

DOCUMENT RESUME

ED 310 773

IR 052 837

AUTHOR Cooper, Sandra M.
 TITLE Develop & Test Curriculum Materials for Library Service to Jail Populations. Final Report.
 INSTITUTION Association of Specialized and Cooperative Library Agencies, Chicago, IL.
 SPONS AGENCY Office of Libraries and Learning Technologies (ED), Washington, DC.
 PUB DATE Sep 80
 GRANT G007900365
 NOTE 74p.; For the guide produced by this project, see IR 052 844.
 PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC03 Plus Postage.
 DESCRIPTORS *Cooperative Planning; Correctional Institutions; *Curriculum Development; *Library Material Selection; *Library Services; Material Development; *Prison Libraries; Program Evaluation; *User Needs (Information)

ABSTRACT

This project was designed to develop a curriculum guide that would: (1) provide basic information on joint planning of library services for jail populations by correctional and library personnel and inmates, inmate needs, service options, sample policies, budget, and coordination of services with existing library, jail, and community resources; (2) provide a strategy and worksheets for a step-by-step planning and decision-making process; (3) provide sample materials from jail library programs; and (4) provide examples of the variety of possible jail library programs. The project also included field testing of the curriculum guide by participants in an institute on library service to jail populations, written evaluations by users, and reports from practitioners on how they had used the manual. The introduction provides background information about the project and the compilation of the resulting guide. The next three sections report on the implementation of the project, including the people involved, the process used, issues addressed, and problems encountered; the results; and the development process. The evaluator's report by Peggy O'Donnell which follows the narrative report includes the project objectives and outcomes, evaluation methodology, the developmental process, the institute and the guide, major concerns about the guide contents, a follow-up evaluation, and conclusions and future recommendations. Eight appendices provide lists of the members of the Planning Committee, the Advisory Group, reviewers, and institute participants, as well as evaluation response sheets, the telephone interview form, and the table of contents for the guide. (SD)

 * Reproductions supplied by EDRS are the best that can be made *
 * from the original document. *

ED310773

Final Report

Project No. 475AH90043
Grant No. G007900365

U S DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it

Minor changes have been made to improve reproduction quality

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

Sandra M. Cooper, Project Director
Peggy O'Donnell, Project Evaluator
Association of Specialized and
Cooperative Library Agencies
American Library Association
50 East Huron Street
Chicago, IL 60611

DEVELOP & TEST CURRICULUM MATERIALS FOR LIBRARY SERVICE TO JAIL POPULATIONS

September, 1980

U. S. DEPARTMENT OF EDUCATION

Office of Libraries and Learning Technologies

BEST COPY AVAILABLE

ER 052837
ERIC
Full Text Provided by ERIC

Abstract

In response to a need for improved library service to jails and detention facilities, the Association of Specialized and Cooperative Library Agencies, a division of the American Library Association, carried out a project designed to produce a guide to planning and implementing jail library service. There was a companion project designed to present an institute on library service to jail populations.

The Jail Library: A Guide for Planning and Improving Services was written by Dimensions, a consulting group based in Austin, Texas. The process used to write the Guide involved the development and review of three drafts prior to the final draft. Each draft was reviewed by a variety of people in the fields of corrections and librarianship; nearly two hundred people were involved as reviewers and as resource people during the project.

The resulting document will be published by the American Library Association. It emphasizes the need for cooperative planning between librarians and correctional personnel and can be used as the basis for training activities or in self-instruction.

Final Report

Project No. 475AH90043
Grant No. G007900365

DEVELOP & TEST CURRICULUM MATERIALS FOR
LIBRARY SERVICE TO JAIL POPULATIONS

Sandra M. Cooper, Project Director
Peggy O'Donnell, Evaluator

Association of Specialized and Cooperative Library Agencies
American Library Association

Chicago, Illinois

September, 1980

The activity which is the subject of this report was supported in whole or in part by the U. S. Department of Education, Office of Libraries and Learning Technologies. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Department of Education, and no official endorsement by the U. S. Department of Education should be inferred.

U. S. DEPARTMENT OF EDUCATION

Office of Libraries and Learning Technologies

TABLE OF CONTENTS

Abstract..... i

Introduction..... 1

Project Implementation..... 5

 People..... 5

 Process..... 7

 Highlights - Issues and Decisions..... 9

 Problems..... 10

Results..... 12

Conclusions..... 13

Evaluator's Report (Peggy O'Donnell)..... 14

 Introduction..... 14

 The Project Objectives and Outcomes 14

 Evaluation Methodology..... 16

 The Developmental Process..... 16

 The Institute and the Guide..... 17

 Major Concerns in Relationship to Guide Contents..... 18

 Follow Up Evaluation..... 19

 Conclusion and Future Recommendations..... 20

Appendices

 Appendix A. Planning Committee..... 22

 Appendix B. Advisory Group..... 26

 Appendix C. Reviewers - Second Draft (12/79)..... 30

 Appendix D. Reviewers - Working Draft..... 31

 Appendix E. Institute Participants..... 41

 Appendix F. Evaluation - Response Sheets (Working Draft)..... 56

 Appendix G. Evaluation - Telephone Interview Form..... 68

 Appendix H. Table of Contents - The Jail Library: A Guide for
 Planning & Implementing Service..... 69

INTRODUCTION

Inmates in jails and detention facilities need a variety of community and library services to assist them during their jail sentence and to prepare them to cope with reentry into the community. Yet only about 10% receive any such services beyond religious and recreational ones, according to the 1977 Jail Survey published by CONTACT, Inc.¹

The organization and funding of jails create a unique correctional situation with a unique set of problems. Prisons are correctional facilities which house inmates with long-term sentences and are typically supported and operated by state and federal agencies.² In contrast, jails "...are typically under the jurisdiction of the county government. In most instances the local area has neither the necessary tax base from which to finance a jail adequately or sufficient size to justify even the most rudimentary correctional program. Local control inevitably means involvement with local politics. Jails are left in a paradoxical situation: localities cling tenaciously to them but are unwilling or unable to meet even minimal standards."³

In early data collected during 1976-77 for the Survey of Library Services In Local Correctional Institutions, only 515 public libraries reported providing any type of library service to 721 jails.⁴ Moreover, many librarians and jail personnel do not fully understand the importance of jail library services and do not have the opportunity for adequate training to develop and implement effective and cooperative plans of service to meet inmate needs.

In 1976, these needs for better planning and implementation of jail library services led the Council of the American Library Association to pass a resolution recognizing the right of inmates in local institutions to receive library services from the local public library. The resolution charged the Health and Rehabilitative Library Services Division (now the Association of Specialized and Cooperative Library Agencies) with responsibility for designing a plan to assist public libraries in extending their services to local jails and detention facilities. The resolution reads as follows:

WHEREAS, most people, youth and adults alike, confined in local jails and detention facilities are without library and information services,

WHEREAS, people confined in such facilities reside within the taxing district of the local public library or system,

WHEREAS, public libraries and systems are responsible for providing library and information services to all persons living within their taxing areas,

THEREFORE, BE IT RESOLVED THAT ALA encourage public libraries and systems to make a concerted effort to extend their services to residents of jails and detention facilities within their taxing areas, and

THEREFORE, BE IT FURTHER RESOLVED THAT ALA, through the Health and Rehabilitative Services Division (HRLSD), with the cooperation of the Public Library Association (PLA), American Library Trustee Association (ALTA), and other interested divisions, design a plan to assist public libraries in extending their services to local jails and detention facilities.

Adopted by the Council of the
American Library Association

January 21, 1976

To carry out this charge, the Association of Specialized and Cooperative Library Agencies/Library Service to Prisoners Section (ASCLA/LSPS) decided to develop a training program with accompanying training materials. Proposals for the project were written and submitted to the Library Training Program of the Higher Education Act, Title II-B (HEA II-B) for the training component and to the Research and Demonstration Program of HEA II-B for the materials development. In June, 1979, both projects were funded and initiated. The total budget for the training component was \$70,000; for the materials development component, \$41,000.

Co-sponsored by the National Jail Association, the American Correctional Association, the National Sheriffs Association, the Fortune Society, and the Texas Criminal Justice Center, the joint projects had the following purposes: to make staff in librarianship, corrections, and related fields more aware of the joint responsibility of both public libraries and local jails in meeting the library and information needs of inmates and jail personnel with today's evolving correctional philosophy; to increase support for public library involvement in jail programs; to improve the ability of librarians to plan and provide services in cooperation with jail managers and jail staff; to provide qualified trainers in the area of jail library service; to increase the number of jail inmates receiving library services; and to expand and improve the library services currently being offered in local jails.

The project "Curriculum Materials for Library Service to Jail Populations" was designed to achieve the following objectives, which reflect the changes in the proposal after negotiations with the U. S. Department of Education:

- 1.0. A curriculum guide entitled *Jail Library Services Planning and Implementation Guide* will be developed with the following purposes:
 - 1.1. To provide basic information on joint planning of library services by correctional and library personnel and inmates, inmate needs, service options, sample policies, budget, and coordination of services with existing library, jail and community resources.
 - 1.2. To provide a strategy and worksheets for the planning and decision-making process, which can be followed in a step-by-step manner.

- 1.3. To provide sample materials from jail library programs.
- 1.4. To provide examples of the variety of jail library programs that are possible.
- 2.0. By the end of the grant period, 100 copies of the curriculum guide, Jail Library Services Planning and Implementation Guide, will be field tested for evaluation and review purposes by participants of the National Institute on Library Service to Jail Populations, and an additional fifty (50) copies will be tested by interested practitioners who did not attend the National Institute.
- 3.0. 50% of those receiving copies of the guide will evaluate it in writing on the form provided within one month of receipt; within three months after receiving the guide, 50% of those with copies of the guide will indicate that they have used the manual to develop jail library service and will discuss how they have used the manual.

