



MADN-LIB

10 March 2014

Library Policy Operating Memorandum No. 2-3

Appropriate Conduct in USMA Library Facilities

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1. **PURPOSE**: The United States Military Academy Library maintains an environment conducive to academic study and research for all users.

2. **ELIGIBILITY**: The following individuals are eligible to occupy common areas of Jefferson Hall during all posted operational hours of the Library (per DPOM 08-1):

- a. Military personnel in uniform (all approved uniforms with the exception of physical fitness uniforms). Equivalent uniforms worn by other Service and international military personnel assigned to or visiting West Point in an official status are also permitted.
- b. Military personnel, their spouses, and family members (14 years of age or older) in civilian clothing provided that they display their CAC/DoD identification card on their outer garment at all times in Jefferson Hall. Spouses or family members in this category without DoD or West Point issued identification are not eligible for unescorted access.
- c. West Point and USMA DoD civilian employees, ODIA employees, Association of Graduates employees, contractors, their spouses, and family members (14 years of age or older) provided that they display their DoD/West Point/ODIA/Contractor identification card on their outer garment at all times in Jefferson Hall. Individuals or family members in this category without DoD or West Point issued identification are not eligible for unescorted access.





- d. Registered and credentialed attendees of Superintendent-approved, Dean-approved, or Librarian-approved events/appointments held in Jefferson Hall. This includes members of the general public who request to use the collection under 44 USC 19 – 1909 governing open access to government collections, and researchers with scheduled appointments to consult materials held in Special Collections and/or Archives. Individuals in this category must display the name/identification badge provided to them at all times while in Jefferson Hall. This badge is valid only for Jefferson Hall and does not permit unescorted access through the Central Post Restricted Area.

Eligibility to occupy Jefferson Hall does not automatically guarantee access to all services provided therein.

3. **REVOCATION OF OCCUPANCY RIGHTS:** Any individuals who interfere with the academic and research atmosphere of Jefferson Hall or who misuse or abuse resources and facilities available within Jefferson Hall may be asked to leave the premises by staff per DPOM 08-1.

4. **USE POLICIES:** The following use policies help ensure a safe, clean, and welcoming environment for all users.

- a. Smoking is not permitted in Jefferson Hall or within 50 feet of any entrance or exit.
- b. Animals are not permitted in Jefferson Hall, except for working dogs (guides, security, etc.).
- c. Drinks may be consumed from covered containers only.
- d. Light snacks may be consumed. Light snacks are defined as finger food served at room temperature. Examples of permitted foods include pastries, muffins, pretzels, candies, cookies, snack bars.
- e. Food constituting a meal or that is served heated or cooled is not permitted at any time except on the first and sixth floors. Examples of foods prohibited at all times on the 2nd through 5th floors include sandwiches, pizza, soups, salads, fast food, and ice cream.





- f. Food served heated or cooled on the sixth floor is only authorized in conjunction with an approved and scheduled event.
- g. Furniture and tables in common areas will not be moved unless authorized by library administration.
- h. Collaborative work and subdued conversation is welcome in common areas. Researchers should be considerate of those around them and relocate to a designated group study space if their work is disruptive to others.
- i. Individuals who use library group study or conference rooms may reconfigure the space for temporary use but will return the room to the original configuration prior to leaving the space. This includes ensuring that all technology is operable and properly configured.
- j. Cadet elevator use is authorized when injured or escorting guests only. Cadets who are physically unable to use the stairs, invited by staff and faculty members, or who receive authorization from their tactical officer may use the elevator during the normal duty day. The normal duty day in the library encompasses all operational hours of the facility. Cadets eligible to use the elevator may not authorize additional cadets as escorts. (Reference: USCC SOP Card 1200-1).
- k. Appropriate and respectful language and personal conduct is required at all times.
- l. Appropriate attire is expected of all users. Attire for cadets and cadet candidates should conform to standard uniform policies for other academic facilities.
- m. Sleeping is not permitted at any time.
- n. Feet should not be placed on library furniture at any time.
- o. All trash or disposable items should be placed in receptacles for that purpose located throughout the facility.
- p. Classes or other group gatherings should be held in designated classrooms or group study areas, not in common areas.





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q. Users who trigger security alarms when entering or exiting the building should report to the Circulation Desk immediately.

5. **PROPONENT**: The proponent for this Dean's Policy Operating Memorandum is the Librarian and Associate Dean, USMA Library, Office of the Dean, MADN-LIB, x3833.

6. **EXPIRATION**: This policy is effective until superseded or rescinded.

CHRISTOPHER D. BARTH
Librarian and Associate Dean, USMA

