

CRCC LIBRARY RULES

Signature on File

Effective Date: August 22, 2013

Larry Denney, Warden

GENERAL RULES:

- Full grays must be worn at all times and shirts must be buttoned up to cover complete chest area unless accompanied by a t-shirt. Sweatshirts/jackets or like items are not allowed. Only state coats are allowed. Only long sleeve thermals/t-shirts may be worn under the state shirt. All headgear and sunglasses are to be taken off before entering the library.
- Tobacco products (including lighters), food, candy, drinks and/or cups are not allowed in the library.
- Personal items, to include, but not limited to, magazines, newspapers, books, tapes/CD, headphones/radios, art work, etc. are not allowed in the library. This includes pornographic materials and/or articles with nudity are not permitted in the library.
- All offenders utilizing the library must sign in and out at the education desk.
- Smoke breaks are not allowed.
- Offenders will not be allowed to utilize any library services until the "Library Usage Application and Rules Agreement" form has been received by the librarian and entered into the computer system. Forms can be obtained from the librarian.
- All legs of the chair are to remain on the floor.
- Respect others who wish to read or study by being quiet.
- Offenders must be present with their offender I.D. in order to check out any materials in the library/law library. The offender can:
 - Check out three (3) books from the leisure library.
 - Books are due back in two (2) weeks.
 - Books may be renewed one time prior to the due date for an additional period of two (2) weeks, if the books are not on reserve for another offender.
 - Offenders must have books with them when renewing them.
 - Books are to remain in the possession of the offender who checked them out.
- A drop box is located outside of the dining hall for offenders to return books. The book drop box is emptied daily based on staff availability.
- Magazines, newspapers and reference materials are available and may be reviewed in the library. Magazines must remain inside of provided plastic covers at all times.

- A computerized card catalog is available for offender use. Offenders can also seek assistance locating materials from the assigned offender circulation desk clerk.
- Notary services are available during regular library hours and will be done as time permits. Notary will not be done 15 minutes prior to closing.
- Individual study is permitted in the library. Group study of more than two (2) offenders will not be permitted.
- Photocopy services are available in the library.
 - A copy card is required to operate the copier. Copy cards are available for purchase in the canteen.
 - Offenders will present both their offender I.D. and copy card to the assigned offender copy clerk before copies will be made. The copy card presented must be legibly labeled, with the offender's ID, as issued by Canteen.
 - Offenders will not be permitted to make copies for another offender or copy materials belonging to another offender.
 - All transactions are between the assigned offender copy clerk and the offender requesting the copies. Other offenders are not allowed to assist the offender requesting the copies.
 - Copies will only be made on letter size (8½" X 11") paper.
 - Materials will not be reduced or enlarged in size with the exception of making a legal size document fit on letter size paper.
 - Making a copy with more than one page to a sheet is not allowed.
 - Copies will be made one article/document per page. Materials to be copied cannot be partially covered, affixed and/or altered.
 - Two-sided copies will not be allowed unless the original is already a two-sided copy.
 - The offender is responsible for making sure that the copies are legible before leaving the copy machine area.
 - Copies may be censored by staff if deemed necessary. Copies of articles and/or items which violate institutional services or SOP will not be made and are subject to confiscation.
 - Any special request copies not specified in the above rules shall be at the librarian's discretion.
 - Copies will be made at the default settings of the copier. Copier settings will not be altered.
(*Exception: lightening or darkening, to the best of the machine's ability for a legible, legal copy.*)
- Electric typewriters are available in the library.
 - Do not sit at the typewriters unless actually using the typewriters.
 - Offenders must sign in and out on the sheet provided.
 - Typewriters are for leisure and legal purposes.
 - Daisy wheels are provided with the typewriters.
 - Typewriter ribbons and correction tape are not provided, but can be purchased in the canteen.
 - If there are offenders waiting to use the typewriter, a time limit for the use of the typewriters may be established by the staff librarian.
- Offenders may be subject to a conduct violation, in accordance with institutional services and SOP regarding conduct rules and sanctions, if any materials are not returned or are returned in a damaged condition.

