

**Library of Congress**  
**Loading Dock and Vehicle Screening Procedures:**

**Please note:** The maximum allowable parking time at the loading dock is 20 minutes.

In accordance with security procedures all vehicles making deliveries (including personal) must be screened at the U.S. Capitol Police Offsite Delivery Center (“OSDC”) located at 4700 Shepherd Parkway S.W. prior to arrival. (Empty vehicles making pick-ups are not subject to the screening.)

**NO LATER THAN THREE DAYS PRIOR TO ARRIVAL**

Provide the following information on company letterhead: vehicle make, model, tag number, driver’s name, date of birth, driver’s license number & state, date of arrival, library contact name and telephone number (contact for Copyright Royalty Board is LaKeshia Keys or Gina Giuffreda, (202) 707-7658) to the following:

E-mail: [dockmaster@loc.gov](mailto:dockmaster@loc.gov), [JNave@loc.gov](mailto:JNave@loc.gov), [LKey@loc.gov](mailto:LKey@loc.gov), [crb@loc.gov](mailto:crb@loc.gov),  
[Kevin.weinkauf@uscp.gov](mailto:Kevin.weinkauf@uscp.gov), [Kendrick.Young@uscp.gov](mailto:Kendrick.Young@uscp.gov) & [Sylvia.Washington@uscp.gov](mailto:Sylvia.Washington@uscp.gov)

**The U.S. Capitol Police fax number is: (202) 226-0571 in lieu of e-mail.**

For further information concerning this process please contact the Library Police at (202) 707-5144 or the OSDC at (202) 226-0905 for directions.

Thank you,

John Nave,  
Acting Chief, Office Systems Services  
Library of Congress  
Washington, DC 20540  
(202) 707-5590