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HEADQUARTERS UNITED STATES AIR FORCE
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MEMORANDUM FOR DISTRIBUTION C
ALMAJCOM-FOA/CV

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum to AFI 34-150, *Air Force Library and Information System*

By Order of the Secretary of the Air Force, this Guidance Memorandum immediately implements changes to AFI 34-150. Compliance with this Memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The attachment to this memorandum is updated to provide guidance changes that are effective immediately. An asterisk (*) indicates newly revised material.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

DANIEL R. SITTERLY, SES, USAF
Principal Deputy Assistant Secretary of the Air Force
(Manpower & Reserve Affairs)

Attachment:
Guidance Changes

ATTACHMENT

Guidance Changes

The below changes to AFI 34-150, 24 September 2014, are effective immediately.

*(ADD) 1.11. Library Service Delivery Models:

*1.11.1 AFSVA developed three library service delivery models for installation commanders' approval when considering a change to the current installation library. They are traditional, modified, and digital. When determining the best model for each installation the planning factors are: number of on-base housing units, number of dormitory residents, library rating score derived from rating systems generally accepted within the librarian community, Library Community Analysis Report, daily attendance, distance to off-base libraries, hours of operation, and number of and length of stay for transient personnel (i.e. school houses, REDFLAG, etc.). Transitioning from one library service delivery model to another requires prior concurrence with AFSVA/CC. Table 1.11 contains a chart (not all inclusive) to view capabilities associated with each library service delivery model. This table should be used to help visualize and identify what model best meets the community's needs.

*1.11.2 Traditional Library: Ideal for locations with minimal library service in the community and/or a large on-base population with limited access to off-base resources (students or large transient populations). Provide mission, education and quality of life support materials in multiple formats. Collections should be current, relevant and meet customer needs. Consider collocating in another facility, i.e., education services or community center. Meets DoD MWR library standards.

*1.11.3 Modified Library: Reduced physical footprint and necessity for a full staff. This model offers a high level of service with small physical inventory (mission, transition assistance, exceptional family member, testing support, Professional Military Education (PME), off duty education, etc.). Emphasis is on loanable pre-loaded e-readers and high quality materials (print and audio visual) for all ages. Consider collocating library operations in another facility, i.e., education services or community center.

*1.11.4 Digital Library: Installation retains a demand for study/meeting spaces and access to digital services and databases; provide a small print collection for education, CSAF and mission publications. Emphasis on personal electronic devices to access digital media and online resources. Suitable for locations with readily available and quality community-based library services. Consider collocating library operations in another facility, i.e., education services or community center.

TABLE 1.11: LIBRARY SERVICE DELIVERY MODELS

	Capabilities	Digital	Modified	Traditional
1	Access to online library resources	X	X	X
2	Wireless internet access for customers	X	X	X
3	E-reader lending services	X	X	X
4	Digital literacy assistance (tech support)	X	X	X
5	Dedicated space/building – collocated/commons	X	X	X
6	Computers for customer use	X	X	X
7	On-site desk staff	X	X	X
8	Fax, print, scan and photocopy services (NAF income)	Optional	Optional	X
9	Interlibrary loan services	Optional	Optional	X
10	CSAF's Reading List	X	X	X
11	Mission Support Collection (TAP, EFMP, Resiliency)	X	X	X
12	Children and teen programs	Optional	Optional	X
13	Study areas – individual and small group	X	X	X
14	Integrated Library System (ILS) for inventory control	Optional	X	X
15	Full time onsite professional librarian	Optional	X	X
16	Physical best seller inventory		Optional	X
17	Education/testing support materials	X	X	X
18	Collection for lending	Optional	X	X
19	Reference collection and on-site services		X	X

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 34-150

24 SEPTEMBER 2014

Services

AIR FORCE LIBRARIES



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This instruction implements Air Force Policy Directive (AFPD) 34-1, *Air Force Services*. It outlines policies for establishing and operating general, technical, academic, and special libraries. This instruction does not cover dependent schools, legal, medical, visual information, or master publication and technical order libraries. This instruction does not apply to Air National Guard (ANG), Air Force Reserve Command (AFRC), or Civil Air Patrol (CAP) libraries. This instruction requires the collection and maintenance of information protected by the *Privacy Act of 1974* as authorized in Title 10 United States Code Section 8013, *Secretary of the Air Force*. This publication generates reports as prescribed by Reports Control Symbols (RCS) HAF-SVA (A) 7140, *Library Annual Report Program (LARP)*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver authority, or alternately, to the Publication OPR for non-tiered compliance items. Submit all proposed supplements to the Air Force Personnel Center (AFPC), Services Directorate, Plans and Force Management Division, Libraries Branch (SVXL) for coordination before publishing. Refer recommended changes and questions about this publication to AFPC/SVXL using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF 847s from the field through the appropriate functional’s chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed. Tier waiver authorities as approved by the Inspector General Advisory Board have been included per AFI 33-360, *Publications and Forms Management*. Major changes include updates to **Chapter 2**, Responsibilities, and **Chapter 6**, Library Technologies. **Attachment 4**, Technical Library Operations, has been added. This publication applies to the Force Support Squadron (FSS) and any new flight/division/branch names associated with mergers at installation or higher headquarters levels. The number has been changed to correctly align under AFPD 34-1.

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Chapter 1

PURPOSE AND STRUCTURE

1.1. Program Mission. AF Libraries provide:

- 1.1.1. Information resources and services required to accomplish the AF mission.
- 1.1.2. Support to military personnel assigned to contingency operations, remote sites and military missions in accordance with (IAW) DoDI 1015.10, *Military Morale, Welfare, and Recreation Programs*.
- 1.1.3. Professional military and voluntary education program materials and services.
- 1.1.4. Facilities, resources and services to enhance the quality of life, regeneration and resiliency for authorized customers.

1.2. Authorized Libraries. Library services include facilities and programs at each installation. As Category A, mission sustaining programs, libraries are essential in meeting the organizational objectives of the AF IAW DoDI 1015.10, Enclosure 5. **(T-2)**. See **Attachment 3** for library and information activities and services that make up the multi-type AF libraries.

1.3. Opening New Libraries. Installation commanders or commanders of specialized organizations send requests to establish a library or information center to AFPC/SVXL. (T-3).

1.3.1. Installations request an AF library account number (FL) from the Major Command (MAJCOM) Department of Defense Activity Address Code (DoDAAC) monitor, which is approved by the AFPC DoDAAC approving official. The FL DoDAAC account number is a six character code that uniquely identifies a unit, activity or organization that has the authority to requisition and/or receive material. DoDAACs are issued IAW Air Force Instruction (AFI) 24-230, *Maintaining Air Force DOD Activity Codes (DODAAC)* and Department of Defense (DoD) 4000.25-6-M, *Department of Defense Activity Address Directory*.

1.3.2. Offices and units on installations may not establish new libraries, branches, or information centers without AFPC/SVXL approval.

1.3.3. Libraries with an FL require a full-time professional librarian to serve as accountable property agent for library materials. Professional librarians are also required for AF libraries to receive central appropriated funds and services. A professional librarian has earned a Masters of Library and/or Information Science degree or equivalent from an American Library Association (ALA) accredited institution.

1.4. Inactivation. Inactivation due to Base Realignment and Closure (BRAC) decisions must be phased in during the 12 months prior to effective date. Installations must comply with the inactivation schedule at **Attachment 2**. All closure requests must be signed by the installation Commander and routed through AFPC/SVI to Headquarters Air Force and the Office of the Undersecretary of Secretary of Defense (Personnel and Readiness) for coordination and approval. Requests shall include the rationale for closure, the alternative to be used in place of the closed activity, how the alternative complies with Service and DoD standards, and documentation of approval to use an alternate source. See DoDI 1015.10, Enclosure 10. **(T-2)**.

1.5. Customer Eligibility. See AFI 34-101, *Air Force Morale, Welfare and Recreation (MWR) Programs and Use Eligibility*. The installation commander determines specific eligibility requirements.

1.5.1. Non-DoD personnel enrolled in an AF or DoD sponsored education program may use library services when required by a Memorandum of Understanding (MOU) and when showing proof of current enrollment.

1.5.2. AF contractor personnel are eligible to use AF libraries IAW contract requirements and AFI 34-101, Attachment 2. Foreign military personnel are eligible for library participation IAW support agreements.

1.5.3. See AFI 34-101 for suspension, termination and denial of privileges.

1.5.4. Eligible customers must register at their installation library in order to access the network, receive services and use databases. Temporary Duty (TDY) personnel and personnel on leave are eligible to register and use AF libraries at their TDY or travel locations on a temporary basis.

1.6. Awards Program. Submit award nominations for Library Program of the Year IAW current AF guidance.

1.7. Assistance To Other Libraries. All AF libraries are an integral part of the worldwide library and information network. AF libraries provide assistance to other government and public libraries and organizations to expand access and use of scientific, technical and academic knowledge and information. This global collaboration occurs through cooperative activities such as interlibrary loan, resource sharing, research and reference support.

1.8. Staffing. AF Manpower Standards (AFMS) determine manpower authorizations for government-operated libraries.

1.8.1. Staffing variances may be implemented with approval from local manpower offices.

1.8.2. Staffing authorizations for non-general libraries are determined by local manpower offices.

1.8.3. Contract and NAF library staff includes professional librarians with master's degrees in library and/or information sciences from an ALA accredited program and sufficient numbers of support staff to accomplish requirements in the contract, DDLS and this instruction.

1.8.4. Key personnel include a full-time professional librarian, library technical information specialist, and lead library technician.

1.9. Positions. All personnel in general libraries share and rotate uncommon tours of duty. Personnel, grades, position, total hours worked for the FY and date position vacated, if applicable, will be listed on the Library Annual Report Program (LARP).

