



# The Military Librarian

The newsletter of the Military Librarians Division  
of the Special Libraries Association

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## Inside this issue:

<i>Exec Board/Committees</i>	2
<i>Notes from the Chair</i>	3
<i>New TML Editor</i>	3
<i>MLD Board Mtg. Minutes</i>	3
<i>MLD Business/Awards Mtg. Minutes</i>	4
<i>2nd Joint Air Force/Navy Conference Review</i>	5
<i>Proposed Government Div. Update</i>	6
<i>Welcome New Members</i>	6
<i>Communication with MLD</i>	7
<i>Modern Archives Institute</i>	7
<i>Write for the Military Librarian</i>	9



Disclaimer: "Special Libraries Association (SLA) assumes no responsibility for the statements and opinions advanced by the contributions to the Association's publications. Editorial views do not necessarily represent the official position of Special Libraries Association."

## Base Realignment and Closure (BRAC) Calculating Replacement Costs in a Library

By Sandra Bradley, NAWCWD, MLW Director for Navy/Marine Corps

The idea of BRAC strikes fear into our hearts. Libraries in DOD are typically funded by overhead, and appear to be very vulnerable whenever cuts are made. BRACs are even more fear inspiring, because we worry not just about the library but about a closure of the entire site. Friends, family members, our entire communities will be impacted. With BRAC 2005 looming, many military librarians will be responding to data calls that require a quick response—just as I did recently. I learned a lot from this experience that could help others prepare for "the call."

There are several levels of data calls for BRAC. The first data call is usually a request for information about the nature of the workforce. That was a simple matrix which we completed by describing the skill base. The second call was a request to identify the value of a base's resources. These calls go out to facilities valued at greater than \$3 million. We knew the value of our technical library to be greater than \$3 million, so we set out to prove it.

Our estimate was divided into three parts: Value of the collection, value of the actual building or buildings, and value of the materials (shelving, equipment, etc.) Although some BRAC calls ask for metrics that don't relate to cost, i.e., attendance or circulation, this effort will only deal with the elements listed above. I must offer a caveat. Although this format worked for me, you must listen to your management and respond promptly and appropriately to each specific request. You may only be asked for part of these costs, or may want to select which figures you will offer. The sources I used may need to be tweaked or revised to be applicable to your library.

(Continued on page 8)

## Chair Elect Resigns

By Carol E. Ramkey, MLD Chair

Nellie Moffiitt has submitted her resignation as Chair-Elect of the Military Librarians Division. She has been informed that her position and those of all of her staff are being RIFed and feels it would not be fair to MLD to remain as Chair-Elect. She feels it would be best for us to find a new Chair-Elect who can work with us throughout the coming year.

Although I am sorry to lose her, I completely understand her reasons and feel that she must focus her energies on continuing her career. I know that you all join with me in expressing our disappointment in the Navy's decision and our sympathy and support for Nellie and her staff. □

## Executive Board Members and Committees of the MLD

OFFICE	NAME	EMAIL	TERM
MLD Chair	Carol Ramkey	<a href="mailto:ramkeyce@tecom.usmc.mil">ramkeyce@tecom.usmc.mil</a>	2004-2005
Chair-elect	Vacant		2004-2005
Secretary	Sharon Lenius	<a href="mailto:Sharon.Lenius@ngbcio.ngb.army.mil">Sharon.Lenius@ngbcio.ngb.army.mil</a>	2004-2006
Treasurer	Marybeth Dowdell	<a href="mailto:marybethd@library.nrl.navy.mil">marybethd@library.nrl.navy.mil</a>	2004-2006
Director at large	Amy Loughran	<a href="mailto:Amy.Loughran@cfsc.army.mil">Amy.Loughran@cfsc.army.mil</a>	2003-2005
Director at large	Greta Marlatt	<a href="mailto:Gmarlatt@nps.edu">Gmarlatt@nps.edu</a>	2004-2006
Immediate Past Chair	Pat Alderman	<a href="mailto:aldermanp@ndu.edu">aldermanp@ndu.edu</a>	2004-2005
Navy/Marine MLW Director	Sandra Bradley	<a href="mailto:sandra.bradley@navy.mil">sandra.bradley@navy.mil</a>	2003-2005
DOD MLW Director	Carol Jacobson	<a href="mailto:cjacobso@dtic.mil">cjacobso@dtic.mil</a>	2003-2005
Air Force MLW Director	Carolyn Ray	<a href="mailto:carolyn.ray@wpafb.af.mil">carolyn.ray@wpafb.af.mil</a>	2004-2006
Army MLW Director	Ed Burgess	<a href="mailto:edwin.burgess@us.army.mil">edwin.burgess@us.army.mil</a>	2004-2006

