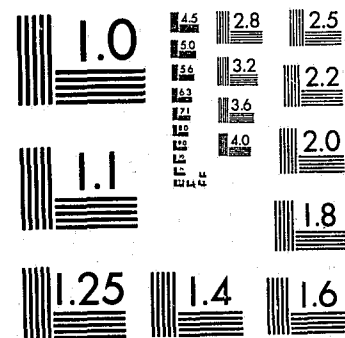


National Criminal Justice Reference Service

**ncjrs**

This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

Date Filmed

2/13/81

# STAFFORDSHIRE COUNTY LIBRARY



## LIBRARY SERVICES IN H.M. PRISONS IN STAFFORDSHIRE



A REPORT BASED ON A SURVEY BY  
JUNE WILLIAMS AND GEOFFREY KING.

1979

70835

## C O N T E N T S

	PAGE
Preface	1
Part One - Survey	2
Introduction	4
Drake Hall	5
Featherstone	5
Moor Court	6
Stafford	7
Swinfen Hall	8
Werrington	9
Part Two - Recommendations	9
Standard of Service	9
Accommodation and Access	10
Furniture and Equipment	10
Stock and Exchanges	11
Staff, Staff Training and Liaison	12
Drake Hall	13
Featherstone	14
Moor Court	15
Stafford	15
Swinfen Hall	16
Werrington	
Appendices:	
1. Statistical Information	
2. Official Standards of Service	
3. Reference Collections	
4. Educational Courses	

NCJRS

SEP 15 1980

ACQUISITIONS

Cover photograph - Featherstone Prison Library

## PREFACE

- 1.1 This report was prepared following discussions between the County Librarian and Mr. Denys Edwards, Regional Education Officer, Home Office Prison Department.
  
- 1.2 The County Library was at this point already reviewing the Library Service to prisons, following a staff training course at Pendrell Hall in 1977 on "Services to the Disadvantaged", when Prison Education Officers, Prison Library Officers and County Library staff attended sessions related to the prison library service.
  
- 1.3 The investigation was carried out by Geoffrey King and June Williams of the County Library staff, during 1978.
  
- 1.4 The investigation team took account of the newly published Home Office Policy Statement "Library Facilities for People in Custody" and the report of the Working Party set up by the Library Advisory Council for England to consider public library services to the disadvantaged - "The Libraries' Choice". Both these reports appeared in late 1978. The team were also interested in the reports on the prison library services published by Leicestershire Libraries and Information Service and Nottinghamshire County Library.
  
- 1.5 The investigation team was very grateful for the assistance, encouragement and advice received from Governors, Education and Library Officers and Library Orderlies and inmates at the H.M. Prison establishments as well as from Staffordshire County Education Department, the Regional Education Officer, Mr. Edwards, Deputy Chief Education Officer, Home Office Prison Department, Mr. Pearson, the County Librarian and Principal Area Librarians and other members of staff of the County Library.

## PART ONE - SURVEY

### 2. Introduction

- 2.1 There are six establishments in Staffordshire, covering a wide range of prison provision. HMP Stafford and HMP Featherstone are both adult training prisons, Moor Court and Drake Hall are open women's adult prisons, Swinfen Hall is a young persons' prison (17 - 21) and Werrington is a senior detention centre (17 - 21).
- 2.2 Staffordshire is divided into nine areas for library purposes and the prison establishments fall into four of these areas.
- |                        |   |                              |
|------------------------|---|------------------------------|
| Stafford; Drake Hall   | - | Stafford Area                |
| Featherstone           | - | South Staffordshire Area     |
| Swinfen Hall           | - | Lichfield Area               |
| Moor Court; Werrington | - | Staffordshire Moorlands Area |
- 2.3 Before Local Government Reorganisation in 1974, HMP Stafford was served by Stafford Borough Library and four other establishments were served by the County Library. HMP Featherstone was opened in 1976.
- 2.4 Responsibility for the library service to the prisons in Staffordshire is delegated to Area Librarians but book exchanges are provided through County Library Headquarters for convenience, at the present time. The prison library may also have a small number of books belonging to the prison and some donated stock. Other services, including day to day contact with the prison and the request service are a local responsibility. All prisons have a system of contact with their local library although the scope of this contact varies according to local circumstances.
- 2.5 Training for prison library staff at present varies in scope between the areas, but basic induction training is carried on by all library areas responsible for services to prison libraries.
- 2.6 The library service within the prisons is the overall managerial responsibility of the Prison Education Officer, although the involvement of the Prison Education Officer in the service varies from prison to prison. Day to day supervision of the prison libraries also varies from library officers with inmate orderlies at one establishment, to no staff of any kind at the other end of the scale. Accommodation is equally variable - from a purpose built library to a set of lockable cupboards in the dining hall. Access to the prison library is governed by many different factors but is generally regarded as unsatisfactory in that it may be difficult for prisoners to use the library facilities to their fullest potential.
- 2.7 For educational courses, the Prison Education Officer may order text books from Home Office funds, but for background material the prison libraries are encouraged to take advantage of the wide range of resources of the County Library through the request service. The County Library is also responsible for the library service to schools in Staffordshire. The facilities of the School Library Service available to teachers include films and filmstrips, speech and language records, drama sets and the project collections,

and these facilities may also be available to Prison Education Officers. Periodicals are bought locally for each establishment with Home Office funds and local libraries in some areas also pass on periodicals to prisons.

