

Army Regulation 25–97

**Information Management: Libraries-
Information Centers**

The Army Library Program

**Headquarters
Department of the Army
Washington, DC
8 December 2014**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-97

The Army Library Program

This major revision, dated 8 December 2014-

- o Redefines Army libraries to include physical and virtual service points (para 2-3).
- o Revises the definition of library collections to include physical materials, digital collections, or licensed content (para 2-3).
- o Adds a requirement in library program planning that calls for libraries to create a strategic plan and develop marketing strategies (para 3-3).
- o Clarifies the requirements for staffing Army libraries in accordance with Office of Personnel Management qualification standards (para 3-5).
- o Updates requirements for telecommunications support to reflect current and future environment (para 3-12).
- o Provides changes to the composition of the Army Library Steering Committee to reflect changes in regions and Army libraries (para 4-4).

Information Management: Libraries-Information Centers

The Army Library Program

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication is a major revision.

Summary. This regulation establishes policies and procedures and assigns responsibilities for managing the Army Library Program.

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are

consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal controls and provides an Internal Control Evaluation for use in evaluating key internal controls (see appendix B).

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief

of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

Committee management. AR 15–1 requires the proponent to justify establishing and/or continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the U.S. Army Resources and Programs Agency, Department of the Army Committee Management Office (AARP–ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established “group” identified within this regulation, later takes on the characteristics of a committee, as found in AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

Chapter 1 Introduction

1–1. Purpose

This regulation establishes policies and assigns responsibilities for managing the Army Library Program (ALP), prescribes channels of communication, and defines staff relationships with Headquarters, Department of the Army (HQDA) agencies and other Army elements. It specifies a command and control concept based on centralized administration and support, and decentralized mission execution to maximize ALP efficiency and effectiveness.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1–4. Responsibilities

- a. The Assistant Secretary of the Army (Manpower and Reserve Affairs).* The ASA (M&RA) will—
 - (1) Provide guidance to and oversight of the Deputy Chief of Staff, G–1 (DCS, G–1) in developing, implementing, executing, and evaluating the strategic direction, policies, plans, budget, and activities for the ALP.
 - (2) Ensure the Army complies with Federal statutes and directives.
- b. The Deputy Chief of Staff, G–1.* As the proponent for the ALP, the DCS, G–1 will—
 - (1) Serve as the focal point in HQDA for library and information services for Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), field operating agencies (FOAs), and other military departments, as well as the Department of Defense (DOD), other Federal agencies, academia, industry, and professional organizations.
 - (2) Provide policy and guidance for library and information services as related to the ALP.
 - (3) Develop, resource, maintain, and support the Office of the Librarian of the Army, which is responsible for planning, coordinating, and implementing Armywide management, budget, personnel, and policy initiatives in support of the ALP. The Librarian of the Army will—
 - (a)* Advise the DCS, G–1 on matters concerning library and information services as related to the ALP.
 - (b)* Develop the ALP vision and mission, and supporting goals and objectives.
 - (c)* Develop and implement policies, procedures, and standards to facilitate centralized administration and support and decentralized mission execution.
 - (d)* Serve as the chair, Army Library Steering Committee (ALSC), responsible for setting the agenda, conducting the meetings, and retaining and reporting an annual summary of committee accomplishments to the DCS, G–1.
 - (e)* Serve as the deputy functional chief representative for the Librarian Career Track of the Information Technology Management Career Program 34 (see Army Regulation (AR) 690–950).
 - (f)* Manage the Army Civilian Training, Education, and Development System (see http://cpol.army.mil/library/train/acteds/CP_34/) for the ALP (see AR 690–950 for information on career development through this system).
 - (g)* Serve as the HQDA spokesperson for library and information services, as related to the ALP, DOD, ACOMs, ASCCs, DRUs, FOAs, Federal Library and Information Center Network (FEDLINK) (see <http://www.loc.gov/flicc>), other Federal agencies, academia, industry, and professional associations.
 - (h)* Advise HQDA agencies, ACOMs, ASCCs, and DRUs regarding all library matters with Armywide impact. Conduct staff assistance visits.
 - (i)* Serve as the responsible officer for actions involving library materials accountability (see AR 735–17 for responsibilities).
 - (j)* Initiate, coordinate, and implement technological programs to include library automation to facilitate more effective and efficient Armywide library services.
 - (k)* Provide guidance on matters concerning library facilities, design guides, and space criteria in conjunction with U.S. Army Corps of Engineers (USACE).
 - (l)* Collect, compile, analyze, and disseminate statistical data to support ALP management decisions.
 - (m)* Initiate studies and research opportunities for DCS, G–1 approval and sponsorship (see AR 5–5).
 - (n)* Provide guidance on Army competitive sourcing and other business initiatives as related to the ALP.
 - (4) Provide resources to promote ongoing Armywide library and information services initiatives, to include emerging technologies.
 - (5) Provide for Armywide training programs for Army library and information personnel, which include, but are not limited to, professional development, intern programs, and the Army Library Training Institute (ALTI).
 - (6) Appoint the Librarian of the Army as the chair of the ALSC.
 - (7) Provide the resources for the Librarian of the Army to support the activities of the ALSC.

