

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

ACCESS TO LIBRARY SERVICES

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for providing access to library services for all youth in Juvenile Detention and Assessment Center (JDACs) and Treatment Facilities (TFs).

Definitions:

Mobile Library Service: A variety of books placed on a rolling cart by the librarian and taken to a unit or classroom.

Satellite Library: A variety of books placed at a JDAC/TF.

Responsibilities:

I. School Librarian:

- A. Provide a set schedule once per week for each unit for library services.
- B. Provide assistance and materials to satellite library stations.
- C. Ensure mobile library service is provided when requested by the unit teacher.
- D. Offer educational assistance to youth while in the library.
- E. Send requested materials to teachers via interoffice mail.
- F. Complete an annual Library Tracking Report and submit the report to the Superintendent of Schools.
 1. A copy of this report shall be given to Probation Administration upon request.

II. Unit Teachers:

- A. Offer educational assistance to youth while in the library.
- B. Correspond with librarian when mobile library service is necessary.
- C. Provide access to materials at a JDAC/TF with a satellite library.
- D. Provide access to library materials at a JDAC/TF without a satellite or mobile service by taking requests from youth and corresponding with the Librarian to send desired materials through interoffice mail.

III. Probation Corrections Officer (PCO):

- A. Transport youth to and from the library at the designated time scheduled by the Librarian.
- B. Supervise youth while in the library.
- C. Ensure that books are returned to the unit teacher upon release of a youth.
- D. Ensure that youth do not damage library materials.

IV. Probation Corrections Supervisor I (PCS I):

- A. Provide for coverage during transportation to and from the library.
- B. Arrange back-up coverage for PCOs while in the library.
- C. Ensure officers adhere to applicable department procedures.

V. Division Director I/II or Designee:

- A. Ensure the Annual Report completed by the Superintendent of Schools is received and reviewed.


Guidelines:

- A. Library services provided each year are reflected in the Annual Report completed by the Superintendent of Schools.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Issued by:



Tracy Reece, Chief Probation Officer

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