DRAFT v3

Military Librarians Checklist

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UNDERSTANDING THE DEPARTMENT OF DEFENSE

The DoD Organization

http://odam.defense.gov/Portals/43/Documents/Functions/Organizational%20Portfolios/Organizations%20and%20Functions%20Guidebook/DoD_Organization_March_2012.pdf

Military Ranks and Insignia

http://www.militaryonesource.mil/phases-guard-and-reserve?content_id=267514

http://www.defense.gov/About-DoD/insignias

Personnel Systems
All government personnel systems are regulated by OPM, the Office of Personnel Management. The majority of government employees are in the GS (General Schedule) system. In addition, the DoD has other options. Many MWR (Base or Post) Libraries are under NAF (Non-appropriated Fund) pay bands. A number of organizations (mostly Science & Technology or Research-related) also have their own pay bands, often referred to as "lab demo" systems.

Basic Protocol

REGULATIONS & POLICIES

The Department of Defense publishes Regulations and Instructions for every activity, including Libraries. The major ones for each service are listed below.

Army

The Army Library Program, AR 25-97
http://www.apd.army.mil/pdffiles/r25_97.pdf

Accounting for Library Materials, AR 735-17
http://armypubs.army.mil/epubs/pdf/r735_17.pdf

Navy

Navy Library and Information Centers, SECNAV INST 5070.2D
http://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-00%20General%20Admin%20and%20Management%20Support/5070.2D.pdf

Air Force

Air Force Libraries, AFI 34-150
http://static.e-publishing.af.mil/production/1/af_a1/publication/afi34-150/afi34-150.pdf

Contractors in libraries

Training is available on the rules for a contract employee.

http://www.acq.osd.mil/dpap/ccap/cc/jcchb/Files/Topical/Ethics/training/aca_contractors_in_workplace_final_march%202004.docx (Army Contracting Agency)

www.acq.osd.mil/dpap/ccap/cc/jcchb/Files/Topical/OCI_COI/training/gov-con-interactionafspc.pptx (Air Force Space Command)

http://www.acq.osd.mil/dpap/ccap/cc/corhb/Files/Contractor_Relationship/Guide%20for%20Gov-Ktr%20Relationship.doc (Air Force)

http://www.dod.mil/dodgc/defense_ethics/resource_library/contractors_in_workplace.pdf (DoD)

Annual Statistics

Each service has its own format for collecting statistics. At a minimum, an annual report will include holdings, service numbers, and funding. The report will be consolidated at the Command and Service level to give a picture of the overall libraries.

PROFESSIONAL DEVELOPMENT

Professional development is the acquisition of skills and knowledge for personal development and career advancement. Embrace opportunities to stay current with the latest developments in librarianship with lifelong learning, certification, and continuing education. Sustain the knowledge and skills to function effectively as a librarian.

Participate in webinars from vendors, library consortia, and Fedlink. Contact your colleagues via Federal and Service listservs.

Federal Librarian Professional Development Roadmap
http://guides.grc.usmcu.edu/pdr

Military Libraries Division of SLA
http://military.sla.org/

For staff: Library Technician's 2-week course offered biannually by FEDLINK.

Army

Career Program 34 (CP-34), Librarian Track
ACTEDS training plan; Librarians are on p. 18-19
http://cpol.army.mil/library/train/acteds/CP_34/CP34-ACTEDS-Plan.pdf

CP-34 Librarian Master Training Plan
https://army.deps.mil/army/cmds/hqda_ciog6_Admin/itmcp34/Career%20Planning%20Tools%20Library/CP34%201410%20Master%20Training%20Plan%20v_2.docx

Army Library Program – for Army Libraries Staff
http://www.libraries.army.mil/lib.aspx (not recently updated)

Navy

Air Force

Air Force Library Activity Manager's Course (2 week class). Includes library administration and operations, hands-on training for AFLIS modules, financial management, central procurement, and marketing.

MANAGEMENT

There are several professional publications designed as practical guides for planning and implementing knowledge services while providing an overview of managerial practices. The publications address the impact of new technology, the changing role of librarians, effects of organizational financial pressure, and evolving customer needs. Please check with your agency or organization for a specific handbook and regulations.

Handbook of Federal Librarianship, 2014
http://www.loc.gov/flicc/publications/LibHandbook2014/HandbookforFedLib2014final2.pdf

COMPETENCIES

Competencies have been established by a number of professional organizations to aid librarians in reviewing and improving their knowledge, skills, and abilities. Having a concrete grasp of these competencies will not only contribute to job success, but will assist in accomplishing mission requirements of the organization. Competencies encompass both personal and professional proficiencies related to librarianship.