### Archives Committee

Joan Phillips, Chair  
[joan.phillips@maxwell.af.mil](mailto:joan.phillips@maxwell.af.mil)

### Awards Committee

Alta Linthicum, Chair  
[alta.linthicum@navy.mil](mailto:alta.linthicum@navy.mil)

### Governing Documents Committee

Janice Pepper, Chair  
[pepperje@tecom.usmc.mil](mailto:pepperje@tecom.usmc.mil)

### Division Discussion List Moderator

Tanny Franco  
[tfranco@dtic.mil](mailto:tfranco@dtic.mil)

### Division Webmaster

Patricia Alderman  
[aldermanp@ndu.edu](mailto:aldermanp@ndu.edu)

### MLW Registrar

Candy Parker  
[cparker@dtic.mil](mailto:cparker@dtic.mil)

### MLW Webmaster

James C. Dorsey  
[jdorsey@dtic.mil](mailto:jdorsey@dtic.mil)

### Nominating Committee

Pat Alderman, Chair  
[aldermanp@ndu.edu](mailto:aldermanp@ndu.edu)

### Publications Committee

Tracy Landfried, Editor  
[tracy.landfried@us.army.mil](mailto:tracy.landfried@us.army.mil)

Barbara Lupei, Layout Editor

[barbara.lupei@navy.mil](mailto:barbara.lupei@navy.mil)

### Resources Committee

Wendy Sayles Hill, Co-chair  
[whill@dtic.mil](mailto:whill@dtic.mil)

### Strategic Planning

Tracy A. Landfried, Co-chair  
[tracy.landfried@us.army.mil](mailto:tracy.landfried@us.army.mil)

Tim Renick, Co-chair  
[timothy.renick@eustis.army.mil](mailto:timothy.renick@eustis.army.mil)

### Membership Committee

Gail Nicula, Chair  
[niculag@jfsc.ndu.edu](mailto:niculag@jfsc.ndu.edu)

*F/A-18's flying over the Naval Air Warfare Center Weapons Division at China Lake, CA — Home of the NAWCWD Technical Library, Sandy Bradley, Director*



## Notes from the Chair

Carol Ramkey, MLD Chair

I'm pleased to be writing my first *Notes* as the MLD Chair. For those of you who don't know me, I'm a native Virginian (Shenandoah Valley) who received an MLN from the now defunct school of Library and Information Science at Emory University, Atlanta, and have been working as a military librarian for the last 20+ years. I've spent most of my time with the Army, a bit with DoD, and since 1998 as Director of Libraries, Gray Research Center, Marine Corps University, Quantico VA. I have enjoyed all my assignments as a military librarian and would do it all again.

Let me say a note of thanks to Pat Alderman for all her good advice and example during the last year. She set a great example for me to follow. I would also like to thank all the outgoing members of the Executive Board, Suzanne Ryder, Diane Schnurpusch, Claudia Tavares, Tanny Franco, Carol Emery and Bohdan Kohutiak, for all their hard work. Congratulations and welcome the new members, Sharon Lenius, Marybeth Dowdell, Greta Marlatt, Carolyn Ray, and Ed Burgess. To Sandy Bradley, Amy Loughran and Carol Jacobson, our "holdover" members, thanks for your work last year and hang in there for one more year.

As part of the change from the old Bylaws to the new Governing Document mandated by SLA, the Committee Chairs are now called the Advisory Board. Most of our Committee Chairs are still the same with a couple of exceptions. As is traditional within MLD, the Nominating Committee chair is always the immediate past chair so Pat Alderman replaces Suzanne Ryder; Gail Nicula has replaced Helen Sherman as Chair of the Membership Committee, Tracy Landfried replaces Ann Cashin as editor of *The Military Librarian*, and the name of the Bylaws Committee is now the Governing Documents Committee. Thanks to all those who have served in the past and will serve in the coming year.