1.9.1. Classification and qualification of library personnel are based on the Office of Personal Management (OPM) Qualification and Classification Standards. Professional positions are classified in the General Schedule (GS) 1410 (Librarian) or GS 1412 (Technical Information Specialist) series. Technicians are classified in the GS 1411 series. The AF Career Program assists with GS staff recruitment and placement. FSS Human Resources offices assist with NAF personnel recruitment and placement.

1.9.2. New and changing technologies require professional technical support on-site. The technical information specialist 1412 series is used for library technology positions.

1.9.3. The use of volunteers in library activities must be IAW AFI 36-3009, *Airman and Family Readiness Centers*, and AFI 34-101. Volunteers will not be used to displace paid employees or in lieu of filling authorized paid personnel positions.

1.10. Training. To maintain core competencies and current awareness of industry standards, continuing education and training is essential and required for all library personnel IAW DoDLS.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. AFPC/SVXL

- 2.1.1. Directs AF library programs. Determines requirements and prepares instructions.
- 2.1.2. Develops program goals, guidance, standards and initiatives. Evaluates library programs, services, productivity and compliance with established standards. Analyzes data and consolidates reports for AF, DoD and federal committees and agencies.
- 2.1.3. Directs the central APF acquisitions program; prepares budgets and Program Objective Memorandum (POM) submissions for central library APFs; manages the execution and obligation of all central APFs. Participates in the Federal Library and Information Network (FEDLINK) to obtain economies of scale with consolidated purchases.
- 2.1.4. Provides professional technical guidance to AF agencies, MAJCOMs and installations regarding library matters with AF-wide impact. Advocates program initiatives and priorities to leadership.
- 2.1.5. Conducts staff assistance visits when requested by installations or Field Operating Agencies (FOA). Provides orientation and training for all new library directors within 90 days of appointment.
- 2.1.6. Serves as point of contact for FOA libraries and information centers.
- 2.1.7. Recommends approval or cancellation of DoDAAC accounts for libraries.
- 2.1.8. Collaborates with library directors to accomplish AF goals.
- 2.1.9. Provides technical guidance, support and oversight to libraries. Advocates program initiatives and priorities to Force Support leadership.
- 2.1.10. Plans, develops and conducts training courses through workshops, webinars, and other virtual capabilities.
- 2.1.11. Plans and implements automated services and systems.
- 2.1.12. Reviews facility construction projects and provides recommendations to AFPC/SVI and installation level POCs.
- 2.1.13. Develops AF general library Unit Compliance Inspection (UCI) checklists IAW current AF requirements and guidance.
- 2.1.14. Participates in professional organizations and attends library and information conferences. Serves as a member of the DoD MWR Joint Library Forum, the Federal Library and Information Center Committee (FLICC) and other DoD or Federal library groups as required. Collaborates with internal and external peers, consortia and associations and various AF, DoD and federal agencies.

2.2. Library Director:

2.2.1. Develops and updates a long range plan in conjunction with the *DoD Joint MWR Libraries Strategic Plan* and AF goals and initiatives. Collaborates and partners at all levels to accomplish AF library goals.

2.2.2. Supervises library and information services to meet customer needs and the standards listed in [Attachment 5](#).

2.2.3. Ensures that library staff includes personnel with professional experience in reference work, including online and electronic search and retrieval and bibliographic instruction. Technical Information Specialists will have a Bachelor's Degree in Computer or Information Services or applicable computer systems, database administration, hardware maintenance and repair, web page development and network experience.

2.2.4. Responds to requests for data or information from AFPC/SVXL, MAJCOM, or local headquarters upon request.

2.2.5. Ensures the library meets standards established by this AFI and DoDLS.

2.2.6. Participates in annual training programs. New library directors attend the first available Activity Manager's Class at the AFPC Services Directorate, Lackland AFB Texas, pending funding availability.

2.2.7. Develops staff training plans and ensures staff receives annual training. Training should be library-specific and may include online computer based training, webinars, on-site and local library association or consortia opportunities.

2.2.8. Uses market survey data and local mission, education and customer surveys to develop and implement a marketing plan for the installation library.

2.2.9. Prepares local APF and NAF budgets as well as central APF budgets; manages financial resources. **(T-2)**.

2.2.9.1. Submits local budgets; include training, marketing, collection upgrades, lease plans, supplies, computers, hardware and software, furniture and other equipment cost estimates.

2.2.10. Uses central library APFs as directed on the AFLIS web page.

2.2.11. Maintains and implements a current collection development plan, technology plan, operating instructions, training plans for each position, disaster recovery plan, self-inspection plan, continuity notebooks and policy manuals.

2.2.12. Conducts annual facility assessment to validate needs. Ensures facility construction, renovation or rehabilitation plans comply with the DoD MIL-HDBK 1190 and UFC 4-740-20F Design Guide. Submits and tracks AF 332, *Base Civil Engineer Work Request*.

2.2.13. Completes the LARP and DoDLS by 1 November each FY. **(T-3)**.

2.3. Technical Library Director:

2.3.1. Establishes policies and procedures for managing the library and associated collections in units, departments and branches that serve scientists, engineers, managers and other organizations.

2.3.2. Advocates the library's integral value to Research and Development, and/or other mission-related efforts. Asserts the importance and integration of information resources to new and changing programs. Advocates return on investment and efficiencies through distribution and delivery of well-organized information, rights management and accessibility.

2.3.3. Prepares budgets and other financial documentation. Manages financial resources. Procures technical information for the scientific and technical community to support information requirements.

2.3.4. Ensures reference staff has professional expertise and experience in reference work, including digital, online and traditional materials and services. Reference staff tailors work to meet specific mission and security requirements using commercial and government databases.

2.3.5. Supports the organizational portal by using various content formats such as classification and indexing, library database maintenance, retrieval and search methodologies and document management.

2.3.6. Ensures library participation in content organization to deliver accurate, timely information; organizes information resources and establishes an information taxonomy for organizational specific information.

2.3.6.1. Uses web publishing and database tools to import, integrate and index information from internal documents and databases, newspapers and journals.

2.3.6.2. Provides current awareness services in support of the mission such as vendor alerts, e-newsletters and web logs.

2.3.7. Ensures library facility, furnishings and equipment reflect technical and research requirements. Coordinates construction, renovation and rehabilitation projects.

2.3.8. Participates in professional organizations and attends library and information conferences annually. Collaborates with internal and external peers, consortia and associations and various AF, DoD and federal agencies.

2.3.9. Coordinates and manages contracts for library materials, services and personnel.

2.3.10. Completes the LARP 1 November each FY.

2.3.11. Maintains a repository for technical efforts produced on site and ensures a copy is submitted to the Defense Technical Information Center (DTIC).

2.4. Academic Library Director:

2.4.1. Establishes policies and procedures for managing the library and associated collections in units, departments and branches that serve students, faculty and other organizations.

2.4.2. Advocates the integral value of libraries to curriculum and research. Asserts the importance and integration of information resources to new and changing programs.

2.4.3. Represents the institution at conferences and meetings; coordinates donations, exhibits and special tours with various groups and visitors. Collaborates with internal and external institutional peers, consortia and various AF and DoD agencies.

- 2.4.4. Participates in a variety of institutional functions and processes such as strategic planning, accreditation, academic freedom and distributed learning.
- 2.4.5. Prepares budgets and other financial documentation. Manages financial resources.
- 2.4.6. Conducts regular library assessments to tailor policies, resources and services to institutional requirements.
- 2.4.7. Develops and manages collections in accordance with the academic mission; evaluates, selects and de-selects materials; controls inventory; and maintains and develops special collections. Implements preservation and protection measures.
- 2.4.8. Ensures staffing expertise and continuing training necessary to support the academic requirements of the institution.
- 2.4.9. Collaborates with faculty to identify library instructional requirements and collection development needs to support the institution's curriculum and faculty research.
- 2.4.10. Supports research and curriculum assignments through individual and group instruction to library users in the retrieval and use of print and electronic library resources.
- 2.4.11. Delivers general and comprehensive reference services, including print, non-print and electronic resources, to faculty, students and other personnel.
- 2.4.12. Evaluates, selects, maintains, upgrades and operates the library's electronic tools, including the online integrated library system. Ensures the infrastructure supports access to electronic resources to both in-house and remote users.
- 2.4.13. Develops and applies cataloging and processing procedures for all materials within the library collection, entering such bibliographic data into appropriate international databases and online information systems.
- 2.4.14. May maintain archives for agency or other installation functions.
- 2.4.15. Ensures library facility, furnishings and equipment match academic requirements. Coordinates construction, renovation and rehabilitation projects.
- 2.4.16. Completes the LARP by 1 November each FY and responds to assigned suspenses through chain of command.

Chapter 3

LIBRARY OPERATIONAL REQUIREMENTS

3.1. Program Standards. Operate libraries to meet published professional standards and guidelines at [Attachment 4](#) and current industry practices. General libraries comply with the standards defined in DoD Library Standards (DoDLS) to the maximum extent possible. (T-2).

3.2. Public Services. Libraries provide services based on customer needs, survey data and other marketing methods, activity standards and DoDLS. Librarians conduct an annual review of customer satisfaction and analyze results for enhancements to operations, collections, facilities, equipment and services. Libraries provide the following services:

3.2.1. Interlibrary Loan (ILL) Services. Participate in local, state, regional and national ILL networks to improve the quality of library and information service to customers and increase cost-effectiveness. Adhere to the ILL Code for the United States. Libraries are authorized to charge ILL costs to an AF library centrally funded account. Libraries maintain a written ILL policy and ensure that all ILL requests conform to the requirements of local lending protocol and the copyright law. Librarians maintain records of ILL requests and their fulfillment for three calendar years after the request date IAW guidelines from the Commission on New Technological Uses of Copyrighted Works.

