



# ***Army Libraries***

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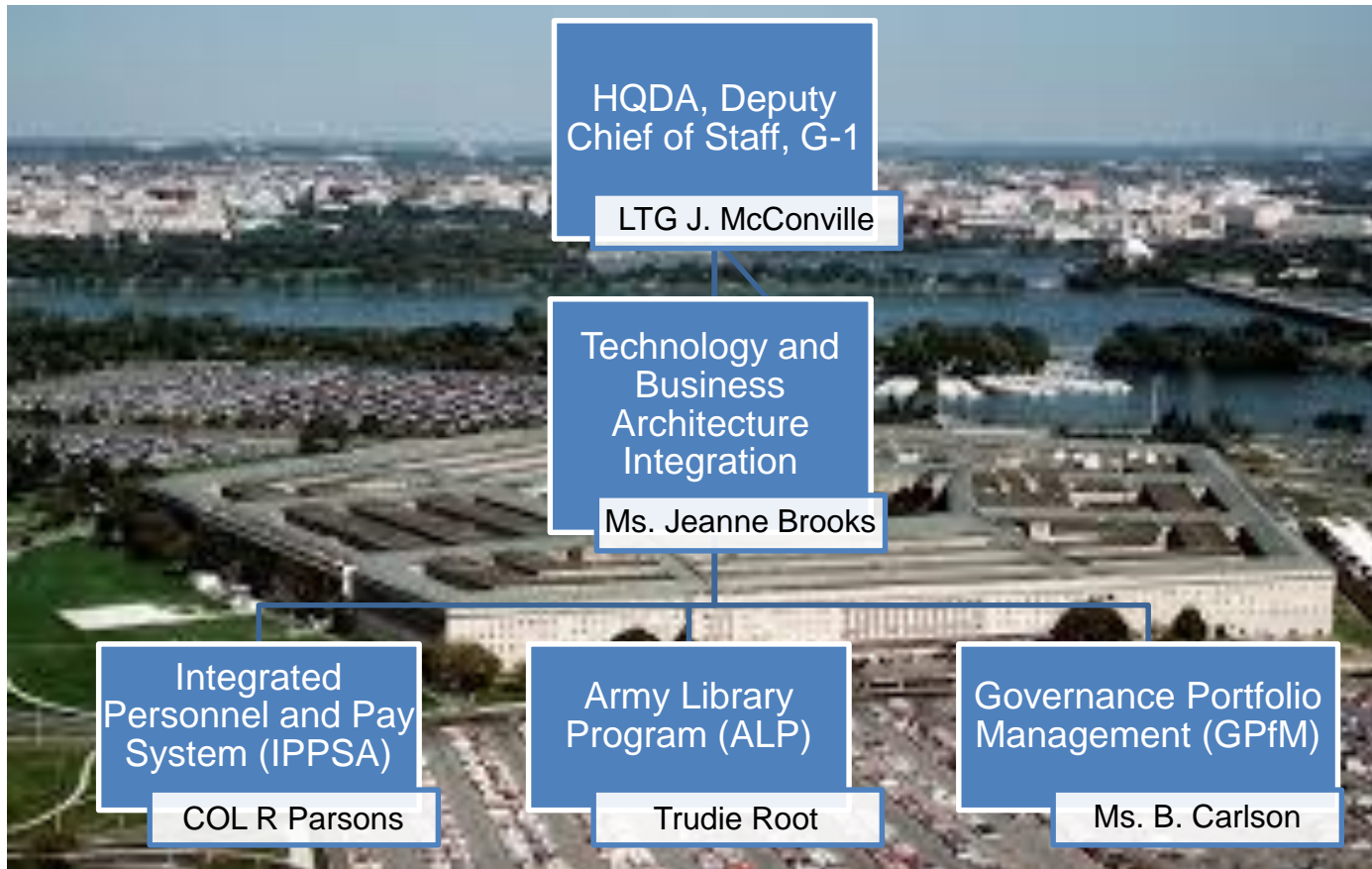
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# Army Library Program