MLD had a good group attending SLA in Nashville and the MLD sponsored or co-sponsored programs were all well attended and successful. Special thanks to Carolyn Eaton for the many hours she put in developing and shepherding the programs this year. I commend you for a job well done and I hope you will enjoy some well deserved time off this summer.

At the Awards Luncheon, Tanny Franco received the Distinguished Service Award for her outstanding support of MLD as both Director-at-Large and Discussion List Moderator. Tanny was unable to attend SLA, as she was meeting and greeting her new grandbaby. Congratulations to you, Tanny, on both events, and thanks for all your great work. Another piece of news relating to the recent survey of MLD members is included in a separate article.

I hope that many of you will be in Columbia for MLW 2004 and I look forward to seeing you there. I look forward to working with you all in the coming year. □

## Introducing Your New Editor

Tracy Landfried, a reference librarian at the U.S. Army Research Laboratory, Aberdeen Proving Ground, Maryland, has been a member of the Military Librarians Division for fifteen years. Landfried has been Division Chair, Nominations Chair, Membership Chair, and Strategic Planning Co-Chair. She can be reached at < tlandfri@arl.army.mil > or 410-306-0626, DSN: 458-0626 or < tlandfried@aol.com >.

The *Military Librarian* has had a long line of illustrious editors, including the most recent, Ann Cashin, Naval EOD Technical Library. The newsletter is always seeking articles of interest to Division members: conference reports; program notes; membership news including job changes, promotions, awards, retirements; library renovations; how-to-do-it (justify travel, budget, copier, furniture, electronic journals; prepare for disaster; survive your first year or next job change) articles for Army, Navy/Marine Corps, Air Force librarians (or Defense contractor counterparts), book or website reviews, reviews of library-related training. If you do not feel comfortable writing an article, send the bare bones information and point of contact information and we will find a volunteer to contact you and write the article.

*The Military Librarian* is now online. Contact the editor immediately if you cannot access an electronic copy. The Division discussion list receives notification when the next electronic issue is available. If you do not wish to join the discussion list, check out the Division website periodically for the next newsletter. □

## Military Librarians Division

### Summary of Board Meeting Minutes Gaylord Opryland Hotel

Saturday, June 5, 2005

Submitted by Diane Schnurpusch, MLD Secretary

Pat Alderman conducted the meeting. She thanked Swets Information for generously sponsoring the meeting space and refreshments.

### Treasurer's Report

Claudia Tavares, treasurer, gave the following balances: \$28,150.78 in the MLD account, \$37,643.85 in the MLW Account, and \$62,060.94 in the SLA Pooled Funds. She noted that \$30,000.00 had been added to the Pooled Funds this year. Total interest earned on Pooled Funds since it was set up in 2002 is \$2,060.94.

(Continued on page 4)

**Board Meeting Minutes** *(Continued from page 3)***Membership Report**

The annual report reminded us that MLD placed first as the division with the largest percentage increase (over 6%) of new members in the Fall 2003 SLA membership campaign. Carroll's Publishing has offered to publish another MLD directory similar to the one published five years ago. Helen Sherman has resigned as co-chair.

**Future Directions for MLD**

Sharon Lenius reported on the results of the survey on the idea of changing MLD to a Government Division. Eighty-nine out of over 300 people responded. Twenty-nine people preferred to keep MLD as a separate division. On the question of what a government division should encompass, the majority were for including Federal and state libraries. Fewer were in favor of adding local and quasi-government. On the question of continuing MLW no matter what, 87 members said "yes."

Board members felt there had not been enough discussion of the pros and cons. Some of the concerns voiced were: whether MLW could continue, how the MLD treasury would be affected, and what would be the common thread that would unify the division if it were so diversely populated. A decision was made to raise these issues at the upcoming business meeting.

**MLW and SLA Annual Conference Updates**

The following people discussed plans for upcoming events:

MLW 04 – Columbia, SC – Carol Jacobson  
SLA 05 – Toronto – Amy Loughran  
MLW 05 – Las Vegas – Sandy Bradley  
SLA 06 – Baltimore – Pat Alderman and Carol Ramkey

MLW 06 – San Antonio – Barbara Wrinkle

**Strategic Planning Committee**

Tim Renick and Tracy Landfried have put a document together which they will post to the discussion list for comments.

