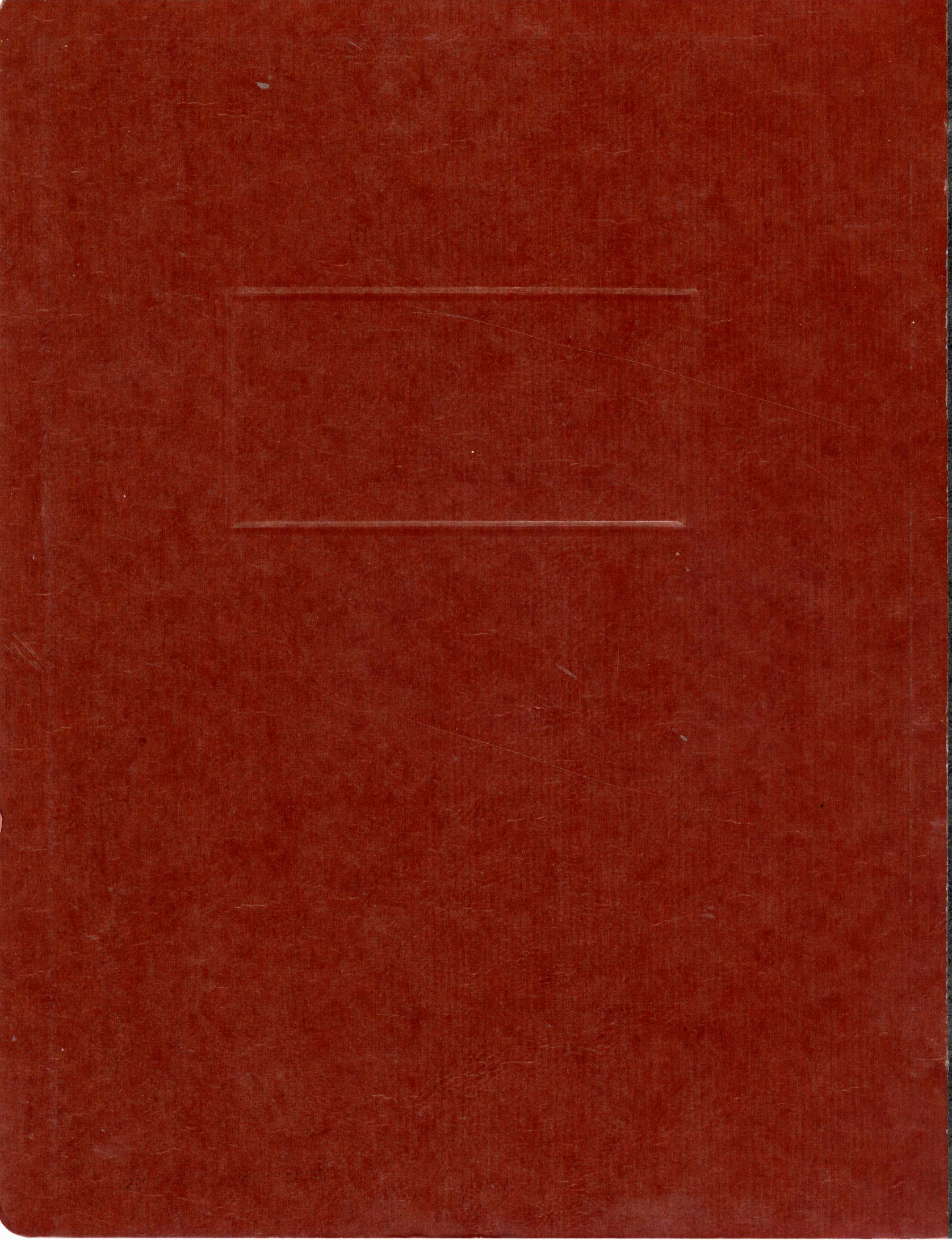


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STANDARDS FOR IOWA DEPARTMENT  
OF CORRECTIONS INSTITUTIONAL  
LIBRARIES







