

Army Regulation 25–97

**Information Management:
Libraries–Information Centers**

The Army Library Program

**Headquarters
Department of the Army
Washington, DC
18 September 2006**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-97

The Army Library Program

This new publication, dated 18 September 2006---

- o Establishes Army Library Program policy previously contained in AR 25-1, chapter 10 (para 1-1).
- o Identifies the Deputy Chief of Staff, G-1, as the proponent for the Army Library Program within the Department of the Army (para 1-4).
- o Requires libraries to submit annual report to Headquarters Department of the Army (para 2-4).
- o Requires that Army libraries be equipped with telecommunication services and equipment to support library operations and functions (paras 3-2, 3-11, 3-12, 3-13).
- o Establishes the Army Library Steering Committee (para 4-1).

Information Management:

Libraries-Information Centers The Army Library Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

History. This publication is a new Department of the Army regulation.

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 management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. (See appendix B.)

Supplementation. Supplementation of this regulation and the establishment of command and local forms are prohibited without prior approval from Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-ZXI, 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 Headquarters, Department of the Army, Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-ZXI, 300 Army Pentagon, Washington, DC 20310-0300.

Committee Continuance Approval.

The Department of the Army Committee Management Officer concurs in the continuance of the Army Library Steering Committee. The continuance of this committee is made in accordance with AR 15-1, which requires the proponent to justify continuing the committee, coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office, ATTN: SAAA-RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. If determined that an established "group" identified within this regulation later takes on the characteristics of a committee, 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—

- a. Establishes policies and assigns responsibilities for managing the Army Library Program (ALP).
- b. Prescribes channels of communication and defines staff relationships with Headquarters, Department of the Army (HQDA) agencies and other Army elements.
- c. 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 for Manpower and Reserve Affairs (ASA(M&RA))*. 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, Army Service Component Commands (ASCC), Direct Reporting Units (DRU), 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.
 - (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 Army Library Steering Committee (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 (DG) and space criteria for library facilities in conjunction with the U.S. Army Corps of Engineers (USACE).
 - (11) Provide oversight for accounting of library materials in accordance with Army Regulation (AR) 735-17.
 - (12) 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 (AR 5-5).
 - (13) 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 (ASCC), Direct Reporting Unit (DRU), and Field Operating Agency (FOA) commanders*. Heads of Army Staff agencies and Army Command, ASCC, DRU, and FOA commanders, in support of the ALP within their agency or area of authority will—
 - (1) Provide resources to promote enterprise-wide purchasing, facilitate use of emerging technologies to improve library processes and services, and to maintain library and information services in accordance with established library standards.
 - (2) Ensure that Army libraries are operated according to applicable Federal laws, 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.
 - (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 (TDY) 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 Department of the Army (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 activities commanders. Commanders will—

(1) Establish and support 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 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 TDY expenses of rotating and elected librarian(s), if any, to attend ALSC meetings.

(6) Provide guidance on Army competitive sourcing and other business initiatives as related to the ALP.

e. The Librarian of the Army, DCS, G-1. The Librarian of the Army will—

(1) Advise the DCS, G-1 on matters concerning library and information services as related to the ALP.

(2) Establish the ALP vision and mission and supporting goals and objectives.

(3) Establish and implement policies, procedures, and standards to facilitate centralized administration and support and decentralized mission execution.

(4) Serve as the chair, ALSC, responsible for setting the agenda, conducting the meetings, retaining, and reporting an annual summary of committee accomplishments to the DCS, G-1.

(5) Serve as the deputy functional chief representative (DFCR) for the Librarian Career Track of the Information Technology Management Career Program 34 (see AR 690-950, paras 6-105 and 6-106).

(6) Manage the Army Civilian Training, Education, and Development System (ACTEDS) (http://cpol.army.mil/library/train/acted/CP_34/) for the ALP (see AR 690-950, para 1-7c).

(7) Serve as the HQDA spokesperson for library and information services, as related to the ALP, to DOD, Army Commands, ASCCs, DRUs, FOAs, Federal Library and Information Center Committee (FLICC) (www.loc.gov/flicc/flicc.html), other federal agencies, academia, industry, and professional associations.

(8) Advise HQDA agencies, Army Commands, ASCCs, DRUs, and FOAs regarding all library matters with Armywide impact. Conduct staff assistance visits.

(9) Serve as the responsible officer for actions involving library materials accountability (see AR 735-17, para 1-4).

