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	Information Management CORPS OF ENGINEERS LIBRARY PROGRAM	
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Regulation
No. 25-1-96   31 August 1995

Information Management
CORPS OF ENGINEERS LIBRARY PROGRAM

1. Purpose. This regulation establishes policies and assigns
responsibilities for the Corps of Engineers Library Program.

2. Applicability. This regulation applies to HQUSACE/OCE
elements, major subordinate commands (MSC), districts,
laboratories and separate field operating activities (FOA).

3. References. See Appendix A.

4. Organization.

    a. Information Mission Area Requirement.

    (1) The U.S. Army Corps of Engineers (USACE), as a MACOM, is
authorized to establish libraries, as required, to support the
Corps' missions and programs (AR 25-1). These libraries are
required to select, acquire, organize, retrieve and disseminate
information and to manage their associated information resources
and services.

    (2) Electronic access to the catalogs of holdings will be
made available to the public in accordance with Public Law 91-
345.

    b. Types of libraries. Within USACE, there are two types of
libraries:

    (1) Technical library (special library, defined in AR 25-1).
A technical library is an activity that acquires, organizes,
retrieves, and disseminates technical information and
informational resources. It supports the organization or command
mission by providing reference services, current awareness
services, document delivery, research and collection development
and control. A technical library may be called a technical
information center (AR 70-45). There are four categories of
technical libraries that form the USACE Library Network:

This regulation supersedes ER 25-1-96, dated 1 October 1990.

(a) Library. A library is managed by a professional librarian (GS-1410 series). It provides full services to local customers.

(b) Library Service Center. A library service center is managed by a professional librarian (GS-1410 series) and provides full services to local customers. In addition, a library service center will provide library services to other Corps of Engineers libraries or satellites on a fee-for-service, reimbursable basis.

(c) Satellite Library. A satellite library is managed by other than a professional librarian (other than a GS 1410 series). It provides limited services to local customers (e.g., circulation and ready reference with on site collection). Satellite libraries must rely on one of the Library Service Centers for in-depth reference service, interlibrary loans, cataloging, acquisitions, collection development, current awareness, document delivery, etc.

(d) Government Owned, Contractor Operated (GOCO) Library. A GOCO library is managed by a non-government professional librarian (GS-1410 series-qualified). It provides full services to the local customers only.

(2) Law Library (definition in AR 27-1). A Law Library is a collection of law library-related materials used for legal reference and research in support of a command mission.

5. Responsibilities.

a. MSC, district, laboratory and FOA commanders will:

(1) Establish, manage and support libraries essential to the mission and needs of Corps employees.

(2) Provide necessary resources in terms of funds, facilities, personnel, equipment, supplies and infrastructure to operate libraries in accordance with the mission of the Corps of Engineers.

(3) Provide training opportunities for library personnel.

(4) Support the Corps Library Program's computer network (COELIS) and efforts to increase library efficiency and resource sharing by meeting minimum technology requirements when possible.

(5)   Submit the annual Corps Library Management Survey to the HQUSACE Library Program Manager.

(6)   Submit notification of termination of library services and/or property accounts to HQUSACE, Director of Information Management (CEIM-ZA). Each request will contain a description of the collection to include: size and physical condition of the collection, subjects, and media types in accordance with AR 735-17. The request will state the reason for library closure and how the organization will continue to receive library support for its mission.

(7)   Property Accountability. USACE technical and law libraries will follow the requirements for maintaining property accountability of library materials as stated in AR 735-17 and AR 27-1. Each library must have an Army Library Account. A librarian (GS-1410 series) will be the library's accountable officer in each library and service center. In each satellite library and GOCO library where there is no GS 1410 on staff, the Director/Chief of Information Management will be the library's property accountable officer. Materials held or withdrawn from the library collection will be controlled in accordance with AR 27-1 and AR 735-17.

b.   MACOM Library Program Manager (MACOM Librarian) will:

(1)   Advise the Directorate of Information Management on matters concerning the Corps Library Program.

(2)   Serve as MACOM librarian for the Army Civilian Librarian Career Program (AR 690-950-21).

(3)   Serve as principal spokesperson for the Corps Library Program.

(4)   Serve as Corps representative to Federal, non-Federal and Army library groups for the Corps Library Program.

(5)   Serve as the Corps' Scientific and Technical Information Program (STIP) manager (AR 70-45).

(6)   Review and analyze Corps Library Management Surveys and prepare Corps Library Program Annual Report.

(7)   Determine assignments of satellite libraries to library service centers.