Federal Library and Information Center Committee (FLICC)
Competencies for Federal Librarians, 2011
http://www.loc.gov/flicc/publications/Lib_Compt/2011/2011Competencies.pdf

American Library Association (ALA)
Core Competencies of Librarianship, 2009
http://www.ala.org/educationcareers/careers/corecomp

Special Library Association (SLA)
Competencies for Information Professionals of the 21st Century, 2003
http://www.sla.org/about-sla/competencies/

Competency Index for the Library Field
http://www.webjunction.org/documents/webjunction/Competency_Index_for_the_Library_Field.html

North American Serials Interest Group (NASIG) Core Competencies for Electronic Resources Librarians
http://www.nasig.org/site_page.cfm?pk_association_webpage_menu=310&pk_association_webpage=1225

STANDARDS

Standards act as a guideline to improve the quality of library services by assessing and improving the quality of information management. Standards set by various organizations provide the foundation to ensure library resources and services effectively meet the knowledge- based information needs of organizational staff.

ALA Standards, Guidelines, and Documents
http://www.ala.org/tools/guidelines/standardsguidelines

DoD MWR Library Standards
http://www.militaryonesource.mil/12038/MOS/Misc%20Files/library-standards-package-2013.pdf

COLLECTION DEVELOPMENT

Collection development is a mechanism to balance and systematically purchase a collection based on user needs within the organization served. Collection development tools identify quality resources for acquisition. Due to digitization, collection development may include consideration of licensing, leasing, remote access, and content integration, in addition to the actual purchase of the resource.

ACQUISITIONS

Each agency within the federal government has unique regulations regarding procurement. Although you must follow the regulations using authorized government sources and contracting, the FEDLINK (Federal Library & Information Network) Program was created to help librarians, contracting officers, and finance staff save time, effort and money when buying and using commercial online services, books, periodicals, and other library and information services.

FEDLINK
http://www.loc.gov/flicc/contracts/index_contracts.html

FEDLINK Vendor Services Directory by Products
http://www.loc.gov/flicc/contracts/vendorservicedirbyproducts.html

Federal Acquisition Regulation (FAR)
http://www.acquisition.gov/far/

The Defense Acquisition University certifies Acquisition (contracting) career field professionals. A glossary of acquisition terms is handy:
https://dap.dau.mil/glossary/Pages/Default.aspx

MENTORING AND NETWORKING

Mentoring and networking are two ways to share our expertise and increase our connectivity. Mentoring relationships enhance an individual's career development, whereas networking builds professional contacts. Participating in library associations at the local, regional and national levels develops your professional network.

FEDLINK Mentor Program
http://www.loc.gov/flicc/about/FLICC_WGs/hr.html

Federal Library and Information Center Committee (FLICC) New Librarians "New Feds" Working Group
http://www.loc.gov/flicc/about/FLICC_WGs/newfeds.html

FEDLINK Listserv

Army

Army Library Program Listserv
http://53list.army.mil/scripts/wa.cgi?SUBED1=ARMYLIB&A=1

Navy

Navy Library Program Listserv

Air Force

Air Force Library Program Listserv

My Vector Mentor program (for all career fields)
https://afvec.langley.af.mil/myvector

STRATEGIC PLANNING

Strategic planning is a vigorous analytic and investigative process that allows organizations to forecast and predict the near future. The planning process permits administrators to take a closer look at prioritizing resources, human capital and

finances. Value can be added to the strategic plan by documenting costs and benefits using return on investment (ROI) as a proactive measurement tool. Strategic planning provides the framework for administrators to evaluate the library's contribution to overall support of the organizational mission and goals.

FLICC Marketing and Advocacy Resources Bibliography – (includes a section on "BRANDING, MARKET RESEARCH, ADVOCACY, STRATEGIC PLANNING, RETURN ON INVESTMENT"), 2007
http://www.loc.gov/flicc/bibliography2.pdf

Federal Library & Information Network (FEDLINK) Library of Congress Business Plan Fiscal Years 2012-2016
http://www.loc.gov/flicc/publications/businessplan/2012/BusinessPlanFinal050212_508.pdf

KNOWLEDGE MANAGEMENT

Knowledge management (KM) is a conceptual framework that is used in countless ways throughout federal organizational structures. The Handbook of Federal Librarianship defines KM as a "discipline dedicated to more intentional means of people creating and sharing knowledge-data, information, and understanding a social context-to perform the right organizational and business actions." Today, federal librarians are embracing the challenges and opportunities of KM by working together with other organizational structures to achieve common objectives and goals.

SLA Knowledge Management Certificate
http://www.sla.org/learn/certificate-programs/cert_knowledge_mgmt/

Librarians Are 'Knowledge Navigators'
Remarks by Librarian of Congress James H. Billington
http://www.loc.gov/loc/lcib/0404/fliccjb.html

Librarians and Knowledge Management: Everything old is new again, Holly M. Riccio, AALL Spectrum, May 2011
http://www.aallnet.org/main-menu/Publications/spectrum/Archives/Vol-15/No-7/pub-sp1105-KM.pdf

DoD STIP (Scientific and Technical Information Program)

The DoD STI Program (formerly known as STINFO) is sometimes located in the S&T libraries. Non-S&T librarians should be aware of this program.

DoD Scientific and Technical Information Program, DOD Instruction 3200.12
http://www.dtic.mil/whs/directives/corres/pdf/320012p.pdf

Defense Technical Information Center (DTIC)
http://www.dtic.mil/dtic/