

GOAL

- ▮ Provide library services to prison offenders without superseding Minnesota Department of Corrections (DOC) policy or causing security breaches
- ▮ Comply with State Law prohibiting divulging any request for information to a third party (MS13.40, subd. 2)

PROCEDURE

When library receives query by mail from offender, Information Staff person...

- 1) Alerted that request is from offender
Offenders have a 6-digit number following their name and mailing addresses that include some of all of the following
MCR-STW, Pickett Street, Bayport
MCF-OPH, Osgood Avenue, Oak Park Heights
Example return address:
John Doe 123456
MCF Oak Park Heights
5329 Osgood Ave N
Stillwater MN 55082-1117
- 2) Sends unfilled query to Library Director

Library Director...

1. Returns query to offender with recommendation that they seek assistance from their DOC librarian.

Example letter: “We have returned your request for information as required by Bayport Public Library procedures. If you would like assistance with your information request, please contact your Department of Corrections Librarian.”

Contacts for DOC Correctional Facilities in Washington County:

Wendy Erickson
Library/Info Res Serv Spec
Minnesota Correctional Facility—Stillwater
Corrections Dept
970 Pickett St N
15U
Bayport, MN 550031490

Scott Olson
Library/Info Res Serv Spec
Minnesota Correctional Facility—Oak Park Heights
Corrections Dept
5329 Osgood Ave
Stillwater, MN 55082-1117

Library Service to Offenders

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Contact information for other DOC librarians is attached.

When Bayport Public Library Staff member receives request from DOC librarian...

1. Follow-up with query
2. Send information directly to DOC librarian