



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

ATZB-OPL

09 May 2016

MEMORANDUM FOR Record

**SUBJECT: Customer Library Access and Public Computer Use Policy, MCoE HQ
Donovan Research Library, Bldg 70**

1. The mission of the MCoE HQ Donovan Research Library is to support Soldier and Civilian training at Fort Benning. The library also supports academic and doctrinal research.
2. DoD/CAC ID card holders are authorized use of the library's public computers for access to electronic information and to support military and civilian required training.
3. Unauthorized users will be reported through our Chain of Command, the MCoE G-6, the NEC and Higher Headquarters.
4. Customers that do not have a DoD/CAC ID and children under the age of 18 that need access customer computers for non-military training or non-military information need to avail themselves of the public computers at the Sayers Memorial Library, Building 2784 on Main Post.
5. Children should not be left in the library unattended per Policy Memorandum 210-10-1: Supervision of Children in the Library. Sponsors who have escorted individuals on post IAW per MCoE REG 190-13 Para 3-9 Escorted Access, are to remain with that individual while they are in the Library.
6. The library access and public computer use requirements are IAW MCoE REG 190-13 Installation Access Control dtd 10 December 2014; and AR 25-2 Information Assurance dtd 23 March 2009.
7. Telephone numbers during duty hours: 706-545-5661/8591/6411/6072/7377.
8. POC for this action is the undersigned at 706-545-8591.

ERICKA LOZE-HUDSON
Chief, MCoE Libraries
G-3 Library Division