

Dean's Policy and Operating Memorandum 08-3

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

MADN-LIB

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Bartlett Hall North, Fourth Floor – USMA Library Operations

	Para
Purpose.....	1
Applicability.....	2
Definitions.....	3
Specific.....	4
Responsibilities.....	5
Proponent.....	6
Expiration.....	7

1. **PURPOSE:** To describe regular access to, use and maintenance of, and privileges within West Point's Bartlett Hall North, Fourth Floor assigned for use by USMA Library to support use and storage of unique, special, and archival materials (Bartlett Hall North). DPOM 08-1 covers regular operation of Jefferson Hall Library and Learning Center. DPOM 08-2 covers special event and reserved use operations for certain facilities within Jefferson Hall. This DPOM supersedes a previous version dated 30 June 2018.

2. **APPLICABILITY:** Jefferson Hall and Bartlett Hall North directly support the Strategic Guidance for the United States Military Academy dated July 2007 and serves as focal points for the development of the intellectual domain. They provide 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 Bartlett Hall North, Fourth Floor.

3. **DEFINITIONS:**

a. **Regular Duty Hours:** Regular duty hours for staff with permanent duty locations within USMA Library facilities in Bartlett Hall North are defined as 0600-1800, Monday through Friday on days upon which the USMA Library is open for business. Regular duty hours do not include any times on Saturdays, Sundays, or federal holidays.

b. Regular Hours of Service: Regular hours of service for USMA Library service locations in Bartlett Hall North vary by affiliation and are:

- (1) Personnel assigned to USMA: 0800-1600 Monday through Friday, or by appointment, excepting federal holidays or other specific days designated by the Librarian, USMA.
- (2) Researchers unaffiliated with USMA: by appointment, Monday through Friday excepting federal holidays or other specific days designated by the Librarian, USMA.
- (3) All official hours are posted to the USMA Library website.

4. **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.

b. Unescorted Access to Bartlett Hall NorthOutside of Regular Duty Hours: The following personnel are authorized 24-hour unescorted access to USMA Library facilities within Bartlett Hall North via 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) Emergency personnel responding to emergency situations or in performance of assigned duties.
- (2) Librarian, USMA.
- (3) USMA Library personnel with advance and specific authorization granted by the Librarian, USMA, Vice Dean for Operations, or Dean of the Academic Board.

c. Unescorted Access to Bartlett Hall North During Regular Duty Hours for Resident Personnel: The following personnel are authorized unescorted access to USMA Library facilities within their assigned work and storage areas within Bartlett Hall North via 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 permanent duty locations within USMA Library facilities in Bartlett Hall North.

(2) Specific USMA Library personnel:

(a) Associate Director for Collection Services

(b) Associate Director for Facilities and Events

(c) Facility Commandant

(3) Specific Office of the Dean personnel:

(a) Chief, Facilities Management Branch

d. Access to Bartlett Hall North for Support Personnel: All support personnel to include employees and contractors of the Department of Public Works, Network Enterprise Center, or any other facility support function are prohibited from entering the USMA Library facilities on the Fourth Floor of Bartlett Hall North without escort at all times.

e. Access to Bartlett Hall North for Researchers and other Personnel: Any member of the West Point Community or the general public may request access to USMA Library materials, services, and facilities provided in Bartlett Hall North. All researchers and visitors will remain in the public service areas to include the West Point Room, adjoining classroom, and adjacent offices. Researchers and other USMA personnel are not permitted at any time in storage areas. Staff with access to storage areas will not escort researchers or other USMA personnel into storage areas without approval from the Librarian, USMA, Associate Director for Unique Resources, or the Associate Director for Collection Services.

f. Revocation of Access Rights to Bartlett Hall North: Any individuals who interfere with the academic and research atmosphere of Bartlett Hall North or who misuse or abuse resources and facilities available within Bartlett Hall North may be asked to leave the premises by staff.

g. Use Restrictions: The following use restrictions apply to all researchers using USMA Library materials in Bartlett Hall North:

(1) Researchers not presently affiliated with the U.S. Military Academy must request permission to use the Library by submitting a complete Researcher Application form. The application must be submitted a minimum of two weeks before the first proposed research date. All research dates are subject to confirmation; research will not be scheduled until a detailed resource list has been submitted.

- (2) Researchers are required to register with the Special Collections and Archives Staff upon arrival for each research session and must supply all information requested on the sign-in log.
- (3) Coats, umbrellas, and all other personal belongings must be put in the area designated by reading room staff. Only approved electronic devices (no cases), pencils and writing paper (subject to inspection) may be brought to the research table.
- (4) The use of pens or indelible pencils is prohibited. Notes must be taken in pencil or with an approved electronic device.
- (5) Tobacco, food and beverages are not permitted in the reading room.
- (6) The use of original materials is subject to staff discretion. Copies may be substituted for originals.
- (7) Materials must be handled with great care. Researchers must not write or lean upon, trace, mark, erase, fold anew, cut, tear or otherwise alter or mishandle materials. Staff may request that readers use book supports and/or gloves and will provide bookmarks or weights as appropriate.
- (8) Copying materials (whether with library or personal equipment) is at the discretion of the staff. Requests for copies will be recorded on a Request to Reproduce Materials form.
- (9) All research materials must remain on the table top and in their original order. Unbound documents must remain in their folders, in the order in which they are presented. Materials that appear to be in disorder are to be referred to a staff member.
- (10) Materials must be consulted in the research room; they may not be removed under any circumstances.
- (11) Before leaving the research room for any purpose, patrons are required to notify a member of the staff and submit their research materials to be searched.
- (12) Any violation of these rules may be cause to end your research session.

h. Reserved Use of Bartlett Hall North: USMA Library facilities on the fourth floor of Bartlett Hall North are not available for reserved use or special functions by other USMA or outside organizations or groups at any time. Any exceptions must be granted by the Librarian, USMA.

5. **RESPONSIBILITIES:**

a. Dean of the Academic Board:

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

(2) 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 Bartlett Hall North, Fourth Floor Facility Commandant and Fire Marshal on orders.

(c) Coordinates with the Facility Commandant to ensure access, security, and maintenance for Bartlett Hall North.

(d) Maintains and enforces execution of this DPOM.

(e) Provides an annual assessment of the effectiveness of this DPOM to the Dean of the Academic Board.

(2) Library staff:

(a) Posts operating hours at the main entrances and on the USMA Library web site.

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

(c) Maintains and enforces execution of this DPOM.

c. Facility Commandant:

(1) Coordinates with the Librarian to ensure access, security, and maintenance for Bartlett Hall North Fourth Floor.

(2) Acts as the Bartlett Hall North Fourth Floor Fire Marshal.

(3) Security:

(a) Issues keys and manages access control systems in Bartlett Hall North Fourth Floor.

(b) Implements plans to maintain or enhance the security of Bartlett Hall North Fourth Floor.

(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 Bartlett Hall North Fourth Floor maintained.

(c) Develops and submits the Bartlett Hall North Fourth Floor 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. 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.

e. 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 (C4IM) 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.

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

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

MICHAEL F. YANKOVICH
COL, US Army
Vice Dean for Operations