Army Regulation 735–17

Property Accountability

Accounting for Library Materials

SUMMARY of CHANGE

AR 735–17
Accounting for Library Materials

This major revision, dated 28 April 2015--

o Changes the proponent from Deputy Chief of Staff, G-4 to Deputy Chief of
   Staff, G-1 (para 1-4*a*).

o Assigns responsibility for the development of policy and procedures and for
   monitoring the accounting of library materials with the Librarian of the
   Army, Army Library Program, Deputy Chief of Staff, G-1 (paras 1-4*a*(1) and 1-
   4*a*(2)).

o Updates library property accounts (table B-1).

Headquarters
Department of the Army
Washington, DC
28 April 2015

***Army Regulation 735–17**

Effective 28 May 2015

Property Accountability

Accounting for Library Materials

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:

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History. This publication is a major revision.

Summary. This regulation provides policies for accounting for library materials in U.S. Army libraries.

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. It also applies to all personnel who are employed or are working in an Army library, and to those individuals who are provided services from an Army library.

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 control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

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

Distribution. This regulation is available in electronic media only and is intended for command level D 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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UNCLASSIFIED

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Glossary

Chapter 1
Accountable Material

1–1. Purpose
This regulation prescribes policies for accounting for DA library materials, regardless of the source of funds or the method of acquisition, such as donations and transfers. This regulation covers all types of materials including print, audio visual, and digital that is part of a library collection.

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 Deputy Chief of Staff, G–1 (DCS, G–1) directs the Librarian of the Army, Army Library Program (ALP) to develop policy for accounting for library materials. The Librarian of the Army will—
(1) Serve as the responsible officer for actions involving library materials accountability per AR 25–97.
(2) Exercise Armywide responsibility for developing policies and procedures for monitoring the accounting of library materials.
b. The Deputy Chief of Staff, G–4 (DCS, G–4) ensures the policies for accounting for library materials are consistent with overall policies on accountability.
c. The Army Auditor General (AAG) directs the U.S. Army Audit Agency with the responsibility for audits. The AAG will—
(1) Exercise responsibility for audits of library materials and accounts. Other agencies may be assigned this role.
(2) Conduct a terminal audit before a library closure.

1–5. Types of library accountable materials
a. The following types of materials are accountable library items:
(1) Books.
(2) Bound periodicals.
(3) Technical reports.
(4) Microforms.
(5) Art prints.
(6) Audio and video formats.
(7) Digital media formats.
(8) Computer software packages.
(9) Slide sets and realia.
b. The following types of materials are not accountable library items:
(1) Uncataloged library materials having a unit value of less than $100.
(2) Library materials in combat areas, peace operations, or crisis and emergency situations.
(3) Desk and office books not on loan from a library issued by or purchased through supply activities. Unit property book offices provide accountability for books valued at $100 or more (see AR 710–2).
(4) Textbooks and other classroom materials purchased for and issued to students.
(5) Materials in Army law libraries (see AR 27–1).
(6) Materials in Army museum libraries (see AR 870–20).
(7) Unbound periodicals, looseleaf services, laboratory notebooks, pamphlets, and unbound compilations.
(8) Computer software, film, and visual information collections maintained in offices and activities other than formally organized libraries.
(9) Software used only by library staff to perform library operations.
(10) Bibles purchased by chaplains for presentation to Soldiers and Family members.
(11) Reference book sets issued to medical units (see AR 40–61).

Chapter 2
Managing Library Materials

2–1. Functions

a. This regulation sets forth policies for accounting for library materials while maintained by a DA Library.

b. When library materials are lost, damaged, or destroyed, the responsible patron will provide replacement as determined by a designated library staff member.

c. Use the automated library system as the primary property accounting record, running reports, as needed.

d. If the library is not automated, use a DA Form 2062 (Hand Receipt/Annex Number) to sign out materials, and use a manual voucher system, as in DA Form 3973 (Voucher Register of Library Materials) to document additions (debits) to and deletions (credits) from the collection.

e. Use DA Form 3161 (Request for Issue or Turn-In) when releasing library materials to field libraries and external offices.

f. Follow Department of the Defense (DOD) 4160.21–M when removing accountable materials from collections.

(1) Offer excess accountable materials to DOD libraries, documenting transfers on a DA Form 3161.

(2) Transfer unclaimed excess and withdrawn materials to Defense Logistic Agency's (DLA's) Disposition Services Field Office specifying whether materials are for reutilization or scrap. Go to https://business.dla.mil/landing/ds.jsp, complete the registration process, and submit the electronic turn-in document, an online DD Form 1348–1A (Issue Release/Receipt Document). Return to the DLA Web site to check approval of the electronic turn-in document and to schedule a turn-in appointment. Libraries may also use DLA's "receipt in place" process to keep materials in house while DLA advertises materials for reutilization.

(3) Provide the DLA Disposition Services Web site and contact information to Federal, State, or local government agencies interested in, but not authorized direct transfer of, excess accountable library materials.

(4) If DLA cannot locate DOD recipients for useable library materials, the General Services Administration may be able to help. See the General Services Administration Web site for more information at http://www.gsa.gov/portal/content/104493?utm_source=PBS&utm_medium=print-radio&utm_term=HDR_5_RealEstScvs_property-&utm_campaign=shortcuts).

2–2. Library property account serial numbers

a. Library property accounts. The accounts are required for all DA libraries.

(1) The ALP establishes library property accounts except for Army law libraries and Army medical libraries.

(2) Army law library accounts are issued by the Commandant, The Judge Advocate General's School, upon approval of the request to establish a library under AR 27–1.

(3) U.S. Army Medical Department (MEDCOM) library property accounts are assigned a DOD activity address code to be used as an account number (see AR 40–3). Headquarters Medical Command, U.S. Army Medical Research and Materiel Command, and Headquarters, U.S. Army, 18th MEDCOM, Korea, will coordinate, obtain, and control DOD activity address code for their specific commands.

