



## DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
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NAVSUPPACTNAPLESINST 5070.2F  
N92

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### NAVSUPPACT NAPLES INSTRUCTION 5070.2F

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. NAVSUPPACTNAPLESINST 5070.2E

3. Scope. The two library facilities (located in Support Site and Capodichino) are the center for recreational, professional, and educational books, periodicals, audio-visual materials (DVDs, music CDs, audio-books, Playaways, etc.) as well as online products and databases via the Navy digital library website: <https://mwrdigitallibrary.navy.mil/>, in addition to Internet workstations (to include a dedicated One-Net computer for active duty personnel), and Wi-Fi access for the use and enjoyment of all 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. The librarian is also responsible for the following:

(1) Supervise and train the library 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) Coordinate with other MWR and Command sponsored departments, joint programs, and activities for the enjoyment and educational fulfilment of the DOD community.

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(6) Provide a small conference room at the “Connections” facility for use by authorized personnel.

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 COMM: 081-811-4361/4004.

(2) The “Connections” facility is located at Capodichino on the ground floor of Building 453, and can be contacted by calling DSN: 626-3666/6189, or COMM: 081-568-3666/6189.

b. The scheduled days and hours of operation are posted on facility doors, and can be confirmed by contacting either specific location. Any temporary changes in hours of operation will be announced via Facebook, Panorama, Public Affairs Officer Notes, Armed Forces Network, etc.

6. Rules and Regulations

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

(1) U.S. active duty personnel and their dependents.

(2) U.S. retired military personnel and their dependents.

(3) U.S. Government civilian employees and their dependents.

(4) Local National employees of NAVSUPPACT Naples and tenant commands.

(5) Temporary Duty/Temporary Additional Duty personnel who would be eligible if stationed in Naples.

(6) North Atlantic Treaty Organization/Joint Forces Command personnel and their dependents.

b. Eligible personnel desiring to use library services shall be issued a library card with a barcode in the name of the 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. Materials shall be checked out in the sponsor’s name only. In cases of dual military families, both can be sponsors.



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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 reserved 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 shall be sent to sponsors having overdue material. After a third such notice, and the material has not been returned, a notice shall be sent to the sponsor's Commanding Officer, or in the case of a civilian employee their Department Head.

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 sponsor is responsible to reimburse the government for the value of the material.

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

l. Exterior 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 six shall not be left alone in the library. Children between six and nine must be in the company of an adult or older sibling (ten or older).

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.

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- 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 to library services and programs are appreciated. Recommendations should be submitted via the NAVSUPPACT Naples website (ICE comment section), or to the librarian via the library's online catalog: <https://u10304uk.eos-intl.net/U10304UK/OPAC/> via the "e-mail Naples Librarian" link.
10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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Releasability and distribution:

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Lists: I through IV

Electronic via NAVSUPPACT Naples website:

[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa\\_naples/about/departments/administration\\_n1/administrative\\_services/instructions.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/about/departments/administration_n1/administrative_services/instructions.html)