROFESSIONAL LIBRARY

The professional collection is located in the central department at Hartford. The collection exist for the sole purpose of providing professional material for staff at the central department and at the Correctional Institutions and centers to support in-service training, encourage self study and to provide necessary information for research.

Around 450 professional, up to date, titles in corrections and allied fields are housed in the library plus a sizeable collection of medical books (400 vols.) to support the medical facilities in the field. Phamphlet materials are available and are boxed by subject catagories for easy retrievability. Thirty five (35) professional Journals are subscribed to and displayed in the library on newly built periodicals shelves. A film library is also available to supplement the collection and will be available to all correctional personal and other State Departments through inter-library loan. The films are representative of drug abuse, ghetto problems, communication skills, etc.

The library is kept open for browsing and reading all through the working day. The State Library Supervisor is on duty most of the time for bibliographic searches and overall administration and organization of the library.

A master bibliography of all the professional materials is being compiled for distribution to all CCI and CCC. The tool will aid all personal to benefit from the professional library's holdings by providing an up-to-date listing of available materials.

With the exception of the medical books, the collection is completely classified. Book selection and purchasing are done

by a professional librarian with the classification and processing done of the State Library.

The library operated from an appropriation of 1,050 for the present fiscal year. \$600 for book and pamphlet purchases, \$250 for Journals, and \$200 for library furniture. However, the funds were not earmarked for library development but given on request as separate areas were purchased.

The total volumes easily meets standards in quality and quantity. The appropriated funds for fiscal year 70-71 meets suggested standards for funding a collection as this. Lighting, furniture, shelving are all excellent and certainly meets standards.

In summarizing, it can be stated the collection is certainly close to meeting all areas of national standards in the criteria of staff collections. The collection is very serviceable and provides an exceptional atmosphere.

TABLES

EXPENDITURE TABLE

Fiscal Year

1969 - 1970

Library Budget and Appropriations

Institution	Equip.	Salary	Bindery	Periodicals	Supplies	Books	Total	Fed. Grant	Total Expenditure
SOMERS - CCI		\$9,800	\$700.00	\$750.00	\$200.00	*\$1,000	\$12,450	\$500.00	\$12,950
OSBORN - CCI		o		250.06					*250.06
NIANTIC	\$209.00			42.00		541	750	750.00	1,500

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* \$1,000 was shared by both Osborn and Somers

AVERAGE TOTAL POPULATION OF CONNECTICUT CORRECTIONAL INSTITUTIONS AND CENTERS
FOR THE FISCAL YEAR OF 1969 and 1970

INSTITUTIONS

CENTERS

Somers	946	Bridgeport	332
Osborn	301	Brooklyn	68
Niantic	146	Hartford	473
Cheshire	361	Litchfield	47
Portland	29	Montville	96
		New Haven	316

AVERAGE TOTAL POPULATION OF CONNECTICUT CORRECTIONAL INSTITUTIONS AND CENTERS
FOR THE MONTH OF JUNE, 1970

Somers	973
Osborn	283
Niantic	162
Cheshire	400
Portland	30
Bridgeport	326
Brooklyn	81
Hartford	467
Litchfield	46
Montville	103
New Haven	367

