



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1700.33  
MCCS

15 AUG 2018

AIR STATION ORDER 1700.33

From: Commanding Officer  
To: Distribution List

Subj: AIR STATION LIBRARY REGULATIONS

Ref: (a) MCO 1700.33  
(b) MARADMIN 070/03, Section G  
(c) CJCSI 6211.02D  
(d) UCMJ, Article 134, Clause 3

1. Situation. To publish regulations, procedures, and instructions governing the operation of the Air Station Library.

2. Cancellation. ASO 5070.1D.

3. Mission

a. The Air Station Library is a Marine Corps Community Services (MCCS) activity located in Building 596. Per Reference (a), the library's mission is to assemble, organize, and make easily available unbiased collections of retrospective, current, and authoritative multimedia library materials. Collections, resources, and programs shall be made available at no cost. All materials and services shall be offered in response to the interests and needs of Marines, Sailors, their families, and other authorized patrons.

4. Execution

a. Authorized Patrons. Marines and other active duty service personnel, reservists, retired military, and the family members of the preceding named may borrow materials. Also eligible for borrowing privileges are: Department of Defense (DoD) civilians and DoD contractors stationed on or near the installation. Those personnel on temporary additional duty orders or reserve training in the area are eligible users, but they may not borrow materials.

b. Registration

(1) Military identification must be presented before borrowing privileges are granted and a library card is issued to the patron. The following information is required for the library card's issuance: the patron's rank, name, work information, home address, telephone numbers (work, home, and cell), and email addresses (work and personal). This information is entered into the computer and saved until the patron leaves the base.

(2) Family members are registered as a unit under the sponsor's name. The sponsor is held accountable for the care and return of all materials borrowed by the family members.

(3) Spouses and children age 10 and older with a valid DoD identification card, receive their own library cards, which are linked to the sponsor's account.

DISTRIBUTION STATEMENT A: Authorized for public release; distribution is unlimited.

c. Conduct

- (1) All patrons are expected to behave professionally.
- (2) Noisy or disruptive behavior is not tolerated. One warning will be issued before the patron(s) are asked to leave the library.
- (3) Parents must supervise children carefully. Children are not permitted to play on the stairwell, the railings, or the security gates. Parents must remain with the children while upstairs. Children under the age of 10 must be accompanied by a parent or guardian age 16 or older.
- (4) Smoking, eating, and alcoholic beverages are not permitted. This includes prohibitions on e-cigarettes, chewing tobacco, and snack foods. Water bottles and other small closed drink containers are acceptable.

d. Loan of Materials

- (1) Registered patrons must present their library cards or their DoD identification cards before checking out library materials.
- (2) A patron may have an unlimited number of books charged to their account.
- (3) At any one time, a patron may have no more than 10 of each item type from the library's audio-visual collection charged to their account. Item types in this collection include: movies, audiobooks, playaways, and compact discs.
- (4) A patron may have no more than two e-readers at any one time charged to their account.
- (5) Books, e-readers, and audio-visual materials are checked out for a period of three weeks.
- (6) Books, e-readers, and audio-visual materials may be renewed twice, providing they are not more than five days overdue. If the items are more than five days overdue, they must be returned to the library before the same patron may check out the items again. Items with holds placed on them may not be renewed.
- (7) Reference materials and periodicals are non-circulating. These items are not to leave the library.
- (8) Tablets and laptops are available for patrons to use in-house. These items are not to leave the library.
- (9) An overhead projector and projection screen may be checked out to patrons, at the discretion of library staff.
- (10) Patrons may take advantage of the hold system to request titles that are in circulation. Once an item is placed on hold for a patron, three attempts will be made to contact the patron for pick up at the library before the item is placed back into general circulation.
- (11) Interlibrary Loan (ILL) services are available from all MCCS libraries within the continental United States. Once an ILL item arrives to

the library, three attempts will be made to contact the patron for pick up before the item is sent back to the lending library. Due dates and renewal policies for ILL items are determined by the lending library.

e. Return of Materials

(1) During library operating hours, patrons are to ensure that items are returned directly to a member of the library staff. Items should never be left on the counter without confirming receipt by a library staff member.

(2) Outside of library operating hours, an external book drop is provided for the return of books only. Audio-visual materials, which may be damaged if returned to the book drop, must be returned during library operating hours and directly to a member of the library staff.

f. Overdue Materials

(1) Items that are not returned by the due date are considered overdue.

(2) The patron's borrowing privileges are suspended until all overdue items are returned or until library staff determines recompense has been made.

