



UNITED STATES MARINE CORPS
EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:
11000/2
GRC
17 Jan 2017

ALFRED M. GRAY MARINE CORPS RESEARCH CENTER POLICY LETTER 01-17

From: Director, History Division & Gray Research Center
To: Distribution List

Subj: USE OF THE ALFRED M. GRAY MARINE CORPS RESEARCH CENTER (GRC) &
LIBRARY OF THE MARINE CORPS (LOMC)

Ref: Facilities Use Policy & Room Reservation Procedures for the Marine Corps University
(MCU) Quantico Campus

1. Purpose To establish policies for the use of the Alfred M. Gray Marine Corps Research Center (GRC) and Library of the Marine Corps (LoMC).

2. Background

a. The GRC is a truly magnificent structure in which all Marines may take pride. The conference and meeting rooms are bright, modern, attractive, and functional. It is understandable that individuals and organizations throughout the Marine Corps have come to regard the Research Center as the preferred site for meetings, conferences, and special events. Unfortunately, in all too many instances, requested usage has strayed from the intended mission of the GRC.

b. The primary mission of the GRC is to support the Marine Corps by providing a comprehensive facility at the Marine Corps University (MCU) to support professional military education. Activity within the GRC must therefore remain focused on efforts to link scholarly research, instructional preparation, and lessons learned from the field. These activities will stimulate the development of successful concepts, doctrine, tactics, techniques, and procedures that will enable the Marine Corps to carry out its role as our nation's force in readiness.

c. The GRC is comprised of the Library of the Marine Corps, the Facilities Branch, and an Administrative Office. The Library of the Marine Corps includes the Research Library Branch, Virtual Branch, and the Base Library. The Facilities Branch provides oversight for the operation of the GRC Conference Center.

3. Policies

a. Library of the Marine Corps. The following policy must be adhered to when utilizing this facility.

1. Authorized Patrons. The general public is welcome to use library within the facility. Only Department of Defense issued identification card holders are authorized library cards and use of a computer.

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a. Library Materials. A Department of Defense Identification Card is required to checkout materials. The following categories of people are authorized to check out materials:

- (1) Current MCU students, faculty, and staff.
- (2) Active duty, reserve, or retired members of a U.S. military service who live within 50 miles of MCBQ.
- (3) Family members of active duty, reserve, or retired members of a U.S. military service. Children are welcome to use the Library of the Marine Corps for research, homework, or recreational reading. They are especially welcome in the Base Library, which periodically sponsors student reading programs and story-time sessions. All children under the age of ten must be supervised by a parent or guardian and not left unattended. The Library subscribes to the American Library Association's "Library Bill of Rights" and "Freedom to Read Statement." Parents and guardians are solely responsible for determining which library materials and services their children may access and ensuring their children comply with their requirements. The library does not stand in loco parentis.
- (4) Civilian employees (to include non-appropriated fund employees) of the U. S. Department of Defense whose place of duty is at MCBQ.
- (5) Contractors working for a U.S. Department of Defense activity at MCBQ who provide current letters from their Contracting Officer's Representatives stating the necessity to use or check out specific materials in order to accomplish assigned tasks.
- (6) International military members assigned to MCB Quantico.
- (7) Individuals requesting access to the library's federal government documents. The LOMC is a partial Federal depository library. Federal depository libraries must offer free, public access to their collections.

b. Electronic Resource Remote Access. Remote access to most electronic databases is limited to MCU in-residence students, faculty, and staff, as established by each database license agreement. Access permissions information for each database is available on the LOMC webpage.

2. Library of the Marine Corps Hours of Operation

a. Academic Year

Monday – Thursday: 0730 – 2000
Friday: 0730-1800
Saturday & Sunday: 1000 – 1800

b. Summer Academic Recess

Monday - Friday: 0730 – 1800
Tuesday & Thursday (Base Library only): 0730-2000
Saturday: 1000 – 1800

c. The Library of the Marine Corps is closed on all federal holidays. The library will also be closed on the Sunday prior to a Monday holiday. Unscheduled closings due to inclement weather or other unforeseen circumstances will be posted at the front entrances to the building and on the library webpage.