NUMBER OF PERSONS UNDER THE SUPERVISION
OF THE DEPARTMENT OF CORRECTION

<u>MONTH</u>	<u>1961</u>	<u>1962</u>	<u>1963</u>	<u>1964</u>	<u>1965</u>	<u>1966</u>	<u>1967</u>	<u>1968</u>	<u>1969</u>	<u>1970</u>
Jan.....	3342	3639	3672	3773	3898	3975	4120	3939	3385	4073
Feb.....	3430	3692	3744	3865	3918	4078	4156	4110	3968	4182
Mar.....	3506	3730	3786	3913	3935	4181	4125	4162	4035	4267
April.....	3466	3726	3774	3922	3964	4195	4114	4042	4023	4292
May.....	3428	3624	3776	3911	3939	4123	4065	4060	4056	4273
June.....	3494	3651	3758	3921	3834	4201	4181	4029	4066	4348
July.....	3392	3643	3726	3863	* 3996	4221	4172	4069	4031	4331
Aug.....	3464	3718	3771	3920	4031	4209	4219	3999	4137	4482
Sept.....	3480	3735	3811	3911	4022	4164	4085	4026	4155	4435
Oct.....	3513	3731	3840	3914	4062	4105	4127	** 3995	4180	
Nov.....	3561	3783	3871	3883	4073	4094	4049	3918	4149	
Dec.....	3549	3725	3824	3822	4046	4067	4102	3880	4110	

* Migrant Parolees First Included

** Probation Cases First Included

Distribution of Inmates in Connecticut Correctional Centers,
by Legal Status: December, 1970.

<u>Centers</u>	<u>Legal Status</u>						
	<u>Sentenced</u>		Continued No.	<u>Accused</u>	<u>Boundover</u>		TOTAL
	No.	%		%	No.	%	
Hartford	270	54.8	132	26.8	91	18.4	493
New Haven	108	34.2	79	25.0	129	40.8	316
Bridgeport	165	50.6	104	31.9	57	17.5	326
Montville	43	45.3	20	21.0	32	33.7	95
Brooklyn	43	66.2	6	9.2	16	24.6	65
Litchfield	32	54.2	7	11.9	20	33.9	59
TOTAL	661	48.8	348	25.7	345	25.5	1354

Distribution of Inmates, by Age, by Institution.

Age	Institution										Total	Percentage
	Somers NO.	%	Osborn NO.	%	Cheshire NO.	%	Portland NO.	%	Niantic NO.	%		
Under 16	8	.8	-	-	20	4.9	2	6.7	2	2.7	32	1.8
16 - 20	45	4.6	3	1.0	311	76.8	18	60.0	13	17.6	390	21.9
21 - 24	216	22.0	49	16.9	70	17.3	3	10.0	17	23.0	355	20.0
25 - 29	258	26.3	78	26.9	1	.2	-	-	14	18.9	351	19.7
30 - 34	167	17.0	49	16.9	1	.2	-	-	6	8.1	223	12.5
35 - 39	105	10.7	32	11.0	-	-	-	-	9	12.1	146	8.2
40 - 44	57	5.8	16	5.5	-	-	1	3.3	5	6.8	79	4.4
45 - 49	47	4.8	28	9.7	2	.5	-	-	3	4.1	80	4.5
50 - 54	32	3.2	16	5.5	-	-	-	-	1	1.4	49	2.8
55 - 59	10	1.0	7	2.4	-	-	-	-	1	1.4	18	1.0
60 and over	7	.7	12	4.1	-	-	-	-	-	-	19	1.1
No informa- tion	28	2.8	-	-	-	-	6	20.0	3	4.1	37	2.1
TOTAL	980	100.0	290	99.9	405	99.7	30	100.0	74	100.2	1,779	99.9
Average (Median)	28.1		30.6		18.3		18.4		26.8		26.3	

Distribution of Inmates, by Race/Ethnicity, by Institution.

Race/Ethnicity	Institution										Total	Percent
	Somers NO.	%	Osborn NO.	%	Cheshire NO.	%	Portland NO.	%	Niantic NO.	%		
Black	401	40.9	112	38.6	162	40.0	7	23.3	42	56.8	724	40.7
White	488	49.8	157	54.1	225	55.6	20	66.7	26	35.1	916	51.5
Puerto Rican	73	7.4	19	6.6	18	4.4	2	6.7	2	2.7	114	6.4
Other	2	.2	1	.3	-	-	1	3.3	-	-	4	.2
No Information	16	1.6	1	.3	-	-	-	-	4	5.4	21	1.2
TOTAL	980	99.9	290	99.9	405	100.0	30	100.0	74	100.0	1779	100.0

Distribution of Inmates, by Education Claimed, by Institution.