- 2.8 This survey has raised many questions about the County Library service to prison establishments in Staffordshire. At the moment the services are not adequately co-ordinated and the organisational structure of the library service does not always lend itself to an efficient service to prisons. Lack of resources in staff, stock and accommodation in the areas who are providing services to prisons is a major problem which will have to be overcome before any development of the service can take place.
- 2.9 Consultations and discussions with interested parties, which preceded this report, have indicated a firm acceptance of the principle that the standard of service in all prison libraries should be the same as the local library service to the public. It may be that the only way of achieving this standard and all that it implies, is by complete decentralisation of the County Library service to prisons. Some co-ordination would be needed in order to provide support, to ensure maintenance of a county wide standard and to encourage development.
- 2.10 The present system whereby book exchanges for prison libraries are arranged by County Library Headquarters is unsatisfactory and tends to inhibit the liaison between Area Libraries and the prisons they serve. Stock exchanges are arranged on a schedule with other welfare centres, three times a year. The exchanges are arranged by Headquarters staff using information profiles on each establishment in order to select suitable books. However, for Stafford, Drake Hall and Featherstone Prisons, prison officers and local librarians personally visit Headquarters to select books for exchanges.
- 2.11 Book stock for prison exchanges is held at County Library Headquarters as part of a larger collection for such establishments as hospitals, welfare homes, prisons, etc. and there is at present no separate allocation within the book estimate specifically for purchase of books for prisons. The stock comprises mainly general popular fiction and very light non-fiction, suitable for welfare homes and similar establishments. In order to provide for the more purposeful reader in the prisons, Area Librarians also have access to the County Library reserve stock at County Library Headquarters. The increase in the number of prison establishments and the drain on the bookstock caused by discarding of stock returned in exchanges from some establishments is posing a serious problem, and accommodation at Headquarters is severely restricted.
- 2.12 The centralisation at County Library Headquarters of stock selection for prisons is unsatisfactory. The normal practice within Staffordshire County Library is for book selection to be localised, and tailored to local needs. The book estimate for those areas responsible for services to prisons is not at present weighted to reflect this additional function.
- 2.13 The contact between the County Library and Prison staff at the Pendrell Hall Course on "Services to the Disadvantaged" in 1977 (mentioned above) and the visits made to various establishments in the course of preparing this survey have shown that this kind

of exchange of ideas and information is very valuable, and should be continued. It would also be useful to extend the system of joint prison - County Library consultation, which was so effective during the planning stages at Featherstone Prison, in relation to any other new developments in the prison library service.

- 2.14 Both the Library Advisory Council for England Working Party statement "The Libraries' Choice" and the Home Office policy statement "Library facilities for people in custody" stress the need for regular contact between all those connected with the prison library service.

### 3. HM Prison Drake Hall

- 3.1 Previously an open male establishment, this is now an open women's establishment for approximately 170 prisoners, housed in converted wartime army accommodation.
- 3.2 The average length of stay is approximately six months, but sentences served at the establishment vary from a few weeks to eighteen months. At present two vocational courses are offered: Home Economics and Needlecraft, but it is hoped to establish some construction industry training courses in the near future. The day time education programme (see Appendix 4) caters for both the inmates in need of remedial education and those capable of RSA subjects and a wide range of evening recreational classes are provided. A pre-release course spanning the last six weeks of a woman's sentence currently operates and County Library staff participate in this course. Work opportunities at the establishment includes maintenance of the grounds, light assembly work, laundry, assisting at local play group.
- 3.3 The library is situated in the education centre which is detached from the main prison building. It is a pleasant room of reasonable size, although the shelving leaves much to be desired, being wall shelving, which is inflexible and inadequate in quantity. There are tables and chairs but the shelving does not lend itself to the creation of areas for browsing, study, etc. The stock, supplied and exchanged from County Library Headquarters, is mostly of a popular nature; there is also a small reference collection but this is in need of updating. No non-book materials are bought for the library; some periodicals are transferred from local libraries for use in the prison.
- 3.4 The opening hours of the library are weekdays 6 p.m. - 7.45 p.m. and on Saturdays from 10.30 a.m. - 11.45 a.m. The library is not open on Sundays at present.
- 3.5 At the present time, because of staffing difficulties, the request service operates from Stone Library, and this is the base for the Liaison Librarian. There is much contact with the local library at Eccleshall however for back-up stock for requests, information leaflets and general information.
- 3.6 The library is staffed by two inmate orderlies who receive training from the Liaison Librarian, but there are no Library Officers.

### 4. HM Prison Featherstone

- 4.1 HMP Featherstone is a newly opened industrial Category 'C' closed prison capable of housing 484 inmates eventually. At present, the average length of stay is twelve months but some inmates could be in the last year of a longer sentence, or part-way through a longer sentence.
- 4.2 A range of full-time vocational training courses (see Appendix 4) are offered: EITB Mech. Engineering Stage 1, Machine Setter/Operator Course, Welding Practice and Industrial Cleaning. A system of block release to attend the wide range of staged day education courses spanning remedial education to open university courses operates at the establishment. In addition an extensive recreational programme is provided. It is envisaged that during the Summer term, one week in a month will be devoted to a topic approach (e.g. canals, fishing) as competition from outdoor recreational facilities of the establishment becomes more acute at this time.
- 4.3 There is a large industrial complex operating a thirty-five hour working week, producing textiles, finished garments, light engineering products and a vegetable preparation section which is linked to the Prison Farm production.
- 4.4 The library is an attractive rectangular room of 880 square feet, within the education centre. It has substantial wall and island shelving, an issue counter and tables and chairs. There is an office nearby, but not adjacent to, the library.
- 4.5 The opening times of the Library are: Tuesday, Wednesday and Thursday 6 p.m. - 10 p.m. Saturday 10.15 a.m. - 11.30 a.m. and Sunday 11 a.m. - 11.30 a.m. a total of 13½ hours weekly, but the library is open at all times for educational purposes. Inmates may have up to six books on loan and 60% use the library, 30% regularly.
- 4.6 Day to day supervision of the prison library is the responsibility of two Prison Library Officers assisted by two library orderlies, selected by the Education Officer. The stock of almost 6,000 volumes is mostly new and covers a wide range of interests. Only small exchanges on an irregular basis have been made to date. Requests are dealt with by the local library at Brewood and there is weekly contact between the Liaison Librarian at Brewood and the Prison Library Officers.