- (8) Promote channels of communications and policies to facilitate networks, consolidation, consortia, and resource sharing.
- (9) Provide oversight and support for implementing the periodic reporting of management data essential to evaluation and improvement of the ALP.
- (10) Provide oversight and support on design guides and space criteria for library facilities in conjunction with the USACE.
- (11) Sponsor and support research and studies designed to develop policies and procedures for more efficient and effective mission execution within the scope of the ALP (see AR 5–5).
- (12) Provide oversight on Army competitive sourcing and other business initiatives as related to the ALP.
- c. Heads of Army staff agencies and Army command, Army service component command, direct reporting unit, and field operating agency commanders.* Heads of Army staff agencies and ACOM, ASCC, DRU, and FOA commanders, in support of the ALP within their agency or area of authority, will—
- (1) Provide resources to promote enterprisewide purchasing, facilitate use of emerging technologies to improve library processes and services, and maintain library and information services in accordance with established library standards.
- (2) Ensure that Army libraries are operated according to applicable Federal laws, DOD, and Army regulations, policies, standards, and instructions.
- (3) Designate a librarian (1410 series) (such as, a command librarian, region librarian, or chief librarian) to advise, guide, and direct the library program; and serve as the organization’s career program manager. Command, region, and/ or chief librarians will—
- (a) Administer the command, DRU, or agency’s Army Librarian Career Program.
- (b) Advise, coordinate, and support professional development and training for library personnel.
- (c) Provide program direction, staff supervision, and support to subordinates, conduct staff assistance visits, and coordinate with key Army personnel to review, evaluate, and analyze library and information services.
- (d) Establish and/or implement policies, management procedures, and standards consistent with Department of the Army (DA), command, DRU, or agency policies, procedures, and library standards; and ensure installation compliance.
- (e) Provide functional review of library facility construction and renovation projects.
- (f) Represent the command, DRU, or agency on the ALSC. Represent the command, DRU, or agency at conferences, meetings, committees, steering groups, and other events dealing with library matters.
- (g) Provide guidance on Army competitive sourcing and other business initiatives as related to libraries.
- (h) Promote and facilitate efficiencies through consortia, networks, consolidations, and resource sharing.
- (i) Provide reports on libraries, as required.
- (4) Designate a librarian to provide subject matter expertise to define the requirements and specify outcomes based on accepted standards and practices of library and information science for library services and supplies contracts.
- (5) Provide ALSC representatives who are in the 1410 series. Other Federal officials with primary responsibility for library functions may be appointed in the absence of library science professionals. Fund temporary duty expenses of ALSC representatives to attend meetings.
- (6) Provide funds for professional development and training for library personnel; actively encourage their participation in the ALTI.
- (7) Provide for program direction, staff supervision, and support to subordinate commanders; and ensure regular staff assistance visits to libraries to evaluate library and information resources and services provided at the various installations and activities.
- (8) Establish policies that are consistent with DA policies, procedures, and professional standards and ensure installation compliance.
- (9) Provide guidance on matters concerning library facilities, design guides, and space criteria in conjunction with USACE.
- (10) Actively support and encourage representation at meetings, conferences, and on committees for matters affecting libraries and librarians.
- (11) Promote and facilitate efficiencies through consortia, networks, consolidations, and resource sharing.
- d. Installation and/or activity commanders.* Installation and/or activity commanders in support of the ALP within their agency or area of authority will—
- (1) Establish and support Army libraries essential to the needs and interests of the military community, civilian employees, and other authorized personnel.
- (2) Provide the fiscal and personnel resources to support Army libraries in fulfilling their mission in accordance with this regulation, other DA and DOD policies, ALP guidance, and recognized professional standards. These resources include, but are not limited to, personnel, facilities, information technology, library and information services and materials, equipment, and supplies.
- (3) Provide professional development and training for library personnel.
- (4) Promote and facilitate efficiencies through consortia, networks, consolidations, and resource sharing.

- (5) Provide a librarian(s) to attend meetings, committees, steering groups, and other events dealing with library matters. Fund temporary duty expenses of rotating and at-large librarian(s), if any, to attend ALSC meetings.
- (6) Provide guidance on Army competitive sourcing and other business initiatives as related to the ALP.
- (7) Support installation and/or activity librarians who will—
 - (a) Establish and/or implement policies, procedures, and standards that govern the mission accomplishment of the library consistent with applicable DOD, DA, command, and/or region and installation policies and recognized standards.
 - (b) Manage libraries essential to the interests and needs of the military community, civilian employees, and other authorized personnel.
 - (c) Plan, budget, and manage resources for facilities, personnel, information technology, library materials, equipment, furniture, supplies, and other resources needed to operate libraries in accordance with the mission and recognized standards.
 - (d) Provide program planning and direction; recruit, select, train, and supervise staff.
 - (e) Select and acquire information technology, library materials and services, equipment, furniture, supplies, and other items needed to operate libraries in accordance with the mission and recognized standards.
 - (f) Provide and support professional development and training for library personnel.
 - (g) Market, promote, and advocate for library and information services.
 - (h) Initiate and implement efficiencies through consortia, networks, consolidations, and resource sharing.
 - (i) Provide reports on library, as required.
 - (j) Serve as an ALSC representative as appropriate in accordance with chapter 4. Serve as the subject matter representative at meetings, committees, and task forces on library matters.

Chapter 2

Administration and Organization

2-1. Policy

Army libraries are authorized at all levels of Army organization: staff agencies, ACOMs, ASCCs, DRUs, FOAs, installations, and activities. Army libraries may be operated by Government or contractor. Libraries support the organizational mission including: education and training; research and development; test and evaluation; leader development; combat development; morale, welfare, and recreation (MWR); lifelong learning; and specialty areas such as engineering, medical, and legal services.

2-2. Mission and purpose

a. The mission of the ALP is to serve as a strategic knowledge management resource that enables the Army to gain and maintain full-spectrum knowledge superiority, while concurrently facilitating research, education, training, self-development, well-being, outreach, and lifelong learning—the right information at the right time and place to support the Army mission.

b. The purpose of the ALP through its various components is to provide professionally managed library services to commanders and their communities to meet a broad spectrum of mission support and unique requirements essential to the Army.

2-3. Army Library Program

a. An Army library is managed by librarians who provide and promote the services, programs, and resources, including the specialized staff, to select, acquire, organize, offer intellectual access to, interpret, distribute, and preserve the integrity of physical and digital collections over time to support the Army mission and the information needs of a defined community. Army libraries may provide service through multiple service points including physical (for example, main or branch facilities, office collections) and virtual (portals or Web sites). The library assets may consist of physical materials, digital collections, licensed commercial databases, or a combination of the three. An Army library is identified by a Army property account in accordance with AR 735-17. A virtual library provides access to an integrated collection of print, electronic, and multimedia resources delivered seamlessly and transparently to users regardless either of their physical location or ownership of information. A virtual library includes assigned professional librarian(s) to select, structure, and preserve these assets as well as provide instruction and assistance in interpreting and accessing these resources. Not included in this definition of “library” are databases, repositories, and other collections of electronic documents that are libraries in name only and lack the professional library staff to perform the functions and services of an Army library as defined above. For example, a digital collection of training materials, working documents, or regulations does not meet the definition of a library. Establishment and termination of library property account serial numbers for these accounts, except for Army medical and law libraries, is approved and assigned by the Army’s designated responsible office for library property accountability, the DCS, G-1, as directed in

AR 735–17. Medical and law libraries accounts are assigned and terminated by AR 40–3 (see medical libraries) and AR 27–1 (see accountability in Army law libraries), respectively.

b. Contractor-operated library operations are part of ALP and must function within ALP parameters. A description of services and the quality assurance surveillance plan for each library contract must be provided to the command and/or region librarian for review and approval. Quality assurance evaluators and contracting officer’s technical representatives should have a master’s degree in library science, information science, or information management from a university accredited by a nationally recognized accrediting agency listed by the U.S. Department of Education (see <http://ope.ed.gov/accreditation>) to ensure competent oversight and management for quality customer services; and to serve as the library property accountable officer (see AR 735–17). The quality assurance evaluator and/or contracting officer’s technical representative must have technical knowledge and experience in the area to be contracted that is sufficient to permit them to observe contractor performance and to determine whether the service does or does not meet the contract standards.

c. There are three basic types of libraries in ALP—

(1) *General libraries*. These libraries are MWR Category A mission sustaining activities supported by appropriated funds. They support readiness and the military mission, professional and technical education and training, personal and technical skill development, voluntary education, lifelong learning, transition and career assistance, relocation assistance, well-being during peacetime and deployments, and leisure needs of the military community. Collections are broad in scope, and the range of library and information services provided are substantial. The following units may be included in general library systems: main libraries, branch libraries, consolidated libraries, reference centers, field collections, paperback book outlets, office collections, and bookmobiles for library and information services (see AR 215–1).