(10) Initiate, coordinate, and implement technological programs to include library automation to facilitate more effective and efficient Armywide library services.

(11) Provide guidance on matters concerning library facilities, design guides, and space criteria in conjunction with the USACE.

(12) Collect, compile, analyze, and disseminate statistical data to support ALP management decisions.

(13) Initiate studies and research opportunities for DCS, G-1 approval and sponsorship (AR 5-5).

(14) Provide guidance on Army competitive sourcing and other business initiatives as related to the ALP.

f. Chief Librarian, U.S. Army Community and Family Support Center (USACFSC). The Chief Librarian, USACFSC will—

(1) Advise the Commander, USACFSC, on matters concerning library and information services as related to Army general libraries. Proponency for Army general libraries resides with USACFSC.

(2) Establish and implement policies, procedures, and standards that govern the mission accomplishment of the Army's General Library Program consistent with applicable DOD and DA policies and professional standards.

(3) Establish the vision, mission, and supporting goals and objectives for the Army General Library Program and chair the Army General Library Steering Group.

- (4) Serve as the HQDA focal point and spokesperson for the Army General Library Program to DOD, Installation Management Agency (IMA), other federal agencies, academia, industry, and professional associations.
- (5) Represent USACFSC on the ALSC.
- (6) Initiate, coordinate, and provide guidance and direction on all matters concerning Army general libraries to include facilities, services, resource management, technology, design guides, space criteria, equipment, programs, and staffing. Guidance will be consistent with DOD and DA policies and procedures.
- (7) Serve as the librarian career program manager for general librarians within regions that temporarily have no region librarian.
- (8) Provide oversight of and policy guidance to USACFSC Central Library Acquisitions Program.
- (9) Conduct staff visits and coordinate with key Army personnel to review, evaluate, and analyze full-service libraries within the Army General Library Program.
- (10) Advocate the integration and coordination of general libraries and other libraries to create consolidations and networks, and promote partnerships for mutual support and financial benefit.
- (11) Assure that Soldiers in isolated and forward deployed areas receive library support.
- (12) Provide guidance on Army competitive sourcing and other business initiatives as related to general libraries.
- (13) Advise, coordinate, and support professional development and training for library personnel.
- (14) Provide reports on libraries as required.

g. Command/Region Librarians and Chief Librarians for FOAs. Command/region librarians and FOA librarians will—

- (1) Administer the command/region and FOA Army Librarian Career Program.
- (2) Advise, coordinate, and support professional development and training for library personnel.
- (3) 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.
- (4) Establish policies, management procedures, and standards consistent with DA, IMA, command or agency policies, procedures, and library standards; and ensure installation compliance.
- (5) Provide functional review of library facility construction and renovation projects.
- (6) Represent the command/region and FOA on the ALSC. Represent the command/region and FOA at conferences, meetings, committees, steering groups, and other events dealing with library matters.
- (7) Provide guidance on Army competitive sourcing and other business initiatives as related to libraries.
- (8) Promote and facilitate efficiencies through, consortia, networks, consolidations, and resource sharing.
- (9) Provide reports on libraries as required.

h. Installation and/or activities librarians. Librarians will—

- (1) Establish and implement policies, procedures, and standards that govern the mission accomplishment of the library consistent with applicable DOD, DA, command/region and installation policies, and recognized standards.
- (2) Manage libraries essential to the interests and needs of the military community, civilian employees, and other authorized personnel.
- (3) Plan, budget, and manage resources for facilities, personnel, information technology, library materials, equipment, supplies, and other resources needed to operate libraries in accordance with the mission and recognized standards.
- (4) Provide program planning and direction; recruit, select, train, and supervise staff.
- (5) Select and acquire information technology, library materials and services, equipment, supplies, and other services needed to operate libraries in accordance with the mission and recognized standards.
- (6) Provide and support professional development, and training for library personnel.
- (7) Market, promote, and advocate for library and information services.
- (8) Initiate and implement efficiencies through consortia, networks, consolidations, and resource sharing.
- (9) Provide reports on library as required.
- (10) 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, Army Commands, ASCCs, DRUs, FOAs, installations, and activities. Army libraries may be operated by government, contractor, uniform funding and management (UFM), or as a most efficient organization (MEO). Libraries support the organizational mission including: education and training; research and development; test and evaluation; leader development; combat development;

morale, welfare, and recreation (MWR); and specialty areas such as engineering, medical, and legal services (section 1501, Title 20, United States Code (20 USC 1501)).