### 5. HM Prison Moor Court

- 5.1 HMP Moor Court is housed in a former country house set in extensive grounds. Previously a girl's detention centre, it is now an open adult female establishment housing approximately 100 women for periods varying between six and nine months on average. However, some longer term inmates can spend up to three years at the establishment.
- 5.2 Full-time vocational training courses are provided: Typing and Office Arts, Home Economics and Beauty Care and Hairdressing. Education classes cater in the day time for the remedial needs of some inmates. Facilities exist to assist inmates on transfer who were studying for 'O' and 'A' level examinations and Open University



Courses. A wide range of evening recreational classes are also available to all inmates. (see Appendix 4)

- 5.3 A range of work opportunities are provided at the establishment - a farm, with milking herd of cows, maintenance of the extensive gardens, light assembly work and laundry work.

- 5.4 Although this establishment is comparable to Drake Hall, the library facilities are not in any way similar. The library is housed in the recreation room which is used during the day in bad weather by working parties and during the evening when the library is actually open, by the inmates who may or may not require a library book or service.

- 5.5 The stock is housed in lockable, glass fronted cupboards along the walls. One set of shelving is open and, therefore, available for use at all times. During the preparation of this report, separate accommodation has become available in which a library is to be established.

- 5.6 The stock is currently 1,218, mostly popular fiction with very little provision for non-fiction or reference material. No periodicals are purchased for the prison library, although some are passed on from local libraries.

- 5.7 There are no staff assigned to the library. Until recently the library was staffed by a voluntary worker, but it is now being staffed by the Prison Education Officer. There is no Library Officer post allocated to this establishment but it is envisaged that a library orderly will assist the Prison Education Officer when the new library is established. Requests are dealt with through Cheadle Library and the Librarian at Cheadle is the Liaison Librarian.

#### 6. HM Prison Stafford

- 6.1 HMP Stafford is a Category 'C' closed training prison with some 750 inmates.

- 6.2 The training role of the establishment includes a Business Education Council Diploma Course, an Electronics Course and remedial classes in literacy and numeracy, all of which make specialised demands for background reading. French and German evening classes, as well as English Language, further stimulate the demand for a varied book stock. (see Appendix 4)

- 6.3 The proposed development of the educational facilities at the prison, particularly in the creation of additional vocational training opportunities, will create a broader demand on the library services.

- 6.4 This is a very well-used library which operates under rather cramped conditions. The present library is in two connecting rooms (blocks of cells knocked together) with separate office accommodation for the Library Officers. Formerly, much of the library service was spread between the individual wings of the prison, each wing having its own separate collection of books. During the current programme for the general refurbishment of the prison, the library could well be relocated.

- 6.5 Opening hours are on weekdays from 11 a.m. - 11.40 a.m. and occasionally on Sundays after chapel. Special classes of inmate workers, e.g. kitchen and workshop workers, may visit the library at any time with an officer. The restrictions on visiting the library depend upon the availability of officer patrols, as in any other secure establishment. An estimated 60% of the prison population make regular use of the prison library.

- 6.6 The library is staffed by two Library Officers and two inmate orderlies. The stock of 10,000 is in reasonable condition, and is heavily used. No non-book materials are bought for the library, but various periodicals are transferred from local libraries in the area.

- 6.7 Requests are dealt with at Stafford Library and exchanges are selected by the Library Officers and the Liaison Librarian, who is based at Stone Library.

#### 7. HM Prison Swinfen Hall

- 7.1 Swinfen Hall is a secure establishment holding up to 182 prisoners between the ages of 17 - 21, serving sentences ranging from eighteen months to life. They are drawn from the North and North East of England and so may be far from home and suffer from lack of visits. Another problem within the prison is shortage of labour for inmates, but this gives opportunity for utilisation and development of educational facilities.

- 7.2 Among the inmates there is a complete range of educational backgrounds, from university level to those who have rarely attended school. The programme to cater for these needs consists of academic and remedial subjects during the day and recreational and social/educational aspects on three evenings per week. There are also several trade and industrial courses on offer. (see Appendix 4). As in adult prisons, attendance at all classes is voluntary.

- 7.3 Although the accommodation for education is not ideal, the supply of books and other resources has increased in recent years to allow provision of much needed material for adult literacy and numeracy classes, immigrant literacy classes and such minority groups as apprentices in mid-course and inmates of school age.

- 7.4 A chapel adjacent to the wings has been converted to provide a pleasant room of 900 square feet to house the library. It includes good office accommodation, an issue desk, wall and island shelving and tables and chairs.

- 7.5 The library is open for two hours weekly. About 40% of the prison population use the library and each man is allowed up to five books on loan.

- 7.6 Day to day management of the library is allocated to two prison Library Officers, who are helped by one inmate library orderly. The library contains about 3,500 books, mostly fiction but including some reference material. Stock exchanges are organised from County Library Headquarters three times a year and a prison Library Officer visits Lichfield Library weekly to take and collect requests. The Librarian at Lichfield is the local Liaison Librarian.