(2) *Academic libraries*. These libraries are an integral part of the instructional and professional military and/or civilian education programs of Army schools and colleges. They serve the students, faculty, and staff of military schools and colleges. Library services to student populations are extended to nonresidents and the operational Army. The collection may be extensive, and cover a broader subject range than that of the school curriculum. The library may include historic materials and archives. These libraries support the curricula of the parent schools and should maintain a record of curriculum changes over time. The library supports technical, educational, and doctrinal operations of the school or parent organization. Mission requirements may require the librarians to possess a specific skill or knowledge.

(3) *Special libraries*. These libraries serve a special-interest group to meet its particular information needs, limiting the scope of the collection to the special subject requirements of the host or parent organization. Types of special libraries include the following:

(a) *Medical libraries*. Professionally-managed collections of resources, programs, and services in the Army Medical Department designed to meet the knowledge-based information needs of physicians, nurses, allied health personnel, researchers, staff, and students in military treatment facilities, medical research laboratories, and institutes. These libraries’ biomedical online and print resources support patient care, clinical and management decision making, research, knowledge management, education, training, readiness, and patient and/or family education.

(b) *Law libraries*. Law libraries provide collections and access to legal and legislative resources, both physical and electronic, to support their command’s mission. Collections include the primary Federal resources such as U.S. Statutes at Large, U.S. Code, and Code of Federal Regulations (CFRs), supplemented by materials related to specific areas of practice such as Government contracts, military justice, and litigation. Customers include a command’s office of counsel, attorneys, and other authorized personnel.

(c) *Scientific-technical libraries*. These libraries support technical, research, and development activities in the pure and applied sciences. Their collections and services reflect the disciplines of their organizations in support of the information needs of scientists, engineers, technical specialists, and their management.

(d) *Headquarters libraries*. These libraries support the mission requirements of an ACOM, ASCC, DRU, or FOA. Collections and services reflect the information needs of the organization. Customers may include, but are not limited to, senior military and civilian leaders, attorneys, policy makers, strategic planners, historians, information technologists, and human capital experts and their support staff.

(e) *Other special emphasis*. A special emphasis library is one that is not a medical, law, scientific, or technical library. Special libraries support the mission of their sponsoring organization, and, their collections and services are more targeted and specific to the needs of their organization. The U.S. Army Center of Military History is an example.

d. Consolidated libraries are formed by merging two or more separately administered libraries to more effectively serve combined missions and communities. They may share collections, functions (for example, material processing, circulation, and fiscal and personnel resources) which are blended into a single organization with merged responsibilities established by a memorandum of agreement. Consolidations are affected only after thorough study and review indicates that benefits will accrue to all affected organizations. Relevant concerns of all stake holders are reviewed; it is paramount that feasibility, community impact, resource requirements, and mission support requirements of all are considered. Consolidations are planned by and coordinated through all affected organizations with oversight by appropriate garrison, and/or region representatives and command librarians. Memorandums of agreement are required

to establish clear operating guidelines to include funding responsibilities. The resulting merger must be beneficial to the organizations involved, result in equal or better service to library users, and be cost effective for the Army.

e. Assistance to other libraries are an integral part of the worldwide library and information network. As such, they provide assistance to other libraries and organizations to further access to and use of the ever-expanding body of worldwide scientific, literary, and educational knowledge and information. This global partnership occurs through cooperative activities such as interlibrary loan (ILL), resource sharing, and reference support.

f. Program standards and Army library operations will meet published professional standards and guidelines, current industry practices, DOD, and Army standards.

2-4. Measurement, Tracking, and Information Collection System

a. Army libraries are required to submit an annual report to DCS, G-1 by reporting data on library funding, personnel, services, collections, technology, and facilities at the end of each fiscal year. The data will be used for management planning and decision making at HQDA and all agency and command levels; analyzing and evaluating library resources and services; planning library programs; resource sharing and collaborative projects among libraries; supporting library budget requests; and increasing efficiency and effectiveness of library services.

b. All Army libraries will complete the annual report each fiscal year no later than 30 November.

c. The Librarian of the Army may request, through channels, additional statistical and/or narrative data or reports.

2-5. Directives

a. Army Privacy Program. The Privacy Act of 1974 (5 USC 552a), as amended, is the statutory basis for AR 340-21. Library circulation records, as a system of records, are governed by The Privacy Act. The Privacy Act systems notice for the Library Borrowers'/Users' Profile Files (A0215-1 DAPE) is available online at the DOD Privacy Act Systems of Records Notices. Library circulation records are generally for internal library use only. Information on circulation records will be released only after a review of the request by the local Records Management and Declassification Agency and Freedom of Information Act. A Privacy Act request for access to records will be processed also as a Freedom of Information Act request (see AR 340-21).

b. Freedom of expression and intellectual freedom. Information resources will cover different views of controversial and diverse subjects for research, education, information, and MWR. Installation commanders will support and promote the availability of print and electronic library media and information resources that present a wide range of viewpoints on public issues for all library users (see AR 600-20 for distribution of non-Government printed materials and AR 215-1 for general libraries selection guidelines). Army libraries will follow Army policies.

c. Copyright. Army libraries will comply with and inform their users of the requirements of 17 USC, and Copyright Law of the United States of America (<http://www.copyright.gov/title17/index.html>). The Army point of contact on copyright issues is the Intellectual Property Counsel of the Army and Chief, Intellectual Property Office, Regulatory Law and Intellectual Property Division, U.S. Army Legal Services Agency, 9275 Gunston Road, Fort Belvoir, VA 22060-5527 (<https://www.jagcnet.army.mil/>).

d. Fees and charges. Except for private use copying and printing, and as authorized by law, no fees or charges may be assessed to individual authorized users of library services. If coin-operated equipment is not available, fees may be assessed for materials copied for personal use. Fines and charges will not be assessed for overdue library materials.

e. Government Printing Office Federal Depository Library Program. Army libraries may participate in the Federal Depository Library Program (<http://www.gpo.gov/libraries/>) when found eligible by the Government Printing Office. (see 44 USC 1905).

f. Mailing of library material. Libraries may use registered, insured, and express mail services to meet mission requirements. (see AR 25-51 for selection of special mail services).

g. Information technology management. Libraries will comply with AR 25-1, which implements 40 USC Section III (Clinger-Cohen Act), for information technology management and enterprise architecture, and with AR 25-2 for information assurance.

h. Networks. Army libraries will participate in both Federal and non-Federal library networks. Memberships may be determined by geographical region, library consortia, or functional area. This includes, but is not limited to, the FEDLINK (2 USC 182c; 31 USC 1535; Federal Acquisition Regulation (FAR) 17.5 and FAR 16.7; Defense Federal Acquisition Regulations Supplement (DFARS) 217.5 and DFARS 216.7).

