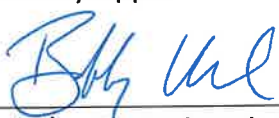






## San Francisco Juvenile Probation Department

### Juvenile Hall Policy and Procedures Manual

#### Chapter 8 - Programs

Policy Number:	8.08
Policy Name:	Library Services
Authority:	
Replaces:	18.7 Library Services (05/01/2000)
Effective Date:	January 1, 2019
Revision Date:	April 16, 2018
Related Policies and Procedures:	8.01 - General Unit Programs 8.07 - Youth Education Program 8.09 - Programs, Recreation, and Exercise
Related Forms:	Collection Development Plan Request for Reconsideration of Library Materials
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 
Librarian:	Rachel Kinnon 

## I. POLICY

The Director of Juvenile Hall or designee shall ensure that library services are provided and available to all youth.

The Director of Juvenile Hall or designee shall make certain that a qualified person is available to coordinate and supervise library services. The San Francisco Public Library will be responsible for designing and updating the principles, purposes, and criteria used in the selection and maintenance of library materials. The selection of books and other resources shall include input from Juvenile Hall youth and staff to ensure choices are as responsive as possible to youth requests and needs.

## II. PURPOSE

The need for quality education in juvenile justice facilities has been well documented (See Policy 8.07 – Youth Education Program). This includes access to reading materials that can further positive outcomes and educational goals. Studies indicate that systemic and reading interventions can have potential short-term positive impacts on reading fluency, accuracy, and comprehension and a more positive attitude toward reading.

The library provides all youth access to a comprehensive collection of general and specialized books, resources, and reference materials chosen to meet and promote the educational and recreational needs of the youth. Books can be an important tool to support youths' autonomous learning, growth, and development while in Juvenile Hall. Juvenile Hall staff should encourage youth to use the library to pursue personal interests and these opportunities for individual growth.

Juvenile Hall staff may also consider positive learning objectives, in addition to entertainment value for youth, when choosing resources such as movies for the living units. In addition to providing books and other materials, the Librarian may be available to assist with life skills instruction such as college applications, online instruction, and providing access to authors as guests when possible.

### III. PROCEDURE

#### A. Availability of Library Services

- i. The library program shall be coordinated and supervised by an employee assigned to Juvenile Hall by the San Francisco Public Library (SFPL).
- ii. SFPL will provide a stand-alone collection chosen for Juvenile Hall which is not to be shared with the larger SFPL system.
- iii. The Librarian shall consider the current population in Juvenile Hall and ensure that materials are responsive to the requests of youth and appropriately matched to be educational, enriching, and affirming of youth identities. Examples include literature or media on LGBTQQI subject matter for LGBTQQI youth and literature or media on a cultural heritage or tradition.
- iv. If a Juvenile Hall staff member believes that a youth has chosen materials of a controversial nature, he or she shall have the item reviewed by the Officer of the Day. The Officer of the Day shall submit the item and a completed Request for Reconsideration of Library Materials form to the SFPL librarian for review.

#### B. Library Visits and Checking Out Materials

- i. Juvenile Hall staff shall take the youths from each living unit to the library at least once a week.
- ii. The Juvenile Hall School and Programming Liaison shall schedule library hours to promote access and to accommodate programming in the Daily Unit Activity Schedule.

- iii. Juvenile Hall staff shall allow each youth to have books and/or magazines in his or her assigned room during unscheduled programming times unless there is a documented security threat.
  - a. Youth in all living units are allowed up to 5 resources from the library with the addition of a Bible/Koran or other approved religious text as well as a dictionary totaling up to 7 items.
  
- iv. Juvenile Hall staff may check out DVDs, at their discretion, for youth to watch during recreational hours.
  - a. Youth may request a specific DVD. If the Juvenile Hall staff member agrees, he or she may check out the material from the library for the youth to watch.
  - b. Juvenile Hall staff shall maintain control of the DVD at all times.
  - c. Juvenile Hall staff shall be responsible for returning the DVD to the library.
  - d. If a Juvenile Hall staff member brings in DVDs or other materials from their own collection with a rating above PG-13, they shall be approved in advance by the Unit Manager and the Officer of the Day.
    - 1. R-rated movies may be permitted if the movie has a specific positive and rehabilitative counseling value for the youth. R-rated movies require the approval from the Director of Juvenile Hall or designee.

2. A Juvenile Hall staff member shall submit a Group Counseling Report to the Unit Manager or the Officer of the Day by the end of the shift documenting the youth participating and the positive counseling and rehabilitative message discussed.

C. Return of Materials

- i. The Librarian and youth shall ensure that books are returned on time.
- ii. Youth must deposit books already read into the living unit's book return bin.
- iii. Youth transferred to another living unit shall take their library books with them.
- iv. Juvenile Hall staff shall ensure youth return all library books prior to any transfers or permanent release.

D. Suspension of Privileges

- i. The Librarian may suspend the youth's borrowing privileges for the following reasons:
  - a. Overdue materials (until all overdue books are returned).
  - b. If books being returned are consistently and/or intentionally damaged.
  - c. If other library rules are being broken to allow for such behavior to be meaningfully addressed.

- ii. The Librarian shall inform Juvenile Hall staff if materials being returned are being intentionally damaged and/or have been marked in a concerning manner.

#### E. Review of Services

- i. The Library Advisory Committee (LAC) composed of representative staff from the SFPL, School, Juvenile Hall, and JPD Youth Advisory Council shall meet quarterly to oversee current policies and practices pertaining to the library as well as:
  - a. Evaluate youth access to the library.
  - b. Evaluate the use or misuse of the library and its resources by youth.
  - c. Compare the operation of the library program to the stated performance goals and objectives.
  - d. Make recommendations for improving services and programming.
  - e. Determine additional guidelines for issues as they arise.
- ii. If the LAC is unable to meet quarterly, Juvenile Hall entrusts the SFPL Librarian to make decisions pertaining to the continued maintenance of Library Services.
- iii. The Librarian and the Juvenile Hall School and Programming Liaison shall monitor and evaluate the quality of library services and prepare quarterly and annual reports for the Director of Juvenile Hall. This report shall reflect programs and services being provided are current, consistent, and relevant to the

youth population and needs. (See Policy 8.09 –  
Programs, Recreation, and Exercise)