

# Dean's Policy and Operating Memorandum 08-1

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OFFICE OF THE DEAN  
UNITED STATES MILITARY ACADEMY  
WEST POINT, NEW YORK 10996

MADN-LIB

30 June 2018

West Point Jefferson Hall Library  
And Learning Center

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1. **PURPOSE:** To describe regular access to, use and maintenance of, and privileges within West Point's Jefferson Hall Library and Learning Center (Jefferson Hall). DPOM 08-2 covers special event and reserved use operations for certain facilities within Jefferson Hall. This DPOM replaces DPOM 08-1 dated 1 August 2016.

2. **APPLICABILITY:** Jefferson Hall directly supports the Strategic Guidance for the United States Military Academy dated July 2007 and serves as a focal point for the development of the intellectual domain. It provides research and community services to the United States Corps of Cadets, the West Point staff and faculty, and the larger West Point community. The Office of the Dean is the proponent for Jefferson Hall.

3. **SPECIFIC:**

a. **Resident Organizations:**

(1) **USMA Library:** The purpose of the the USMA Library is to provide information resources to the community for advanced undergraduate research, provide instruction and training in using information resources in support of the curriculum and academic mission, provide a place for collaborative learning and academic study, and preserve and promote the history of West Point and the United States Military Academy.

(2) **Faculty Learning, Innovation, Collaboration, and Research (FLICR)** consists of the Center for Teaching Excellence (CTE), the Academic Research Division (ARD), Center for the Advancement of Leader Development and Organizational Learning (CALDOL), and the Human Protections Administrator. FLICR serves as the internal and external face of the Dean's MAD for engagement about interdisciplinary teaching and research. FLICR's vision is an ambitious one: "Every USMA faculty member uses FLICR's resources to pursue innovative approaches to teaching and learning, conduct research, and connect through a community with meaningful work at USMA for the Army, the Nation, and academe."

(3) **Center for Enhanced Performance (CEP):** The CEP is a comprehensive support organization that educates and trains cadets in the skills necessary for the pursuit of success and professional excellence.

(a) The Academic Excellence Program (AEP) is made up of learning-excellence faculty who educate, inspire, and promote development through collaborative teaching, counseling, and support to empower cadets to reach their full potential.

(b) The Performance Enhancement Program (PEP) includes a curriculum of psychological skills training designed to educate cadets in the processes of building mental toughness and performing optimally under pressure. The curriculum is derived from the field of applied sport psychology and is relevant to every area of cadet performance throughout the 47-month West Point experience. Cadets learn, practice, and master the intangible mental skills that lead to the self-awareness, self-regulation, and mental agility demanded by modern leadership challenges.

(4) **West Point Writing Program:** The West Point Writing Program enables cadets and faculty across the United States Military Academy to advance their study of critical thinking, academic argument, writing within the disciplines, college pedagogy, and professional communication. Through a variety of forums, especially the Writing Fellows Program, select students and faculty work together to research the most powerful ideas and effective practices available within composition studies, to contribute originally to high-level scholarly conversations, and above all, to enhance the resources on hand to all cadets for the development of their thinking and writing.

(5) **Class of 1957 Café:** The Class of 1957 Café sells light snacks and beverages to Jefferson Hall patrons. Proceeds support the Directorate of Cadet Activities.

**b. Access to Jefferson Hall for Resident and Emergency Personnel:** The following personnel are authorized 24-hour unescorted access to their assigned work areas within Jefferson Hall via external door CAC card, and/or key. These personnel are responsible for ensuring that all building security features remain in effect during hours when the USMA Library is not in operation.

(1) Staff assigned to duty locations within Jefferson Hall.

(2) Emergency personnel in performance of assigned duties.

**c. Unescorted Access to Jefferson Hall for Library Users:** Use of common areas of Jefferson Hall is intended for academic or research purposes by authorized personnel. Common areas of Jefferson Hall comprise all spaces accessible from the entry rotunda without the use of proximity card or physical key. Common areas do not include study rooms/classrooms, conference rooms, staff offices, the Alexander M. Haig Room, storage rooms, mechanical rooms, custodial rooms, communication rooms, or electrical rooms. Jefferson Hall is located within the Central Post Restricted Area. As such, Jefferson Hall is not a public facility and is not open for browsing or touring by the general public. The following individuals are authorized unescorted access to common areas of Jefferson Hall during any and all hours of public operation:

(1) 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. Cadet casual is considered an approved uniform. Cadets wearing cadet casual must display their CAC around their neck or on their outer garment at all times.