**Bylaws Committee**

The board changed the name of the committee to "Governing Documents Committee." The new Governing Documents (former bylaws) have been approved by SLA. A committee (Carol Ramkey, Diane Schnurpusch, and Janice Pepper) has started revision of the MLD Recommended Practices manual (formerly the MLD Procedures manual).

**Communications**

Ann Cashin will step down and Tracy Landfried will take over as Military Librarian newsletter editor. Pat Alderman will continue as DMIL webmaster. The DMIL discussion list moderated by Tanny Franco has 315 subscribers.

**MLW 07-10**

After 2006, no MLWs have been planned. The following schedule and responsible service reps are:

- a. Army – 2007 – Ed Burgess
- b. DoD – 2008 – Carol Jacobson
- c. Navy – 2009 – Sandy Bradley
- d. Air Force – 2010 – Carolyn Ray

**Finance Committee**

SLA is adamant about division treasurers not serving more than 2 consecutive terms. At SLA's suggestion, MLD will form a Finance Committee to ease transition from one treasurer to another in the future. One of the first duties will be to make recommendations on continuation of the student stipend for MLW registration. □



**Summary of Minutes  
Military Librarians Division  
SLA 2004 Conference Business Meeting and  
Awards Presentation  
Tuesday, June 8, 2004  
Gaylord Opryland Hotel, Nashville, TN**

Submitted by Diane Schnurpusch, MLD Secretary

Pat Alderman, MLD Chair, conducted the meeting. She introduced representatives of the luncheon sponsor, Thomson ISI, including Tom Zamojcin, Kristin Culp, and Elaine Tomaselli. Mr. Zamojcin gave brief remarks.

The minutes of the SLA 2003 New York, NY meeting were approved as published.

Pat Alderman thanked all board and committee members for their support. She pointed out those in attendance:

Pat also introduced Cindy Hill (outgoing SLA President). Cindy gave brief remarks including an explanation of the SLA Professional Development Campaign. She encouraged us to contribute, both individually and as a division. Sharon Lenius moved that MLD contribute \$5000 to the fund. After some discussion, it was decided that more information about

*(Continued on page 5)*

### Business Meeting Minutes (Continued from page 4)

the proposed program was needed. Sharon amended her motion to say that MLD would donate an amount to be determined later to the campaign (not the general fund) after SLA provides more formal information on its plans. Michael Moore seconded the motion, which carried. Cindy Hill took questions from the audience to take to SLA's leadership.

Claudia Tavares gave the Treasurer's Report. She said that her goal was to have enough money in SLA pooled funds for emergency situations. With that accomplished, she feels MLD can function within its bank account, which contains enough to make a good start on upcoming MLW and conference events. She stated that we have the respect of hotels, which are willing to extend credit without a lot of money paid in advance.

For the membership committee, Pat Alderman announced that MLD has over 300 members. She asked new members since January 2004 to stand.

Janice Pepper announced that the Governing Documents (bylaws) were approved by SLA and that she, Carol Ramkey, and Diane Schnurpusch had been updating the Division Practices.

Sharon Lenius withdrew her support of MLD becoming a government division within SLA. Carol Ramkey summarized by saying that "military" is what ties us together and that as a continually growing division we remain strong. She indicated that she would join a separate government division once it is established and encouraged us to support that division, as well.

The following slate of officers was elected:

Director at Large: Greta Marlatt  
 Secretary: Sharon Lenius  
 Treasurer: Marybeth Dowdell  
 Army Service Rep: Ed Burgess  
 Air Force Service Rep: Carolyn Ray  
 Navy Service Rep: Sandy Bradley  
 DoD Service Rep: Carol Jacobson

Pat Alderman announced that the MLD Distinguished Service Award would go to Tanny Franco. Carol Jacobson accepted the award on Tanny's behalf. □



## 2<sup>nd</sup> Annual Joint Air Force/Navy Librarians Conference

By Margie Buchanan  
 AF Library & Information System

The 2<sup>nd</sup> Annual Joint Air Force/Navy Librarians Conference, held at the Radisson Opryland Hotel, Nashville TN, 2-4 Jun 04, focused on "Challenges Ahead, Solutions in Progress." Attendance totaled 124, with 15 Navy librarians and 109 Air Force librarians. Joe Janes, Chair of the University of Washington's Information School, and Jon Spelman, noted storyteller and performer, gave excellent and pertinent opening keynote addresses. Joe Janes discussed the impact of Internet on libraries and reference services, and challenged the group with advocacy and quality of information services. Jon Spelman cited wonderful stories about books and libraries, but also emphasized the importance of passing on and sharing stories to preserve our culture and heritage.