## 8. Werrington House Detention Centre

- 8.1 Werrington House Senior Detention Centre is a closed establishment for male trainees from 17 - 21 years of age. It is housed in a converted 19th century building originally used as an Industrial School then as an Approved School before it was converted in 1957 into a Senior Detention Centre. The population has expanded from its original 54 to the present level of 120. The vast majority of trainees have previous convictions with a large number having custodial experience.
- 8.2 The length of stay varies between 3 to 6 months; 60% of the inmates serve 3 months and the rest 6 months. With remission of sentence, the length of stay varies between 9 to 17 weeks. Thus it will be seen that the prison population has a complete turnover every 17 weeks. This has an obvious effect on both the educational courses and the prison library service. The educational emphasis is on a speedy division of new inmates into ability levels.
- 8.3 Day time classes (see Appendix 4) include remedial courses and block release for those needing continuation study facilities. Classes run for 48 weeks of the year and are aimed at demonstrating basic achievement, e.g. Proficiency Certificate in Farming Skills, course in Football Association Refereeing, etc. A new vocational training course in Agricultural Mechanics hopefully culminating in a City and Guilds Certificate, has been introduced. All classes operate on a modular basis so that entrants may be admitted at any stage of the course. Six hours attendance per week at evening classes is compulsory at Senior Detention Centres, and the evening courses cover a range of interests and hobbies such as social studies, guitar playing, remedial English, drama, etc.
- 8.4 Work opportunities in the establishment include a farm, work in the gardens and grounds, cleaning parties, inside and outside labour, and work for the pre-cast concrete industry.
- 8.5 The library facilities consist of three cupboards in the recreation/dining/visiting room.
- 8.6 Books may be borrowed between 8.15 p.m. - 9.15 p.m. each evening and also at some time during the weekend, if an officer is available. Each inmate is allowed one book at a time and virtually everyone borrows books. There are two Prison Library Officers. The book stock is currently 954. Heavy use is made of the adult literacy collection at Leek Library, and it may be desirable to increase the supply of this type of material in the Prison Library at the earliest opportunity.
- 8.7 Exchanges are organised from County Library Headquarters three times per year and requests are obtained through the local library at Werrington. The local Liaison Librarian is based at Leek Library.

## PART TWO - RECOMMENDATIONS

### 9. Standard of Service

- 9.1 The objectives of the prison library service are, broadly speaking, the same as those for the public library service, i.e. the provision and exploitation of recreational, educational and information material. It is recommended that the standard of service in the prison library should be the same as that of the local library and that resources should be utilised in such a way as to ensure a common standard.
- 9.2 The standards of service referred to in the Home Office Policy Statement "Library Facilities for people in Custody" appear in Appendix 2. These standards have been applied to each area of concern (staffing, stock, etc.) and appear under specific headings. Some aspects of the service can be brought up to standard in the short term and others will have to be seen as long term objectives.
- 9.3 A Library Association Working Party is currently reviewing Standards for Prison Libraries and there may well be a need to review the contents of this Report in the light of the Working Party's recommendations.
- 9.4 The present service provided by the County Library is very uneven. Provision is divided between Headquarters and Areas. It is recommended that services to prisons be decentralised to Library Areas. Staff and stock should be transferred and an allocation of funds made available at Area level. It is recommended that a Co-ordinator of prison library services be appointed on the County Library staff at a senior level, this post to be funded by the Home Office. The Co-ordinator would be advised and supported by a small panel of Senior Home Office and County Library staff. The function of this Officer, when appointed, would include rationalisation of the service, promotion of a common standard and future development throughout the County.

### 10. Accommodation and Access

- 10.1 The siting of the library in a prison must necessarily be a compromise. The location may affect access; where officer patrols are needed to escort inmates, staffing shortages may restrict access. Siting the library in the education complex may provide an integrated service between education and leisure while a site in the recreational area of the prison may encourage freer access. It is recommended that where a new site for a library is being considered, consultation between prison and County Library staff should take place, at an early stage, in order to utilise the accommodation to the best effect. Provision of browsing and study areas in the prison library should be included as well as adequate office accommodation.
- 10.2 Opening hours are very varied. It is recommended that the opening hours of libraries should be as often and for as long as possible in order to afford maximum freedom of access, commensurate with the procedure for maintaining good order and discipline and with essential security requirements. They should be reviewed in order to establish a reasonable standard, in accordance with the

recommendations relating to individual establishments elsewhere in this report. It is likely that this can only be achieved where a prison Library Officer is in post.

## 11. Furniture and Equipment

- 11.1 Shelving, furniture and noticeboards supplied by the Home Office should be used in such a way as to provide special areas of study, browsing, display and information. Mobile shelving provides flexibility and armchairs and coffee tables can help to achieve a relaxed atmosphere. It is recommended that consultation should take place between prison staff and County Library staff with regard to selection and arrangement of furniture and equipment.
- 11.2 It may be desirable to investigate the possibility of a degree of standardisation in the provision of library furniture, using a flexible system, with due regard to security in some establishments.
- 11.3 The Prison Department is currently exploring ways of providing modern furniture and the final layout will be a matter for discussion between the Prison and the County Library.