2-2. Mission

a. The ALP is 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. Army libraries are defined as professionally managed service activities and identified by a U.S. Army property account number. Library accounts are required for all Army libraries. 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 assigned responsible office for library property accountability, the DCS, G-1, and the Deputy Chief of Staff, G-4 (DCS, G-4) as directed in AR 735-17, paragraph 2-2. Medical and law libraries accounts are assigned and terminated by AR 40-3, paragraph 7-10 and AR 27-1, paragraph 12-8, respectively.

b. Contractor-operated, MEO, and UFM library operations are part of the ALP and must function within the ALP parameters. A description of services and the quality assurance surveillance plan (QASP) for each library contract must be provided to the command/region librarian for review and approval. Quality assurance evaluators (QAE) and contracting officer's technical representatives (COTR) 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 (www.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, para 2-5). The QAE/COTR 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. An Army library may be a single or multiple library facility, with many service points, such as branch libraries, bookmobiles, office collections, or field units. Only activities within the scope of the definitions above will be considered to be Army libraries.

d. There are three basic types of libraries in the ALP.

(1) *General libraries*. General libraries are MWR Category A mission sustaining activities, and are 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, and bookmobiles (see AR 215-1, para 8-17).

(2) *Academic libraries*. Academic libraries are an integral part of the instructional and professional development programs of Army schools and colleges. They serve the students, faculty, and staff of military schools and colleges. These libraries support the curricula of the parent schools, 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.

(3) *Special libraries*. Special 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:

- (a) Medical libraries.
- (b) Law libraries.
- (c) Scientific/technical libraries.
- (d) Headquarters support libraries.
- (e) Other special emphasis.

e. *Consolidated libraries*. A consolidated library is the result of a merger between two or more individual libraries which serves the combined missions and communities of the individual libraries. A consolidated library may include the merger of management, facilities, fiscal and human resources, collections, and/or functions. Consolidation of libraries is encouraged where the library mission, collections facilities, and geographic location make it feasible. The merger is beneficial to the organizational mission, if it results in equal or better service to library users; and it is cost effective for the Army.

f. *Assistance to other libraries*. All Army libraries are an integral part of the worldwide library and information network. As such, they provide assistance to other non-Army libraries and organizations for the purpose of furthering 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.

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

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

a. Army libraries are required to submit an annual report to HQDA, DCS, G-1 by reporting data on DA Form 7615 (Measurement, Tracking, and Information Collection System (METRICS) (series)) in the ALP's Web-based Measurement, Tracking, and Information Collection System (METRICS) (RCS CSGPA-0911) (see AR 335-15, para 1-9). METRICS is an Armywide information system designed to capture unclassified data on library funding, personnel, services, collections, and facilities. The data will be used for management planning and decision making at HQDA and all agency levels, to analyze and evaluate library resources and services; to plan library programs; for resource sharing and collaborative projects among libraries; to support library budget requests; and to increase efficiency and effectiveness of library services.

b. All Army libraries will complete the METRICS report each fiscal year no later than 31 December of the calendar year.

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 the Army Privacy Program (AR 340-21). Systems of records notices inform the public of records which the Army maintains on them so that they may request access or amendment (DA Pamphlet 25-51). 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 proper official. A Privacy Act request for access to records will be processed also as a Freedom of Information Act request (see AR 340-21, para 2-3).

b. Censorship. There will be no censorship in Army libraries. Information resources will cover different views of controversial subjects. Installation commanders will encourage and promote the availability of print and electronic library and information resources that present a wide range of viewpoints on public issues (AR 600-20, para 5-9).

c. Copyright. Army libraries will comply with and inform their users of the requirements of 17 USC and Library of Congress Circular 92, Copyright Law of the United States of America (<http://www.copyright.gov/circs/>). 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, Arlington, VA ([www.jagcnet.army.mil/85256F9E006EC911/\(JAGCNETDocID\)/HOME?OPENDOCUMENT](http://www.jagcnet.army.mil/85256F9E006EC911/(JAGCNETDocID)/HOME?OPENDOCUMENT)).

