

## LIBRARY COMPUTER USE

- All public access computers in the Thomas Lee Hall Post Library may be used by adults and children, ages 13 and older with a valid Military ID Card.
- Computer sessions begin with 120 minutes. If no one is waiting, users may continue their session in 30 minute intervals, as time permits.
- Computer availability and usage ends 15 minutes prior to the Library's closing time.

## CAC CARD USE

- All Library computers are equipped with CAC Card readers but we cannot guarantee all functions are possible (i.e. registering a CAC with AKO etc.).

## INTERNET AND WIRELESS INTERNET ACCESS

- WEP and WPA are disabled. Please use wireless internet at your own risk.
- Patrons are responsible for having the proper hardware, software, and network settings on their wireless device to connect to the wireless network. Library staff are not able to provide technical assistance -related to patrons' wireless devices, or assist in making changes to personal devices' network settings, software, and/or hardware configuration, or to install any equipment, accessories, or software onto patrons' devices.
- Internet access is provided to meet informational needs and support mission goals of the Fort Jackson community. Not all information on the Internet is accurate or current. Library staff are available to assist patrons with research and can guide users how to access valid online sources. These resources are provided free of charge to card holding military members.
- The Library is not liable for Internet content or for copyright violations by Internet users.
- According to Joint Ethics Regulations 2-301a (2) (d), Use of Federal Government Resources, "Do not put Federal Government Communications systems to uses that would reflect adversely on DOD or the DOD Component (such as uses involving pornography; chain letters; unofficial advertising; soliciting or selling.)" Because access to the library network is government-provided, even if the equipment is personally owned, use is governed by this regulation.

## PRINTING/ SCANNING/ PHOTOCOPY/ FAX SERVICES

- Black & White Prints = \$.10 | Color Prints = \$.25.
- Scanner/email computers are available, but not fax services. Fax services are available at the UPS store located at the Main PX.

## CHILDREN

**Sponsors, legal guardians, and/or parents are solely responsible for supervising their children in accordance with Fort Jackson Garrison Child Safety Policy, and ensuring they also adhere to Library policies.**

- If staff members observe potentially unsafe situations, they will intervene when necessary.
- In case of an emergency, violation of Garrison Policy involving an unattended child, or for any child remaining at the library after closing, the military police will be notified and the child will be placed in their custody.
- All children, not accompanied with a parent or guardian, are required to have with them a valid military ID, and an established library account containing an address and telephone number for parents (or emergency point of contact).

**For Complete Details Regarding Child Safety Policies Please Visit:**

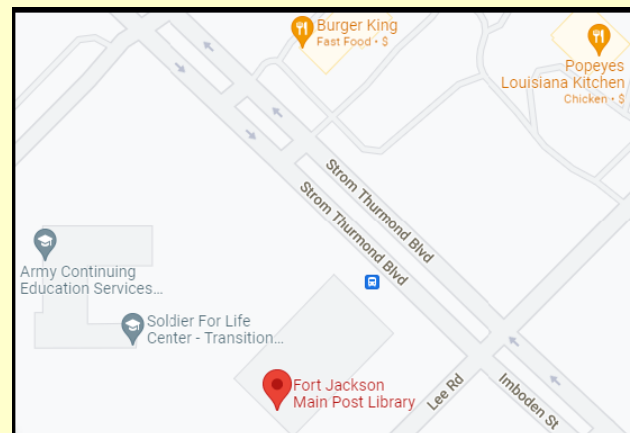
- **Fort Jackson Garrison Child Safety Policy:**  
<http://blog.ftjacksonfamilyhousing.com/>

Website:

<https://jackson.armymwr.com/programs/thomas-lee-hall-library>

Online Catalog:

<https://mylibraryus.armybiznet.com/search~S30>



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# THOMAS LEE HALL LIBRARY

## COME SEE US:

MON - THU

11AM - 7PM

FRI/SAT

12-5PM

Closed Sundays,  
Federal Holidays &  
Federal Holiday Weekends

4679 LEE ROAD  
FT. JACKSON, SC 29207

## CONTACT US:

803-751-5589

803-751-4816



<https://jackson.armymwr.com/programs/thomas-lee-hall-library>

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for the latest Library news

**Please Note:**

**Library accounts are only created during business hours until 30 minutes prior to closing.**

**REGULAR LIBRARY ACCOUNTS**

**Eligibility:**

All persons with a valid Military ID and permanent residency in Columbia or on Fort Jackson, including: active duty, reserve, National Guard, retired, civilian and contractors.

