

## **LIBRARY REOPENING**

### **Hours of Operation:**

Phone Assistance: Mon - Fri | 11 a.m. – 5 p.m.

Pickup Available: Mon - Fri | 11 a.m. – 5 p.m.

### **Checking Out Library Books and A/V**

- Search our catalog for available items: [mwrlibrary.armybiznet.com/search~S13](http://mwrlibrary.armybiznet.com/search~S13)
- Call or email the library to request the items of interest. 703-805-4244 or [usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil](mailto:usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil)
- If you have a web login and PIN, you may access the catalog and use the “Request Item” feature.
- Wait for confirmation that your items have been packed and are ready for pick up.
- Pick up your library materials from the library front porch at 9800 Belvoir Rd, Fort Belvoir, VA 20060 or
- Call us from the parking lot and we’ll bring out your order.

### **Returning Library Books and A/V**

- The Library drop box is available for all your returns.
- The drop box is emptied daily.
- All returns are put into a 72 hour quarantine before check-in.
- Don’t leave returns outside the drop box.
- No donations, please.

### **Summer Reading**

- Free for all ages. Sign up online: [fortbelvoirlibrary.beanstack.org](http://fortbelvoirlibrary.beanstack.org)
- Track the amount of time you spend reading to earn prizes.
- We’re tracking prize winners daily.
- Wait for confirmation that your prizes are ready for pick up.
- Pick-up your prizes from the library front porch at 9800 Belvoir Rd, Fort Belvoir VA 22060
- Call us from the parking lot and we’ll bring out your order.

### **Need a Library Account?**

- Email us at [usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil](mailto:usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil). Include: Full Name, phone number and preferred email address for contact.
- You may already have an account with another Army MWR Library, if so no additional action needed for check outs.
- If you’re brand new to the Army MWR Library system will include a registration form in your first bag of checkouts. Please return it with your books.

**Out-Processing**

- Provisional clearing done at MWR HQ, 5820 21st St, Bldg. 210, 2nd Flr, Fort Belvoir, VA 22060
- We'll email or call you with confirmation regarding your library account's status within 2 business days.

**In-Processing**

- Call 703-805-4244 between the hours of 1100-1500 or email [usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil](mailto:usarmy.belvoir.imcom-fmwrc.mbx.library@mail.mil) any time of day.

**Interlibrary Loan and Consortium Borrowing from JB Myer-Henderson Hall**

- Temporarily suspended.
- Many libraries are still closed and unable to respond to Interlibrary Loan requests.
- To avoid cross-contamination Belvoir & JBMHH staff will avoid travel and exposure to other libraries, staffs and collections.