



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE  
3312 A AVENUE, SUITE 208  
FORT LEE, VIRGINIA 23801-1720

OCT 6 2012

IMLE-ZA

FT LEE POLICY NO.: 15-12

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Fort Lee DFMWR Community Library and Army Logistics University Library  
Policy on printer and copier services

1. REFERENCES: Army Regulation 25-97, The Army Library Program, 18 September 2006
2. PURPOSE: To establish an official ALU policy regulating reasonable limitations and usage for printing and copying within Army Logistics University Library
3. APPLICABILITY: This policy applies to all military and civilian personnel on Fort Lee to include family members, contractors, and retirees within the community.
4. POLICY: Due to a large customer demand in conjunction with limited monetary and physical resources the following policies are in effect:
  - a. Number of copies and printed pages are limited to 15 total pages per day for each customer
  - b. All print and copy jobs must be completed NLT 15 minutes prior to library closing to ensure adequate time to properly close and secure the library facility.

5. PROPONENTS: Timothy Renick, Director ALU Library; Roberta Carr, Director  
Community Library

RODNEY D. EDGE  
COL, LG  
Garrison Commander

6 Oct 12

(Date)

ROBERT A. HARNEY JR.  
COL, LG  
Commandant, Army Logistics University

25 Sep 2012

(Date)