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OFFICE OF THE ACADEMIC DEAN AND PROVOST  
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ACDEANINST 5070.1D  
19/Nimitz Library  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 5070.1D

From: Academic Dean and Provost

Subj: POLICIES GOVERNING THE OPERATION OF THE NIMITZ LIBRARY

1. Purpose. To establish uniform procedures and policies governing the use of the Nimitz Library.

2. Cancellation. ACDEANINST 5070.1C. This instruction is a complete revision. Since changes are extensive, no special markings appear in the margins. Therefore, it should be read in its entirety.

3. Background. There have been many changes in the organizational structure and operational policies of the Nimitz Library since the last version of this instruction.

4. General Information

a. History. The Nimitz Library, completed in 1973, is named in honor of Fleet Admiral Chester W. Nimitz, USN (1885-1966). A 1905 graduate of the United States Naval Academy, Admiral Nimitz served as Commander-in-Chief, Pacific, during World War II. The Naval Academy's Archives became a part of the library effective 3 January 1995.

b. Mission. Nimitz Library provides learning environments, information resources, and expertise to foster research skills, critical thinking, and a spirit of lifelong inquiry to empower Midshipmen, faculty, and staff to use information effectively and ethically.

c. Strategic Goals. In November 2012 Nimitz Library adopted the following strategic goals:

(1) Access to Information. Nimitz Library provides the USNA community with seamless access to relevant information resources.

(2) Collections. Nimitz Library develops collections that align with the USNA curriculum and sustain strengths appropriate to the United States Naval Academy. These collections address new programs' needs, respond to students' and faculty's expressed interests, and are subject to ongoing review. Digital collections based on the library's distinctive holdings adhere to national standards to assure their accessibility and portability. The library is committed to preservation, especially of its signature collections and other distinctive materials.

(3) Information Fluency. We enhance Midshipmen's commitment to continual learning by teaching them principles and techniques for effective use of information.

(4) Technology. In an environment that supports experimentation and innovation, Nimitz Library explores, evaluates, and implements technologies in order to deliver superior service. We offer formal and experiential opportunities to learn and use technology effectively. We work with partners to ensure a robust technology infrastructure.

(5) Staff. Nimitz Library's success is the product of a team of adaptable, engaged staff members who are open to new approaches to their work and dedicated to providing superior service to the USNA community. The library and staff partner in developing and growing individuals' job competencies. We encourage staff to share their specialized knowledge by participating in and contributing to our profession.

(6) Engagement and Outreach. Nimitz Library engages in an ongoing conversation with the members of the USNA community. We listen so we can respond better to their needs; we help them learn about the opportunities the library offers. We develop partnerships on the Yard and beyond that support the library's and the Naval Academy's missions.

d. Organization. The organization of the Nimitz Library places the responsibility for administration, policy determinations, budget control, and personnel matters with the Library Director and Associate Dean for Information Services, who reports to the Academic Dean and Provost. An appointed Faculty Senate Library Subcommittee functions in an advisory capacity on matters of library policy.

(1) The Library Director provides leadership for all aspects of the Nimitz Library operation, including strategic planning, policy and program development, resource management, facilities management, personnel administration, and coordination among and leadership for the heads of the various library departments. The Library Director serves as the official representative and advocate for the Nimitz Library within the Naval Academy community (e.g., to the Academic Dean and the faculty, and as an ex officio member of the Faculty Senate), in the state and regional library communities which may include other military libraries and the Patriot League, as well as in the national library community.

(2) The Associate Library Director's duties include working in close collaboration with the Library Director to provide leadership for all aspects of the Nimitz Library operation. In addition, the Associate Director has direct responsibility for: facilities management, sharing with the director responsibility for building planning; personnel administration; and providing coordination among and leadership for the heads of the various library departments.

(3) The Head of Access Services is responsible for overseeing the circulation of library materials; the maintenance of loan records; the sending of overdue notices; the physical processing of new books; the shelving and inventorying of books, periodicals, and other library materials; managing space and the distribution of materials in the book stacks; and as the Library's building 1<sup>st</sup> Lieutenant for building security and daily building maintenance.

(4) The Head of Acquisitions is responsible for overseeing the ordering and receiving of books, periodicals, online journals, online databases, and technical reports. Interlibrary Loan borrowing and lending, document delivery and binding. The Head of Acquisitions is also the Library's budget coordinator.

(5) The Head of Cataloging is responsible for overseeing cataloging of information resources in all formats that the library collects, for maintaining the library catalog's records, for providing advice about effective use of other discovery tools, and helping library colleagues understand the implications of changes in cataloging rules and practices.

