



# Torii Station Library



*Modified 28 Mar 2019*

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## Library Policies

### 1. Eligibility

- All DOD ID card holders on Okinawa are eligible to use the library space and resources at Torii Station. Please register at the circulation desk in order to check out materials. Guests of ID card holders are also welcome to use the computer, internet, and materials at the library but are not eligible to check out circulating items.

### 2. Children in the Library

- Please see the US Army Garrison Okinawa Child and Youth Supervision Matrix for more information. Library use policies are laid out in that document.

### 3. Food and Drink

- Only food and drink purchased at the co-located Pirate Republic Coffee shop is permitted in the library area.
- Drinks are permitted in all areas of the library. Please take great care with beverages, especially when using the computer terminals available throughout the facility.
- Library patrons are responsible for all clean up of waste, spills, and garbage from their food and beverage consumption.

### 4. Circulation

- Books and Audio Books
  1. There is no fixed limit on the number of items that one patron may check out at one time. A general rule of thumb is no more than one can easily carry at one time.
  2. The loan period for books is three weeks.
- Videos
  1. Each sponsorship is limited to four videos at any one time.
  2. The loan period for videos, regardless of format, is one week.
- Other materials:
  1. Games: Two games per sponsorship for a one week period.

2. Music CDs: Four per sponsorship for a period of one week.

## 5. Replacement of Lost and Damaged Materials

- In case of lost or damaged library materials, the patron will be expected to replace the item with a new copy of the item or a similar item of equal or greater value. Exact replacements are preferred but similar items may be accepted in some cases.
- If replacing with a similar item, preferences include:
  1. A similar work by the same author or artist
  2. A similar work by another author or artist
  3. A work agreed upon with the library staff

## 6. Computer Use and Internet Access

Torii Station Library provides free Internet access to meet the information and recreation needs of the community. Patrons are responsible for the safeguarding of the computer hardware and network they are using from modification, destruction, or tampering. Violation of any of the policies here or below may result in a suspension of privileges.

- By using a computer and/or the internet at the library, the patron automatically accepts the conditions of DoD 5500.7-R, paragraph 2-301 as well as the policies outlined in this document.
- Computer availability is on a first-come first serve basis. Computers cannot be reserved or held for any party.
- The Library reserves the right to ask any patron to discontinue the display of information which causes a disruption.
- Displayed content of an overtly sexual or violent nature is prohibited.
- Internet use by children is the sole responsibility of parents or legal guardians and will not be monitored by library staff.
- Altering or damaging software or data that is not your own is prohibited.
- All library computer usage will cease 15 minutes before the close of the library portion of the building.