## Proponent for Army Library Program

- Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA))
  - November 1997: ASA designated DCS, G-1 (Personnel) as the proponent for Army libraries
  - Provides guidance to and oversight of the DCS, G-1 for Army Libraries
  - Trudie A. Root, AMLS – Librarian of the Army



# Proponent for Army Library Program

- Headquarters, Dept. of Army, Deputy Chief of Staff, G-1 (HQDA, DCS, G-1)
  - Policy and guidance for libraries
  - Army-wide training for librarians
  - Established and supports
    - Office of the Librarian of the Army
    - Army Library Steering Committee (ALSC)



## Purpose ...

*... provide professionally managed library services to Army commanders and communities to meet a broad spectrum of mission support and unique requirements essential to Army.*

*The right information at the right time and place to support the Army mission.*



- The Army Library Program...
  - is Army Libraries in Continental United States (CONUS) and in Overseas (OCONUS)
  - serves military personnel, civilians, contractors, dependents and retirees
  - supports the Army mission
  - is a network of 170+ libraries worldwide
  - provides Web and Mobile Services any time, any place



- Army Libraries support:
  - Education and training
  - Research and development
  - Test and evaluation
  - Leader development
  - Combat development
  - Morale, welfare and recreation (MWR)
  - Lifelong learning
  - Specialty areas: engineering, medical, intelligence, legal, etc.



*...to “serve as a strategic library asset in support of the Army’s vision at home and abroad to prevent, shape and win”*





*“... serve as a strategic knowledge management resource that enables the Army to gain and maintain full-spectrum knowledge superiority, while concurrently facilitating research, education, training, self-development, well-being, outreach and lifelong learning”*



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# ALP Libraries and Customers

Type	Customers	No.	Highlights
General	soldiers, families, civilians, staff, and retirees	71	<ul style="list-style-type: none"><li>- Libraries on garrisons in CONUS and OCONUS</li><li>- Installation Management Command, Family Morale Welfare and Recreation</li></ul>
Medical	doctors, nurses, scientists, staff	28	<ul style="list-style-type: none"><li>- Hospitals, research institutes and centers, schools</li><li>- Army Medical Command</li><li>- U.S. Army Public Health Command</li><li>- U.S. Army Surgeon General</li></ul>
Scientific/Technical	scientists, engineers, research and other staff	35	<ul style="list-style-type: none"><li>- Army laboratories and research centers</li><li>- Army Materiel Command</li><li>- Army Corps of Engineers</li></ul>
Academic	students, faculty, staff	13	<ul style="list-style-type: none"><li>- Army schools</li><li>- Army Training and Doctrine Command</li></ul>
Special	attorneys, paralegals, social scientists, intelligence officers and staff	10	<ul style="list-style-type: none"><li>- Law library, other special libraries</li></ul>
Other	military and civilian staff	7	<ul style="list-style-type: none"><li>- Headquarters for various commands</li></ul>



# Library Personnel

Army Library Staff – FY-14	
Librarians	246
Technical Information Specialists	77
Library Technicians	356
Other Technical Staff	23
<b>Total</b>	<b>702</b>



# ALP – FY-15 Accomplishments

- ALSC met April 23-24, 2015
- AR 25-97, The Army Library Program, revised and updated
- AR 735-17, Accounting for Library Materials, revised and updated
- Worked with Army Civilian Training to approve interns in Army libraries
- Updated Army Libraries System of Record Notices (SORN)