The original proposal described the product of the project in the following way:

1. Jail Library Services Planning and Implementation Guide, which will be used as the basis of the National Conference on Library Service to Jail Populations and of state follow-up workshops and which can also be used by local librarians and jail staffs who did not attend the conferences as a step-by-step guide for developing library service programs. Sections include:
 - a. Systematic process with planning sheets for establishing and expanding jail library services: (1) assessing current service needs and library and community resources; (2) considering different service options; (3) arriving at service priorities set jointly by jail staffs, library staffs, and inmates; and (4) evaluating project impact periodically.
 - b. Sample procedures, policies, forms, service contracts, budgets, staffing options from jail library programs.
 - c. Case situation to serve as an example for using the planning techniques and worksheets in the manual.
 - d. Models of various approaches to jail library services in different situations, with examples of what specific libraries are actually doing.
 - e. Resource bibliographies: list of additional readings; lists of bibliographies of reading-viewing-listening materials geared to particular inmate needs and interests; basic recommended collections, including legal collections.

This manual will be developed on the basis of Continuing Library Education Network and Exchange (CLENE) guidelines for training materials that are being widely disseminated: Blanche Woolls and Broeke Sheiden. Developing Continuing Education Learning Materials. Washington, D.C.: CLENE, 1976.

The companion training project "National Institute on Service to Jail Populations," had three primary objectives. Briefly stated they were:

1. To hold a three-day national institute on library service to jail populations in March, 1980.
2. To develop a Trainers' Guide for Planning and Conducting State and Regional Workshops to assist people who wish to do follow-up workshops on service to jails.
3. To present programs and have booths at the 1979 national conferences of the National Sheriffs Association and the National Jail Association.

Other products of the training project were to be (1) resource file of persons and groups who could serve as subject specialists and speakers at the national conference and for state and regional replication workshops and also as consultants or as sources of information for local public libraries and jails, and (2) articles describing the project and providing information about starting jail library service for publication in corrections and library professional journals.

References

1. CONTACT, Inc. 1977 Jail Survey. Lincoln, NE: CONTACT, Inc., 1978. 4 vols.
2. SEARCH Group, Inc. Dictionary of Criminal Justice Data Terminology. GPO, 1976. (Prepared for the U. S. Law Enforcement Assistance Administration.)
3. U. S. National Advisory Commission on Criminal Justice Standards and Goals. Corrections. GPO, 1973.
4. Survey of Library Service in Local Correctional Facilities. Compiled and edited by the Library Services to Prisoners Section. Association of Specialized and Cooperative Library Agencies, 1980.

PROJECT IMPLEMENTATION

PEOPLE

The network of people who helped in the development of The Jail Library: A Guide for Planning and Improving Services (the Guide) was one of the most significant aspects of the project. People formed an important component of the project because of the lack of written information on jail library service. Much of the material in the Guide is based on personal experience rather than on facts and data gathered from the literature. During the project year, three drafts of the Guide were reviewed by a variety of people to assure that the information was accurate.

Key groups included the Planning Committee, the staff of Dimensions, the Advisory Group, the evaluators, and the staff. In addition, there were a number of people who worked with the key groups as resource people and reviewers. In order to follow the process used in developing the Guide, one must know the players. For this reason, a brief summary describing each of the various groups is given first.

Planning Committee. The first task accomplished in the early stages of the project was the appointment of the Planning Committee, completed in May, 1979. This Committee was the official planning group charged with setting the overall direction of the "Improving Jail Library Service Project" and reviewing materials for both the Guide component and the companion project funded by the HEA II-B Training Program.

The Committee included representatives from the library community, as well as from the corrections field. There were five representatives from the co-sponsoring organizations, one ex-offender, seven librarians, three curriculum guide consultants, the staff of Dimensions, two project evaluators, and the project staff. (See Appendix A for the Planning Committee roster.)

Dimensions. Three women with backgrounds in adult basic education, materials development, training, and librarianship were the staff of an independent consulting group that wrote the Guide. The Dimensions staff worked closely throughout the project with the project staff, with the Planning Committee, and with the many resource people for the project.

Advisory Group. Additional expertise was needed to supplement the work of the Planning Committee. Also, there were many people who had been involved in the five years of work within the American Library Association that culminated with the funding of the "Improving Jail Library Service Project" who were important in the implementation of the project. These people were asked to serve as members of an informal advisory group. Their primary role in the development of the Guide was to supply information in specific areas and to review specific portions of the Guide dealing with their area of expertise. (See Appendix B for the roster of the Advisory Committee.)

Evaluators. Three different evaluators worked with the project. Dr. Brooke Sheldon, Acting Provost and Director of the School of Library Science at Texas Woman's University, was the evaluator during the first month of the project. She resigned when she assumed the role of Acting Provost.

Dr. Muriel Howick, a faculty member of Northern Illinois University's Department of Library Science, replaced Dr. Sheldon. Howick was active in project activities from the October meeting of the Curriculum Guide Consultants until shortly after the National Institute on Library Service to Jail Populations. She participated in the January meeting of the Planning Committee, helped design the questionnaires to accompany the Working Draft of the Guide for the field testing/review, and attended the Institute to observe the reactions of the participants to the Working Draft.

Following the death of Dr. Howick, Peggy O'Donnell assumed the role of evaluator for the final stages of the project. O'Donnell is Director of a National Endowment for the Humanities Project being carried out by the American Library Association and is a well-known expert in continuing library education. She served as evaluator for the training component of the project and was familiar with the curriculum materials component as a member of the Planning Committee. She participated in the October, 1979 meeting at which the first draft of the Guide was reviewed and in both Planning Committee meetings. She also attended the National Institute.

Project Staff. A key person in the development of the Guide was the Project Director for the training component, Connie House. Her role was to act as a consultant in the curriculum materials component, reviewing material, providing information, and acting as liaison with the training component. House's expertise was an important asset to the project.

Resource People. During the course of the project, the staff of Dimensions contacted a number of people and organizations for assistance. Inmates and staff in various county correctional facilities contributed to the project during site visits by Dimensions in the following locations: Travis County, Austin, Texas; Bexar County, San Antonio, Texas; Dallas County, Dallas, Texas; and Harris County, Houston, Texas. They also made visits to the Texas Department of Corrections and to the Oklahoma Department of Corrections. They met with the Texas Sheriff's Association, the Adult Basic Education Commission, and the Southern States Correctional Association.

In working with literacy activities in jails, the Dimensions staff contacted Laubach Literacy, Inc., Literacy Volunteers of America, and Project READ, Inc. Other groups that assisted Dimensions included: the American Correctional Association, the American Association of Law Libraries, the Law Enforcement Act Administration (LEAA), the Texas Criminal Justice Division, the Washington Jailers Association, jail standards commissions at the national and state level, CONTACT, Inc., the Fortune Society, West Publishing, the Tulsa City-County Jail Project, and Carkhuff Associates, a private research firm that has done studies of inmate needs. They corresponded with Wilbert Rideau, an inmate at the Louisiana State Penitentiary at Angola, who has received national attention as editor of The Angolite, the prison newsletter.

Consultants in institutional library services at many state library agencies were an invaluable resource throughout the project, as were members of the Library Service to Prisoners Section of ASCLA.

Reviewers. In the stringent review process used in the development of the Guide, many people agreed to review the various drafts. (See Appendix C for the list of people who reviewed the second draft; Appendix D for the list of people who reviewed the Working Draft.)

PROCESS

A brief chronological summary of the development of the Guide follows.

June - August, 1979. The initial meeting of the Planning Committee was held prior to the Annual Conference of the American Library Association on June 21 and 22, 1979, in Dallas, Texas. Topics covered included a description of the overall project, the target audience for the curriculum guide, a description of the intended approach and design of the Guide, development of an initial outline by the Dimensions staff, and presentation and discussion of this initial outline. The Planning Committee also identified potential resource people for the project. During the Annual Conference of ALA, the Dimensions staff talked with a number of librarians about the Guide.

On July 15, an outline of the Guide was distributed to the three curriculum guide consultants and to selected members of the Planning Committee for comment. While the outline was being reviewed, Dimensions did a literature search for information published between 1972 and 1979.

The first draft chapters were distributed to the curriculum guide consultants and selected members of the Planning Committee between August and October 21.

September - November, 1979. The highlight of the second quarter was the meeting in Chicago on October 18 and 19, 1979, to discuss the first draft of the guide. Participants included the three curriculum guide consultants, the Dimensions staff, evaluators for both the projects, the U. S. Department of Education Project Officer, and the project staff. Topics discussed during the meeting included: a review of the project objectives and purposes; an overview of the evaluation process; target audience; format/scope/approach of the Guide; review of the chapter drafts, and discussion of three specific content areas that the Dimensions staff wished to review (legal services and materials, staffing and staff development, and funding).

The second draft of the Guide was completed in late November.

December, 1979 - February, 1980. In early December, the second draft of the Guide was sent to five people not previously involved in the project for review and comment. (See Appendix C for the names.) The second draft was also sent to members of the project Advisory Group with expertise in specific areas,

and to all members of the Planning Committee. During the Planning Committee meetings on January 17 and 18, members spent approximately one-half day reviewing the Guide and discussing each chapter. Comments from all these groups were used as the basis for the revision that resulted in the third draft, referred to as the Working Draft.