(3) Within one week of the item due date, an email will be sent to the patron reminding them of the item's impending due date.

(4) The patron is given a five day grace period past the due date during which time they may return or renew the item without being contacted by library staff.

(5) After the end date of the grace period, up to three overdue notices will be emailed to the delinquent patron. Sent one week apart, the three notices will remind the patron of the item's overdue status and inform the patron that there are potential consequences for not returning library materials. These consequences include, but are not limited to, revocation of library privileges and notification of delinquency to the patron's command.

(6) Approximately one week after the third overdue notice, a final notice will be emailed to the patron. The final notice includes mention of previous notices and informs the patron that library staff will now be reporting the patron's delinquency to the patron's command.

g. Lost and Damaged Items

(1) Items that are lost are treated as overdue materials until recompense is made.

(2) Items returned to the library that are determined by library staff to be damaged will not be accepted back into the collection. They will be treated as overdue materials until recompense is made.

(3) The library staff will not accept money for replacement costs. The sole method of recompense is for the patron to replace the item with a duplicate or with an item of equal value. Replacement items should be deemed acceptable by library staff before purchase. To make the process more efficient, library staff may assist the patron in ordering. Replacement items

can be delivered by the patron to the library, handed to a member of the library staff, or the replacement item may be mailed to the library directly from the item vendor.

h. Computer Usage

(1) Patrons do not have to be registered users of the library to utilize the library patron computer system.

(2) Patrons must use library computers responsibly and in manners consistent with reference (b). Misuse of library computers will not be tolerated. Misconduct will be punished based on severity of the offense as determined by library staff. Punishments to include loss of library privileges and banishment from library property.

(3) Per reference (b), use of the library patron computer system affirms a consent to monitoring, as with any other DoD computer system. Internet access is monitored daily for unauthorized access to sites considered to be repositories of sexual or pornographic materials, along with potential security violations. All users should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy. Any misuse or evidence of violation of criminal statutes will be reported to the appropriate authorities.

(4) Per reference (c), accessing pornography on government networks is strictly prohibited and will be strictly enforced. Misuse of government property on this count will result in the immediate revocation of library privileges. Misuse on this count will also result in the reporting of the incident to the patron's command. Command notification will be as follows: for active duty military - squadron level notification; for all civilian employees - immediate superior/supervisor will be notified; for all contract employees - immediate superior/supervisor and contracting officer's representative will be notified; for foreign military - immediate superior/supervisor will be notified; for dependent family members - their sponsor will be notified; for retirees - none, revocation will have to be sufficient.

(5) In the case of child pornography, immediate notification will be made to the Provost Marshal's Office. The patron will be punished to the fullest extent as prescribed by reference (d). Library privileges will be revoked and the patron will be banned from the library.

(6) Children under the age of 10 must be accompanied by a parent when using the computers. It is understood that the library staff will not assume parental duties in regard to monitoring computer use and access by unaccompanied children. Children are encouraged to use the Hatch computers in the children's room. Hatch computers are specially designed for children and include educational activities.

i. Equipment

(1) Network Printer. Patrons may print from the library's public access printer free of charge. There is a limit of 25 pages per day per patron. There is no charge for this service.

(2) Copier. Patrons may make up to 25 copies free of charge per day.

(3) Typewriter. A typewriter is available for patrons free of charge.

(4) Telephone. Patrons may use the library telephone for very short local calls.

(5) Fax Machine. A fax machine is available to the patron for sending and receiving faxes. There is no charge for this service. Patrons are asked to provide the state where the fax is being sent as well as the fax number for statistical purposes. Patrons may also receive faxes. They are asked to call ahead to inform the staff that a fax is coming in to the library. It will be put aside and saved for the patron.

(6) Laminating Machine. Patrons may laminate materials. There is no fee for this service. Patrons are asked to provide their own laminating paper due to the cost of materials.

(7) AccuCut Machine. Die cuts in multiple designs are available for patron use. Due to supply issues, users must bring their own construction paper when operating the machine.

j. Personnel Check Out Policy

(1) Personnel who detach from MCAS Beaufort by permanent change of station (PCS) orders or are released from active duty will check out with the library prior to departure using standard unit check out procedures.

(2) All materials must be returned or replaced before the patron can be checked out with the library.

5. Administration and Logistics. Commanding officers, department heads, and officers in charge will ensure that all personnel departing MCAS Beaufort, on PCS or release from active duty orders, are cleared through the library.

6. Command and Signal

a. Command. This order is applicable to all personnel aboard MCAS Beaufort.

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

  
T. P. MILLER

Distribution: A