STANDARDS FOR IOWA DEPARTMENT OF CORRECTIONS  
INSTITUTIONAL LIBRARIES

Committee on Institutional Standards  
State Library of Iowa  
April 1987

**STATE LIBRARY OF IOWA**  
**DES MOINES, IOWA 50319**



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF CULTURAL AFFAIRS  
WILLIAM H. JACKSON, DIRECTOR

To: Wardens/Superintendents and Staff Librarians

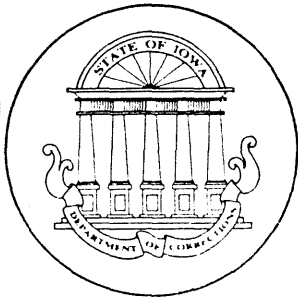
From: William P. Davis, Institutional Consultant

Date: May 6, 1987

Re: Standards for Iowa Department of Corrections Institutional  
Libraries

The accompanying standards fill a need in Iowa Department of Corrections institutions for standards of service in institutional libraries. They are the result of over a year of cooperation between the Department of Corrections and the State Library and represent minimum standards which should be met in order to provide adequate library service. These standards are designed to be realistic rather than idealistic and are within the capability of any correctional institution in the state.

Members of the Library Standards Committee and the State Library look forward to working with the Department of Corrections in the future implementation of these standards.

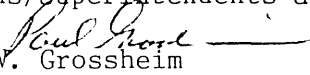


# DEPARTMENT OF CORRECTIONS

## State of Iowa

Date May 5, 1987

To Office Warden/Superintendents and Staff Librarians

From Office Paul W. Grossheim 

Subject Standards for Iowa Department of Corrections Institutional Libraries

The Standards Committee for Corrections Institutional Libraries has completed their work on developing standards for all of our institutions. These standards are realistic and should help all of us in developing and maintaining libraries of institutions which provide the important services needed to complement our treatment programs and leisure time needs of inmates.

I would ask that you review these standards and attempt to maintain your libraries within these standards. The DOC inspection team will likely include someone from the Library Standards Committee to review your current operation and make suggestions for improvement in our libraries.

/ins

cc: file

## 1.0 THE ROLE AND PURPOSE OF THE STANDARDS FOR IOWA DOC LIBRARIES

The library in a correctional institution must fulfill many roles. It shall be the information center for the institution, providing resources for education, recreation and legal aid to those who reside in the institution. In addition to these services, those who staff the institution shall have at their disposal, materials for conducting educational and treatment programs. The library in a correctional setting shall encompass the variety of services, materials and programs available to the general public as practical and described under Department of Corrections Policy Number IN-V-80. The library shall serve all inmates regardless of their ages, mental and affective abilities, language and social backgrounds, and mental and substance abuse disorders. A provision shall be made to serve inmates who are unable to come to the library. Cooperative affiliations with library networks are imperative. With resource sharing, through interlibrary loan services, inmates will have the same access to resources as the general public as is practical and within Department of Corrections Policy IN-V-60.

## 2.0 ADMINISTRATION

Library services in a correctional facility shall be provided and administered by the facility.

### 2.1 Organization

The library is an integral part within the correctional facility and the librarian shall have an established means of access to department heads and administration.

### 2.2 Facility Planning and Programming

The librarian shall take an active role in the overall planning and programming of the facility through appropriate meetings and committee work.

### 2.3 Library Advisory

The librarian shall establish a formal mechanism to receive recommendations regarding library policies, collections and programs. The preferred method is a library committee which operates in an advisory capacity.

### 2.4 Library Planning and Evaluation

Short and long-range goals and objectives to meet those goals shall be established for the library program. These shall be compatible with the goals of the institution. The library's goals and objectives shall be implemented in a timely manner and an appropriate evaluation process shall be established and maintained for each goal. These goals and objectives shall be written into the library's plan of service. This plan shall be reviewed and revised at least annually. The library's performance shall be reviewed annually on the basis of the evaluation methods described in its plan of service.