(4) Contact the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310–0300 to establish, change, or cancel library property accounts.

b. Establishing a new account.

(1) Garrison, activity, or senior commanders submit requests for assignment of library property account serial numbers through command channels to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310–0300.

(2) Identify the purpose of, content of, support for, and accountability for the proposed library.

(3) Identify planned staffing, indicating the number of librarians (GS–1410 series) and the number of library technicians (GS–1411 series), explaining the positions they will occupy. Include plans for part-time, shared, contract, or volunteer positions, if using these.

(4) Identify the librarian position assigned library property account officer duties.

c. Termination of an account.

(1) Garrison, activity, or senior commanders submit requests for termination of library property account serial numbers, established under this regulation, through command channels to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310–0300.

(2) Describe the collection: collection size, physical condition, subjects, and media types.

(3) State the reason for closing the library.

(4) State how the organization will receive library support for its mission. Acceptable levels of continued library support include a memorandum of understanding with another Army library providing professionally directed reference and research, interlibrary loan services, document delivery services, access to the providing library's online catalog, and access to commercial information services.

d. Account numbers. See appendix B for library property account numbers.

2–3. Control records

Librarians maintain records reflecting total holdings, loan activities, and collection classification.

a. Automated library system records. Use the automated library system to track collection additions and deletions by types of materials (see para 1–5*a*), and to provide circulation information. Run reports at least monthly and annually.

b. Manual records. If an automated library system is not available, use a hand receipt to loan materials to borrowers and maintain a paper voucher registry to record collection additions to and deletions from the collection.

(1) For short-term lending, use DA Form 3161, following instructions in DA Pam 710–2–1. Write the due date on the form.

(2) For long-term lending, use DA Form 2062, following instructions in DA Pam 710–2–1. Provide a copy to the borrower, verify annually, and destroy both the original and the copy upon return of borrowed materials.

(3) For tracking additions to and deletions from the collection, use DA Form 3973. Maintain a separate voucher for each type of material in the library account: books, audio formats, video formats, bound periodicals, and microforms. Count mixed media as the predominant medium. Vouchers are maintained by fiscal year, and retained for 2 years. Destroy vouchers after the 2-year mark as per AR 25–400–2.

2–4. Receipt of library materials

a. Maintain electronic or paper records documenting the receipt of all library materials. Libraries may employ the acquisitions module of the automated system or develop their own tracking system if an automated acquisitions module is not an option.

b. Retain all ordering, payment, and delivery records. Examine documents for accuracy, address and resolve conflicting information. Verify items received are the correct item in correct quantity. Destroy paper records as per AR 25–400–2.

2–5. Accountable officer

a. Garrison, activity, or senior commanders assign librarians (GS–1410 series) as the accountable officer using appropriate assignment orders for each library property account. Forward requests for exception to Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310–0300. The commander will furnish a copy of the appointment memo to the Army Library Program.

b. The transfer of accountability between the outgoing and incoming librarian appointed as the accountable officer for the library property account will be accomplished per AR 735–5.

2–6. Donations

a. Accepting gifts or donations.

(1) Libraries may accept gifts or donations in accordance with AR 1–100.

(2) Library staff determines if materials offered will be added to the collection in accordance with AR 25–97.

(3) Items not selected for inclusion in a library collection that cannot be returned to the donor may be given away or transferred to DLA Disposition Services.

b. Replying to the donor.

(1) Provide to the donor a memorandum stating the number of items donated and format, if requested.

(2) Do not provide an estimate of the monetary value of donated items.

2–7. Identification

All materials incorporated into a library account become Government property. Stamp or mark each item, including component parts, "Property of U.S. Army."

2–8. Lost, damaged, or destroyed materials

a. Drop from accountable records library materials that are lost or destroyed through normal wear and tear.

(1) Use DA Form 444 (Inventory Adjustment Report (IAR)) to adjust manual voucher records and DA Pam 710–2–2 for assistance with completing the form. Use of estimated cost figures is authorized.

(2) Loss in library materials occurs because of the nature of the library services provided. Within a 1-year period, a five percent loss of the total collection is considered nominal. However, shortages of 5 to 10 percent in libraries with active field units are not considered unreasonable.

(3) Transfer damaged materials damaged through normal wear and tear to DLA Disposition Services (see para 2–1*f*).

b. Require item replacement from borrowers who lose, damage, or destroy library materials. An identical copy, a satisfactory reissue of the same item, or an item of the same type of medium of equal value, as determined by library staff, is acceptable replacement. Unauthorized copies of copyrighted materials are not accepted for the purpose of restitution.

c. Accepting cash to replace a lost, damaged, or destroyed item may be an option at Army general libraries where the items were purchased with non-appropriated funds. Verify this status with the ALP (see para 2–9).

d. Items replaced in-kind and payments made for lost, damaged, or destroyed Army property do not constitute a sale of Army property. Title to such property remains with the Government, per AR 735–5.

e. Library materials previously lost and later recovered are returned to the collection, condition permitting. Update manual voucher records to reflect the receipt of the item.

2–9. Restitution

a. If the library is allowed to accept cash, the library will use the current price of the item. If the person concerned does not voluntarily agree to make restitution, actions will be initiated under the provisions of AR 735–5. On the other hand, if the garrison, activity, or senior commander determines restitution cannot or should not be made, the library accountable officer will be provided with a written statement to that effect. The DA Form 444, supported by the commander's written statement, will be used as the adjustment document and recorded on the voucher register.

b. Record cash reimbursements made to replace lost library items on DD Form 1131 (Cash Collection Voucher).

(1) Show complete identification and value of lost items.

