

MCRD San Diego Library Policies

MARINE CORPS RECRUIT DEPOT SAN DIEGO LIBRARY

HOURS OF SERVICE: MON-THURS 0730-1900 / FRI 0730-1600 / SAT 0900-1300 / CLOSED SUNDAYS

MAIN PHONE: 619-524-1849

GENERAL EMAIL: SANDIEGOCIRC@USMC-MCCS.ORG

Welcome to the MCRD San Diego Library!

Please note:

- Appropriate civilian attire required per MCO 1020.34 and Library Staff instruction.
- Food and beverage are allowed. Drinks must have lids or caps. Proper trash disposal is required.
- Tobacco products are prohibited in the library; including chewing tobacco, vapes and e-cigs.
- MCRD Library Staff are not responsible for personal items left behind or unattended.
- CACs left in the library will be turned into PMO in Building #217 at end of day.
- Children are welcome at the MCRD San Diego Library. Children under ten years of age must be supervised at all times by an adult guardian. Guardians are responsible for their children while using all library facilities and services. *PMO will be notified immediately if an unattended child is found in the facility.*
- Access can be revoked at any time. Disruptive, inappropriate, illegal, or unsafe behavior is prohibited. Interfering with another person's use of the library, or the Library Staff's performance of their duties is prohibited. Violation of the Marine Corps Standard of Conduct and Ethics, MCO 5354.1, library policies, or any unlawful behavior will result in progressive consequences and may result in the loss of library privileges as determined by the Library Director and Command Leadership will be notified.

LIBRARY ACCESS

Military personnel (both active duty and reserve) and their dependents, retirees and their dependents, civilian employees, and DOD contractors with a valid CAC or USID card have authorized access to MCRD San Diego Library. A valid military, military dependent, or civilian employee CAC or USID card is required to obtain a library account, and the ID card sponsor shall be the primary account holder.

DRESS CODE

Appropriate attire is required for all Library facility visitors and patrons per MCO 1020.34 and Library Staff instruction. For safety and hygiene, shoes must be always worn inside the facility. Head coverings should be removed except for religious articles of clothing or Personnel on Duty.

INTERNET ACCESS

Free broadband internet and Wi-Fi access are available to eligible patrons. Internet access is to be used at your own risk. Current, reliable anti-virus, anti-spyware, and firewall software are highly recommended, and you are responsible for keeping track of your laptop or other wireless devices. *Technical assistance will be limited, and Library Staff may not install software or configure your computer or device, nor assist in accessing or entering personal information in any capacity.*

PHOTOCOPIES & COMPUTER PRINTS

The library has a free public access photocopier/printer. Daily print limits: 10 sheets of color and 30 sheets of black & white.

COMPUTER USE

- To use a computer lab computer, sign in on the clipboard.
- Teen Computer Lab is reserved for Teen use only, unless otherwise specified by Library Staff.
- Printing and scanning are available, and flash drives are permitted. *Printing Limits: 10 color prints per day / 30 black and white prints per day.*
- Present your CAC or USID card at the front desk to check out a laptop computer or tablet. Laptops and tablets are for in-house library use and may not leave the library. Library equipment is assigned and checked out by Library Staff, and you are responsible for any damage to items while checked out to you.

COMPUTER LAB RULES

- Priority will be given to active-duty military members in uniform.
- Sessions are limited to 60 minutes when other people are waiting. Computer Lab closes 15 minutes before the library closes.
- Downloading programs or software is prohibited. Viewing of pornography, and other offensive material, including hate mail and/or other potential security violations, including unauthorized or illegal activities, is prohibited. It will result in forfeiture of all computer and library privileges. PMO may be notified at Library Staff discretion.
- To protect PII, patrons must restart computers at the end of their use. All personal documents must be secured from Computer Lab areas, printers, and scanners.
- Items left in the computer lab may be shredded to protect privacy.

MCRD San Diego Library abides by the Marine Corps General Library Program MCO 1700.33

MCRD San Diego Library Policies

FAX

The library offers a free public fax service at 619-524-8253. You may send up to 10 pages at a time. You may receive up to 30 pages a day. To receive a fax, you must be the person named on the fax and bring your CAC or USID card for pickup.

MAKERSPACE

Please refer to the MCRD San Diego Library's Makerspace Policies Document.

FAMILY ROOM

Families accompanied by children are invited to utilize the materials and technology in the Family Room. Children under ten years of age are not to be left unattended in an area without an adult guardian.