Chapter 3 Standards of Library Operation

3-1. General

Currently established standards appropriate to the mission of the library will be used to evaluate the resources, quality, and effectiveness of library service. These include, but are not limited to, standards of the American Library

Association (ALA) (<http://www.ala.org>), Special Libraries Association (<http://www.sla.org>), Medical Library Association (<http://www.mlanet.org/publications/standards/>), American Association of Law Libraries (<http://www.aallnet.org>), Association of College and Research Libraries (<http://www.ala.org/acrl>), Chairman of the Joint Chiefs of Staff Instruction 1800.01D, educational accrediting associations, TRADOC, American Council on Education Military Program (<http://www.acenet.edu>), DOD, and Army Community Recreation Reports Online Baseline Standards Resource Drivers for MWR.

3–2. Services and technologies

a. Libraries provide materials in all formats and services, including access to digital and Web-based resources, to support mission-related research, education, training, self-development, well-being, outreach, and lifelong learning. All activities of the library should be designed to facilitate service. Each library should adopt a written statement of clear and specific objectives, subject to periodic internal review and revision. In addition, user studies should be conducted every 2 years to assess the needs of various groups.

b. Army libraries will utilize the full spectrum of current automation technology to assure timely, convenient, cost-effective, and complete information delivery to their end users. To achieve this goal, Army libraries will be equipped with the necessary hardware and software, and be assured of military network access, internet access, training, and maintenance support. Army librarians will plan for and incorporate advanced technologies as they become available to meet changing user expectations and needs. Social media are authorized in accordance with DOD policy.

c. Each library requires access to an integrated library system. Enterprisewide integrated library systems are encouraged. The librarian will ensure that the Network Enterprise Center, chief information officer, or information technology support provider includes library automation requirements in the overall information management plans.

d. Services and technologies will conform to the appropriate industry technical standards and specifications to ensure interoperability.

3–3. Library program planning

a. Army librarians will plan for library services to support the organizational mission for the next 3 to 5 years. The strategic plan, which should be reviewed and updated at least annually, will serve as the road map for library program planning and execution. The strategic plan should include the library goals, how the library will achieve those goals, and measurement of goals achieved.

b. The strategic plan should be based on analysis of customer surveys or studies, collection and analysis of usage statistics, identification of market trends, and organizational knowledge. The strategic plan prescribes program enhancements to meet emerging customer needs in areas such as staffing, facility upgrade, technological innovation, community outreach, and development of funding sources.

c. Marketing strategies are critical to implementation of strategic plans. Librarians develop marketing strategies that incorporate business cases as well as communication and marketing plans to support requirements, describe goals, and outline the actions needed to support accomplishment.

3–4. Funding

a. Funding for libraries is decentralized. Libraries are funded with appropriated funds through their parent organizations. Appropriated funds for general (MWR) libraries are obligated under the uniform funding and management process in accordance with nonappropriated funds (NAF) procedures.

b. Libraries require systematic and planned funding to meet the specified service objectives of each library through the annual budget and program objective memorandum processes. Librarians should prepare estimates based on short-range needs and long-range goals. Librarians should submit and be prepared to execute unfunded requirements.

3–5. Staffing

a. Army libraries will be staffed with librarians. A librarian supervises or performs work which requires a full professional knowledge of the theories, objectives, and principles of librarianship, to select, organize, preserve, access, and disseminate information as evidenced by education or a combination of college-level education, training, and experience that conclusively establishes that the individual has acquired the knowledge and understanding of the theories, principles, and techniques of professional librarianship, a knowledge of literature resources, and the knowledge and abilities essential for providing effective library and information services. Typical functions requiring librarian direction include, but are not limited to, management, collection development, acquisition, cataloging and classification, reference and research, public services, automated library systems, digitization and database management, Web site development, and preservation.

b. The U.S. Office of Personnel Management classification and qualification guidance documents serve as a starting point in the hiring process. Selective placement factors are used to define position-specific requirements (for example, foreign language capability, a particular subject expertise). Quality ranking factors define levels of experience required. Specialized experience is defined as experience that has equipped an individual with the particular knowledge, skills, and abilities to successfully perform the duties of the position. In the field of librarianship, specialized experience is the knowledge of and ability to apply the theories, principles, and applications of library and information science as

demonstrated by a Master of Library Science, Library and Information Science, or similar degree. Refer to the Office of Personnel Management Operating Manual: Qualification Standards for General Schedule Positions (<http://www.opm.gov/qualifications/Standards/IORs/gs1400/1410.htm> and <http://www.opm.gov/qualifications/policy/Purpose.asp>). As a reference, the Federal Library and Information Center Committee Competencies for Federal Librarians describe knowledge, skills, and abilities needed to perform work roles or occupational functions of librarians successfully (http://www.loc.gov/flicc/publications/Lib_Compt/2011/2011Competencies.pdf). All librarians must meet the requirements for professional education in library science or possess the equivalent experience and education as shown for a grade general schedule (GS)–7; however, as a standard practice, applicants enter at grade GS–9 on the basis of a master’s degree in library science. If the intern program is used, intern positions start at GS–9, or GS–11, if positions are available at the higher levels. Recruitment for NAF vacancies will be in accordance with the NAF recruitment process. The Army Librarian Career Program assists with recruitment and placement.

c. Army libraries will additionally be staffed with other qualified personnel, including technical information specialists and library technicians, who are highly skilled in library functions or special subject areas. Library technicians and technical information specialists support the work of librarians.

d. A library program requires a sufficient number of staff members to perform library functions efficiently and to deliver effective library services. Professional library assistance should be available during hours of greatest customer need. Full time positions are necessary for key professional personnel.

e. Continuing education and training is essential and required for all library personnel to maintain core competencies and current awareness of industry standards. All librarians should attend professional training courses, workshops, or conferences on an annual basis. Librarians should attend, at a minimum, the annual ALTI.

f. Librarians will coordinate use of volunteer services with the local judge advocate, the installation volunteer program coordinator, and the servicing personnel office.