## 12. Stock and Exchanges

- 12.1 All books provided by the County Library contain book cards and date labels, and it is important that all other stationery and equipment used in the running of the library should be compatible with the rest of the County Library system.
- 12.2 The Home Office Policy Statement recommends the provision of "a minimum standard of 10 volumes per prisoner, or 5,000 volumes, whichever is the greater". It will be seen from the stock figures of the individual establishments (Appendix 1) that only two establishments, Stafford and Featherstone, conform to these standards. It is recommended that the other establishments be brought up to the same standard; that a programme of stock improvement be instituted as and when accommodation permits and that these standards should be used in the provision of new and replacement library accommodation.
- 12.3 The range of stock in the prison library should reflect the needs of the prison community. The Liaison Librarian should prepare a profile of the community to include present and future needs, with particular attention to remedial education, the educational courses offered at the establishment and recreational interests. The Prison Library Officers should be encouraged to take an active part in the preparation of such a profile since they are in closest contact with the inmates. Editing of the stock should be a continuing process, as in any library, and the Liaison Librarian should also involve the Library Officer in this aspect of stock provision. Basic elements as indicated in the Home Office Policy Statement such as reference stock, information material, periodicals and adult literacy material, should all be included. It is recommended that a basic collection of current reference material (see Appendix 3) and a wider range of stock should be provided in each prison library. It is relevant to note that the basic stock in the prison library will always be backed up by the stock and services of the County Library. The range of information leaflets currently available to libraries in Staffordshire, would be of great use in the prison libraries.

- 12.4 The standard recommended by the Home Office for book exchanges is 25% annual turnover of the total library stock. Various considerations such as length of stay of inmates and access to the library may affect these figures in relation to individual establishments: for instance the stock may need less exchange at an establishment such as Werrington Detention Centre, where there is a high rate of inmate turnover, provided the bookstock is maintained in good condition.

- 12.5 It is recommended that periodical provision should be investigated. A wide range of periodicals should be provided for each establishment to reflect the needs of the prison community, and this is an aspect of the service in Staffordshire which should be investigated by the Co-ordinator, when appointed.

## 13. Staff, Staff Training and Liaison

- 13.1 The Home Office recommends that the Prison Education Officer should be managerially responsible for the prison library, and this is already the case in prisons in Staffordshire. It has been generally accepted that the recent meetings between Prison Education Officers and County Library staff have been beneficial and that this contact should be extended. It is recommended that a system of regular meetings be established between Prison Education Officers, Prison Library Officers when available, and County Library staff.
- 13.2 The day to day running of the prison library necessitates the appointment of a Prison Library Officer. It is recommended that a Prison Library Officer should have the responsibility for the operational aspects of the prison library. Relief staffing should be available, and this should be an essential task post in all establishments. In order that an officer with a committed interest in the post be appointed, it is recommended that the Prison Education Officer should be consulted during the selection process, and should be active in co-ordinating the Prison Library Officers' induction programme. Regular contact between library officers from different establishments and County Library staff would encourage an exchange of ideas and information. It is recommended that Prison Library Officers should undergo a period of formal induction training organised by the County Library, and should meet with local library staff on a regular basis. In order to provide a complete service to the inmates, the prison staff must be aware of the range of facilities the County Library can offer, such as technical services, music and drama, special collections including local history etc. The induction programme should include training in all aspects of the service, including practical training sessions both in the local library and in the prison library.
- 13.3 It is recommended that Prison Library Officers be encouraged to participate in studies at local Colleges of Further Education leading to a "Library Assistants' Certificate".
- 13.4 Library orderlies have proved to be of valuable assistance to the Prison Library Officers in the daily routine of running the library. It is further recommended that inmate orderlies be given on site training in their post by the Local Liaison Librarian and the Prison Library Officer, and where day parole facilities can be granted, inmate orderlies should be granted additional experience in the Community Service. It is most important that on arrival at the

establishment inmates should be made aware of the full range of facilities available from the library.

- 13.5 It is recommended that the first point of contact should be the local library and that the local Librarian should be the designated Liaison Librarian.
- 13.6 Co-ordination is essential at County level to provide support for the local staff, encourage development and maintain a county-wide standard of service. It is recommended that a professional Librarian be appointed on the County Library staff as a Co-ordinator for the Prison Library Service; the cost to be reimbursed by the Home Office.
- 13.7 The role of the Co-ordinator would be to draw together all the interests concerned in the prison library service and to develop the service by utilising all available resources. In areas where there is a shortage of staff, the Co-ordinator would offer support and advice to develop these services.
- 13.8 Regular meetings of staff from the prisons and from the County Library would be organised by the Co-ordinator to exchange ideas and information and to form a basis for training courses and in-service training. It is desirable that some induction training should be provided for County Library staff by Prison Education Officers, in order to increase their awareness of the problems likely to be encountered in the provision of a library service in prisons. It is recommended that the Regional Education Officer, Home Office Prison Department, should investigate this possibility. While the local Librarian is in the best position to offer first contact with all sectors of the local community, the Prison Library Co-ordinator would be best placed to offer professional staff time to the prison libraries, at a time when those libraries are open. Arranging exhibitions and displays in the prison and using local libraries to exhibit prison activities should be a part of the Co-ordinator's work. The provision of information leaflets and County Library booklists would also advertise the service. The Co-ordinator should arrange book talks for the prisoners, and also take part in pre-release courses offered by the prisons. The Co-ordinator would report progress regularly to a small panel of Senior Home Office and County Library staff.
- 13.9 To provide this unifying element in the prison library service, the post of Co-ordinator would require a senior qualified Librarian graded not less than AP4/5 - £4,245 - £5,073 inclusive, at present.

