

# **Collection Development Policy**

## **Edmonton Institution for Women (Library Resource Centre)**

Created by the Greater Edmonton Library Association, Women's Prison Sub-committee  
Summer 2009  
Contact: Valla McLean

## **Library Operations**

### **Hours**

The Library Resource Centre is opened Wednesday 6:00-8:30, Friday 6:00-8:30 and Sunday 1:00-3:30

### **Staffing**

The library is staffed by an inmate library assistant. Volunteers may also contribute their time to various projects including those initiated by the Greater Edmonton Library Association, Women's Prison Subcommittee.

### **General Circulation Information**

Library materials are the property of the Edmonton Institution for Women and library users are responsible for their care and return. More information regarding circulation and borrower services is available in the Circulation Policy.

### **From: Correctional Services Canada Commissioner's Directive 720 Education Programs and Services for Offenders (2007-10-04)**

*Note: EIFW does not have an institutional librarian*

Institutional Libraries paragraph 35-38

35. Libraries are information centres that support all institutional programs and address offenders' needs for recreational, cultural, spiritual, educational and informative materials. In addition, libraries will provide the opportunity to educate offenders in the full use of library resources.

36. The Institutional Head will ensure that the library provides services and computerized resources which are comparable to those in the community libraries, while taking into consideration both the needs of the correctional environment and the limitations of the physical space available. The Institutional Head should also ensure that the library has sufficient books and material to meet the basic needs of minority official language inmates. Inter-library loans with community libraries should be encouraged where possible.

37. The institutional librarian will ensure that the institution's library has available historical and current copies of legal, regulatory and official reference materials as listed below (these may be available in hard copy or via the library CD-ROM provided by National Headquarters):

- a) Canadian Charter of Rights and Freedoms;
- b) Corrections and Conditional Release Act and Regulations;
- c) International Transfer of Offenders Act;
- d) Criminal Code of Canada;
- e) Canadian Human Rights Act;
- f) Access to Information Act and appropriate access request forms;
- g) Privacy Act and appropriate access request forms;

- h) Official Languages Act;
- i) Standard Operating Practices, except those SOPs or parts thereof related to security matters;
- j) Commissioner's Directives;
- k) the Standing Orders for that institution, except those orders or parts thereof related to security matters;
- l) National Parole Board Policy Manual; and
- m) Info Source.

38. The institutional librarian will make reasonable efforts to arrange for offenders to have access to other relevant publications produced by the CSC regarding its programs and services for offenders.

Commissioner, Original signed by : Keith Coulter

### **Statement on Intellectual Freedom (Canadian Library Association)**

*Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985*  
[http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement\\_on\\_Intell.htm](http://www.cla.ca/Content/NavigationMenu/Resources/PositionStatements/Statement_on_Intell.htm)  
(accessed March 17, 2009)

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

## **Inmate Library Assistant Job Description**

The inmate library assistant performs general tasks related to the operation of the library including the circulation and maintenance of the library collection, the cataloguing and processing of library materials, and the provision of library service to inmates.

Essential duties and responsibilities:

- 1) Catalogues and processes books for circulation.
- 2) Repairs books as needed.
- 3) Performs check-ins, check-outs and tracks overdue materials.
- 4) Answers directional and basic reference questions as needed; refers more in-depth reference questions to Prison Subcommittee librarians.
- 5) Assists inmates with finding books and materials in the library.
- 6) Monitors equipment and supplies in the library and reports on action needed to Supervisor.

Job requirements:

- A strong service orientation is essential.
- Good communication skills and flexible nature.
- The ability to lift 20-25 pounds and perform physical functions as required (mainly lifting and moving books).
- Basic computer skills (Microsoft Office Word).
- The ability to follow through on written and oral directions.
- Dependability and punctuality.
- Interest in computers and technology is an asset.
- An interest in books and reading is an asset.

# Collection Development Policy

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## Budget

The library collection is based on donations. The library does not have a budget to purchase materials. Materials, based upon the selection criteria, may be continually acquired through book drives and donations.

## Selection Criteria

The library provides a selection of print and audio materials. Selection of these materials should be based on the following:

1. Relevance to the needs and interests of the inmate population, including the demand for specific items or general categories of materials.
2. Reflective of the different reading levels, languages, and ethnicities of the inmate population.
3. Supportive of the institution's education, work and treatment programs.
4. Value of the materials, including authority and factual accuracy.