3–6. Library collections

a. The size and scope of library collections are determined by assessing the quality and currency of materials, customer needs, funding, staffing, and physical space.

b. General library collections must include materials to support mission requirements, professional military and voluntary education programs, lifelong learning, and well-being of the military community. Medical, scientific and/or technical, and other special libraries must provide current, in-depth materials in direct support of the parent organization’s mission. Reliance on commercial electronic resources in medical libraries to meet all the clinical and research information needs of the organization cannot substitute for a locally held physical library collection. The Joint Commission (<http://www.jointcommission.org/>) requires a hospital to have a backup to electronic resources when systems are unavailable. Academic library collections are determined by curricula and accreditation standards.

c. Libraries will have a written collection development policy statement, updated annually.

d. Libraries will maintain collections and provide electronic access to information ensuring timely availability of current and retrospective materials in all formats needed by users. Collections will be kept current through regular acquisition of appropriate materials and services. The use of electronic resources (for example, ebooks, downloadable audio, and video) is a viable addition to print collections.

e. Libraries evaluate collections regularly to eliminate old, obsolete, and worn materials in accordance with AR 735–17.

f. Library collections will be organized according to accepted library practice applicable to the type of collection.

g. Libraries will follow the ALA Library Bill of Rights to ensure that the selection process is free from censorship; and libraries will follow Army policy. Libraries will also apply the principles of intellectual freedom, not only in selection, but also in all aspects of library service, by implementing the Interpretations of the Library Bill of Rights. Procedures for handling challenges are set forth in the Intellectual Freedom Manual and updates from the ALA Office of Intellectual Freedom (<http://www.ala.org/bbooks/challengedmaterials/suuport>). Adherence to Federal regulation must take precedence.

h. Acquisition of library materials will take advantage of publisher and/or vendor discounts, schedules, licensing economies, central purchasing, and consortium buying where advantageous to the Army.

i. Subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists, should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various bureaus or offices in the same agency are subscribing to the same publication, consideration should be given to consolidating those requirements on an agency wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (31 USC 3324(d)2; 40 CFR 101–25.108 available at <http://www.gpo.gov/fdsys/>; and Comptroller General Decision B–37388). Electronic publications are held to constitute publications for the purposes of 31 USC 3324(d).

j. Gifts and donations will be accepted in accordance with AR 1–100.

3-7. Accounting for library materials

Accountability for library materials will be in accordance with AR 735-17. Libraries may require a registration form of an eligible user. Eligible library users for the General Library Information System (GLIS) will be registered on DA Form 7745 (GLIS Registration Form). Libraries beyond the GLIS may need user information to circulate and/or loan materials as well. Materials removed from library collections will be reviewed in accordance with AR 735-17 for possible transfer to the U.S. Army Heritage and Education Center.

3-8. Restricted materials

Classified, limited distribution, and proprietary materials in libraries will be safeguarded in accordance with AR 380-5. Librarians should consult with the local security officer either on the installation or assigned to the parent organization for proper handling and/or storage of materials. Training and education on handling and/or storage of materials is available at <http://www.dss.mil>. Newly hired librarians may not have the knowledge necessary to distribute, disseminate, or destroy classified or sensitive materials.

3-9. Facilities

a. Space allocated for library facilities will conform to appropriate DOD guidance. The space should be planned to meet the separate and distinct functions of providing service space for users and workspace for the library staff. Libraries will be planned according to the Unified Facilities Criteria (UFC): Architecture, UFC 3-101-01 (http://www.wbdg.org/ccb/DOD/UFC/ufc_3_101_01.pdf) and according to the UFC: Libraries, UFC 4-740-20 in the Whole Building Design Guide (<http://dod.wbdg.org> or http://www.wbdg.org/ccb/browse_doc.php?d=6775) with command or agency library staff guidance. Medical libraries will be planned according to Medical Planning Criteria and Medical Equipment Guide Plates. Use current industry standards to develop state-of-the-art facility requirements.

b. Libraries follow library industry standards and DOD guidance for temperature and humidity control found in UFC 4-740-20: Libraries (http://www.wbdg.org/ccb/browse_doc.php?d=6775) that recommends complying with UFC 3-410-01, Design: Heating, Ventilating, and Air Conditioning. In UFC 3-410-01 (http://www.wbdg.org/ccb/DOD/UFC/ufc_3_410_01.pdf) it states "facilities are eligible for air conditioning where facilities of similar structure and function in the local private sector are equipped with air conditioning." Temperature zones are also listed that identify where cooling and heating are allowed. Libraries should request waivers locally as required to meet specifications for operation of equipment and for preservation of materials.

c. Library facilities will not be used for office, work, storage space, or other functions not specifically related to library services, with the exception of conference rooms which may be used for nonlibrary meetings. All other uses are subject to installation commander approval and command and/or region librarian review.

3-10. Equipment, furniture, and supplies

Specifically designed equipment, furniture, and supplies are required for preserving and using library materials and for efficient library management. Furniture and equipment that is acquired will be compatible with existing items in the facility and conform to the appropriate technical standards and specifications to ensure interoperability.

3-11. Interlibrary loans and/or document delivery

a. Army libraries borrow books and other library materials from Government and non-Government sources as required for service to authorized library users. Libraries may lend materials to Government and non-Government libraries when the request meets ALA ILL Code for the United States. Each library will have a written ILL policy available to authorized library users and cooperating institutions.

b. Libraries may enter into agreements with local, regional, national, or international networks that allow ILL among the participants. Libraries reserve the right to terminate ILL agreements with any institution (Government or non-Government) for misuse and/or violation of established ILL practices or policy.

c. Libraries will have use of appropriate telecommunications capabilities and services (including telephone, FAX, e-mail, and digital sender) to participate in the ILL systems and essential library networks.

d. The library will transfer electronic documents in accordance with licensing agreements between libraries and the database vendors. Paper copies obtained from electronic sources are also subject to licensing agreements. All ILL transactions must be in accordance with copyright laws.

e. Libraries may use commercial document delivery services to supplement ILL services.

3-12. Telecommunications

a. Effective library operations require access to communication support services: class A telephone service; defense switched network or Federal Telecommunications System; non-secure internet protocol router network or secure internet protocol router network access; commercial internet service provider; and wireless networking technology, as appropriate. The librarian will ensure that telecommunication equipment to support library systems and/or electronic services, such as access to bibliographic search services, the internet, cataloging support service, and installation or agency data files, will be provided, as necessary. The librarian will ensure that service and maintenance contracts are established and maintained for such equipment.

b. The library Web site and access to online catalogs will be publicly accessible except where expressly prohibited by the Designated Accrediting Authority determination that the Web site or catalog is a risk to the network from an information assurance perspective, per AR 25–2.

c. Licensed library electronic resources should be accessible remotely to authorized users in accordance with AR 25–1 requirements.