Award presentations and stories from the frontlines (various base level library programs) were also featured on the opening day. The first Air Force 5-Star libraries - Misawa AB, Holloman AFB, and Randolph AFB - received plaques for meeting stringent criteria in 5 categories: operations, programs, training, facilities, and customer service.

Numerous breakout sessions offered a variety of practical training opportunities, from specific Air Force library web-based purchasing and reporting systems, to several vendor training sessions as well as OCLC and netLibrary updates.

An interesting session by Phil Myrick from the Project for Public Spaces (PPS) compared customer friendly libraries (gardens, cafes, comfortable furnishings) with not-so inviting buildings (concrete, bland, structured).

The final day included an outstanding presentation by Pat Wagner - *Avoiding the Activity Trap: How to Get Measurable Results*. In her professionally entertaining style, Pat gave many practical tips for effective use of time, and shared numerous real-life examples. Susan Fifer Canby, Librarian for the National Geographic Society, also talked to the group about the "white spaces" in libraries, and how to cultivate organizational relationships and values. Major Commands and the Navy librarians held breakout meetings after the conference.

The Navy sessions included demonstrations by both Morningstar and Knovel. All attendees thoroughly enjoyed the opportunity to network with other colleagues, share ideas, and resolved issues. During the evening, it was rumored that many librarians visited the Wild Horse Saloon, rode the General Jackson Riverboat, and attended the Grand Old Opry. Everyone is looking forward to next year's conference in conjunction with ALA, Chicago, Jun 05. □

## Update on MLD and the Proposed Government Division of SLA

By Carol E. Ramkey, MLD Chair

Many of you filled out the survey on MLD becoming part of a proposed new Government Division of SLA and what the new division should include. The general consensus was that it would be OK to have MLD absorbed by a new Government Division. However, when the SLA Executive and Advisory Boards met in Nashville, they determined the reasoning behind the initial impetus to be absorbed in a new division. If MLD was in eminent danger of collapse due to potentially failing membership, much further study and discussion was required before taking such a drastic step.

While the Executive Board was coming to that conclusion, those interested in the Government Librarians division decided not to wait for MLD to become the nucleus of the new division and began the formal process to start the new division. Therefore, the consensus of the Board was that MLD would drop the idea of being absorbed by the new division.

I signed the petition to establish the new Government Librarians Division and I expect to become a member of it even as I stay in the Military Librarians Division. I would encourage all MLD members, who think it would be useful to them and their organization, to consider joining the Government division as well as staying in MLD. I believe that the two divisions will be complimentary and that, in the future, we will find many opportunities for joint sponsorship of programs, joint educational opportunities, and, perhaps someday, jointly held workshops. □

## Welcome New Members!

By Marie O'Mara & Helen Q. Sherman, Membership Co-Chairs

Please welcome the members who have joined our group during March - June 2004.

Donna L. Bailey  
USMA Library  
West Point, NY

Kristin M. Blanchat  
NGA Library  
Washington, DC

Casey K. L. Blanchella  
78 MSG/SVMG  
Robins AFB, GA

Lawrence E. Clemens  
Nimitz Library US Naval Academy  
Annapolis, MD

Jeanne M. Faison  
National Defense University  
Ft McNair  
Washington, DC

Sara J. Gates  
Franklin, LA

Marybeth Manning  
SPIE International Society  
Bellingham, WA

Carol L. Mason  
Annapolis, MD

Michael F. Moore  
Mitre Corporation  
Bedford, MA

Mark R. Murway  
DoD  
Dahlgren, VA

Karen Passmore  
Base Library  
Mountain Home AFB, ID

Raquel Santos  
DTIC  
Ft Belvoir, VA

Ursula D. K. Scott  
Learning Resource Center  
Bethesda, MD

Erin S. Thrift  
Hoover, AL

Marge M. Wawrow  
USAF Research Library  
Hanscom AFB, MA

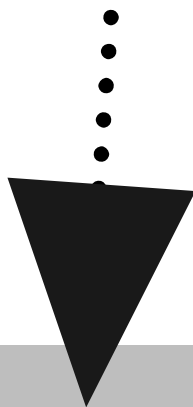
Reginald A. White  
Putnam County Archives  
Brewster, NY

Donna Witt  
White Oak, TX

Janice M. Woodward  
Marine Corps Community Services  
Camp Lejeune, NC

Maureen C. Young  
Forecast Intl Library  
Newtown, CT





## Communication with the Military Librarians Division

There are several methods of communication with and within the Division.