The Project Evaluator (Howick) worked with the Project Director to develop a profile of the types of people who would review the Guide as part of the field testing and review. Using the proposed target audience for the Guide, a profile of the fifty outside reviewers was developed to provide a framework for the identification of the people needed. The group was to include library school faculty members and students, librarians working in public libraries and adult services (with a mix of experienced librarians and newer members of the profession), librarians currently providing jail library service (with a variety of delivery modes and jail sizes represented), correctional personnel, volunteers, and, if possible, people from related disciplines.

Based on the profiles developed, the Project Director contacted state library consultants and others for assistance in identifying the field test reviewers. The Project Director also contacted library school faculty members with experience and interest in the area of institutional services.

In preparation for the review of the Working Draft, the Project Evaluator designed formative evaluation questions for each chapter. Colored sheets listing appropriate questions were inserted in the Draft after each chapter. (See Appendix F

March - May, 1980. More than two hundred copies of the Working Draft were produced and distributed to participants in the Institute on Library Service to Jail Populations, as well as to the field reviewers. (See Appendix D.) for the list of field reviewers; Appendix E for the list of Institute participants.)

The Project Evaluator (Howick) and Project Director attended the Institute to observe the use of the Guide during the Institute. The Dimensions staff also attended, talking to both resource people and participants about the Guide.

During April, the responses from field reviewers were received. The Working Draft was sent to sixty-nine (69) field reviewers; forty-nine (49) responded.

Using the response from all the people involved in the final review, the Dimensions staff wrote the final draft. They submitted the document in the early summer.

HIGHLIGHTS - ISSUES AND DECISIONS

Throughout the process used to develop the final draft of the Guide, there were issues that surfaced that were important in shaping the final product. These issues came to light because of problems encountered by the staff of Dimensions or because of comments and reactions to the drafts. Decisions about the approach to these issues were reached only after consultation with resource people and other members of the key groups.

The first issue faced was whether the primary emphasis of the Guide would be self-instruction or use as the basis for training. The original proposal stated that the Guide would be used in both ways; however, there was some feeling that the design and style would be different, depending on the primary use for which it was intended. The decision was to emphasize self-instruction and to keep the use as training materials in mind as the Guide developed.

In the first Planning Committee meeting, many members questioned whether the same material could be used successfully by both librarians and jail staff. This was an issue that was debated for several months. The decision at the October meeting was to write the Guide for anyone acting in the role of librarian in the planning and implementation of jail library service - this meant that the target audience could include jail staff, volunteers, and inmates, as well as librarians.

The approach and style of the Guide evolved, with changes taking place primarily between the first and second draft. The decision was made in the October meeting to use Dorothy P. Craig's Hip Pocket Guide to Planning and Implementation (Austin: Learning Concepts, 1978) as a model. Changes in the Guide after the first draft reflected this decision, and most of the changes and alterations after that time were based on comments about specific topics rather than in the broad area of tone and style.

In the early stages, there was much discussion of the scope of the Guide. The Dimensions staff wrestled with the question of which topics to cover and which to delete throughout the process. Comments from reviewers at various stages played an important part in the decisions made about the information to be included in the final draft.

Topics of concern during the October meeting included the following:

- * The question of the emphasis on pre-release information was a topic for discussion. Members of the group felt that the Guide should be designed so that survival skill information did not seem secondary to traditional library services and resources (books and periodicals). The group also discussed the fact that education information should receive some attention.
- * The group participating in the October meeting agreed that various types of library service and programs should be described but that it was not possible to give detailed implementation information about the various options.

- * The question of adult and juvenile facilities and their implications for the Guide were discussed. The group suggested that information about juvenile facilities could be incorporated throughout the Guide or could be an appendix with sources of information on service to various special populations.
- * Participants asked the Dimensions staff to avoid a threatening tone and reinforcement of stereotypes.

Another problem that came to light during the development of the first draft was the size of the jail that would be the focus. Jails vary radically in size, and library service in these facilities differs also. The group at the October meeting felt that the emphasis in the Guide should be on medium to small jails, but that information about service in other size jails should be included.

In working on the first draft, the Dimensions staff found three areas most difficult: legal services, funding, and staffing. The latter two were not such a problem in succeeding drafts, but the authors of the Guide found that legal services continued to be the most difficult topic during all stages of the Guide's development.

In the final stages of work, issues were raised by the response from the field. The evaluation segment of this report focuses on the common themes that are found in the responses to the Working Draft.

The Dimensions staff identified four areas which they feel required key decisions in the entire process for them as authors. Legal services and the approach to use with that thorny issue remained a problem throughout all stages of the project. The decision to view library services in the broadest context - as the umbrella to all other services - was an important one to the authors. Their discussion and decisions about the worksheet format was a vital component in the development of the format. Finally, the decision to try to provide options for services for all size jails, in all settings, covering a broad range of communities and many levels of service were a highlight for the authors.

PROBLEMS

The authors of the Guide cited three areas that they found problematic in the process used:

- * conflicting and contradictory responses from people in the field;
- * the number of responses which they reviewed and responded to in the final stages of writing the document;
- * the slow response from key people at the various stages.

The change in the design of the National Institute for Library Service to Jail Populations had an impact on the project. As originally conceived,

the Institute design was to be based on the Guide. The audience for the Institute was to be people with no previous experience in planning and implementing jail library service. The profiles of the applicants for the March Institute that emerged in early January indicated that participants would be primarily people with experience in providing library service to jails. The expressed needs of the participants led to a change in the design of the Institute.

The resulting design was not based on the Guide. However, participants received a copy of the Guide and some reading assignments during the Institute.

RESULTS

ALA Publishing Services is preparing Providing Jail Library Service: A Guide for Librarians and Jail Personnel for final publication. The project's long-term impact will be enhanced by a well-designed publication that is easily accessible to both librarians and correctional personnel through the American Library Association.

The communication and cooperation between the library profession and staff in corrections in the project should have an impact on the joint planning of jail library service. The project has encouraged this cooperation, and the publication of the Guide should help make it a continuing effort.

CONCLUSIONS

The evaluation of the project follows. The observations and conclusions in that section are more objective than the opinions that follow; however, there were some aspects of the project that should be noted.

The process was not one which focused on data collection, literature searches, and true research. It was a living process that focused on people involved in jail library service and in running the jails in our country. The early sections of this report note that the development of the Guide involved reviews of the material by many people - over two hundred. A document on jail library service could not have been developed any other way. One key to the success of the project was the enthusiasm and commitment of the many people involved. Verbal and written comments throughout the process reflect the enthusiasm that people felt about the project and the need for information on jail library service. The cooperation of all these people - and their enthusiasm was an important part of the project's success.

The fact that the Guide was not used as the basis for the design of the Institute was not crucial in the development of the book. Its long-term impact will be much greater than the immediate use as the basis for a single activity. A well-designed Guide will be used in other training activities, in library education, and by individuals.

The support of the co-sponsors of the project from the corrections field, as well as the support from ASCLA members and from ALA members and staff were an important element in the success of the project, once again reflecting the fact that this project was very much a team effort.

The Jail Library:
A Guide for Planning and Improving Services

Evaluation

Introduction

Initial efforts at evaluation were handled by Dr. Muriel Howick. Due to her untimely death, the present evaluator was asked to complete the work in August 1980. Unfortunately since there was no opportunity for exchange between the two evaluators, it is possible that some data was missed. It is known that Dr. Howick spoke informally with the participants of the Huntsville Institute but there is no record of these conversations.

However, there is a great deal of data preserved through the hundreds of reviewer forms and letters from consultants and resource people sent to the Dimensions staff throughout the project. These have been an invaluable source for evaluating the development of the final product.

In addition, since the present evaluator also served as the evaluator for the National Training Institute, she was present at all the meetings held with the Dimensions staff and the project consultants. She also served as an informal reviewer of the several drafts of the Jail Guide.

The Project Objectives and Outcomes

As outlined in the proposal, the objectives were:

- 1.0 A curriculum guide entitled Jail Library Services Planning and Implementation Guide will be developed with the following purposes:
 - 1.1 To provide basic information on joint planning of library services by correctional and library personnel and inmates, inmate needs, service options, sample policies, budget, and coordination of services with existing library, jail and community resources.
 - 1.2 To provide a strategy and worksheets for the planning and decision-making process, which can be followed in a step-by-step manner.
 - 1.3 To provide sample materials from jail library programs.

- 1.4 To provide examples of the variety of jail library programs that are possible.

In the opinion of the evaluator this objective was satisfactorily met. The Guide covers all the information described above in good detail. There are a number of excellent worksheets and the contents are arranged in such a way that a user does have a well organized plan for implementation. The manual is illustrated with examples of existing jail library programs and sample materials are included.

- 2.0 By the end of the grant period, 100 copies of the curriculum guide, Jail Library Services Planning and Implementation Guide, will be field tested for evaluation and review purposes by participants of the National Institute on Library Service to Jail Populations, and an additional fifty (50) copies will be tested by interested practitioners who did not attend the National Institute.

This objective was not completely met in terms of the number of reviewers. As this report explains, because of a redesign of the training institute, participants did not actually use the Guide during training. However, as the followup phone interviews showed (see Appendix G), 41% of the Institute participants were contacted by phone six months later. In most cases, the participants were able to comment on the high quality of the Guide, though only a small percent (4%) had actually used it on the job. The second group of reviewers did send in response sheets. It should be noted that the Guide was really not field tested (e.g. used to establish a service), but rather reviewed. Due to the high level of expertise on the part of the last group of reviewers, the lack of a true field test does not lessen the quality of the final product.

- 3.0 50% of those receiving copies of the guide will evaluate it in writing on the form provided within one month of receipt; within three months after receiving the guide, 50% of those with copies of the guide will indicate that they have used the manual to develop jail library service and will discuss how they have used the manual.