(6) The Head of Collection Development guides the library's selection of books, journal subscriptions, database licenses, and other information resources to be added to the library's collections; guides selection of obsolete and other materials to be de-accessioned from the library collections; oversees the library's collection development policies and their revisions.

(7) The Head of Reference and Instruction is responsible for overseeing library reference and instruction service; oversees liaison to faculty; and in cooperation with the Head of Collection Development supervises reference librarians in their role as subject bibliographers.

(8) The Head of Special Collections & Archives is responsible for the operation and development of the activities of this department. Primary responsibilities include the selection, procurement, cataloging, storage, and preservation of rare books, manuscripts, photographs, and other materials, including the USNA Archives (see paragraph below).

“The Naval Academy Archives houses the non-current official records of the Naval Academy and other materials (books, photographs, papers, audio- and video-tapes) relating to the history of the Academy. It is an affiliated archive of the National Archives and Records Administration.”

(9) The Head of Systems coordinates the use of technology throughout the library to ensure that it meets current needs and future directions in support of the library's mission. These technologies include library automation systems, and, library network and Web development.

## 5. Library Services

a. Authorized Users. The Nimitz Library offers comprehensive library services to Midshipmen and faculty. Service is also provided to USNA military and civilian staff and, on a limited basis, to family members of Naval Academy faculty and staff, to personnel attached to the other activities of the Annapolis Area Command, and to local retired faculty members and military officers

b. Hours of Operation. Library hours are posted on the library's web site. During holidays and academic leave periods, and on the days of home football games, library hours are adjusted to reflect reduced demand for service. The changes to the regular schedule are

posted in advance.

c. Visitors. It is the Nimitz Library's policy that individuals entering the library who are visitors - that is, not Midshipmen, faculty, or staff of the Naval Academy - must sign in at the Circulation Desk on each visit, and provide the information requested on the sign-in sheet as well as a photo I.D.

(1) While visitors are often permitted to visit the library and use our resources on-site, our Midshipmen, faculty, and staff have top priority for all material, seating, computer use, and staff assistance. Our mission is to support the students' education and the faculty's research.

(2) After 1800 each day, the library is restricted to Midshipmen, faculty, staff, and emeritus faculty; to the escorted guests of individuals in any of these groups; and to others who have a letter of authorization from the administration. At any time, unaccompanied children must be at least 14 years of age to visit the library, and must sign in.

(3) Visitors are expected to respect the rules of the Nimitz Library and to maintain a quiet atmosphere to research and study. Visitors who do not sign in may be asked to do so and to provide identification or leave the premises; those whose behavior is disruptive will be asked to leave the premises and not return.

(4) Complete alumni and visitor policies are posted on the library's web site.

d. Circulation of Library Materials

(1) Borrowing Library Materials. Library materials are checked out at the Circulation Desk on the first floor.

(a) Midshipmen. Midshipmen will be asked to provide their alpha code when checking out library materials.

(b) Faculty and Staff. Since not all Circulation Desk staff will recognize faculty and staff by sight, faculty and staff may be asked for their USNA or military ID.

(c) Family Members. Immediate family members of military and civilian personnel assigned to the Annapolis Area Command will be issued a library card when they first check out material. Either this library card or appropriate ID must be shown when checking out library materials.

(2) Loan Periods for Midshipmen, faculty, and others are explained on the library's web site.

(3) Requesting an item that is checked out. A book that is already checked out may be placed on hold either online or at the Circulation Desk. The requester will be notified when

the book has been returned to the library; it will be held for 7 days.

(4) Non-circulating Materials. Some materials are designated as non-circulating (i.e., cannot be borrowed). These include reference materials, Special Collections & Archives materials, specialized bibliographies, latest issue of current journals, and other designated material.

(5) Lost Items. Books, periodicals, or other library materials declared lost by a patron will be replaced at a fair replacement cost determined by the library. A patron may provide an identical copy of a lost item or pay the replacement cost by check or money order made payable to the "Treasurer of the United States." The library will forward that payment to the Naval Academy Comptroller's office.

e. Computers

- (1) Library computer availability, including laptops for loan, is described on the library's website.
- (2) Wireless access is available in most public areas of the library. It is restricted to USNA-issued devices.

f. Interlibrary Loans

(1) Interlibrary loan services are provided to Midshipmen, faculty, and staff of the Naval Academy having a definite need for certain materials not available in the library. Only materials that are needed for course-related assignments or other academic research should be requested through interlibrary loan.