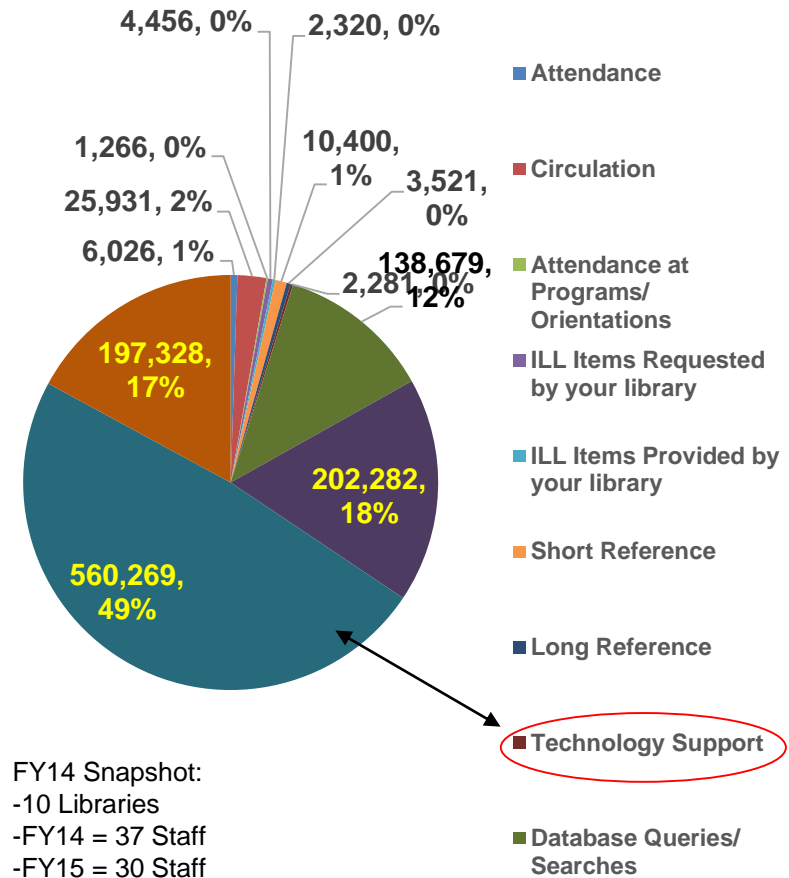
# ALP – FY-15 Accomplishments

- Chaired the Human Resources Working Group on the 1410 Series for FEDLINK.  
Awaiting Army Civilian Policy (Human Resources staff) approval. Next step is DoD approval before OPM.
- Worked with the Assistant Chief of Staff for Installations Management (ACSIM) and the Chief, General Library Program/MWR General Libraries on a cost benefit analysis.  
Results: MWR General Library Program continues. Closing 3 libraries (Fort Detrick, Fort Hamilton, and Tobyhanna) with a savings of \$418K.



# Army Materiel Command

- Special Emphases/Initiatives
  - Industry Standards/Specifications
    - New Contract in Place
    - Supporting DoD effort to consolidate stds/specs procurement
  - Army Data Consolidation
    - AMC Library Program Office lead on CBA
  - Open Campus Initiative
    - US Army Research Laboratory Library
    - Expanding access to non-sensitive resources and support information sharing across government, academic, and international lines.



FY14 Snapshot:  
-10 Libraries  
-FY14 = 37 Staff  
-FY15 = 30 Staff  
Customer Requirements = No change



# Army Medical Command

2015 was a year of transition for the AMEDD libraries

The AMEDD Library Program is comprised of 31 libraries in 16 US states, Germany and Korea

- Ann Potter, AMEDD Library Program Manager for 25 years retired. She returned on a part-time basis as a retired annuitant in to maintain program continuity pending selection of her replacement
- Beatrice F. Nichols reported to the MEDCOM HQ as the new AMEDD Library Program Manager 21 September 2015
- New Chief Librarians and Directors joined the AMEDD Center and School, US Army Public Health Command, US Army Medical Research Institute of Infectious Diseases, and Madigan Army Medical Center
- 25 of 86 AMEDD Library positions are currently vacant



# Army Morale Welfare and Recreation

- Provided the first new librarian training in 2015 August
- Licensing and funding enterprise-wide online resources for all MWR Libraries
- Large IT project merging two bibliographic and patron databases into a single database; standardizing library policies and practices
- Pursuing DMDC authentication of users
- 24,924 children participated in the Summer Reading Program





# Army Training and Doctrine Command

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- Arrivals and Departures
- Retirements
- Awards and Recognitions
- Future:
  - Projected New Cyber Center of Excellence Library at Ft Gordon, GA.
  - Projected Army University Library, part of the newly established Army University.