(2) Deposit cash received as payment for lost items at the nearest installation finance and accounting office, in miscellaneous receipts, using the completed DD Form 1131.

(3) When property listed on DD Form 1131 is recovered after the collection of indebtedness, in full or in part, or the charges are reduced due to improper computation, the accountable officer must prepare an amendment. The amendment citing the specific alteration will be attached to the cash collection voucher as an exhibit. A copy of the amendment will be forwarded to the finance and accounting office under a memorandum signed by the senior commander, directing repayment of the value of the recovered property to the individual, as a "collection erroneously received."

(4) The accountable officer must reestablish accountability for recovered property per paragraph 2–8.

2–10. Audit

Audits determine the accuracy and reliability of the records prescribed in paragraph 2–3. Discrepancies discovered during the audit are reported to the accountable officer. Conduct a terminal audit before final closure of a library or library system assigned a library property account serial number. Contact the installation internal review office for assistance.

2–11. Inventory

Inventories of library materials are required as per AR 735–5.

a. Conduct physical inventories of library materials once every 3 years on a cyclic basis. DA Pam 710–2–2 explains cyclic inventory procedures.

b. Conduct a Joint inventory or run a report using the automated or integrated library system between the outgoing and incoming librarian upon change of the accountable officer, as per AR 735–5.

c. Conduct an inventory of office collections at least annually, or, renew materials in office collections at least annually.

2–12. Disposition of library materials

a. Library materials of historic interest. Before disposing of library materials, particularly when an installation or activity is being inactivated, the chief librarian and the unit historian will determine whether any materials may be of historical interest per AR 870–5. Items determined to be of historical importance: ARs, pamphlets, manuals, technical reports, Army studies, unit histories, unit newspapers or periodicals; personal papers, manuscripts, diaries or other archival materials; and items dealing with an aspect of military operations, history, or procedures. Items determined locally to have historical importance will be reported through command channels to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310–0300 and the Director, U.S. Army Military History Institute, Carlisle Barracks, Carlisle, PA 17013–5006 for possible use. This reporting requirement is exempt from assignment of a requirement control symbol per AR 335–15.

b. Transfer of library materials. Library materials transferred from one library property account to another will be listed by total quantity as a single line item for each type of medium using DA Form 3161.

c. Excess library materials.

(1) Report whole library collections determined to be excess through command channels to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington DC 20310–0300 for possible use elsewhere. This reporting requirement is exempt from assignment of a requirement control symbol per AR 335–15.

(2) Refer to paragraph 2–1*f* for guidelines on transferring accountable and nonaccountable excess and withdrawn materials.

(3) Overseas commands may donate excess library materials having no historical value to educational, medical, and welfare institutions of the United States, the host country, or other U.S. affiliated countries with the assistance and concurrence of the DLA Disposition Services (see DOD 4160.21–M). The Librarian of the Army, Army Library

Program, 300 Army Pentagon, Washington, DC 20310–0300 will be notified, through command channels, of the number of items disposed of in this manner by type of medium and destination.

d. Worn, obsolete, and unserviceable library materials. Transfer library materials that are worn out through fair wear and tear or have been determined by the librarian to be obsolete in subject matter to DLA Disposition Services (see para 2–1*f*).

e. Sale of library materials. Accountable library materials will not be sold or given away except when transferred to and under the control of the DLA Disposition Services.

2–13. Operational records

a. Inventory record. The inventory record, or shelf list, is the official record of accountable library materials. Inventory records for library materials may be maintained in an automated or integrated library system or in a manual format. Manual records should be arranged in classification order. Include class number (for nonfiction), author, title, inclusive volume, number of sets, publisher, publication date, and price. Inventory records for library materials other than books will include location and sufficient information to positively identify the item. Inventory or shelf list records are not normally required for technical processing centers. Destroy inventory records when the last copy of an item is permanently withdrawn from the collection.

b. Circulation. Libraries maintain normal operational records that ensure the proper lending, safeguarding, and return of library materials.

c. Overdue notices. Overdue notices are sent on a regular basis, determined by the needs and staffing levels of the library.

2–14. Fines

Do not impose monetary fines or penalties for overdue materials borrowed from the library. Local library circulation policies are set to ensure prompt return of materials. See paragraphs 2–8 and 2–9 for procedures to follow when an individual fails to return library materials.

2–15. Installation clearance procedures

Library staff will clear patrons from the library by signing, initialing, or stamping DA Form 137–2 (Installation Clearance Record). Patrons clear the library when they leave due to permanent change of station, retirement, and termination of employment or other permanent departure from an installation or activity. This requirement also includes individuals responsible for long-term or indefinite loan collections, even if they have not checked out materials for personal use. The signing of a statement at a designated clearance point by military personnel and civilian employees (when applicable) that their Family members do not have library property in their possession may be accepted. To expedite clearing for patrons owing material, patrons can present a receipt from a bookstore or other retailer verifying a suitable replacement has been ordered and will be shipped directly to the library.

2–16. Commercial activities

When a commercial activities cost study is performed and a final decision is made to convert library operations to a contract, the accountable officer functions will be retained in-house. Contractors cannot perform functions requiring personal judgment or discretion in determining Government requirements such as selecting and authorizing additions and disposal of library material (see AR 735–5).

Appendix A
References

Section I
Required Publications
Unless otherwise indicated, all publications are available on the Army Publishing Directorate Web site (http://www. apd.army.mil.)

AR 1–100
Gifts and Donations (Cited in para 2–6*a*(1).)

AR 25–97
The Army Library Program (Cited in paras 1–4*a*(1), 2–6*a*(2).)

AR 27–1
Legal Services, Judge Advocate Legal Services (Cited in paras 1–5*b*(5), 2–2*a*(2), and terms.)

AR 40–3
Medical, Dental, and Veterinary Care (Cited in para 2–2*a*(3).)