3.2.2. Document Delivery Services. Utilize document delivery services for articles not available in the collection or databases. Librarians are authorized to use AF library centrally funded document delivery accounts when available.

3.2.3. Online Access. Provide customers and staff access to commercial and military networks, professional databases and other web-based resources. An Integrated Library System (ILS) is required for online access to collections and for inventory control. The ILS also maintains usage statistics and other LARP data.

3.2.4. Libraries provide support services in the areas listed below. Academic and technical libraries support their parent organization's mission.

3.2.4.1. Mission support services. Include orientation classes for organizational representatives, briefings for commander's calls, ILL services, reference and research support, document delivery services and online databases. Use central appropriated funds (CAPF) transferred by the MAJCOM or FOA to procure mission essential and technical publications IAW AFI 65-601, Volume 1, *Budget Guidance and Procedures*, paragraph 4.38.

3.2.4.2. Contingency operations and remote site support. Libraries provide materials and resources to contingency operations, including pre-departure needs, and remote sites IAW War Mobilization Plan-1, *Services Supplement*, paragraphs 5.3.8.1. and 5.3.8.2. and Appendix 4, *Services Wartime Planning Factors*, paragraph 9. Materials may include, but are not limited to, paperbacks, periodicals and audiovisual media, depending on customer needs at the site.

3.2.4.3. Education support services. Libraries provide academic support IAW AFI 36-2306, *Voluntary Education Program*. Include research skill and orientation classes, reference assistance and coordination of off-campus library support. Librarians

participate on the Base Education Planning and Advisory Committee (BEPAC) or a similar group to ensure continuing communication with academic institutions, the installation education office and leadership in support of the Voluntary Education Program. Libraries also provide support for professional military education (PME) courses, including but not limited to reserve materials, supplemental readings, reference assistance and research support. Librarians refer requests for test proctoring to the Education and Training Section (ETS) chief.

3.2.4.4. Quality of life support services. Include all programs and services that enhance the quality of life and resiliency for military personnel and families. Provide services to children and youth, including story hours and summer reading programs. Conduct adult and teen programs IAW activity standards. Promote literacy, lifelong learning and self-development. Include program descriptions and attendance in the LARP.

3.2.5. Library customer service hours per week are determined by customer need and category of service. The following defines the appropriate level of service and categorizes AF libraries based on staffing: Large libraries have six or more Full Time Equivalent (FTE) employees and operate 51-60 customer hours per week; medium libraries have four to six FTE employees and operate 41-50 customer hours per week; and small libraries have three FTE employees and operate 30-40 hours per week. To ensure compliance with DoD morale, welfare and recreation program Library standards, Air Force Libraries will be open at least one evening per week and one weekend day (Saturday or Sunday) to accommodate student and family needs. Consider installation mission, remote and isolated status, on-base population and other factors such as student load, when determining library hours of operation.

3.2.6. Class A, defense switched network (DSN), defense information system network (DISN) and commercial business telephone lines with routers and modems for data transmission. Include sufficient band width to support online reference and resource sharing. Library staff computers must be connected to the installation network and added to the installation Combat Information Transport System (CITS) plan for connectivity to ensure reliable access to electronic, mission-essential information. Commercial long distance telephone access is required for contacting industry related agencies and vendors.

3.2.7. Customer use equipment, including but not limited to: computers with office software, printers, copiers, fax machines, scanners, audio and video equipment, and electronic book readers and other media devices.

3.2.7.1. Personal use of library customer computer resources by eligible users is authorized. See AFI 33-129, *Web Management and Internet Use*. Libraries must follow guidelines IAWAFI 31-401, *Information Security Program Management*; DoD 5500.7-R, *Joint Ethics Regulation (JER)*; AFI 33-115V1, *Network Operations (NETOPS)*; AFI 33-129, *Web Management and Internet Use*; and AFI 33-200, *Information Assurance (IA) Management*. Contact the local installation network control center for applicable instructions.

3.3. Facilities. Libraries use space criteria and design standards specified in DoD Military Handbook (MIL-HDBK) 1190, *Facility Planning and Design Guide*; AFI 32-1024, *Standard Facility Requirements*; AFMAN32-1084, *Facility Requirements*; and UFC 4-740-20F, *Unified Facilities Criteria - Design: Libraries*. Use current industry standards to ensure state-of-the-art

facilities; heating, ventilating and air conditioning systems; furnishings; and equipment. Collocate with education or other programs where feasible. Organizational missions of academic and technical libraries determine space criteria and design standards.

3.3.1. Follow guidance for temperature and humidity control as outlined in DoD MIL-HDBK 1190; request waivers locally as required to meet specifications for operation of equipment and preservation of materials.

3.3.2. Facilities will not be used to provide office, work or storage space for functions not specifically related to library services. Large study rooms and multi-purpose rooms may be used by other organizations for meetings, study groups or classes.

3.3.3. As Category A programs, libraries are authorized appropriated fund custodial support at levels identified in the installation contract for custodial support IAW DoDI 1015.10 and AFI 65-106, *Appropriated Fund Support to Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFI)*.

3.4. Collection Management. Library Directors determine the size and scope of their collections by assessing the quality and currency of materials, customer needs and physical space. Librarians follow these guidelines:

3.4.1. Collections must include materials to support AF initiatives, organizational mission and technical requirements, professional military and voluntary education programs, lifelong learning and quality of life for adults, teens and children. Lease or rental plans support new missions, special initiatives and quality of life. Lease plans provide multiple copies of newly published items to meet customer demand.

3.4.2. Select materials using subject specialist input, professional journals, bibliographic tools and collection analysis. Also use ILL indicators, customer requests and market surveys for collection development.

3.4.3. Provide information in print, non-print and electronic formats; utilize new technologies to maximize information access. Ensure customers have convenient access to information in online databases and other electronic products.

3.4.4. Follow the *ALA Bill of Rights* to ensure that the selection process is free from censorship. Apply the principles of intellectual freedom, not only in selection, but also in all aspects of service, by implementing the *Interpretations of the Library Bill of Rights*, the *Privacy Act*, and the procedures for handling complaints set forth in the *Intellectual Freedom Manual* and updates from the ALA Office of Intellectual Freedom. Adherence to federal regulations takes precedence.

3.4.5. Establish a written collection management plan to ensure collections meet customer needs. Evaluate collections regularly to eliminate old, obsolete and worn materials and implement an inventory plan using current professional methods. Libraries conduct a complete inventory every five years to validate holdings and bibliographic records. Establish and update the collection development plan annually and include subject areas needed, collection strengths and weaknesses, and collection goals. Online Computer Library Center (OCLC) WorldCat Collection Analysis may be used to assist in collection evaluation, comparison and planning. At a minimum, analyze the number of holdings, turnover rates and publication dates for each Dewey Decimal Classification (DDC).

3.4.5.1. The collection plan includes a shelf maintenance schedule to emphasize weeding, shifting and DDC organization to optimize customer access. Weed 3-5% of the collection annually to increase usage, retain currency and eliminate worn or obsolete materials.

3.4.6. Special, scientific or technical library and technical information center collections must provide current, in-depth materials in direct support of the parent organization's mission.

3.4.7. Determine academic library collections IAW curricula and accreditation standards.

3.5. Training. Librarians attend the AF Training Workshop and other professional training courses or conferences when available IAW DoDLS and the library activity standard requirements. Librarians and staff may participate in online courses, webinars and other virtual training.

3.5.1. All new librarians review training documents located on the AFPC Force Support Knowledge Center (FSKC) and other applicable web sites. New library directors must attend the Activity Managers Course held at AFPC/SV within one year of assuming the director's position. The AF Services prerequisite computer based training course must be completed at least two weeks prior to attending the course.

3.5.2. Librarians develop training plans to ensure that all personnel are technically competent in their jobs. Ensure all staff are cross-trained and able to help customers complete circulation transactions, locate materials, operate all public access equipment and use various library technologies.

3.5.3. All staff members using AFLIS must complete the online AFLIS training module within one month of being assigned.

3.6. Technical Services. Libraries use current technology and centrally contracted services to acquire, catalog and process materials.

3.6.1. Use centrally funded cataloging service contracts or OCLC services for cataloging records and enter holdings in the OCLC Online Library Union Catalog (OLUC). Other cataloging services may be used upon approval from AFPC/SVXL. When materials are deleted from the collection, holdings must also be removed from OCLC and/or other cataloging sources.

3.6.1.1. Holdings in the Integrated Library System (ILS) should accurately reflect OCLC records for disaster recovery purposes.

3.6.2. Libraries use the DDC for materials and Library of Congress (LC) subject headings. Automated cataloging systems use the most current LC cataloging format.

3.6.3. Technical and academic libraries normally use the LC classification system for books. Technical Reports (TR) from most agencies are cataloged in the Committee on Scientific and Technical Information (COSATI) format, following COSATI rules.

3.6.3.1. Small technical libraries may use the DDC system.

3.6.4. Process permanent collection materials and make available for circulation within 30 workdays of receipt. Bulk end-of-year buys resulting in additional work overload for staff

should be processed within 60 days of receipt to optimize customer service. Place leased collection materials in circulation within 48 hours of receipt.

3.7. Supplies and Equipment. Library staff acquire specialized supplies and industry standard furniture and equipment. Provide equipment specified in **paragraphs 3.2.6** and **3.2.7**. See **Chapter 4** for allowable fees and charges. See the Allowance Standards (AS) listing in **Attachment 5** for equipment authorizations.

3.8. Official Mail. Libraries may use official and priority mail for all transactions, including interlibrary loans, as specified by DoD 4525.8-M, *DoD Official Mail Manual*. Libraries will not be charged for mailing official mail such as overdue notices, interlibrary loans and other official correspondence in connection with the mission. E-mail notifications are preferred to save postage costs.