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 (GPO) Federal Depository Library Program (FDLP). Army libraries may participate in the FDLP (www.gpoaccess.gov/fdlp.html) when found eligible by GPO (44 USC 1905).

f. Mailing of library material. Libraries may use registered, insured, and express mail services to meet mission requirements (AR 25-51, para 2-31).

g. Multiyear subscriptions for publications. 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 shall be given to consolidating those requirements on an agencywide 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); Section 108, Part 101-25, Title 41, Code of Federal Regulations (41 CFR 101-25.108); and Comptroller General Decision B-37388). Electronic publications are held to constitute publications for the purposes of 31 USC 3324(d) (Comptroller General Decision B-256692).

h. Information technology management. Libraries will comply with AR 25-1, which implements Public Law 104-106 (40 USC 1401 et seq) for information technology management and enterprise architecture, and with AR 25-2, for information assurance.

i. 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 Federal Library and Information Network (FEDLINK) (2 USC 182c; 31 USC 1535; Federal Acquisition Regulations (FAR) 17.5; 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) (www.ala.org), Special Libraries Association (SLA) (www.sla.org), Medical Library Association (MLA) (www.mlanet.org/publications/standards/), American Association of Law Libraries (AALL) (www.aallnet.org), Association of College and Research Libraries (ACRL) (www.ala.org/ala/acrl/acrlstandards/standardsguidelines.htm), educational accrediting associations, DOD, MWR, and Military Installation Voluntary Educational Review (MIVER) (www.acenet.edu/AM/Template.cfm?Section=MIVER).

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 service objectives, subject to periodic internal review and revision. In addition, user studies should be made 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.

c. Each library requires access to an integrated library system (ILS). Enterprise-wide ILSs are encouraged. The librarian will ensure that the director of information management (DOIM), chief information officer (CIO), 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. Marketing and public relations

Library directors conduct aggressive marketing and public relations programs to promote library services and use, as well as to obtain funding, staffing, facility improvement, responsive procurement action, and community involvement. Each library should identify market trends and develop a marketing plan.

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 (UFM) process in accordance with nonappropriated (NAF) funds 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 (POM) processes. Librarians should prepare estimates based on short-range needs and long-range goals.

3-5. Staffing

a. Army libraries will be staffed with librarians with a master's degree in library science, information services, or information management from a university accredited by a nationally recognized accrediting agency listed by the U.S. Department of Education. A librarian supervises or performs work which requires a full professional knowledge of the theories, objectives, principles, and techniques of librarianship, to select, organize, preserve, access, and disseminate information. A librarian has the knowledge of how all the component parts of a library or information system work together. Typical functions requiring librarian direction include: 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. Army libraries will additionally be staffed with other qualified library personnel, including library technicians, who are highly skilled in a library function or functions. Library technicians essentially support the work of librarians.

c. A library program requires a sufficient number of staff members to perform library functions efficiently and to deliver effective library services. A librarian should be available during normal business hours to provide customers with professional library assistance. Full time positions are necessary for key personnel.

d. Classification and qualifications for library personnel are based on the United States Office of Personnel Management (OPM) Operating Manual: Qualification Standards for General Schedule Positions. Special qualifications for library staff may vary by type of library. Recruitment for vacancies in the 1410 series will be in accordance with policies and procedures of the Army civilian career programs. Recruitment for NAF vacancies will also be in

accordance with the NAF recruitment process. The Army Librarian Career Program assists with recruitment and placement.

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

f. 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.

3-6. Library collections

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

b. Libraries will follow the ALA Library Bill of Rights to ensure that the selection process is free from censorship. 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 (www.ala.org/ala/oif/challengesupport/challengesupport.htm). Adherence to Federal regulation must take precedence.

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

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

e. Gifts and donations will be accepted in accordance with AR 1-100.

f. 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.

g. General library collections must include materials to support organization mission requirements, professional military and voluntary education programs, lifelong learning, and well-being of the military community. Medical, scientific/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 on Accreditation of Healthcare Organizations requires a hospital to have a backup to electronic resources when systems are unavailable. Academic library collections are determined by curricula and accreditation standards.

h. Libraries evaluate collections regularly to eliminate old, obsolete, and worn materials in accordance with AR 735-17, paragraph 2-12.

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

j. Collections of administrative publications, military occupational specialty (MOS) publications, visual information (VI), learning resource centers, and office collections, regardless of format, are not considered Army libraries, unless under the operational control of a library of the type listed in paragraph 2-3.

k. Library reference materials and books are not records (AR 25-400-2, paras 1-6 and 5-8; and Glossary, definition of records).

3-7. Accounting for library materials

Accountability for library materials will be in accordance with AR 735-17. Materials removed from library collections will be reviewed in accordance with AR 735-17, paragraph 2-12*a* for possible transfer to the U.S. Army Heritage and Education Center/U.S. Army Military History Institute.