3–13. Bibliographic control

a. Army libraries will have electronic access to information resources through automated library systems, bibliographic utilities, and national and/or international databases and content management systems. Library materials will be accessible to local customers, and for remote resource sharing via the internet or other electronic technology. Libraries will use FEDLINK (<http://www.loc.gov/flicc/fedlink.html>), Online Computer Library Center (OCLC) (<http://www.oclc.org/>), or other library networks and/or bibliographic utilities, when these services meet library standards.

b. Materials must be cataloged using appropriate recognized bibliographic standards. Standards for organization of traditional materials (such as books, technical reports, microform, serials, audio-visual, and manuscripts) are based on the Anglo-American Cataloging Rules or its official replacement, Resource Description and Access (<http://www.loc.gov/aba/rda/>); machine-readable cataloging standards (<http://www.loc.gov/marc>); and standard classification and subject heading schemes: Dewey Decimal Classification (<http://www.oclc.org/dewey>) and Sears subject headings; the Library of Congress classification and subject headings (<http://id.loc.gov>); the National Library of Medicine (NLM) classification and NLM medical subject headings (MeSH) (<http://www.nlm.nih.gov/mesh/meshhome.html>) or the Government Printing Office Classification Manual of the Superintendent of Documents classification system (<http://www.fdlp.gov/catalogingandclassification/link-item>). For technical and scientific reports and documents, consult the Web sites of the National Technical Information Service (<http://www.ntis.gov>) and Defense Technical Information Center (DTIC) (<http://www.dtic.mil>) for the search and subject categories guides in use by these agencies.

c. Army libraries will accommodate organization of materials in digital collections and incorporate them into local and national online catalogs through the use of taxonomies and metadata that describe resources. Cataloging of digital information will be according to the Dublin Core Metadata Element Set (<http://www.dublincore.org>) or other accepted metadata standards.

3–14. Cooperative resource sharing

Libraries are authorized and encouraged to participate in consortia, partnerships, and other applicable activities which cross commands, regions, military Services, and/or Government organizations to provide users with cost effective, improved information services, and standardized level of services across the Army and DOD.

3–15. Preservation and conservation

Libraries have a responsibility to preserve, as far as practicable, materials in their collections. Library staff will have knowledge of document preservation, book repair, digital archiving, and other specific techniques. As individual library missions require, such preservation and conservation measures may be undertaken in-house, by the use of contracted services or consortia. In the case of digital resources, whose loss would adversely impact Army operations, the librarian will coordinate with the chief information officer of the organization to develop procedures and acquire storage media to ensure long-term success.

Chapter 4 The Army Library Steering Committee

4–1. Establishment

The ALSC was established at the direction of the ASA (M&RA) with Secretary of the Army approval per AR 15–1. The ALSC is an advisory committee reporting to the DCS, G–1 through the Librarian of the Army. The ALSC is an intra-Army committee.

4–2. Mission

The mission of the ALSC is to provide advice and recommendations to the DCS, G–1 to promote, develop, and sustain the ALP in order to serve the library and information needs of the Army in the most timely and cost-effective manner, and in accordance with the highest professional standards.

4–3. Functions

The ALSC will—

a. Provide professional leadership and functional guidance to Army librarians and commanders to support achievement of the vision, goals, and objectives of the ALP.

b. Provide advice and recommendations for the ALP.

- c. Identify challenges that affect Army libraries and recommend solutions.
- d. Recommend improvements to policies and procedures for managing and operating Army libraries and information services.
- e. Recommend the formation of task force groups to work specific projects or issues.
- f. Recommend performance standards and measurements for library functions and services.
- g. Establish and encourage partnerships and cooperative agreements to ensure efficiencies and economies of scale in the management of library and information resources.
- h. Foster the vision for Army libraries by investigating future needs and identifying the future roles of librarians and libraries.
- i. Maintain a current strategic action plan for the ALP.

4-4. Composition

- a. The ALSC membership is composed of library science professionals in the 1410 series. Other Federal staff may be appointed by exception with the approval of the Librarian of the Army.
- b. The voting members of the ALSC will consist of 10 permanent members, four appointed members, two rotating members, and two members elected at large.
- c. All general libraries without region librarians may be represented by the Library Program Chief, General Library Program, U.S. Army Installation Management Command (IMCOM), G-9.
- d. The staff official with ALP policy oversight responsibility from the ASA (M&RA) will have a permanent nonvoting seat on the ALSC.
- e. Permanent voting members:
 - (1) HQDA, Librarian of the Army, DCS, G-1.
 - (2) ACOMs, ASCCs, DRUs, and/or regions:
 - (a) Command librarian, USACE.
 - (b) Command librarian, U.S. Army Materiel Command.
 - (c) Command librarian, U.S. Army Medical Command.
 - (d) Command librarian, TRADOC.
 - (e) Library program chief, General Library Program, IMCOM, G-9.
 - (f) Region librarian, Europe.
 - (g) Region librarian, Pacific.
 - (h) Region librarian, Atlantic.
 - (i) Region librarian, Central.
- f. Appointed voting members: One position appointed by each of the following:
 - (1) Command librarian, USACE.
 - (2) Command librarian, U.S. Army Materiel Command.
 - (3) Command librarian, U.S. Army Medical Command.
 - (4) Command librarian, TRADOC.
- g. Rotating voting members:
 - (1) One position rotating among:
 - (a) U.S. Army Center of Military History.
 - (b) Library director, Office of The Surgeon General.
 - (c) Library director, The Judge Advocate General's Legal Center and School.
 - (d) Library director, U.S. Military Academy.
 - (e) Library director, U.S. African Command.
 - (f) Library director, U.S. Army War College.
 - (2) One position rotating among:
 - (a) U.S. Center for Army Analysis.
 - (b) U.S. Army Intelligence and Security Command.
 - (c) U.S. Army Research Institute.
 - (d) U.S. Army Special Operations Command.
 - (e) U.S. Army Test and Evaluation Command.
- h. Two members-at-large, elected from the general body of Army librarians.

4-5. Direction and control

The standard operating procedures for the ALSC are as follows:

- a. The ALSC will convene at the direction of the DCS, G-1. A minimum of two meetings a year will be held, one

in conjunction with the annual ALTI. Additional working sessions may be held as needed. Unless discussing sensitive issues, all meetings of the ALSC will be considered open meetings.

b. The Librarian of the Army will be the permanent chair. All other permanent members will serve a term of 1 year as vice-chair on a rotating basis in alphabetical order by organization name. The vice-chair will conduct meetings in the absence of the permanent chair. The permanent chair may delegate the facilitation of an ALSC meeting to another ALSC member.

c. ACOM and/or DRU librarians listed in paragraphs 4-4e(2)(a through d) will appoint one librarian from their command to serve a term of 2 years, beginning on 1 October, as a voting member. Responsibilities of the designated representative of rotating groups include attending ALSC meetings, soliciting input for ALSC meetings from other members of these rotating groups, and reporting outcomes of ALSC meetings to their rotating groups (see para 4-4g(1) and para 4-4g(2)).

d. Rotating members will assume voting responsibility in alphabetical order by organization name.

e. The members-at-large will be elected every two years at the ALTI. Candidates will be drawn from the general body of Army librarians. The members-at-large will be elected by a simple majority of votes cast.

f. Terms of office for officers, and appointed, rotating, and members-at-large will be for 2 years, beginning 1 October.

g. A quorum will be five voting members. A simple majority will carry the vote.