3.9. Marketing and Public Relations. Library directors conduct aggressive advocacy, marketing and public relations programs to promote library and information services, as well as to obtain funding, staffing, facility improvements and community involvement. Use AF approved social media applications to the maximum extent possible. Librarians use market survey data to identify and analyze market trends and to develop a marketing plan. Annual customer satisfaction surveys should address mission, readiness, education and quality of life support. Report survey results and changes initiated in each like section of the LARP narrative. Libraries are authorized marketing support IAW AFI 34-104, *Services Marketing and Publicity Program*.

3.10. Accountability Records. Maintain property custodian records, requisition and purchase orders, salvage and inventory control documents, written follow-ups and memos in official files IAW AFI 33-322, *Records Management Program*, and the AF Records Disposition Schedule. Official file plans are required for all AF libraries. See also AFI 23-111, Management of Government Property in Possession of the Air Force.

3.10.1. Accountable Property Agent. The organizational commander appoints a professional librarian as the accountable property agent for all materials and equipment in an official memorandum. **(T-3)**. In contract libraries, an accountable officer other than a contract employee must be appointed as the property agent to ensure responsibility for materials and equipment. The organizational commander or director, or the commander of a specialized organization with a library or information center, appoints an interim accountable property agent during periods when librarian is not assigned. **(T-3)**. Keep original memorandums in official files with a printout of the ILS balance record reports; see **paragraph 3.10.2**. Send one copy of each memorandum to the headquarters library office whenever a new librarian or interim accountable property agent is appointed.

3.10.2. Balance Records. Generate an ILS balance record report at the end of each fiscal year (FY) or when needed to provide a chronological record of each type of material added to or removed from the collection.

3.10.3. Shelf List Records. Librarians maintain the ILS database, which provides an official shelf list record for every item in the permanent collection. The permanent collection consists of items purchased with central or local funds as well as donated items that have been officially added to the ILS. **(T-2)**.

3.10.4. Loaning Materials. **(T-2)**. Follow these guidelines:

3.10.4.1. Libraries may loan all materials except commercial operating systems and application software that is copyrighted or registered to a specific computer. Classified materials are managed IAW current directives.

3.10.4.2. Loan materials for a specified time limit, usually from two to three weeks; change due dates daily for better distribution of staff work.

3.10.4.3. Loan office reference collection materials to requesting units; offices provide written justification detailing the need for mission essential materials. To maintain accountability, materials issued to offices are renewed and inventoried each year. Office collection custodians sign an inventory report to verify holdings. Librarians retain office inventory reports IAW official file plan.

3.10.4.4. A valid military, civilian, dependent or contractor identification card must be used to register users. Library users must be registered to borrow materials. Prior to 30 September each year, all inactive users for the previous 18 months must be removed from the registration database.

3.10.5. Overdues. Library directors establish an aggressive notification system for enforcing the timely return of borrowed materials. Follow these guidelines:

3.10.5.1. Send the first overdue notice to personnel not later than 10 calendar days after the due date, the second notice 20 calendar days after the due date, and the third notice 30 calendar days after the due date. E-mail notification is authorized.

3.10.5.2. Libraries may not charge fines for overdue materials.

3.10.5.3. Organizational commanders recommend local disciplinary measures to ensure that personnel return materials within the prescribed time limits. **(T-3)**.

3.10.6. Replacing or Paying for Lost, Damaged or Destroyed Materials. Borrowers must replace or reimburse the library for all lost, damaged or destroyed materials. Items are considered lost when reported as such by the borrower. The following criteria apply:

3.10.6.1. Borrowers replace materials with a new copy of the same title or a title selected and approved by the librarian.

3.10.6.2. Borrowers reimburse the library for lost or damaged materials IAW the standard payment procedures outlined in DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*.

3.10.7. Property Marking of Library Materials. All materials are USAF property, regardless of the fund or procurement source. Staff members must affix property markings on all acquired materials, including those that are purchased for office use as well as donations added to the collection. Remove all property markings when withdrawing materials from the collection.

3.10.8. Inventory. **(T-2)**. Follow these guidelines:

3.10.8.1. Each newly assigned general library director must run an automated shelf-list report verifying the total holdings as of their appointment.

3.10.8.2. Librarians will conduct a shelf-list inventory of all materials at least once every 5 years. Rolling inventories may be conducted over 5 years, with a minimum of one-fifth

of the collection inventoried annually. Report inventory results and any discrepancies in the narrative section of the LARP.

3.10.8.3. Drop items that have been missing for one complete year and adjust balance records using an inventory adjustment memo. Remove item records from the ILS and OCLC or other similar union catalogs as required. Maintain statistics of withdrawn items for the LARP.

3.10.9. Disposal of Materials. Follow these guidelines:

3.10.9.1. Librarians coordinate with local Defense Reutilization and Marketing Office (DRMO) for turn-in of obsolete or irreparably worn library materials. Remove item records from the ILS, card catalog and OCLC or other similar union catalogs as required. See www.dispositionservices.dla.mil for DRMO locations and procedures.

3.10.9.2. Library directors list excess materials as well as library-specific supply items that are in usable condition on the AFLIS message center for redistribution. Send materials not claimed from the list to other DoD or Federal libraries. The LC Acquisitions, Fiscal and Support Office also accepts surplus materials. See www.loc.gov/acq/fedsur.html for current guidance.

3.10.9.3. Libraries may not sell any materials, furnishings or equipment purchased with appropriated funds (APF) or marked as AF property.

3.10.10. Disposal of Excess Equipment. Library directors coordinate disposal of serviceable equipment and furniture through established installation procedures. Dispose of nonappropriated fund (NAF) furniture and equipment IAW AFI 34-204, *Property Management*.

3.11. LARP (RCS HAF-SVA (A) 7140). Librarians of each account numbered library complete the LARP on the AFLIS resources web page. Follow guidance in the LARP workbook for reporting criteria. Include data from contract, branch, field and site libraries and reimbursable support units. Submit a copy of the signed first page of the LARP to AFPC/SVXL. This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports. **(T-3).**

3.11.1. All AF libraries must complete the AFLIS LARP and narrative by 1 November each FY.

3.11.2. AFPC/SVXL maintains the final AF consolidated LARP report.

3.12. DoDLS. AFPC/SVXL issues a suspense for general libraries to complete the DoDLS in the AFLIS online module by 1 November each FY. Librarians also submit the DoDLS signature page to AFPC/SVXL by 1 November. **(T-3).**

Chapter 4

LIBRARY FUNDING

4.1. Designated Funding Category. DoDI 1015.10 designates general libraries as MWR Category A, mission-sustaining activities funded primarily with APFs. The AF funds academic and technical libraries totally with APFs.

4.1.1. Libraries are not revenue generating activities and may not charge customers for materials and services except as stated in [paragraph 4.5](#)

4.1.2. Library personnel may not hold fund-gathering activities or sales in AF libraries due to category A designation.

4.1.3. Libraries are authorized APF and NAF support for special programs that support the mission, quality of life and promote literacy. Support from Services Marketing is authorized.

4.2. Local Appropriated Funds. Refer to AFI 65-106 for authorized local APF expenditures for support of libraries. Refer to AFI 65-601, Volume 1, *Budget Guidance and Procedures*, for guidance on unauthorized centrally funded expenditures.

4.2.1. Libraries fund leisure and recreational resources for adults, youth and children with local APFs to the maximum extent possible.

4.2.2. Library directors prepare, justify and submit an annual budget to local resource advisor or budget office IAW local directives.

4.2.3. Use local APFs to fund a copier for staff use, data fax machine, scanners, commercial and DSN telephone lines, and internet capability to meet mission, readiness, PME and voluntary education requirements and interlibrary loan services. Library staffs are authorized .mil internet access to conduct official business. Commercial Internet Service Providers (ISP) are used for customer internet access.

4.3. Central Appropriated Funds. Libraries are authorized use of central APFs except Research, Development, Test and Evaluation (RDT&E) libraries funded with 3600 funds. AFPC/SVXL allocates central APFs for purchase of materials and services that directly support the AF mission, readiness requirements and professional and voluntary education programs. See [paragraph 5.8](#) and the instructions in LEOS for types of materials and services funded with central APFs. Each library that uses authorized central funds submits an annual budget with justification and required documentation in the format requested to AFPC/SVXL by the suspense date established in the call memo.

4.4. NAFs. Libraries may not use NAFs except as specified in AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Record NAF expenses to the cost center incurring the expense. The use of NAFs are limited to specific instances where APFs are prohibited by law or where the use of NAFs are essential for the operation of a facility or program IAW AFI 34-101.

4.5. Equipment

4.5.1. NAF Equipment. Revenue generating equipment for customer use such as copiers and data fax machines, and supplies for such equipment, must be procured or leased with NAFs. Charges offset the cost of equipment, maintenance and supplies purchased or leased with

NAFs. Librarians budget for revenue generating equipment in the NAF Requirements Budget and for supplies and maintenance in the Income and Expense Budget. Income generated by the machines is justification for purchasing replacement equipment. See AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*.

4.5.2. APF Equipment. As Category A activities, all non-revenue generating equipment must be purchased and maintained with APFs. Use APFs to purchase new equipment IAW AFI 34-201, Attachment 4, to meet mission support requirements. Purchase supplies for administrative purposes and mission-essential services with APFs. Budget for equipment replacement in local APF budgets.

4.5.3. The *Copyright Law of the United States* (Public Law 94-553, Title 17 USC) as amended governs the making of photocopies or other reproductions of copyrighted material. The *Copyright Act of 1976* requires the posting of copyright notices on photocopying equipment and newer technologies that permit the duplication of copyrighted works. Post copyright visual aids by all duplicating equipment.

