INMATE LIBRARY
CLERK'S
HANDBOOK

2007

Prepared by
Christine Nelson
Librarian
CHECKING OUT MATERIALS

Books and magazines are checked out for two weeks in the General Library. At the beginning of every day check the calendar and set the date stamps.

Before you checkout a book be sure that the card and pocket match. You will need to check the author, title, and accession number. Also, check the date due slip and replace it with a new one before stamping the book with the correct date.

Date due slips are already sticky. You will need to take off the back protection and fold up the bottom, and put it over the old date due section. DO NOT COVER the author or title information on the pocket.

BOOKS

1. Stamp the book and the card with the date due. (If you stamp the card afterward, the librarian may not be able to read the inmate’s name.)
2. Print the last name(s) of the inmate, their BOP number, and their unit.

SAMPLE:

If the card for the book is full, give it to the librarian to make a new one.

MAGAZINES

Fill-out the magazine slip with the following:

1. Magazine title and date.
2. Inmate's name, BOP number & Unit
3. Date due

Be sure to stamp the date on the back of the magazine cover.
MAGAZINE CHECK-OUT

SAMPLE:

TITLE: Exploratron

DATE: 

INMATE: Kong, Supha

# 99045011

UNIT

CELL POD 800 C

DUE DATE: 2/7/2006

CHECKING IN BOOKS

Look at the date on the date due slip in the back of the book or magazine. For a book look under the author’s last name on the due date. Be sure that the title and the accession number match. Put the card back into the book. If you cannot find the card in that due date check in the other dates and in the overdue file. If you still cannot find the card for the book, place the book in a drawer until the overdue list is made of that week.

Magazine slips are filed in the front of the date due. Tear up the slip when the magazine is brought back.

When a book or magazine is returned, check to see if any repairs need to be done, if the book needs a new card or a new date due slip. Give the item needing repair to the librarian.

SAMPLE:

MATCHING BOOK

NON-MATCHING BOOK

| 150 | 132 | 12.95 |
| DYE | Card 2 | 12.95 |
| Dyer | Tus zona's mapamovs |
| DATE DUE | BORROWER'S NAME | ROOM NUMBER |

| 153 | 132 | 14.95 |
| DYE | Tus zona's ordeon |
| DATE | ISSUED TO |

| 150 | 132 | 12.95 |
| Dyer | Tus zona's magires |
| FEB 4 2006 | | |

| 153 | 132 | 14.95 |
| Dyer | Tus zona's ordeon |
| FEB 4 2006 | | |
gives the slips to the inmate clerks to cut apart, sort by pod, and deliver to the pods. The list is given to the clerk at the circulation desk for reference.

SHELVING BOOKS

After the books are returned they need to be placed back onto the shelves. Before putting the book on the shelf, check to see if it has a card in the pocket and that it is the correct card.

Before you begin filing there are several things that you must do:

1. Separate the Spanish and English books.
2. In each area separate the fiction and non-fiction.
3. In the English fiction separate out—horror (ghost on back) & westerns (boots or W on back).

Filing the books in the fiction area in alphabetical order by the author, while filing in the non-fiction area is in numerical order, but if more than one, then the books are filed alphabetically.

FICTION (Is in alphabetical order in both the English & Spanish sections.)

SAMPLE: The book is FIC

CHR

The shelf has FIC FIC FIC FIC FIC

CHA CHE CHR CHO CIA

NON-FICTION (Is in numerical order in both the English & Spanish sections.)

SAMPLE: (DEWEY DECIMAL SYSTEM)

132 142 220 220 420 512 625 808 808.8 917
COH AAR KEN ZAR ENC BEE COH JEN ADD SET

SAMPLE 2:

796 796 796 796 796
ADD CAR JEN WHE

SAMPLE: (REFERENCE)

REF REF REF
220 423 423

ABC COM DLE
Both sections are in numerical order in both non-fiction and in reference. The books are in alphabetical order by the last number if there is more than one book.

**END OF THE DAY PROCEDURES**

At the end of every day a count has to be made and the book cards need to be alphabetized.

1. Count the people who were in the General Library
2. Count the number of books that were checked out by
   a. Fiction (Spanish and English)
   b. Non-Fiction (Spanish and English)
   c. Magazines
   d. Foreign books

A form for recording the counts needed is provided. There is a daily record form. At the end of the month a total is given to the librarian for the monthly report.

Also, when the library closes at each count time:

1. Straighten the bookshelves.
2. Push in all the chairs.
3. Check to see that everything is off the tables.

**SAMPLE REPORT:** is on the next page.
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Every Saturday the overdue notices are sent out. The slip has the following information:

1. Author/Title/Price
2. Inmate's name/BOP number/Unit
3. Date sent out

SAMPLE:

OVERDUE NOTICE       UNIT    CELL    DATE
PLEASE GIVE THE INFORMATION TO THE FOLLOWING INMATE:

NAME: ____________________________  #

BOOK: ____________________________

BOOK: ____________________________

BOOK: ____________________________

THANK YOU,
LIBRARIAN CHRISTINE NELSON

The librarian makes the first copy of the notice, changing the color of the notice each week. While she is making up the new list, the General Library Clerks are checking the Overdue List for names not on there and names not removed, while they are making second, third, and fourth notices. Notations are placed on the original slip each time a notice is sent. (For example: 2nd—3/1/05) The corrected list is given to the librarian before she begins typing the new Overdue List.

She then makes a copy on the computer, using a different color, and gives these copies to the inmates. The General Library clerks cut these copies out and attach them to the cards that are overdue by each inmate. The cards are filed in alphabetical order by the first book in the list into the overdue section of the checkout card file. Meanwhile, the librarian is typing the overdue list using the slips she made. After the list is typed she
gives the slips to the inmate clerks to cut apart, sort by pod, and deliver to the pods. The list is given to the clerk at the circulation desk for reference.