Categories of materials include:

- Fiction
  - Popular Genres: horror, romance, science fiction, fantasy, action adventure, historical fiction, and mystery
- Reference titles (current dictionaries and encyclopedias within the last five years)
- Legal materials (current edition)
- Aboriginal
- Biographies
- Audiobooks
- Community information (current within the last year)
- Magazines (current and back issues within the last three years)
- Self-help, life skills and personal relationships
- Health and medical (current within the last 7 years)

Note: No censorship will be applied in the selection of materials, except in such circumstances where the materials are known to cause a threat to prison safety and/or security. Materials which constitute a threat include:

1. Materials which are obscene. Obscene materials are those which, when taken as a whole, contain patently offensive descriptions of sexual conduct and have no serious literary, artistic, political, or scientific value.
2. Materials which are likely to incite physical violence or criminal activity upon any person or group. This includes materials which promote gang culture (i.e. tattoos).

3. Materials which describe the procedures for the construction of use of weapons, ammunition, bombs, or incendiary devises or materials detailing procedures used in escapes.
4. Materials that detail procedures for the production of contraband or the introduction of contraband into the Edmonton Institution for Women.
5. Materials which advocate that an ethnic, racial, gender or religious group is inferior for any reason, makes such group the object of ridicule and scorn, and may reasonably be thought to precipitate a violent confrontation between the reader and members of the target group.<sup>1</sup>

#### Responsibility for Selection

The inmate library assistant and other inmates may recommend titles for the collection. Volunteers such as those members of the Greater Edmonton Library Association, Women’s Prison Sub-committee may also select titles. All selections should be based on the selection criteria.

Karra Tait, Program Officer, will have final determinations as to which materials will be selected for the Library Resource Centre.

See Forms: *Request Materials*

### Collection Evaluation

Deselection of materials should occur throughout the year to keep the collection vital and avoid issues regarding lack of space. There should a more through and scheduled evaluation of the entire collection every two to three years.

### Deselection Criteria

The process of removing materials from the collection should be a continuous one based on the following criteria:

- Currency (outdated information)
- Condition (worn, torn, pages missing)
- Duplication
- Seldom circulated

Discarded library materials are marked with “Discarded” and recycled.

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<sup>1</sup> Adapted From Laura Sherbo/Branch Library Services Program Manager/Office of the Secretary of State/Washington State Library – Collection Development Policy for WSL/DOC Branch Libraries/12/2005

## **Donations Policy**

The Library Resource Centre accepts donations based on the selection criteria. Materials not meeting these criteria should not be accepted for the Library Resource Centre. UNSOLICITED DONATIONS WILL NOT BE ACCEPTED.

### Donations Procedure

Karra Tait, Program Officer must be notified either by phone or email of the donor's wish to donate materials. If approved the materials must arrive at the front desk with the donor's contact information including return address. The donor must also notify the front attendants at the EIFW that Karra Tait has approved the donation.

The library inmate assistant and Karra Tait will further evaluate the donations based on the selection criteria. Materials not deemed acceptable for the Library Resource Centre will be recycled.



## Appendix A: Needs Assessment

In the fall of 2007 EIFW residents were asked via a paper survey for their input as to what books, reference materials, and magazines they were interested in seeing in the library. Entitled the library wish list residents were asked to provide titles under: genre (romance, biographies, self-help, etc.,) specific authors, specific titles and magazines.

### *Library Wish List (November 2007) Summary*

Genre

Fantasy (X2)

Biographies (X5)

Suspense

Horror

Romance (X2)

Action

Mystery

History (X2)

Historical Romance

True Crime (X3)

Psychology & self help (relationships, parenting, addictions, codependency, abuse, self-esteem, jealousy, anger, boundaries)

Muslim (in relation to Islam?)

Mythology

Science Fiction

Language (? Grammar or learning another?)

### **Authors**

Allende, Isabel

Andrews, V.C.