4.6. Other Income Sources. Libraries may accept donations and other outside funding sources. This income must be reported on the narrative section of the LARP. Refer to AFI 34-201 and AFI 51-601, *Gifts to the Department of the Air Force*, for guidance on donations.

4.6.1. Educational Funds. Colleges and universities that offer courses on installations may provide materials, equipment, supplies and services of comparable value to home campus service, and/or reference materials to support their curriculum. See AFI 36-2306, *Voluntary Education Program*.

4.6.1.1. The ETS, with input from librarians, establishes support levels in local MOUs between the Education Services Office and the college or university.

4.6.1.2. Librarians, in cooperation with instructors, field representatives, academic institution librarians and ETSS, identify needed materials, services or personnel to support voluntary education curricula.

4.6.2. Donations. Donations and gifts can never be solicited from any individual or organization. However, library directors, if asked, may identify special materials or services needed by the library to those who inquire or express an interest in wanting to support the installation library.

4.6.2.1. Donations and gifts that are offered may be accepted and processed as gifts to the AF in accordance with guidance in AFI 51-601. Follow procedures in AFI 34-201 for gifts to a NAFI. The local legal office should be consulted for assistance in processing all donations. Installation legal offices may consult with AF Judge Advocate Administrative Law – Services (JAA-S) for assistance regarding processing donations and gifts to installation MWR fund (NAFI) and other Services law related issues.

Chapter 5

CENTRAL PURCHASING PROGRAM

5.1. Purpose. AFPC/SVXL manages central appropriated funds and the central purchasing program. Central purchasing consolidates purchase requests and contracts to reduce procurement costs and realize savings through economies of scale.

5.2. Requirements Identification. AFPC/SVXL, in coordination with installation and FOA librarians, identifies mission essential organizational information requirements to command and FOA budget officers.

5.2.1. Budget officers transfer command or FOA APF funds to the central library program during AF budget calls.

5.2.2. AFI 65-601, Volume 1, paragraph 4.38., provides mission essential procurement guidance.

5.3. Defining Mission Essential Resources. Mission essential informational resources are publications and services that directly bear on the functions, initiatives and operations of AF agencies that personnel must use to make decisions and effectively carry out the installation mission.

5.4. Office/Unit Accounts.

5.4.1. MAJCOM or FOA APF transfer funds are used to centrally procure mission essential technical information publications for offices. **(T-2)**.

5.4.2. Functional commanders, division chiefs or civilian equivalents certify mission essential requirements for their organizations and appoint office custodians to manage the accounts.

5.4.3. Library directors provide training for new office account custodians as well as annual refresher training; maintain records of office account holdings; and validate office collections annually.

5.5. Organizational Exclusions. These AF organizations may not purchase mission essential publications with library central funds as they have other funding sources:

5.5.1. AFR and ANG.

5.5.2. Surgeon General (SG) and Defense Medical Programs Activity (DMPA).

5.5.3. Judge Advocate General (JAG). Refer to AFI 51-105, *Automated Legal Information Services and Library System*.

5.5.4. RDT&E activities funded exclusively with 3600 funds.

5.5.5. Depot maintenance organizations funded with AF industrial funds. Refer to DoD 7000.14-R, *Department of Defense Financial Management Regulation; Volume 2B, Budget Formulation and Presentation*.

5.5.6. Family housing referral offices. Refer to AFI 65-601, Volume 1.

5.5.7. Tenant activities funded with non-AF appropriations. Contact local host-tenant POC to determine non-AF activities on the installation.

5.5.8. Foreign military sales (FMS) activities. Refer to AFI 65-601, Volume 1.

5.5.9. Airman and Family Readiness programs. Refer to AFI 36-3009.

5.5.10. MWR Category C activities in all locations except for those at headquarters; congressionally approved remote and isolated locations IAW AFI 65-106, paragraph 3.1; and for areas involving health and safety deficiencies IAW AFI 65-106, paragraph 2.1.3.

5.5.11. Resources for CAP. These organizations have other funding sources.

5.6. Central Procurement Guidance. Libraries that are authorized central funds must use LEOS and follow the procedures in AFLIS and other guidance found on the AFLIS resources web page.

5.7. Contracting Agencies. Libraries expend central APFs through these agencies:

5.7.1. The Aeronautical Systems Center Directed Programs Office (ASC/PKE) at Wright-Patterson Air Force Base (AFB) awards contracts for consolidated orders and sole source purchases. ASC/PAK issues the Government Purchase Card (GPC) to AFPC/SVXL staff to purchase materials and services.

5.7.1.1. The AFPC/SVXL library office processes and verifies funding documents such as the AF Form 616, *Fund Cite Authorization*; AF Form 4009, *Government Purchase Card Fund Cite Authorization*; AF Form 406, *Miscellaneous Obligation/Reimbursement Document*; and DD Form 448, *Military Interdepartmental Purchase Request*. Documents are submitted electronically through AF online financial systems for funds certification.

5.7.1.2. AFPC/SVXL processes all invoices and billing documents, tracks vouchers and confirms payments via Defense Finance and Accounting Service (DFAS) electronic databases. DFAS pays all contractor bills.

5.7.2. FEDLINK, through the LC Contracting and Logistics Division, provides book, subscription, online database, document delivery, training, cataloging and processing contracts for all federal and DoD libraries.

5.7.2.1. AFPC/SVXL processes all centrally funded LC Interagency Agreements to obtain FEDLINK services.

5.7.3. AFPC/SVXL manages the centrally funded accounts for MAJCOM and FOA libraries and other specialized activities, units or agencies.

5.8. Authorized Purchases. Libraries and organizations use central APFs to purchase authorized mission essential informational materials and services in all formats. Refer to AFI 65-601, Volume 1, and AFMAN 23-110, Volume 2, Part 2. See [paragraph 4.3 \(T-2\)](#).

5.8.1. If central APFs are not available for office requirements, offices may use unit funds to purchase mission essential commercial publications. The library tracks mission essential publications for offices and reports expenditures on the LARP. If no library services or librarian is available on the installation, contact AFPC/SVI for guidance.

5.8.2. Subscriptions may be renewed against the appropriation current at the time the subscription is ordered. Obligate the entire amount of subscriptions for periodicals against

the appropriation current at the time the subscription is ordered. The subscription may extend beyond the end of the current FY or be for more than one FY. This applies also, when deliveries begin in a subsequent FY or when payments are made in installments, some of which are made in a subsequent FY. Refer to DFAS-DE 7000.4-R, *Accounting for Obligations*, paragraph C2.4.5.8.

5.8.3. Prior to expending central funds, the librarian verifies that the item being requested is not already available through existing online resources or free of charge. Advise offices of alternatives and how to access the publication. Hardcopy may still be ordered with a justification.

5.8.4. Organizational POCs should be trained and briefed on the benefits of coordinating all buys with the library regardless of funding source to ensure that these requirements are included in the future year budget.

5.9. Unauthorized Purchases. Libraries may not fund or purchase categories of materials or services listed in [Attachment 7](#) for offices, organizations or agencies. Purchase of unofficial publications, such as the *Air Force Times* and local newspapers, is generally not an appropriate expenditure of central funds for offices other than Wing or Mission Support Commanders, or equivalent; Public Affairs offices; and First Term Airmen and Leadership schools.

Chapter 6

TECHNOLOGY

6.1. Technology. Use technology to broaden and accelerate information services and to improve library management and operations. Local installations, MAJCOMs and higher headquarters fund library automation systems, including hardware, software, security, connectivity and other peripherals as needed for fully operational systems. **(T-2).**

6.1.1. Librarians document all automation projects with comprehensive project folders. Keep complete records on costs, systems evaluations, selection, maintenance, reliability, vendor responsiveness and problem areas. Include copies of approval documents such as Certification and Accreditation and Command, Control, Communications, Computer and Intelligence Support Plan.

6.1.2. Libraries provide computers with peripheral equipment and office application software IAW the most current AF standard for customer use. Wireless access will be provided if approved by the local installation. To maximize the use of computers and support customer needs, customer-use computers provide access to public modules of the ILS, electronic resources and the Internet.

6.1.3. Maintain data integrity for all automated systems, databases and services to include the most current systems and software updates and enhancements to provide accurate reporting. Maintain a trouble shooting log for tracking problems requiring vendor resolution and follow-up action until completed.

6.1.4. Provide computer labs with equipment and software IAW current AF standards.

6.1.5. Maintain web pages IAW Services and Information Assurance requirements and Public Affairs instructions.

6.2. Technology Plans. Librarians prepare and maintain a technology plan in the format at [Attachment 8](#). Include all technology projects with hardware, software and peripherals. Refer to current computer security instructions for guidance in planning and processing technology requirements.

6.3. ILS. Libraries use, at a minimum, an ILS with the following operations and services that meet current industry standards:

6.3.1. Circulation control.

6.3.2. Cataloging.

6.3.3. Online public access catalog (OPAC) with current bibliographic records.

6.3.4. Web interface.

6.4. Electronic Information Products. Libraries use electronic information products and provide online database access.

6.4.1. Products must support customer requirements. Product information is in the context of the mission, intellectual pursuit and self development.

6.4.2. Selection and acquisition are based on relevancy, accuracy, timeliness and value to the customers.

6.4.3. Product considerations include long term needs, preservation of content, archiving and duplication of existing products.

6.4.4. Products are tested for compatibility to existing library technology.

6.4.5. User access must adhere to vendor license agreements and copyright laws.

6.4.6. Collaborative and consortial buys are maximized for return on investment.

6.5. Electronic Information Services. Electronic information services assist in the customization, organization and delivery of content, and provide customer assistance. Customers use both Non-Classified Internet Protocol Router Network (NIPRNET) and commercial ISPs to access services. Customer computers require commercial ISPs to access the internet, as well as electronic information products and services. Do not charge fees for these services.

