

PER USMC HEADQUARTERS

ELIGIBLE PATRONS: Military personnel (active duty and reserve and their dependents, retirees and their dependents, civilian employees, and students enrolled in the off-duty education programs. A valid military, military dependent or civilian employee ID is required to borrow materials. (Students must bring proof of current enrollment). Dependents of active duty, reserve, or retired military personnel are entitled to use the library in the name of their military sponsor, unless the sponsor requests, in a notarized letter, that dependents' use be restricted.

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LIBRARY LOAN PERIOD (PER FAMILY):

Books—Unlimited

DVDs—10

Audio Books—10

Music CDs—10

Video Games—2

Storytime Kits—2 (Harriotte B. Smith Library only)

Rosette Stone—2 (New River Air Station Library only)

E-Readers—1

Check-out period is 3 weeks

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RENEWAL POLICY: Patrons may renew items once if not more than 5 days overdue. Items may not be renewed if they are overdue more than 5 days or if there is a waiting list for the title. If you wish to renew a second time, the returned item must be available to other customers for a period of 24 hours before checking out again.

OVERDUES: If materials become overdue, a reminder will be sent to the military sponsor's email, if no email address is listed then the notice is mailed to the home address and the account is blocked. 2nd and 3rd subsequent notices will be sent via the sponsor's chain of command. Failure to respond to final notice may result in military sponsors being charged with misappropriation of government property by the Command.

LOST OR DAMAGED MATERIALS: If an item is lost or damaged, the patron is responsible for replacing it with a new (not used) copy of the exact same item or payment may be made at the owning Library. If an item is returned in damaged condition, and the patron does not respond to our request for a replacement, notices will be sent via the military sponsor's chain of command and/or through the home address for retirees and civilians.

BOOK DROP: A book drop is provided for your use in returning books when the library is closed. This book drop is to be used at your own risk; if books are damaged while in the book drop, or disappear from the book drop, you are held responsible. Be aware that returning audio or video recordings or CD-ROMs to the book drop may result in damages.

CHILDREN: Per Base Order 1710.31A, children 9 years old and below are not allowed to be left alone anywhere aboard Base. Parents are responsible for their children at all times while using the Library. PMO will be notified if an unattended child is found in the facility.

MCCS LIBRARIES ARE TOBACCO FREE FACILITIES: MARINE CORPS BASE ORDER 5353.1D defines Tobacco Products as: any product made or derived from tobacco that is intended for human consumption, and includes the use of smoking (e.g., cigarettes, electronic cigarettes, cigars, pipes) and smokeless tobacco (e.g., nicotine oils, spit, plug, leaf, snug, dip, chew).