

LIBRARY COMPUTER USE

- All public access computers in the Thomas Lee Hall Post Library may be used by adults and children ages 13 and older with a valid Military ID Card.
- Computer sessions begin with 120 minutes. If no one is waiting, users may continue their session in 30 minute intervals as time permits.
- Computer availability and usage ends 15 minutes prior to the Library's closing time.

CAC CARD USE

- All Library computers are equipped with CAC Card readers but cannot guarantee all functions are possible (i.e. registering a CAC with AKO etc.).

INTERNET AND WIRELESS INTERNET ACCESS

- WEP and WPA are disabled, use wireless internet at your own risk.
- Patrons are responsible for having the proper hardware, software, and network settings on their wireless device to connect to the wireless network. Library staff are not able to provide technical assistance, related to patrons' wireless devices, or assist in making changes to personal devices' network settings, software and/or hardware configuration, or to install any equipment, accessories or software onto patrons' devices.
- Internet access is provided to meet informational needs and support mission goals of the Fort Jackson community. Not all information on the Internet is accurate or current. Library staff is available to assist patrons with research and can guide users how to access valid online sources. These resources are provided free of charge to card holding military members.
- The Library is not liable for Internet content or for copyright violations by Internet users.
- According to Joint Ethics Regulations 2-301a (2) (d), Use of Federal Government Resources, "Do not put Federal Government Communications systems to uses that would reflect adversely on DOD or the DOD Component (such as uses involving pornography; chain letters; unofficial advertising; soliciting or selling.)" Because access to the library network is government-provided, even if the equipment is personally owned, use is governed by this regulation.

PRINTING/ SCANNING/ PHOTOCOPY/ FAX SERVICES

- Black & White Prints = \$.10 | Color Prints = \$.25.
- A scanner/email computer is available but not fax services. Fax service is available at the UPS store located at the Main PX.
- Printing from personal laptop computers via the Library's wireless internet service is not available.

CHILDREN

Sponsors, legal guardians, and/or parents are solely responsible for supervising their children in accordance with Fort Jackson Garrison Child Safety Policy, and ensuring they also adhere to Library policies.

- If staff members observe potentially unsafe situations, they will intervene when necessary.
- In case of an emergency, violation of Garrison Policy involving an unattended child, or for any child remaining at the library after closing, the military police will be notified and the child will be placed in their custody.
- All children, not accompanied with a parent or guardian, are required to have with them a valid military ID, and an established library account containing an address and telephone number for parents (or emergency point of contact).

For Complete Details Regarding Library Policies Please Visit:

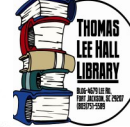
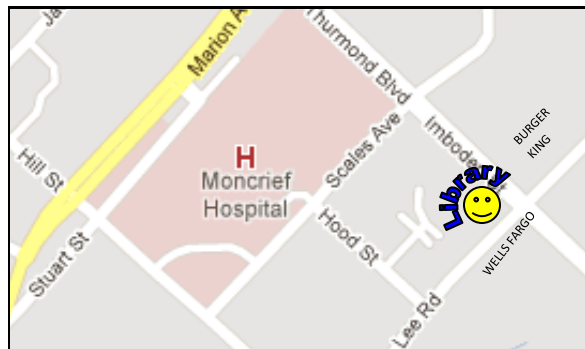
- **Fort Jackson Garrison Child Safety Policy:**
<http://www.am.dodea.edu/jackson/fjpt/forms/Policy%20Memo%205-3%20Supv%20of%20Children%202011.pdf>
- Thomas Lee Hall Library Internet, Equipment & Facility Usage Policies:
<http://fortjacksonmwr.com/library/pdf/ComputerUseRevised3.pdf>
- Thomas Lee Hall Library Standard Policies and Procedures:
www.fortjacksonmwr.com/library

Web:

<http://fortjacksonmwr.com/library>

Online Catalog & Online Accounts:

<http://mwrlibrary.armybiznet.com/>



THOMAS LEE HALL LIBRARY



HOURS:

MON - THU....11AM - 7PM
FRI - SAT12AM - 5PM
Closed Sundays & Federal Holidays

CONTACT US:

Phone: 803-751-5589
803-751-4816
Fax: 803-751-1065
DSN: 88-734-4816

4679 LEE ROAD
FT. JACKSON, SC 29207

fortjacksonmwr.com/library



REGULAR LIBRARY ACCOUNTS

Eligibility:

All persons with a valid Military ID, current email address, and permanent residency in Columbia or on Fort Jackson. This includes: active duty, reserve, National Guard, retired, civilian and contractors.