# U.S. Army Corps of Engineers

Partnering with Knowledge Management efforts at HQ and throughout the US Army Corps of Engineers (USACE).

Professional Engineer Exam webinars to support training. Over 150 USACE employees reviewed the webinars at 45 locations worldwide.

USACE Digital Library – Chief of Engineers reports dating from 1866, digital images, Panama Canal information and more – almost 14,000 items.

<http://cdm16021.contentdm.oclc.org/cdm/>



- Consolidation of two separate Libraries under the U.S. Army Heritage and Education Center ongoing –
  - “*One Library, Two Locations*”
- 18,000 duplicate items identified in consolidation – project underway to reduce
- Library heavily involved in rewrite of USAHEC webpage to streamline the user experience

<http://www.carlisle.army.mil/ahec/>



# Web Links

- Army Knowledge Online
  - Army Library Program
    - <https://www.us.army.mil/suite/page/136683>
- MilSuite ALSC Group
  - Army Library Steering Committee
    - <https://login.milsuite.mil/?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fbook%2Fgroups%2FArmy-library-steering-committee>



# Contacts

## Librarian of the Army:



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Back up slides



### *AR 25-97, The Army Library Program*

“Army libraries are authorized at all levels of Army organizations”:

- Army Commands (ACOMs)
- Army Service Component Commands (ASCCs)
- Direct Reporting Units (DRUs)
- Field Operating Activities (FOAs)
- Staff Agencies

“Army libraries may be operated by Government or contractor”



- AR 25-97, The Army Library Program
  - Official Army regulation that sets policy for Army Libraries
  - Proponent is the DCS, G-1; Recently revised Dec 14
  - Assigns responsibilities for managing the Army Library Program at multiple levels
  - Covers areas of: responsibilities, metrics, standards of operation (collections, planning, staffing, technology, facilities, services, interlibrary loan, bibliographic control, telecommunications, resource sharing, and preservation/conservation
  - Establishes an Army Library Steering Committee





# AR 25-97 Librarian Responsibilities

## *Librarian of the Army:*

- Executes DCS, G-1 library proponent responsibilities
  - Administer an annual Metrics report on the state of Army libraries
  - Lead the Army Library Steering Committee (ALSC)
  - Update library regulations as required or needed
- Advocate and serve as headquarters focal point for Army libraries
- Manage the Information Technology Career Program (CP) 34 for librarians
- Serve as subject matter expert for libraries
  - Advise DCS, G-1, Army Staff, ACOMs, ASCCs, DRUs, Field Activities on library issues
  - Represent and speak for Army on library issues (DoD and Federal Agencies)
  - Advise the CP 34 and Federal library community on library issues



*ALP manages the ArmyLib listserv*

*Useful for: reference questions, posting excess lists, training, news, and more*

There are two options for subscribing:

1. Send an e-mail to [listserv@53list.army.mil](mailto:listserv@53list.army.mil) with the message body "SUB armyLib" to subscribe via e-mail. You will receive a confirmation to that address.