Appendix A References

Section I Required Publications

Unless otherwise stated, all publications are available at <http://www.apd.army.mil/>. USCs are available at <http://www.gpo.gov/fdsys/>. The American Library Association documents are available at <http://www.ala.org>.

American Library Association

Intellectual Freedom Manual (Cited in para 3–6g.)

American Library Association

Interlibrary Loan Code for the United States (Cited in paras 3–11a, and B–4e.)

American Library Association

Interpretations of the Library Bill of Rights (Cited in para 3–6g.)

American Library Association

Library Bill of Rights (Cited in para 3–6g.)

AO215–1 DAPE

Library Borrowers’/Users’ Profile Files (Cited in para 2–5a.) (Available at <http://dpcllo.defense.gov/privacy/>.)

AR 1–100

Gifts and Donations (Cited in para 3–6j.)

AR 15–1

Committee Management (Cited in para 4–1.)

AR 25–1

Army Information Technology (Cited in paras 2–5g, 3–12c.)

AR 25–2

Information Assurance (Cited in paras 2–5g, 3–12b.)

AR 25–51

Official Mail and Distribution Management (Cited in para 2–5f.)

AR 27–1

Legal Services, Judge Advocate Legal Services (Cited in para 2–3a.)

AR 40–3

Medical, Dental, and Veterinary Care (Cited in para 2–3a.)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in paras 2–3c(1), 2–5b.)

AR 380–5

Department of the Army Information Security Program (Cited in para 3–8.)

AR 690–950

Career Management (Cited in paras 1–4b(3)(e), 1–4b(3)(f).)

AR 735–17

Accounting for Library Materials (Cited in paras 1–4b(3)(i), 2–3a, 2–3b, 3–6e, and 3–7.)

Library of Congress

Copyright Law of the United States of America (Cited in para 2–5c.) (Available at <http://copyright.gov/>.)

Office of Personnel Management Operating Manual

Qualification Standards for General Schedule Positions (Cited in paras 3–5*b*, glossary.) (Available at <http://www.opm.gov>.)

UFC 4–740–20

Libraries (Cited in paras 3–9*a*, 3–9*b*.)

17 USC

Copyrights (Cited in paras 2–5*c*, B–4*c*, and B–4*e*.)

Section II

Related Publications

The user does not have to read a related reference to understand this publication. FAR is available at <https://www.acquisition.gov/far/>. DFARS is available at <http://www.acq.osd.mil>.

AR 5–5

Army Studies and Analyses

AR 11–2

Managers' Internal Control Program

AR 25–30

The Army Publishing Program

AR 25–52

Authorized Abbreviations, Brevity Codes, and Acronyms

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 27–60

Intellectual Property

AR 190–13

The Army Physical Security Program

AR 215–4

Nonappropriated Fund Contracting

AR 335–15

Management Information Control System

AR 340–21

The Army Privacy Program

AR 360–1

The Army Public Affairs Program

AR 600–20

Army Command Policy

AR 710–2

Supply Policy Below the National Level

AR 735–5

Property Accountability Policies

AR 870–5

Military History: Responsibilities, Policies, and Procedures

Association of College and Research Libraries

Standards and Guidelines (Available at <http://www.ala.org/acrl/standards>.)

Chairman of the Joint Chiefs of Staff Instruction 1800.01D

Officer Professional Military Education Policy (Available at http://www.dtic.mil/cjcs_directives/cjcs/instructions.htm.)

Comptroller General Decision B-37388

Advance Payments - Newspapers, Magazines, and Other Periodicals; Subscription Exceeding One Year (Available at www.libraries.army.mil/lib.htm.)

DA Pam 710-2-2

Supply Support Activity Supply System: Manual Procedures

DFARS 216.7

Agreements

DFARS 217.5

Interagency Acquisitions Under the Economy Act

Defense Security Service

Security Training (Available at <http://www.dss.mil>.)

DTIC Subject Category Coverage

(Available at www.dtic.mil/dtic/subcatguide.)

Dublin Core Metadata Initiative

Dublin Core Metadata Element Set (Available at <http://dublincore.org/documents/dces/>.)

FAR 16.7

Agreements

FAR 17.5

Interagency Acquisitions Under the Economy Act

FEDLINK

Federal Library and Information Center Network (Available at <http://www.loc.gov/flicc/fedlink.html>.)

Federal Library and Information Center Committee

FLICC Competencies for Federal Librarians (Available at http://www.loc.gov/flicc/publications/Lib_Compt/2011/2011Competencies.pdf.)

Freedom of Information Act

(Available at <http://www.foia.gov/>.)

Joint Commission

Hospital requirement for back-up for electronic materials (Available at <http://www.jointcommission.org/>.)

Joint Publication 1-02

DOD Dictionary of Military Terms (Available at http://www.dtic.mil/doctrine/dod_dictionary/.)

Library of Congress

Library of Congress Classification Outline (Available at <http://loc.gov/catdir/cpsolcco>.)

Library of Congress

Library of Congress Cataloging Tools and Guides (Available at <http://www.loc.gov/cds/>.)

Library of Congress Classification

Library of Congress Resource Description and Access Documentation and Training (Available at <http://loc.gov/catdir/cpsolcco/lcco.html>.)

Mailing Standards of the United States Postal Service

Domestic Mail Manual (Available at <http://pe.usps.gov>.)

MARC Standards

Machine-readable cataloging standards. (Available at <http://www.loc.gov/marc>.)

Medical Library Association

Standards for Hospital Libraries (Available at <http://www.mlanet.org/publications/standards/>.)

Medical Planning Criteria and Medical Equipment Guide Plates

(Available at http://www.wbdg.org/ccb/DOD/MHSSC/spaceplanning_healthfac_22.pdf.)

NLM Classification

Worldwide Source of Medical Library Classification (Available at <http://wwwcf.nlm.nih.gov/class>.)

NLM MeSH

NLM medical subject headings (Available at www.nlm.nih.gov/mesh.)

NTIS Standard Subject Topics

(Available at www.ntis.gov/products/ntis-categories.asp.)

Online Computer Library Center

Library Resource Sharing (Available at <http://www.oclc.org>.)

Superintendent of Documents

Government Printing Office Cataloging Guidelines (Available at <http://www.fdlp.gov/catalogingandclassification/link-item>.)

UFC 3-101-01

Architecture (Available at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_101_01.pdf.)

UFC 3-410-01

Heating, Ventilating, and Air Conditioning Systems (Available at http://www.wbdg.org/ccb/DOD/UFC/ufc_3_410_01.pdf.)

U.S. Department of Education

Postsecondary Educational Institutions and Programs Accredited by Accrediting Agencies and State Approval Agencies Recognized by the U.S. Secretary of Education (Available at <http://www.ope.ed.gov/accreditation/>.)

