

Dean's Policy and Operating Memorandum 08-1

OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MADN-LIB

1 August 2012

Memorandum No. 08-1

West Point Jefferson Hall Library
And Learning Center

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1. **PURPOSE:** To describe regular access to, use and maintenance of, and privileges within West Point's Jefferson Hall Library and Learning Center (Jefferson Hall). DPOM 08-2 covers special event and reserved use operations for certain facilities within Jefferson Hall. This DPOM replaces DPOM 08-1 dated 22 October 2010.

2. **APPLICABILITY:** Jefferson Hall directly supports the Strategic Guidance for the United States Military Academy dated July 2007 and serves as a focal point for the development of the intellectual domain. It provides research and community services to the United States Corps of Cadets, the West Point staff and faculty, and the larger West Point community. The Office of the Dean is the proponent for Jefferson Hall.

3. **SPECIFIC:**

a. **Resident Organizations:**

(1) **USMA Library:** The purpose of the the USMA Library is to provide information resources to the community for advanced undergraduate research, provide instruction and training in using information resources in support of the curriculum and academic

mission, provide a place for collaborative learning and academic study, and preserve and promote the history of West Point and the United States Military Academy.

(2) **Institute for Innovation and Development (IID)** consists of the Center for Faculty Excellence (CFE) and Research Operations. The purpose of the CFE is to enhance cadet intellectual development through high-quality faculty development programs. The purpose of Research Operations is to promote and support the role of faculty and cadet research throughout the curriculum.

(3) **Center for Enhanced Performance (CEP)**: The CEP is a comprehensive support organization that educates and trains cadets in the skills necessary for the pursuit of success and professional excellence.

(a) The Academic Excellence Program (AEP) is made up of learning-excellence faculty who educate, inspire, and promote development through collaborative teaching, counseling, and support to empower cadets to reach their full potential.

(b) The Performance Enhancement Program (PEP) includes a curriculum of psychological skills training designed to educate cadets in the processes of building mental toughness and performing optimally under pressure. The curriculum is derived from the field of applied sport psychology and is relevant to every area of cadet performance throughout the 47-month West Point experience. Cadets learn, practice, and master the intangible mental skills that lead to the self-awareness, self-regulation, and mental agility demanded by modern leadership challenges.

(4) **Class of 1957 Café**: The Class of 1957 Café sells light snacks and beverages to Jefferson Hall patrons. Proceeds support the Directorate of Cadet Activities.

b. Access to Jefferson Hall for Resident and Emergency Personnel: The following personnel are authorized 24-hour unescorted access to common areas of Jefferson Hall via external door proximity card and/or key. These personnel are responsible for ensuring that all building security features remain in effect during hours when the USMA Library is not in operation.

(1) Staff assigned to duty locations within Jefferson Hall.

(2) Emergency personnel in performance of assigned duties.

(3) DPW staff responding to emergency conditions within the facility.

c. Access to Jefferson Hall for Authorized Personnel: Use of common areas of Jefferson Hall is intended for academic or research purposes by authorized personnel. Common areas of Jefferson Hall comprise all spaces accessible from the entry rotunda without the use of proximity card or physical key. Common areas do not include study rooms/classrooms, conference rooms, staff offices, the Alexander M. Haig Room, storage rooms, mechanical rooms, custodial rooms,

communication rooms, or electrical rooms. The following personnel are authorized unaccompanied access to common areas of Jefferson Hall during posted operational hours:

- (1) Cadets.
- (2) Cadet Candidates.
- (3) USMA and USMAPS faculty and their spouses.
- (4) West Point staff (USMA and non-USMA) and their spouses, including employees or representatives of the Association of Graduates.
- (5) Graduates of West Point and their spouses.
- (6) U.S. military personnel.
- (7) Those members of the general public who request to use the collection under 44 USC 19 – 1909 governing open access to government collections.
- (8) Researchers with scheduled appointments to consult materials held in Special Collections and/or Archives.
- (9) High-school students, age 14 and above, who are children of West Point faculty or staff and who need the collection for research and school assignments.
- (10) Registered attendees of Dean-approved or Librarian-approved events being held in Jefferson Hall.

d. Access to Jefferson Hall for Support Personnel: The following support personnel are authorized unaccompanied access to required areas of Jefferson Hall during operational hours *if notice is provided to Jefferson Hall staff*. During regular business hours, notification should be made to the Library Administrative Offices. During evenings or weekends, notification should be made to the Circulation or Reference Desks.

- (1) Delivery personnel.
- (2) Contractors performing authorized work within Jefferson Hall.

e. Access to Jefferson Hall for Dependents and Guests of Authorized Personnel: The following individuals are authorized access to common areas of Jefferson Hall during operational hours *if accompanied by an authorized person*.

- (1) Children of those in 3. c. (3)-(6) with an exception for individuals qualifying for access under 3. C. (9).