### 2.5 Policies and Procedures

The librarian shall establish written policies and procedures which will govern the operation of library services. These policies and procedures shall be approved by the administration of the facility and shall be incorporated into the overall policies and procedures of the facility. They shall be made readily available to administration, staff, inmates and others who may ask for them. These policies and procedures shall be reviewed at least annually and shall be revised as needed.

Policies and procedures on the following topics, and others as deemed appropriate, shall be adopted. These policies shall conform

with requirements of the Code of Iowa, Federal statute, and established Department of Corrections policy and procedure.

- (1) the library's role and philosophy of service
- (2) collection development (including reference and legal collections)
- (3) materials selection and reconsideration
- (4) organization of materials
- (5) borrowing privileges (including behavior and discipline of inmates)
- (6) circulation policies and procedures
- (7) intellectual freedom
- (8) library sponsored activities
- (9) library advisory committee or alternative mechanism for receiving recommendation
- (10) interlibrary cooperation
- (11) inmate supervision
- (12) institution staff
  - professional library
  - special borrowing privileges
- (13) meeting room use
- (14) equipment use
- (15) utilization of volunteers
- (16) gifts and donations
- (17) hours of service
- (18) emergency situations and procedures
- (19) acquisitions
- (20) reader's assistance
- (21) weeding



## 2.6 Statistics and Reports

The librarian and staff shall collect and report statistics which satisfy the requirements of the administration, the State Library, accrediting organizations and statistics which will aid in providing information necessary for long-range planning. At least annually, the librarian shall be responsible for preparing a report to the administrator of the institution and the State Library which details statistics on the use of the library and its collections, interlibrary loan activity, and acquisitions and withdrawals from the collection. A narrative report may accompany the statistical report. Its purpose would include the summarization of the accomplishments made in library service and the updating of the short-range and long-range goals for the library. In addition, full accounting records shall be maintained on all library expenditures, separate from those records kept by the facility's accounting office.

## 3.0 LIBRARY BUDGET

The librarian shall develop budget recommendations for consideration in the final budget of the institution. The budget recommendations shall include, but not be limited to, the following line items:

- (1) staff salaries
- (2) print and audiovisual materials
- (3) equipment and furniture
- (4) repair and replacement of equipment and furniture
- (5) supplies
- (6) contractual and cooperative service agreements
- (7) continuing education and travel

(8) printing and photocopying

The librarian shall present, and be prepared to justify, the budget to the administration of the institution. The library budget shall be a separate line item in the budget of the institution and shall be adjusted annually to reflect changes in library programs, services and inflationary trends. The librarian shall receive a copy of the library expenditures and funds remaining on a monthly basis. The librarian shall be responsible for the fiscal management of the library and shall be knowledgeable of the budgetary process of the library and the institution.

### 3.1 Grants, Gifts, Bequests and Donations

Additional funds received by the library in the form of grants, gifts, bequests and donations shall not be used to substitute for the library's regular, annually appropriated budget. It should be noted that programs and services initiated or enhanced with additional funds will need budgetary support to provide for their maintenance.

## 4.0 STAFFING

Those who staff a Department of Corrections institutional library must possess not only the skills necessary for the efficient management of the library but must also be sensitive to the special needs of the inmates who use the library. Library staff members shall be intelligent, dynamic, emotionally mature and shall possess personal characteristics such as empathy, assertiveness, good communication skills and personal flexibility. Criteria shall be established for the purpose of selecting personnel who exhibit such characteristics and who are interested in making the library serve inmate needs and the total institution program.



#### 4.1 Qualifications of Personnel

The librarian shall be certified by the State Library of Iowa Certification Program. Other staff members may be certified as appropriate. Categories of staff and their minimum requirements shall be as follows:

- (1) Librarian: hold at least a Bachelor's degree with a major or minor in library/information science or a Bachelor's degree and 3 years of progressively responsible library experience; demonstrate leadership ability and political astuteness. Training or experience in working with audiovisuals and in using technology in library operations is necessary. This person shall have specialized training in the use of legal reference materials and sensitivity to current social problems in the correctional setting or shall acquire these skills through ongoing continuing education.
- (2) Non-professional Staff: high school graduate with additional education required as necessary for position responsibility; demonstrates proficiency in clerical skills, including typing. This person shall obtain orientation and training to work in a library and a correctional setting.