14. HM Prison Drake Hall

- 14.1 Although the existing accommodation is reasonably good, the library will be moved nearer to the recreation centre in the near future. It is recommended that the County Library should be consulted as soon as possible on the arrangement and permanent fittings within the library.
- 14.2 Accommodation and Access - In regard to access by prisoners it is recommended that the hours of opening of the library should be as often and for as long as possible in order to afford maximum freedom of access, commensurate with the maintenance of good order and discipline.

- 14.3 Furniture and Equipment - In order to utilise present and future space to the best advantage, and to provide browsing and display areas, it is recommended that new mobile shelving be made available at the first opportunity. This shelving could also be used on the present site to provide better office accommodation.

- 14.4 Stock and Exchange - It is recommended that a programme of stock improvement be instituted when accommodation permits to bring the stock up to standard, and thereafter to ensure that there is an annual exchange rate of 25%.

- 14.5 Staff, Staff Training and Liaison - Lack of a prison officer with a designated responsibility for the library leads to a sub-standard service. It is recommended that a Prison Library Officer should be appointed as soon as possible, that the local contact between Drake Hall prison and Eccleshall Library should be developed and that the local Librarian at Eccleshall be the designated Liaison Librarian.

15. HM Prison Featherstone

- 15.1 Featherstone Prison is a new establishment which became operational in November, 1976, though the intake of men was spread over some months. By this time several meetings between prison and county library staff had been held to discuss the future prison library service.
- 15.2 In October 1976 a mobile library stop was introduced for the families of Prison Officers and during November an initial stock of 1,500 books was delivered and arranged on the shelves of the prison library. Unfortunately the shelving had to be the standard type manufactured within the prison service. It is recommended that when possible this be replaced with a flexible and mobile system so that the shelf arrangement can be easily changed to create interest and cater for future needs. During December a Prison Library Officer was appointed and undertook a short training course, visiting the local library and County Library Headquarters. An afternoon tour of the prison was also arranged for interested County Library staff and similar visits have been arranged subsequently.
- 15.3 Consultation continued during 1977 and the Prison Education Officer, Library Officers and Liaison Librarian visited various library suppliers to select further stock, which had exceeded 4,000 by the end of the year. The prison library was also included in the County Library Information distribution network for information leaflets and similar material.
- 15.4 Few real problems were encountered during the establishment and development of the prison library service at Featherstone; this was largely due to the early consultation that took place and the pattern of continuing liaison that subsequently evolved. In recognition of this, it is desirable that the contact between the County Library and the prison libraries in Staffordshire should be strengthened and that early and full consultation should be routine when changes and developments are envisaged.



16. HM Prison Moor Court

- 16.1 Accommodation and Access - The siting of the present library room is inadequate for the service. The fact that it is a dual purpose room must limit its use as a library. It is recommended that the newly designated library room be furnished and stocked in accordance with the County Library blueprint.
- 16.2 Access to the present prison library is inadequate, but it is envisaged that the new siting will permit more flexible arrangements. It is recommended that the opening hours be extended to provide better access commensurate with the maintenance of good order and discipline, and that the number of books each prisoner may take out be increased.
- 16.3 Furniture and Equipment - The shelving in the present library room is not conducive to good use of the facilities. Most of the stock is in locked cabinets set against the walls of the room. It is recommended that the proposed system of flexible shelving be introduced as soon as possible and that areas for browsing and display be incorporated into the shelving layout. It is recommended that office accommodation and equipment be included in the provision of new facilities.
- 16.4 Stock and Exchanges - Attention should be drawn to the Home Office minimum standard of book provision. It is recommended that the book stock be expanded as new shelving becomes available having regard to the recommended standard and range of book stock. It is also recommended that a small quick-reference collection be provided and that the present system of using discarded books from Birmingham Prison be discontinued.
- 16.5 There is lack of information material and very little material for adult new readers. It is recommended that provision of these categories of material, together with the question of periodical provision, be investigated.
- 16.6 Exchanges of stock are currently arranged through County Library Headquarters. It is recommended that these exchanges be arranged by closer involvement of the Liaison Librarian and the prison library staff.
- 16.7 Staff and Staff Training - The lack of a designated Prison Library Officer responsible for the day to day operation of the library leads to a sub-standard service. It is recommended that a Prison Library Officer be appointed as soon as practicable, together with a relief library officer, to be responsible for the day to day running of the library service. This is the only establishment without inmate orderlies. It is recommended that two inmate library orderlies be appointed to assist in the running of the library, and that these staff and the Prison Library Officers should receive appropriate training by County Library staff.
- 16.8 Liaison Service - To provide an efficient back-up service to the prison, the first point of contact should be the local library. It is recommended that the local Librarian at Cheadle be designated Liaison Librarian between the County Library and the prison, and that a regular schedule of visits be arranged. One of the first priorities of the Liaison Librarian should be training of the prison library staff.

- 16.9 Because of the urgency, a number of these recommendations have been put into practice following discussions between the prison, the Regional Education Officer, Home Office Prison Department and County Library staff.

17. HM Prison Stafford

- 17.1 Accommodation and Access - At present, the size of the library is inadequate and although the siting is good the existing library cannot be extended. It is recommended that plans to re-site the library be put in hand as soon as possible and that the valuable contact between the County Library and the Prison be utilised in the planning of the new service.
- 17.2 Access to the service is restricted to weekdays at present. It is recommended that the opening hours be extended as soon as is practicable and that the opportunity to investigate this be taken when the new library is in the planning stages. Access for the inmates at weekends and during educational courses should be included in this review.
- 17.3 Furniture and Equipment - The present equipment is inadequate and inflexible. It is recommended that provision of mobile shelving and furniture be included in the planning of the new library.
- 17.4 Stock and Exchanges - Although the stock reaches the minimum standard for quantity, the quality of stock needs attention. It is recommended that a programme of stock improvement be instituted to enable the library to reflect the needs of the prison community. Further, the annual turnover of stock should be examined in relation to the Home Office standards.
- 17.5 Staff, Staff Training and Liaison - It is recommended that the local contact between Stafford Prison and Stafford Library should be continued and that the Liaison Librarian be based at Stafford Library.