6.5.1. Librarians manage customer access based on AF guidance and vendor license agreements.

6.5.2. Electronic Advisory Services. Librarians provide customer assistance and customer feedback capability via e-mail, web pages, blogs and other approved social media applications.

6.5.3. Union OPAC. Libraries may extend union catalog and cataloging services to centralize installation information areas (e.g. Historical Office, Airmen and Family Readiness, Health and Wellness Centers, and Education offices).

6.5.4. Information Literacy. Libraries offer classes and produce electronic tutorials and pathfinders to assist customers in computer and information literacy.

6.5.5. Mission Support. Libraries market available mission resources and services on the library homepage.

6.5.6. Education Support. Libraries market available academic resources and services on the library web page and various social media applications.

6.6. Electronic Communication Systems.

6.6.1. Library staff use e-mail systems to conduct official business, conduct central purchasing and deliver information. Library staff access the AFLIS web site, message center and related sites for central resources such as DoDLS, training aids, central procurement instructions, LEOS, LARP and document delivery procedures.

6.6.2. Customers use electronic resources for e-mail, web cam and other electronic avenues to connect and communicate with deployed family members, pursue professional development and for lifelong learning activities.

6.7. AFLIS. Users must complete the DD Form 2875, *System Authorization Access Request*, with attachments, and submit to AFPC/SVXL to receive access to AFLIS modules. Use the standard web-based modules located on the AFLIS.net website to perform common functions and to utilize current AFLIS resources including, but not limited to the following modules:

6.7.1. LEOS. Used to electronically order materials with central APF funds.

6.7.2. LARP. Used for LARP data and reports for program trends and analysis, operational improvements and budget justifications.

6.7.3. Central APF Budget. Used to submit central appropriated budget annually.

6.7.4. Funds Management. Used to track local funds for easier reporting in LARP.

6.7.5. Office Account Management. Used to track purchases for offices and to perform yearly office collection inventories.

6.7.6. DoDLS. Used to complete DoD MWR library standards annually.

6.7.7. Message Center. This section contains a variety of topics such as excess lists, personnel announcements, frequently asked questions and marketing and advocacy guidance.

6.8. Systems Security. Maintain hardware and software security and safety as directed in AFI 33-200.

SAMUEL D. COX, Lieutenant General, USAF
DCS, Manpower, Personnel and Services

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DoD MIL-HDBK 1190, *Facility Planning and Design Guide*, September 1987

DFAS-DE 7000.4-R, *Accounting for Obligations*, September 2006

DFAS-DE 7010-1-R, *General Accounting and Finance Systems at Base Level*, 15 February 1991

American Library Association Bill of Rights

Copyright Law of the United States (and supplements)

Copyright Act of 1976 (and supplements)

DoD Joint MWR Libraries Strategic Plan

DoD MWR Library Standards

Intellectual Freedom Manual

Interpretations of the Library Bill of Rights

Privacy Act of 1974

UFC-4-740-20F, Unified Facilities Criteria – Design: Libraries

Adopted Forms

DD Form 448, *Military Interdepartmental Purchase Request*

DD Form 2875, *System Authorization Access Request*

AF Form 194, *Library Balance Record*

AF Form 332, *Base Civil Engineer Work Request*

AF Form 406, *Miscellaneous Obligation/Reimbursement Document*

AF Form 616, *Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

AF Form 4009, *Government Purchase Card Fund Cite Authorization*

AF Form 847, *Recommendation for Change of Publication*

AFMC Form 14, *Request for Computer-Aided Literature Search*

Abbreviations and Acronyms

ACRL—Association of College and Research Libraries

AF—Air Force

AFB—Air Force Base

AFH—Air Force Handbook

AFI—Air Force Instruction

AFLIS—Air Force Library Information System

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMS—Air Force Manpower Standard

AFPC/SVXL—Air Force Personnel Center, Services Directorate, Plans and Force Management Division, Libraries Branch

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRL—Air Force Research Laboratory

AFPC—Air Force Personnel Center

ALA—American Library Association

ANG—Air National Guard

ANSI—American National Standards Institute

APF—Appropriated Funds

AS—Allowance Standard

ASC/PKE—Aeronautical Systems Center Directed Programs Office

BEPAC—Base Education Planning and Advisory Committee

BRAC—Base Realignment and Closure

CAP—Civil Air Patrol

CAPF—Central Appropriated Funds

CITS—Combat Information Transport System

CONUS—Continental United States

COSATI—Committee on Scientific and Technical Information

CS&P—Competitive Sourcing and Privatization

DDC—Dewey Decimal Classification

DFAS—Defense Finance and Accounting Service
DISN—Defense Information System Network
DMPA—Defense Medical Programs Activity
DoD—Department of Defense
DoDAAC—Department of Defense Activity Address Code
DoDI—Department of Defense Instruction
DoDLS—Department of Defense MWR Library Standards
DRMO—Defense Reutilization and Marketing Office
DSN—Defense Switched Network
DTIC—Defense Technical Information Center
E-Mail—Electronic Mail
ETS—Education and Training Section
FEDLINK—Federal Library and Information Network
FL—Air Force Library Account
FLICC—Federal Library and Information Center Committee
FLIPS—Flight Information Publications
FMS—Foreign Military Sales
FOA—Field Operating Agency
FSKC—Force Support Knowledge Center
FSS—Force Support Squadron
FTE—Full Time Equivalent
FY—Fiscal Year
GAO—Government Accounting Office
GPC—Government Purchase Card
GS—General Schedule
HAF—Headquarters Air Force
HQ—Headquarters
IAC—Information Analysis Center
IAW—In Accordance With
ILL—Interlibrary Loan
ILS—Integrated Library System
IPA—Inter-Agency Personnel Agreement

ISP—Internet Service Provider
JAA—S – Judge Advocate Administrative Law-Services
JAG—Judge Advocate General
LARP—Library Annual Report Program
LC—Library of Congress
LEOS—Library Electronic Ordering System
LRC—Learning Resource Center
MAJCOM—Major Command
MARC—Machine Readable Cataloging
MEO—Most Efficient Organization
MIL—HDBK – Military Handbook
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MWR—Morale, Welfare and Recreation
NAF—Nonappropriated Funds
NAFI—Nonappropriated Fund Instrumentality
NASA—National Aeronautic and Space Administration
NIPRNET—Non-classified Internet Protocol Router Network
NISO—National Information Standards Organization
OCLC—Online Computer Library Center
OCONUS—Outside the Continental United States
OLUC—Online Library Union Catalog
OPAC—Online Public Access Catalog
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PDG—Professional Development Guide
POC—Point of Contact
POM—Program Objective Memorandum
PWS—Performance Work Statement
RCS—Report Control Symbol
RDS—Records Disposition Schedule
RDT&E—Research, Development, Test, and Evaluation

SG—Surgeon General
SKT—Specialty Knowledge Test
SLA—Special Libraries Association
SOW—Statement of Work
STINET—Scientific and Technical Information Network
STINFO—Scientific and Technical Information Office(r)
SVI—Services Integration Division
TDY—Temporary Duty
TR—Technical Report
UCI—Unit Compliance Inspection
USAF—United States Air Force
USAFE—United States Air Forces Europe
USAFSE—United States Air Force Supervisory Examination
VEC—Voluntary Emeritus Corp

Terms

Accountable Materials— Materials purchased with Government funds and added to AF Form 194, *Library Balance Record*, or as shown in ILS catalog.

Database Service— Online service composed of multiple databases. It is used for database searching and data retrieval. It requires the ability to develop search strategies, use Boolean logic, and other search techniques. Examples of these services are Ebscohost and Masterfile Premiere.

Dewey Decimal Classification (DDC)— A scheme developed by Melvil Dewey that divides human knowledge into ten main classes, which are further subdivided by the addition of decimal points to the whole numbers.

Integrated Library System (ILS)— A multi-module computer system with software designed to manage library functions such as inventory control, cataloging, circulation, serials and the online public access catalog (OPAC).

Memorandum of Agreement (MOA)— A Nonappropriated Fund Instrumentality (NAFI) tool to achieve mandated manpower reductions and greater efficiencies. Services may use this option to support Strategic Sourcing initiatives.

Performance Work Statement (PWS)— A document that accurately describes a service in terms of output requirements and the required quality level or standard of acceptable performance of those outputs.

Sole Source— Materials available only from a single source. Publishers who require orders be placed directly by the purchasing institution to the publisher.

Statement of Work (SOW)— Part of a Performance Based Service Contract that includes a description of Services, Service Delivery Summary (SDS), Government Furnished Property and Services, and General Information. Describes all work in terms of “what” is the required service output.

Technical Report (TR)— Any preliminary or final document for the permanent record to document significant scientific results obtained from or recommendation made on DoD sponsored or co-sponsored scientific and technical activities. A technical report is a document in which the organization offers a formal presentation of results and can be either a final or interim report.

NOTE:—Use The ALA Glossary of Library and Information Science for precise technical definitions for library and information management operations and technology.

