

terial sought by an inmate is not relevant to his case and the refusal to allow the inmate to obtain such materials may well result in an adverse judicial decision or censure. If there appears to be clear and compelling reasons to disallow a purchase, the Legal Counsel should be advised before a final determination of the matter is made.

b. Law books and other materials are to be purchased only from the primary sources of supply, i.e. the published of law books; the clerk of court and/or a judge of the court in the case of court documents.

c. Since the institutions will be maintaining the basic reference books there should be no need to accumulate all books purchased by inmates. An inmate may donate a particular book to the library when he is finished with it, if he wishes to do so and the institution agrees to accept the offer. The physical facilities of the institution and the nature of the book are appropriate factors to be considered, i.e. whether additional books can be readily accommodated and whether the book is broad in applicability. In the event a book is not to be acquired, it should be sent home or destroyed, whichever the inmate prefers.

d. The present accumulation of obsolete and irrelevant materials may be disposed of but case reports (Federal Supplement; Federal Reporter; United States Reports) already in the library should be retained. Further accession of these reporters should be made only by mutual agreement as indicated above.

4. PREPARATION OF LEGAL MATERIALS BY INMATES

a. Inmates should be allowed to have a reasonable amount of time to prepare their documents. Of course, what is reasonable depends upon the individual circumstances. Inmates who are required to meet deadlines in connection with pending litigation in general should be given more latitude than those who are preparing to institute suit and are not required to file within a given period. Documents presented for submission to the courts should always be forwarded. If they are threatening or indecent, a special cover letter should accompany the document explaining Bureau policy and relevant background factors and data.

b. Inmates in administrative segregation status should, as far as possible, be given the opportunity to work on their legal matters and have access to legal reference materials equal to those persons in general population. In view of the very short duration which inmates are normally kept in punitive segregation, the aforementioned policy should apply only if such inmates are in the midst of litigation and where the time element is such that it is important to allow them to continue to work on their cases. If, however, an inmate remains in punitive segregation beyond the normal period, the policy relating to administrative segregation should be applicable to him as far as possible.

c. Physical facilities provided for legal research and study will depend upon the facilities available in a particular institution. While a separate room is more desirable, the physical and staff limitations and the number of inmates using legal materials could well indicate the advisability of using other facilities.

d. Preparation of legal documents in living quarters during "off duty" hours may be authorized. Factors which might preclude such arrangements could include the individuals involved or the peculiar housing accommodations.

5. USE OF TYPEWRITERS

a. The advantage of submitting typewritten documents is well established. Thus, unless it is demonstrated that the use of typewriters is not feasible in a particular institution, their use should be allowed either through inmate clerks to whom handwritten documents are submitted by the individual inmates or typed individually, or submitted to public stenographers, whichever procedure is in accordance with institution policy.

b. If there is to be a delay in having documents typed, the inmate should be so advised, and he may transmit handwritten papers to the court.

6. RETENTION OF ATTORNEYS

a. Inmates should be allowed to contact attorneys for the purpose of representing them. They should not, however, send out several requests simultaneously but should make their requests one at a time.

b. While it is permissible to advise an attorney of the funds which the inmate has available, and it is many times desirable to counsel with the inmate, if the inmate has attained his majority and is mentally competent to handle his own