As explained above, this objective was not completely met. Though 41% of the people receiving the guide were contacted, most of these had already established a jail service. If more data is wanted on implementation of service based on the guide, a questionnaire could be placed inside the final published work to be returned to ALA/ASCLA that could gather this information.

Evaluation Methodology

This project was evaluated by several methods. Both evaluators worked closely with the staff and consultants.

Dr. Howick developed the chapter review forms used to evaluate the working drafts (see Appendix F). She worked with the project director to select the field reviewers. This group was selected from a wide range of librarians, including state agency consultants and library educators, with a number of representatives from the correctional field. The project director contacted many reviewers personally to ensure they understood the importance of the review process. The high level of response is probably due to this personal contact.

The present evaluator used the following techniques to prepare this report: review of all documents including the proposal and reports of all meetings; personal observation at the meetings with the project staff and consultants; an in-depth review of all reviewers' comments and reaction forms; and a phone survey of selected participants at the national institute. The single most important source of data for this report was the reviewers' comments prepared at each level of the guide's development. Since this input was sought several times throughout the project, it provided an excellent source of evaluative data--both of the final product and the creative process.

The Developmental Process

This is an interesting project to review because it provides an opportunity to follow the development of a guide for a special service that was created by committee, reviewed several times by librarians and correctional personnel all over the country and which drew its basic contents from the experiences of these same groups. Therefore, the material is not based on a planned research and demonstration in an isolated situation, but rather on the culling of many people's experiences with library service to jails.

As originally designed, the production of the guide called for initial information on general scope of the work to be gathered at the first meeting of the planning committee in Dallas, June 1979. The Dimensions staff molded the initial input and sent it out to selected reviewers, incorporated their suggestions in a partial text (4 chapters) which was further reviewed in the field and then discussed at a two day meeting of staff, consultants and evaluators. At this meeting, the more serious questions of scope, tone, audience were discussed and guidelines established for subsequent drafts. There were two subsequent drafts of the full manual, and a final draft which will be the published document. All drafts were reviewed

by people in the field and throughout the project duration close to 100 people read and commented on the document in its various stages.

In the evaluator's view, this was an extremely effective methodology in terms of the final product. It was, of course, extremely time consuming but due to the willingness of the field reviewers to read carefully and respond with concrete suggestions, and the willingness of the Dimensions staff to incorporate most of the suggestions, it had the hoped for outcome. There is obviously (as revealed in their letters) a high level of commitment among practitioners of library service to jails, and this was a significant factor in the process. Attempts to duplicate this methodology successfully would depend on several factors which are outlined at the end of this report.

The Institute and the Guide

As originally planned in both of the Jail projects (Training and the Guide), the manual was to have been incorporated into the training content of the institute so that in effect there could be some testing of the various components by the 100 participants (some of whom had considerable experience in library service to jails) by actual use of the guide. In addition, the numerous resource people would also have had some chance to react to portions that touched on their areas of expertise.

The Dimensions staff and the ASCLA office distributed copies of the working draft to the institute participants. However, due to a restructuring of the training, there was really no time for any kind of review or reaction to the guide during the three days at Huntsville. However, representatives from Dimensions attended and held some informal discussions with attendees. It is unfortunate this opportunity was lost but since the working draft was sent to over 50 field reviewers at all levels of library and corrections work, there was an adequate source of critical comment. In addition, a post survey of 41% of the participants was done in September of 1980 (see page 19). Originally, it was anticipated that the guide would provide assistance to institute participants in the sessions devoted to planning for services in their communities. Since the guide was not used, there is no way to assess how helpful the guide would have been to the institute participants who had no previous experience in designing this type of service.

Major Concerns in Relationship to Guide Content

A careful survey of field reviewers' responses to the several drafts reveals that there were some major areas of concern expressed throughout the process. Some of these were discussed during the October meeting. These areas have been surveyed by the evaluator, not so much in relation to the final outcome, but rather as an assessment of how the process worked. Overall the reviews from the field were constructive with praise high for the final product.

Some problem areas were identified early in the project. With very few exceptions, subsequent revision of the manual showed that the Dimensions staff acknowledged problem areas and, in most cases, the controversial topics were satisfactorily resolved.

The initial round of comments dealt with the overall tone of the manual and the subject of audience - Was it for librarians only? If so, what exactly was meant by a librarian? There was also concern that the reality of jails was not expressed and that there was not enough information on what on outsider faces when working inside. It was a thin line between scaring people away from jail service and the tendency to make it too easy.

Later drafts brought suggestions for handling the section on legal materials and for dealing with censorship in jails. Two other areas discussed were the chapter on community support - reviewers felt not enough was said about community opposition to anything that might be considered as "coddling these criminals." The area on service options brought several warnings not to compete with existing agencies (such as educational departments) and some questions on whether all those options were really the responsibility of the library.

In the above examples, the reworking of the drafts incorporated the reviewers' comments. Two other areas that were hotly contested (volunteers and donations) were handled differently. Because there was so much criticism of the use of volunteers in jails without a great deal of preparation and training, the topic was dropped in the final draft. On the other hand, though many people complained about donations, the authors realized that almost all services of this type have to cope with gifts and donations. The authors explained why donations could be a problem but acknowledged they were a reality with which the librarian must deal.

Perhaps the only area that was not dealt with as effectively as it might have been was the chapter on evaluation. Though several reviewers commented on the need to expand on this topic, the material was not substantially changed. Aside from this, the authors were extremely responsive to the reviewers.

A question might be raised on the number of reviewers. The large number of responses meant there was a great deal of data to incorporate, but it seems the very volume of material added weight to the suggested changes. It was useful to have the opinions of a wide variety of people. This is especially true since the manual was not actually field tested.

It must also be noted that this process can be held up at every stage by delayed responses from the field. This can be very frustrating for the project staff. While this method of reviewing is effective, it is important that reviewers be willing to meet deadlines. The project director tried to alleviate the problem through personal contact with some success. In reality, late responses seem to be inevitable and this is one of the weaknesses in this type of process.

Follow up Evaluation

Since there was not time to field test the manual with potential users (librarians and correctional personnel), a phone sampling of the participants at the Huntsville Institute was made in September 1980 to determine how this group of people had reacted to the working draft they received at Huntsville. Though the manual was not an official part of the institute training, it was available for reference. This group was chosen for the survey because it was known they were actively involved in providing or developing services.

Phone calls were made to 54 of the 101 participants. The interviewer found that 10 people were no longer working in jail-related libraries, and that 3 libraries had been closed due to budget cuts. Therefore, almost 25% of the sample were no longer providing this type of service. Of the 41 people (30 in library related positions and 11 in the correctional field), only 4 had actually used the guide to implement a jail library program. All of the people contacted said it was an excellent manual for beginners because of its well-organized step-by-step approach. They also commented that there had been no time to use the Guide at the institute because they were too busy. They did review it when they returned to their jobs and, in most cases, the guide had been shared with other staff members.

Since most of the people contacted already had established jail service, they had not actually used the guide. The experienced respondents' comments were very positive and can be summed up in this comment, "I wish it had been available when I started out."

Several people planned to use the guide to plan future workshops or to train new staff. Five people had not yet implemented service but hoped to be able to in the future. They were using the guide

as a reference in anticipation of a jail library service.

Of the four people who actually were using the guide, one had used it to prepare inmate needs assessment, two were using it to establish guidelines for jail library service and one was using it to design a total program of service.

Overall, the phone survey revealed a high level of satisfaction with the guide and indications that the manual would be more widely used by the people in this sampling in the future.

Conclusion and Future Recommendations

It has already been noted the production of . . . guide was not the result of true research but was rather a coordinated effort to capture a wide spectrum of human experience and incorporate it into a workable manual that others could use to implement a similar service without prior experience. Based on a close review of the process through the many reaction sheets, and the comments from users on the final draft, the results confirm the value of this process.

It is recommended that this might be used as a model for similar activities if the following conditions exist:

1. The service is not documented in the literature and little training is available so that practitioners have had to design the service as it develops.
2. A large number of identified practitioners exist, able and willing to give time to what is a very long and time-consuming process (such as ASCLA-Library Service to Prisoners section).
3. A strong spirit of cooperation can be built among the writers, staff and resource people willing to follow the steps outlined in this process.
4. There is a high level of tolerance for the lack of hard data, and the realization that this methodology will lead to some contradictory responses from the field. The project staff would need the ability to weigh all factors and produce a balanced view of the various components of the service.
5. Finally, if this process is used again a definite time period should be built in to field test the resulting product. Though, in the evaluator's opinion a very satisfactory document has been produced without the field test,

there is no hard data to show how effective this guide will be in practice. Future efforts of this type should include this component.

In relation to the guide itself, it is recommended that the document be promoted widely and that further efforts be made to determine how useful the manual is through the existing ALA/ASCLA committees. The guide has great potential and can be used by individuals, in training new staff and as the basis for workshops. It could also be incorporated into formal library education programs.