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3. Other Library of the Marine Corps Use Requirements

a. Patron Workstations. Computers with Internet access and a range of standard word-processing, presentation, spreadsheet, and database programs are available for patron use. All patrons must present a DoD-issued ID to register at the Circulation Desk and receive a login and password to use a patron workstation. The Library of the Marine Corps complies with Marine Corps Bulletin 2010, which provides for the monitoring of network traffic and outlines permissible and prohibited uses of the Internet from government computers. Staff members will report violations of this policy to command authorities.

b. Copiers. Copiers are available for patron use within the Library of the Marine Corps. Patrons may only copy library-owned materials on the copiers located within the facility, and they are personally responsible for ensuring any copying they perform does not violate copyright laws or infringe on others' intellectual property rights. There is a 25 page limit daily for copiers and printers connected to patron workstations. MCU students are authorized to exceed this limit as needed to support their academic program. Patrons are not authorized to use copiers in staff areas.

c. Telephones. Patrons are not authorized to use telephones in staff areas. Patrons are not allowed to use cell phones within the Library of the Marine Corps; however they may do so in the main GRC lobby.

d. The Library provides scanners for patron use in the left rear of the patron floor near room 125.

e. Personally Owned Property. Patrons are generally authorized to bring personally owned property such as laptops, tablets, or briefcases into the Library of the Marine Corps. Small personal music devices such as iPods or CD players are permitted providing headphones are used and any music played is not audible by others. Patrons are solely responsible for any personal property they bring into the Library of the Marine Corps. Patrons are not permitted to leave personal property unattended within the facility. The senior library staff member present may collect and dispose of unattended personal property, as he/she deems appropriate. The senior library staff member present may direct patrons to remove any personal property from the Library of the Marine Corps and the entire GRC for any reason.

f. Behavior. Patrons must comply with generally accepted professional behavior and appropriate dress in order to remain in the Library of the Marine Corps. The staff member present has the authority to determine the acceptability of any questionable behavior. If patrons do not alter inappropriate behavior, the senior staff member has the authority to direct them to leave the entire GRC. If patrons do not leave the GRC after having been told to do so by the senior staff member present, MCBQ security will be contacted to affect their removal. Patrons who demonstrate inappropriate behavior may be disbarred from further use of the facility.

g. Loss and Damage. Patrons who lose, damage, or destroy library materials will be required to replace the items or make reimbursement. Patrons are responsible for any damages caused by themselves, their family members, and/or their guests. If any loss or damage is suspected to be willful or the result of gross negligence, command authorities will be notified for appropriate action.

h. Food and Drink. Food and drinks are not permitted in most areas of the LoMC.

i. Tobacco Use. All forms of tobacco (including electronic and vapor cigarettes) use are prohibited within the GRC.

b. **Gray Research Conference Center.** The following policy must be adhered to when utilizing this facility.

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1. The use of the GRC Conference Center is limited to the following:

- a. Recurring MCU courses such as the Commandant's Combined Commandship Program (Cornerstone) and First Sergeant Course.
- b. Non-recurring classes, curricular conferences, training meetings and other non-recurring academic events related to USMC or Joint Professional Military Education.
- c. Research symposiums or conferences sponsored by the USMC.
- d. Professional development conferences, workshops, or classes sponsored by an activity located at MCBQ.
- e. Official meetings and events sponsored by foundations affiliated with MCU, specifically the Marine Corps University Foundation and the Marine Corps Heritage Foundation.
- f. Other official meetings or events sponsored and requested by military members or civilian employees of the Department of Defense. Defense contractors are not authorized to schedule events.
- g. Flag-level promotion, retirement, and change-of-command ceremonies (no exceptions or waivers).
- h. Religious events if certified as official military events and only when requested by a sponsoring Chaplain assigned to an activity at MCBQ.
- i. The GRC lobby may be reserved to provide refreshment breaks and registration tables.
- j. Reception are only authorized when they are a part of a larger academic event and require the approval of the Director, HD/GRC. The Clubs of Quantico is recommended as an alternate venue to host receptions.

