

### LIBRARY VISITOR APPLICATION

ALL VISITORS MUST SIGN IN AND OBTAIN A VISITOR BADGE AT THE CIRCULATION DESK.  
PROPER PROFESSIONAL ATTIRE, MUST BE WORN AT ALL TIMES.  
NO SHORTS, JOGGING SUITS, JEANS, ETC.

NAVWARCOL 5050.2 (Rev. 5/15) Visitor Initial \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_ DOD ( ) NON-DOD ( )

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

LOCAL CONTACT \_\_\_\_\_

DUTY STATION \_\_\_\_\_ PHONE \_\_\_\_\_

PURPOSE OF VISIT \_\_\_\_\_

DO YOU HAVE A VALID DOD ID FOR BASE ACCESS? YES ( ) NO ( )

Authorization Granted for MAIN LIBRARY USE

FROM \_\_\_\_\_ TO \_\_\_\_\_

Permission to Charge Out Unclassified Material YES ( ) NO ( )

Permission Granted for After Hours Use YES ( ) NO ( )

NON-DOD visitors DO NOT have after hours privileges.

Library hours are 0800-1630 Monday through Friday.

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Head, Information & Access Services

**INFORMATION FOR VISITORS** A heightened Force Protection Condition at Naval Station Newport is in effect and limits entry to the Naval Station to anyone not having valid Department of Defense (DOD) identification. Since the Naval War College (NWC) Library is located on Naval Station Newport, this limited entry applies to all visitors who wish to use the Library. How long this heightened Force Protection Condition will remain in effect is unknown. If the condition increases to a higher level, visitors will not be able to access Naval Station Newport under any circumstances.

Visitors must request gate access through the Library or the visitor's contact in an academic department. All visitors to the Library must have a *Library Visitor Form* on file with the Library.

The following procedure is in place to facilitate visitor requests.

- Contact Head, Information & Access Services at (401) 841-2642 a minimum of 48 hours prior to the visit.
- Provide your name, date and time of requested visit, company or university/college affiliation and explanation for requesting access to the Library.
- If both Naval Station Newport Security and Naval War College Security approve the request, entry to Naval Station Newport and NWC will be granted for the date and time specified.

The NWC Library is funded and staffed to support the NWC community. Permission for non-NWC personnel to use its facilities is granted on a case-by-case basis for research purposes requiring the use of materials that are not readily available elsewhere.

The bulk of the materials in the Library are available via interlibrary loan through any college/university or public library in the United States. Many research needs can be addressed in this manner; therefore, it is strongly recommended that researchers begin by working with the Reference Librarians at their libraries before requesting permission to visit the NWC Library.

The Naval War College requires proper, professional attire to be worn at all times. Jeans, shorts, jogging suits, sweat suits, etc. are not acceptable attire for visitors. Visitors who are not wearing proper attire may be denied admittance to NWC and the Library.

All visitors, including those who have a completed Library Visitor Form on file, must sign in at the Quarterdeck to receive a *Visitor Badge* prior to coming to the Library. Upon arrival at the Library, you must sign in at the Circulation Desk, obtain a *Library Visitor Badge*, and wear this badge at all times while in the Library.

#### **ADDITIONAL CONTACT INFORMATION**

Reference: (401) 841-3052; (401) 841-4551; email: [libref@nwc.navy.mil](mailto:libref@nwc.navy.mil)

Circulation: (401) 841-4386; (401) 841-2892; email: [circdesk@nwc.navy.mil](mailto:circdesk@nwc.navy.mil)