

Veteran Resource Center Policy

Purpose

The Veteran Resource Center (VRC) is a dedicated space at the Henry Ford Centennial Library (HFCL) intended to support veterans and veteran-associated organizations. The room is designed to provide those who served with a quiet, respectful space to connect with veteran services, study, hold meetings, or seek out resources.

The VRC is located on the third floor of the HFCL, Room —.

Rules

- Leave the room better than how you found it. Please clean up after yourself and return furniture to its original placement.
- Use the space in a **respectful and professional manner**.
- The room may be used for:
 - Studying or quiet work
 - Virtual appointments or meetings
 - Veteran organization meetings
 - Accessing veteran resources and services

Scope

- These guidelines are intended to ensure consistent use of the space, promote accountability, and preserve the room as a dedicated environment for veteran-related services, meetings, and activities.
- The policy does not apply to general HFCL patron use of other library spaces and is specifically limited to the Veteran Resource Center and its designated activities.

Procedures

To reserve the Veteran Resource Center, veterans must fill out a brief Google Form and verify their veteran status with library staff at the second-floor circulation desk.

1. First, scan the QR code posted outside of the VRC to access the Google Form. The QR code may also be accessed at the guard's station located on the 3rd floor.

2. Fill out your information and digitally submit the form.
3. Verify your veteran status with HFCL staff by presenting an ID that denotes “Veteran” status or s your CAC card. Once verified, the guard will let you into the room.
4. When finished with the room, please ensure the door is fully closed when you exit the room, as it will automatically lock behind you.

Veteran Liaison Office Hours

Penny Fomby – City of Dearborn Veteran Liaison

- Wednesdays: 10:00 AM – 6:00 PM
- Meetings are by appointment only
- To schedule a meeting, please email: veterans@dearborn.gov

VA Benefits Assistance

Rich – Vietnam Veterans of America (VVA)

- Thursdays
- Available to assist veterans with VA benefits questions and guidance

Shared Responsibility

The Veteran Resource Center is a shared community space created to support those who have served. All users are expected to help maintain a welcoming, respectful, and organized environment for fellow veterans.

If you have any suggestions on how to improve the VRC, a feedback form may be accessed via QR code inside of the room.