



# Library Services

for the Incarcerated

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# About Us

- Largest state agency in Florida
- 3<sup>rd</sup> largest state corrections system in the U.S.
- 23,000 full-time positions
- 24% of all employees in the state personnel system
- 85,000 inmates



# Office of Programs and Re-Entry

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## Education

### Workforce Development

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Career & Technical Education

Community Transitions

Higher Education in Prison

Specialized Programming

Teacher Certification

### Academic Education

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Academics

Special Education

Library Services

Wellness

Technology

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# Bureau of Education

FDC offers various levels of education and programming, including but not limited to:

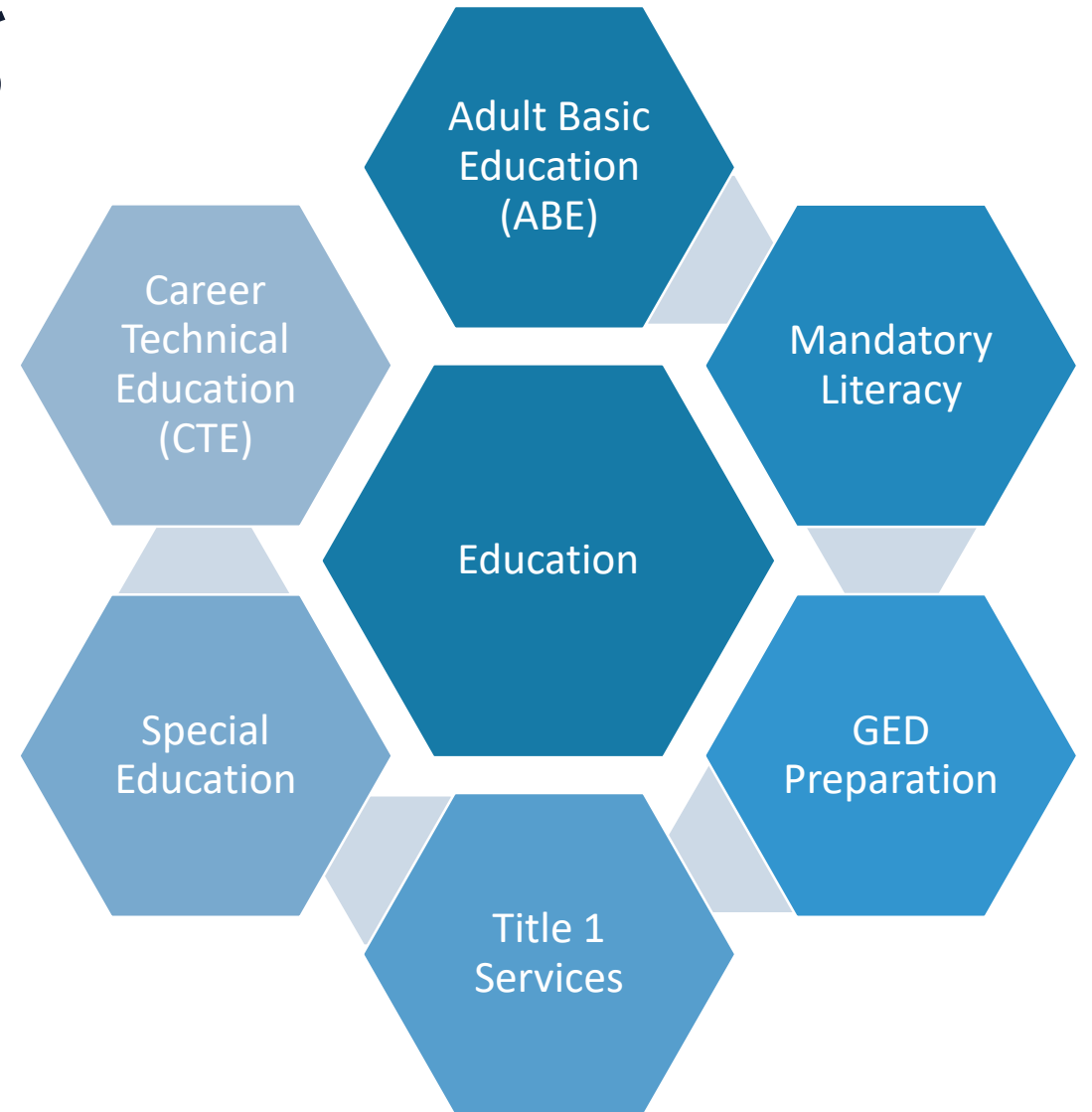
- Basic literacy courses
- General Education Development Test (GED)
- Career & Technical Education (CTE)
- Credentials and certifications
- Employment opportunities through partnerships with businesses



# Educational Programming

FY22-23

- 16,471 inmates participated in Education Programs.
- 5,687 completed their programs.



