BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)

HILL AFB PAMPHLET 34-103

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Services

GERRITY MEMORIAL LIBRARY

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This pamphlet is designed to give Hill Air Force Base employees a ready reference to rules governing the Gerrity Memorial Library, its facility and services available at Hill Air Force Base.

SUMMARY OF REVISIONS

Changes number of volumes, periodicals and audio-visuals (para 5.1, 5.2, 5.4). Eliminates information about ProQuest database and renumbers paragraphs (6.9 – 6.14.2). Changes information about computers (para 6.9) and databases available (para 6.10). A (|) indicates revisions from the previous edition.

1. THE GERRITY MEMORIAL LIBRARY: LOCATION: 7415 8th Street, Building 440; **TELEPHONE:** 777-2533 OR 777-3833; **HOURS & DAYS OF OPERATION:** Tuesday through Saturday 1000 - 1800, closed Sunday, Monday and holidays. **THE GERRITY MEMORIAL LIBRARY'S MISSION IS:** To provide library programs consisting of general, technical, research, and academic services that provide collections meeting the needs and interests of the base community which include:

1.1. A base or general library that offers scientific, technical, recreation, and special library services.

1.2. Library extension services to locations with no library and specialized collections in support of unique missions.

1.3. Scientific and technical support to meet the needs of specific research, development, testing, and evaluation missions of the Air Force.

1.4. Support for educational and training needs through academically-oriented collections.

2. PATRON ELIGIBILITY. All active and retired military personnel, along with their dependents, civilian employees on base, and reservists are eligible for library cards. Civilian employees' dependents are not eligible. Everyone is welcome to use the library as a quiet study area, reading room, or to be

assisted by the library staff in answering reference questions. (In accordance with *AFI 34-262, Services Programs and Use Eligibility*.)

3. HOW TO BORROW LIBRARY MATERIALS: Register at the Circulation Desk by presenting your identification card and filling out a Registration Card. If you are a sponsor, list the names of your dependents. The library staff will issue a Borrower's Card for your immediate use.

3.1. The borrower is not limited in the number of books, so long as they are returned by the date due or renewed. The borrower is limited to checking out 5 CDs at one time.

3.2. Borrower's responsibilities are:

3.2.1. To return or renew books by the date due.

3.2.2. To pay for or replace lost books in accordance with AFI 34-113, Air Force Library and Information System (AFLIS).

3.2.3. To take good care of material and to not mark in or mutilate materials in any way.

4. CIRCULATION PERIOD. The two DUE DATE system is in effect at the library. Library materials are due usually either on the 1st or 15th of each month depending on the date which it was checked out and whether the library is open that day. The borrower never has less than two weeks time and can have as much as 30 days. Books may be renewed unless a reserve has been placed on the book. Video cassettes ONLY are checked out for a 7-day/1 week period.

5. LIBRARY COLLECTIONS:

5.1. Books. The library has a recreational and technical collection of over 40,000 volumes. The reading variety includes mission-oriented, educational, and recreational materials for adults, young adults, and children. The library is organized according to the Dewey Decimal System for nonfiction materials. Fiction materials are arranged alphabetically by the authors' last name. Books, except for those in the Reference Collection, may be checked out. Renewals are available for books not reserved by another customer.

5.2. Periodicals. The library subscribes to approximately 105 periodicals. Current issues of periodicals may not be checked out of the library, but copies may be made, at the cost of 10 cents per page, on the library's photocopier. The library has a back-file collection of periodicals either in paper or microform which may be accessed by inquiring at the Circulation Desk. While paper issues circulate for the normal loan period, microfiche must be used in the library.

5.3. Newspapers. The Wall Street Journal, USA Today, Salt Lake Tribune, and Ogden Standard Examiner are received on a daily basis. Other national newspapers, Los Angeles Times, New York Times Book Review, Air Force Times, Army Times, Navy Times, Barron's, and Federal Times are received weekly.

5.4. Audio-Visuals. More than 2,500 compact discs, video cassette tapes, cassette tapes, and books on tape may be checked out of the library. VHS cassette tapes may be used in the library or may be checked out for a 7 day (1 week) loan period. Educational video tapes are available on a broad range of subjects and there is a collection especially for children.

5.5. Art Prints. There is a selection of art prints that may be checked out for a 3-month loan period.

5.6. Base Brochures. Many information brochures describing USAF bases and unofficial base guides are also available for use in the library.

6. LIBRARY SERVICES:

6.1. Reader's Services. The library staff is trained to help customers with reference assistance, reader's advisor suggestions, interlibrary loan referrals, and bibliographic compilations. These services may be obtained by inquiring at the Circulation Desk.

6.2. Reserved Materials. Customers may request to reserve an item that is in circulation. Reserve slips are found at the Circulation Desk. Customers are called when the item becomes available. The library cannot guarantee to hold an item for more than three days.

6.3. Book Drops. Book drops are located at the south entrance to the library. Books are collected at least three times daily from these drops.

6.4. Video Drop. A video drop is available for returning audiovisual materials. However, when the library is open, this drop will generally be locked as heat and cold are not good for these materials. Please return materials inside the library during working hours.

6.5. Paperback Exchange. A display rack allows customers to trade paperbacks for new titles. No checkouts are necessary, but to assure quality condition, transactions should be completed through the clerk at the Circulation Desk.

6.6. Interlibrary Loans. Any customer may request materials not found in our library through an interlibrary loan service. This service is usually free of charge, and materials are made available within three to six weeks after the initial request.

6.7. Copy Facilities. Materials may be reproduced on the library's photocopier or microform copier at a cost of 10 cents per page. For assistance in operating the machines, inquire at the Circulation Desk.

6.8. Typewriters. Electric typewriters are provided free of charge for customers to use in the library. They are available on a first-come, first-serve basis.

6.9. Computer. There are three computers networked to a CD-ROM LAN server. These computers are equipped with Microsoft Office and are connected to a laser jet printer. A fourth computer provides a scholarship resource program and prints out to a dot matrix printer. Computers are free of charge and are available on first-come, first-serve basis. A cost of 10 cents per page printed is collected at the Circulation Desk.

6.10. Databases. Databases available from the CD-ROM LAN server include Air University, EBSCO, Front Page News, Jane's and SIRS Researcher. CD-ROM's that must be accessed from the disc include Books in Print, the Encyclopedia Britannica, Phone Disc and SITES. These may be checked out at the circulation desk.

6.11. Future Test. This is an on-line interactive test training and examination preparation system that covers 50 tests, such as the ACT, ASVAB, CLEP, GED, GRE, and SAT. Customers may use the computer available in the library or checkout disks for use on their own computers.

6.12. Videotape Player. A videotape player and television set is available for viewing 1/2 inch VHS videocassette tapes in the library.

6.13. Children's Programs. Preschool story hour is held weekly throughout the year with various types of stories, poems, songs, activities, and projects. A Summer Reading Program, conducted each summer, encourages children of all ages to read. A variety of special weekly programs and projects is included free of charge.

6.14. The Card Catalog. The library's Card Catalog is the index to the materials found in the collections. The catalog is divided into two sections, adult and juvenile. Both sections of the catalog are organized by alphabetical listings of author's names, titles of material, and subjects of material. In the upper left-hand corner of all catalog cards is the call number, or location code, for each particular work.

6.14.1. Fiction materials are shelved alphabetically by the author's last name.

6.14.2. Non-fiction materials are arranged according to the Dewey Decimal System, which groups materials about similar subjects together numerically on the shelves. Assistance in locating materials may be obtained by inquiring at the Circulation Desk.

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