The Division discussion list, **SLA-DMIL** is an excellent tool. Any division member may send a message to it – the list is moderated so your message will be approved prior to distribution.

To subscribe to the Discussion List:

Send a message to: [lists@lists.sla.org](mailto:lists@lists.sla.org)

Leave the subject line blank.

In the body of the message type:

Subscribe SLA-DMIL first\_name last\_name

For example: in the body of the message, type:  
Subscribe SLA-DMIL Joan Smith

Every message received should tell you how to unsubscribe if you wish.

Tanny Franco is the list moderator. She can be reached at [tfranco@dtic.mil](mailto:tfranco@dtic.mil) or at (703) 767-8027 DSN: 427-8027.

The Division Website at < <http://www.sla.org/division/dmil/> > includes links to Webmaster, Discussion list moderator, Division officers and Committee chairs, past issues of *The Military Librarian*, and links to the current MLW page. □

## Modern Archives Institute

By Tracy Landfried

The National Archives and Records Administration (NARA) offers a two-week course that introduces methods and gives an overview of cataloging and processing for archival holdings. The Modern Archives Institute (MAI) is offered twice a year, in January and in June. Each class comes from private and public museums, colleges and universities, and local, state, or federal government organizations; they are archivists, curators, historians, and librarians.

The MAI provides information and insight into archival processing, description, and reference. It is not library science, but it is an important related field with a different perspective on records management, preservation, conservation, reference finding aids, and collection development.

NARA has a web presence and electronic catalog with a growing number of full descriptions and some pdf copies available online. For example, many of Albert Einstein's letters to the Navy Department from 1941-42 are online. Many important or often requested items are or will be available online.

The vast majority of collections are described only in the broadest terms of agency record group and department with a narrative description of type of records. Reference in archival holdings is vastly different than reference in a library collection. Finding aids and pathfinders may be created for small holdings, but are a considerable, even insurmountable, task for larger collections.

I recently completed the course and found it fascinating. It will be helpful to anyone interested in preservation and conservation of documents, photographs, audio-visual, or electronic items.

MAI website [http://www.archives.gov/preservation/modern\\_archives\\_institute.html](http://www.archives.gov/preservation/modern_archives_institute.html) □



**BRAC** (Continued from page 1)

### Value of the Collection

The collection is usually the most costly element to replace. Although some parts of the collection are irreplaceable, e.g., out-of-print books or older periodicals not available in print, microform or online, most have an identifiable value which can be counted. It's helpful to have the latest cost figures for books, periodicals, reports and other media in your collection, from a reputable source. If you have a source you can identify for your value estimates, you will not likely be challenged regarding your figures. The ability to have a method for determining value is probably more important than the actual values you use. We all know that replacing items is very difficult and our figures are merely estimates. However, being able to justify your numbers is important.

#### Books

The book replacement value was determined from the average cost of a new book in the same subject area. I used the 2003 Bowker Annual, to measure the replacement costs of print books. The Bowker Annual provides costs in over 20 categories and also provides an average for all hardbound books. The cost is determined from prior years, i.e., the 2003 prices were developed from 2001 metrics, but that is acceptable. You know what subjects are in your collection and can decide whether to use a specific subject price or the average hardcover price for each book. I chose to use science and technology book prices because our library buys almost exclusively in those two areas. The average price for those two book categories was \$99.18 and \$93.16, respectively. I used \$95 as my factor. I could have used the average nonfiction hardcover price of \$67.32, but the higher prices are more realistic for this library, and were validated by a random selection of purchases prices made over the past year.

When measuring book replacement cost, you must include the cost of cataloging, and processing. I used a conservative \$20 per book because our cataloging and processing is done in house. I used the hourly rate of the two individuals involved in the cataloging and processing of the books, based on the number of books per hour processed and cataloged. I did not factor in the costs of the processing materials and the OCLC catalog database costs, because they were very minor, but they could be included if they amounted to a significant amount. If you have specific metrics for cataloging in your library, or pay to have cataloging outsourced, you will have those costs per book already. Book value of the 15,000 book collection = \$1,725,000.