AR 710–2
Supply Policy Below the National Level (Cited in para 1–5*b*(3).)

AR 735–5
Property Accountability Policies (Cited in paras 2–5*b*, 2–8*d*, 2–9*a*, 2–11*a*, 2–11*b*, and 2–16.)

AR 870–5
Military History: Responsibilities, Policies, and Procedures (Cited in para 2–12*a*.)

DA Pam 710–2–1
Using Unit Supply System (Manual Procedures) (Cited in paras 2–3*b*(1), 2–3*b*(2).)

DA Pam 710–2–2
Supply Support Activity Supply System: Manual Procedures (Cited in paras 2–8*a*(1), 2–11*a*.)

DOD 4160.21–M
Defense Materiel Disposition Manual (Cited in paras 2–1*f*, 2–12*c*(3).) (Available at http://dtic.mil/whs/directives/corres/ pdf/416021m.pdf.)

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 11–2
Managers' Internal Control Program

AR 25–30
The Army Publishing Program

AR 25–400–2
The Army Records Information Management System (ARIMS)

AR 40–61
Medical Logistics Policies

AR 335–15
Management Information Control System

AR 870–20
Army Museums, Historical Artifacts, and Art

10 USC 4595
Army Military History Institute: fee for providing historical information to the public (Available at https://www.law. cornell.edu/uscode/text/10/4595.)

Section III
Prescribed Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd. army.mil.)

DA Form 3973
Voucher Register of Library Materials (Prescribed in paras 2–1*d*, 2–3*b*(3).)

Section IV
Referenced Forms
Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site (http://www.apd. army.mil); DD forms are available on the Office of the Secretary of Defense Web site (http://www.dtic.mil/whs/ directives/forms/index.htm).

DA Form 11–2
Internal Control Evaluation Certification

DA Form 137–2
Installation Clearance Record

DA Form 444
Inventory Adjustment Report (IAR)

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2062
Hand Receipt/Annex Number

DA Form 3161
Request for Issue or Turn-In

DD Form 1131
Cash Collection Voucher

DD Form 1348–1A
Issue Release/Receipt Document

Appendix B
Property Account Numbers
Use table B–1 to locate a library's property account number or to determine if a library has been assigned an account number. These libraries are listed in numerical order by property account number, the library name, location, agency, command, activity, and type of library.

Table B–1
Library property account numbers

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L1–1.1	MD	Aberdeen Area Garrison Library	Aberdeen Proving Ground, MD 21005–5067	IMCOM	General
L1–1.3	MD	U.S. Army Research Laboratory Technical Library Library	Aberdeen Proving Ground, MD 21005–5067	AMC	Scientific/technical
L1–2.1	MD	U.S. Army Corps of Engineers Baltimore District Library	Baltimore, MD 21203–1715	USACE	Scientific/technical
L1–4.4	VA	U.S. Army Corps of Engineers Geospatial Center Information Library	Fort Belvoir, VA 22315–3864	USACE	Scientific/technical
L1–4.6	VA	Van Noy Library	Fort Belvoir, VA 22060–5554	IMCOM	General
L1–5.1	VA	Army Research Institute Library	Fort Belvoir, VA 22060–5610	DCS, G–1	Scientific/technical
L1–6.2	PA	U.S. Army War College Library	Carlisle Barracks, PA 17013–5220	USAWC	Academic
L1–6.3	PA	U.S. Army Heritage and Education Center	Carlisle Barracks, PA 17013–5021	USAWC	Academic
L1–6.6	PA	U.S. Army Corps of Engineers Philadelphia District Library	Philadelphia, PA 19107–3390	USACE	Scientific/technical
L1–12.1	NY	Robert C. McEwen Library	Watertown, NY 13602–5284	IMCOM	General
L1–13.2	MD	Edgewood Chemical Biological Center Technical Library	Aberdeen Proving Ground, MD 21010–5424	AMC	Scientific/technical
L1–13.4	MD	U.S. Army Public Health Command Library	Aberdeen Proving Ground, MD 21010–5403	MEDCOM	Scientific/technical
L1–15.1	MA	U.S. Army Corps of Engineers New England District Library	Concord, MA 01752–2751	USACE	Scientific/technical
L1–18.1	VA	U.S. Army National Ground Intelligence Center	Charlottesville, VA 22911	INSCOM	Scientific/technical
L1–19.1	NY	Fort Hamilton Post Library	Brooklyn, NY 11252–5100	IMCOM	General
L1–19.2	SC	U.S. Army Chaplain Center and School Library	Fort Jackson, SC 29207–7090	TRADOC	Academic
L1–24.1	KY	Barr Memorial Library	Fort Knox, KY 40121–5187	IMCOM	General
L1–25.5	VA	Army Logistics University Library	Fort Lee, VA 23801–1705	TRADOC	Academic
L1–25.6	VA	Fort Lee Community Library	Fort Lee, VA 23801–1799	IMCOM	General
L1–26.1	VA	U.S. Army Corps of Engineers Norfolk District Library	Norfolk, VA 23510–1096	USACE	Scientific/technical
L1–27.1	MD	Fort Meade Post Library	Fort Meade, MD 20755–5068	IMCOM	General
L1–29.1	VA	TRADOC Headquarters Library	Fort Eustis, VA 23604–5700	TRADOC	HQ support

