

**New Procedures for Handling State Correctional Facility Inmate Requests  
for Legal Materials beginning July 1, 2014**

***Frequently Asked Questions  
For Public Library Systems and Libraries***

- **How will inmates in New York State Correctional Facilities request and obtain legal materials beginning July 1, 2014?**

Inmates will consult their State correctional facility's Law Library or General Library for assistance with the Department of Corrections and Community Supervision (DOCCS) Inmate Legal Resources Program (ILRP). Through the DOCCS Law Library program and the ILRP inmates have access to basic resources for legal research and preparation of legal papers. Legal assistance services are available to inmates who are unable to do their own legal work.

**How should a library or system handle a direct request for legal materials from an inmate residing in a New York State Correctional Facility?**

Requests received by public libraries or public library systems from inmates for legal materials should be sent back to the inmate so he or she can request the legal material through the DOCCS Inmate Legal Resources Program.

- **How does this change impact the public library systems that participate in the *Public Library System Services to State Correctional Facilities State Aid Program*?**

This change in how inmate legal requests are handled may result in some inmates sending their requests for legal materials directly to local public libraries or to the public library system. Public libraries and systems which receive requests for legal materials from inmates should return these requests to the inmate.

- **Will the State correctional facilities' general libraries be involved in inmate legal requests because of this change?**

No. Inmate legal requests will be handled through the DOCCS Inmate Legal Resources Program.

The general libraries in the State correctional facilities will continue to submit general reference ILL requests to their public library system as part of the *System Services to State Correctional Facility Libraries State Aid Program*.

- **What about *general* reference or ILL requests sent by inmates to public libraries?**

For *general* reference or ILL requests that are sent to public libraries by inmates of State correctional facilities:

- If the public library is a member of one of the 17 public library systems which participate in the *System Services to State Correctional Facility Libraries State Aid Program*, library staff are advised to send these requests from inmates to their library system for handling. (See <http://www.nysl.nysed.gov/libdev/outreach/state.htm>)
- For public libraries that are members of library systems which **do not work directly with any State correctional facility libraries**, inmate reference or ILL requests of any kind, either legal or general reference, should be returned to the inmate for handling through the correctional facility's general or law library.

- **Where may I direct questions about these changes and these new procedures?**

Questions concerning the services provided by DOCCS should be directed to:

Barbara A. Ost, Supervising Librarian and Law Library Coordinator  
NYS Department of Corrections and Community Supervision  
220 Washington Ave., Building 2, Albany, NY 12226  
[Barbara.Ost@doccs.ny.gov](mailto:Barbara.Ost@doccs.ny.gov)

Any questions about the *Public Library System Services to State Correctional Facility Libraries State Aid Program* should be directed to:

Mary Beth Farr, Library Development Specialist  
New York State Library  
Division of Library Development  
[mfarr2@mail.nysed.gov](mailto:mfarr2@mail.nysed.gov)

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