Education Claimed	Institution											
	Somers		Osborn		Cheshire		Portland		Niantic		Total	Percent
	No.	%	No.	%	No.	%	No.	%	No.	%		
None	4	.4	3	1.0	-	-	1	3.3	-	-	8	.4
1st Grade	3	.3	3	1.0	-	-	-	-	-	-	6	.3
2nd Grade	10	1.0	1	.3	-	-	-	-	-	-	11	.6
3rd Grade	12	1.2	2	.7	-	-	-	-	-	-	14	.8
4th Grade	15	1.5	6	2.1	3	.7	-	-	-	-	24	1.3
5th Grade	26	2.6	9	3.1	4	1.0	-	-	-	-	39	2.2
6th Grade	60	6.1	17	5.9	9	2.2	-	-	-	-	86	4.8
7th Grade	118	12.0	24	8.3	27	6.7	-	-	4	5.4	173	9.8
8th Grade	228	23.2	60	20.7	84	20.8	10	33.3	13	17.6	395	22.2
9th Grade	149	15.2	52	17.9	110	27.2	12	40.0	17	23.0	340	19.1
10th Grade	101	10.3	45	15.5	94	23.2	3	10.0	10	13.5	253	14.2
11th Grade	48	4.9	21	7.2	34	8.4	1	3.3	7	9.5	111	6.2
12th Grade	71	7.2	32	11.0	28	6.9	3	10.0	13	17.6	147	8.3
1 Year College	6	.6	2	.7	1	.2	-	-	-	-	9	.5
2 Years College	3	.3	3	1.0	-	-	-	-	-	-	6	.3
3 Years College	2	.2	-	-	-	-	-	-	-	-	2	.1
4 Years College	1	.1	2	.7	1	.2	-	-	-	-	4	.2
5 Years College	-	-	-	-	-	-	-	-	-	-	-	-
6 Years College	-	-	-	-	-	-	-	-	-	-	-	-
No Information	123	12.6	8	2.7	10	2.5	-	-	10	13.5	151	8.5
TOTAL	980	99.7	290	99.8	405	100.0	30	99.9	74	100.1	1779	99.8
Average (Median)	8.9		9.3		9.6		9.3		9.9		9.1	

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Distribution of Inmates, by Predominant Occupation of Subject, by Institution.

Predominant Occupation Of Subject	Somers		Osborn		Cheshire		Portland		Niantic		Total	Percent
	No.	%	No.	%	No.	%	No.	%	No.	%		
None	135	13.8	4	1.4	159	39.3	12	40.0	5	6.8	315	17.7
Housewife	-	-	-	-	-	-	-	-	1	1.4	1	.1
Laborer	443	45.2	232	80.0	158	39.0	12	40.0	22	29.7	867	48.7
Service Worker (excluding private household)	49	5.0	14	4.8	64	15.8	3	10.0	18	24.3	148	8.3
Private Household Worker	-	-	-	-	-	-	-	-	3	4.1	3	.2
Operatives and Kindred	157	16.0	17	5.9	8	2.0	-	-	6	8.1	188	10.6
Craftsmen, Foremen, and Kindred	67	6.8	10	3.4	6	1.5	-	-	-	-	83	4.7
Sales Worker	13	1.3	1	.3	-	-	-	-	3	4.1	17	1.0
Clerical and Kindred	11	1.1	3	1.0	1	.2	-	-	7	9.5	22	1.2
Managers, Officials, and Proprietors	11	1.1	4	1.4	1	.2	-	-	-	-	16	.9
Professionals, Technicians, and Kindred	7	.7	-	-	1	.2	-	-	-	-	8	.4
No Information	87	8.9	5	1.7	7	1.7	3	10.0	9	12.2	111	6.2
TOTAL	980	99.9	290	99.9	405	99.9	30	100.0	74	100.2	1779	100.0