

## Why do we have policies / a policy brochure?

The library strives to balance the needs and rights of all users and adhere to Air Force and DoD instructions. When one user destroys library property, doesn't return items in a timely manner, or behaves in an overly disruptive manner, it means that all other library users can't make use of the destroyed or missing items or can't enjoy their time at the library, so the library must take steps to protect the needs and rights of the majority.

This brochure contains a selection of policies that it might be useful for you to know (we don't imagine you need to know the full collection development policy, for example, though you may ask to see it) that have been simplified and re-written for easy digestion.

If you have any questions about library policies, please ask the Library Director.



### Minot Air Force Base Library

**156 Missile Ave Ste 1  
Minot AFB, ND 58705**

**Phone: 701-723-3344**

**Web:**

<http://tinyurl.com/mafblib>

<http://www.5thforcesupport.com/activities/library/>

Updated January 2015

## Minot Air Force Base Library

*Serving the mission  
through resources and  
information*

### ***Library Policies***



#### HOURS

**Mon-Thurs: 1000-2000**

**Fri: 1100-1900**

**Sat: 1100-1800**

**SUN: CLOSED**

**Closed on Federal Holidays**

**Tel: 701 723 3344**

**Web: <http://tinyurl.com/mafblib>**

# Library Policies

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## Borrowing Policy:

**Responsibility:** You and/or your sponsor are responsible for returning items on time, replacing lost or damaged items, and making sure we have your current address, phone number, and e-mail address.

**Privacy:** The library only keeps records of items currently checked out. This information is kept private unless the items become overdue or are legally requisitioned by law enforcement. Your personal information is kept in our password-protected database, in a locked cabinet, and/or in an encrypted and password-protected file.

**Overdue Materials:** Our system will send e-mail notices to the e-mail address(es) you provide when you registered for a card when you have items that are 4, 11, and 19 days overdue. Around the first of each month we send paper notices to the work addresses of borrowers (or their sponsor) who have items that were due during the months that were two and three months prior (so, on April 1st, we would send out notices to borrowers whose items were due in January and February). If items have still not been returned within two weeks of the day the second paper notice is mailed, we contact 1st Sergeants or supervisors and request their assistance in securing the return of the items. We may also request assistance of the finance office at or after that time.

Once a borrower has items that are more than 1 month overdue, their account (and those of family members) is blocked until all items are returned.

Once items have been returned or replaced, accounts will be reinstated and all forgiven.

**All items must be returned before out-processing.**

## Damaged Library Materials:

Should you damage an item that is checked out to you or discover that an item is damaged, **do not try to fix it yourself!** Bring it to the attention of library staff. You will only be asked to replace the item if the damage cannot be repaired and is not the result of normal use (examples of damage types that require replacement: water damage, mold, animal or human tooth marks or scratches, dirt or other foreign substances that resist removal).

**Never never never try to fix a library book with ordinary scotch tape!**

The library uses special tape to repair books. If your scotch tape cannot be removed without damaging the book, you will be asked to replace it.

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## Replacing lost/damaged items:

If you have to replace a lost or damaged item, you will be asked to buy a copy of that same item in the same format (hardcover, paperback, DVD, etc.), BUT if a replacement item is not available at a reasonable price, the librarian will find an alternative replacement for you to buy. **You will NEVER be asked to pay \$75 for a \$15 item.**

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## Behavior Policy:

In general, if someone in the library behaves in a manner that is destructive to library property or threatening or extremely disruptive to others in the library, they will be asked to cease that behavior or leave the library. Security Forces will be called if someone is out-of-control, a danger to themselves and/or others, or does not leave the library when asked to do so.

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## Closing and Opening:

The library computer lab, fax, scanner, coffee, and copier services close **at least 15 minutes before** the library does. There are two computers in the fiction area that may be used after the computer lab is closed but **only until 5 minutes before closing time.**



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## Children in the Library:

Parents and guardians are responsible for their children when they are in the library, including the safety of the children and the inaction or enforcement of any restrictions on what material the children are allowed to access.

**Children under the age of eight must be supervised at all times.**

Children are welcome to use and enjoy the library. Silence (or even whispering) is not required, but children are still subject to the behavior policy.

A study room and a small meeting room are available for those who require quiet for study or concentration.

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## Computer Use and Printing:

Library lab computers and the library wireless network use a commercial network supplied and administered by 5 FSS (AF Portal, e-mail, etc. can still be accessed). Some sites and utilities are blocked for security reasons. While the library does not have the ability to unblock sites, we can forward requests to the 5 FSS IT office.

5 FSS uses its own encryption for Google and other search engine and e-mail sites which often results in an "invalid certificate" warning which can be overridden.

As with other government networks, access to the 5 FSS commercial network may be subject to monitoring.

The library's printer toner budget is limited; consequently, users are limited to printing **50 pages (double sided) in black and white and 5 pages in color per day.** Exceptions may be made for special situations with the approval of the Library Director.