ROOM RESERVATIONS

To use Conference Room, Lounge, or Study Rooms you must make a reservation with Library Staff. Reservations are on a first-come, first-served basis for up to 2 hours at a time. Contact Library Staff to approve a longer or advanced reservation. All rooms close at a set time determined by Library Staff. Additionally:

- Room usage must not disturb other library activities or patrons
- Lights must remain on. Sleeping is not permitted
- Room must be cleaned when leaving, including removing all trash and personal items
- Room may be used for non-commercial purposes only; no promotion, sale of items or services is permitted
- MCRD San Diego Library has priority on all Room reservations for library operation and programming purposes.

LIBRARY CATALOG

- Find our physical materials here: <https://milrec.bibliovation.com/>
- Account login Username: email address on account
- Account login default Password: phone number on account

ITEM LIMITS

Patrons may borrow an unlimited number of books, audiobooks, and Playaways, plus a maximum of 10 DVDs, 2 Video Games, 2 Launchpads, and 1 Kit per account, provided the library account is in good standing.

LOAN PERIOD

Materials have a three-week loan period. Some items may have reduced/modified permissions per Library Staff's discretion.

RENEWALS: Patrons may renew items twice. Items may not be renewed if they are overdue and out of renewals, the account is not in good standing, or if there is a waiting list for the title.

OVERDUES: If materials become overdue, a reminder will be sent via e-mail, or to the military sponsor at work. Subsequent notices will be sent via the sponsor's chain of command. If no response is made, the military sponsor may be charged with misappropriation of government property.

LOST OR DAMAGED MATERIALS

Patrons are responsible for lost or damaged items on their accounts. If an item is returned in damaged condition, and the patron does not respond to our request for a replacement, notices will be sent via the military sponsor's chain of command. Damaged materials remain MCRD San Diego property in accordance with current regulations.

- The patron may replace the item with a brand-new purchased copy of the exact same item or
- The patron may confer with Library Staff to find a similar replacement item of equivalent value
- The patron may pay for the item; payment must be made to **MCCS**; a lost book receipt will be prepared at the library-- this form and payment must then be turned into the MCCS cashier. *Library Staff are not authorized to accept payment for government property*

INTERLIBRARY LOAN

If the materials you need are not available at the library, we may request these for you from other DOD libraries. Approval of request and turnaround time is based on the discretion of the lending library. Items borrowed via Interlibrary Loan cannot be renewed.

PROGRAMS AND EVENTS

We present programs for children, teens, and adults; check our schedule at <https://sandiego.usmc-mccs.org/marine-family-support/libraries> or follow us on Facebook for announcements.

PHOTOGRAPHS

MCRD San Diego Library occasionally photographs inside the facility or at events for marketing or reporting purposes. By participating in our activities, you are implying consent to having your photograph taken. If you do not wish to have your photograph displayed publicly, please notify MCCS Staff.

ACCESSIBILITY STATEMENT

MCRD San Diego Library is committed to ensuring accessibility for all. We are continually improving the library experience for everyone. Please contact sandiegocirc@usmc-mccs.org for information on accommodations.

GIFTS AND DONATIONS

While MCRD San Diego Library appreciates our community's generosity, we cannot accept gifts or donations of any kind.

MCRD San Diego Library Makerspace Policies

MARINE CORPS RECRUIT DEPOT SAN DIEGO LIBRARY

HOURS OF SERVICE: LIBRARY OPENING TIME UNTIL 30 MINUTES BEFORE CLOSING TIME. CLOSED SUNDAYS

MAIN PHONE: 619-524-1849

GENERAL EMAIL: SANDIEGOCIRC@USMC-MCCS.ORG

Welcome to the MCRD San Diego Library Makerspace!

Please note:

- Appropriate civilian attire required per MCO 1020.34 and Library Staff instruction.
- Food and beverage are allowed. Drinks must have lids or caps. Proper trash disposal is required.
- MCRD Library Staff are not responsible for personal items left behind or unattended.
- Programs take priority in the MCRD San Diego Makerspace and may result in needing to vacate the area. Please consult Library Staff for current schedule.
- Children under 18 must be accompanied by an adult guardian at all times in the Makerspace. Guardians are responsible for their children while using all library and Makerspace facilities and services. *PMO will be notified immediately if an unattended child is found in the facility.*
- Access can be revoked at any time. Disruptive, inappropriate, illegal, or unsafe behavior is prohibited. Interfering with another person's use of the library, or the Library Staff's performance of their duties is prohibited. Violation of the Marine Corps Standard of Conduct and Ethics, MCO 5354.1, library policies, or any unlawful behavior will result in progressive consequences and may result in the loss of library privileges as determined by the Library Director.