APPENDIX A

PLANNING COMMITTEE

IMPROVING JAIL LIBRARY SERVICE PROJECT

CORRECTIONS

James T. Black (President, National Jail Association)
Security Officer
D. C. Department of Corrections
Room 1106, 614 H Street, N.W.
Washington, D.C. 20001
Office: (202) 727-3734 or 3735

Judy Giass, Counselor (The Fortune Society)
The Fortune Society
229 Park Avenue South
New York, NY 10003

Marcus Kenter (Texas Criminal Justice Center)
Elkins Lake Box 138
Huntsville, Texas
Office: (713) 295-6211 ext. 1693
Home: (713) 291-2348

Billy E. Paine (National Sheriffs Association)
(Sheriff of Hardin County, TX)
P.O. Box 516
Kountze, TX 77625
Office: (713) 246-3441
Home: (713) 385-3119

Dr. Dale K. Sechrest (American Correctional Association)
Director
Correctional Standards Program
American Correctional Association
4321 Hartwick Road, Suite L-208
College Park, MD 20740
Office: (301) 277-4311
Home: (301) 948-2488

Bernard Williams (exoffender)
906 S. Humphrey, #1
Oak Park, IL 60304

LIBRARIES

John F. Anderson (Public Library Association)

Director
Tucson Public Library
Administrative Offices
P.O. Box 27470
Tucson, AZ 85726
Office: (602) 791-4391
Home: (602) 297-3805

Joan Goddard (LSPS Survey on Library Service to Local Institutions Committee)

1171 West Latimer
Campbell, CA 95008
Office: (408) 277-4890
Home: (408) 374-4697

William A. Miles

Assistant Deputy Director
Buffalo and Erie County Public Library
Lafayette Square
Buffalo, NY 14203
Office: (716) 856-7525 ext. 216 or 261
Home: (716) 836-8284

Richard Miller (LSPS Service to Local Jails Resolution Committee)

Coordinator of Development of Special Library Service
Missouri State Library
P.O. Box 387
Jefferson City, MO 65102

Ed Seidenberg

Consultant
Texas State Library
Box 12927
Austin, TX 78711
Office: (512) 475-119
Home: (512) 472-5961

Marnie Warner

Consultant on Outreach
Massachusetts Board of Library Commissioners
648 Beacon Street
Boston, MA 02215
Office: (617) 267-9400 ext. 58

Robert L. Wright

5501 Howe Street
Pittsburgh, PA 15232
Office: (412) 624-5234
Home: (412) 681-4145

CURRICULUM GUIDE CONSULTANTS

Dr. Harris C. McClaskey
(Associate Professor, Library School,
University of Minnesota)
1429 East River Road
Minneapolis, MN 55414
Office: (612) 373-5993
(612) 373-3100
Home: (612) 335-3389

Susan B. Madden
Coordinator of YA Services
King County Library System
300 - 8th Avenue North
Seattle, WA 98109
Office: (206) 344-4455
Home: (206) 782-4494

Linda Schexnaydre (author of Trainer's Guide)
School of Library Science
Emporia State University
Emporia, KS 66801
Office: (316) 343-1200 ext. 233 or 203
Home: (316) 343-6953

DIMENSIONS STAFF (authors of curriculum guide)

Linda Bayley
2405 Dip Cove
Austin, TX 78704
Home: (512) 443-8286

Leni Greenfield
6108 Janey Drive
Austin, TX 78731
Home: (512) 454-9962

Flynn Nogueira
(Dimensions)
3403 Bridle Path
Austin, TX 78703
Home: (512) 476-4667

EVALUATORS

Peggy O'Donnell (Training)
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 229
Home: (312) 528-0159

EVALUATORS (cont.)

Muriel M. Howick (Curriculum Guide)
1340 Chestnut Avenue
Wilmette, IL 60091
Office: (815) 753-1442
Home: (312) 256-5197

U. S. OFFICE OF EDUCATION - PROJECT OFFICERS

Frank A. Stevens (Training Component)
Chief, Library Education & Postsecondary Resources Branch
Division of Library Programs
Office of Libraries and Learning Resources
U. S. Office of Education - ATTN: Room 3622, ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202
Office: (202) 245-9530
(202) 245-9801

Henry Drennan (Curriculum Materials Component)
Research and Demonstration Branch
Office of Libraries and Learning Resources
U. S. Office of Education - ROB #3
7th and D Streets, S.W.
Washington, D.C. 20202
Office: (202) 245-2994

PROJECT STAFF

Connie House, Project Director
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 313

Sandra M. Cooper, ASCLA Executive Secretary
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-6780 ext. 309

6/79
Rev. 10/79

APPENDIX B

ADVISORY GROUP

IMPROVING JAIL LIBRARY SERVICE PROJECT

Paul Bailey (National Jail Managers Association)
Detention Services
L.V.M.P.O. Detention
200 1/2 Carson Avenue
Las Vegas, NV 89101
Office: (702) 386-3236

Dr. Lesta N. Burt, Director
Library Science Department
Sam Houston State University
P.O. Box 2236
Huntsville, TX 77341
Office: (713) 295-6211 ext. 1151, 1152, 1149

Nate Caldwell
Correctional Program Specialist
National Institute of Corrections Jail Center
P.O. Box 9130
Boulder, CO 80301
Office: (303) 443-7050

Jean E. Coleman
Office for Library Service to The Disadvantaged
American Library Association
50 East Huron Street
Chicago, IL 60611
Office: (312) 944-5780 ext. 261

Catharine Cook
Institutional Consultant
Oklahoma Department of Libraries
200 N.E. 11th Street
Oklahoma City, OK 73105

Patrick M. Crowling, Jr., Attorney
White, Cabell, Paris & Lowenstein
523 E. Main Street
Richmond, VA 23219

Phyllis I. Dalton (Free Lance Library Consultant)
850 E. Desert Inn Road
Apt. 1101
Las Vegas, NV 89109
Home: (702) 732-4793

Anthony J. DelPopolo, Sr.
(Criminal Justice Professor)
(Northern Virginia Community College)
1611 - 8th Place
McLean, VA 22101
Office: (703) 323-3256

Gary Hill, President
CONTACT, Inc.
Box 81826
Lincoln, NE 68501
Office: (402) 464-0602

Zoia Horn
2221 Parker Street
Berkeley, CA 94704

Christine L. Kirby
Public Library Consultant
(Special Clientele)
R. A. Gray Building
Tallahassee, FL 32301
Office: (904) 487-2651

John K. Lohrstorfer
(Chairman, Library Services to Prisoners Section)
Institutions Library Coordinator
DuPage Library System
P.O. Box 268
Geneva, IL 60134
Office: (312) 232-8457

Susan Loss, Institutionalized Youth
Office of Library Services
Colorado Department of Education
State Library Building
1362 Lincoln
Denver, CO 80203
Office: (303) 839-2174

Alden Moberg
Institutional Library Consultant
Oregon State Library
Salem, OR 97310
Office: (503) 378-2317

Art Moen (Assistant Correctional Librarian,
Pontiac Correctional Center)
416 W. Livingston
Pontiac, IL 61764
Office: (815) 842-2547 ext. 390

Barbara Nors
Educational Program Assistant
Texas Criminal Justice Center
Sam Houston State University
Office of Continuing Education
Huntsville, TX 77341
Office: (713) 295-6211

Julian Pugh
Chief, Transportation and Records
Classification and Records Unit
Department of Corrections
P.O. Box 26963
Richmond, VA 23261
Office: (804) 257-0121

Linda Robinson
Institutional Librarian Specialist
Queens Borough Public Library
89-11 Merrick Boulevard
Jamaica, NY 11355
Office: (212) 990-0803

Rhea J. Rubin (National Council on Aging)
1105 Westbrooke Terrace
Norman, OK 73069
Home: (405) 360-5894

Sandra Scott
Coordinator of Library Services
N. M. Corrections Division
Penitentiary of New Mexico
P.O. Box 1059
Santa Fe, NM 87503

David D. Smith
(Cook County Jail)
1546 N. Wieland
Chicago, IL 60610
Home: (312) 642-2541

Chris Tracy (President, Correctional Education Association)
Assistant Superintendent
Windham School District
Texas Department of Corrections
P.O. Box 40
Huntsville, TX 77340
Office: (713) 295-6371

Frances E. de Usabel
Institutional Services Librarian
Bureau of Reference and Loan Services
2109 Stoughton Road
Madison, WI 53716
Office: (608) 266-1077

Jesse Watson, Jr.
Law Library Assistant
Staunton Correctional Center
Box 3500
Staunton, VA 24401

R. Bernard Welmaker
(Branch Programs, Atlanta Public Library)
2353 Ozark, S.W.
Atlanta, GA 30331
Home: (404) 344-1604

APPENDIX C

REVIEWERS - SECOND DRAFT (12/79)

1. Agnes Griffen, Director, Montgomery County Department of Public Libraries (formerly Assistant Director, Tucson Public Library)
2. Wiley Hampton, Coordinator of Institutional Services, King County (WA) Public Library
3. Carla Stoffle, Assistant Chancellor for Education Services, University of Wisconsin-Parkside (expertise in instructional design)
4. Ben Brady, Associate State Librarian for Library Development, Louisiana State Library
5. Gloria Spooner, Institutional Consultant, Louisiana State Library

Field Review

The Jail Library: A Guide for Planning and
Implementing Service

Responded to Request to Review

Correctional Personnel

Allen Baca
Community Assistance Specialist
Texas Department of Community Affairs
Box 13166
Capitol Station
Austin, TX 78711
(512) 475-0250

Della Donaldson
Prince George's County Detention Center
Upper Marlboro, MD 20370
(301) 952-4840

James Graham
6736 Avers
Lincolnwood, IL 60646
(312) 673-4058

Bruce Kuennen
Jail Standards Compliance Specialist
State Jail Commission
110 E. 5th, Room 223, MS/GB-12
Olympia, WA 98504
(206) 753-5790

Joseph Manzari
Deputy Supt. Program Service
Coxsackie Correctional Facility
West Coxsackie, New York 12192
(518) 731-8153

Inmate

Ednola Dale
c/o Karen Fox, Librarian
Ohio Reformatory for Women
1479 Collins Avenue
R. R. 5, Box 2
Marysville, OH 43040
(513) 642-1065

Responded to Request to Review

Librarians

Betty Armand
Reference Director
Salem Public Library
370 Essex Street
Salem, MA 01970

Walter T. Bergstrom, Jr.
Institutions Headquarters
23726 W. Magic Mountain Parkway
Valencia, CA
(805) 259-8946

Beverly Brown
Bexar County Adult Detention Center
218 South Laredo
San Antonio, TX 78207
(512) 226-6863

Stephen B. Brown
Services to Special Populations
Washington State Library, MS-AJ-11
Olympia, WA 98504
(206) 753-3228

Eileen Brunner
Columbia County Public Library
490 North Columbia Street
Lake City, FL 32055
(904) 752-1711

Kitty S. Carr
4500 City Terrace Drive
Los Angeles, CA 90063
(213) 267-2648
(213) 267-2648

Margaret Cheeseman
P.O. Box 936
Marshall, WI 53559

Gretchen Conduitt
Orlando Public Library
#10 N. Rosalind Avenue
Orlando, FL 32801
(904) 425-4694

Responded to Request to Review

Librarians (cont.)