Archer, Jeffrey

Atwood, Margaret

Baxter, Charles

Blume, Judy

Briskin, Jaqueline

Brown, Dan (X2)

Brown, Sandra (X6)

Collins, Jackie (X2)

Conroy, Pat

Cornwell, Patricia (X6)

Deaver, Jeffrey

Evanovich, Janet (X6)  
Grafton, Sue (X5)  
Gregory, Philippa  
Irving, John  
Jordan, Robert  
King, Stephen  
Kootnz, Dean (X3)  
Krentz, Jayne Ann  
Krantz, Judith (X7)  
Lavigne, Yves (X5)  
Lehane, Dennis  
Lyndsay, Johanna  
Maguire, Gregory  
Meltzer, Brad  
Michael, Judith  
Munro, Alice  
Patterson, James (X3)  
Rice, Anne (X3)  
Rule, Ann  
Salinger, J.D.  
Sheldon, Sidney  
Saul, John (X2)  
Straub, Peter  
Steel, Danielle  
Taylor Bradford, Barbara (X2)  
Yallop, David A

## **Titles**

### **Fiction**

Catcher in the Rye – JD Salinger  
World According to Garp – John Irving  
1408 – Stephen King (X2)  
Double Cross – James Patterson  
Harry Potter Series (X4)  
Pillars of the Earth – Ken Follett  
World without End – Ken Follett (X2)  
Colour Purple – Alice Walker  
Lord of the Rings - J. R. R Tolkien  
Lord of the Flies - William Golding  
Assassins Song – MG Vassanji

Architects Are Here – Michael Winter  
Annotated Secret Garden – Frances Hodgson Burnett  
Roots - Alex Haley  
Shogun - James Clavell  
Love in the Time of Cholera – Gabriel Garcia Marquez  
A Thousand Splendid Suns – Khaled Hosseini  
The Guardian – John Saul  
Forever Odd, Frankenstein Book One, Velocity, Prodigal Son – Dean Koontz  
Chances, Lucky, Lady Boss, Vendetta: Lucky's Revenge, Love Killers, Lethal Seduction, The Bitch. The Stud, Sinners – Jackie Collins  
The Other Boleyn Girl - Philippa Gregory  
Believers – Charles Baxter

### **Non-Fiction**

Shock Doctrine – Naomi Klein  
Age of Turbulence – Alan Greenspan  
Stupid to the Last Drop – William Marsden  
Rick Mercer Report: The Book –Rick Mercer  
The Wolf on Wall Street – Jordan Belfort  
History of the CBC (radio or TV?)  
Lords of Discipline – Pat Conroy  
Sibylline Prophecies (X5)

### **Magazines**

#### Titles

Beat  
Canadian Classic Cars/Trucks  
Chatelaine  
Cosmopolitan (X4)  
Elle  
Flare (X2)  
Glamour  
In Style (X2)  
King (X8)  
Life & Style  
MacLean's  
Maxim  
Muscle & Fitness (Hers)  
National Geographic  
OK

Oprah (X2)  
People (X5)  
Reader's Digest  
Rolling Stone  
Shape (X2)  
Source (X11)  
Sports Illustrated  
Star (X5)  
Time  
US  
Vibe (X4)  
XXL (X10)

#### Types

Fitness (exercise, diet, tai-chi, yoga, aerobics)  
Hobbies (Knitting, beading, crochet)  
Tattoo  
Science  
Travel

## References

- Clark, Sheila and Erica MacCreaigh. *Library Services to the Incarcerated: Applying the Public Library Model in Correctional Facility Libraries*. Westport, CT: Greenwood Publishing, 2006.
- Curry, Ann, Kris Wolf, Sandra Boutilier, and Helen Chan. "Canadian Federal Prison Libraries: A National Survey." *Journal of Librarianship and Information Science* 35, no. 3 (2003): 141-152.
- Lehmann, Vibeke and Joanne Locke. *Guidelines for Library Services to Prisoners*. International Federation of Library Associations and Institutions, 2005.
- Rubin, Rhea Joyce and Daniel Suvak, eds. *Libraries Inside: A Practical Guide for Prison Librarians*. Jefferson: NC: McFarland & Company, 1995.
- Sherbo, Laura. E-mail message to [prison-l@ala.org](mailto:prison-l@ala.org), Feb. 2, 2009. *Collection Development Policy for WSL/DOC Branch Libraries*.
- Vogel, Brenda. *Down for the Count: A Prison Library Handbook*. Metuchen, NJ: Scarecrow Press, Inc., 1995.

## Forms

### Request Materials

Edmonton Institution for Women Library Resource Centre

### Request Materials

Date of Request:

Your Name:

Title:

Author:

Subject:

Signature for approval: