

THE HMPPS/YOI AYLESBURY LIBRARY

ELIGIBILITY TO USE THE LIBRARY

- The Library, operated by the Milton Keynes College, is open for use by all Young Offenders (YOs) and staff.
- For record purpose, a membership registration form is required to be completed within 2 minutes.
- Membership cards are immediately processed for further use to issue loans/returns.
- The membership cards are held in the library but owners identify themselves for their transaction to be processed with their cards.

LOCATION OF THE LIBRARY

- Next to the Main Kitchen and the ground floor of Education Department
- Accessible from exit of Bravo Wing and from roads at the frontage of the Laundry and adjacent to Delta & Echo Wings' Block.

DAILY ROUTINES

- Library opens 08.00am-5.00pm on Mon – Thur and on Fri at 08.00am-12.00noon, in line with prison regimes.
- Group visits data are regularly taken and documented appropriately.
- Access to the library for each prisoner is for 30 minutes' minimum weekly.
- The library facilitates users' book reservation requests/ interlibrary loan.

**HER MAJESTY'S PRISON
& PROBATION SERVICE**

**YOI AYLESBURY
LIBRARY BROCHURE**

LIBRARY MEMBERSHIP RULES

- Every Young Offender and staff may borrow up to 10 items at any one time for 2 weeks; and renewable, if not yet reserved by another user.
- All users are to kindly leave all books consulted during visits on the table.
- Loaned items cannot be transferred to other user for the loan duration.
- Loaned items should be returned on or before the due date indicated, in person or using the red library box situated on the Wing, to avoid fine.
- You are responsible for any loaned items. You are to return such to the library upon any Wing transfer or release, to avoid being fined for their loss.
- Upon joining, you consented to **being penalised** for loss /damage to / failure to return library items.

LIBRARY COLLECTIONS

- The library stocks various resources – print and non-print.
- The collections include: core reference, basic textbooks (fiction and non-fiction), serials (magazines and newspapers) and audio CDs.
- Ordering is regularly done to make the collection responsive to users' needs
- Out-of-date stock are constantly weeded and replaced with newer editions
- Due attention is accorded effective use and maintenance of library resources.

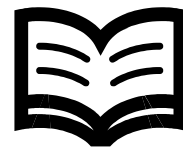
REFERENCE BOOKS

- On separately labelled shelving and located near the Circulation/Enquiry desk.
- These are books to be used within the library only
- They are not to be taken out i.e. not available for loan

PHOTOGRAPHS OF SECTIONS OF THE LIBRARY



PHOTOGRAPHS OF OTHER VIEW OF THE LIBRARY



AYP LIBRARY VISIT BOOKING LIST

___ WING ___ DAY TIME: ___ DATE: / / 20

S/N	Name	NOMS Number
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A SPECIMEN OF THE FORM TO BE COMPLETED AT THE WING OFFICE

GENERAL SERVICES AVAILABLE

- Book loan issuance and placement of reservation on required books.
- CD's for new speakers/learners of English and foreign languages.
- Stories on CD's
- Reference & Information support
- Provision of reference publications e.g. Archbold's, other legal books
- Prison Handbooks, PSIs and related documents - for use in the library
- Magazines on various interests/specialties and Daily Newspapers
- Informational and light reading: Newspapers e.g. Inside Times and Converse
- Hosting other activities in liaison with partnering external organisations
- Displays & Exhibitions – mounted in the Library and related books are arranged on a dedicated table on commemorative days.

OUTREACH SERVICE

- The Librarian visits the Wings to meet the need of prisoners who for good reasons) are unable to visit the Library.
- A general application of YO's need is put in the Wing's red library box.
- The Librarian delivers Outreach service on Wednesday and at other days after lunch break whenever the yard is quiet.
- If requested books are not available locally and in other libraries, an order for new copies of such title may be processed by the Librarian.