Kristy Coomes
Washington State Library
Olympia, WA 98504
(206) 754-1766

Arlene Goranson
Senior Librarian
Superintendent
Bedford Hills Correctional Facility
Bedford Hills, New York 10507
(914) 241-3100

Mary Griffith
Trails Regional Library
125 North Holden
P.O. Box 498
Warrensburg, MO 64093
(816) 747-9177

Mildred L. Hairston
Calvert County Public Library
Prince Frederick, MD 20678
(301) 535-0291

A. D. Henehan
St. Lucie County Library
124 North Indian River Drive
Ft. Pierce, FL 33450
(305) 461-5708

Bill Houk (SJVIS)
Fresno County Free Library
2420 Mariposa
Fresno, CA 93721
(209) 488-3230

Dick Joder
Collier County Free Library
650 Central Avenue
Naples, FL 33940
(813) 262-4130

Biruta Karl
Central Texas Library System
Box 2287
Austin, TX 78767
(512) 474-5355

Responded to Request to Review

Librarians (cont.)

Jim Kennedy
51 Lawrence Street
Lawrence, MA 01841

Joe Kling
Jail Librarian
Multnomah County Library
216 N.E. Knott Street
Portland, OR 97212
(503) 223-7201

Philip Koons
Consultant, Institution Services
The State Library of Ohio
65 South Front Street
Columbus, OH 43215
(614) 466-3714

Elizabeth Lewis
Virginia State Library
12th & Capitol Streets
Richmond, VA 23219

Elizabeth Martinez-Smith
Director
Orange County Public Library
431 City Drive
Orange, CA 92268
(714) 634-7809

Sharon Neville
Mobile Librarian
Howard County Library
5829 Banneker Road
Columbia, MD 21044
(301) 465-8980

Julie Ann Oiy
Librarian
King County Youth Service Center/Juvenile Court
1211 East Alder
Seattle, WA 98122
(206) 323-9500, ext. 641

Responded to Request to Review

Librarians (cont.)

Kate Sawyer
Kane County Correctional Facility
Library
777 Fabyan Parkway
Geneva, IL 60134
232-6677

Lola G. Sawyer
Librarian
Prince George's County Memorial Library
Marlboro Branch
P.O. Box 429
Upper Marlboro, MD 20370
(301) 952-4840

Donna Selle
Washingt n County Cooperative Library Service
P.O. Box 5129
Aloha, OR 97006
(503) 645-5112 or
(503) 645-7402

Jane Small
Librarian
Defiance Public Library
Defiance, OH 43512
(419) 782-1456

Jean Steinhardt
7100 Westview, #608
Houston, TX 77055
(713) 681-6845

Library School Faculty

Genevieve Casey
Division of Library Science
Wayne State University
Detroit, MI 48202
(313) 577-1832

Ellen Detlefson
University of Pittsburgh
Graduate School of Library and
Information Sciences
LIS Building
Pittsburgh, PA 15260
(412) 624-5234

Responded to Request to Review

Library School Faculty (cont.)

Sara Fine
University of Pittsburgh
Graduate School of Library and
Information Sciences
Pittsburgh, PA 15260
(412) 624-5237

Linda Lucas
College of Librarianship
University of South Carolina
Columbia, SC 29208
(803) 777-2298

Dr. Margaret Monroe
Library School
University of Wisconsin
600 N. Park Street
Madison, WI 53706
(608) 263-2955

Boyd W. Rayward
Graduate Library School
University of Chicago
1100 E. 57th Street
Chicago, IL 60637
(312) 753-3480

Library School Students

Julie Phillips Berry
9812 S. Chelsea Road
Columbia, SC 29206
(803) 788-4695
University of South Carolina

Laura K. Dranoff
5345 S. Harper Avenue, #107
Chicago, IL 60615
(312) 475-6114
University of Chicago

Arthur C. Gunn
21 North Greenwood Avenue
New Castle, PA 16101
(412) 652-7159
University of Pittsburgh

Responded to Request to Review

Library School Students

Puth Horowitz
Graduate School of Library
and Information Sciences
University of Pittsburgh
Pittsburgh, PA 15260
(412) 624-5234
University of Pittsburgh

Alan H. Lewis
c/o Davis College [Librarianship] University of South Carolina
University of South Carolina
Columbia, SC 29201
(803) 256-0125 or
(803) 777-2324

Rosanne Nordstrom
15 North Franklin Street
Madison, WI 53703
(608) 256-3791
University of Wisconsin

Jean Rauton
983 Scaleybark Drive
Columbia, SC 29210
(803) 798-2243
University of South Carolina

Other

Helen McClure (Volunteer)
734 Devon Street
Independence, MO 64055
(816) 252-5525

Marcia Weber
Southern Tier Central Regional
Planning and Development Board
53 1/2 Bridge Street
Corning, NY 14830
(607) 962-5092

Correctional Personnel

Lester E. Belleque
Chief, Jail Inspection and
Misdemeanor Services
Oregon Corrections Division
2575 Center Street, N.E.
Salem, OR 97310
(503) 378-2424

Nicholas Bruno
Education Director
Fishkill Correctional Facility
Box 307
Beacon, NY 12508
(914) 331-4800

Ken Dunham
Superintendent
Arthur Kill Correctional Facility
2911 Arthur Kill Road
Staten Island, NY 10309
(212) 356-7333

George Edensword-Breck
State Jail Commission
110 East 5th Street
Olympia, WA 98503

Richard Fietz
Deputy Superintendent, Program Service
Attica Correctional Facility
Attica, NY 14011
(716) 591-2000

Alton Germain
Education Supervisor
Albion Correctional Facility
Albion, NY 14411
(716) 589-5511

Eugene S. LeFevre
Superintendent
Clinton Correctional Facility
Dannemora, NY 12929
(518) 561-3262

Did Not Respond

Correctional Personnel (cont.)

Kevin McNiff
Deputy Commissioner, Program Services
New York State Department of Correctional Services
State Campus, Building No. 2
Albany, New York 12226
(518) 457-2503

Sgt Michael Marinucci
Norfolk County House of Correction and Jail
47 Village Avenue
Dedham, MA 02026

Charles Winch
Deputy Superintendent Program Service
Great Meadow Correctional Facility
Comstock, NY 12821
(518) 639-5516

Douglas Ziegler
Sheriff
Defiance County
Perry Street
Defiance, OH 43512

Inmates

John Richter
Chief Counselor
Orange County Jail
1 North Court Street
Orlando, FL 32801
(305) 420-4004 or
(305) 420-3047

Richter was to have discussed the guide with inmates at the Orange County Jail.

Librarians

Dr. Ruth Aronson
Library Coordinator
New York State Department of Correctional Services
State Campus, Building No. 2
Albany, NY 12226
(518) 457-2653

Did Not Respond

Librarians (cont.)

Sherry Hokanson
Florida Regional Library for the
Blind and Physically Handicapped
P.O. Box 2299
Daytona Beach, FL 32015
(904) 252-4722

Ramona Meesla
Librarian
Attica Correctional Facility
Attica, NY 14011
(716) 597-2000

Mrs. Myra Mintz
Librarian
Fishkill Correctional Facility
Box 307
Beacon, NY 12508
(914) 831-4800

Barbara Morris
Miami-Dade Library System
1 Biscayne Boulevard
Miami, FL 33132
(305) 579-4609

Karen Neely
Daniel Boone Regional Library
P.O. Box 1267
Columbia, MO 65205
(314) 443-3161

Sandy Reuben
11918 Darlington Avenue, #4
Los Angeles, CA 90049
(805) 948-0796

Barratt Wilkins
State Librarian
State Library of Florida
R. A. Gray Building
Tallahassee, FL 32301
(904) 487-2651

National Institute on Library Service to Jail Populations
 Texas Criminal Justice Center - Huntsville, Texas
 Sam Houston State University

March 9-12, 1980

PARTICIPANTS

ALABAMA

RESOURCE AREAS

Team One

1. Juanita McClain
 Director
 Macon County-Tuskegee Public Library
 302 S. Main St.
 Tuskegee 36033
2. Cheryl Milby
 Macon County-Tuskegee Public Library
 302 S. Main St.
 Tuskegee 36083