18. HM Prison Swinfen Hall

- 18.1 Accommodation and Access - It is recommended that the present hours of opening be reviewed immediately to establish daily access, and to include weekends so that prisoners may have easier access to the library, commensurate with the maintenance of good order and discipline.
- 18.2 Furniture and Equipment - It is recommended that the present furniture be utilised more effectively to achieve an encouraging atmosphere and better display of the stock. Mobile shelving would give greater flexibility and would help to achieve this aim.
- 18.3 Stock and Exchanges - It is recommended that a programme of stock improvement be instituted immediately to utilise available shelving, with particular reference to the provision of non-fiction, and the level of exchanges should be 25% of the stock annually, as recommended by the Home Office.

18.4 Staff, Staff Training and Liaison - It is apparent that the two Prison Library Officers find it difficult to devote adequate time to the library with the other responsibilities they are undertaking. It is recommended that the post of Prison Library Officer be redefined so that the library responsibility is seen as an essential task post and that the Prison Education Officer be involved in selection and induction training of staff. It is recommended that the number of prison orderlies be reviewed and consideration be given to appointing two orderlies.

18.5 The contact between Lichfield Library and Swinfen Hall is restricted to Prison Officers visiting Lichfield Library. It is recommended that contact between the library and the prison be extended and that a Liaison Librarian from Lichfield Library should visit the prison on a regular basis.

19. Werrington House Senior Detention Centre

19.1 Accommodation and Access - The present accommodation is completely inadequate, being the worst of the six establishments in the county.

19.2 It is recommended that urgent consideration be given to alternative siting. A library room should be included in the building development programme. Access would be automatically improved by using separate accommodation. Consultation between prison and County Library staff should take place at an early stage in order to utilise accommodation to the best effect.

19.3 Furniture and Equipment - The question of equipment and furniture should be considered in the planning of better library provision.

19.4 Stock and Exchanges - It is recommended that contact between the prison and the local library be extended in order to improve the provision of stock through exchanges. Particular note should be taken of the remedial education problem at this establishment, and the book stock should reflect this need.

19.5 Staff, Staff Training and Liaison - It is recommended that the first point of contact with the County Library system should be Werrington Library. Professional advice, consultation and regular visits should be provided by the Liaison Librarian at Leek Library.

Appendix 1 : Statistical Information

Library

Floor area in sq.ft.

Shelf footage

Hours open per week

Book stock

Adult non-fiction

Adult fiction

Children's

Total at 31.12.78

Books exchanged 1978

Additional stock 1978

Population

Number of inmates

Average length of stay

% using library

Drake Hall	Featherstone	Moor Court	Stafford	Swinfen Hall	Werrington
360	880	Cupboards		900	Cupboards
91	400	200	600	432	90
10½	7½	3	3½		5
380	2,091	339	4,321	926	181
1,089	3,791	867	6,924	1,984	317
75	2	12		18	456
1,544	5,884	1,218	11,245	2,928	954
600	370	600	1,500	1,425	900
-	1,780	-	-	-	-
170	460	100	750	180	120
6 mths.	12 mths.	6/9 mths.	3 yrs.	2 yrs.	3 mths.
	60		60	60	100

Suggestions for a Collection of Quick Reference Books for Prison Libraries in Staffordshire

British Books in print (annual)  
 General Encyclopaedia  
 English dictionary  
 French dictionary  
 German dictionary  
 World Atlas  
 Archbold's Pleading, evidence & practice in criminal cases  
 Stone's Justices' Manual  
 Michael Winstanley's Know your Rights  
 Whitaker's Almanac  
 Guinness Book of Records  
 Official Rules of Sports and Games  
 Bartholomew's Gazetteer of British Isles  
 Chambers Biographical Dictionary  
 Stanley Gibbons' Stamps of the World  
 Seaby's Catalogue of Coins  
 Sports Yearbooks (as may be applicable)  
 Careers Encyclopaedia  
 County Library Information Leaflet distribution service

This list of reference books forms a basis for a quick-reference collection in any establishment. Certain titles may be added or deleted according to the particular nature of the establishment.

Appendix 2 : Standards

	Drake Hall	Featherstone	Moor Court	Stafford	Swinfen Hall	Werrington	Total
<b><u>Stock Provision</u></b>							
Home Office standard, whichever higher, of 10 vols. per inmate	1,700	4,600	1,000	7,500	1,800	1,200	17,800
or 5,000 vols.	5,000	5,000	5,000	5,000	5,000	5,000	30,000
Actual at 31.12.78	1,544	5,884	1,218	11,245	2,928	954	23,773
<b><u>Stock Exchanges</u></b>							
Home Office standard, of 25% turnover, annually	400	1,500	300	3,000	750	250	6,200
Actual 1978	600	370	600	1,500	1,425	900	5,395
<b><u>Non-professional Staffing in post</u></b>							
Library Officers	-	2	-	2	2	2	
Library Orderlies	2	2	-	2	1	-	
<b><u>Professional Staffing</u></b>							
LAMSAC Standard *							
1 hour weekly per 25 inmates	7	19	4	30	7	5	72

\* The Staffing of Public Libraries: A report of the research undertaken by LAMSAC for the DES, 1976

