
Library Services

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for providing inmates access to leisure reading materials.

1005.2 POLICY

This facility operates library services that provide leisure reading materials to inmates. The Jail Commander or the authorized designee is responsible for the administration of the library services and should appoint a capable staff member to serve as librarian to run the daily library operation. The library service shall include access to current educational and recreational reading material (Wis. Admin. Code DOC § 350.34).

The librarian shall ensure that reading materials are provided to the general housing units and that any staff member assigned to assist with the delivery of library services has received the appropriate training in facility safety and security practices.

Access to the inmate library or to library materials shall be based upon inmate classification, housing location and other factors that legitimately relate to the safety and security of the facility.

1005.3 LIBRARY MAINTENANCE

The Agency may reject library materials that may compromise the safety, security and discipline in the operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

1005.4 LEISURE LIBRARY MATERIALS

Each inmate is allowed to have no more than two books at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material. If staff believes the destruction was intentional, the matter may be referred for criminal prosecution.

1005.5 ACCESS TO LEGAL PUBLICATIONS/LAW LIBRARY

All inmates shall have reasonable access to the legal system, which may include requesting legal reference materials.

Legal information that may be provided through the library includes the Wisconsin Statutes book. Additional material may be made available by request.

Inmates desiring access to the library or legal publications shall submit a completed legal information request to the housing officer. Only one request per inmate per week is allowed unless the inmate is a court ordered pro se. Inmates in disciplinary segregation shall have the same

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access to reading materials and legal materials as the general population unless a restriction is directed by the court.

The housing correctional officer will collect completed request forms and deliver them to the librarian. Upon receipt the librarian will time stamp, log and number the request and complete the necessary research to compile the necessary information for the requesting inmate. Records of access to legal references and whether the requests were fulfilled or denied should be documented each day and maintained in the inmate's file in accordance with established records retention schedules.

Pro se inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided it does not create a fire hazard.

1005.6 ALTERNATE MEANS OF ACCESS TO LEGAL PUBLICATIONS

Nothing in this policy shall confer a right to access to a law library, and unless it is specified by court order, the Sheriff may provide access to the legal system by a variety of means that may include public or private legal research services.