LIBRARY ACCESS

Military personnel (both active duty and reserve) and their dependents, retirees and their dependents, civilian employees, and DOD contractors with a valid CAC or USID card have authorized access to MCRD San Diego Library. A valid military, military dependent, or civilian employee CAC or USID card is required to obtain a library account, and the ID card sponsor shall be the primary account holder. See full MCRD San Diego Library Policies sheet or ask Library Staff for more details.

MAKERSPACE ACCESS

Authorized patrons must have a current MCRD San Diego Library account in good standing to utilize any Makerspace items or submit Makerspace requests. Patrons must not be undergoing MCRD San Diego Library disciplinary actions, including suspension, to utilize any Makerspace items or submit Makerspace requests. Authorized users must check in with Library Staff before entering the Makerspace.

MAKERSPACE EQUIPMENT AND MATERIALS

Library Staff instructions must be obeyed at all times. Patrons must adhere to Library Staff instructions regarding safety and security of the facility.

Satisfactory completion of equipment, machinery, or electronic item training must occur before patrons may use any Makerspace materials. Library Staff will conduct the training and assess the satisfactory completion.

All Makerspace items must be used safely. All Makerspace items provided are to be used only for intended programming purposes. Any misuse or activities that endanger the space, Library Staff, or other patrons may result in suspension or revocation of privileges.

Unattended equipment, machinery, or electronic items are not permitted. When participating in Makerspace activities, patrons must remain with their projects or machinery until it is safely and securely stowed. There are to be no modifications of the equipment, machinery, or electronic items without Library Staff approval.

Unless programming permits, there are to be no unattended patrons or unmonitored use of items in the Makerspace, except in the case of Library Staff permission. Library Staff do not have guaranteed availability for bespoke assistance.

Item and materials limits are at the discretion of Library Staff. Any excessive material use may result in suspension or revocation of privileges.

Personal materials may be brought in, per the permission of Library Staff.

MCRD San Diego Library Makerspace Policies

REQUESTS: 3D PRINTING, POSTER PRINTING, AND BEYOND

Patron account Makerspace requests are limited to five (5) 3D prints per month and two (2) Poster prints per month. All other requests are at the discretion of MCRD San Diego Library Staff.

MCRD San Diego Library Staff will handle 3D printing, poster printing, and all other requests on a first come, first served basis.

Requests will be considered on a case-by-case basis, at the discretion of MCRD San Diego Library Staff. MCRD San Diego Library Staff retains the right to refuse or deny any request. Staff will review each object or graphic file before it is cleared for printing.

Print times are estimates and pick up times cannot be guaranteed. Projects not picked up by patrons after 30 days from notification that the project is complete will become the property of the MCRD San Diego Library.

Specific criteria for all requests are at the discretion of Library Staff. MCRD San Diego Library Staff will not adjust or otherwise manipulate submitted files.

The 3D printer, poster printer, and all makerspace technology or machinery must be used only for lawful purposes. It may not be used to create a weapon of any kind or objects that:

1. Are prohibited by local, state, or federal law.
2. Are inappropriate for the library and public environment.
3. May cause harm or pose an immediate danger or threat to oneself or the well-being of anyone else.
4. Are subject to a legal copyright, patent, or trademark.

Supervision of the printing process by MCRD San Diego Library Staff does not constitute knowledge, or acknowledgment, of the final use of the printed objects, nor of the lawful status of said objects.

Due to the nature of printing, no file is guaranteed to print successfully, and minor flaws and imperfections can be expected, such as small cracks, warping, or low-resolution results. Printed objects are provided “as-is” and without warranties of any kind, either express or implied.

Please note that all makerspace technology is viewable by the public. MCRD San Diego Library Staff may photograph requests for marketing and promotional purposes. If you do not want your item used in this manner, please let MCRD San Diego Library Staff know immediately.

LOST OR DAMAGED MATERIALS

Patrons are responsible for lost or damaged items that occur while they are participating in Makerspace activities or programs. Replacement items will be required per the instructions of MCRD San Diego Library Staff. All activities in the Makerspace are at the patron’s own risk. MCRD San Diego Library is not liable for any use or misuse of Makerspace materials, equipment, machinery, or electronic items. Items left in the Makerspace will be turned into PMO per MCRD San Diego Library’s Lost and Found policy.