The clerks give the librarian any notices that have had more than four written to prepare the *Release of Funds Authorization*. The book will now be declared lost and the inmate must pay for it.
APPENDIX
DEWEY DECIMAL SYSTEM
SYSTEMA DECIMAL DE DEWEY

TEN CLASSES
000—GENERALITIES
100—PHILOSOPHY & PSYCHOLOGY
200—RELIGION
300—SOCIAL SCIENCES
400—LANGUAGES
500—SCIENCE & MATH
600—APPLIED SCIENCE & TECHNOLOGY
700—ART & RECREATION
800—LITERATURE & RHETORIC
900—GEOGRAPHY, HISTORY & BIOGRAPHY

DIEZ CLASES
000—GENERALIDADES
100—FILOSOFIA Y PSICOLOGIA
200—RELIGION
300—CIENCIAS SOCIALES
400—Lenguajes
500—CIENCIAS Y MATEMATICAS
600—APLICACIONES DE CIENCIAS Y TECNOLOGIA
700—LAS ARTES Y RECREACION
800—LITERATURA Y RETORICA
900—GEOGRAFIA, BIOGRAFIA Y HISTORIA
CALL NUMBERS

DEFINITION: This is the number on the spine of the books and on the book card. It is used to locate a book on the shelf.

TYPES:

1. FICTION

   FIC ---- Fiction
   GAR ---- Last three letters of the author's last name
   c. 2 ---- Indicates more than one copy

2. NON-FICTION

   158 ---- Location of the book according to the DDS.
   RED ---- Last three letters of the author's last name.

DDS--Dewey Decimal System. Uses 10 categories from numbers 000-999.

3. REFERENCE is part of non-fiction. These books never leave the library.

   REF ---- Indicates Reference.
   912
   ATL
CHECK-OUT CARDS

It is very important that the card and the pocket are similar. This makes checking
the books in and out much easier to match cards and pockets.

Check out cards will be white for all the books in Spanish. The book cards for
books in English will be yellow. Foreign book cards will be green. Reference book
cards are long blue, when going to Special Housing or to Medical.
VOCABULARY/VOCABULARIO

Accesión de registro—lista de libros que cuando llegan a la biblioteca. (prove autor, título, precio, numero de búsqueda y lugar de compra.)

Accession number—unique number given to a book.

Accession record—listing of the books in the library by when they arrive. (Gives the author, title, price, call number, and place purchased.

Author—person who wrote the book. Not all books have an author.

Autor—una persona que escribió el libro. No todos los libros tienen un autor.

Bolsa—derecha del libro donde pone la tarjeta.

Book card—is also called the check-out card has space to check out books to various patrons.

Book jacket—is the plastic cover placed over the dust jacket to protect the paper cover.

Call number—is the number on the spine of the book. It is also on the left hand corner of the book card. It tell you where to shelve the book.

Cataloging—is the process of preparing a book to be put on the shelf. (Decide on the author, title, call number, and accession number.)

Check-out card—see Book card.

Clasificar—es el proceso de preparar un libro para ser procesado. (Por el autor, título, numero de búsqueda, y numero de accesion.)

Código—numero en la etiqueta y la tarjeta. Indica en donde esta el libro en la biblioteca.

Date due slip—is the slip glued onto the back of a book or magazine in order to stamp on the due date.

Dewey Decimal System—is a system of 10 categories of numbers that is used to place non-fiction books on the shelf.

Dust jacket—is the paper cover on some books.

End papers—are papers attached to the front and back covers of a book. Sometimes they are colored, have maps or charts on them, etc.

Etiqueta—al lado del libro.
Ficción—libros que no son verdad.

Fiction—books that are not true.

Forro—cubierto de plastico del libro.

Inventory—is the process of checking to see what is supposed to be in the library with what is actually there.

Lomo—parte de atrás del libro.

No ficción—libros que son verdad.

Non-fiction—books that are true.

Numero de accesion—unico numero que se la da a un libro.

Numero de busqueda—numero en el lomo del libro. Le indica en donde se encuentra el libro.

Pocket—placed in the back of the book to hold the check-out card. It has the author, title, call number and price on it.

Processing—Preparing the book for the shelf. Making the card, pocket, spine labels. Attaching these items. Taping labels or putting on dust covers. Stamping with the library’s identification stamp.

Read the shelves—checking the shelves to see that the books are in order.

Recto—is the right side of a page of a book. (Lado rector de la pagina del libro.)

Reference—books that are not checked out—they include books that are very expensive or something that is not read from cover to cover. (Examples: almanacs, dictionaries, and encyclopedias.)

Referencia—libros que no deben salir de la biblioteca. Libro que son muy caros. Por ejemplo: diccionarios, almanaques, atlases, y enciclopedias.

Sobrecubierta—es una bolsa especial que se usa para poner la tarjeta.

Spine—back of the book.

Sistema de catalogar libros—es un sistema de diez categorias de numeros que ubican un libro no-ficcion en la reprisa.
Sistema decimal de Dewey—sistema numerica por libros. Utilizar los numeros desde 000 hasta 999.

Tarjeta del libro—también llamada tarjeta de registro. Es usada para sacar libros.

Tarjeta de vencimiento—tarjeta adherida en la parte de atrás de un libro para estampar la fecha de vencimiento.

Title—name of the book or magazine.

Titulo—nombre del libro.

Verso—is the left side of a page of a book. (Es el lado izquierdo de la pagina del libro.)