2. GRC Conference Center Hours of Operation.

- a. Conference Wing Rooms. Conference wing rooms (Auditorium and Rooms 164, 165, and 166) hours of use are Monday – Friday, 0700 to 1630. These facilities are closed on Saturday and Sunday. Use of these rooms may be extended beyond these hours at the discretion of the Director, HD/GRC and only if GRC staff members volunteer to work overtime and if the using agency pays in advance for any anticipated employee overtime expenses.
- b. Other Meeting Rooms. Other meeting rooms are available for use during the regularly scheduled library operating hours.

3. GRC Scheduling.

- a. First-Come, First-Served Rooms. Rooms 140, 144, and 145 are generally not reserved for scheduled use but made available to patrons on a first-come, first-served basis during the regularly scheduled library operating hours. Access to these rooms is controlled at the Circulation Desk.
- b. GRC Lobby. The GRC lobby will not normally be reserved for events as doing so restricts access of patrons to the library and archives.

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c. All Other Meeting Rooms. Scheduling is controlled by the Administrative Office.

d. Points of Contact (POC). Organizations desiring to schedule the use of the conference center or meeting rooms must designate a responsible individual as the Point of Contact to coordinate functional details and support requirements with the Administrative Office. Only members of the U.S. military services, Department of Defense civilian employees, and foreign military officers assigned to MCU may be designated as Points of Contact. Others, to include government contractors, are not authorized to schedule the use of the GRC under any circumstances.

e. GRC Reservation Requests.

(1) Reservations requests for Marine Corps University schools and activities may be made up to two years in advance.

(2) Reservations requests for other activities may be made up to one year in advance.

(3) Reservations will be taken in person or by phone (no email requests).

(4) At a minimum, requests must include the POC's name and contact information; sponsoring office, full title of the event, number of attendees, inclusive dates/times of the event to include set-up and teardown, audio-visual/computer requirements, and circular drive VIP parking requirements.

(5) In-progress events may be extended on a case-by-case basis depending upon space availability.

(6) Recurring requests (e.g., first Tuesday of every month for a year) will not be accepted.

f. Arrival and Departure. POCs must check-in upon arrival with the Administrative Office. POCs are responsible for any set-up and dismantling associated with their event as well as ensuring that rooms are clean before they depart.

g. Event Supplies. The GRC does not furnish supplies for conferences, events, or meetings.

h. Reservation No-Shows. Event support may be cancelled at the discretion of the senior Conference Center staff member present if a meeting POC does not arrive within 30 minutes of a scheduled start time. Activities that do not show up for an event and have not provided adequate advance cancellation notice may be precluded from scheduling future events.

i. Bumping of Events. Previously scheduled academic or training events will not normally be bumped or cancelled, however non-academic events may be bumped or cancelled at any time in order to support academic and/or training events. Only the Director, HD/GRC has the authority to bump or cancel previously scheduled events. The Administrative Office will only release information about an event to the POC for that event.

j. Parking. The MCU Vice President Student Affairs and Business Operations controls the parking facilities adjacent to the GRC. POCs desiring to reserve space in these lots must do so through that office. POCs are responsible for controlling parking and ensuring vehicles belonging to event attendees follow parking rules and are not parked in the circular driveway or designated staff spaces.

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k. Circular Drive. The GRC circular driveway is for delivery of event materials, drop off/pick up of passengers and VIP parking. Event POCs desiring to reserve those spaces may obtain reserved parking signs from the Conference Center staff to hold temporary VIP reservation information.

l. Loading Dock. The GRC loading dock is for temporary parking only (deliveries, maintenance trucks, etc.).