Table B–1
Library property account numbers—Continued

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L1–29.2	VA	TRADOC Library Office	Fort Eustis, VA 23604–5700	TRADOC	Scientific/technical
L1–32.1	NY	U.S. Army Corps of Engineers Buffalo District Library	Buffalo, NY 14207-3199	USACE	Scientific/technical
L1–34.1	NJ	Picatinny Technical Research Center	Picatinny Arsenal, NJ 07806-5000	AMC	Scientific/technical
L1–36.1	MA	Alvin O. Ramsley Technical Library	Natick, MA 01760–5056	AMC	Scientific/technical
L1–43.1	PA	Tobyhanna Army Depot Post Library	Tobyhanna, PA 18466–5099	IMCOM	General
L1–45.1	PA	Tobyhanna Technical Library	Tobyhanna Army Depot, PA 18466	AMC	Scientific/technical
L1–48.1	NY	Benet Laboratories Technical Library	Watervliet Arsenal, NY 12189–4000	AMC	Scientific/technical
L1–49.1	MD	Fort Detrick Post Library	Frederick, MD 21702–5026	IMCOM	General
L1–50.1	VA	Center for Army Analysis Technical Library and Information Center	Fort Belvoir, VA 22060–5230	HQDA, CSA	Scientific/technical
L1–51.1	NY	West Point Post Library	West Point, NY 10996–1981	IMCOM	General
L1–51.2	NY	U.S. Military Academy (USMA) Library	West Point, NY 10996–1711	USMA	Academic
L1–53.1	KY	Davis Memorial Library	Fort Knox, Kentucky 40121–0208	TRADOC	Academic
L1–55.1	MD	Army Counterintelligence Center Library	Fort. Meade, MD 20755	INSCOM	Scientific/technical
L3–2.1	GA	John B. Amos Library (WHINSEC)	Fort Benning, GA 31905–5452	TRADOC	Academic
L3–2.1	GA	Sayers Memorial Library	Fort Benning, GA 31905–5452	IMCOM	General
L3–2.3	GA	Maneuver Center of Excellence (MCoE) Libraries Donovan Research Library	Fort Benning, GA 31905–5452	TRADOC	Academic
L3–4.1	NC	John L. Throckmorton Library	Fort Bragg, NC 28310-5000	IMCOM	General
L3–4.2	NC	Joint Special Operations Medical Training Center (JSOMTC) Library	Fort Bragg, NC 28310–9610	USASOC	Medical
L3–4.8	NC	Marquat Memorial Learning Resource Center and the Joint Special Operations Medical Training Center Library	Fort Bragg, NC 28310–9610	USASOC	Academic/special
L3–5.1	NC	U.S. Army Corps of Engineers Wilmington District Library	Wilmington, NC 28403–1890	USACE	Scientific/technical
L3–5.2	KY	Robert F. Sink Memorial Library	Fort Campbell, KY 42223–5342	IMCOM	General

Table B–1
Library property account numbers—Continued

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L3–6.1	TN	U.S. Army Corps of Engineers Nashville District Library	Nashville, TN 37203–3863	USACE	Scientific/technical
L3–7.1	GA	Woodworth Consolidated Library	Fort Gordon, GA 30905–5282	IMCOM/TRADOC	Academic/general
L3–10.1	SC	Thomas Lee Hall Post Library	Fort Jackson, SC 29207–5170	IMCOM	General
L3–10.2	AL	Redstone Scientific Information Center	Redstone Arsenal, AL 35898–5355	IMCOM	General
L3–11.1	AL	Center Library	Fort Rucker, AL 36362–5000	IMCOM	General
L3–11.2	AL	U.S. Army Aviation Center Technical Library	Fort Rucker, AL 36362–5000	TRADOC	Academic
L3–12.1	GA	Fort Stewart Library System (1LT George P. Hays Library)	Fort Stewart, GA 31314–5126	IMCOM	General
L3–13.1	PR	Fort Buchanan Post Library	Fort Buchanan, PR 00934-4206	IMCOM	General
L3–15.1	FL	U.S. Army Corps of Engineers Jacksonville District Library	Jacksonville, FL 32207	USACE	Scientific/technical
L3–15.2	AL	U.S. Army Corps of Engineers Mobile District Library	Mobile, AL 36628–0001	USACE	Scientific/technical
L3–16.2	MS	U.S. Army Corps of Engineers ERDC Vicksburg WES Library	Vicksburg, MS 39180–0080	USACE	Scientific/technical
L4–4.1	TX	Michelsen Community Library	Fort Bliss, TX 79916–3802	ICMOM	General
L4–4.4	TX	USASMA Learning Resource Center (Othon O. Valent Learning Resources Center)	Fort Bliss, TX 79918-8002	TRADOC	Academic
L4–7.1	TX	Casey Memorial Library	Fort Hood, TX 76544-5024	IMCOM	General
L4–7.2	TX	Edgar H. Rhode Technical Library	Fort Hood, TX 76544-5024	ATEC	Scientific/technical
L4–9.1	LA	U.S. Army Corps of Engineers New Orleans District Library	New Orleans, LA 70160–0267	USACE	Scientific/technical
L4–10.1	LA	Allen Memorial Library	Fort Polk, LA 71459–5000	IMCOM	General
L4–12.1	OK	Nye Library	Fort Sill, OK 73505–5100	IMCOM	General
L4–12.2	OK	Morris Swett Technical Library	Fort Sill, OK 73505–5100	TRADOC	Academic
L4–14.1	NM	White Sands Missile Range Library	White Sands Missile Range, NM 88002–5000	IMCOM	General
L4–15.1	NE	U.S. Army Corps of Engineers Omaha District Library	Omaha, NE 68102–4978	USACE	Scientific/technical
L5–1.1	CO	Grant Library	Fort Carson, CO 80913–4105	IMCOM	General