#### Reports

The reports collection of our library included both print and microfiche copies. Although some of the materials were originally provided at no cost, they could not be replaced without payment. The value of the reports came from the prices charged by the Defense Technical Information Center (DTIC). The pricing from DTIC is a result of the number of pages of the item. The print report costs vary on a sliding scale from a low

of \$9.60 for 1 to 100 pages, to \$124.60 for 1000+ pages. The print report price of \$14.60 (100-400 pages), the average size ordered, was used as our factor. All microfiche reports cost \$5.00 regardless of pages, so that was used for replacement cost. Reports numbered 80,000 in print = \$1,168,000 and 400,000 in microfiche = \$2,000,000, making the total report value \$3,368,000.

#### Periodicals

The average cost of a current periodical subscription in our library is \$1000 per year which covers the print and online versions. We have approximately 800 archived titles and 400 current titles. The value of the current subscriptions is \$450,000 in FY 04 Which came from this year's subscription invoice.

The archive value was not easy to develop. I called the current subscription vendor (Basch) and asked for some figures to replace issues of periodicals. The figures they gave me were \$4-12. per issue. They mentioned that scientific and technical journals are usually higher. I used \$10 as the base price. When we have found issues for sale of missing journals we have often paid \$10 each for them. But we also included the labor cost of ordering and processing the journals of \$10 each for ordering and for processing. That cost equated to \$30 per journal issue replaced for all three costs combined. Our rough count of issues was 135,000 which equaled = \$4,050,000.

#### Other formats and items of value

Resources in media other than print. Don't forget to include the value of videos, audio tapes, CDs, DVDs and microforms, or anything else worth replacing. You may also want see if your collection has any historical artifacts (ship's bells, oil paintings,) maps, photographs, or artwork that has value. Most costs would again be calculated at the retail replacement cost. However, the art and historical artifacts would need independent assessments, perhaps from an antique dealer or an evaluation of current prices on E-Bay.

#### Building/Facilities Value

Our buildings were given value as facility space. For our particular exercise the only categories available were laboratory space and office space. Our facilities manager had already determined that we were to use the costs of office space. The figure assigned as the square foot multiplier replacement cost for office space was \$150. So we measured our space, and multiplied by \$150. We had a total of 14,115 square feet in three different buildings, therefore the total value equaled \$2,117,250.

Important note: We used the measurement figures that we had kept for over 15 years. That turned out to be wise since the latest facility figures had erroneously miscounted our space. They had dropped two rooms from one of our buildings that would have made a difference of over 3000 square feet = \$450,000!!!

(Continued on page 9)



BRAC (Continued from page 8)

For BRAC purposes, we were asked not just for the square feet of our building, but the cubic yards of volume. To get the cubic feet of volume multiply the square feet times the height and to convert square feet into cubic yards divide by 27.

Example:

Although some ceilings (height measure) vary from a low of 8 feet to as high as 20-30 feet, ours was a uniform 9 feet high and the volume calculation was simple. The volume in cubic yardage =  $14115 \times 9 = 127,035$  cu. ft. When divided by 27 = 4,705 cubic yards of volume.

Bob Schnare offered the most extensive advice in refurbishing, and replacing library spaces. He noted that the cost would vary depending upon the standard used to build the replacement facility. There are Naval and academic library standards which varied in their costing. Since our calculation was predetermined by our site facilities manager, we did not use those standards. I would advise you to look at them if you had to determine your own facility replacement cost as the choice of standard is critical to the cost involved. Per Bob, "It is essential that you ask to what standards the building will be built. Are they going to hold you to NAVFAC P-80 dated 1982, the Navy standard, or can you use *Planning Academic and Research Libraries*, 3rd ed by Leighton and Weber, ALA, 2000, which at least takes in technology and modern designs. Another pub is *Building Blocks*, which is good for spacial design. Lama, Scarecrow Press, 2001."

