



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

IN REPLY REFER TO:
DepO 5070.2A
MCCS/PS
01 MAY 2012

DEPOT ORDER 5070.2A

From: Commanding General
To: Distribution List

Subj: DEPOT LIBRARY REGULATIONS

Ref: (a) NAVEDTRA 38021
(b) MCO P1560.25D

1. Situation. To publish regulations, procedures, and instructions governing the operation of the depot library.

2. Cancellation. DepO 5070.2.

3. Mission. The depot library is a Marine Corps Community Services (MCCS) Marine Corps Recruiting Depot/Eastern Recruiting Region, Parris Island (MCRD/ERR, PI) activity located in building 283 Douglas Visitors Center. In accordance with the procedures outlined in the references, the mission of the depot library is to acquire, organize and make readily available media and services for the educational, informational, and recreational use of all authorized personnel and their family members.

4. Execution

a. Commander's Intent. To provide Marines, Sailors and their families a state of the art library service, providing intellectual stimulus to help them grow in that area. To do that we provide material, equipment and supplies that facilitate learning. The library will provide media which is current, but will follow the traditional library operating environment, maintaining connections with our past.

b. Concept of Operations

(1) Authorized Patrons. Active duty, retired military, and their family members may borrow materials. Personnel temporarily assigned to this area are also eligible

users, as are MCCS employees and Department of Defense civilians of the Tri-Command.

(2) Visitors to the depot have access to all resources, but may not check out materials from the depot library.

(3) Registration

(a) Families are registered as a unit in the military sponsor's name. Each family member is linked to the military member. Library cards will be distributed to the sponsor, spouse and dependent children over the age of ten. If applicable, the sponsor provides the spouses name and age of each child. When registering the sponsor will provide their permanent duty address (all work information, their home address, email addresses, and their home or cell phone number). Each application form is signed. Social security numbers will not be collected.

(b) Email addresses are collected to provide necessary contact information if materials are overdue. If the patron does not have an email address overdue notices will be mailed.

(c) Conduct. The library is responsible for providing a quiet, safe environment. The following guidelines are applicable:

1. Be respectful and aware of other using the library and keep noise to a minimum.

2. Children under the age of ten must be accompanied by a parent or guardian age sixteen or older.

3. Tobacco, food, and drinks are not permitted in the library.

4. Wi-Fi computer access is available in the library.

5. Two study rooms are provided and are equipped with computer access.

(d) Loan of Materials

1. Library cards must be presented at checkout time. Patrons with overdue materials may not check out additional items until all outstanding materials are returned to the library.

2. If a block from another M CCS library is placed on the patron account all materials must be returned to the current duty station library before access to the library is granted. The librarian will receive overdue materials and mail them to the library that placed the block. When the books are received by the original lending library the block will be removed.

3. Inter Library Loan (ILL) is available across the 16 Marine Corps libraries. Please make arrangements for needed materials at the circulation desk. Please allow three weeks for the materials to arrive. For notification purposes the patrons name, address, and phone information is included. Books acquired through ILL may not be renewed.

4. Loan limits became uniform across all Marine Corps libraries effective 1 September 2010.

5. The loan limit for books is three weeks. There is no limit to the number of titles that can be circulated. One renewal is allowed.

6. Audiobooks are limited to ten items at a time. The loan limit is three weeks. One renewal is allowed.

7. Ten (10) DVD's, Movies, Playaways or Music CD's may be circulated for three weeks with one renewal limit.

8. Video games do not circulate.

9. Reference books, magazines and newspapers do not circulate.

10. Patrons may take advantage of the hold system to request titles that are in circulation. Three attempts will be made to contact the patron for pickup before the item is returned to circulation.

11. Book titles may be renewed one time over the phone unless they are more than five (5) days overdue. Titles loaned for extended time periods must be returned to the

library to be renewed in person. If a hold is placed on an item it will not be renewed.

(e) Return of Materials

1. Patrons are instructed to use the book drop at the circulation desk to return materials.

2. A depository for books only is provided for return of materials and is located near the street in front of the library. Audiovisual materials, CD's and Playaways may be damaged if returned in the drop box. Patrons are asked to return these items to the library during regular business hours.

(d) Overdue Material. Items not returned by the due date are considered overdue. There are no overdue fines. The following procedures apply for outstanding materials:

1. The first notice is sent to the sponsor via mail or email. A block is placed on the account.

2. The second notice is also sent to the sponsor via mail or email and indicates possible action by the sponsor's chain of command.

3. The third notice is sent directly to the sponsor's sergeant major or commanding officer.

4. The fourth notice is sent to the sponsor, with a warning of a pay garnishment.

5. Patrons with overdue materials will lose computer, copier and fax privileges.

6. Patrons are expected to replace any lost materials. See paragraph g(2).

(g) Care of Library Materials

1. Damaged Books. Books that are badly worn, damaged or soiled are immediately withdrawn from the collection. Normal wear and tear from circulation is expected. The sponsor is to ensure that books are returned to the library in good condition. Books that are returned damaged (e.g., water damage, oil stains, torn pages, torn or damaged covers) will not be accepted back into the collection. They will be treated as

0 1 MAY 2012

overdue materials. Likewise, care must be extended to the audio collections.

2. Lost Items. The patron is required to replace the lost item with an exact duplicate. They may purchase it themselves and bring it to the library or they may elect to order the book with the librarian's assistance. The order will be placed using the library's computer, patron's credit card and shipped directly to the library. At this point the block on the account will be lifted.

(h) Computer Usage

1. Patrons and visitors to the base have computer access.

2. Wi-Fi access is available in the library. Patrons may use personal computers.

3. CAC access is available.

4. The acceptable use policy is available upon request.

5. Children under the age of eleven must be accompanied by a parent when using the computers. It is understood that the library staff will not assume parental duties in regards to monitoring computer use.

(i) Equipment

1. Network Printer. All patron computers are networked to the printer. There is a 25 page limit on all printing. There is no charge for printing.

2. WI-Fi Access. Patrons using personal computers are not connected to the printer.

3. Copier. Patrons may make up to 25 pages each day. There is no charge for copying.

4. Typewriter. Patrons and visitors may request the use of a typewriter.

5. Scanner. A scanner is available for patron use free of charge.

01 MAY 2012

(h) Game Room. Patrons have access to the game room in the library and are required to follow the posted rules.

5. Administration and Logistics. The Director, MCCS, is the sponsor for this order. Recommendations for changes or modifications to this order will be provided to the Director, MCCS.

6. Command and Signal

a. Command. This order is applicable to the MCRD/ERR, PI.

b. Signal. This order is effective the date signed.


R. L. GRABOWSKI
Chief of Staff

Distribution: A