

## Yokota Library Circulation Policy

1. Books are circulated for **4 weeks**, and can be renewed **2 times**, unless the item has been requested by other patrons. Best sellers with a waiting list with 3 or more holds are circulated for only **2 weeks** to decrease the waiting times, and cannot be renewed.
2. Audio/Video Recording:
  - a. Audio Books are checked out **no limit for 4 weeks and 2 renewals**.
  - b. Videos and DVDs are checked out **up to 5 totals per sponsor for 1 week and no renewal**.
  - c. DVD Box Sets are checked out **1 box per sponsor for 2 weeks and no renewal**.
  - d. CLEP Videos are checked out **maximum 2 subjects per sponsor for 2 weeks and 2 renewals**.
  - e. Music CDs are checked out **up to 5 each per sponsor for 1 week and no renewal**.
  - f. Please return to the inside Book Drop.
  - g. Please rewind tapes before returning.
3. Reference materials are for use within the library.
4. Previous editions of magazines and newspapers are checked out **for up to 5 total per sponsor for 1 week and no renewal**.
5. Patrons are responsible for replacing lost, damaged, or destroyed library materials.
6. We will send the first overdue notice 10 calendar days after the due date, the second notice 20 calendar days after the due date, the third notice 30 calendar days after the due date; First Sergeants will be notified 5 days after the third notice. Commanders will be notified 6 weeks after the due date.

## Yokota Library Computer Policies

1. Internet computers are limited to patrons 14 or older, with patrons 14-17 having signed parental permission on file. **Users under 14 are allowed, but the parent/guardian must sit with the young user at all times.** All regulations regarding use of government computers apply to the library's public workstations.
2. Internet computers have a 30 minute time limit if other users are waiting. Distance Education computers have a 1 hour time limit if others are waiting.
3. Only one person per computer (unless parent is accompanying child under 14). Group project users will be assigned a Distance Education computer. Disturbing other computer users is not allowed, even if part of a group project.
4. Authorized users cannot check out a computer for another's use, unless it is a parent checking out for their child. Friends **cannot** check out computers for non-authorized users. Anyone caught violating this policy will lose computer privileges.
5. Users may not download or install anything onto the hard drive. Files may be downloaded only onto diskettes, CDs or USB devices
6. Users may not change settings on the computer.
7. Users may not delete files or programs already on the computer.
8. Users may not participate in interactive games or chat. Any interactive use is strictly limited to educational purposes on the Distance Education workstations.
9. All print-outs must be paid for, even repeat or accidental printing. All print-outs are routed to the circulation desk and must be paid for there.
10. Non-Internet computers may be used by any ID card holder.

**USERS WHO VIOLATE ANY OF THESE POLICIES OR ARE DISRUPTING OTHER PATRONS WILL LOSE COMPUTER PRIVILEGES AUTOMATICALLY.**