3-8. Restricted materials

Security classified, limited distribution and proprietary materials in libraries will be safeguarded in accordance with AR 380-5.

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 DOD Military Handbook (MIL-HDBK) 1190, the U.S. Army Corps of Engineers' Design Criteria, Technical Instruction (TI) 800-01, or the Unified Facilities Criteria (UFC): Libraries 4-740-20, 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 DOD guidance for temperature and humidity control (DOD MIL-HDBK 1190). 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/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 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/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 Interlibrary Loan Code for the United States. Each library shall 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/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 shall 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 (DSN) or Federal Telecommunications System (FTS); nonsecure Internet protocol router network (NIPRNET) or secure Internet protocol router network (SIPRNET) access; and commercial Internet service provider, as appropriate. The librarian will ensure that telecommunication equipment to support library systems/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 agency commander.

3-13. Bibliographic control

a. Army libraries will have electronic access to information resources through automated library systems, bibliographic utilities, and national/international databases. Library materials will be accessible to local customers, and for remote resource sharing via the internet or other electronic technology. Libraries will use FEDLINK (www.loc.gov/flicc/fedlink.html), Online Computer Library Center (OCLC) (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 (AACR), machine-readable cataloging (MARC) standards, and standard classification and subject heading schemes: Dewey decimal classification and Sears subject headings; the Library of Congress classification and subject headings; the National Library of Medicine (NLM) classification and NLM medical subject headings (MeSH); or the Government Printing Office (GPO) Classification Manual of the Superintendent of Documents (SuDocs) classification system. The National Technical Information Service (NTIS) subject categories listed in the Search Guide for the NTIS Database, the NTIS Standard Subject Topics, or the Defense Technical Information Center (DTIC) Subject Categorization Guide for Defense Science & Technology, formerly known as Committee on Scientific and Technical Information (COSATI) subject category codes, are appropriate for technical and scientific reports and documents.

c. Army libraries will accommodate organization of materials in digital collections through the use of taxonomies and metadata that describes resources. Cataloging of digital information will be according to the Dublin Core Metadata Element Set 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 staffs will have knowledge of document preservation, book repair, digital archiving, microfilming, and other specific techniques. As individual library missions require, such preservation and conservation measures may be undertaken in-house, or by the use of contracted services. In the case of digital resources, whose loss would adversely impact Army operations, the librarian will coordinate with the CIO of the organization to develop procedures and acquire storage media.

Chapter 4 The Army Library Steering Committee

4–1. Establishment

The Army Library Steering Committee (ALSC) was established at the direction of the ASA(M&RA). 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 officials with primary responsibility for library functions may be appointed in the absence of a 1410.
- b.* The voting members of the ALSC will consist of 13 permanent members, 3 rotating members, and 2 members elected at large.
- c.* All general libraries without region librarians may be represented by the Chief, Library Program, U.S. Army Community and Family Support Center.
- d.* The staff official with ALP policy oversight responsibility from the ASA(M&RA) will have a permanent nonvoting seat on the ALSC.

(1) Permanent Voting Members:

(*a*) HQDA:

1. Librarian of the Army, DCS, G–1.
2. Chief, Library Program, U.S. Army Community and Family Support Center.

(*b*) Army Commands/ASCCs/DRUs/Regions:

1. Command Librarian, U.S. Army Corps of Engineers.
2. Command Librarian, U.S. Army Materiel Command.
3. Command Librarian, U.S. Army Medical Command.
4. Command Librarian, U.S. Army Training and Doctrine Command.
5. Region Librarian, Europe.
6. Region Librarian, Korea.
7. Region Librarian, Northeast.

8. Region Librarian, Northwest.
 9. Region Librarian, Pacific.
 10. Region Librarian, Southeast.
 11. Region Librarian, Southwest.
- (2) Rotating Voting Members:
- (a) One position rotating among:
 1. Library Director, U.S. Army Command and General Staff College.
 2. Library Director, U.S. Army War College.
 3. Library Director, U.S. Military Academy.
 - (b) One position rotating among:
 1. Library Director, Office of The Surgeon General.
 2. Library Director, Pentagon Library.
 3. Library Director, Redstone Scientific Information Center.
 4. Library Director, U.S. Army Center of Military History.
 - (c) One position rotating among:
 1. National Guard Bureau.
 2. U.S. Army Center for Army Analysis.
 3. U.S. Army Intelligence and Security Command.
 4. U.S. Army The Judge Advocate General's Legal Center and School.
 5. U.S. Army Research Institute.
 6. U.S. Army Special Operations Command.
 7. U.S. Army Test and Evaluation Command.
 - (d) Two members-at-large, elected from the general body of Army librarians.