Table B–1
Library property account numbers—Continued

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L5–4.2	SC	Soldier Support Institute Library	Fort Jackson, SC 29207–7025	TRADOC	Academic
L5–5.2	KS	Combined Arms Research Library	Fort Leavenworth, KS 66027–2314	TRADOC/IMCOM	Combined academic and general
L5–5.3	KS	Disciplinary Barracks	Fort Leavenworth, KS 66027–2304	IMCOM	General special
L5–6.1	WI	Fort McCoy Library*	Fort McCoy, WI 54656–5000	IMCOM	General**
L5–7.1	MO	U.S. Army Corps of Engineers Kansas City District Library	Kansas City, MO 64106–2896	USACE	Scientific/technical
L5–8.1	KS	Fort Riley Library	Fort Riley, KS 66442–6416	IMCOM	General
L5–9.2	IL	U.S. Army Corps of Engineers Rock Island District Library	Rock Island, IL 61204–2004	USACE	Scientific/technical
L5–9.3	OK	John L. Byrd Jr., Technical Library for Explosives Safety	McAlester, OK 74501	TRADOC	Scientific/technical
L5–13.1	MI	Tank & Automotive Research & Development Engineering Command Technical Information Center (TARDEC)	Warren, MI 48397–5000	AMC	Scientific/technical
L5–15.1	MO	Bruce C. Clarke Community Library	Fort Leonard Wood, MO 65473–8928	IMCOM	Consolidated with TRADOC Academic Library
L5–16.2	MO	U.S. Army Corps of Engineers St. Louis District	St. Louis, MO 63103–2833	USACE	Scientific/technical
L5–16.3	MO	Bruce C. Clarke Library Academic Services	Fort Leonard Wood, MO 65473–8928	TRADOC	Consolidated with Community Library
L5–18.1	AR	Bumpers Library National Guard Professional Education Center Library and/or FOA	North Little Rock, AR 72115–0797	National Guard Bureau	Academic
L5–18.2	AR	U.S. Army Corps of Engineers Little Rock Technical Resource Center	Little Rock, AR 72201	USACE	Scientific/technical
L5–19.1	MN	U.S. Army Corps of Engineers St. Paul District Library	St. Paul, MN 55105–1638	USACE	Scientific/technical
L6–2.2	UT	West Desert Technical Information Center	Dugway, UT 84022–5005	ATEC	Scientific/technical
L6–4.4	AZ	Fort Huachuca Intelligence School (CW2 Christopher G. Nason Military Intelligence Library)	Fort Huachuca, AZ 85613–6000	TRADOC	Scientific/technical
L6–8.1	WA	Joint Base Lewis McChord Library System	Joint Base Lewis-McChord, WA 98433–9500	IMCOM	Scientific/technical
L6–9.1	WA	U.S. Army Corps of Engineers Seattle District Library	Seattle, WA 98124–2255	USACE	Scientific/technical

Table B–1
Library property account numbers—Continued

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L6–11.1	CA	AISO Library	Monterey CA 93944–3214	TRADOC	Academic
L6–12.1	CA	Fort Hunter Liggett Library	Jolon, CA 93928–7130	IMCOM	General
L6–16.1	CA	U.S. Army Corps of Engineers Sacramento District Library	Sacramento, CA 95814–2922	USACE	Scientific/technical
L6–2.1	UT	Dugway Post Library	Dugway, UT 84022–5003	IMCOM	General
L6–20.1	AZ	Yuma Proving Ground Post Library	Yuma, AZ 85365–9498	IMCOM	General
L6–23.1	CA	National Training Center (NTC) (Fort Irwin Post Library)	Fort Irwin, CA 92310–5071	IMCOM	General
L6–24.1	WA	U.S. Army Corps of Engineers Walla Walla District Library	Walla Walla, WA 99362–1876	USACE	Scientific/technical
L6–25.1	OR	U.S. Army Corps of Engineers Portland District Library	Portland, OR 97208–2946	USACE	Scientific/technical
L–AL–4.1	AK	Fort Wainwright Post Library	Fort Wainwright, AK 99703–6600	IMCOM	General
L–EU–6.1	EU - Netherlands	JFC HQ Brunssum Library	Schinnen APO AE 09703–1602	IMCOM	General
L-EU- 8.1	EU - Germany	Ansbach Library	Ansbach APO AE 09177	IMCOM	General
L-EU-11.1	EU - Germany	Baumholder Library	Baumholder APO AE 09034	IMCOM	General
L-EU-14.1	EU - Belgium	Brussels Library	Brussels APO AE 09714	IMCOM	General
L-EU-18.1	EU - Germany	Bavaria Library	Grafenwoehr APO AE 09114	IMCOM	General
L-EU-22.1	EU - Germany	Hohenfels Library	Hohenfels APO AE 09173	IMCOM	General
L–EU–24.1	EU - Germany	Rheinland-Pfalz Main Library	Kaiserslautern APO AE 09054	IMCOM	General
L–EU–27.1	EU - Italy	Livorno Library	Livorno APO AE 09613	IMCOM	General
L–EU–33.1	EU - Germany	European Regional Library Support Center	Sembach APO AE 09136-9064	IMCOM	General
L–EU–36.1	EU - Belgium	SHAPE International Library	Mons APO AE 09705-1420	IMCOM	General
L–EU–39.1	EU - Germany	Stuttgart Library	Stuttgart APO AE 09107	IMCOM	General
L–EU–40.1	EU - Italy	Vicenza Library	Vicenza APO AE 09630	IMCOM	General
L–EU–43.1	EU - Germany	Wiesbaden Library	Wiesbaden APO AE 09005–0081	IMCOM	General
L–EU–49.1	EU - Germany	Garmisch Library	Garmisch APO AE 09053	IMCOM	General
L–EU–52.1	EU - Germany	Headquarters (HQ) AFRICOM Research Library	Stuttgart APO AE 09751–9951	IMCOM	Headquarters Support
L–HA–2.1	HI	SGT Yano Library	SGT Yano Library	IMCOM	General

