



DEPARTMENT OF THE NAVY
NAVAL AMPHIBIOUS BASE LITTLE CREEK
2600 TARAWA COURT SUITE 100
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 5070.2
N01MWR
14 DEC 2001

NAVPHIBASELCREEK INSTRUCTION 5070.2

Subj: NAVAL AMPHIBIOUS LITTLE CREEK BASE LIBRARY

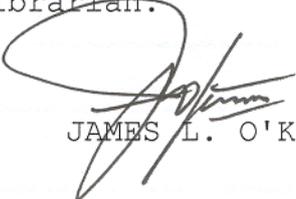
Ref: (a) Naval General Library Manual (NAVEDTRA 38021)

Encl: (1) Naval Amphibious Base Little Creek Library Rules and
Regulations
(2) Library Registration Form

1. Purpose. To promulgate the rules and regulations for the Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Library. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEK/REGPUBSAFETYINST 5070.1R is hereby cancelled.

3. Background. The NAVPHIBASE LCREEK Library is under the organizational and administrative control of the Morale, Welfare, and Recreation (MWR) Storefront Manager. It shall be operated in accordance with reference (a) and the general rules and regulations contained in enclosures (1) and (2) under the immediate supervision of a Librarian.


JAMES L. O'KEEFE III

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P
List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case A
List II
List III
MWR Storefront (50 copies)

Stocked by:

Commanding Officer
Naval Amphibious Base Little Creek
2600 Tawara Court, Suite 100
Norfolk, VA 23521-3927

14 DEC 2001

NAVAL AMPHIBIOUS BASE LITTLE CREEK LIBRARY
RULES AND REGULATIONS

1. Mission

a. To provide authorized patrons and their family members both the professional and educational enrichment materials to enhance their quality of life.

b. To provide leisure and recreational materials for personal enjoyment.

2. Location. The NAVPHIBASE LCREEK Library is housed in building 3004.

3. Authorized Patrons. Members of all branches of the Armed Forces (active duty, retired, reservists, their bona fide family members) and Appropriated and Non-Appropriated Fund employees are authorized to borrow materials at the Library. Students and staff of colleges operating on NAVPHIBASE LCREEK may be extended use of equipment and, in some cases, borrowing privileges as a professional courtesy on a case by case basis at the discretion of the Librarian.

4. Hours of Operation. The Library is open during the following hours:

Monday - Friday	0900 - 1700
Saturday/Sundays/Holidays	Closed

5. Rules and Regulations

a. Authorized patrons, 12 years of age or older, may obtain library privileges upon presentation of a valid identification card and preparation of a Library Registration Form. The registration form shall be kept on file in the name of the military sponsor. Library materials may then be checked out upon presentation of a valid identification card.

b. All perspective applicants must fill out and sign a Library Registration Form (enclosure (2)) before borrowing privileges will be established.

c. A card holder is responsible for all materials issued in their name. In case of loss or damage, the card holder shall be required to reimburse the Library for the cost of repairing or replacing the material or the pay of the cardholder shall be garnished in the amount of the expense. In the case of a family member, the pay of the sponsor shall be garnished.

d. Books may be renewed once, provided they have not been placed on reserve by another borrower. The renewal may be accomplished by telephone or in person on, or before, the due date.

e. Books and other materials are to be returned on, or prior to, the established due date. The circulation period may vary from two days to four weeks, depending upon the material.

f. Books listed in the Library inventory or on order may be reserved at the Circulation Desk. Upon notification, the book shall be held at the Circulation Desk for three days. If not claimed within this time, it shall go to the next borrower on the reserve list or be placed back into circulation.

g. Patrons requesting to use library equipment (i.e., computers, typewriters, microfiche reader or audio-visual, etc.) must have registration sheets on file. Patrons must register at the Circulation Desk before using equipment. Computers may be reserved one day prior to date needed. If the individual who made the reservation is ten minutes late they shall lose their reservation. Computer use is limited to one hour if other patrons are waiting. Children must be at least 13 years of age, with sponsor approval, to use computer room.

h. To use CD-ROM computers, children must have adult supervision. The Librarian may give special permission to use the computer alone, depending upon their computer knowledge. Personnel must check out and return CD-ROM at Circulation Desk. Use is limited to one hour if other patrons are waiting.

i. No smoking, eating, or drinking is allowed in the Library.

6. Overdue Procedures

a. The first overdue notice is mailed to the military sponsor's home or work address within seven days past the due date. A second overdue notice shall be mailed to the military sponsor's home or work address if the materials have not been returned within 14 days past the due date. If materials are not returned after 21 days, a third notice shall be mailed via certified mail to the sponsor's home or work address. If no response is received within 30 days, a follow-up letter shall be forwarded to the military sponsor's Commanding Officer. If material is still not returned, the military sponsor's wages shall be garnished.

b. For retired personnel and civilian employees, a first overdue notice is mailed to the members home address within seven days past the due date. A second overdue notice is mailed to the home address if the materials have not been returned within 14 days past the due date. If the materials are not returned after 21 days, an overdue third notice is mailed via certified mail to the borrower's home address. If no response is received within 30 days, the Library shall contact the borrower by telephone to inform them that all borrowing privileges are suspended until the materials are returned.

c. Any Library patron with materials 30 days overdue or longer shall be restricted from further borrowing privileges at the Library until all the materials have been returned or reimbursement has been made.

NAVPHIBASELCREEKINST 5070.2
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LIBRARY REGISTRATION FORM

Only one Library Registration is completed per family. Complete all information below about the military sponsor to include complete mailing address and duty station address. AN ID CARD MUST BE PRESENTED WHEN THIS FORM IS COMPLETED.

PRINT CLEARLY

NAME (LAST, FIRST, MI)

FAMILY MEMBERS AUTHORIZED TO USE LIBRARY (NAME/RELATIONSHIP)

RANK/RATE BRANCH OF SERVICE SOCIAL SECURITY NUMBER

DUTY STATION (COMPLETE ADDRESS INCLUDING ZIP CODE)

WORK PHONE NUMBER:

HOME ADDRESS INCLUDING ZIP CODE (PERMANENT, NOT BARRACKS)

HOME PHONE NUMBER:

READ BEFORE SIGNING: Borrowers are responsible for the safety, proper use, and TIMELY return of all Library materials charged on their records. Current replacement costs shall be assessed for all lost or damaged materials. Borrowers will have to replace any audio or video tapes which are damaged by their equipment. All tapes are checked when returned. Please treat material properly and return on time for the benefit of all. Military pay can be garnished for replacement.

PRIVACY ACT STATEMENT: Information requested is solely for use of the Library Staff to facilitate contacting borrowers regarding Library matters.

SIGNATURE: _____

STAFF USE ONLY: BAR CODE ASSIGNED: _____

TAKEN BY: _____ INPUT BY: _____ DATE: _____

Enclosure (2)