4-5. Direction and control

The 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 being 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. A vice-chair will be elected every 2 years at the ALTI. Candidates will be drawn from the pool of ALSC members; therefore, the vice-chair might not be a voting member. The vice-chair will be elected by a simple majority of the current ALSC voting members or their authorized representatives.
- c. The members-at-large will be elected every 2 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.
- d. Rotating members will assume voting responsibility in alphabetical order by organization name.
- e. Terms of office for officers, members-at-large, and rotating members will be for 2 years, beginning 1 October following the election.
- f. A quorum will be five voting members. A simple majority will carry the vote.

Appendix A References

Section I Required Publications

AR 1–100

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

AR 25–1

Army Knowledge Management and Information Technology. (Cited in para 2–5*h*.)

AR 25–2

Information Assurance. (Cited in para 2–5*h*.)

AR 25–51

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

AR 27–1

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

AR 40–3

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

AR 215–1

Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities. (Cited in para 2–3*d*.)

AR 335–15

Management Information Control System. (Cited in para 2–4.)

AR 380–5

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

AR 690–950

Career Management. (Cited in para 1–4*e*.)

AR 735–17

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

AO215–1 DAPE

Library Borrowers’/Users’ Profile Files. (Cited in para 2–5*a*.) (Available at http://www.dod.mil/privacy/notices/army/A0215-1_DAPE.html.)

Medical Planning Criteria and Medical Equipment Guide Plates

DOD Space Planning Criteria for Health Facilities. (Cited in para 3–9*a*.) (Available at <http://hfpa.otsg.amedd.army.mil>.)

MIL–HDBK–1190

Facility Planning and Design Guide. (Cited in paras 3–9*a*, 3–9*b*.) (Available at <http://assist.daps.dla.mil>.)

TI 800–01

Design Criteria. (Cited in para 3–9*a*.) (Available at <http://www.hnd.usace.army.mil/techinfo/engpubs.htm>.)

UFC 4–740–20

Unified Facilities Criteria (UFC): Libraries. (Cited in para 3–9*a*.) (Available at <http://www.hnd.usace.army.mil/techinfo/engpubs.htm>.)

Library of Congress Circular 92

Copyright Law of the United States of America. (Cited in para 2–5*c*.) (Available at www.loc.gov/index.html.)

Office of Personnel Management Operating Manual

Qualification Standards for General Schedule Positions. (Cited in para 3–5*d*.) (Available at www.opm.gov.)

17 USC

Copyrights. (Cited in para 2–5*c*.) (Available at www.gpoaccess.gov/uscode.)

American Library Association

Intellectual Freedom Manual. (Cited in para 3–6*b*.) (Available at www.ala.org/ala/oif/iftoolkits/ifmanual/intellectual.htm.)

American Library Association

Interlibrary Loan Code for the United States. (Cited in para 3–11*a*.) (Available at www.ala.org/ala/rusa/rusaprotocols/referenceguide/interlibrary.htm.)

American Library Association

Interpretations of the Library Bill of Rights. (Cited in para 3–6*b*.) (Available at www.ala.org/ala/oif/statementspols/statementsif/interpretations/Default675.htm.)

American Library Association

Library Bill of Rights. (Cited in para 3–6*b*.) (Available at www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. U.S. Code is available at www.gpoaccess.gov/uscode.

AR 5–5

Army Studies and Analysis

AR 11–2

Management Control

AR 15–1

Boards, Commissions, and Committees–Committee Management

AR 25–52

U.S. Army Abbreviations, Brevity Codes, and Acronyms. (Available at <https://www2.arims.army.mil/abbreviation/MainMenu.asp>.)

AR 25–400–2

The Army Records Information Management System

AR 27–60

Intellectual Property

AR 190–13

The Army Physical Security Program

AR 215–4

Nonappropriated Fund Contracting

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

Policies and Procedures for Property Accountability

AR 870-5

Military History: Responsibilities, Policies, and Procedures

DA Pam 25-51

The Army Privacy Act Program-System of Records Notices and Exemption Rules

DA Pam 570-5

The Army Functional Dictionary-Manpower

DA Pam 710-2-2

Supply Support Activity Supply System: Manual Procedures

Comptroller General Decision B-37388

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

Comptroller General Decision B-256692

Authority to Make Advance Payments for Technical Support Associated with Computer Software Packages. (Available at www.libraries.army.mil/lib.htm.)

