



# Exceptional Family Member Program

Marine Corps Community Services - Camp Allen



Naval Medical Center Portsmouth · Bldg 3, Floor 4, Rm 4.2-131 · 620 John Paul Jones Circle · Portsmouth, VA 23708  
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## Lending Library Guidelines

- The Lending Library Catalogue may be found by visiting [www.mccscampallen.com/EFMP\\_local.htm](http://www.mccscampallen.com/EFMP_local.htm) and clicking “Lending Library Catalogue” on the left side of the page.
- Individuals who are checking out library materials should complete a Lending Library Agreement Form.
- A total of three items may be checked out at one time. More than three items may be borrowed at the discretion of the EFMP staff.
- Library materials may initially be borrowed for a four week period.
- Items may be renewed twice, for two weeks each, by contacting the EFMP office via phone or email.
- Library materials should be returned in the same condition as they were when checked out. The borrower is responsible for replacement costs associated with damaged materials, excluding normal wear and tear.
- After resource materials have been on loan for eight weeks, they must either be renewed in person at the EFMP office or returned.
- Resource materials may be returned directly to the EFMP office or may be mailed to the following address:

Naval Medical Center Portsmouth  
ATTN: USMC EFMP  
Building 3, Floor 4, Room 4.2-131  
620 John Paul Jones Circle  
Portsmouth, VA 23708

- The EFMP office will send an email one week before library materials are due reminding borrowers to return or renew items on loan.
- If items on loan are overdue by two weeks, an email will be sent to the borrower asking that materials be returned as soon as possible. If the items are not returned, renewed or the EFMP Office is not contacted to establish a plan to return the materials within two weeks following the email, it will be assumed that the items will not be returned. Borrowers will then be responsible for reimbursing the EFMP office for the total cost of those materials.
- If library items are lost or stolen, the borrower is responsible for reimbursing the EFMP office for the total cost of the materials.