Table B–1
Library property account numbers—Continued

Property account#	State	Library name	Location	Army command, Army service component, and direct reporting unit	Type
L–JA–2.1	J-Japan	Camp Zama Library	U.S. Army Garrison Japan APO AP 96343–5006	IMCOM	General
L–K–1.1	K-Korea	Camp Casey Library	USAG Camp Casey APO AP 96224–5614	IMCOM	General
L–K–1.1	K-Korea	Ray E. Duke Camp Humphreys Library	DMWR, USAG Humphreys APO AP 96271–5228	IMCOM	General
L–K–1.1	K-Korea	Camp Red Cloud Library	USAG Red Cloud APO AP 96258-5353	IMCOM	General
L–K–6.1	K-Korea	Yongsan Library	Seoul / Yongsan Army Garrison APO AP 96205–5333	IMCOM	General
L–K–9.1	K - Korea	Camp Walker Library	USAG-DAGU APO AP 96218–5746	IMCOM	General
L–MDW–3.1	VA	Joint Base Myer-Henderson Hall Library	Fort Myer VA 22211	IMCOM	General
L–MDW- 6.1	AL	HQ, U.S. Army Materiel Command Library Program Office	Huntsville AL 35898–5000	AMC	Headquarters support
L-MDW- 6.1	AL	HQ, U.S. Army Materiel Command Technical Library	Huntsville AL 35898–5000	AMC	Command support
L–MDW– 7.2	DC	U.S. Army Center of Military History Library	Washington, DC 20319-5058	AA	Special
L–MDW–7.3	VVA	HECSA Library (U.S. Army Corps of Engineers Humphreys Engineer Center Support Activity Library)	Alexandria VA 22315–3860	USACE	Scientific/technical
L–MDW–9.1	VA	Institute of Heraldry	Fort Belvoir VA 22060–5579	AA	Special
L–O–1.1	O - Okinawa	Torii Library	U.S. Army Garrison Okinawa APO AP 96376–5115	IMCOM	General

Appendix C
Internal Control Evaluation

C–1. Function
This evaluation assesses compliance with accounting for library materials regulation including key controls in the following areas: library accounts, library accountable officer, maintaining library recordkeeping, inventory, and disposition of materials.

C–2. Purpose
The purpose of this evaluation is to assist Army organizations and personnel responsible for DA and agency, command, and installation libraries in evaluating the key internal controls listed below. It is intended as a guide and does not cover all controls.

C–3. Instructions
Answers must be based on the actual testing of internal controls (for example, library system records analysis, files or document analysis, direct observation, sampling, or other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least every 5

years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

C–4. Test questions

a. Library accounts and accountable officer.

(1) With the exception for medical and law libraries, has the library been assigned a library property account number by DCS, G–1 (ALP)?

(2) Has the library been assigned a library accountable officer by the garrison, activity or senior commander?

b. Library recordkeeping.

(1) Does the library maintain records of holdings either using the automated or integrated library system or a paper voucher registry?

(2) Does the library maintain records in order to account for materials by format?

c. Library inventory.

(1) Does the library conduct physical inventory of library materials once every 3 years on a cyclic basis?

(2) Does the library inventory office collections annually, or renew materials in office collections annually?

d. Disposition of library materials.

(1) Does the library follow procedures for transferring excess or withdrawn materials to other Army libraries, to DOD libraries, or to DLA's Disposition Services?

(2) Does the library follow procedures for reutilization to other Army libraries or to DLA's Disposition Services?

C–5. Supersession

Not applicable.

C–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Deputy Chief of Staff, G–1, 300 Army Pentagon, Washington, DC 20310–0300.

Glossary

Section I
Abbreviations

AAG
Army Auditor General

ALP
Army Library Program

DA
Department of the Army

DCS, G–1
Deputy Chief of Staff, G–1

DLA
Defense Logistics Agency

DOD
Department of Defense

HQDA
Headquarters, Department of the Army

MEDCOM
U.S. Army Medical Command

Section II
Terms

Academic libraries
Libraries supporting the curricula of the parent school and may include historic materials and archives. The collection may be extensive and cover a broader subject range than that of the current school curriculum.

Accountability
The obligations imposed by law, lawful order, or regulation on a person to keep an accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is primarily concerned with maintaining records.

Army Law Library
A collection of law library materials maintained by a judge advocate general's office or DA Civilian attorney of a command, installation, or activity. Law library materials are used for legal reference and research in support of a command's mission.

Army Law Library Service
A branch of the Legal Research and Communications Department (formerly a branch of the Developments, Doctrine, and Literature Department) of The Judge Advocate General's School, Army. This organization is responsible for all Army law library matters, including acquisition, policy, holdings, modernization, new selections, standardization, transfer, and disposition (see AR 27–1).

Art object
An original two-dimensional or three-dimensional work of art, other than an art print or photograph created by an artist, such as a painting or sculpture.

Art print
An engraving, etching, lithograph, and woodcut printed from the plate prepared by the artist.

Art reproduction

A mechanically reproduced copy of a work of art, generally a commercial edition.

Book

A permanently bound volume in durable or hardcover including monographs, serials, or bound journal issues and/or volumes. This term does not apply, for accountability purposes, to unbound compilations or paperbound volumes (having a unit value of $100 or less).

Borrower

Any individual, military unit or activity, or civilian activity other than a library or technical processing center, to whom library materials are loaned or issued for use.

Compact-disc-read only memory

An optical disc storage system used with computers from which data can be retrieved but not entered or modified.

Computer software

A set of programs, procedures, and associated materials concerned with the operation of a data processing system. Normally software is stored in compact discs or digital media.

Consolidated libraries

Libraries that represent a merger of various installation or activity missions to form one supportive library for its customer base. Missions supported in a consolidated library may include academic, special and general.

Digital media format

A term used to describe audio and video in digital format such as electronic publications, windows media audio, MPEG audio layer 3, streaming video, and other similar type online media.

Direct responsibility

The obligation of a person to ensure Government property, for which they are receipted, is properly used and cared for, and that property custody and safekeeping are provided.