LAW LIBRARY RULES:

- Law computers will be used ONLY for legal research. The offender assigned to the law computer area will sign offenders in and out. Research time is allocated in one-hour periods. A stand-by sheet will be utilized by the offender worker to rotate the offenders when the computers are full.
 - Any use of this system for anything other than searching the legal databases will result in a conduct violation in accordance with institutional services and SOP regarding conduct rules and sanctions.
 - Any attempts to misuse this computer or any functions of this computer will result in a conduct violation in accordance with institutional services and SOP regarding conduct rules and sanctions.

- Law books and a Policy and Procedure manual are available and may be reviewed in the library. Offenders must present their ID card to the assigned offender law library assistant in order to check out any materials.

- Offender law library assistants are available to assist offenders with legal research as needed and in accordance in institutional services and SOP regarding law library.

- Printouts from the legal computers.
 - A computer print ticket is needed in order to purchase cases off of the law computers. Computer print tickets are available for purchase in the canteen.
 - Offenders must fill out a Legal Print Request Form provided in the legal materials room.
 - The Legal Print Request Form and the computer print ticket must be presented to the librarian on duty at least 30 minutes prior to the library closing before copies will be approved for printing.
 - Requests to print numerous legal cases may be limited due to time constraints and will be determined by the librarian on duty.
 - The offender must present their ID card at the time of the request. Offenders will not be permitted to print legal materials for another offender.
 - Printing will only be allowed one time per offender, per each recreational session.
 - Printing of materials is done at the time of the request and given to the offender. The offender must remain in the library during this process and initial the Legal Print Request form upon receipt of the copies.

- Offenders on Activity and/or Living Area Restriction can only access the Law Library. All access and services of the leisure library are restricted.
 - A Qualified Legal Claim (QLC) must be verified and approved by the case manager and on file in the library in order to utilize the law library while on Activity and/or Living Area Restriction.
 - Activity and/or Living Area Restriction offenders must report to the library with pass and must be immediately given to the librarian on duty. This pass must be signed by the librarian and taken back to the housing unit when leaving the library.
 - Offenders on Activity and/or Living Area Restriction shall only be in the designated areas for Activity/Living Area Offenders. These areas include:
 - Designated work area for Activity and/or Living Area Restriction offenders

- Law computer
- Typewriter
- The door to the Legal Materials Room
- Offenders on Activity and/or Living Area Restriction must be working their current QLC that is on file.
- Offenders on Activity and/or Living Area Restriction that have an approved QLC are permitted to use the following resources:
 - Law computers
 - Typewriters
 - Print materials from the legal materials room

COURT DEADLINE ASSIGNMENT RULES:

- Offenders with court deadline assignments must have a Qualified Legal Claim (QLC) verified and approved by your case manager and on file in the library in order to be eligible for a deadline assignment in the law library.
- Offenders with court deadline assignments will report to the librarian's office to sign in upon entering the library and then sign out prior to leaving the library.
- Offenders with callouts or canteen must notify the librarian before leaving the library. Unless you have a callout or canteen, offenders must stay in the library for the entire assignment time allotted.
- Offenders on court deadline assignment may access the legal library. All access and services of the leisure library are restricted during the assigned times. This includes, reading magazines, books, socializing, or loitering in the library.
- Court deadline library time is only approved for work on the offenders approved QLC. Offenders may be assisted by the assigned offender law library assistant or an Offender Counsel Substitute when an Offender Counsel Substitute Form is on file in accordance with institutional services and SOP regarding offender counsel substitutes. Other offenders can not assist with legal work or cases.
- Failure to abide by any of these rules may result in a conduct violation, in accordance with institutional services and SOP regarding conduct rules and sanctions,

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