# Library Services

62 Libraries

Library Technical Assistant

General Library

Law Library

Inmates Assigned  
Clerks & Orderlies

Inmates Assigned  
Law Clerks & Law Clerk Trainees



# Policy and Procedure

## Florida Administrative Code

Chapter 33-501.301, F.A.C.  
Law Libraries

Chapter 33-501.302, F.A.C.  
Copying Services for Inmates

Chapter 33-501.401, F.A.C.  
Admissible Reading Material

Chapter 33-602.201, F.A.C.  
Inmate Property

Chapter 33-210.102, F.A.C.  
Legal Documents and Legal Mail

## FDC Procedure

501.301 Law Library Programs

501.302 - Copying Services For Inmates

501.303 - Law Library Interlibrary Loan Services

501.305 - Word Processing Services in Law Libraries

501.310 - General Library Programs

501.401 - Admissible Reading Material For Institutions

501.402 - Donations





# Library Access - Law Libraries



- Florida Administrative Code & Florida Statutes
- Legal assistance
- Legal research via book collection and LexisNexis EHD
- Interlibrary loans - Florida State University
- Word processing services
- Copying services



# Law Clerk Trainee Program

## Unit 1

Chapter 1: THE COURTS

Chapter 2: THE LAW

Chapter 3: ACCESS TO COURTS

## Unit 2

Chapter 4: RULES OF CIVIL PROCEDURE

Chapter 5: RULES OF CRIMINAL PROCEDURE

## Unit 3

Chapter 6: RULE 3.800

Chapter 7: RULE 3.850

Chapter 8: EXTRAORDINARY REMEDIES

Chapter 9: RESEARCH RESOURCES

## Unit 4

Chapter 10: WRITING

## Unit 5

Chapter 11: RULES OF APPELLATE PROCEDURE

## Unit 6

Chapter 12: FEDERAL HABEAS CORPUS

## Unit 7

Chapter 13: CIVIL RIGHTS COMPLAINTS

## Unit 8

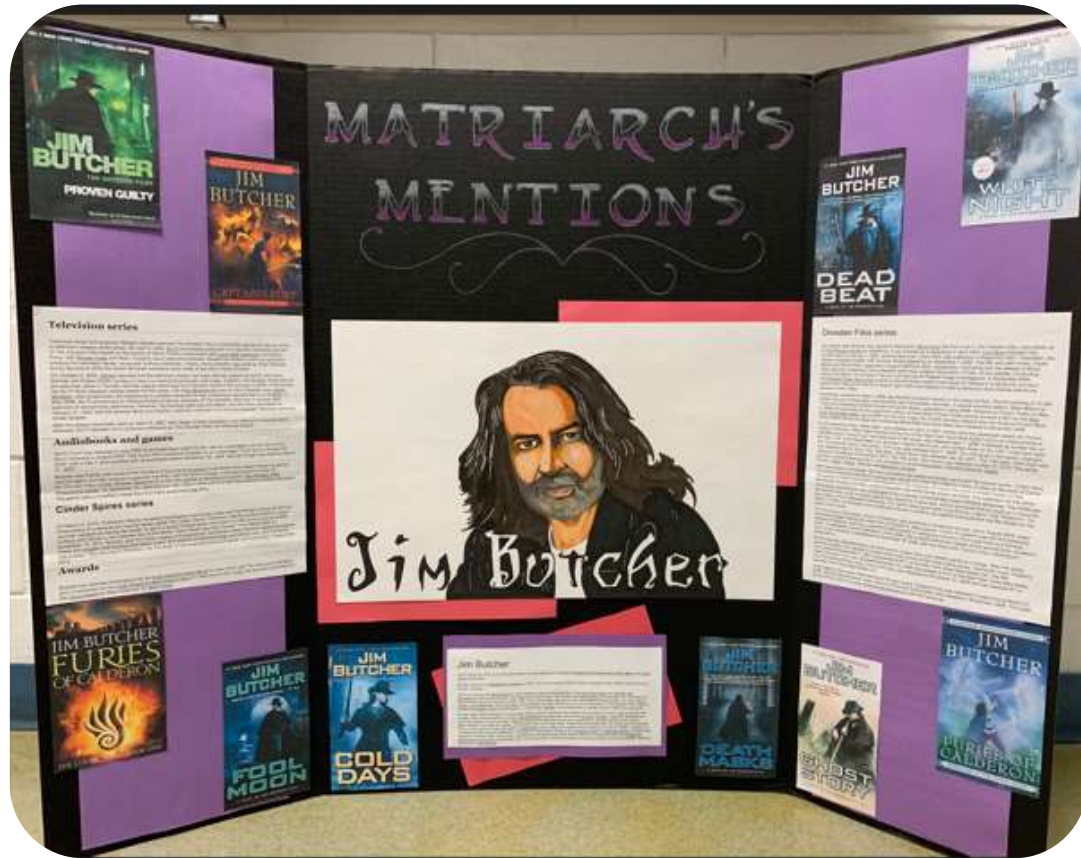
Chapter 14: INMATE GRIEVANCES

## Unit 9

Chapter 15: CLEMENCY



# Library Access – General Libraries



- Collections - donated materials
- Reference – magazines, newspapers, and books
- Interlibrary Loan - State Library of Florida
- Talking Books
- Book clubs
- Voluntary literacy
- Callout and walk-in (or pass)

# Voluntary Library Literacy Laubach Way to Reading

2023

- Pilot program 5 institutions.
- Train inmate education workers.
- Sessions last 1 to 3 hours, 1 to 4 times a week.
- Callout (appointment).
- Can include students, but do not need to be to participate.



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