(2) Military personnel, USMA DoD civilian employees, ODIA employees, Association of Graduate employees, USMA DoD contractors, or authorized delivery personnel in civilian clothing provided that they display their CAC/DoD/West Point/ODIA/AOG/Contractor identification card on their outer garment at all times in Jefferson Hall.

(3) Registered and credentialed attendees of Superintendent-approved, Dean-approved, or Librarian-approved events held in Jefferson Hall provided that they display their name/identification badge provided to them at all times in Jefferson Hall. This badge is valid only for Jefferson Hall (or a subsection thereof) and does not permit unescorted access through the Central Post Restricted Area.

The following individuals are authorized unescorted access to common areas of Jefferson Hall *prior to 1900 on any day of operation only:*

(4) Spouses and family members (14 years of age or older) of military personnel, USMA DoD civilian employees, ODIA employees, Association of Graduates employees, or USMA DoD contractors provided that they display their CAC/DoD/West Point/ODIA/AOG/Contractor identification card on their outer garment at all times in Jefferson Hall. Spouses or family members without DoD or West Point issued identification are not eligible for unescorted access.

(5) Retirees bearing a DoD identification card provided that they display their DoD identification card on their outer garment at all times in Jefferson Hall. Spouses or family

members of retirees without their own DoD or West Point issued identification are not eligible for unescorted access.

(6) Graduates, spouses, and family members (14 years of age or older) who are registered as official participants for an official Academy event provided that they display their official name/identification badge provided to them at all times in Jefferson Hall.

(7) Researchers who are members of the general public requesting to use the collection under 44 USC 19 – 1909 governing open access to government collections, through consortial or cross-library research agreements, or researchers with scheduled appointments to consult materials held in Special Collections and/or Archives or materials on exhibit within Jefferson Hall provided that they 1) register as a visitor at the first floor welcome desk; 2) provide valid photo identification; 3) display their issued visitor credential on their outer garment at all times in Jefferson Hall; 4) have any bags or parcels searched prior to movement to upper floors of Jefferson Hall; and 5) agree to obey all rules, policies and regulations for use of Jefferson Hall.

**d. Escorted Access to Jefferson Hall for All Other Visitors and Guests:** Any individual not qualifying for unescorted access to Jefferson Hall in 3. c. is required to have a qualifying escort at all times while in the Central Post Restricted Area, and in Jefferson Hall. This includes:

(1) Children under the age of 14.

(2) Graduates of West Point, their spouses and family members without qualifying military or Academy-event identification.

(3) Parents of cadets, their family members, and friends.

(4) The general public and visitors to West Point, including Admissions visitors.

**e. Revocation of Access Rights to Jefferson Hall:** 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.

**f. Facility Operating Hours:** Operating hours for Jefferson Hall are defined as the times when perimeter doors are unsecured allowing access to authorized users and their guests. These hours match the operating hours of the USMA Library. The official schedule for facility operating hours is published to the USMA Library website and in the vestibule entrances to the library. Resident organizations that require visitor access to their facilities outside of facility operating hours will retain exterior security at all times, and ensure visitors remain in their dedicated areas and out of the USMA Library spaces.

(1) Academic Term (Day 1-1 through the end of TEE Week)

<b>REGULAR OPERATING HOURS</b>	
Monday – Thursday	0700 – 15 minutes prior to Taps
Friday	0700 – 2100
Saturday	1000 – 2100
Sunday	1000 – 15 minutes prior to Taps
<b>SPECIAL OPERATING HOURS</b>	
TEE Week	Set by Librarian each term based upon TEE Schedule
Federal Holidays (except Thanksgiving) that are not class days	Opening time will be 1000. Closing time will remain the standard closing time for that day.
Federal Holidays (except Thanksgiving) that are class days	Regular Operating Hours as listed above
Saturdays prior to Federal Holidays that fall on Mondays	1000 – 1800
Sundays prior to Federal Holidays that fall on Mondays	1000 – 1800
Home Football Saturdays	Opening time will be 3.5 hours after kickoff time. The closing time will remain 2100.
Army-Navy Football Saturday	CLOSED
Thanksgiving and the Friday and Saturday Following	CLOSED
Sunday following Thanksgiving	1000 – 15 minutes prior to Taps
Days with Compressed or Modified Schedules	The library will open 30 minutes prior to the earliest scheduled class period. The library will close at the regular closing time for that day.