#### 4.2 Recommended Staffing Levels

In analyzing staffing needs for a specific library, a variety of factors should be considered:

- (1) hours of operation
- (2) number and characteristics of inmates
- (3) number of services provided and types of functions performed
- (4) type of rehabilitation provided by the facility

- (5) number of library outlets
- (6) whether services are provided in a manual, partially automated or fully automated manner
- (7) accessibility and configuration of physical facility
- (8) number of services provided on-site, through the mails, or through some other method of outreach
- (9) physical layout of the facility
- (10) security

4.3 Staffing Guide

The following shall serve as a guide for determining the level and minimum number of staff (excluding custodial and security personnel):

POPULATION SIZE	STAFF
Up to 200	1 Non-professional staff
Over 200	1 Librarian 1 Non-professional staff

4.4 Staff Orientation

Officers, school and activity personnel, counselors, or others put in charge of the library should have received an orientation to their responsibilities from regular library personnel and shall have a written procedures manual available.



#### 4.5 Volunteers

When volunteers--both inmates and community members--are used, they shall augment the library program. They shall not be used in place of paid staff. Consideration shall be given to the cost of managing a volunteer program; any commitment to the use of volunteers shall reflect this additional administrative responsibility. Plans to use volunteers should be made carefully by the librarian in cooperation with the staff and the facility's administration. Staff should be made aware of the volunteer's role in implementing the library's objectives before volunteers are used. Volunteers should be sought from a variety of sources through an active recruitment program. Volunteers should be selected by the librarian and supervised and evaluated using the same criteria as for paid staff. A specific library staff member should be responsible for the coordination of volunteer selection, orientation and placement in the library. This may be a full or part-time responsibility. Volunteers who are not effective in furthering the program of the library should be released.

#### 4.6 Responsibilities

Each library shall maintain a policy and procedure manual or manuals. Manuals shall include organizational charts showing clear lines of authority, for both the library and the facility and written job descriptions developed for each paid and volunteer position. The job description shall reflect the tasks and responsibilities of the job as well as the need for a flexible work schedule.

Personnel policies and procedures shall be available for both paid and volunteer staff.

#### 4.7 Staff Orientation, Training and Development

Orientation to the library as well as to the institution's philosophy, programs, policies, procedures and services, shall be provided for all staff, paid and volunteer. A planned program of continuing education shall be provided for all staff, paid and volunteer. All library staff members shall participate in appropriate continuing education and staff development programs of the facility. All library staff members shall have an opportunity to participate in the activities and continuing education programs of professional organizations.

### 5.0 MATERIALS

#### 5.1 Selection Criteria and Policy

Materials are selected to meet the educational, recreational, informational and cultural needs of the inmates. Standard selection tools shall be utilized when choosing materials for inclusion in the collection. The library shall have a written statement of policy that defines the selection criteria for all materials. This policy shall apply to donated as well as purchased items. The policy shall include a plan for regular discarding and replacement of outdated and worn materials. This policy shall be reviewed regularly and shall conform with Department of Corrections Policy Number IN-V-80.



## 5.2 Collection Development

Objective needs assessment and the study of user satisfaction, done regularly, shall form the basis for the collection development program. Depending on the needs of the particular population served, the range of materials shall include, but not be limited to:

- (1) Materials to assist in inmates' rehabilitation or life adjustment shall be provided. This shall include materials which help prepare inmates for transition back to the community, including information on community resources, job opportunities, educational and vocational training and related survival skills.
- (2) Legal reference resources as required by Iowa law shall be available to inmates of any correctional facility.
- (3) When appropriate, inmates shall have access to staff library materials.
- (4) Materials to meet the needs of hearing impaired, visually impaired and physically disabled inmates shall be provided.
- (5) Reading levels of the materials shall reflect the needs of all inmates including those who are functionally illiterate. Highly illustrated materials shall also be provided on a wide range of subjects.
- (6) Materials shall reflect the different ethnic and cultural interests of the inmates. Non-English materials shall also be available where indicated.
- (7) Age-appropriate materials shall be provided.