2. Go to the Archives URL:

<http://53list.army.mil/scripts/wa.cgi?A0=armylib>

From there click the Subscribe or Unsubscribe link on the right side of the page, which takes you to the URL

<http://53list.army.mil/scripts/wa.cgi?SUBED1=ARMYLIB&A=1>

Here, enter your e-mail address to subscribe



## AR 25-97 Librarian Role

- Command librarian responsibilities 1-4c
  - Administer the command's career program
  - Provide program direction, staff supervision and support
  - Establish/implement policies, procedures and standards
  - Serve on Army Library Steering Committee and MORE
- Librarian responsibilities 1-4d
  - Establish/implement policies, standards, procedures
  - Manage libraries;
  - Plan, budget and manage resources
  - Recruit, select, train and supervise staff
  - Provide and support professional development
  - Market, promote and advocate for the library
  - Initiate and implement efficiencies
  - Provide reports
  - Serve on Army Library Steering Committee as appropriate



# Librarian of the Army Examples

- Federal Library & Information Center Network (FEDLINK)
  - Serve as member of the Federal Advisory Board
  - Chair the Human Resources Working Group; revising the librarian 1410 series
  - Member of the new Research and Metrics Working Group
  - Member of the Education Working Group and plan training/tours
- Army Real Estate and Property Planning (RPLANS)
  - Represent G-1 for facility and space criteria
  - Revised the facility criteria for general libraries
- Studies, Analysis, Reports
  - Completed Cost Benefit Analysis of general libraries with Assistant Chief of Staff Installation Management (ACSIM) Working Group
  - Revised System of Record Notice (SORN) for Army Libraries
- Assisting G-1
  - Review taskers; address questions (censorship, access, etc.)
  - Assist with revising G-1 publications



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## Other Policies Affecting Libraries

- AR 215-1, Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities
- AO215-1 DAPE, Library Borrowers'/Users' Profile Files
- AR 735-17, Accounting for Library Materials
  - Revised April 2015 with simplified language and updated forms
  - Establishes polices and procedures for managing library property as collections rather than single units
  - Requires commanders to appoint library property accountable officers
  - Requires each library be assigned a property account
  - Defines procedures for turn in of excess materials or for reutilization of materials
- DoD Instructions and regulations specific to general, museum, medical, legal, and scientific/technical libraries
- AR 1-100, The Army Gift Program
- AR 690-950 Career Management
- AR 25-1 Army Information Technology
- AR 25-2 Information Assurance



# AR 25-97 The Army Library Program

- Redefines Army Libraries and the definition of collections:
  - 2-3 “Army libraries may provide service through multiple service points including physical (main or branch) and virtual (portals or Web sites.”
  - 2-3 “The library assets may consists of physical materials, digital collections, licensed commercial databases or a combination of all three.”
  - 2-3 “A virtual library provides access to an integrated collection of print, electronic, and multimedia resources delivered seamlessly and transparently to users regardless of either their physical location or ownership of information.”
  - 2-3 “A virtual library includes assigned professional librarian(s) to select, structure, and preserve these assets as well as provide instruction and assistance in interpreting and accessing these resources.”



# AR 25-97 Collections

## *Features of the new Army Library Program regulation:*

- Revision redefines Army Libraries and collections:
  - 2-3 “Army libraries may provide service through multiple service points including physical (main or branch) and virtual (portals or Web sites.”
  - 2-3 “The library assets may consists of physical materials, digital collections, licensed commercial databases or a combination of all three.”
  - 2-3 “A virtual library provides access to an integrated collection of print, electronic, and multimedia resources delivered seamlessly and transparently to users regardless of either their physical location or ownership of information.”
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*Revision adds a requirement for program planning:*

- 3-3 “Army librarians will plan for library services to support the organizational mission for the next 3-5 years.”
- 3-3 “The strategic plan, which should be revised and updated at least annually, will serve as the road map for library program planning and execution.”
  - Include the library goals
  - How the library will achieve the goals
  - Measurement of goals achieved
- 3-3 “The strategic plan should be based on analysis of customer surveys or studies, collection and analysis of usage statistics, market trends, and organizational knowledge.”