PROGRAMS AND EVENTS

We present programs for children, teens, and adults; check our schedule at sandiego.usmc-mccs.org/library or follow us on Facebook for announcements.

PHOTOGRAPHS

MCRD San Diego Library occasionally photographs inside the facility or at events for marketing or reporting purposes. By participating in our activities, you are implying consent to having your photograph taken. If you do not wish to have your photograph displayed publicly, please notify MCCS Staff.

ACCESSIBILITY STATEMENT

MCRD San Diego Library is committed to ensuring accessibility for all. We are continually improving the library experience for everyone. Please contact sandiegocirc@usmc-mccs.org for information on accommodations.

By entering MCRD San Diego Library, you are releasing MCRD San Diego Library, and others related to it, from all liability for personal injuries and other losses resulting from the use of the Makerspace, facilities, and/or equipment.

MCRD San Diego Library Policy Noncompliance Policies

MARINE CORPS RECRUIT DEPOT SAN DIEGO LIBRARY

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Welcome to the MCRD San Diego Library!

LIBRARY POLICIES

The MCRD San Diego Library operates under specific rules and practices designed to maintain a respectful and safe environment for both staff and patrons. Library Policies and Makerspace Policies are available in separate documents and can be available upon request.

LIBRARY POLICIES: NONCOMPLIANCE

All patrons in noncompliance with MCRD San Diego Library Policies or Makerspace Policies may be eligible for disciplinary action. Disciplinary procedures can result from any patron action which violate the MCRD San Diego Library's policies and practices, signage, and/or staff instructions. A patron does not need a library account to be eligible for disciplinary action. Progressive consequences will be enacted if a patron is in noncompliance.

NONCOMPLIANCE DISCIPLINARY CRITERIA AND PROCEDURES

Library Warnings, Suspension, and/or Debarment can result from any patron actions which violate the MCRD San Diego Library's policies and practices, signage, and/or staff instructions. A patron does not need a library account to be eligible for Policy noncompliance discipline. An initial verbal warning without suspension may be given by Library Staff. Incidents after a verbal warning may result in Library Suspension or Debarment. All incidents require the USMC Library Incident form to be submitted to HQMC and notifying Local Command Leadership.

LIBRARY VERBAL WARNINGS

Disruptive or inappropriate behavior will be determined by Library Staff on a case-by-case basis. Library Staff will administer a verbal warning as needed. A USMC Library Incident form will be submitted to HQMC and Local Command Leadership.

LIBRARY SUSPENSION POLICIES

Under suspension, all borrowing and library access privileges are revoked. The suspension begins upon the issue date of a Letter of Temporary Suspension or Letter of Debarment. At the conclusion of a suspension, the patron will be welcomed back into the MCRD San Diego Library. If, upon return, patron behavior continues to violate the policies and practices, signage, and/or staff instructions, library privileges may be permanently revoked via debarment. A USMC Library Incident form will be submitted to HQMC and Local Command Leadership.

LIBRARY SUSPENSION AND DEBARMENT PROCEDURES

A patron in noncompliance with Library policies will be notified in one or more of the following ways:

- Verbal warning by staff.
- Be given a Letter of Temporary Suspension, including description of patron incident(s) and action(s).
- Be given a Letter of Debarment, including description of patron incident(s) and action(s).

The patron will be provided with a copy of the Library Policies and/or Library Makerspace Policies. The patron is required to sign acknowledgement of receipt of any/all Policies. The patron will also be required to sign a copy of the Letter of Temporary Suspension or the Letter of Debarment to acknowledge receipt and understanding of the disciplinary action.

LIBRARY SUSPENSION TIMEFRAMES

Temporary Suspension may be specified in the following time frames: 1 day, 7 days, 30 days, 90 days. Debarment is defined as an indefinite timeframe.

LIBRARY SUSPENSION APPEAL PROCESS

A patron whose privileges have been revoked may request one time, in writing, that the decision be reviewed by MCRD San Diego Library Leadership. A suspended patron may submit the request to Library Staff at the MCRD San Diego Library circulation desk. MCRD San Diego Library Leadership's decision in the matter is considered final.

MCRD SAN DIEGO LIBRARY WILL CALL PMO IMMEDIATELY AS NEEDED.

MCRD San Diego Library abides by the Marine Corps General Library Program MCO 1700.33