

## **LIBRARY DONATION MANAGEMENT GUIDELINE**

The DCS Prison Library Service is part of the wider range of Education Support provided to prisoners in South Australia.

Departmental volunteers support the provision of Prison Library Services in a number of ways including sourcing, vetting and distributing donations of resources to support those resources purchased by DCS.

### ***How do I donate books or craft items?***

1. People wishing to donate books or craft items to the DCS client base should contact us via [dcg@sa.gov.au](mailto:dcg@sa.gov.au) or [DCS.Volunteerunit@sa.gov.au](mailto:DCS.Volunteerunit@sa.gov.au)
  - a. Alternatively you could call 8440 3620 to advise of a possible donation.
2. Volunteer Unit staff will contact the donor and establish if their donation fits within departmental donation parameters.
3. If items are deemed suitable in line with the above, staff from the DCS Volunteer Unit will arrange for their collection, with support from departmental volunteers

### ***What type of donations can be accepted?***

There are obvious reasons as to why some books or magazines may not be acceptable, however a rough guide as to what may or may not be accepted is detailed below:

- In order to maintain relevance, all donations are preferably to be less than 10 years old.
- Books that are dog-eared, torn covers or generally bad condition are not able to be accepted

Popular requests include:

- Historical romances
- Self Help
- Fictional

Unacceptable genres include:

- no true crime
- black magic/horror

Publications of a graphic nature

- ie Playboy, Penthouse, Hustler, The Picture, Picture, Sextra etc
- Sexually explicit material(s) of any kind
- Graphic novels and comics books
- American Hand Gunner, Guns and Ammo, Guns, Shooting Industry

Restricted Publications

- i.e. pornography, objectionable material

## Instruction Manuals / Guides

- Any book, diagram, plan or other document(s) or audio/video recording(s) that instructs, teaches or otherwise guides the creation of explosives, explosive device(s), incendiary device(s), weapon(s) or the manufacture of alcohol or drugs

## Magazines

- Fashion magazines are not really needed.
- Activity type books and magazines are ideal for all locations.

Donations are distributed through a variety of means, however for metropolitan prisons these are generally through our Northfield Distribution Centre, located at Yatala Labour Prison.

We will work through the process with you so it's nice and easy

Many thanks for considering donating to us – your support is always very much appreciated.

**If you would like more information on the programs and services provided through the DCS Volunteer Unit, please contact us on [dcs.volunteerunit@sa.gov.au](mailto:dcs.volunteerunit@sa.gov.au) or call 8440 3620.**

## Volunteer Programs available

- |                                |                          |
|--------------------------------|--------------------------|
| • Education & Library services | • Prisoner Family Visits |
| • Lifeskills Program           | • Reintegration Support  |
| • Prisoner Visiting            | • Community Mentor       |

These are just an example of the range of programs we offer to the DCS client base (including community based clients).

We are always developing new programs and work really closely with our volunteers and staff to tap into the skills and experience of our volunteer base – give us a call for a chat about what you may be interested in doing..