**What You Will Need:**

- Your Military ID

**YOUTH ACCOUNTS:**

Unless an account has already been established for the sponsor, applications for family members under the age of 18 must be completed in the library with both child and parent/legal guardian present. All family members will be linked to the sponsor account.

Parents are encouraged to inform the Library of any restrictions they desire for their children's accounts (i.e. no computer use, no DVDs, etc). Sponsors are ultimately responsible for all family member's and their use of Library resources.

**COMPUTER USE ONLY ACCOUNTS**

This account is for the patron who will be using computers but not eligible for or not interested in borrowing materials.



**SHORT TERM LIBRARY ACCOUNTS**

**Eligibility:**

- Students attending school or training at Fort Jackson (AIT, SSI, Chaplain School, Wheeled Vehicle Mechanic Course, etc.).
- Contractors working at Fort Jackson but reside elsewhere when contract is complete.

**What You Will Need:**

- Valid Military ID.
- Your legal address and your duty station address.
- The name and class you are in for any school or training at Fort Jackson.

**\*\*Due to clearance procedures, temporary Library accounts will expire 5 days prior to the departure date stated on his/her orders.**

**\*\*Patrons must have at least 3 weeks remaining at Fort Jackson in order to establish a borrowing account.**

**\*\*Transient individuals without orders, those who are departing the installation within 21 days, or have already cleared with Fort Jackson, will be able to borrow non-accountable paperbacks from the free trade racks and set up a virtual account to access online resources.**

**Loan periods:**

- DVD Videos: 7 days (Limit 10 per account\*\*)
- TV Series Videos: 14 days (Limit 10 per account\*\*)
- Video Games: 7 days (Limit 5 per account\*\*)
- All other material: 21 days

**Renewals:**

The renewal period for most items is 21 days (7 days for DVDs/Video Games and 14 days for TV Series).

Items may be renewed up to 2 times, as long as the item has not been requested by another Library user.

**Restrictions:**

**\*\*Account holder must be present (i.e. parents may not check out 10 DVDs and then ask to checkout the next 10 on their child's card).**

**\*\*Youth accounts may not check out DVDs with an "R" rating unless they are 17 years of age.**

**\*\*Temp./Youth patrons =5 DVDs per account/20 total items.**

**Overdue material**

- Army MWR Libraries do not charge fines for overdue material. However, patrons will have to pay for items considered lost by the Library (see below).
- If any item becomes overdue for 7 days or more, patron borrowing and renewal privileges will be suspended until the item(s) is returned.
- Materials returned long past the due date disrupts borrowing privileges of other Library users. Patrons who abuse Library borrowing policies, or are habitually overdue, will be put on a 30 day suspension at the discretion of the library staff.

**Lost items**

- The Library considers material "lost" if an item has been overdue for 30 days. Courtesy email notices are system generated three (3) days prior to item due dates and request that the patron either return or renew their items. Patrons are then notified via email seven (7), fourteen (14), and thirty (30) days after the items are due. The final notification states that the items are in a "billed" status and that charges will be processed after another 30-day grace period. After the 30-day grace period, unresolved delinquent accounts will be sent to the US Treasury's Cross-Servicing Debt Collection Program (FedDebt System). Once an account is sent to collections, the Library is no longer able to settle the account until payment is resolved between the patron and the US Treasury.
- Patrons who feel they have returned the lost items to the Library can request to mark items as "claims return." This will grant an additional 30 days to find the material before payment is required.
- The preferred method for replacing lost items is the purchase of a replacement copy (this may be a used copy in good condition).
- The Library will accept payment for lost items in forms of exact cash, and personal or cashier's checks made payable to "IMWR FUND."
- Sponsor's are ultimately responsible for all family member accounts and debts that may be incurred.

**Damaged material**

- Materials returned damaged or determined not in acceptable condition for other borrowers must be paid for or replaced in kind. Library staff examines material upon checkout and again at check-in to assess condition and completeness.