DFARS 216.7

Agreements. (Available at www.acq.osd.mil/dpap/dars/index.htm.)

DFARS 217.5

Interagency Acquisitions Under the Economy Act. (Available at www.acq.osd.mil/dpap/dars/index.htm.)

DTIC Subject Category Coverage

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

Joint Publication 1-02

DOD Dictionary of Military Terms. (Available at www.dtic.mil/doctrine/jel/doddict/index.html.)

FAR 16.7

Agreements. (Available at www.arnet.gov/far.)

FAR 17.5

Interagency Acquisitions Under the Economy Act. (Available at www.arnet.gov/far.)

FEDLINK

Federal Library and Information Center Network. (Cited in para 2-5*i*.) (Available at www.loc.gov/flicc/.)

FLICC

Federal Library and Information Center Committee. (Cited in para 2-5*i*.) (Available at www.loc.gov/flicc/.)

GPO Classification Manual

(Available at www.access.gpo.gov/su_docs/fdlp/pubs/classman.)

Library of Congress Classification

(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 www.loc.gov/marc.)

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.)

Search Guide for the NTIS Database

(Available at www.ntis.gov.)

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. (Cited in para 2–3*b*, 3–5*a*.) (Available at www.ope.ed.gov/accreditation/.)

2 USC 182c

Revolving fund for FEDLINK program and Federal Research program

5 USC 552a

The Privacy Act of 1974

20 USC 1501

Congressional statement of policy

31 USC 1535

Agency Agreements

31 USC 3324

Advances

44 USC 1905

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

41 CFR Part 101–25.108

Multiyear subscriptions for publications. (Available at www.gpoaccess.gov.)

American Library Association

(Cited in para 3–1.) (Available at <http://www.ala.org>.)

American Association of Law Libraries

(Cited in para 3–1.) (Available at <http://www.aallnet.org/>.)

Association of College and Research Libraries

Standards and Guidelines (Cited in para 3–1.) (Available at <http://www.ala.org/ala/acrlstandards/standardsguidelines.htm>.)

Dublin Core Metadata Element Set

(Available at <http://dublincore.org/document/dces>.)

Medical Library Association

Standards, etc. (Cited in para 3–1.) (Available at www.mlanet.org/publications/standards/.)

Military Installation Voluntary Educational Review (MIVER)

(Cited in para 3–1.) (Available at www.acenet.edu/AM/Template.cfm?Section=MIVER.)

RCS CSGPA-0911

Measurement, Tracking, and Information Collection System (METRICS) Report. (Available at <https://www.libraries.army.mil/metrics>.)

Section III

Prescribed Forms

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

DA Form 7615

Measurement, Tracking, and Information Collection System (METRICS)–Budget (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–1

Measurement, Tracking, and Information Collection System (METRICS)–Unique Collections (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–2

Measurement, Tracking, and Information Collection System (METRICS)–Electronic Resources (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–3

Measurement, Tracking, and Information Collection System (METRICS)–Holding Information (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–4

Measurement, Tracking, and Information Collection System (METRICS)–Library Information (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–5

Measurement, Tracking, and Information Collection System (METRICS)–Personnel (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–6

Measurement, Tracking, and Information Collection System (METRICS)–Services (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–7

Measurement, Tracking, and Information Collection System (METRICS)–Technology (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

DA Form 7615–8

Measurement, Tracking, and Information Collection System (METRICS)–User Registration (Prescribed in para 2–4.) (Available at <https://www.libraries.army.mil/metrics>.)

Section IV

Referenced Forms

DA Form 11–2R

Management Control Evaluation Certification Statement

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B

Management Control Evaluation Checklist

B–1. Function

The function covered by this checklist is the Army Library Program.

B-2. Purpose

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

B-3. Instructions

Answers must be based on the actual testing of key management 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 management 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-R (Management Control Evaluation Certification Statement).

B-4. Test Questions

- a.* Has a complete and accurate annual report been submitted to HQDA, DCS, G-1 by completing the METRICS with all required information?
- b.* Do library procedures ensure the confidentiality of library circulation records under the Army Privacy Act?
- c.* Do library procedures ensure that they 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 interlibrary loan services comply with the ALA Interlibrary Loan Code and 17 USC?

