



**WINDHAM SCHOOL  
DISTRICT**

**NUMBER: SD-08.09**  
**DATE: January 11, 2010**  
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**SUPERSEDES: NONE**

# **SUPERINTENDENT DIRECTIVE**

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**SUBJECT: LIBRARY SERVICES**

**AUTHORITY: Texas Education Code, §19.004**

**APPLICABILITY: Windham School District (WSD or district)**

## **POLICY:**

WSD shall maintain libraries for recreational reading and for research purposes in support of educational programs. Libraries may not be available at all facilities.

The district's educational philosophy states that confined persons need, perhaps more than any other social group, to live vicariously by exploring man's creativity through books and the other arts. Libraries provide offenders with the opportunity to read numerous books on various subjects, as well as to read materials that will free their minds from the confinement of the prison cell. Similarly, the library provides periodicals that allow the offenders to explore the "free world" events occurring each day.

## **PROCEDURES:**

- I. Program Description
  - A. Library Services offers offenders a wide variety of materials in support of educational programs as well as recreational reading.
  - B. The selection of library materials for acquisition is a result of needs assessments performed by professional librarians and requests by staff and offenders.
  - C. Accessions follow accepted library practices and standards with emphasis placed on the development and maintenance of a balanced, well-rounded collection.
  - D. Operational procedures are based on library standards set forth by the Texas Education Agency.

- E. The standards of the American Library Association and American Correctional Association are used as additional guides for planning and evaluating library services.
- II. Goals and Objectives
- A. Develop collections that support all academic programs.
  - B. Include informative materials for vocational interests of offenders.
  - C. Provide current information through service subscriptions of magazines and newspapers.
  - D. Enlarge social and reading backgrounds through provision of recreational, educational, vocational and current materials within the library.
  - E. Prepare the offender, through his/her own efforts, for release and life after prison by usage of materials provided within the library.
  - F. Provide recreational reading to allow the offender an outlet for personal entertainment.
  - G. Promote strategies that result in an annual book loss of less than two percent per unit.
- III. Detailed procedures for Library Services are provided in OP-08.09.

\* Signature on file  
Debbie Roberts, Superintendent  
Windham School District