5.3 Program Support Materials

Materials to support all inmate programs offered at the facility shall be included in the library collection.

5.4 Suggestions for Purchase

Inmate and staff suggestions regarding materials shall be systematically solicited and considered as an important component in collection development decisions.

5.5 Types and Quantities of Materials

Materials shall include print and audiovisual items in a variety of formats selected for their clarity, currency, accuracy and popular appeal. Unless the needs assessment indicates otherwise, these shall be provided in the following minimum quantities:

- (1) Books: 3,000 well-selected titles or 5 titles per inmate, whichever is greater
- (2) Magazines: 20 paid magazine subscriptions or one per 16 inmates, whichever is greater.
- (3) Newspapers: Subscriptions to the local newspapers, all major state newspapers (over 30,000 population) and a national newspaper with multiple copies as needed.
- (4) Audiovisual materials:  
Provided to meet the needs and interests of the inmates.

(6) Vertical file materials: provided to meet the needs and interests of the inmates.

(7) Staff Materials: The library shall include a section of materials needed by the staff for their professional use including materials for use in inmate treatment and educational programs.

## 6.0 SERVICES

### 6.1 Policy Statement

Inmates' library service should be clearly outlined in a written statement of policy. This statement should indicate the users, accompanied by a definition of the population's actual and potential needs, and in what order of priority the library should meet those needs.

### 6.2 Equal Access

For users whose access to the library is limited, alternative service shall be provided. This service shall be commensurate with the service provided to inmates who are able to come to the library, within written Department of Corrections and institutional policies.

### 6.3 Hours of Service

User access to the library is critical to the ability of the library staff members to provide service. To provide convenient access, the library's hours of service shall be as generous as possible with a minimum of 40 hours of service per week. The library shall be open 12 months per year.

### 6.4 Support Services

(1) Acquisition -- The planned and continuous acquisition of materials shall meet the needs of the inmates.

- (2) Organization of Materials -- The logical organization of materials shall provide for the convenience of users, and include a generally accepted classification system for materials and a catalog.
- (3) Circulation -- The circulation of materials shall satisfy the needs of users. Materials and equipment shall circulate to both inmates and staff unless prohibited by grant restrictions.

#### 6.5 User Services

- (1) Reference and Information Services -- The provision of reference and information services shall be available to any user who needs factual information or answers to questions.
- (2) Reader's Advisory -- The provision of reader's advisory service includes locating appropriate materials and, in some instances, helping to interpret materials. Library staff shall not interpret medical or legal information for library users.
- (3) Interlibrary Loan -- The provision of interlibrary loan services shall be made through arrangements with other types of libraries in accordance with Department of Corrections Policy IN-V-60. This service shall be provided regardless of an inmate's length of stay in the facility.
- (4) Programming -- The provision of formal and informal programs for individuals and groups shall include, but not be limited to, interactive programs that encourage reading, listening or viewing library materials or teach library skills to inmates with a view to community reintegration. Formal



programs shall be governed by the same standards as other education, training or therapy programs to insure that the goals and objectives of the facility are addressed.

- (5) Facility Program Support -- The provision of materials and programs to supplement and support other facility programs shall be made. Library staff members shall cooperate and consult with other staff to support their work with inmates through the use of library materials, services and equipment.
- (6) Promotional Activities -- The library shall actively publicize its ongoing services and special activities to the entire inmate and staff populations, utilizing outlets such as the facility's newsletter, posters, fliers, banners and video production.

## 7.0 LIBRARY FACILITIES

The library facility shall be attractive, functional and primarily for library use. It must be accessible to persons with disabilities as mandated by the Rehabilitation Act of 1973, Public Law 93-112 as amended 29 U.S. Code, 794. Accessibility shall be defined by the ANSI Specifications for Making Buildings and Facilities Accessible and Usable by Physically Disabled People as appropriate to a library setting.

