Appendix D

JAIL SERVICES PROCEDURE

1. A Jailer emails the Law Librarian a scanned copy of the inmate’s request on Wednesdays.
2. Print two copies of the inmate’s request. One copy becomes part of the library’s loan record. A second copy is included with the materials sent to the Jail so that the Jailer can identify the inmate or inmates requesting the materials.
3. Identify the resources to be sent to the jail and pull them from the shelf or print/photocopy the appropriate material. If it is impossible to include the item’s copyright information with the printed or photocopied document (i.e. “Thomson/West, © 2005” at the bottom of a WESTLAW print or the title page and verso of the photocopied book or journal), apply the copyright notice stamp (located in the black plastic basket on the office work-table), to the top of the front page of the photocopied or printed document.
4. Complete the Jail Loan Record (See Figure 1) located on the office computer’s hard drive at My Documents—Jail Requests and print one copy.
5. Check all physical items (books, periodicals, etc.) going to the jail for contraband. Contraband is anything that does not belong in that item. Anything found such as money, correspondence, weapons, drugs, etc…should be reported to both the District Attorney and the Jail (Lt. Draper or Sgt. Walker) along with the name of the inmate requesting the loan. Do not throw out the contraband as Law Enforcement may want it as evidence.
6. If the material is “clean,” place the inmate’s request with the item(s) intended for him and rubber band the Jail Loan Record to the top of the stack.
7. Store the items intended for the Jail in the Librarian’s office to ensure that no-one can slip contraband into the materials and hold them for the jailer.
8. When the jailer arrives to pick up the materials, have him sign and date the Jail Loan Record. Attach the signed form to the library’s copy of the inmate request(s).
9. When the materials are returned the following Monday, check them against the signed Jail Loan Record. Note any missing items and follow up with the Jail’s staff. Prints and photocopies become the property of the inmate. If all books and journals have been returned, note the return information at the bottom of the Jail Loan Request.
10. Staple the Jail Loan Request to the inmate’s original request and file it in the folder labeled “Jail Pick-ups” (top drawer of the filing cabinet located in the Librarian’s Office)
Figure 1. Jail Loan Record

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