

14 AUGUST 2003



Services

**LIBRARY REGULATIONS AND
INFORMATION SYSTEM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes PAFBI 34-102, 14 August 1997

Pages: 4

Distribution: 3/F

This instruction establishes procedures to be followed by patrons of the Pope AFB Library. Pope AFB is a General Library required to meet standards published by HQ AFSVA and USAF Quality Education Services manual.

SUMMARY OF REVISIONS

This publication has significant changes in Library procedures, customer service, and electronic access of information and must be thoroughly reviewed.

1. Borrowing and/or Use Privileges. Library borrowing privileges are extended to Air Force active duty personnel and their dependents. When resources and capabilities of the Library permit, borrowing privileges may also be extended to retired military personnel of all services, USAF Reserve members on 2 or more weeks of active duty, Army personnel permanently stationed at Fort Bragg, the dependents of such persons, civilians employed on a regular full-time or regular part-time basis by Pope AFB, and to such civilian employees' spouses. USAF active duty, and other military personnel, on TDY orders may be granted Internet access. Privileges may be extended to those students who are on Pope AFB at one of the educational institutions, who do not otherwise fit into the categories listed.

2. Responsibilities. Patrons are responsible for returning borrowed materials no later than the date due. The Library may not charge fines for overdue materials. Materials which are lost or damaged are the responsibility of the person under whose sponsorship the materials were borrowed. Borrowers must replace all lost, damaged, or destroyed materials. The Base Librarian shall provide an equivalent title list, if the lost, damaged, or destroyed material is out of print.

3. Procedures:

3.1. The sponsor or dependent must provide a valid identification card and current information in person to have a Library account, for borrowing privileges. When the active duty Air Force sponsor is not permanently stationed at Pope AFB, the applicant must present a current set of the sponsor's orders for location purposes. Temporary book borrowing privileges will be extended to personnel TDY to Pope AFB who present a copy of their orders. Temporary book borrowing may also be extended to students currently enrolled at the Base Education Office and persons registered at the base lodging, if they otherwise qualified as set out in the above sections.

3.2. Materials must be checked out at the Circulation Desk before being removed from the Library facility. Magazines, reference books, newspapers, and related property will not be removed from the Library. Library use and the loaning of materials shall be extended only to those individuals whose sponsors have a valid Department of Defense Identification card, or students having a valid Drivers License and school enrollment verification.

3.2.1. Materials will not be checked out to patrons who have overdue materials or blocked records. If the patron record is blocked, resolution of the block must be completed before Library check-out may resume. Electronic blocks may not be removed unless approved by supervisory librarian.

3.3. All materials must be checked out 15 minutes prior to closing, and computer document printing completed 30 minutes prior to closing. Computers will be shut down 30 minutes prior to closing. Library personnel will inform patrons 30 minutes prior to closing time.

3.3.1. An unlimited number of book and books on tape titles may be on loan to an account at a time. A maximum of three (3) VHS/DVD titles, and seven (7) music CD's may be on loan to an account at a time. Books and books on tape may be renewed once, upon presentation at the Circulation Desk, or over the telephone. Videocassettes and music CD's are not renewable items. Items may be reserved for a maximum of two Library operation days. A special set of Library rules and policies governing the use of the Library computer lab, and Internet access requires a statement of compliance signed by the individual or sponsor before initial use of these services.

3.4. Juveniles under 10 years of age will not be allowed in the Library unless accompanied by an adult. According to base policy, juveniles 12 years of age can be responsible for children under 10 years of age. Dependent juveniles who are of an age to be unaccompanied will follow Library rules. Study rooms are also governed by a special set of Library rules that requires individual compliance before access.

3.5. Food and beverages are not permitted in the Library. No tobacco product use is permitted in the building.

3.6. The Library service and office desk telephones are for staff use only. The fax machine is staff use only. Telephone messages will be provided to patrons currently in the Library facility. Patrons may use the courtesy telephone located near the front entrance. Public telephone access allows local and base calls only; it does not permit long distance or DSN use.

3.7. The Base Librarian will render assistance and decisions on all subjects in question in this regulation.

WINFIELD W. SCOTT III, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Aconyms*

AFB—Air Force Base

AFSVA—Air Force Services Agency

CD—Compact Disk

HQ—Headquarters

POPEAFBI—POPE Air Force Base Instruction

SVM—Services Combat Support Flight Commander

SVS—Services Squadron