[Editor's note: Army standard is Engineering Design Guide **DG 1110-3-110, Design Guide for Libraries, Corps of Engineers, February 1983, found online at:** <http://www.usace.army.mil/inet/usace-docs/design-guides/dg1110-3-110/toc.htm> ]

### Materials and Equipment

These costs were the third element of our total value. Our material costs included shelving, furnishings and supplies. The shelving was comprised of both stationary and moveable sections of shelving. The total cost of shelving when purchased new was \$270,000. (We didn't use any inflation factor because some of the shelving was purchased recently, but you could use current purchase prices from supplier catalogs like Demco, Brodart, or Highsmith). The equipment costs were developed from the equipment database that is mandated for our site use. We used the cost of procuring the item at its cost in the database. The total cost of equipment was \$507,400. Furnishing costs for three buildings exclusive of shelving were estimated at \$50,000 for desks, modular furniture, study carrels, chairs, stools, etc. Supplies were estimated at \$5,000 which is the average cost of consumables for the last three years. Total cost of materials and equipment = \$832,400

### Total Value

We added the figures for the three categories, collection, buildings, and materials to find that the estimated total value of our library was \$12,542,650.

Of course the number is just an estimate and we recognize that it could be off as much as 10-20%. To validate this number, I queried the Space and Naval Warfare System Command (SPAWARS) System Center in San Diego which is an equivalent library in both collection and scope. Peggy Cathcart shared some figures that Kathy Wright developed before she retired, circa 2000. The SPAWARS library value was estimated at \$12 million, which made our figures look reasonable, and provided additional validation.

What I can advise you to keep in mind is the goal, which is to show that the library has a significant monetary value, AND that it would be costly to replace. Any library can use a basic process of measurement and determine its own value. But remember to have authoritative sources for your values, and be able to show how you developed the calculations. You will be able to respond to any questions regarding your value if you do. From there we wish you good luck.

I requested support from the Consortia of Naval Librarians. I was fortunate to receive guidance from others who have had experience in this or a similar situation. I am grateful to Bob Schnare (Navy War College), Greta Marlatt (Naval Postgraduate School), Ann Cashin (Naval Explosive Ordnance), Jean Hort (Navy Department Library), Peggy Cathcart, (SPAWARS Systems Center), and several others. Thank you all. □

### Write for The Military Librarian

by Tracy Landfried, Editor



Have you ever wanted to see your name or byline in print? Ever considered writing for publication? *The Military Librarian* (TML) is an excellent place to start or continue to write for your colleagues.

What would you like to see in the newsletter? How will it get there if you do not provide it? Please write an after-action report on a program, conference, or meeting. Have you experience of a recent trend to watch (or watch out) for? Have you a favorite book or website to review for your military library colleagues? Are you on the cutting edge in a specialized area? How did you do something better? What would you recommend doing or avoiding in implementing a database, online system, move, or facilities facelift?

How to start you ask? Remember the "rules" you learned in high school?

Outline your thoughts. Have a beginning, middle, and end. Write a thesis sentence or executive summary. Consider your subject, then write, write, write. Do not worry about organization, grammar, or punctuation – yet.

(Continued on page 10)

## MILITARY LIBRARIANS DIVISION OF SLA

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### Write (Continued from page 9)

Review what you have written – set it aside for a few days. Is it complete? Does it make sense? Has anything important been omitted?

Revise as necessary. Are paragraphs organized logically? Review punctuation and grammar--even if spell check or grammar check has already done so!

Write as you speak. Write in an active voice. Write with your audience in mind. Delete unnecessary words. [Read Strunk and White, *The Elements of Style*, for better advice on writing.]

And now for something you never had to do in high school. Find out if permission is required by your organization to publish in open literature. Does your supervisor or public affairs officer have to sign off on your article? If so, it will take additional time.

When your article or review (paragraph to several pages) is finished, please send it to TML. Send your article by fax, mail, or (preferably) electronically – in MS Word or other word processing software. Prefer MS Word 97 or higher or ASCII / plain text format. Send a fax if formatting may be lost in conversion to ASCII text. Indicate in your email what software and version you used in creating the document.

**Please do not use fancy fonts or formats. Our layout editors may need to modify to fit the TML format.**

Send contact information with your article. Include your byline, by [insert your name] as you want to see it in print. If your article concerns your area of expertise, please include a line or two describing your expertise and/or credentials.

Remember the 2004-2005 Division Chair, Carol Ramkey, must approve all materials appearing in Division publications (bulletin, discussion list, and website.) ☐

