

## Lewis-Clark State College Library Policy

### Request for Materials--Correctional Education Program

The Lewis-Clark State College (LCSC) Library will support the Correctional Educational Program and Lewis-Clark State College faculty by providing resources to support college courses at Idaho State Correctional Facilities. The resources must be requested in a timely manner by faculty in order for LCSC Librarians to acquire the digital material. Print materials from the LCSC Library collection are not available to be sent to correctional institutions.

Faculty must use the Correctional Education [Request for Resources Form](#) on the Library website, which allows multiple Librarians to view the request should the library liaison for the Correctional Education Program be unavailable. Failure to request resources via the appropriate form may result in the request not being fulfilled. Faculty must plan ahead when requesting materials, as it may be 1-2 weeks for processing, depending on the complexity and number of requests.

Prior to submitting the Correctional Education Request for Resources form, faculty will be required to attest that they understand all resources must maintain IDOC standards. The Library may not necessarily be able to critically read all material prior to sending it to the instructor; therefore, instructors will be responsible for ensuring that the resources are acceptable for admittance into an IDOC facility or a Learning Management System (LMS) used to provide course instruction in the Correctional Education Program. Any materials that a professor deems necessary but that might be in question can be forwarded to the IDOC Instructor prior to use for approval.