(2) Winter / Spring Leave

<b>REGULAR OPERATING HOURS</b>	
Monday – Friday	0700 – 1630
Saturday – Sunday	CLOSED
<b>SPECIAL OPERATING HOURS</b>	
First Saturday of Spring Leave (Plebe Parent Weekend)	0700 – 1500

Final Sunday of Spring Leave	1000 – 15 minutes prior to Taps
Federal Holidays	CLOSED

(3) Reorganization Weeks

<b>REGULAR OPERATING HOURS</b>	
Monday – Friday	0700 – 2100
Saturday	CLOSED
Sunday	1000 – 2100
<b>SPECIAL OPERATING HOURS</b>	
Acceptance Day	Conclusion of Review until 2100
Affirmation Day	1000 – 2315

(4) STAP I

<b>REGULAR OPERATING HOURS</b>	
Monday – Thursday	0700 – 2100
Friday	0700 – 1630
Saturday	CLOSED
Sunday	1300 – 2100
<b>SPECIAL OPERATING HOURS</b>	
Federal Holidays	1300 – 2100
Graduation Day (when falling on a weekend)	1000 – 1800

(5) STAP II / STAP III / Summer (when STAP not in session)

<b>REGULAR OPERATING HOURS</b>	
Monday – Friday	0700 – 1630
Saturday – Sunday	CLOSED
<b>SPECIAL OPERATING HOURS</b>	
Federal Holidays	CLOSED

(6) Special Events

(a) Jefferson Hall will close to all (except resident staff) 30 minutes prior to a review on the Plain. The shades in the windows facing the Plain will be closed during the closing. Jefferson Hall will reopen immediately following the review.

(b) Special events held in Jefferson Hall may not occur outside of regular operating hours (including set-up and take-down work).

**g. Specific Service Operating Hours**

(1) USMA Library

(a) Front Desk: All Facility Operating hours.

(b) Help Desk: All Facility Operating hours (some hours on-call).

(c) Special Collections and Archives: Normally Monday to Friday, 0730-1700.

(d) Haig Room: All Facility Operating hours.

**h. Use Policies:** The following use policies apply to all regular or special use of Jefferson Hall. They are also reprinted as LPOM 2-3 Appropriate Conduct. Failure to comply with use policies is grounds for revocation of access privileges, fines, or prosecution.

(1) Appropriate and respectful language and personal conduct is required at all times

(2) Smoking or use of other tobacco products to include chewing tobacco and e-cigarettes inside of Jefferson Hall or within 50 feet of any entrance or exit is prohibited.

(3) Animals are not permitted in Jefferson Hall, except for working dogs (guides, security, etc.).

(4) Drinks may be consumed from covered containers only.

(5) 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.

(6) Food constituting a meal, or that is served heated or cooled are not permitted at any time except on the first and sixth floors. Examples of foods prohibited at all times on the 2<sup>nd</sup> through 5<sup>th</sup> floors include sandwiches, pizza, soups, salads, fast food, ice cream. Food served heated or cooled on the sixth floor is only authorized in conjunction with a approved and scheduled event.

(7) Stations designed to dispense food or drinks will be placed only on the first or sixth floors (the Library Café, and Haig Room/6th floor rotunda) in support of approved and scheduled events. All drinks must be served in covered containers only (Exception: events held exclusively on the sixth floor).

(8) Furniture and tables in common areas will not be moved unless authorized by library administration.

(9) 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.

(10) Classes or other group gatherings should be held in designated classrooms or group study areas, not in common areas.

(11) 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.

(12) Having fewer than three cadets in a group study space is prohibited.

(13) Cadet elevator use: "Cadets are not authorized to use elevators between 0655 hours and 1800 hours on weekdays. Exceptions must be approved by Company TAC Teams. Cadets invited by a staff and faculty member or who have an authorized exception may use the elevator during the normal duty day. This applies to elevators in all barracks, academic buildings, and library. Cadets are not authorized to use the elevators in the Arvin Cadet Physical Development Center unless it is required for official business picking up or dropping off equipment, or if they are on a medical profile." USCC SOP May 2018

(14) Appropriate attire is expected of all users. Attire for cadets and cadet candidates should conform to standard uniform policies for other academic facilities.

(15) Sleeping is not permitted at any time.

(16) Feet should not be placed on library furniture at any time.

(17) All trash or disposable items should be placed in receptacles for that purpose located throughout the facility. Littering or leaving trash or discarded material in any location other than a trash or recycling container is prohibited

(18) Theft or attempted theft of library-, employee-, or guest-owned materials from the premises to include concealment of materials within personal effects is prohibited.

(19) Removal or tampering with security features, markings, and/or devices attached to library materials or furnishings is prohibited.