Attachment 2

AF LIBRARY INACTIVATION SCHEDULE FOR BRAC LIBRARIES

Table A2.1. AF Library Inactivation Schedule for BRAC

Programmed Action	Responsible Staff Agency	Action Agency	When
Inventory and weed collection, salvage all old, obsolete and worn items; drop missing items from balance record.	AFPC/SVI	Library	D - 360
Terminate procurement of library materials.	AFPC/SVI	Library	D - 210
Modify statement of work and library services contract if necessary. Evaluate all existing library contracts.	AFPC/SVI	Library/FSS	D - 210
Do not recruit for librarian if position becomes vacant 12 months prior to installation closure.	FSS	FSS	D - 210
Program Staff Assistance Visits at beginning of deactivation or as needed.	AFPC/SVI	FSS	D - 210
Reprogram central APFs.	AFPC/SVXL	AFPC/SVXL	D - 180
Reduce operating hours of library IAW phase down of base.	FSS	Library	D - 150
Establish and publicize library closing date.	FSS	Library	D - 120
Prepare and furnish to vendor new ship-to addresses for periodicals not expiring before closure.	AFPC/SVXL	Library	D - 120
Cancel book rental plan, notify contractor and return books to vendor.	FSS	Library	D - 90
Cancel MARCIVE, GPO, OCLC and other deposit or service accounts; transfer remaining funds to another account numbered library.	AFPC/SVXL	FSS	D - 90
Submit request to remove all holdings from OCLC account.	AFPC/SVXL	FSS	D-90
Terminate circulation and recall all library materials.	FSS	Library	D - 60
Close library to customers.	FSS	Library	D - 60
Return all leased materials and clear account.	FSS	Library	D - 60
Recall all office collection materials or sign materials permanently to organizations.	FSS	Library	D - 30
Request cancellation of FL Account (DoDAAC).	AFPC/SVXL	FSS	D - 30
Prepare final library report and forward to AFPC/SVXL.	FSS	Library	D - 30
Prepare administrative files for retirement.	FSS	Library	D - 30
Dispose of library records IAW AFMAN 33-363.	A1/IM	Library	D - 30
Delete borrower information from automated system.	FSS	Library	D - 5
Close library.	FSS	Library	D - 0

Attachment 3

LIBRARIES AND INFORMATION SERVICES

A3.1. General libraries meet the complex, multifaceted information needs of the military community as well as provide quality-of-life support. Libraries support mission, readiness, professional education, voluntary and technical education and personal information requirements; encourage self-development; promote literacy; and improve quality of life.

A3.2. Academic libraries are an integral part of the instructional and professional development programs of either an AF formal school or a college-level educational institution.

A3.3. Scientific or technical libraries and information centers provide information to personnel who work in RDT&E programs or support other technical functions.

A3.3.1. Information centers operate in close cooperation with the scientific and technical information officer (STINFO). Professional librarians or information specialists may be designated as the STINFO. See [Attachment 4](#).

A3.4. Contractor-Operated, Most Efficient Organization (MEO) and NAFI MOA libraries are identified to AFPC/SVXL by the FSS. Contract, MEO and NAFI MOA operations are part of the AF library program and must comply with applicable directives and instructions and meet program standards.

A3.4.1. Any contract document used for the description of services when contracting for general library services must address this instruction and DoDLS.

A3.4.2. Professional librarians or information specialists with a Masters Degree from an ALA accredited program operate contract, MEO and NAFI MOA libraries.

A3.4.3. Professional library staff in contract, MEO and MOA general libraries have applicable degrees and qualifications. Reference librarians have professional expertise and experience in reference work, including online search and retrieval skills using commercial and government databases as well as with traditional materials, services and bibliographic instruction. Technical Information Specialists have a Bachelor's Degree in Computer or Information Sciences and/or applicable library computer systems and/or local/wide area network experience. Full-time positions are required for key personnel: library director, reference librarians or technical information specialists, and lead library technician.

A3.4.4. AFPC/SVXL maintains a list of key personnel and library staff prior to the start of any contract and updates as staff changes occur.

A3.5. Library directors establish office reference collections when an organization needs reference materials on hand to meet mission essential informational requirements. Quasi-libraries, or small libraries formed by an activity to house oversized office collections and managed by administrative staff or clerks should not be created. Exceptions are communications/computer documentation libraries and TR or equipment manual collections.

A3.6. Extension services include the following types of libraries:

A3.6.1. Branch Libraries offer a full range of materials and services. They have set operating hours, separate quarters, paid staff and a basic collection of materials. A main library directs branch operations.

A3.6.2. Field Libraries house a collection of general reading materials issued from a library to an AF, DoD or State Department activity for which AF has support responsibility (see DoDI 1015.10, Enclosure 8). Field libraries may or may not have set operating hours or paid staff and may operate on the honor system.

A3.6.3. Site Libraries house a collection of print and non-print materials issued to a remote location at the request of the local installation or squadron commander to enhance library services. It may or may not have paid staff and set operating hours. It is under the administration of the local site commander and is serviced from a library.

A3.6.4. Special Distributions. AFPC/SVXL sends regular or periodic shipments of paperback books, magazines, newspapers and audio visual materials as indicated below:

A3.6.4.1. Refer to the AF/AISO War Mobility Plan, Annex GG, for guidance on library support to deployed personnel. Support of short term, emergency Outside the Continental United States (OCONUS) contingency operations, deployments and remote sites will be provided by AFPC/SVXL. Taskings for additional support must be routed through chain of command for official approval.

A3.6.4.2. Learning Resource Centers (LRC) for deployment support will be provided by the owning MAJCOM or FOA. AFPC/SVXL provides direct support to downrange LRCs through the following: budgeting, requisition, cataloging, processing and shipping of all mission, educational and quality of life materials in a variety of platforms; management and maintenance of the Integrated Library Management System used for inventory control, circulation and cataloging; development and provision of in-person and virtual training for all LRC Managers (deployed and contracted) and Quality Assurance Evaluators; design and maintenance of the LRC Portal web page, which provides online access to all digital resources, links, forms, instructions and training materials necessary for day-to-day LRC operations; online library functional access and authenticated access to online resources for all LRC library card holders via Online Public Access Catalog; and professional reference services.

A3.6.4.3. Library support for all Continental United States (CONUS) remote sites will be provided by the closest AF installation library upon request from the owning MAJCOM.

A3.6.4.4. Library support for other foreign military missions is specified in DoDI 1015.10, Enclosure 8.

Attachment 4

TECHNICAL LIBRARY OPERATIONS

A4.1. Purpose and Structure.

A4.1.1. Technical libraries enable and enhance access to scientific and engineering information. These specialized libraries provide relevant and timely information using new information technologies and the technical librarians' expertise. Research librarians provide scientists and engineers with information required to capitalize on prior research, prevent redundant research, help researchers maintain their expertise and share research results. When appropriate to its mission, the libraries interface, collaborate, support or use other technical library data, information or knowledge-based initiatives, platforms or tools.

A4.1.2. Technical library collections focus on science, engineering and other specialized areas of research. Technical libraries acquire and manage in-depth, specialized information resources and services tailored to the needs of technical organizations. They serve the real-time, daily needs of research personnel; a broad range of research and development projects; and the associated information requirements that directly affect the course of those projects.

A4.1.3. AF Materiel Command (AFMC) Technical Library Council. The AFMC technical libraries belong to a multi-site consortium, the AFMC Technical Library Council, and host periodic face-to-face meetings, video teleconferences and phone conferences. Key library personnel attend these meetings.

A4.1.4. Customer Eligibility. Customers eligible for service at technical libraries include the technical organization researchers working on the installation, all AFMC and AFRL personnel, authorized contractors and any other installation organizations with which the library has agreements. Special categories of customers include contractors; visiting faculty or scientists; foreign nationals; Inter-agency Personnel Agreements (IPAs); students; Voluntary Emeritus Corps (VEC); VEC employed by a contractor; and retirees.

A4.1.4.1. Contractors. Additional registration requirements include signatures of government monitor and company officer authorized to expend funds. Registration requirements include government awareness of contractor requests and company officers agreeing to compensate for lost or damaged materials. Special precautions must be taken to ensure that certain types of limited or proprietary information are not released to contractors.

A4.1.4.2. Students or visiting faculty or scientists are considered in a similar category as contractor personnel in terms of services provided and registration requirements. Registration requires the signature of a government sponsor who will be responsible and monitor any service needs.

A4.1.4.3. Foreign nationals assigned to AFMC or AFRL are eligible for library service by virtue of being an AFMC employee, however, they do not have access to the AFMC network.

A4.1.4.4. IPAs are considered AFMC personnel and as such are eligible for library service.

A4.1.4.5. VEC can be considered government employees and therefore eligible for library services. They are also qualified to see DoD or government-only data. A government supervisor or branch chief must certify their need to know for using classified information.

A4.1.4.6. VEC employed by a contractor. The technical library's organization determines whether the VEC sees limited (proprietary, DoD-only or government-only) documents. Release of documents is situational and depends on whether there would be a conflict of interest between the company and the VEC's project. In this case, consult with the local legal office and release documents only to a government sponsor.

A4.1.4.7. Retirees are generally referred to the installation library as their servicing library. They may be allowed to use resources within the technical library on a site-specific basis.

A4.2. Operational Requirements.

A4.2.1. Facilities. Each research and development site shall be responsible for establishing and maintaining an on-site technical library devoted primarily to serving site personnel. See [paragraph 2.3](#) These guidelines provide criteria for determining program requirements, site evaluation, site planning and overall facility design.

A4.2.2. Collection Development and Management. Libraries provide an appropriate mix of print, electronic and multimedia resources consistent with local needs and leveraging corporately-purchased resources. Librarians prepare a collection development plan which describes the scope of the library collection, areas of interest, and selection, acquisition, preservation and deselection procedures. The plan addresses TRs such as those produced locally or acquired through DTIC and National Aeronautics and Space Administration (NASA). The plan also addresses space management in existing facilities and requirements for remote storage access and delivery.

A4.2.3. Acquisition of Electronic Resources. Technical libraries procure commercially-developed electronic journal and database platforms. Wherever possible, and consistent with technical library business practices, libraries leverage industry-developed resources, recognizing that maintenance and continual upgrading are best performed by the private sector. Open source software alternatives are researched and a list is provided to customers upon request.

A4.2.4. Special Acquisitions. Under special circumstances and contingent on available funding, libraries obtain, upon request, mission-essential publications that might not be available via interlibrary loan, may be needed quickly, or that a customer recommends as a permanent addition to the collection. All efforts shall be made to meet the format or language needs of the requestor. Technical libraries generally do not acquire multiple copies to be distributed at the discretion of a requestor. Refer to [paragraph 3.6](#)

A4.2.5. Use of Government purchase card for office collections. IAW AFI 64-117, *Air Force Government-Wide Purchase Card (GPC) Program*, for books, periodicals or manuals in direct support of the mission of the technical library, offices coordinate with the library to determine if library funds are authorized and available or if a copy is available for review.