6. <u>Operations</u>.

    a. General. The Corps library program will follow Army library standards (AR 25-1) which are based on American Library Association and Special Library Association standards. These standards will be used in evaluating the adequacy, quality and effectiveness of library service.

    b. Staffing and Workload Management.

    (1) All staffing of USACE libraries will be done at the local level, based on customer needs. Library staffing levels will be sufficient to administer and operate the library, and to select, acquire, organize, maintain, disseminate and analyze information and resources.

    (2) Data compiled in the annual Corps Library Management Survey and the recommendations of the MACOM library program manager will provide a means for commanders to make informed staffing decisions. The assignment of a professional librarian (GS-1410 series or equivalent) ensures the highest quality of information services. Professional librarian positions will be defined in accordance with Office of Personnel Management Qualification and Classification Standards.

    c. Resource Sharing. In the absence of adequate staffing, library service centers will provide assistance and support services to other Corps libraries on an as-needed and reimbursable basis. Arrangements for support services will be coordinated through the USACE library program manager, who will make assignments based on site workload, equal opportunities and the expertise of the providing libraries.

    d. Budget. All funding for Corps libraries is determined at the local level. It is required that systematic and planned funding be provided to meet the specified service objectives of each library. Librarians will prepare annual budget estimates based on short-range needs and long-range goals. Funds should be made available to respond to priority requests. Funding for libraries serviced by the Army Law Library Service (ALLS) will be as stated in AR 27-1.

    e. COELIS. The Corps of Engineers Library Information System (COELIS) will be the official integrated library system for all libraries, service centers, satellites and GOCO libraries within USACE.

7. <u>Services</u>. USACE libraries are established to provide mission-essential research and information. All activities of the library should be designed to facilitate service. Each library should adopt a written statement of clear and specific policies, procedures, and service objectives, subject to periodic internal review and revision. User surveys should be conducted to assess customer needs. USACE libraries will perform the following:

     a. Information Retrieval. Mission-essential information often lies outside the traditional library. Libraries retrieve and disseminate information through world-wide networks using telecommunications technology to access on-line databases, the Internet, and other electronic information sources.

     b. Information Resources. Corps libraries must maintain collections, in diverse formats, and provide access to information to meet user requirements in a timely manner. Collection development will be ongoing through the addition of new and essential resources. Unused and outdated materials will be withdrawn from the collection on a regular basis, unless a mission-related need for retention can be established.

     c. Collection Control.

     (1) USACE libraries will comply with DoD Directive 3200.12, AR 70-45 and AR 70-11. All significant scientific and technical reports issued by the Corps of Engineers, including those produced under contracts or grants, are submitted to the Defense Technical Information Center (DTIC). DTIC submittals should be coordinated through a Corps Technical Library when possible. Procedures for submittal are in the DTIC Users Handbook.

     (2) Cataloging. Each USACE library is responsible for cataloging and providing on-line access to the publications purchased and issued by its activity. COELIS provides the means to access and retrieve Corps library materials. Each library is responsible for its own cataloging necessary to maintain the on-line database.

     (3) Circulation. Libraries will maintain records that ensure the proper lending, safeguarding and return of library materials.

     d. Interlibrary Loan (ILL). An interlibrary loan service will be available to meet customer requirements. ILL will be

performed according to the National Interlibrary Loan Code, adopted by the American Library Association. Each library will have a written interlibrary loan policy based on the Corps Library Network's use of the On-line Computer Library Center (OCLC) System. While all libraries will provide ILL service to their users and engage in resource sharing with libraries, satellite library site ILL service will be managed by an assigned library service center. ILL requires lending as well as borrowing.

    e. Acquisition.

    (1) USACE technical libraries and library service centers are authorized to acquire materials in various formats to fulfill valid customer requirements. The library will initiate purchase actions for all library resources to ensure compliance with applicable property accountability regulations.

    (2) The procurement of all commercial subscriptions, as defined in DA PAM 25-96, will be limited to those orders approved by the commander, or the commander's designated representative. Approval will consider the librarian's review and recommendation. First consideration will be given to making titles available in a library to ensure the widest possible readership and the maintenance of back files for reference and research use. Subscriptions will be reviewed for mission-essential value on an annual basis, and those determined to be nonessential will be canceled.

