

	<b>WEST VIRGINIA DIVISION OF JUVENILE SERVICES</b>	<u>POLICY NUMBER:</u>  <b>506.00</b>	<u>PAGES:</u>  <b>2</b>
<u>CHAPTER:</u> <b>Juvenile Services</b>		<u>REFERENCE AND RELATED STANDARDS:</u> <b>WV Code Chapter § 49-2-903; ACA 3-JDF-5D-01/02/03</b>	
<u>SUBJECT:</u> <b>Library Services</b>			
<u>DATE:</u> <b>January 1, 2017</b>			

### PURPOSE

This policy governs the facility's library program, including acquisition of materials, hours of availability, and staffing.

### CANCELLATION

This policy has been revised and supersedes Policy 506.00, dated October 1, 2007.

### APPLICABILITY

This Policy applies to all Division of Juvenile Services' Facilities.

### PROCEDURES

1. All facilities will have library services that provide, at a minimum, the following:
  - a. planned and continuous acquisition of materials to meet the needs of users,
  - b. logical organization of materials for convenient use,
  - c. circulation of materials to satisfy the needs of users,
  - d. information services to locate facts as needed,
  - e. promotion of the uses of library materials, and
  - f. hours of operation will correspond with the daily schedule of the resident to ensure access.
2. The facility superintendent/director will have available a qualified person who coordinates and supervises library services.
3. All materials purchased or received by donation will meet the educational, informational, and recreational needs of the juveniles.

Chapter	Subject	Policy #	Page
Juvenile Services	Library Services	506.00	2 of 2

4. A systematic approach will determine the library service needs of the population.
5. Library services are provided and are available to all residents.
6. This policy will be adopted in its entirety and no operational procedure will be developed.

**RIGHTS RESERVED**

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

**APPROVED:**

  
\_\_\_\_\_  
**Director**

1/1/17  
\_\_\_\_\_  
**Date**