(20) Concealing library materials or equipment within the facility for the exclusive use of an individual or individuals is prohibited.

(21) Vandalism, graffiti, and other intentional tampering with or damage to library property, collections, and exhibits is prohibited.

(22) Posting of bills, posters, or other materials anywhere within Jefferson Hall without the permission of the Librarian-in-Charge is prohibited.

(23) Leaving doors to group study areas, classrooms, staff areas, passageways, emergency stairwells, mechanical spaces, or other secured locations propped open for any reason is prohibited.

(24) Leaving personal effects unattended for any period of time is prohibited.

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

**i. Reserved Use of Jefferson Hall Facilities:** Certain facilities within Jefferson Hall are available for reservation by authorized personnel subject to approval. DPOM 08-2 covers all special event and reserved use operations held within Jefferson Hall.

#### 4. **RESPONSIBILITIES:**

##### **a. Dean of the Academic Board:**

(1) Has the overall responsibility for Jefferson Hall operations, resources, and services.

(2) Hears appeals regarding special event or reserved use requests for Jefferson Hall.

(3) Approves and enforces this DPOM.

##### **b. USMA Library Staff:**

###### **(1) Librarian:**

(a) Has overall responsibility for the library, its resources, staff and operation on behalf of the Dean's Major Activity Directorate, West Point and the Army.

(b) Assigns a Jefferson Hall Building Commandant and Fire Marshal on orders.

(c) Coordinates with the Building Commandant to ensure access, security, and maintenance for Jefferson Hall.

(d) Approves special event and reserved use operations in accordance with DPOM 08-2.

(e) Maintains and enforces execution of this DPOM.

**(2) Library staff:**

(a) Posts operating hours at the main entrances and on the Jefferson Hall web site.

(b) Locks and unlocks the entrances in accordance with Jefferson Hall operating hours.

(c) Coordinates access to the library during reviews and special high-traffic events.

(d) Maintains and enforces execution of this DPOM.

**c. Building Commandant:**

(1) Coordinates with the Librarian to ensure access, security, and maintenance for Jefferson Hall.

(2) Acts as the Jefferson Hall Fire Marshal.

(3) Security:

(a) Issues keys and manages access control systems in Jefferson Hall.

(b) Implements plans to maintain or enhance the security of Jefferson Hall.

(4) Maintenance:

(a) In coordination with the Library Administrative Office oversees the work of the DPW-contracted cleaning team.

(b) Ensures all work-order repairs are submitted and executed in order to keep Jefferson Hall maintained.

(c) Develops and submits the Jefferson Hall Sustainment, Renovation, and Maintenance (SRM) budget through the Dean to USMA in order to sustain, renovate, and maintain the library.

(5) Fire Prevention: In coordination with the Library Administrative Office develops and implements a fire prevention and evacuation program.

(6) Lights: Ensures the lighting system is maintained.

**d. Resident Organizations:**

(1) Jefferson Hall Library and Learning Center resident organizations are responsible for complying with this DPOM and are under the administrative control of the Librarian, USMA for this purpose.

(2) Approve special event and reserved use operations in accordance with DPOM 08-2 for their assigned facilities.

**e. Information and Educational Technology Division (IETD):**

(1) Provides second-line technical support for all “in-room” IT and AV equipment and user computer systems.

(2) Provides commercial internet access via wireless and wired connections as required.

(3) Provides systems administration and maintains servers designed to support library operations as required.

(4) Provides programming support to maintain the library web site (content management is the responsibility of the library staff).

(5) Provides lifecycle support for all end user computer systems and AV systems supporting conference rooms and learner centers. Specific systems in the Center for Enhanced Performance are not included.

**f. U. S. Army Garrison, West Point:**

(1) Directorate of Emergency Services: Coordinates police, fire, and medical support for Jefferson Hall. Spot checks Jefferson Hall security after duty hours and on weekends/holidays, and contacts the building commandant if there are any issues.

(2) Directorate of Public Works: Provides facilities maintenance support to Jefferson Hall, including land maintenance, sidewalk, and entranceway snow/ice clearance and salting.

(3) Directorate of Logistics: Provides supply and services support to Jefferson Hall.

(4) U.S. Army Signal Network Enterprise Center (NEC) – West Point: Provides command, control, communications, computer and information management (C41M) support to Jefferson Hall. The support includes operations and maintenance of the Jefferson Hall telephone and data networks to include cabling, wireless access points, in-wall cabling, voice/data information, and configuration and lifecycle management of these enterprise infrastructure components.

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

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

MICHAEL F. YANKOVICH  
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Vice Dean for Operations