

**FREIGHT SCREENING PROCESS
FOR DELIVERIES TO AND PICKUPS FROM THE LIBRARY OF CONGRESS LOADING DOCK**

Loading dock hours: 5 a.m. to 4:30 p.m.

This procedure applies to all (even if empty) trucks, cars, and vans delivering to or picking up from the loading dock of the Library of Congress on Capitol Hill. Please note: The maximum allowable parking time at the loading dock is 20 minutes.

AT LEAST 24 HOURS (48-72 hours if possible) PRIOR TO A DELIVERY OR PICKUP:

1. The vendor must provide to its Library of Congress point of contact for deliveries and pickups a letter on company letterhead with the signature of the owner, president, or manager, and containing the following information:
 - a. Name of the company
 - b. Name of the drivers/employees requiring access
 - c. Building(s) to be accessed
 - d. Date of delivery or pickup and estimated time.
 - e. Company contact person and phone number

The point of contact for the Copyright Royalty Board is LaKeshia Keys, lkey@loc.gov. The Copyright Royalty Board phone number is: 202-707-7658.

The vendor must cc the following addresses: Carla Roberts, caro@loc.gov; Ginny Kass, vkas@loc.gov; and Copyright Royalty Board, crb@loc.gov

2. For deliveries or pickups **before 2:00 p.m.** the Library of Congress point of contact will forward the information to:
United States Capitol Police (USCP)
Off-Site Delivery Center (OSDC)
4700 Shepherd Parkway SW
Washington, DC 20032
Fax: 202-226-0571
Email: Sylvia.washington@uscp.gov, Kendrick.young@uscp.gov, or shannan.gadsvy@uscp.gov
Cc: John Nave, Office of Support Services, at jnave@loc.gov; Carla Roberts at caro@loc.gov; Ginny Kass at vkas@loc.gov
3. For deliveries or pickups **after 2:00 p.m.** the Library of Congress point of contact will forward the information to:
United States Capitol Police (USCP)
Library Division
Fax: 7-0130
Email: police_support@loc.gov
cc: John Nave at jnave@loc.gov, Carla Roberts at caro@loc.gov, and Ginny Kass at vkas@loc.gov; and Copyright Royalty Board at crb@loc.gov

All deliveries must include a bill of lading and designate a Library of Congress point of contact (POC) name and telephone number for deliveries and pickups.

If you are making more than one delivery on Capitol Hill, make the Library of Congress your last stop, otherwise you will have to go through the screening process again after leaving The Library of Congress. Vehicles leaving the Library of Congress are not resealed.

Any questions can be directed to the Off-Site Delivery Center during business hours (Monday – Friday, 4:30 a.m. – 2:30 p.m.) by calling **202-226-0905**.

ON THE DAY OF ARRIVAL:

Deliveries or pickups before 2:00 pm:

You must first go to the Off-Site Delivery Center (OSDC) at 4700 Shepherd Parkway SW in Washington, DC for a screening by the U.S. Capitol Police. **Vehicle inspection hours are 5:00 a.m. – 2:30 p.m.** The phone number is 202-226-0909.

1. Driver's information will be checked.
2. The truck will be unloaded and the material x-rayed and screened.
3. The material will be reloaded and the vehicle sealed.

Once cleared, you must proceed to D St. and Delaware Ave SW to gain access to Capitol Hill. The hours there are Monday through Friday, 4:45 a.m. – 7:00 p.m.

1. Seal will be verified.
2. Truck will be cleared to its first destination.

You will then proceed to The Library of Congress.

1. The seal will be verified and removed by the police.
2. The vehicle will not be resealed. (At other locations on Capitol Hill, the vehicle *will* be resealed.)

Deliveries or pickups after 2:00 pm:

Deliveries or pickups after 2:00 p.m. are processed by the USCP, Library Division, because the OSDC is closed.

1. You must proceed to the inspection location in the 600 block of New Jersey Ave SE (near the power plant).
2. You must call the USCP, Library Division, at 202-707-1000 to arrange for the vehicle to be swept.
3. You will be escorted to the Library of Congress.

The loading dock closes at 4:30 p.m.