



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5070.1G
MCCS

28 JUL 2015

AIR STATION ORDER 5070.1G

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MARINE WARRIOR LIBRARY REGULATIONS

1. Situation. To publish regulations, procedures, and instructions governing the operation of the Marine Warrior Library.

2. Cancellation. ASO 5070.1F.

3. Mission. To provide media and services for the educational, informational, professional, and recreational needs of Marines and their families.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Marine Warrior Library will provide a full range of library services to authorized users within the Cherry Point community, and will work with other Marine Corps libraries to enhance library services to the benefit of all members of the Marine Corps community.

(2) Concept of Operations

(a) The Marine Warrior Library is located in the center wing at the front of Building 298, on the ground floor, and is under the line authority of the Chief Executive Officer, Marine Corps Community Services (MCCS).

(b) Authorized users are:

1. Military personnel, retired service personnel, and their family members. Children under the age of 10 must be accompanied by a parent or other responsible caretaker.

2. Students who attend Cherry Point Education Center schools and universities sanctioned by the Command may use the facility upon presentation of current registration identification.

3. Department of Defense (DoD) personnel employed aboard the Air Station.

b. Coordinating instructions

(1) Circulation

(a) The official identification (ID) card will be used to register a user and issue a Cherry Point library card. Presentation of the Cherry Point library card or DoD ID card will be required when checking materials out of the library.

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

(b) All materials loaned to family members will be made on their sponsor's registration or on a subsidiary family member account.

(c) The maximum number of items that may be checked out at one time is as follows. Books: Unlimited quantity, loan limit of 3 weeks with 1 renewal. DVD/Video: Quantity of 10, loan limit of 3 weeks with 1 renewal. Audio Books: Quantity of 10, loan limit of 3 weeks with 1 renewal. Playaways: Quantity of 10, loan limit of 3 weeks with 1 renewal. Music CDs: Quantity of 10, loan limit of 3 weeks with 1 renewal. Video Games: Quantity of 2, loan limit of 3 weeks with 1 renewal. Software: Quantity of 2, loan limit of 3 weeks with 1 renewal. If an item is on hold for another patron it may not be renewed.

(d) Books not readily available may be obtained for borrowers through interlibrary loans.

(e) Magazines, periodicals, and books located on the reference shelves are considered reference materials and may not be removed from the library.

(f) Borrowers may reserve specific materials by making arrangements at the circulation desk. Borrowers must pick them up within three days following notification of availability.

(g) Books may be renewed once by bringing the book to the circulation desk. Renewals by telephone, or electronically, may be made after setting up a Personal Identification Number (PIN). DoD ID cards are required to establish a PIN.

(h) An outside Library Return box is provided for patron convenience, with one slot for books and a second slot for audiovisual materials. Library materials remain the responsibility of the borrower until they are processed at the circulation desk. If audiovisual materials are loose, or in a damaged case, the case should be secured or placed in a bag before deposit in the Library Return. Equipment such as e-book readers and DVD players or unsecured audiovisual materials in broken cases must be returned to a staff member at the circulation desk.

(i) General Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered except for the purposes of protection from injury or theft.

(j) The Library cannot limit its selection to materials suitable for children and adolescents, but must consider its adult audience; therefore, some materials may be deemed by parents as inappropriate for their children. Since parents' feelings differ and children of the same age differ greatly in levels of maturity, the library will not act as judge of what materials a child is mature enough to borrow. This responsibility will remain with the parent.

(2) Overdue Library Materials

(a) Overdue notices are computer generated. The first and second notices are sent via e-mail to the borrower, or guard mail to the borrower's squadron/unit administrative office. The third notice is sent to the borrower's Commanding Officer, who will take the necessary action to ensure the prompt return of the materials.

(b) Lost or damaged materials should be replaced by an exact duplicate or suitable substitute of comparable value. If replacement is not feasible, reimbursement at the list price of the item concerned may be made by check or money order payable to MCCS or by cash, unless it is a book belonging to McNaughton Book Service. Payment for McNaughton books is made by check or money order payable to Brodart Co.

(3) Copier and Fax Service

(a) A copier is available for making copies at no charge. There is a limit of 10 pages per person per visit.

(b) Readers/printers are available for making copies from library owned microforms. There is a limit of 10 pages per person per visit.

(c) Public faxing is available at the Circulation Desk at no charge. There is a limit of 10 pages per person per visit. Faxes received for library patrons will be held for them at the front desk; a picture ID will be required to pick up a fax.

(4) Computers

(a) Public use desktop computers are available in the library's Computer Lab, and small laptops may be signed out for use throughout the library. Personal software may not be used on library computers. Additionally, by using a government computer, the patron consents to this use being monitored. A Cherry Point library card or DoD ID card is required to use a computer.

(b) Scanners are available for use at no charge.

(c) Computer Lab printing is available at no charge. There is a limit of 10 pages per person per visit.

(d) Wireless Internet access is available free of charge at the Marine Warrior Library. Patron use of personally owned computers or mobile devices with this Internet connection is at the individual's own risk; up-to-date anti-virus, anti-spyware, and firewall software are highly recommended.

(e) The Marine Warrior Library's online catalog is available via the Internet at <http://library.usmc-mccs.org>. A growing number of electronic resources, such as e-books and research databases, are available remotely to Cherry Point library users. Passwords for these services may be obtained from the library.

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5. Administration and Logistics. Recommendations for changes to this Order should be submitted to MCCS via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to MCAS Cherry Point, its subordinate and tenant commands, and all authorized users of the Marine Warrior Library.

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



C. PAPPAS III

DISTRIBUTION: A