

**INMATE LIBRARY  
CLERK'S  
HANDBOOK**

**2007**

Prepared by  
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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:

840.54	Card 2	998
BRA	Brahm Garcia	24.95
	H + Lee	
DATE	ISSUED TO	
12-2-04	Urena Augustin	70487087 600M
JAN 17 2005	Neganda Uribe	21994 050 400 D
JAN 17 2005	Boxilla Manriquez	7995700P 300 C

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: Exploration

DATE: \_\_\_\_\_

INMATE: KONG JOKHA

# 99045011

UNIT \_\_\_\_\_

CELL \_\_\_\_\_ POD 800 C

DUE DATE: 27 2005

## 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 DYE	Card 2	132 17.95
Dyer AUTHOR		
Tus zonas magicas TITLE		
DATE DUE	BORROWER'S NAME	ROOM NUMBER

155 DYE	Card 2	232 14.95
Dyer Tus zonas magicas		
DATE	ISSUED TO	

150 DYE	FEB 04 2005	132 17.95
Dyer Tus zonas magicas		

150 DYE	FEB 04 2005
Dyer Tus zonas magicas	



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.

LIBRARY STATISTICS 2005

DATE FEB	13	14	15	16	17	18	19	TOTAL
	SUN	MON	TUE	WED	THUR	FRI	SAT	FOR/WEEK
RETURN DATE FEB - MARCH	27	28	29	2	3	4	5	
BOOKS	4	70	42	30	56	46	26	274
FICTION/ENGLISH	0	1	5	3	7	1	2	19
FICTION/SPANISH	4	53	32	23	34	35	17	198
N-FICTION/ENGLISH	0	5	0	1	3	2	5	16
N-FICTION/SPANISH	0	11	5	3	11	8	2	40
MAGAZINES	0	17	2	11	3	3	2	28
OTHER/LANGUAGES	0	0	0	0	1	0	0	1
TOTAL	4	87	44	31	59	49	28	302
NUMBER OF INMATES	6	99	68	54	78	65	43	413
DATE FEB	20	21	22	23	24	25	26	TOTAL
	SUN	MON	TUE	WED	THUR	FRI	SAT	FOR/WEEK
RETURN DATE MARCH	6	7	8	9	10	11	12	
BOOKS	8		99	27	70	46	26	276
FICTION/ENGLISH	3		5	1	3	5	1	18
FICTION/SPANISH	3		75	16	48	26	19	187
N-FICTION/ENGLISH	0		4	4	3	3	2	16
N-FICTION/SPANISH	2		15	6	15	12	4	54
MAGAZINES	3		3	13	10	16	2	47
OTHER/LANGUAGES	0		0	0	1	0	0	1
TOTAL	11		102	40	80	62	28	323
NUMBER OF INMATES	14		132	64	112	83	42	447
DATE FEB -> MARCH	27	28	29	2	3	4	5	TOTAL
	SUN	MON	TUE	WED	THUR	FRI	SAT	FOR/WEEK
RETURN DATE MARCH	13	14	15	16	17	18	19	
BOOKS	0	79	42	26	75	35	19	
FICTION/ENGLISH	0	2	0	1	10	1	1	
FICTION/SPANISH	0	54	33	17	43	21	11	
N-FICTION/ENGLISH	0	8	1	1	6	5	0	
N-FICTION/SPANISH	0	15	7	7	16	8	2	
MAGAZINES	1	14	16	2	16	14	0	
OTHER/LANGUAGES	0	0	1	0	0	0	0	
TOTAL	1	93	48	28	81	49	14	
NUMBER OF INMATES	4	121	64	43	130	71	28	

355  
-20  
-241  
-24  
-69  
-62  
-1  
-117  
-572

## OVERDUE BOOKS

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**

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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: 2<sup>nd</sup>—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—LENGUAGES  
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

*DEFINATION:* 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.

The diagram shows a library check-out card with the following fields and labels:

- CALL NUMBER:** Points to the top-left field containing "FIC COM".
- DATE DUE:** Points to the top-middle field containing "DATE DUE".
- AUTUMN OF THE GUN:** Points to the top-right field containing "AUTUMN OF THE GUN".
- COMPTON:** Points to the middle-left field containing "COMPTON".
- 232:** Points to the middle-right field containing "232".
- \$5.99:** Points to the middle-right field containing "\$5.99".
- ACCESSION NUMBER:** Points to the top-right field containing "232".
- PRICE:** Points to the middle-right field containing "\$5.99".
- AUTHOR ONLY THE LAST NAME:** Points to the middle-right field containing "COMPTON".
- TITLE CAN BE ABBREVIATED:** Points to the middle-right field containing "AUTUMN OF THE GUN".
- POSSESSION STAMP:** Points to the bottom field containing "GIBOLA COUNTY CORRECTIONS CENTER LIBRARY".
- DEMCO:** Located at the bottom right corner of the card.

FIC COM	DATE DUE	COMPTON AUTUMN OF THE GUN	232 \$5.99
FIC COM		COMPTON AUTUMN OF THE GUN	232 \$5.99
DATE	ISSUED TO		
GIBOLA COUNTY CORRECTIONS CENTER LIBRARY			
DEMCO			

## VOCABULARY/VOCABULARIO

**Accesion de registro**—lista de libros que cuando llegan a la biblioteca. (prove autor, titulo, precio, numero de busqueda 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 escribio el libro. No todos los libros tienen un autor.

**Bolsa**—detrás 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, titulo, numero de busqueda, y numero de accesion.)

**Codigo**—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.

**Ficcion**—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 atras del libro.

**No ficcion**—libros que son verdad.

**Non-fiction**—books that are true.

**Numero de acecesion**—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, atlas, 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**—systema numerica por libros. Utilizar los numeros desde 000 hasta 999.

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

**Tarjeta de vencimiento**—tarjeta adherida en la parte de atras 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.)