(2) Guests of those in 3. c. (1)-(6).

f. Revocation of Access Rights to Jefferson Hall: Any authorized individuals who interfere with the academic and research atmosphere of Jefferson Hall or who misuse or abuse resources and facilities available within Jefferson Hall may be asked to leave the premises by staff.

g. Facility Operating Hours: Operating hours for Jefferson Hall are defined as the times when perimeter doors are unsecured allowing access to authorized visitors as defined in 3b (3)-(6). These hours match the operating hours of the USMA Library. The official schedule for facility operating hours is published to the USMA Library website and in the vestibule entrances to the library. Resident organizations that require visitor access to their facilities outside of facility operating hours will retain exterior security at all times, and ensure visitors remain in their dedicated areas and out of the USMA Library spaces.

(1) Academic Term (Day 1-1 through the end of TEE Week)

REGULAR OPERATING HOURS	
Monday – Thursday	0700 – 2245
Friday – Saturday	0700 – 2100
Sunday	1100 – 2245
SPECIAL OPERATING HOURS	
Federal Holidays (except Thanksgiving)	Opening time will be 1300. Closing time will remain the standard closing time for that day (e.g. Mondays at 2245, Fridays at 2100).
Saturdays prior to Federal Holidays that fall on Mondays	0900 – 1700
Sundays prior to Federal Holidays that fall on Mondays	1300 – 2100
Home Football Saturdays	Opening time will be 3.5 hours after kickoff time. The closing time will remain 2100.
Army-Navy Football Saturday	CLOSED

Thanksgiving and the Friday and Saturday Following	CLOSED
Sunday following Thanksgiving	1500 – 2245
Easter Sunday	1300 – 2245
Days with Compressed or Modified Schedules	The library will open 30 minutes prior to the earliest scheduled class period. The library will close at the regular closing time for that day.

(2) Winter / Spring Leave

REGULAR OPERATING HOURS	
Monday – Friday	0700 – 1630
Saturday – Sunday	CLOSED
SPECIAL OPERATING HOURS	
Saturday following TEE Week	0700 – 1500
First Saturday of Spring Leave (Plebe Parent Weekend)	Open for tours according to PPW Schedule
Final Sunday of Spring Leave	1500 – 2245
Federal Holidays	CLOSED

(3) Reorganization Weeks

REGULAR OPERATING HOURS	
Monday – Thursday	0700 – 2100
Friday	0700 – 1630
Saturday	CLOSED
Sunday	1300 – 2100
SPECIAL OPERATING HOURS	
A-Day	1600 – 2100

(4) STAP I

REGULAR OPERATING HOURS	
Monday – Thursday	0700 – 2100
Friday	0700 – 1630
Saturday	CLOSED

Sunday	1300 – 2100
SPECIAL OPERATING HOURS	
Federal Holidays	1300 – 2100
Graduation Day	CLOSED

(5) STAP II / Summer (when STAP not in session)

REGULAR OPERATING HOURS	
Monday – Friday	0700 – 1630
Saturday – Sunday	CLOSED
SPECIAL OPERATING HOURS	
Federal Holidays	CLOSED

(6) Special Events

(a) Jefferson Hall will close to all (except resident staff) 30 minutes prior to a review on the Plain. The shades in the windows facing the Plain will be closed and the lights will be turned off during the closing. Jefferson Hall will reopen immediately following the review.

(b) Special events held in Jefferson Hall may not occur outside of regular operating hours (including set-up and take-down work).

h. Specific Service Operating Hours

(1) USMA Library

(a) Circulation: All Facility Operating hours.

(b) Reference: All Facility Operating hours.

(c) Special Collections and Archives: All hours posted to the library website.

(d) Haig Room: All Facility Operating hours.

(2) Center for Enhanced Performance: Normally Monday to Friday, 0700-1700.

(3) Institute for Innovation and Development: Normally Monday to Friday, 0700-1700

(4) Class of 1957 Café operating hours (fall and spring terms only):

(a) Monday – Thursday: 0700-2200.

(b) Friday: 0700-2000.

(c) Saturday: Closed.

(d) Sunday: 1500-2200.

i. Use Restrictions: The following use restrictions apply to all regular or special use of Jefferson Hall:

(1) Smoking is not permitted in Jefferson Hall or within 50 feet of any entrance or exit.

(2) Animals are not permitted in Jefferson Hall, except for working dogs (guides, security, etc.).

(3) Drinks may be consumed from covered containers only.

(4) Light snacks may be consumed. Light snacks are defined as finger food served at room temperature. Examples of permitted foods include pastries, muffins, pretzels, candies, cookies, snack bars.

(5) Food constituting a meal, or that is served heated or cooled are not permitted at any time except on the first and sixth floors. Examples of foods prohibited at all times on the 2nd through 5th floors include sandwiches, pizza, soups, salads, fast food, ice cream. Food served heated or cooled on the sixth floor is only authorized in conjunction with a approved and scheduled event.