(2) Requests for items not held by the Nimitz Library should be submitted electronically through the library's website. Delivery times vary.

g. Course Reserve Program. Faculty members sometimes request that certain materials be made available "on reserve" at the Circulation Desk. These course reserves have a shorter circulation period to ensure availability to all students in the class.

h. Photocopying. A copy machine is available on the first floor of the library. Microform reader/printer machines are available in the microforms room; some accommodate downloading of images.

i. Printing. Authorized users of computers in the library can send print jobs to printers on the first floor and retrieve them through either print release station near the printers. The printing service is offered to support library-related academic work. The library employs a print management system and establishes a printing allocation (measured in number of pages printed) for each user each academic term. This allocation is subject to adjustment based on usage data collected each term.

The MSC Graphics Lab supports color printing in compliance with MSC policies.

j. Food and Drink Policy

(1) The complete food and drink policy is posted on the library's website.

(2) Light snacks are allowed in the Nimitz Library, except in the Annapolis Room in the Special Collections & Archives Department and Library Instruction Rooms 105 and 108.

(3) Drinking from covered containers (water bottles, coffee cups with lids, soda bottles, and any other reclosable containers) is also permitted, except in the Annapolis Room in the Special Collections & Archives Department.

k. Reserving Library Rooms

(1) Group study rooms, located second and third floors of the Nimitz Library, are usually available on a first-come, first-served basis. At times group study rooms may be reserved for use through the library's administration office.

(2) On the main floor the library has a computer-equipped room designed for library instruction. When not in use by classes conducted by librarians, the computers in these rooms are available for use by Midshipmen and faculty.

l. Lockers

(1) Combination lock lockers on the main floor of the library are available for use by Midshipmen. Each locker is assigned to an individual for a full semester; if demand does not exceed supply, a locker can be renewed for the following semester. Staff at the Circulation Desk issue lockers.

(3) Locker users should be certain that all library materials kept in the locker are checked out at the Circulation Desk. If the circulation system shows that an item is not charged out to a patron, it appears to be missing and is not available for someone else to use.

(4) The lockers are not to be used for storing other items; it is especially important that no food or drink be stored in them

(5) The Library reserves the right to open a locker at any time to verify that all items are checked out.

m. Acquisitions Policy. The library obtains books, journals, and other library materials that support the curriculum and research programs, as well as to provide general information in other subject areas.

n. Selection Policy. The prime responsibility for the selection of materials for addition to the general collection rests with the reference-bibliographers. Faculty input is strongly encouraged and sought.

o. Gift Policy. The Naval Academy makes use of gifts from outside donors. Monetary gifts are collected by the United States Naval Academy Foundation. Potential gifts of books or other information resources should be discussed ahead of time with the Library Director, the Head of Collection Development, or the Head of Special Collections and Archives before they are sent or delivered to the library. Any physical donations should be offered to the Naval Academy without restrictions. Gifts become the property of the United States government. The library advises the Naval Academy on whether to accept or decline gift items. In accordance with SECNAVINST 4001.5A, the Naval Academy will accept gifts in kind that support the library's mission.

For additional information see the library's gift policy posted on the library's website.

p. Academic Department Reference Collections

(1) Libraries of academic divisions or departments are defined as reference collections and contain those library materials that the academic departments need to have located on-site in their department. These collections will not compete with the Nimitz Library in either resources or services. Materials required by Midshipmen and other authorized users will be provided by the Nimitz Library. Departmental collections may contain but are not limited to basic ready-reference books, textbooks related to respective division or department disciplines, newspapers, periodicals, and reports.

(2) Academic divisions and departments will purchase required materials from their respective budgets and are accountable to the Academic Dean for their expenditures.

6. Other Services

a. Reference. Reference librarians are on duty on the first floor at the Reference Desk during most of the hours of library operation. They provide information about the library, help with the varied information access tools, and offer guidance in research processes and skills. The Nimitz Library also offers reference assistance by electronic mail via askref@usna.edu and by telephone at 410-293-2420.

b. Electronic Resources. The Nimitz Library's web site provides useful information about library services and access to numerous subscription services, including a substantial number of electronic journal titles.

c. Instruction. Faculty members who require their students to conduct library-related research are encouraged to request instruction presentations for their classes. Subject specialist

librarians offer instruction sessions tailored to a course's needs. Plebes taking "The United States Government and the Constitution" (FP130) receive introductory instruction during a regular class period. Librarians teach these classes in the Library Instruction room equipped with instructor presentation equipment and student computers; these computers allow for hands-on instruction in the use of the resources.

d. U.S. Government Documents. The Nimitz Library is a "selective depository" for U.S. Government Documents. This means that only selected publications are received automatically from the Government Printing Office. The subject matter ranges from politics and foreign affairs to economics, history, engineering, astronomy, oceanography, meteorology, environmental science, military science, health, and taxes.

e. The Multimedia Support Center's Graphics Lab. This lab is located on the first floor of the library in Nimitz 105. MSC staff is available to assist with creating digital presentations, poster design and production, and video editing.



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