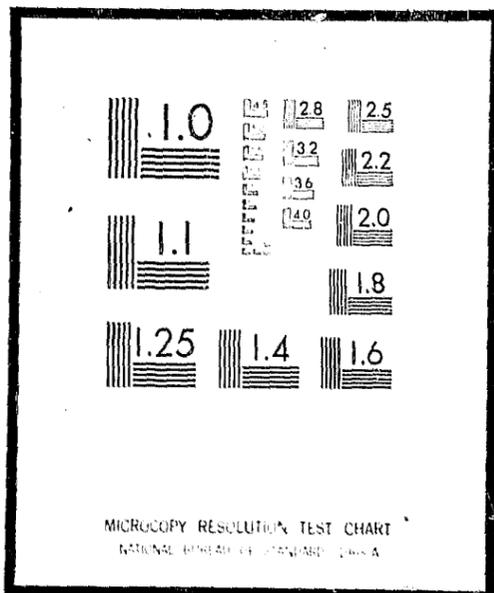


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U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE
WASHINGTON, D.C. 20531

Date filmed, 5/10/76

CITY OF BALTIMORE
WILLIAM DONALD SCHAEFER, Mayor



ENOCH PRATT FREE LIBRARY
408 Cathedral Street, Baltimore, Maryland 21201

Progress Report of Outreach to Inmates Project 1974 - 1975

- A. ENOCH PRATT FREE LIBRARY
- B. Outreach To Inmates Project

C. Total amount of Budget - 1st year-----	\$57,000.00
D. Total amount of Budget - 2nd year-----	36,500.00
E. Total amount of Budget - 3rd year-----	41,939.44
Federal Funds -----	\$29,000.00
Carry over funds 1973/74 -----	3,275.44
Amount of local support -----	9,664.00
Penitentiary-----	\$5,000.00
Division of Correction -----	4,664.00

F. Brief Description of Project:

The Outreach to Inmates Program is designed to serve all the inmates of the Maryland State Penitentiary. The Program is now in the third year of operation.

During its first year the program determined the library needs of the inmates while during the second year it made an active effort to fulfill these needs.

In 1973, 75% of the projected objectives were completed. In addition to the main library and the law library two additional cell block libraries were set up and a paperback rack was placed in the hospital area.

Progress made during the current year is detailed in this report.

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Budget Expenditures as of March 31, 1975

	<u>Available Federal Funds</u>	<u>Encumbered or Expended</u>	<u>Unexpended</u>
A. Salaries & Wages	\$20,226.00	\$13,591.19	\$6,634.81
Sick leave conversion	40.00		40.00
Other Personnel Costs (Inmate Assistance and Social Security)	1,600.00	3,284.87	(1,684.87)
B. Books and Materials			
Books*	7,801.17	9,507.53	(1,706.36)
Office Supplies	100.00	163.00	(63.00)
General Operating Maint.	258.27	106.39	151.88
C. All other Operating Costs			
Travel	50.00	28.41	21.59
Printing	100.00		100.00
Maintenance & Repair of Equipment	100.00		100.00
Not otherwise classified	<u>2,000.00</u>	<u>1,180.20</u>	<u>819.80</u>
	\$32,275.44	\$27,861.59	\$4,413.85
*Local Funds (not included) Division of Corrections: Books	4,664.00	3,474.00	1,190.00

Proposal Objectives 1974-75

Objective I

Support the basic adult literacy program and bring the number of participants up to 20 and maintain this number.

During the year, enrollment peaked at 16 men. There were four "graduates," men who obtained the minimum 5th grade reading level and were placed in more advanced classes. Current enrollment of those on Outreach funds is down to 10, as some inmates were transferred from the institution, while others dropped out because of lack of interest and/or higher paying jobs. Students are paid \$.60 per day; salaries in the institution's shops reach \$1.10.

Lack of an efficient means of contacting potential participants seems the main reason for not reaching the stated objective. In the past, the classification board referred selected new inmates to the program. This policy is now inoperative, and has been supplanted by word-of mouth.

Two new methods have been suggested to meet the stated objective:

- a. Representation by the school or library on the classification board. At present, all of the institution's shops have delegates, while the education department has none.
- b. Publicize the program and open it to all inmates, instead of limiting it to the newly incarcerated.

Objective II

Provide 20% high interest-low vocabulary reading materials for the benefit of the functionally illiterate reader.

This goal has not been met. However, there is an obvious need for these materials. Some basic elementary reading texts donated by the education department were placed in the library. All have disappeared. Plans are now underway to order high interest-low vocabulary materials, and "merchandise" them through library displays and book talks in basic education classes.

Objective III

Extend the library hours to evening and weekends when the institutional librarian is hired.

On August 28, 1975, James C. Chesnut (M.S.L.S.) began working as the institutional librarian. Library hours, however, have not been extended because of administrative budgetary problems. Opening the library on evenings and weekends is termed "extra activities," for which supervising correctional officers must be paid overtime. Presently, no date has been set for expanded hours.

Objective IV

Acquire additional current reference materials.

Progress was made in this on-going process. Several subject encyclopedias and almanacs were bought in the popular areas of black history, sports, and religion. Books on layman's law, prison rights and legal writing were also added, as well as some general reference tools.