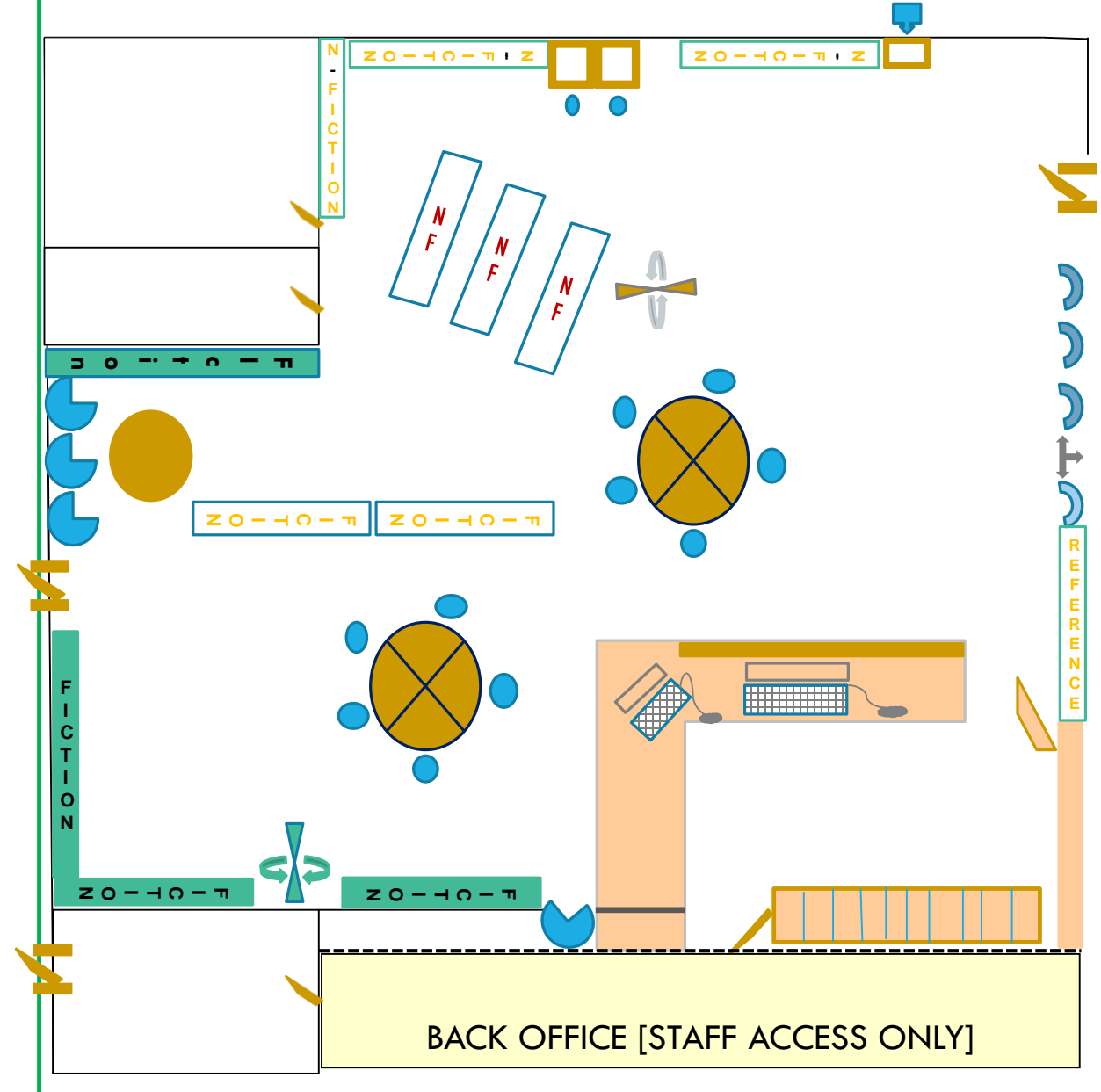
PHOTOGRAPHS OF SECTIONS OF THE LIBRARY



TIME-TABLE FOR LIBRARY VISITS

Days	9.00	10.00	10.30		14.30	15.15	16.00
Mon	Coffee Wkshop 9.00	Library Delivery	E Wing	L	B Wing	Laser cutting Wkshop	Education Class [English & Maths ABC]
	Education (Business c.1) 09.30						
Tue	9.00	10.00	10.45	U	14.30	15.15	16.00
	Gardens Wkshop 1	Education Class [Art and Get Set for Success]	A Wing		Laundry Wkshop	F Wing	Further Education
Wed	9.30	10.30	11.20	C	14.30	15.15	16.00
	Education Class [Barb & Music DEG]	D Wing	Painting & Decorating Wkshop		Main Kitchen	Wing Outreach/ Education Class	Education Class [Peer Mentoring]
Thu	9.00	10.00	10.45	H	14.30	15.15	16.00
	Bicyc. Repair Wkshop	Brick-laying Wkshop	C Wing		G Wing	Waste Managt Wkshop	Education Class [English & Maths DEG]

SPATIAL ARRANGEMENT OF THE LIBRARY



OTHER ACTIVITIES

Reading Group

- Volunteers are externally sourced and key-trained to access the prison.
- The Reading Group will enable the participants to develop independent interest in reading and thereby building self confidence to read more.

ESOL teaching - on the drawing board.