ARIZONA

Team One

- | | |
|--|---|
| <ol style="list-style-type: none"> 3. Patricia Anne Moreno
 Librarian
 Tucson Public Library
 Extension Services
 P. O. Box 27470
 Tucson 85726 4. Ruth S. Springstead
 Extension Service Manager
 Tucson Public Library
 5542 East Kelso St.
 Tucson 85712 5. James L. Morgan
 Institutional Consultant
 Library Extension Service
 Department of Library, Archives,
 and Public Records
 2219 S. 48th St., D
 Tempe 85282 | <p>service agreement
 volunteers
 intern program
 legal services</p> <p>service agreement
 volunteers
 intern program</p> <p>state library services</p> |
|--|---|

ARKANSAS

Individuals

6. Mark Hays
 Central Arkansas Library System
 700 Louisiana St.
 Little Rock 72201

- 7. Erselle Moore
 Director Public Services
 Tri-Lakes Regional Library
 200 Woodbine
 Hot Springs 71901

CALIFORNIA

Team One

- 8. Frederick William Frazier
 Director of Inmate Services
 Contra Costa County Sheriff's Department
 P. O. Box 391
 Martinez 94553

new facility planning

- 9. Deris Headley
 Adult Services Coordinator
 Contra Costa County Library
 1750 Oak Park Blvd.
 Pleasant Hill 94523

Team Two

- 10. Carolyn Moskovitz
 Librarian
 Alameda County Library
 455 38th St., Apt. A
 Oakland 94609

lobbying efforts

- 11. Ronnie Davis
 Librarian
 Alameda County Library
 839 Neilson St.
 Berkeley 94707

lobbying efforts
 bookmobile service

Individuals

- 12. Francisco Pinell
 Librarian in Charge
 San Francisco Public Library
 Jail Project
 304 Dawn Court
 Mill Valley 94941

new facility planning

- 13. Joan E. Seim
 Principal Librarian - Extension Services
 Sonoma County Library
 Third and E Streets
 Santa Rosa 95404

COLORADO

Team One

14. James C. Isaac, Jr.
(Librarian Assistant)
(Denver Public Library)
(Denver County Jail Branch)
1122 Pearl St., Apt. 210
Denver 80202
legal service
accreditation process
public library jail branch
15. Dale A. Cutshall
Administrative Head Librarian
Montbello/DCJ Branches
2110 South Dallas St.
Denver 80231
accreditation process
public library jail branch

Team Two

16. Kristin Keller, (Jail Library Technician)
(Fort Collins Public Library)
201 Peterson
Ft. Collins 80524
public library jail branch
17. Evelyn Rhoden
Staff Psychologist
Larimer County Detention Center
200 W. Oak
Ft. Collins 80521
inmate programs

Individual

18. Sydne L. Clements
El Paso County Jail Branch Librarian
Pikes Peak Regional Library District
P. O. Box 1579
Colorado Springs 80901
legal service
public library, jail branch

CONNECTICUT

Individual

19. Anne Silvers Lee
Librarian
Connecticut Correctional Institution - Enfield
349 Farmington Avenue
Hartford 06105

FLORIDA

Team One

20. Henry Pelfrey, Jr.
Chief Counselor
Orange County Sheriff's Department
1 N. Court St.
Orlando 32801
service agreement

21. John H. Martin, Jr. service agreement
Head, Special Services
Orlando Public Library
10 N. Rosalind
Orlando 32801

Team Two

22. Helen B. Strader
Supervisor, Extension Services
Manatee County Central Public Library
1631 Hillview St.
Sarasota 33579
23. Alice Jean Burns
Sergeant, Special Programs
Manatee County Sheriff's Department
Box 590
Bradenton 33506

Individuals

24. Jonathan Craig Wilkins
Jail Librarian
Seminole County Jail
P. O. Box 832
Sanford 32771

GEORGIA

Individual

25. Issac Washington public library jail branch
Librarian, Fulton County Jail Branch
Atlanta Public Library
1190 Mobile St., N. W.
Atlanta 30314

HAWAII

Individual

26. Katherine A. Kremer
Corrections Librarian
Hawaii Corrections Division
2109 Kamehameha Highway
Honolulu 96819

ILLINOIS

Team One

27. Sister Vivian Whitehead education services
Chaplain, Education Director
Will County Jail
1550 Plainfield Rd.
Joliet 60435

28. Steve Welch
Coordinator, Institutional Library Services
Burr Oak Library System
405 Earl Rd.
Shorewood 60436

new facility planning
education services
policy formulation
staff services

Individuals

29. Nicholas Niederlander
Head Consultant
Institutional Libraries
Lewis & Clark Library System
P. O. Box 368
Edwardsville 62025

30. Loretta Evans
Project Director
Peoria Public Library
107 N. E. Monroe
Peoria 61602

31. Norine Chiu
Head, Library Services to State Institutions
Chicago Public Library
6834 N. Lakewood
Chicago 60626

INDIANA

Individual

32. Walt Owens
Librarian
Indianapolis-Marion County Public Library
40 East St. Clair
Indianapolis 46208

KENTUCKY

Individuals

33. Katherine S. Greene
Outreach Librarian
Lexington Public Library
471 Gibson Avenue
Lexington 40504

LOUISIANA

Team One

34. Gretchen Dodd
(Teacher/Counselor)
(Orleans Parish Criminal Sheriff's Office)
4635 Lafage St.
New Orleans 70122

35. Nancy Synden
Administrative Assistant
Program Planning & Implementation
Orleans Parish Criminal Sheriff's Office
2800 Gravier St.
New Orleans 70119

program evaluation

MAINE

Individual

36. Linda J. Dwelley
Media Resource Director
Maine Criminal Justice Academy
93 Silver Street
Waterville 04901

MARYLAND

Team One

37. Susan L. Schreiber
Assistant Director
Frederick County Public Library System
520 N. Market
Frederick 21701

38. Michael Stovall
Director - Inmate Services
Frederick County Jail
20 West Fourth Street
Frederick 21701

Team Two

39. Joyce Alibrando
Librarian
Montgomery County Department of
Public Libraries
99 Maryland Avenue
Rockville 20850

legal service
staff services

40. Avron Wolfsey
Correctional Officer
Montgomery County Government
2407 Eccleston St.
Silver Spring 20902

Individual

41. Robert Pollard
Librarian
Baltimore City Jail
401 East Eager Street
Baltimore 21202

MASSACHUSETTS

Individual

42. Anna Belle Leiserson-Cash
Librarian
Middlesex County House of Correction & Jail
Box C
Billerica 01821

MICHIGAN

Team One

43. Harry E. Heller
Security Officer
Grand Traverse County Sheriff Department
320 Washington St.
Traverse City 49684

regional jail

44. Gary Knapp,
Corrections Program Coordinator
N.W. Human Services/Offender
Assistance Program
1102 Cass St.
Traverse City 49684

Individual

45. Janice Jone
Community Affairs Department
Catholic Diocese
5800 Weiss St.
Saginaw 48603

MINNESOTA

Team One

46. Don McKee
Librarian/Teacher
County Home School
14300 County Highway 67
Minnetonka 55343

education services

47. Jon Harper
Education Coordinator
Hennepin County Adult Correction
3542 Halifax Avenue, North
Robbinsdale 55422

48. Patricia A. Sederstrom
Hennepin County Library
7009 York Avenue, South
Edina 55435

MISSISSIPPI

Team One

49. Jim Progar
Director
Meridian Public Library
2517 Seventh St.
Meridian 39301
50. Randall F. Glover
Assistant Adult Services Librarian
Meridian Public Library
2912 25th St., Apt. C
Meridian 39301

Team Two

51. Joseph J. Mika
Assistant Professor/Assistant to the Dean
School of Library Services
University of Southern Mississippi
Southern Station, Box 5146
Hattiesburg 39401
standards
education services
52. Dr. William P. Osborn
Project Coordinator
Mississippi Jail Standards Project
University of Southern Mississippi
Hattiesburg
standards

Individual

53. Hazel McDonald
Institutional Consultant
Mississippi Library Commission
P. O. Box 3260
Jackson 39207
state library services

MISSOURI

Individual

54. Richard T. Miller, Jr.
Coordinator for Development of
Special Library Services
Missouri State Library
P. O. Box 387
Jefferson City 65102
state library services

NEBRASKA

Team One

55. Doris W. Mayfield legal service
Supervisor of Adult Services
Omaha Public Library-Douglas
County Corrections
4321 North 55th St.
Omaha 68104
56. Elizabeth Fawcett Koenig legal service
Librarian
Douglas County Correctional Center
5911 Jones Street
Omaha 68106

NEVADA

Individual

57. Darrel Batson service agreement
Outreach Librarian court order
Clark County Library District
1401 E. Flamingo Rd.
Las Vegas 89109

NEW HAMPSHIRE

Individual

58. Kay Herrick
Institutional Library Consultant
Hampshire State Library
20 Park St.
Concord 03301

NEW JERSEY

Team One

59. Florence Shimko special programs
Director
North Brunswick Public Library
for The County Facilities
690 Cranbury Cross Road
North Brunswick 08902
60. Robert Malone special programs
Project Director
North Brunswick Public Library
for The County Facilities
690 Cranbury Cross Road
North Brunswick 08902

NEW MEXICO

Team One

61. Helen S. Carter legal library research
Attorney at Law/Legal Research Librarian
The University of New Mexico
School of Law Library
1117 Stanford, Dr., NE
Albuquerque 87131
62. Mary E. King
Volunteer Director
Department of Corrections - Detention
415 Roma NW
Albuquerque 87102
63. Verna Wood
Business/Government Community Specialist
Albuquerque Public Library
5th and Copper
Albuquerque 87102

