

**Prisoners Literature Project  
Reference by Mail Service Guide Sheet**

Reference by Mail services allow you to write in to ask any research questions you might have. A librarian or volunteer will answer your question and mail you back the information. Regulations vary from service to service. In general, here is what you can and cannot ask for:

- **Request:** Information about community resources, organizations and services, articles from newspapers, magazines, academic journals, excerpts from books, and material published online on topics you're trying to learn more about.
- **Do not request:** Legal, financial, or medical advice, penpal requests, adult materials, weapons information, maps, social media information, images of celebrities under a certain age, anything against your mailroom guidelines, or personal contact information. Libraries cannot contact a third party on your behalf. Letters requesting prohibited information may not be answered.

Please contact the program to get a detailed list of regulations. General guidelines will be included here.

**All States**

**Prison Library Support Network Reference Project**

Interference Archive  
ATTN: PLSN  
314 7th St  
Brooklyn, NY 11215

- Up to 50 double sided pages of research.

**Arizona**

**Flagstaff City-Coconino County Public Library**

Flagstaff Library Reference Dept.  
Attn: Richard Tutwiler, Supervisor  
300 West Aspen Ave  
Flagstaff, AZ 86001

- Up to 10 double sided pages of information. 3 questions per letter.

**California**

**For Corcoran, CSP Sacramento, High Desert SP, CMF Vacaville, Mule Creek SP, CSP Solano, and CSP LA: Sacramento Public Library**

Sacramento Public Library  
Attn: Reference by Mail  
828 I Street  
Sacramento CA 95814

- Up to 10 double sided pages of information. 3 questions per letter. 2 letters per month

**California (contd.)**

**For all other CA locations than listed previously: San Francisco Public Library**

SFPL Jail & Reentry Services  
100 Larkin St.  
San Francisco CA 94102

- Up to 10 double sided pages of information. 3 questions per letter. 2 letters per month

**Delaware**

**Delaware Libraries Reference Department**

Delaware Division of Public Libraries  
Reference Dept.  
121 Martin Luther King Jr. Blvd.  
Dover, DE 19901 SLC: D670

- Up to 10 double sided pages of information. 3 questions per letter.
- Use code **SLC: D670** to ensure free postage.

**Florida**

**Clearwater Public Library System**

Clearwater Public Library System  
100 North Osceola Ave  
Clearwater, FL 33755

- 14 double sided pages of information. 1 request per month.

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## **Missouri**

### **Four libraries to write to:**

Reference Department

St. Louis County Library

1640 S. Lindbergh Blvd.

St. Louis, MO 63131

Maplewood Public Library

Reference Department

7550 Lohmeyer Avenue

Maplewood, MO 63143

Brentwood Public Library

8765 Eulalie Ave.

Brentwood, MO 63144

Social Sciences Department

St. Louis Public Library

1301 Olive St.

St. Louis, MO 63103

- Up to 10 pages of research. Any images will be sent separately.

## **Nevada**

### **Carson City Library**

Carson City Library

900 N. Roop Street

Carson City, NV 89701

- 5 pages of research. 3 questions maximum.

### **Nevada State Library Archives (for questions about Nevada history, genealogy, population, and social issues)**

Nevada State Library Archives

100 N. Stewart Street

Carson City, NV 89701

## **New York**

### **The New York Public Library Jail and Prison Services**

New York Public Library- Jail and Prison

Services

40 West 20th Street

New York, NY 10011

- Up to 18 pages of information. Two letters per month.
- Reference by phone: for easy-to-answer questions call 917-ASK-NYPL (917-275-6975).

## **Oregon**

### **San Francisco Public Library**

SFPL Jail & Reentry Services

100 Larkin St.

San Francisco CA 94102

- Up to 10 double sided pages of information. 3 questions per letter. 2 letters per month

## **Texas**

### **Harris County Public Library Reference and Reader's Advisory Service**

Harris County Public Library

Prisoner Reference Service

5749 South Loop East

Houston, TX 77033

- Up to 20 pages of research. 5 questions maximum.