B-5. Supersession

This checklist replaces the AR 25-1 Information Management Library Management Checklist in Appendix B for chapter 10 dated 25 March 1997.

B-6. Comments

Help make this a better tool for evaluating the Army Library Program. Comments regarding this checklist should be addressed to: Headquarters, Department of the Army (HQDA), Office of the Deputy Chief of Staff, G-1, ATTN: DAPE-ZXI, 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I Abbreviations

AACR

Anglo-American cataloguing rules

AALL

American Association of Law Libraries

ACRL

Association of College and Research Libraries

ACTEDS

Army Civilian Training, Education and Development System

ALA

American Library Association

ALP

Army Library Program

ALSC

Army Library Steering Committee

ALTI

Army Library Training Institute

AR

Army regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA(M&RA)

Assistant Secretary of the Army for Manpower and Reserve Affairs

ASCC

Army service component command

CFR

Code of Federal Regulations

CIO

chief information officer

COSATI

Committee on Scientific and Technical Information

COTR

contracting officer's technical representative

DA

Department of the Army

DCS, G-1

Deputy Chief of Staff for Personnel

DCS, G-4

Deputy Chief of Staff for Logistics

DDC

Dewey decimal classification

DFARS

Defense Federal Acquisition Regulations Supplement

DFCR

deputy functional chief representative

DG

design guide

DOD

Department of Defense

DOIM

director of information management

DRU

direct reporting unit

DSN

defense switched network

DTIC

Defense Technical Information Center

FAR

Federal Acquisition Regulations

FDLP

Federal Depository Library Program

FEDLINK

Federal Library and Information Network

FLICC

Federal Library and Information Center Committee

FOA

field operating agency

FTS

Federal Telecommunications System

GPO

Government Printing Office

HQDA

Headquarters, Department of the Army

IA

information assurance

ILL

interlibrary loan

ILS

integrated library system

IMA

Installation Management Agency

LC

Library of Congress

MARC

machine-readable cataloging

MEO

most efficient organization

METRICS

Measurement, Tracking, and Information Collection System

MIVER

military installation voluntary educational review

MLA

Medical Library Association

MOS

military occupational specialty

MWR

morale, welfare, and recreation

NIPRNET

Nonsecure Internet Protocol Router Network

NLM

National Library of Medicine

OCLC

Online Computer Library Center

OPM

Office of Personnel Management

PAM

pamphlet

POM

program objective memorandum

QAE

quality assurance evaluator

QASP

quality assurance surveillance plan

SIPRNET

Secret Internet Protocol Router Network

SLA

Special Libraries Association

SOW

statement of work

TDY

temporary duty

UFM

uniform funding and management

USACE

United States Army Corps of Engineers

USACFSC

United States Army Community and Family Support Center

USC

United States Code

VI

visual information

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 (ALA)

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

Consolidated library

The result of a merger between two or more individual libraries which serves the combined missions and communities of the individual libraries. A consolidated library may include the merger of management, facilities, fiscal and human resources, collections, and/or functions. Consolidation of libraries is encouraged where the library mission, collections, facilities and geographic location make it feasible, the merger is beneficial to the organization mission, it results in equal or better service to library users, and it is cost effective for the Army.

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. May be called a field library unit. Field collections are directly supported by a library/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 source for the military community providing mission-related reference, educational, training, and leisure-time library information services and resources.

Headquarters support library

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

Integrated library system (ILS)

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, an installation or an activity.

Librarian

A person with a masters degree in library science, information services, or information management qualified in the 1410 series, per OPM Operating Manual Qualification Standards Handbook for General Schedule Positions.

Library

A service activity managed by a professional librarian, identified by an U.S. Army property account, and established to select, acquire, organize, retrieve and disseminate print and non-print informational materials 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. 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. By extension, the room, building, or facility which houses such a collection.

Library collection

The total of materials (books, serials, maps, technical reports, and so forth) provided by a library for its users. 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 OPM Qualification Standards Handbook for General Schedule Positions.

METRICS

The ALP Web-based statistics reporting system for collecting and storing data on Army library collections, resources, and services; automation architecture; and usage.

OCLC 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.

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 the U.S. Army Installation Management Agency (IMA). Each region has a central office that executes and enforces the policies and standards established by the IMA. Seven regions exist: Northeast Region, Northwest Region, Southeast Region, Southwest Region, Pacific Region, Europe Region, and Korea 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 (VI)

The use of one or more of the various visual media with or without sound. VI 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**

This section contains no entries.

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