



**Administrative Policies and Procedures: 21.6**

<b>Subject:</b>	<b>Library Administration and Supervision at DCS Juvenile Justice Facilities</b>
<b>Authority:</b>	TCA 37-5-105(3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-5D-01, 4-JCF-5E-02; <b>DCS Practice Standards:</b> 6-402, 8-306
<b>Application:</b>	To All Department of Children's Services Youth Development Center Superintendents, Principals, Educational Personnel, Librarians and other Employees as Appropriate

**Policy Statement:**

Each Youth Development Center shall make available to each student a library that meets all requirements stated in the Tennessee Department of Education's **Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools.**

**Purpose:**

To ensure a process for the operation of a library program in juvenile justice facilities to include acquisition of materials, availability and staffing.

<b>A. Selection of library materials</b>	<ol style="list-style-type: none"> <li>1. Supervisors, educators, principals, and librarians must select library materials to meet the educational, informational, and recreational needs that students express.</li> <li>2. <b>Appropriateness of library materials</b> Library materials must:               <ol style="list-style-type: none"> <li>a) Include racial and ethnic interests;</li> <li>b) Be age-appropriate for the students;</li> <li>c) Be suited for various levels of competency.</li> </ol> </li> </ol>
<b>B. Qualified supervision</b>	Principals must ensure that their facilities have a qualified person to coordinate and supervise library services, either full-time or part-time.
<b>C. Service provided</b>	<ol style="list-style-type: none"> <li>1. <b>Needs-based acquisitions</b> The library coordinator or supervisor must use and document a systematic</li> </ol>

	<p>approach to determine what library services are needed by the population and to acquire continuously materials that meet those needs.</p> <p><b>2. Easy access of materials</b></p> <p>The library coordinator or supervisor must:</p> <ul style="list-style-type: none"><li>a) Logically organize the materials,</li><li>b) Provide information services for locating facts as needed, and</li><li>c) Provide a reader’s advisory service.</li></ul> <p><b>3. Environmental design</b></p> <p>The library coordinator or supervisor must ensure that library space is functional in design and appearance so that the atmosphere is congenial.</p> <p><b>4. Promotion of use</b></p> <p>The library coordinator or supervisor must promote the use of library materials.</p> <p><b>5. Internet access</b></p> <p>Content-filtered Internet access should be available for student use in all Youth Development Center libraries. (Refer to DCS Policy <a href="#">21.17 School Internet Safety</a> .</p>
--	--

<b>Forms:</b>	<i>None</i>
---------------	-------------

<b>Collateral documents:</b>	<a href="#"><u>Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools</u></a>
------------------------------	--