    (3) The acquisition process will function according to procurement directives as implemented by Engineer Federal Acquisitions Regulations (EFARs). Timely delivery of all documents is critical to the success of the libraries. To facilitate the purchase of library materials and services, the following are approved procedures:

    (a) Blanket Purchase Agreements (EFARs, Part 13, Subpart 13.2)

    (b) Deposit accounts (AR 37-1, AR 37-100)

    (c) FEDLINK/Library of Congress contracts available to federal libraries by means of an Interagency Agreement

    (d) Credit cards, approved by the agency

8. <u>Infrastructure</u>.

    a. Facilities. Space allocated for library facilities will comply with AR 25-1. Space will be planned and assigned specifically to meet the separate and distinct functions of providing service space for customers and work space for the library staff; this includes adequate floor loading, ceiling height and architectural features differing from normal office or storage areas. Libraries will be planned according to the U.S. Army Libraries Design Guide, DG 1110-3-110, with command or agency staff guidance.

    b. Equipment and Supplies. Specially designed equipment and supplies are required for efficient library management and for preserving and using library materials. In addition to office furniture and equipment, this includes microform equipment, microcomputers, minicomputers, copiers, audio-visual equipment and other equipment as required by the mission. Furniture and equipment acquired will be compatible with needs in the facility. AR 71-13 and Common Table of Allowances describe the documents that authorize government equipment to be issued to units and activities. Acquisition of Federal information processing resources will occur IAW the Federal Information Resources Management Regulation (FIRMR).

    c. Technology. Increased demands for access to electronic information requires the availability of hardware and software to support customer needs. As a minimum standard, libraries must have the technology to use CD-ROMs and access automated services such as on-line bibliographic and cataloging services, COELIS, the Internet, and other electronic information sources.

9. <u>Administrative Directives</u>.

    a. Copyright. Refer to Title 17, U.S.C., § 101, "Subject Matter and Scope of Copyright," which is the law concerning copyright.

    b. Censorship. There will be no censorship in Corps of Engineers libraries. Materials may cover different views of controversial subjects (AR 25-1).

    c. Army Privacy Act. A general privacy act notice for the library borrowers/users profile files is in DA PAM 25-51.

d. Information Resource Management Review and Oversight (IRMROP) visits (ER 25-1-97).

(1) HQUSACE will conduct periodic IRMROP reviews of USACE division, laboratory and other FOA libraries to evaluate program effectiveness.

(2) Divisions will conduct periodic on site reviews of district libraries to evaluate program effectiveness. Directors of Information Management will provide information and findings related to on site reviews to HQUSACE (CEIM-IL).

e. Mailing of Library Materials.

(1) AR 25-51 permits the use of registered, first-class mail for books and other library materials that are one-of-a-kind, out-of-print, irreplaceable, or exceed $200 in value.
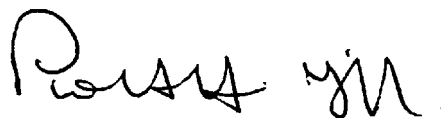
(2) Numbered, insured mail will be used to return borrowed library and similar items when required by non-government lenders.

(3) Guaranteed delivery of a free publication upon request of the publisher is authorized.

(4) Third class or fourth class mail, depending on the weight and type of materials, will be used to ship library materials which are not specified in the above categories.

(5) Overnight delivery is authorized when necessary to meet mission requirements.

FOR THE COMMANDER:

1 Appendix   ROBERT H. GRIFFIN
APP A - References   Colonel, Corps of Engineers
                                Chief of Staff

APPENDIX A
REFERENCES

Title 17, U.S.C., § 101, "Subject Matter and Scope of Copyright"

Public Law 91-345, § 2, July 20, 1970, 84 Statute 440

EFARs, Part 13, Subpart 13.2, Small Purchase and Other Simplified Purchase Procedures

DOD 3200.12, DOD Scientific and Technical Information Program

Defense Technical Information Center Users Handbook, available from DTIC-DD, Bldg. 5, Cameron Station, Alexandria, VA 22314

DA PAM 25-51, The Army Privacy Program-System Notices and Exemption Rules

DA PAM 25-96, The Army Library Program

AR 25-1, The Army Information Resources Management Program

AR 25-51, Official Mail and Distribution Management

AR 27-1, Legal Services, Judge Advocate Legal Services

AR 37-1, Army Accounting and Fund Control

AR 37-100, Account/Code Structure

AR 70-11, Dissemination of Scientific and Technical Information

AR 70-45, Scientific and Technical Information Program

AR 71-13, The Department of the Army Equipment Authorization and Usage Program

AR 690-950-21, Librarian Career Program

AR 735-17, Accounting for Library Materials

DG 1110-3-110, U.S. Army Libraries Design Guide

ER 25-1-97, Information Resources Management Review and Oversight Program

ENG FORM 5002-R, USACE Addendum to ALMRS (LRA)