## *Revision adds marketing as part of strategic planning*

- 3-3 “Marketing strategies are critical to implementation of strategic plans.”
- 3-3 “Librarians develop marketing strategies that incorporate business cases as well as communication and marketing plans to support requirements, describe goals, and outline the action needed to support accomplishment.”



## *Revision ensures library staffing requirement complies with Office of Personnel Management (OPM) guidelines*

- 3-5 “Army libraries will be staffed with librarians.”
- 3-5 “The U.S. Office of Personnel Management classification and qualification guidance documents serve as a starting point in the hiring process.”
- 3-5 “Quality ranking factors define levels of experience required.”
- 3-5 “Specialized experience is defined as experience that has equipped an individual with the particular knowledge, skills, and abilities to successfully perform the duties of the position. In the field of librarianship, specialized experience is the knowledge of and ability to apply the theories, principles, and applications of library and information science as demonstrated by an MLS , LIS, or similar degree.”



## *Revision adds a registration form for item accountability for GLIS users*

3-7 “Libraries may require a registration form for an eligible user.”

3-7 DA Form 7745 will be used for General Library Information System (GLIS) users:

- Requires sponsor/spouse to agree to abide by library rules and regulations
- Allows sponsor/spouse to authorize access to PCs and DVDs to family members
- Allows for family members be added to the account
- Lists privacy authorities
- Contains a tear off sheet to protect PII; only the signature information is retained in a secure location



## *Revision updates library facilities information*

- 3-9 lists the references to the United Facilities Criteria (UFC) for libraries: UFC 4-470-20  
(part of the Whole Building Design Guide)
- 3-9 lists the references/web sites for temperature and humidity control in UFC 3-410-01, Design: Heating, Ventilating, and Air Conditioning
- 3-9 “Facilities are eligible for air conditioning where facilities of similar structure and function in the local private sector are equipped with air conditioning.”
- 3-9 “Temperature zones are also listed that identify where cooling and heating are allowed.”



# AR 25-97 The Army Library Program

*Revision updates requirements for telecommunications support to reflect the current and future environment*

- 3-12 “Effective library operations require access to communication support services: class A telephone service; defense switched network or Federal Telecommunications System; non-secure internet protocol router network or secure internet protocol router network access; commercial internet service provider; and wireless networking technology...”
- 3-12 “The library Web site and access to online catalogs will be publicly accessible except where expressly prohibited by the Designated Accrediting Authority determination that the Web site or catalog is a risk to the network from an information assurance perspective.”
- 3-12 “Licensed library electronic resources should be accessible remotely to authorized users in accordance with AR 25-1 requirements.”



*Revision changes the composition of the membership in the Army Library Steering Committee (ALSC):*

- 4-4 Revised the membership for IMCOM Regions
- 4-4 Added new members appointed by Command Librarians in MEDCOM, TRADOC, USACE, and AMC
- 4-4 Updated two lists of rotating members to reflect current DRUs and Special libraries
- 4-4 Retains two at-large members
- 4-5 Added responsibilities of rotating members
  - Attend ALSC meetings
  - Solicit input for meetings
  - Report outcomes to rotating groups



## Appendix B Internal Control Evaluation

- Internal Control Evaluations are required for all Army regulations
- Multiple ways of testing key internal controls may be listed
- Key internal controls must be evaluated at least once every 2 years
- Certification of completion is accomplished using DA Form 11-2 (Internal Control Evaluation Certificate)

## Test Questions for AR 25-97

1. Metrics report is due annually
2. Library procedures ensure confidentiality of library circulation records under the Privacy Act
3. Library is in compliance with the requirements of 17 USC (copyright)
4. Library Collection Development Policy is updated annually
5. ILL services comply with ALA Interlibrary Loan Code and 17 USC



# Links

Army Publishing Directorate:  
<http://www.apd.army.mil/>

AR 25-97, The Army Library Program

DA Form 7745 GLIS Registration Form

AR 735-17, Accounting for Library Materials

DA Form 3973 Voucher of Library Materials