### 7.1 Location

The library shall be centrally located in the facility in order to provide maximum access to all users on evenings, weekends and holidays as well as during regular work hours.

### 7.2 Space and Design

The library shall include areas for the following activities: reading, talking, individual and group use of audiovisual media,

typing, playing games and listening. The library shall also include areas for programs, storage of materials and equipment and an administrative office.

The library shall be a minimum of 1,000 square feet, including staff space.

The reading space of the library shall be large enough to accommodate 10 percent of the user population, allowing 32 square feet per user.

There shall be sufficient space for carrels, tables, chairs, equipment, shelves for library materials of all sorts and for individuals and groups to make comfortable, efficient use of them.

The library shall provide good lighting, both overhead and task, acoustical treatment, adequate electrical outlets and temperature and humidity control for the comfort of library users and the preservation and use of materials and equipment.

### 7.3 New and Remodeled Facilities

When planning a new or remodeled facility, a qualified librarian and a library building consultant should be involved during the early stages to ensure that the plans for the library are adequate to meet the needs of the facility. Formulas are available in library literature to implement planning for seating, shelving, office space and other library areas.

### 7.4 Furniture

Library furniture shall be selected for attractiveness, durability, comfort, ease of maintenance, and accessibility from a wheelchair. All furniture shall be maintained in good repair.

The library shall provide sufficient furniture to accommodate the wide variety of user needs.

#### 7.5 Library Equipment

Equipment shall be selected for ease of operation, reliability, ease of maintenance, usefulness to the library program and cost.

Basic equipment for all libraries includes typewriters (for staff and inmates), photocopy equipment, file cabinets, carts and a telephone.

Assistive and adaptive devices such as magnifying devices, talking book machines, automatic page turners, adaptive keyboards and controls and voice synthesizers shall be provided in facilities as needed.

Library equipment will vary depending on the program and services. The following equipment shall be provided, where appropriate, in quantities based on the number of inmates and the program of the facility:

- (1) record/disc players
- (2) audiocassette recorders/players
- (3) slide projectors and viewers
- (4) sound filmstrip projectors and viewers
- (5) overhead projectors
- (6) projection screens
- (7) microcomputer (with printer and modem)
- (8) videocassette recorder and monitor
- (9) film projectors
- (10) laminating machine, where appropriate

(11) other equipment as appropriate.

Sound equipment shall be provided with earphones and listening center capabilities.

#### 8.0 COOPERATIVE RELATIONSHIPS

Cooperative relationships shall be developed with other libraries, networks and community agencies. The librarian's knowledge and use of available resources, services and agreements outside the facility are essential since no library can acquire all materials that its users need.

Some examples of activities that benefit cooperating libraries include: sharing materials through lending and borrowing; developing shared-acquisitions programs, and sharing costs of technical processing.

All formal cooperative agreements shall be documented with the points of agreement specifically defined.

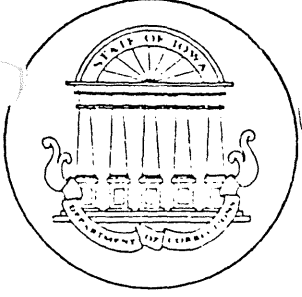
The library shall maintain contacts with community-based services and agencies.

The library community (public, school, academic, and Department of Corrections institutional libraries and multi-type library cooperatives) has a responsibility to serve this clientele when they are using/residing in their service area.



