

Grand Forks AFB Library Policies

Using the Library: Anyone with base access is allowed to use the Library and Library facilities. Full use of the library is extended to all patrons provided that they adhere to the library use guidelines.

Children and Vulnerable Adults: The Library welcomes and encourages children to visit the Library, use library resources and services, and attend library programs. Staff members are available to help and support children; however, the Library is not able to provide short- or long-term child care, or be responsible for unattended children or vulnerable adults. Children or vulnerable adults who are unable or unwilling to care for themselves may not be left alone in the Library and must have adequate supervision while in the Library. All children under the age of 10 must be accompanied by a responsible caregiver over the age of 14. The Library is not responsible if children leave Library property unattended.

Parents, guardians, and/or caregivers are responsible for the safety, behavior, and supervision of children at all times in the Library and on library property. Children are expected to respect library property and adhere to the rules outlined in the Library policy.

Library staff will attempt to contact a parent, guardian, and/or caregiver in circumstances such as the following:

- An unattended child is engaging in behavior that is disruptive to other library users, staff, or the normal operations of library business.
- An unattended child is involved in a situation that is potentially harmful to the health or safety of the child and/or others.
- An unattended child is left alone at the Library at closing time.

Such situations will be handled on a case-by-case basis. If parents, guardians, and/or caregivers cannot be reached, or are unresponsive, the Library will contact Security Forces.

Food and Drink: The Library allows outside food and drink on the premises. Drinks must be covered and any food items must be consumed at the tables. Patrons may be asked to remove foods that are particularly odorous or in other ways disruptive to other patrons.

Audio Policies: As a public space, the Library hosts patrons of many different ages and opinions at all times. While the Library does not restrict communication on the premises, we do ask that all patrons maintain a respectful volume and tone so as to maintain a welcoming atmosphere for everyone. If a patron is having a loud conversation or using offensive language they may be invited to use our conference room or asked to step outside to complete their conversation. Sound on all library devices must be muted or listened to with headphones/ earbuds. Headphones are available for checkout at the front desk for those who need.

Computer Use: Library users check out a computer at the front desk with their library card or by signing a temporary computer user agreement. Children under the age of 10 must be supervised by an adult while utilizing the computer.

Users may not

- Use Library computers to access material that is legally defined as obscenity, child pornography, or harmful to minors.
- Use The Library's network for unauthorized access or "hacking" into any electronic, informational or communication services or resources.
- Invade the privacy of others by misrepresenting oneself as another user or attempting to modify or gain access to files, passwords or data belonging to others.
- Add, delete, modify or tamper with the installed hardware or software.
- Engage in any activity that is harassing or defamatory.
- Deliberately propagate computer worms, viruses or other malicious content on or through The Library's network.

Printing and Copying: Printing and copying at the library is free of charge. Patrons must limit printing and copying to 20 pages each a day. Patrons may not use their own paper in the printer. Legal size paper may be provided to patrons upon request.

Circulation Criteria and Limits:

Library resources are checked out for three weeks at a time. Patrons may renew their materials twice by calling in or going to conus-milrec.bibliovation and logging in using their library card number and PIN. Please contact the library for additional details.

Overdues: Though the library does not charge fines for late or missing items, it is expected that all items will be returned or replaced in a timely manner. Items that have been check out longer than the approved loan period must be renewed or returned to the library. If the items are not renewed or returned, the items are considered overdue and the overdue notification process will be initiated. After the third overdue notice and at least 3 contact attempts, the matter will be escalated to the Sponsor's First Sergeant or other direct superior.

Replacements: If items are lost or damaged, it is the patron's responsibility to obtain a new copy of the item or a similar one identified by the Library Director and deliver to the Library in a timely manner.

Interlibrary Loan: Inter Library Loan (ILL) is the process by which the library requests materials from other institutions on behalf of the patron. Requests are handled within 24 hours. Most materials will take an average of 2 to 3 weeks to arrive. All items are subject to the rules and regulations of the lending library. This includes length of check outs, fine policies, and replacement policies.