Storybook Dads

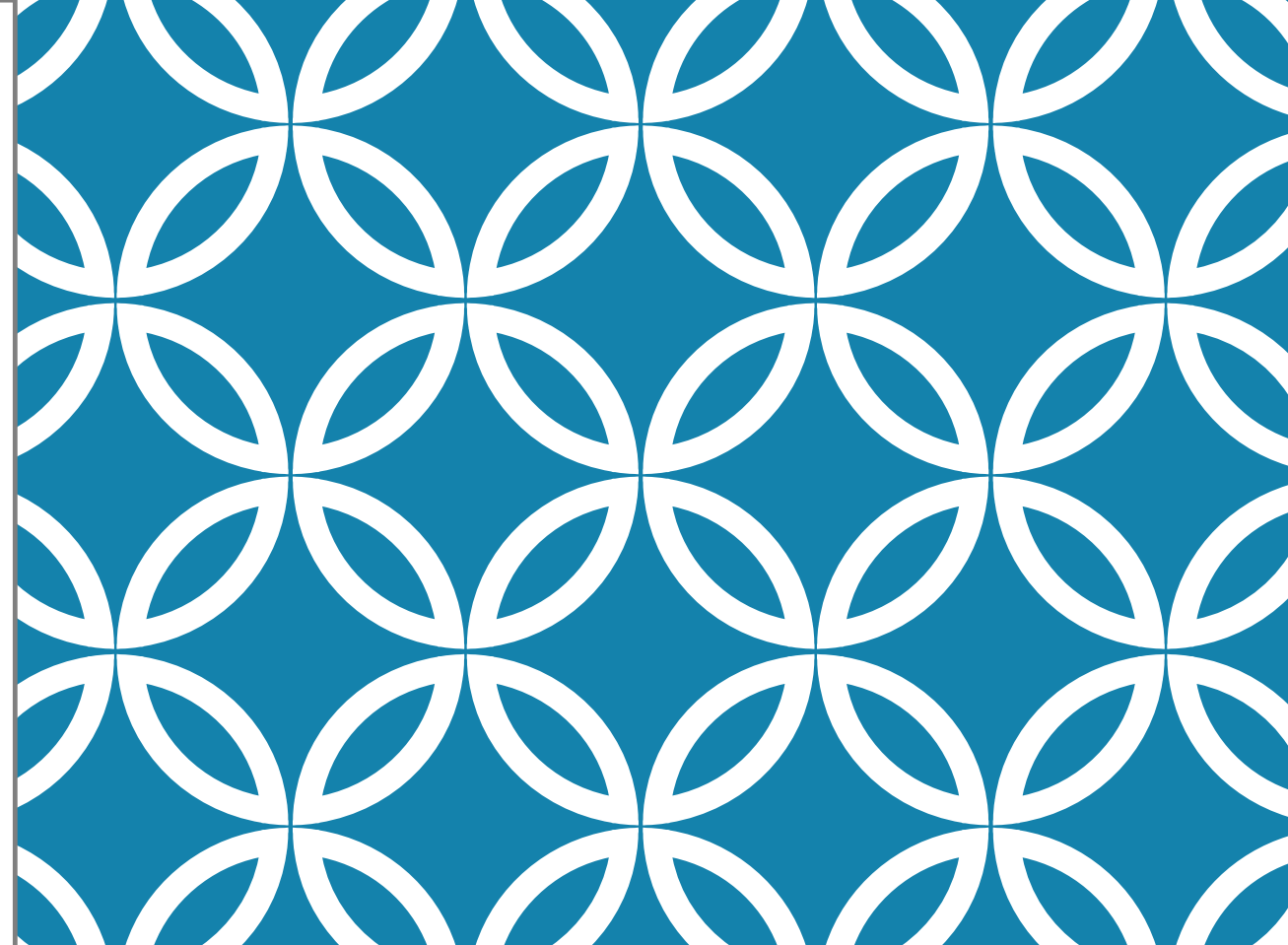
The Library is in liaison with relevant groups to support interested young offenders.

Six Book Reading Ahead – (formerly Six Book Reading Challenge)

- Annually and nationally convened by *The Reading Agency*.
- Call for young offenders to show interest issued by the Library.
- Distribution of the reading diaries as well as collection of completed diaries also handled by the Library.
- Celebration ceremonies hold at the end of event to award prizes to participants.

Partnerships

- With *Book Unlocked* – an agency within the National Literacy Trust, and helping prison reading groups to get access to quality literature and increase their enjoyment of reading. Gives out books free-of-charge.
- With *Bucks Association for the Care of Offenders (BACO)* has indicated interest to work with Aylesbury Prison Library and through the Wings and Workshops. BACO helps in various ways including provision of grants to young offenders.



All enquiries should be directed to:

**The Librarian
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Bierton Road, Aylesbury
Buckinghamshire.
HP20 1EH
01296444000**

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