STATE OF IOWA  
DEPARTMENT OF CORRECTIONS

DEPARTMENT POLICIES AND PROCEDURES  
REGARDING LIBRARIES

 <p style="text-align: center;">State of Iowa Department of Corrections</p> <p style="text-align: center;">Department Policy and Procedure</p>	Policy Number IN-V-03	Policy Code 2
	Related Health Service N/A	Related DOC IN-V-114 IN-V-116 IN-V-122
Section INMATE ACTIVITIES	Admin. Code Ref. 291-20.3, 20.4	Iowa Code Reference 246.108
Policy ACCESS TO LEGAL SERVICE/LAW LIBRARIES (Combined with IN-V-58)	ACA Reference 4323, 4324 4325, 4326 4327	Case Reference Parratt v Ray Martin V. Eilandson- IS Wilson v Reagan-ISP Dee v Brewer-ISP/IMCC Jackson v Farrier-IMCC Hultz v Farrier-IMR Wilson v Reagan-IMR
	Effective Date August 1980	

Policy

~~Institutions shall ensure that inmates have access to attorneys, their authorized representatives and the courts. Any resident inmate within the jurisdiction of the Department of Corrections Division of Institutions shall have access to the courts through meaningful access to a law library as well as attorneys and other authorized representatives.~~

Standards-Legal Services

1. Institutions shall establish procedures which permit inmates to have confidential access to courts, attorneys, authorized legal representatives and ombudsmen.
2. Procedures shall include use of mail, telephone, visits and use of equipment and supplies.
3. Procedures shall also include guidelines for legal assistance by another inmate. If abused, this right can be restricted or denied.
4. Remuneration for assistance from another inmate shall not be permitted.
5. Inmates seeking judicial relief shall not be subjected to reprisals or penalties because of the decision to seek such relief.

Standards-Law Library

6. ~~Adequate law libraries are in existence at the Iowa State Penitentiary, the Iowa State Men's Reformatory, and the Iowa Correctional Institution for Women many institutions.~~
7. ~~Inmates of other institutions requesting the use of a law library if not presently available, will be transferred to either the Iowa State Penitentiary or the Iowa State Men's Reformatory, an institution that has the appropriate library resources to complete the research as determined by the present institution's staff and provided space is available.~~

Access to Legal Service/Law Libraries (Cont'd)

Standards (Cont'd)

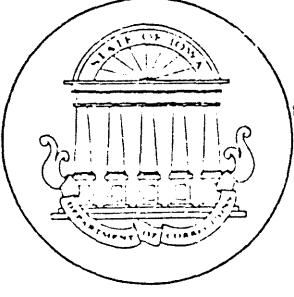
8. ~~While there,~~ During the transfer period, ~~they will be assigned to the orientation unit and they~~ inmates must abide by the rules and regulations of that institution.

9. These are voluntary transfers.

10. ~~The~~ Inmates will inform the staff when the legal work is concluded and ~~they~~ then will be ~~transferred~~ classified for return back to ~~their~~ the sending institution as soon as space is available.

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Effective August 1980  
Revised January 1985  
Revised November 1985  
Revised March 1987  
IN-V-03

 <p style="text-align: center;">State of Iowa Department of Corrections</p> <p style="text-align: center;">Department Policy and Procedure</p>	Policy Number	Policy Code
	Related Health Service	Related DOC
	Admin. Code Ref.	Iowa Code Reference
	ACA Reference	Case Reference
Section		
INMATE ACTIVITIES	N/A	N/A
Policy	4442, 4443, 4446, 4447	N/A
LIBRARY SERVICES	Effective Date	Authority
--	August 1980	<i>[Signature]</i>

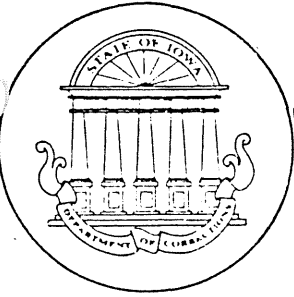
Policy

Maintain and/or provide access to a comprehensive library service which includes a reference collection for general and specialized materials and a plan for continuous acquisition of materials to meet the needs of inmates.

Standards

1. Each institution shall develop guidelines for operation and staffing of the library.
2. Each institution shall make every effort to participate in an interlibrary loan program to include local, state and college/university programs.
3. Law Library service standards are contained in Access to Legal Services/Law Libraries.