What You Will Need:

- Your Military ID
- The Library may request a piece of your business mail (utility bill, bank statement, etc.) dated within the last 30 days as proof of mailing address.

TEMPORARY LIBRARY ACCOUNTS

Eligibility:

- Students attending school or training at Fort Jackson (AIT, SSI, Chaplain School, etc.).
- Military and family stationed at Fort Jackson but awaiting permanent residence.
- Contractors working at Fort Jackson but reside elsewhere when contract is complete.

What You Will Need:

- Valid Military ID and a current email address.
- A copy of your orders that contain arrival/departure dates, School or Unit assigned at Fort Jackson.
- For permanent patrons awaiting housing, or in the process of locating a permanent residence, a copy of orders will suffice until proof of residency is attainable. Once proof of address is established, patron account will be changed to a regular account.

****Due to clearance procedures, temporary library accounts will expire 5 days prior to the departure date stated on his/her orders.**

****Patrons must have at least 3 weeks remaining at Fort Jackson in order to establish a borrowing account.**

****Transient individuals without orders, those who are departing the installation within 21 days, or have already cleared with Fort Jackson, will be able to borrow non-accountable paperbacks from the free trade racks.**

****Soldiers in holdover status may create an account with a letter from their CO stating they will be accountable in the event the materials are not returned. CO's contact email, phone #, unit, and signature must be included in the letter.**

Please Note:

Library accounts are only created during business hours until 30 minutes prior to closing.

YOUTH ACCOUNTS:

Unless an account has already been established for the sponsor, applications for family members under the age of 18 must be completed in the library with both child and parent/legal guardian present. All family members will be linked to the sponsor account.

Parents are encouraged to inform the library of any restrictions they desire for their children's accounts (i.e. no computer use, no DVDs, etc). Sponsors are ultimately responsible for all family member's and their use of Library resources.

COMPUTER USE ONLY ACCOUNTS

This account is for the patron who will be using computers but not eligible or not interested in borrowing materials. The benefit of registering for a computer account is an allowance of \$.50 free printing per day. *Computer account holders, like regular accounts, do not need to sign in at the front desk.*

LOAN PERIODS:

- DVD Videos: 7 days (Limit 10 per account**)
- All other material: 21 days (Limit 99 total per account)

Renewals:

- The renewal period for most items is 21 days (DVDs 7 days, television series 14 days)
- Items may be renewed up to 2 times (DVDs 1 renewal), as long as the item has not been requested by another Library user.

Restrictions:

****Account holder must be present (i.e. parents may not check out 10 DVDs and then ask to checkout the next 10 on their child's card).**

****Youth accounts may not check out DVDs with an "R" rating unless they are 17 years of age.**

****Temp./Youth patrons =5 DVDs per account/20 total items.**

****Holds allowed on all material (limit 5 per account).**

Overdue material

- Army Libraries do not charge fines for overdue material. However, patrons will have to pay for items considered lost by the Library (see below).
- If any item becomes overdue for 7 days or more, patron borrowing and renewal privileges will be suspended until the item(s) is returned.
- Materials returned long past the due date disrupts borrowing privileges of other Library users. Patrons who abuse Library borrowing policies, or are habitually overdue, will be put on a 30 day suspension at the discretion of the library staff.

Lost items

- The Library considers material "lost" if an item has been overdue for 30 days, or 3 attempts have been made to contact the delinquent patron (or delinquent patron's sponsor). Attempts to contact patrons may be a combination of phone calls, mailing letters and emails (both systems generated or by Library staff) and in certain cases, by notifying the patron's chain of command. Accounts will change status to "billed" and will block both the sponsor and delinquent family member from all Library privileges (or from clearing post at Fort Jackson) until the situation has been resolved.
- Patrons who feel they have returned the lost items to the Library can request to mark items as "claims return." This will grant an additional 30 days to find the material before payment is required.
- The preferred method for replacing lost items is the purchase of a replacement copy (this may be a used copy in good condition).
- The Library will accept payment for lost items in forms of exact cash, and personal or cashier's checks made payable to "IMWR FUND."
- Patrons who are unable to be contacted by the library regarding overdue material, past the 30 days or 3rd notice, are subject to DD139 -Garnishment of Wages. The sponsor is ultimately responsible for all family member accounts.

Damaged material

- Materials returned damaged, or determined not in acceptable condition for other borrowers, must be paid for or replaced in kind. Library staff examines material upon checkout, and again at check-in, to assess condition and completeness.