Individual

64. Allen D. Schwartz
Extension Librarian
Santa Fe Public Library
P. O. Box 2247
Santa Fe 87501

NEW YORK

Team One

65. Mr. Guy Brigandi
Education Supervisor
Onondaga Correctional Facility
Box 143
Jamesville 13078
66. Ron Reed reentry service
Coordinator
Institution Services Project
Onondaga County Public Library
327 Montgomery St.
Syracuse 13202

Individuals

67. Roy D. Miller, Jr.
Coordinator of Adult Services
Office of Adult Services
Brooklyn Public Library
Grand Army Plaza
Brooklyn 11238
68. Hemwatie Jaipershad
Coordinator of Outreach Services
Upper Hudson Library Federation
161 Washington Avenue 50
Albany 12210

- 69. Thelma Ananias Morris
Assistant Director
Binghamton Public Library
78 Exchange St.
Binghamton 13901
- 70. George B. Davis
Senior Librarian
Fishkill Correctional Facility
Box 307
Beacon, 12345
- 71. Olga D. Edwards
Head, Extension Department
Rochester Public Library
115 South Avenue
Rochester 14604

new facilities planning
legal service
education services
standards

NORTH CAROLINA

Team One

- 72. Jean A. Whitman
Extension Services Librarian
Robeson County Public Library
P. O. Box 1346
Lumberton 28358
- 73. Jean Becker
Coordinator of Volunteer Services
Robeson County Public Library
P. O. Box 1346
Lumberton 28358

OHIO

Team One

- 74. L. Thomas Schroyer
Corrections Librarian
Toledo - Lucas County Public Library
1622 Spaulbusch Ave.
Toledo 43624
- 75. Jack Shuba
Programs Supervisor
Lucas County Sheriff's Department
1316 Pingree Rd.
Toledo 43612

new facility planning
public library jail branch

educational services
recreational services
volunteers
policy formulation

OKLAHOMA

Team One

76. LaRena Williams education services
Special Services Librarian
Tulsa City-County Library
400 Civic Center
Tulsa 74103
77. Sister Leona Luecke volunteers
Coordinator of Volunteers and
Volunteer Programs
Corrections Ministry Task Force of Tulsa
Metropolitan Ministry
112 E. 11th St.
Tulsa 74119

OREGON

Team One

78. Mary Baker volunteers
Assistant Head, Adult Services
Eugene Public Library
100 W. 13th Ave.
Eugene 97401
79. Alden Moberg state library services
Institutional Library Consultant
Oregon State Library
236 25th Street, N. E.
Salem 97301

Individual

80. Liz Reed education services
Jail Librarian volunteers
Jackson County Library System new facility planning
413 W. Main St.
Medford 97501

PENNSYLVANIA

Individual

81. Rita Lehman local services
Court Librarian
Allegheny County Jail
618 City-County Bldg.
Pittsburgh 15219

TEXAS

Team One

82. Stuart Couch education services
Assistant Director, Detentions/Programs service agreement
Dallas County Sheriff's Department
600 Commerce St.
Dallas 75202
83. Marian Waite service agreement
Library Consultant
Dallas Public Library
1954 Commerce St.
Dallas 75201

Team Two

84. Keith Mitchell education services
Assistant Director
Cooke County Adult Education Coop
Box 125
Valley View 76240
85. Terry Rogers education services
Volunteer GED Instructor
NTSU Center for Community Services
Denton 76201
86. David Brockett education services
Jail Rehabilitation Program
Coordinator
NTSU Center for Community Services
Denton 76201

Individuals

87. Bill Dowd inspections
Texas Commission on Jail Standards standards
P. O. Box 12985
Austin 78711
88. Michael Duncan procedure writing
Librarian
Waco McLennan County Library
1717 Austin Avenue
Waco 76701

VIRGINIA

Team One

89. David M. Bennett
Jail Librarian
Fairfax County Public Library-
Adult Detention Center
11942 Goodwood Dr.
Fairfax 22030

90. Ms. Dorothy Langdon
Reference Librarian
Fairfax County Public Library
4134 Virginia St.
Fairfax 22032

91. Duncan Schirmer
Paraprofessional Librarian
Fairfax County Public Library
4134 Virginia St.
Fairfax 22032

Team Two

92. Rita Hirschman
Librarian
Richmond City Jail
2207 Hanover Avenue
Richmond 23220

legal service

93. Diana Tilford
Extension Librarian
Pamunkey Regional Library
P. O. Box 119
Hanover 23069

94. Elizabeth M. Lewis
Institutional Library Consultant
Virginia State Library
12th and Capitol St.
Richmond 23219

state library services

VIRGIN ISLANDS

Individual

95. Wallace Williams
Head Librarian-Coordinator
Florence Williams Public Library
Box 2720
Christianssted, St. Croix
U. S. Virgin Islands 00820

WASHINGTON

Individual

96. Diane Meyer
Consultant, Service to Special Populations
Washington State Library
Olympia 98504

WEST VIRGINIA

Individuals

97. Wesley Duncan, Jr.
Library Assistant
West Virginia Library Commission
and Department of Correction
P. O. Box 1
Huttonsville 26273
98. Kathleen Wharton reentry service
Outreach Coordinator
Morgantown Public Library
373 Spruce St.
Morgantown 26505

WISCONSIN

Team One

99. E. Grayce Bondeson
Assistant Librarian
Federal Correctional Institution
Route 1, Box 259
Westfield 53964
100. Royce Pugh
Assistant Supervisor of Education
Federal Correctional Institution
Box 500
Oxford 53952

Individual

101. Mary Clark
(University of Wisconsin Memorial Library)
4712 Maher Avenue
Madison 53716

Cosponsors: American Library Association
American Correctional Association
National Jail Association
National Sheriffs' Association
Fortune Society
Texas Criminal Justice Center
Sam Houston State University

APPENDIX F

RESPONSE SHEETS

WORKING DRAFT

Formative Evaluation Questions

1. Does Chapter One give you an overview of what to expect from this guide?

2. Comments:

Formative Evaluation Questions

1. Does this chapter help you develop your personal rationale for jail library service? Would the rationale serve you well in answering a request for possible jail service?
2. Are the specific examples of successful programs adequate to help you develop this rationale for jail library service?
3. Do you find it helpful to have the Library Standards for Jails and Detention facilities incorporated as an appendix to this guide?
4. Comments:

Formative Evaluation Questions

1. Did this chapter identify problems of a jail librarian of which you were not aware?

2. Comments:

Formative Evaluation Questions

1. Were the steps outlined to help program planning and implementation explicit enough?
2. Did the worksheets give enough specifics?
3. Comments:

Formative Evaluation Questions

1. Do you understand the purpose of this chapter, why a needs assessment is recommended?

2. Is the instruction clear and specific concerning:
the kind of information sought?
how to write the questions?
how to use the information the examples provided?

3. Comments:

Formative Evaluation Questions

1. Does this chapter clearly present different aspects of delivery systems?
2. Do you feel added confidence in your planning ability?
3. Do you think the section on record keeping belongs in this chapter?
4. Comments:

Formative Evaluation Questions

1. Does this chapter provide you with an adequate variety of types of materials?
2. Are the problems associated with these formats in the context of jail service clearly specified?
3. Do you understand the problem of selecting materials within a framework of security demands?
4. Is there a clear standard for the legal collection for the jail library?
5. Are the selection aids, or sources of materials adequate so you would feel comfortable choosing materials for your particular needs?
6. Is the section on organizing materials complete enough to enable you to make a sensible start that can be logically expanded?
7. Comments:

Formative Evaluation Questions

1. Are the various options specific enough for you to implement without further information?
2. Are the worksheets on writing service objectives helpful in defining your priorities of service?
3. Comments

Formative Evaluation Questions

1. Do you understand from this chapter why community involvement is necessary?
2. Are the suggestions and worksheets practical aids in helping you achieve a broad base of community support?
3. Comments:

Formative Evaluation Questions

1. Are funding sources identified?
2. Would you feel able to carry out the necessary steps to gain funding from the sources mentioned?
3. Comments:

Formative Evaluation Questions

1. Are adequate evaluative questions provided to help you write an evaluation?
2. Is the purpose or need for an evaluation of your program specified?
3. Are you clear as to who will see the evaluation?
4. Comments:

APPENDIX G

TELEPHONE QUESTIONNAIRE

THE JAIL LIBRARY: A GUIDE FOR PLANNING & IMPLEMENTING SERVICE

Name: _____

Institution: _____

Telephone Number: _____

#1) Did you refer to the Guide at the Institute on Jail Library Service in Huntsville, Texas, March 9-12?

YES _____ NO _____

#2) Have you referred to the Guide since you returned home from Huntsville?

YES _____ NO _____

#3) Have you used this material in any of the following ways:

A. Shared with others _____

* with library and/or jail personnel? _____

* with jail or library administrators? _____

B. Have you used the Guide to assist you in carrying out specific activities?

Please explain:

#4) Would you be willing to be interviewed in-depth by Peggy O'Donnell?

YES _____ NO _____ If yes, what is the best time to call? _____

Interview will probably take place the week of September 15.

Other comments by person or by interviewer:

TABLE OF CONTENTS

	Page
Introduction to Planning Jail Library Service	1
Rationale for Library Services in Jails	5
The Jail Librarian	18
The First Steps in Planning	26
Assessing Needs	42
Delivery Modes and Record Keeping	57
Materials Selection	69
Service Options	95
Community Support and the Jail Library	121
Funding for the Jail Library	131
Evaluating Your Program	140
Bibliography	145
Appendices	
Appendix A. Some National Resources	
Appendix B. ALA/ACA National Standards	
Appendix C. A Sample Materials Selection Policy	
Appendix D. Sample Policy Statement	
Appendix E. Sample Interest Surveys	