Appendix 4

EDUCATIONAL COURSES 1978

HM Prison Drake Hall

<u>Subject</u>	<u>Estimated Class Attendance</u>
Pre Release (Maths)	8
Pre Release Course	8
R.S.A. English	6
Remedial English	8
R.S.A. Maths	6
Handicraft	6
Pre Release )	8
Pre Release ) Cooking	8
Art	10
General Studies	8
Guitar	6
Dressmaking	8
Needlecraft	10
English Intermediate to 'O' level	6
Hobbies	6
Commercial Maths	6
Amateur Dramatics	12
Pottery	8
English 'O' level	12

Course organised by Cauldon College of Further Education at Drake Hall

Dressmaking and Handicrafts

HM Prison Featherstone

Remedial Stage 1 (3 Groups)

Maths	9 per group
English	9 per group
General Studies	9 per group
Letter writing	9 per group

Stage 2 (2 Groups)

Maths	8 per group
English	8 per group

Stage 3 (1 Group)

Maths	10
Tech. drawing	10
Physics	10

NEBSS Course (2 Groups)

Principles and Practice	12 per group
Industrial Relations	12 per group
Technical aspects	12 per group
Economic aspects	12 per group
Communication	12 per group
History	12 per group
The Arts	12 per group
Astronomy	12 per group



<u>Subject</u>	<u>Estimated Class Attendance</u>
<u>Induction Course</u>	
Taxation	10
Money matters	10
Housing	10
Assessments	10
Interviews	10
<u>Pre-Release Course</u>	
Social Services	10
Employment	10
<u>Evening Classes</u>	
Guitar	8
Mixed craft	10
Art	8
'O' Level English	14
Chess	10
Woodwork	12
Sociology 'O' Level	10
First Aid	10
Choral Group	6
Mech. VTC Studies	11
Brass Band	6
Glass Etching	8
French (Conversational)	8
'O' Level Maths	12
Welding VTC Studies	12
German (Conversational)	8
Pottery	8
Capstan VTC Studies	10
Bible Study	9
Nail and Thread	12
Typing	10
<u>HM Prison Moor Court</u>	
Drama (Adv)	12
English VTC	12
Needlework	10
Remedial Classes	12
Yoga	12
First Aid	10
Social Studies	10
Outside Lecturers	10
Commercial Law	12
English	10
General Law	10
Soft Toys (Handicraft)	10
Beauty Care	8
Games	10
Art	10
General Studies	10
Movement to Music	10
Archery	8
Hairdressing	8
Educational Films	20

<u>Subject</u>	<u>Estimated Class Attendance</u>
Pottery (Handicraft)	12
Hairdressing	8
Swimming	10
Enamel (Handicraft)	12
Musical Appreciation	12
Typing	8
<u>Course organised by Cauldon College of Further Education at Moor Court</u>	
Grooming/Exercise	
Manicure	
Beauty	
Hairdressing	
<u>HM Prison Stafford</u>	
Basic English	10
Living in Britain Today	10
Chess	10
Art	10
First Aid	10
Conversational German	10
Technical Drawing	10
Leathercraft	10
V.T. Electronic Theory	12
V.T. Painting & Decorating	10
F.A. Referees	10
Intermediate English	10
GCE 'O' Level English	10
Radio & TV Servicing	10
Conversational French	10
Carpentry	20
Tailoring	10
Art	10
GCE 'O' Level Mathematics	10
Astronomy	10
Mixed Crafts	10
Shoe Repairing	10
Carpentry	20
Choral Society	16
VTC Mathematics	10
Calculations for Electronics	10
Office & Administration	8
English (Expatriates)	10 each group
Arithmetic (A) & (B)	10 each group
English (A1) (A2) (A3)	10
English (A1)	10
People and Communication	10
Business Calculations	10
The World of Work	10
Book-keeping & Accounts	10
Law and the Individual	10
Storage & Stock Control	10
Wholesaling	10
Government	10

# HM Prison Swinfen Hall

<u>Subject</u>	<u>Estimated Class Attendance</u>
Private Studies	8
Receptions	-
English Lang. & Lit. O/RSA	10
English Language O/RSA	10
Improve Your English I	10
Basic Maths I, II, III	10 each group
Remedial English I, II, III	6 each group
Technical Drawing	8
VT Social Studies	12
Maths RSA/CSE/'O'	10
Improve Your English I, II, III	10 each group
CIT Social Studies	12
Maths RSA/CSE/'O'	10
CIT Paints	10
Drama	9
CIT Bricks	10
Woodwork (Handicraft)	10
V.T. Elec. Wiring	12
Enamelry	7
Art (Handicraft)	8
Guitar Playing	10
Discussion Group	8
Soft Toys (Handicraft)	8
Model Making	10
Chess	8
Leatherwork (Handicraft)	8
Personal Relations GP.	8

# Werrington House Senior Detention Centre

F.A. Refereeing	13
Horticulture	13
First Aid	13
Woodcrafts	13
Science Topics	13
Continuation English	13
Civics/Current Affairs	13
Highway Code & Road Safety	13
Woodcrafts	13
Art	13
Post-Remedial English	13
DIY Home Maintenance	13
Chess Club	13
Poetry/Play Reading/Voice Production	13
Social and Household Maths	13
DIY Household Maintenance	13
Guitar Playing	13
Post-Remedial English	13
Remedial English	11
Badminton	13
Volleyball	13
Weight Training	13
Personal Hygiene	13
Religious Instruction and Choir	
Hygiene (VD) Lecture	
Personal Relationships	

Private study as and when required.

END