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NAVSUPPACT NAPLES INST 5070.2D
N92

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NAVSUPPACT NAPLES INSTRUCTION 5070.2D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: BASE LIBRARY RULES AND REGULATIONS

Ref: (a) Naval General Library Manual (NAVEDTRA 38021)

1. Purpose. This instruction establishes regulations governing the operation and administration of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy Libraries.

2. Cancellation. NASUPPACT NAPLES INST 5070.2C.

3. Scope. The two libraries (located in Support Site and Capodichino) are the center for technical, professional, recreational, and educational books, journals, newspapers, CDs (music and soft-ware), as well as online products and services via Internet workstations and Wi-Fi access for the use and enjoyment of eligible personnel.

4. Responsibility.

a. The libraries are a division of the Morale, Welfare, and Recreation (MWR) Department.

b. Per reference (a), the Librarian is responsible for the general library program, operation and management of the library system, and all technical aspects of professional librarianship. They will also be responsible for the following:

(1) Supervise and train the staff in clerical, technical, and custodial duties, as well as in the performance of other assigned duties.

(2) Procure and process all books, periodicals, audio-visual material, electronic resources, equipment, etc.

(3) Ensure the proper care and maintenance of library property.

(4) Provide appropriate publicity, and submit and justify the library budget.

5. General Library Operation and Services.

a. The NAVSUPPACT Naples libraries are located at two separate sites.

(1) The Support Site Library is located on the ground floor of Building 2072, and can be contacted by calling DSN 629-4361/4004, or commercial 081-811-4361/4004.

(2) The Capodichino Library is located on the ground floor of Building 453, and can be reached by calling DSN 626-3666/6189, or commercial 081-568-3666/6189.

b. The scheduled days and hours of operation can be confirmed by contacting either specific location. Any temporary changes in hours of operation will be announced via Command's local community communications (i.e. Panorama, PAO Notes, POD, POW)

6. Rules and Regulations

a. The following personnel are eligible to use the libraries:

(1) U.S. Active duty personnel and their immediate family members.

(2) U.S. Retired military personnel and their immediate family members.

(3) U.S. Government Civilian employees and their immediate family members.

(4) Local National employees of NAVSUPPACT or NAVSUPPACT tenant commands.

(5) TDY/TAD personnel who would be eligible if stationed in Naples.

(6) NATO/JFC personnel and their immediate family members.

b. Eligible personnel desiring to use library services will be issued a library card with a barcode in the name of the official sponsor. This library card is required when checking material out of the library.

c. The sponsor is responsible for the library material drawn by family members. Material will be checked out in the sponsor's name only. In cases of dual military spouses, both can be sponsors.

d. Library books, audio-visual material, and certain periodicals may be borrowed for the normal loan period. Videocassettes, DVDs, and periodicals are limited to a check-out period of one week. Library materials may be renewed for two additional due-dates unless the material is on hold for another user.

e. Materials may be placed on reserve by all personnel eligible to use the libraries. Reserved material must be picked up within three days of notification that the material is available.

f. Reference books are shelved in the reference section of the libraries. These books and certain periodicals cannot be checked out of the library.

g. Library materials not available in one library may be borrowed through inter-library loan from the other library.

h. Printed overdue notices will be sent to the person having overdue material. After a third notice has been sent, and the material has not been returned, a notice will be sent to the individual's Commanding Officer, or the Department Head of civilian employees, for action.

i. Failure to return library material within the prescribed time limit may become a matter of disciplinary action, per reference (a).

j. Prompt restitution for lost, damaged, or destroyed material, shall be made as directed in reference (a). The responsible person will reimburse the government for the value of the material.

k. All library patrons are required to return library material prior to deployment, transfer, or separation.

l. Exterior book return drop boxes are available for use when libraries are closed.

m. Appropriate behavior is expected from all patrons, including young children. Loud talking, playing of audio-visual equipment without headphones, eating and drinking, running, etc. are not allowed. Children under the age of 12 will not be left alone in the library.

n. Computers are available in the libraries for public use, including Internet access. Patrons should sign up at the circulation desk to use the computers. Rules for computer use are kept next to each computer. Time limits are imposed on computer use to allow equal access to computer resources.

7. Restrictions on Library Use. The Librarian may revoke or suspend library privileges for the following reasons:

a. Failure to return library materials after three overdue notices.

b. Willful abuse or negligence in loss or damage of library material.

c. Improper conduct in the library.

8. Attire. The attire for the libraries will be clean, appropriate clothing.

9. Suggestions. Any suggestions for improvements/changes to library services and programs are appreciated. Recommendations should be submitted in writing and put in the suggestion box using the MWR "idea card" located in each library.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4Y
Lists I through IV
Electronic via NAVSUPPACT Naples Web site:
https://www.cnic.navy.mil/Naples/Departments/Administration/Instructions/index.htm