Department of Defense activity address code

A distinctive six-position alphanumeric code assigned to identify specific units, activities, or organizations.

Digital video disk

A recording on which visual images, usually in motion and accompanied by sound, have been registered, designed for playback through a digital video disk player and television set or monitor.

Field library unit

Any size collection of materials established where the number of personnel or lack of facilities precludes the establishment of a full-service library. May also be called a field collection. Field library units are directly supported by a library or library system; materials are loaned or exchanged on a regular basis. Normally, these units do not have an assigned staff.

Film

Photograph images on film, with or without recorded sound, bearing a sequence of images that creates the illusion of movement when projected in rapid succession.

Filmstrip

A length of film containing a succession of images intended for projection one at a time with or without recorded sound.

General libraries

Libraries that perform diversified functions in support of mission readiness, professional and technical skill development, voluntary education, lifelong learning, transition and career assistance, relocation, well being during peacetime and deployments, and leisure needs of the military community.

Inventory record

An official record maintained by libraries, of library materials that make up the permanent record of holdings of a

library collection. Records contain adequate information to positively identify the item recorded. The shelf list serves as the inventory record for books.

Kit or multi-media kit
Materials that consist of two or more types of media packaged and designed to be used together. As an example books and long playing records or books and audiocassette recordings are frequently found in language materials or children's materials. A separate voucher is maintained for these kits or multimedia kits.

Librarian
A person qualified in the GS–1410, Librarian series (Office of Personnel Management Classification and Qualification Standards).

Library
A service activity established to select, acquire, organize, and make available print and non-print informational materials and to provide information, reference, education, and research services. A library may be one facility or may be a system including a number of service points, such as branch libraries, virtual libraries, bookmobiles, office collections, or field library units.

Library property account serial numbers
The identifying serial number assigned to a library or technical processing center (see app B).

Library system
Activities at one or more installations having administrative and technical functions that comes under a centralized or main library for technical management assistance. A system has an identifiable main library, and subordinate units such as branch libraries, bookmobiles, and field library units.

Loose-leaf service
Serial published in a binder, notebook, or electronically, and updated periodically with information that replaces material in the text. This continuous updating provides the most continuous updating and provides the most recent information on the subject covered.

Medical library
A library belonging to one of the Army medical commands.

Microforms
Usually a reproduction photographically reduced to a size difficult or impossible to read with the naked eye. Some microforms are not reproductions but original editions. Microforms include microfilm, microfiche, microopaques, and aperture cards.

Nonappropriated funds
Dividends generated by the Army and Air Force Exchange Service in support of the morale, welfare, and recreation for military personnel. These funds are locally generated income and come from donations from private organizations, such as wives clubs, and other organizations. Nonappropriated funds are used for the collective benefit of military personnel, their family members, and authorized civilians who generated them. They are separate from funds that are appropriated by Congress.

Office collection
A collection of library materials on loan from a library or technical processing center, to an office, organization, unit, or activity. These are reference materials needed to perform office work.

Periodicals
Publications published at intervals more frequently than annually, such as daily, weekly, monthly, quarterly, semian-nually, and so forth. Normally, each issue contains separate articles, such as stories and features, plus pictures. Periodicals include newspapers, journals, proceedings, transactions, and newsletters. They may be published by commercial, nonprofit, not-for-profit, or Government sources and may be available on subscription, either with or without charge.

Realia
Objects used to depict or demonstrate real situations or materials.

Recording
A phonograph record, magnetic tape, compact disc, digital file, or other medium on which sound and/or visual images have been recorded for subsequent replay or recall.

Responsibility
The obligations of a person for the proper custody, care, use, and safekeeping of Government property or funds entrusted to their possession or supervision.

Serial
A publication issued in successive parts, usually at regular intervals. Serials include periodicals, annuals, proceedings, and transactions of societies. They may include monographic and publishers series and may be print or electronic.

Shelf list
Record maintained by libraries of those materials that make up the permanent holdings of the library's book collection.

Slides
Transparent material on which a two-dimensional image appears, usually held in a mount, designed for use in a projector or viewer. Slides are often insets that support a training program or lesson.

Special libraries
Libraries that serve 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.

Spot inventory
A recurring or cyclical physical inventory of a portion of the library's collection.

Technical libraries
A professionally managed collection that supports the specialized information needs of an organization's scientists, engineers, and researchers by providing literature searches, current awareness, document delivery and analysis and synthesis of information.

Technical processing center
A facility where library materials are received, processed, recorded, distributed, and as necessary, redistributed. A technical processing center primarily provides service to library outlets as distinguished from library users.

Technical report
Any publication prepared to record, document, or share results obtained from, or recommendations made on, or relating to, DOD-sponsored or cosponsored scientific, technical, basic or applied research in print or electronic format.

U.S. Army Military History Institute
The U.S. Army Military History Institute serves as the Army's repository for historical records and materials of the Army, per Section 4595, Title 10, United States Code (10 USC 4595). The mission of the Institute is to preserve the Army's history by ensuring access to historical research materials. By creating a concentrated collection that relates to the history of the Army, U.S. Army Military History Institute seeks to foster a greater understanding of the Army's role in the history and future of the United States.

Videocassette
A recording on which visual images, usually in motion and accompanied by sound, have been registered, designed for playback through a television set.

Visual information
Those materials that are displayed by visual projection or magnification, through sound reproduction, or both to include graphic, audio, and video material, motion pictures, and special visual materials such as cartographic and three-dimensional materials. Microforms are not included.

Voucher
A document attesting to, or serving as evidence of a specific property transaction. Credit vouchers, such as signed

receipts, support a reduction of on-hand balance shown on the property record. Debit vouchers, such as receiving report, support an increase in the recorded on hand balance.

Section III
Special Abbreviations and Terms
This section contains no entries.