40 CFR 101-25.108

Multiyear subscriptions for publications

2 USC 182c

Revolving fund for FEDLINK program and Federal Research program

5 USC 552a

The Privacy Act of 1974

31 USC 1535

Agency agreements

31 USC 3324

Advances

40 USC Section III

Information Technology Management

44 USC 1905

Distribution to depositories; designation of additional libraries; justification; authorization for certain designations

Whole Building Design Guide

Facility guides for general, academic, and medical libraries (Available at <http://www.wbdg.org/ccb>.)

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>).

DA Form 7745

GLIS Registration Form (Cited in para 3–7.)

Section IV

Referenced Forms

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Internal Control Evaluation

B–1. Function

The function covered by this evaluation is the ALP.

B–2. Purpose

The purpose of this evaluation is to assist in evaluating key internal controls listed below. It is not intended to address all controls.

B–3. Instructions

Answers must be based on the actual testing of key internal controls (such as document analysis, direct observation, interviewing, sampling, or simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions

a. Has a complete and accurate annual report been submitted to DCS, G–1 by completing the reporting data on library funding, personnel, services, collections, technology, and facilities?

b. Do library procedures ensure the confidentiality of library circulation records under The Privacy Act?

c. Do library procedures ensure that Army libraries comply with and inform library users about the requirements of 17 USC?

d. Does the library have a written collection development policy that is updated annually?

e. Has the library ensured that ILL services comply with the ALA ILL Code and 17 USC?

B–5. Supersession

This evaluation replaces the checklist previously published in AR 25–97, dated 18 September 2006.

B–6. Comments

Help make this a better tool for evaluating the ALP. Comments regarding this evaluation should be addressed to the DCS, G–1 (DAPE–TBL), 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I Abbreviations

ACOM

Army command

ALP

Army Library Program

AR

Army regulation

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

ASCC

Army service component command

CFR

Code of Federal Regulation

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff, G-1

DFARS

Defense Federal Acquisition Regulation Supplement

DOD

Department of Defense

DRU

direct reporting unit

DTIC

Defense Technical Information Center

FAR

Federal Acquisition Regulation

FEDLINK

Federal Library and Information Network

FOA

field operating agency

GS

general schedule

HQDA

Headquarters, Department of the Army

IMCOM

U.S. Army Installation Management Command

MWR

morale, welfare, and recreation

NAF

nonappropriated fund

NLM

National Library of Medicine

OCLC

Online Computer Library Center

UFC

Unified Facilities Criteria

USACE

U.S. Army Corps of Engineers

Section II**Terms****Academic library**

A library intended to serve the faculty, staff, and students of military schools and colleges by providing collections and services that support the academic curriculum.

American Library Association

Professional organization of libraries and librarians, primarily public and academic, in the United States.

Consolidated library

Formed by merging two or more separately administered libraries to more effectively serve combined missions and communities. The consolidated library may share collections and functions (for example, technical services, and fiscal and human resources) which are blended into a single organization with merged responsibilities established by a memorandum of agreement.

Content Management System

A database-driven system used to organize and facilitate collaborative content creation. The library's content management system content should focus on both digital creations of collection items and born-digital materials that directly support the mission of the library.

Direct reporting garrisons

Garrisons that report directly to IMCOM, G-9 rather than through a region. These garrisons receive support similar to what regions provide to their assigned garrisons. See also region.

Federal Depository Library Program

Administered by the U.S. Government Printing Office. The Federal Depository Library Program is available for Federal agencies to be participants and benefit from free distribution and discovery of Government materials.

Field collection

Any size collection of materials established where the number of personnel or lack of facilities precludes the establishment of a full-service library. Field collections may sometimes be called a field library unit. Field collections are directly supported by a library and/or library system; materials are exchanged on a regular basis. Normally does not have permanently assigned staff.

General library

A library that is the central information resource for the military community providing mission-related reference and educational, training, lifelong learning, and leisure-needs services and resources.

Headquarters support library

A library that provides library and information services and collections to support a headquarters' mission.

Integrated Library System

A computer system with software designed to manage library functions such as, a bibliographic database, inventory control, circulation, serials, and the online public access catalog.

Law library

A collection of library materials for use of a judge advocate or DA civilian attorney of a command, installation, or activity; a collection of law library materials maintained by an accountable officer at a command, installation, or activity. Law library materials are for legal reference and research in support of the mission at a command, installation, or activity.

Librarian

A person qualified in the 1410 series, per Office of Personnel Management Operating Manual Qualification Standards Handbook for General Schedule Positions.

Library

A service activity managed by a professional librarian, identified by an Army property account, and established to select, acquire, organize, retrieve, and disseminate print, electronic, and multimedia resources and to provide research and reference services. A library may be one facility, or may be a system, including a number of service points, such as main, branch, bookmobiles, office collections, or field library units, and/or may include or be a virtual library. A virtual library provides access to an integrated collection of print, electronic, and multimedia resources delivered seamlessly and transparently to users regardless of their physical location or ownership of information. A virtual library includes assigned professional librarian(s) to select, structure, and preserve these assets as well as provide instruction and assistance in interpreting these resources. A physical library holds a collection or group of collections of print and electronic books, databases, journals, and other resources, selected and organized by librarians to facilitate access for research, consultation, study, and reading by specific clientele and staffed by librarians and other personnel trained to provide services to meet the needs of users.

Library collection

The total of print and electronic materials provided by a library for its users (books, serials, maps, and technical reports). Synonymous with library holdings and library resources.

Library network

An interrelation of two or more independent libraries or library systems mutually committed to a systematic exchange of information, materials, and services, and sharing of all or selected administrative and technical resources.

Library technician

A paraprofessional library staff member qualified in the GS-1411 series as defined in Office of Personnel Management Qualification Standards Handbook for General Schedule Positions.

Online Computer Library Center

A nonprofit, membership, computer library service and research organization whose computer network and services further access to the world's information; commonly known as OCLC.

Office collection

A collection of printed materials, usually under 1,000 volumes, on loan from a library or technical processing center to an office, organization, unit, or activity. These materials are reference books needed to perform office work.

Region

A geographic assignment of installations under IMCOM. Each region has a central office that executes and enforces the policies and standards established by IMCOM. Regions: Atlantic Region, Central Region, Pacific Region, and Europe Region.

Special library

A library that serves a special-interest group to meet its particular information needs, limiting the scope of the collection to the special subject interests of the host or parent organization.

Technical library

A professionally managed collection that supports the specialized information needs of an organization's scientists, engineers, and researchers.

Visual information

The use of one or more of the various visual media with or without sound. Includes still photography, motion picture films, audio and videotapes and discs, graphic arts materials, visual presentation services, and the processes that support them.

Section III
Special Abbreviations and Terms

ALA

American Library Association

ALSC

Army Library Steering Committee

ALTI

Army Library Training Institute

FLICC

Federal Library and Information Center Committee

GLIS

General Library Information System

ILL

interlibrary loan

MeSH

medical subject headings

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