

**UNITED STATES MILITARY ACADEMY  
UNITED STATES MILITARY ACADEMY LIBRARY  
WEST POINT, NEW YORK 10996**

**Hours of Operation**

**PURPOSE:** This Standard Operating Procedure describes the process and parameters by which facility hours for the USMA Library and Jefferson Hall are established.

**SCOPE:** This procedure applies to all employees of the United States Military Academy Library.

**BACKGROUND:** Hours for USMA Library operation and Jefferson Hall access are set by the Librarian, USMA and based upon the definition of facility hours found in DPOM 08-1. As the USMA Library is responsible for overall facility security of Jefferson Hall, hours for the facility will not deviate from hours for USMA Library operations.

**TENTATIVE HOURS:** Tentative hours for USMA Library will be set at least twelve months in advance to facilitate event planning. The Administrative Services Librarian will be responsible for drafting and presenting tentative hours for USMA Library to the Librarian according to the schedule below:

- On or before 1 January, tentative hours for USMA Library will be approved for the period beginning 1 January of the following year through 30 June of the following year (e.g. by 1 January 2013, tentative hours for the period 1 January 2014 through 30 June 2014 will be published).
- On or before 1 July, tentative hours for USMA Library will be approved for the period beginning 1 July of the following year through 31 December of the following year (e.g. by 1 July 2013, tentative hours for the period 1 July 2014 through 31 December 2014 will be published).

Upon approval, these hours will be posted:

- In the USMA Library's public SharePoint calendar and labeled as tentative.
- In the EMS room reservation system.

**FINAL HOURS:** Final hours for USMA Library will be set at least three months in advance. The Administrative Services Librarian will be responsible for drafting and presenting final hours for USMA Library to the Librarian according to the schedule below:

- On or before the final day of the month, final hours for USMA Library will be approved for the month beginning four months in the future (e.g. by 31 January 2013, final hours for the month of May 2013). This process will repeat on a rolling cycle monthly.

Upon approval, these hours will be posted:



- In the USMA Library's public SharePoint calendar.
- In the EMS room reservation system.
- By each of the three main entrances to Jefferson Hall.

Copies of final hours will also be provided electronically to:

- All resident organizations.
- Custodial staff.
- Points of contact for all registered events during the scheduled month.

**CHANGES TO FINAL HOURS:** Reductions in hours will not be made after the hours have been declared final except in extreme circumstances or as directed by the Dean or Superintendent.

**EXCEPTIONS:** Requests for exceptions to facility operation hours will be made in writing at least fourteen days in advance to the Librarian and contain the specific hours that access is required, the reason for the exception, and the point of contact. Exceptions will be evaluated based upon staffing availability. A facility use fee may be levied in order to provide support for expanded facility hours.

**CODE RED OPERATIONS:** In the case of Code Red when the academic term is in session, there will be no reduction in facility hours. In the case of Code Red when the academic term is not in session, the library will close for the duration of the Code Red event.

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