

## Access to Library Services

### 602.1 PURPOSE:

To establish guidelines for providing access to library services for all youth in Juvenile Detention and Assessment Center (JDACs) and Treatment Facilities (TFs).

### 602.2 DEFINITIONS:

Mobile Library Service: A variety of books placed on a rolling cart by the librarian and taken to a unit or classroom.

Satellite Library: A variety of books placed at a JDAC/TF.

### 602.3 GUIDELINES:

- A. Library services provided each year are reflected in the Annual Report completed by the Superintendent of Schools.

### 602.4 RESPONSIBILITIES:

- I. School Librarian:
  - A. Provide a set schedule once per week for each unit for library services.
  - B. Provide assistance and materials to satellite library stations.
  - C. Ensure mobile library service is provided when requested by the unit teacher.
  - D. Offer educational assistance to youth while in the library.
  - E. Send requested materials to teachers via interoffice mail.
  - F. Complete an annual Library Tracking Report and submit the report to the Superintendent of Schools.
    1. A copy of this report shall be given to Probation Administration upon request.
- II. Unit Teachers:
  - A. Offer educational assistance to youth while in the library.
  - B. Correspond with librarian when mobile library service is necessary.
  - C. Provide access to materials at a JDAC/TF with a satellite library.
  - D. Provide access to library materials at a JDAC/TF without a satellite or mobile service by taking requests from youth and corresponding with the Librarian to send desired materials through interoffice mail.
- III. Probation Corrections Officer (PCO):
  - A. Transport youth to and from the library at the designated time scheduled by the Librarian.
  - B. Supervise youth while in the library.

# San Bernardino County Probation Department

## Procedures Manual

### *Access to Library Services*

---

- C. Ensure that books are returned to the unit teacher upon release of a youth.
- D. Ensure that youth do not damage library materials.
- IV. Probation Corrections Supervisor I (PCS I):
  - A. Provide for coverage during transportation to and from the library.
  - B. Arrange back-up coverage for PCOs while in the library.
  - C. Ensure officers adhere to applicable department procedures.
- V. Division Director I/II or Designee:
  - A. Ensure the Annual Report completed by the Superintendent of Schools is received and reviewed.