

## THE COMMAND MUSEUM REFERENCE CENTER

The Command Museum Reference Center is open to all, but in order to be a patron, our holdings must have materials on your topic. If we do not, we will refer you to another source. To ensure that the appropriate staff member, research materials and other resources will be available, **prior appointments are highly recommended.** There is no charge to use the collections. Due to limited staffing, reference assistance, rather than in-depth research, is provided to patrons who visit, call, or send written inquiries. The Command Museum Reference Center does not maintain individual military records. To schedule an appointment, call 619-524-6720 or email [ellen.guillemette@usmc.mil](mailto:ellen.guillemette@usmc.mil).

### HOURS OF OPERATION

Wednesday – Saturday: 0930-1200; 1300-1630. Closed Sunday-Tuesday, Federal Holidays and whenever the Historian is out of the office for other reasons.

### GENERAL RULES

Reference Center resources are reference- only. Materials can only be used in the Reference Center, only during hours of operation and may not be borrowed or removed from the Reference Center.

For security reasons and because some of our collections contain PII or are FOUO, patrons are not permitted to browse through the collections. The historian will bring requested materials to you. Patrons will be limited to one item or folder at a time and will be required to sign for each item or folder they are using. Before requesting additional materials, all signed-out materials must be returned. Patrons will not reshelve the materials themselves.

All personal belongings will be placed away from the reference table.

Pens, highlighters and pressure sensitive notes are not allowed. Notes may be taken on single sheets of paper or in a note book. Pencils will be supplied.

Patrons may use the copier to photocopy a limited number of pages. If items are in poor or fragile condition they cannot be photocopied.

Patrons may bring their own cameras, computers or scanners. If items are in poor or fragile condition they cannot be scanned. Tripods and camera stands are not permitted.

Patrons must provide their own DVDs, CDs or flash drives.

**No food or beverages may be consumed in the reference center.** There is a drinking fountain down the hall and an area in the PX where food may be eaten. **No smoking or vaping.**

**Cell phones must be silenced and no calls can be made or taken in the reference center.**

The Depot's Animal Policy permits service animals required because of a disability and which have been specially trained to assist with that disability, but **pets and emotional support animals are not allowed.**

**We reserve the right to ask patrons to leave if rules are not followed.**