4. Other Conference Center Use Requirements.

a. Patron Workstations. There are no patron workstations or computers available for use within the GRC Conference Center. Conference attendees may use the workstations within the library during normal library hours of operation.

b. Copiers. There are no copiers available for use within the GRC Conference Center. Copiers are available for patron use within the library during normal library hours of operation; however these copiers are only to be used to duplicate library in accordance with LoMC policy. They are specifically not to be used to duplicate handouts or other materials for conferences or events.

c. Telephones.

(1) Patrons are not authorized to use telephones in staff areas. Patrons are only allowed to use cell phones in the main GRC lobby.

(2) Telephone drops are available in most conference rooms. POCs must identify their need for telephone drops when scheduling events and POCs are responsible for coordinating any telephone support outside the capabilities of the Conference Center staff.

d. Audio-Visual, Teleconferencing, and Other Related Equipment. Patrons are not authorized to move or disconnect any audio-visual, teleconferencing, or related components. Neither are they authorized to change any system's configuration.

e. Furniture and Walls. POCs and other event attendees are not authorized to move furniture without the prior permission of a Conference Center staff member. Sitting or propping feet on furniture is not permitted. Taping or tacking items on walls is not permitted. If there should be damage to the building or its contents by any group or person during an event, repair costs will be charged to the offending organization or person.

f. Personally Owned Property. Patrons, generally, are authorized to bring personally owned property, such as laptop computers or briefcases, into the Conference Center areas. Small personal music devices, such iPods or CD players are permitted providing headphones are used, and any music played is not audible by others. Patrons are solely responsible for any personal property they bring into the Conference Center. Patrons are not permitted to leave personal property unattended within the Conference Center. The senior Conference Center staff member present may collect and dispose of unattended personal property, as he/she deems appropriate. The senior Conference Center staff member present may direct patrons to remove any personal property from the GRC for any reason.

g. Behavior. Event POCs are responsible for the behavior of their attendees. Attendees must comply with generally accepted professional behavior in order to use the facility. The senior Conference Center staff member present has the authority to determine the acceptability of any questionable behavior. If patrons do not alter inappropriate behavior, the senior Conference Center staff member has the authority to cancel any event or direct specific attendees to leave the entire GRC. If attendees do not

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leave the GRC after having been told to do so by the senior Conference Center staff member, MCBQ security will be contacted to affect their removal. Sponsoring activities that are unable to control the behavior of event attendees or the event POCs demonstrate inappropriate behavior may be barred from further use of the facility.

h. Food and Drink.

(1) Food and drink, to include bottled water, are prohibited throughout the GRC with the exception of rooms 164, 165, 166, 227, and the lobby.

(2) Conference attendees may use the patron break area in the library.

(3) Alcoholic beverages are prohibited in the GRC unless the MCBQ Commanding Officer has granted specific written approval. If special permission is granted, alcoholic beverages may only be consumed in Rooms 164, 165, 166, and 227.

i. Trash. Event sponsors must ensure that all trash generated by participants is collected and placed in trash containers. If additional trash bags are required, event sponsors must provide them and ensure that they do not leak.

j. Tobacco Use. All forms of tobacco (including electronic and vapor cigarettes) use are prohibited within the GRC.

k. No moving color guards are permitted within the auditorium. Static flag displays may be posted on the auditorium stage in support of ceremonies and other events.

c. Hours of Staff Accessibility.

1. In order to allow staff members to perform administrative tasks associated with opening and closing the facility and to ensure the facility is ready to receive patrons during its patron support hours, the GRC will be open for staff use during the following times.

Monday – Thursday: 0630 – 2000

Friday: 0630 – 1800

Saturday: 0900 – 1800

2. Staff members are not permitted within the facility at other times unless they are responding to an official emergency requirement or unless they have received prior approval from the Director, HD/GRC for the specific dates and times that they will be in the building. Keys are issued to personnel that work for the GRC and/or at the discretion of the Director, HD/GRC.


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Distribution: A