 <p style="text-align: center;">State of Iowa Department of Corrections</p> <p style="text-align: center;">Department Policy and Procedure</p>	Policy Number	Policy Code
	IN-V-80	2
Section	Related Health Service	Related DOC
	N/A	N/A
INMATE ACTIVITIES	Admin. Code Ref.	Iowa Code Reference
	291-20.6	N/A
Policy	ACA Reference	Case Reference
	4373	N/A
PERIODICALS, NEWSPAPERS, BOOKS	Effective Date	Authority
	December 1982	<i>H. J. Harris</i>

Policy

The institution shall allow inmates access to publications when consistent with institutional goals of maintaining internal order, safety, security, and rehabilitation.

Standards

1. This policy refers to publications include periodicals, newspapers, and books or other printed matter. ~~but not such materials as maps, calendars, catalogs, posters, fliers, unbound commercial photographs, newsletters, advertising, unsolicited printed matter or any similar bulk rate mailings. These materials will not be forwarded to the inmate nor will a notice of rejection be sent to sender. Those materials having paid return to sender postage will be returned to the post office. Recognized religious materials sent in care of institution's chaplains will be accepted. Approved publications shall be~~ All materials shall be unused and sent directly from the publisher or book stores that are in the mail order business. No publication shall be denied approval solely on the basis of its appeal to a particular ethnic, racial, religious or political group.

Procedures

21. Publications shall be approved or denied approval by a publication review committee.
  - a. The Committee shall be appointed by the Director, Department of Corrections, and shall include a person with broad exposure to various publications and two representatives of correctional institutions.
  - b. The committee shall fairly review all types of publications to be received by inmates in accordance with these rules.
32. The following standards ~~procedures~~ shall be used when reviewing a publication not on the approved list:
  - a. The Committee shall approve or deny approval within fifteen (15) working days of receipt of the publication.

Publications (Cont'd)

Standards (Cont'd)

- b. When approval is denied, the Committee shall send a written notice to the inmate, stating the publication involved, the reason for denial, and the inmate's available appeal process.
  - c. The inmate shall have five (5) days to notify the designated institution staff where to send the material at the inmate's expense or notify the institution that decision is being appealed to the director.
  - d. A list of approved publications shall be maintained.
  - e. A publication that has been denied may be reviewed again upon request by an inmate after one year from the date of denial. Individual issues will not be reviewed.
43. Approval of the publication may be denied when it presents danger to the security or order of an institution or is detrimental to the rehabilitation of the inmates. Authorized reasons for making such a finding are that the publication:
- a. Is likely to be disruptive or produce violence.
  - b. Contains material portraying bestiality, sado-masochism, child nudity, or child sexual activity, or photographic portrayal of fellatio, cunnilingus, masturbation, ejaculation, sexual intercourse or male erection.
  - c. Contains information on how to escape or formulate escape plans.
  - d. Contains information on how to provoke a riot or disturbance.
  - e. Contains information on how to obtain an emotional or behavioral state comparable to those produced by a controlled substance, by using aerosols, glue, or other chemical materials.
  - f. Contains materials which illustrate, explain, describe, or teach martial arts, or other manufacture of weapons or explosives, or advocate behavior contrary to duly established institution rules or Iowa statutes. Contains materials which illustrate, explain, describe, or teach how to frustrate crowd or riot control methods. Contains materials which illustrate, explain, describe, or teach how to sabotage or disrupt communications networks, including a prison's internal communications.
  - g. Contains information concerning proposed criminal activities.
  - h. Contains encoded material. This shall not automatically include foreign language publications not otherwise prohibited in these rules.
  - i. May violate postal regulations, such as containing threats, black mail, contraband or similiar violations.

Publications (Cont'd)

Standards (Cont'd)

53. An inmate may appeal the Committee's decision within ten days of receipt of the decision by filing written objections to the Director of Corrections. The Director's Office should notify the warden/superintendent that an appeal has been received. The Director's decision is final and a copy of the decision shall be sent to the warden/superintendent.

Effective December 1982  
Revised January 1985  
Revised November 1985  
Revised April 1987  
IN-V-80



**Wilson Jones**

Information  
Organizers

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STATE LIBRARY OF IOWA



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