Great strides were made in the law library, also a reference collection. Twenty-one volumes of Maryland Reporter, two volumes of Search, Seizures and Immunities, and a complete set of Corpus Juris Secundum (less the latest supplement) were purchased. There is now a subscription to a legal update service, and copies of Law of Criminal Correction and Constitutional Rights of Prisoners were acquired. All law purchases were made from local funds.

Objective V

Make bi-weekly deliveries of magazines and newspapers to the South Wing and Hospital population.

This objective has been surpassed as daily newspaper deliveries are made to the above areas and RDCC (Reception and Diagnostic Classification Center). Available magazines are included in the deliveries.

The Main library receives 22 newspapers daily (10 each Baltimore Sun and Baltimore News-American, 2 Washington Post); and 20 copies of the Afro-American, a bi-weekly. From this total, the following distribution is made:

RDCC	South Wing
8 copies <u>Afro-American</u>	1 <u>Afro-American</u>
4 copies <u>Baltimore Sun</u>	1 <u>Baltimore Sun</u>
4 copies <u>Baltimore News-American</u>	1 <u>Baltimore News-American</u>

At the end of the workday, newspapers from the Main library are recycled to the Hospital.

Objective VI

Provide non-print materials to the Hospital, Reception Center (RDCC) and Main library.

To date, non-print materials in the Hospital and RDCC consists of games --- chess, checkers, puzzles and playing cards. These items are also available in the Main library, as well as a weekly film program.

Objective VII

Cooperate with the representatives of various educational programs in the institution, and if desired, provide the needed library materials.

Books from the Institutional library and Enoch Pratt are provided for teachers when requested. The most popular subjects are education and corrections. In addition, instructors have access to our projector and cassette tape recorder.

Objective VIII

Make quarterly additions and weeding in the cell block libraries.

Once a month, these collections are weeded and replenished. Sorting out is done by satellite librarians, who bring un-wanted items to the Main library. Items in good condition may be recycled to other cell libraries, if desired. In addition, new paperbacks are ordered by the Main library for these collections.

Objective IX

Cooperate with other libraries outside the institution.

a. Obtain films from other libraries.

The Main library's Friday film program draws heavily on Pratt's collection. Occasionally films from the Maryland State Department of Health and Mental Hygiene are used. An average of 50 men attend the Friday showings.

b. Increase the Books-by-Mail service of Pratt Library to 30 per week

This is a very popular service and requests far exceed 30 per week.

c. Use Pratt's core and current collections as a supplement to the institution's library service.

Because of the library's growing collection and the popularity of Books-by-Mail, use of this service was discontinued.

d. Use services offered by the State Library for the Physically Handicapped.

Talking books from the State Library are ordered regularly for one partially blind inmate.

Objective X

Develop an inmate understanding on the use of the library collection.

Individual inmates are given an informal orientation on library use and services. The location of basic reference tools, how to find and discharge materials, and ordering books by mail from Pratt, are included. Plans for a written library handbook incorporating this information, have been discussed.

Objective XI

Examine the possibility of publishing a library newsletter.

Plans have been made once again for a newsletter. It is now envisioned as a joint staff-inmate effort. Prose, book reviews and poetry will be provided by the men, with the staff contributing information on library activities and new arrivals. The newsletter's format is now being planned by the institutional librarian.

Objective XII

Set up a career file to provide information on various vocations.

Most of the career information is housed in the vertical file. It consists mainly of vocational folders, bulletins and reprints from Occupational Outlook Handbook, Chronicle Guidance Publications, and Careers, Inc. A variety of occupations is covered. In addition, the library has a few vocational books from the Arco Civil Service Test Tutor series.

What has been the most valuable contribution of the project to the community?

When this question was asked an inmate, he responded, "It's more of a library now. It's better organized, books are more relevant and there are more things to choose from. You just feel more comfortable in here now." Other inmates concurred, also citing growth of the law collection. All seem to agree that the library would not have reached its current stage of growth and development without the Outreach Program.

The library's progress is seen in its use, and use is reflected in the compiled circulation statistics, for the period January through March 1975, Libraries were open 57 days.

	Main Library	KCCC	South Wing	Hosp.	Total
Books	1302	1625	645	122	3,694
Periodicals	921	1475	349	39	2,784
Non-print materials	122	969	--	--	1,091
Library users	670	395	287	138	1,490

Several new services and activities contributed to the library's development this year. "Waste magazines" from the Post Office increased the periodical collection weekly. These non-deliverable items are current, in excellent condition, and eagerly awaited. Also, un-popular titles discarded from Pratt's branches became assets to our library. At least once a week, an Outreach staff member selecting from this source, added from 5 to 15 valuable books and/or magazines to our collection.

Special interest bulletin boards were instituted this year. Located in the hallway of the main library, these boards focus on poetry, music, and current events relevant to the inmates. Even more special is the magazine subscription board, suggested by an inmate staff member. Forms were pulled from periodicals and placed on the board for the men's use.

Although not all the year's proposed objectives were met, Outreach staff and inmates term the year successful. Library service, use and patrons increased. Moreover, inmates are becoming interested in the library, some even enthused. As one inmate said, "The best thing Outreach did for this institution, was just being here!"

Respectfully submitted,

Eleanor C. Alexander

Eleanor C. Alexander
Outreach to Inmates Librarian

April 24, 1975

END