(6) Stations designed to dispense food or drinks will be placed only on the first or sixth floors (e.g. the Library Café, and Haig Room) in support of an approved and scheduled events. All drinks must be served in covered containers only.

(7) Furniture and tables in common areas will not be moved unless authorized by library administration.

(8) Individuals who use library group study or conference rooms may reconfigure the space for temporary use but will return the room to the original configuration prior to leaving the space.

(9) Cadet elevator use is authorized when injured or escorting guests only. Cadets who are physically unable to use the stairs, invited by staff and faculty members, or who receive authorization from their tactical officer may use the elevator during the normal duty day. (Reference: USCC SOP Card 1200-1).

j. Reserved Use of Jefferson Hall Facilities: Certain facilities within Jefferson Hall are available for reservation by authorized personnel subject to approval. DPOM 08-2 covers all special event and reserved use operations held within Jefferson Hall.

4. **RESPONSIBILITIES:**

a. Dean of the Academic Board:

- (1) Has the overall responsibility for Jefferson Hall operations, resources, and services.
- (2) Hears appeals regarding special event or reserved use requests for Jefferson Hall.
- (3) Assigns a Jefferson Hall building commandant and fire marshal on orders.
- (4) Approves and enforces this DPOM.

b. USMA Library Staff:

(1) **Librarian:**

- (a) Has overall responsibility for the library, its resources, staff and operation on behalf of the Dean's Major Activity Directorate, West Point and the Army.
- (b) Coordinates with the Building Commandant to ensure access, security, and maintenance for Jefferson Hall.
- (c) Approves special event and reserved use operations in accordance with DPOM 08-2.
- (d) Maintains and enforces execution of this DPOM.
- (e) Provides an annual assessment of the effectiveness of this DPOM to the Dean of the Academic Board.

(2) **Reference staff:**

- (a) Posts operating hours at the main entrances and on the Jefferson Hall web site.
- (b) Locks and unlocks the entrances in accordance with Jefferson Hall operating hours.
- (c) Coordinates access to the library during reviews and special high-traffic events.

c. Building Commandant:

(1) Coordinates with the Librarian to ensure access, security, and maintenance for Jefferson Hall.

(2) Acts as the Jefferson Hall Fire Marshal.

(3) Security:

(a) Issues keys to resident organizations that maintain offices in Jefferson Hall.

(b) Implements plans to maintain or enhance the security of Jefferson Hall.

(4) Maintenance:

(a) In coordination with the Library Administrative Office oversees the work of the DPW-contracted cleaning team.

(b) Ensures all work-order repairs are submitted and executed in order to keep Jefferson Hall maintained.

(c) Develops and submits the Jefferson Hall Sustainment, Renovation, and Maintenance (SRM) budget through the Dean to USMA in order to sustain, renovate, and maintain the library.

(5) Fire Prevention: In coordination with the Library Administrative Office develops and implements a fire prevention and evacuation program.

(6) Lights: Ensures the lighting system is maintained.

d. Resident Organizations:

(1) Jefferson Hall Library and Learning Center resident organizations are responsible for complying with this DPOM and are under the administrative control of the Librarian, USMA for this purpose.

(2) Approves special event and reserved use operations in accordance with DPOM 08-2 for their assigned facilities.

e. Information and Educational Technology Division (IETD):

(1) Provides second-line technical support for all “in-room” IT and AV equipment and user computer systems.

(2) Provides commercial wi-fi when requested 5 working days prior to an event by contacting the IETD Goldcoats (x4189).

(3) Provides systems administration and maintains servers designed to support library operations as required.

(4) Provides programming support to maintain the library web site (content management is the responsibility of the library staff).

(5) Provides lifecycle support for all end user computer systems and AV systems supporting conference rooms and learner centers. Specific systems in the Center for Enhanced Performance are not included.

f. U. S. Army Garrison, West Point:

(1) Directorate of Emergency Services: Coordinates police, fire, and medical support for Jefferson Hall. Spot checks Jefferson Hall security after duty hours and on weekends/holidays, and contacts the building commandant if there are any issues.

(2) Directorate of Public Works: Provides facilities maintenance support to Jefferson Hall, including land maintenance, sidewalk, and entranceway snow/ice clearance and salting.

(3) Directorate of Logistics: Provides supply and services support to Jefferson Hall.

(4) U.S. Army Signal Network Enterprise Center (NEC) – West Point: Provides command, control, communications, computer and information management (C41M) support to Jefferson Hall. The support includes operations and maintenance of the Jefferson Hall telephone and data networks to include cabling, wireless access points, in-wall cabling, voice/data information, and configuration and lifecycle management of these enterprise infrastructure components.

5. **PROPONENT**: The proponent for this Dean's Policy Operating Memorandum is the Librarian, USMA, USMA Library, Office of the Dean, MADN-LIB, x3833.

6. **EXPIRATION**: This policy is effective until superseded or rescinded.

THOMAS E. HIEBERT
COL, IN
Director of the Dean's Staff