A4.2.6. Vaults, Secure Rooms, and Safes. Library personnel staff and maintain vaults, secure rooms or safes to house limited and classified documents. Librarians develop procedures, consistent with proper security practices, to allow access to the documents.

A4.2.7. Technical Literature. Librarians coordinate with the local Scientific and Technical Information Office (STINFO) Officer and with DTIC to preserve, protect and provide access to the technical literature. Installation produced technical efforts include, but are not limited to TRs, technical memos and technical papers. All technical literature produced by local scientists and engineers are accessible through the DTIC database.

A4.2.7.1. Technical Literature Archive. Library personnel maintain a paper (or other permanent format) archive of the original technical effort produced at that site. Original reports often contain color images, charts, graphs, or formulas which do not reproduce well. Quality copies or reports that are easily readable in digital formats must be available for future researchers. If a report contains multimedia not reproducible in paper, the report may need to be retained in several formats. Reports more than 40 or 50 years old may be retired to the National Archive and Records Administration IAW Executive Order 13292, *Classified National Security Information* or retained in the library collection if they are considered a convenience of reference IAW AFI 33-322.

A4.2.7.2. Deselection of technical literature must be coordinated with other technical library research sites to determine the disposition of the reports.

A4.2.7.3. Older technical literature is scanned and forwarded to DTIC to replace deteriorating DTIC microfilm. The older literature must have a distribution statement for DTIC acceptance. A full-text version of the technical literature is then available via Scientific and Technical Information Network (STINET).

A4.2.7.4. Declassification and Downgrading. Libraries coordinate with the STINFO and security offices of the respective technical library organizations to oversee the periodic review for downgrading and reclassification of TRs. Library personnel plan and initiate the process, ensuring that the reviewed documents are properly marked and notifications are sent as appropriate to the technical directorates, DTIC and other AF offices IAW AFI 31-401, *Information Security Program Management*, Chapter 3.

A4.2.7.5. . Electronic Access to Technical Literature. The standard method of accessing the technical efforts in a technical library collection is through the DTIC STINET database. TRs may also be accessed through a local ILS. Follow DTIC guidelines to ensure that limited or classified records are not accessible through a public-access database.

A4.2.8. Corporate Purchasing Program. HQ AFRL corporately funds technical and scientific electronic resources. The corporately funded resources are maintained and the user licenses are managed by members of the AFMC Library Consortium. Sub-units may join with AFMC and other technical libraries or may enter into separate multi-site agreements.

A4.2.9. Web Sites. Technical libraries maintain web sites that allow organization of corporate and local resources to best meet the needs of their customers. Web sites conform to the requirements of AFI 33-129, paragraph 5, and are consistent with AF standards. The web site links to the appropriate parent organization. Links will also be maintained to the AF

Portal, and to AFRL, AFMC and AF library and information resources. Guidelines shall be prominently posted which explain the usage limitations of electronic resources

A4.2.10. ILS. Technical Libraries shall maintain an ILS system which employs current technology to organize and make accessible their unique collections. See [paragraph 5.3](#)

A4.2.11. Document Delivery. The research needs of technical libraries require ILL support. Document delivery mechanisms are maintained to ensure that published articles, books or other documents can be obtained quickly and in a cost-effective manner. A database of ILL activity is maintained to assist in collection development on a local and AFMC/AFRL corporate level.

A4.2.12. Reference Services. Professional librarians provide reference service and require knowledge of the scientific and technical databases and sources to respond to complex research requests, including but not limited to fully-mediated literature searches or preparing bibliographic instruction for using library resources.

A4.2.13. Information Analysis Centers (IACs). IACs established by DTIC are located at technical library sites. In general, librarians consult with the IAC to answer specific requests.

A4.2.14. Literature Search - New Research Efforts. Librarians perform literature searches required for any new research efforts and document searches on the AFMC Form 14, *Request for Computer-Aided Literature Search*. These searches are performed by a librarian with the researcher present. For future new start efforts, while it is recommended that the researcher be present, the librarian may perform the search and forward the results to the researcher. The librarian must sign the AFMC Form 14 to certify the appropriateness of the search. Contract librarians do not have access to proprietary Independent Research and Development database and the DoD-only or US Government only records in DTIC. Contractor librarians then refer the search to other Government librarians to complete, or provide the appropriate search strategy to other DTIC-certified Government personnel. DTIC certification requires attending private STINET training course held at DTIC.

A4.2.15. Critical Appraisal Literature. Using the results of the literature search, professional librarians perform analysis of search results focused on search topics to identify, appraise, select and synthesize the research results. Using an explicit, objective and transparent methodology to assess and synthesize the data in published research, librarians screen the articles by reviewing abstracts and assimilate results based on eligibility criteria or ranking of the material based on relevancy. The assimilated results and methodology are delivered to the researcher.

A4.2.16. Key training requirements include, but are not limited to: Library Activity Management Course; Laboratory Acquisition Management Course at the AF Institute of Technology; DTIC Private STINET Training; FEDLINK Library Technician Course; Special Libraries Association (SLA) Continuing Education courses; ILS training courses; Association of College and Research Libraries (ACRL) courses.

A4.2.17. Key professional library conferences and workshops include, but are not limited to library, scientific and technical industry and trade conferences; Federal, DoD and AF training programs; and vendor webinars.

A4.2.18. Collaboration. Librarians design creative outreach methods such as directorate visits, social networking forums and in-library/online exhibit development. Using embedded collaboration or distributed collaboration techniques, promote library resources and services to develop research proficiencies.

Attachment 5

LIBRARY PROFESSIONAL STANDARDS LIST

Table A5.1. Library Professional Standards List

Name of Standard	Date	Organization	Publisher	Applies to	Function
American National Standards Institute (ANSI)/National Information Standards Organization (NISO) Z39.7 - Information Services and Use: metrics & statistics for libraries and information providers Data Dictionary; ANSI Z39.7-2004	Current edition	ANSI	ANSI	All Libraries	Provides categories and definitions for statistics reporting for all libraries; provides valid and complete data on library services, staff, users and collections.
DoD MIL-HDBK 1190: Facility Planning & Design Guide	Current edition	DoD	DoD	All Libraries	Planning and design guide for DoD facilities.
DoD MWR Library Standards	Current edition	DoD	DoD	General Libraries	DoD core and premier standards for successful operation of general libraries.
Standards for Distance Learning Library Services	Current edition	ACRL	ALA	All Libraries	Identifies resources and services necessary to meet the needs of staff and students in distance education programs.
Name of Standard	Date	Organization	Publisher	Applies to	Function
Information Retrieval: Application Service Definition and Protocol Specification ANSI/NISO Z39.50-2003	Current edition	NISO	ANSI/NISO	All Libraries	Specifies an open systems interconnection application layer service definition and protocol specifications for information retrieval; based on client-server architecture and supports searching and information retrieval.

Competencies for Special Librarians of the 21 st Century	Current edition	SLA	SLA	All Libraries	Provides professional and personal competencies emphasizing multitude of roles and tasks of librarians
Output Measures for Public Libraries	Current edition	Public Library Development Program, ALA	ALA	General Libraries	Planning, measurement and evaluation guidelines for public libraries.
Public Library Data Service Statistical Report	Current edition	Public Library Association	ALA	General Libraries	Provides data on finances, library resources, demographics, usage and output measures for nationwide public libraries for comparative analysis.
Standards for Libraries in Higher Education	Current edition	ACRL	ALA	Academic Libraries	Provides basic standards for collection resources, personnel and services required to qualify for accreditation.
Unified Facilities Criteria (UFC) 4-740-20F Design: Libraries	Current edition	DoD	DoD	All Libraries	Planning and design guide for DoD libraries.

Attachment 6**ALLOWANCE STANDARDS (AS) FOR LIBRARY USE**

A6.1. AS 454, *Libraries/Service Centers*. Lists basic specialized library furniture and equipment required for operating any library.

A6.2. AS 006, *Organizational and Administrative Equipment*. Lists basic office furniture and equipment.

A6.3. AS 009, *Small Computer System*. Lists basic computers, printers and peripherals.

A6.4. AS 629, *Air Force Multimedia (MM) Support*. Lists visual information supplies and equipment applicable to library and general use.

Attachment 7

UNAUTHORIZED PURCHASES FOR ORGANIZATIONS

A7.1. Non-mission support recreational publications and materials for dayrooms, lodging, air terminals, VIP aircraft, distinguished visitor lounges, community activity centers, family support centers, youth and child development facilities and hospital and clinic waiting rooms.

A7.2. Training aids and multiple copies of materials and textbooks for use in military and civilian education programs, family support centers and religious activities. Training materials should be purchased with unit training funds. (AFI 36-2306, *Voluntary Education Program* and AFI 52-101, *Chaplain Planning and Organizing*).

A7.3. Copies of publications available from the AF Electronic Publishing Library and Electronic Transfer System.

A7.4. Technical orders and publications normally furnished by manufacturers for equipment maintenance and operation.

A7.5. Professional Development Guides (PDG), Specialty Knowledge Test (SKT) and United States AF Supervisory Examination (USAFSE) guides as well as commercially produced writing guides for the AF Efficiency Reports. (AFI 36-2605, *Air Force Military Personnel Testing System* and AFI 36-2406, *Officer and Enlisted Evaluation Systems*)

A7.6. Decisions of the Comptroller General. Documents may be accessed at the Government Accounting Office (GAO) web page (<http://www.gao.gov>) and the Government Printing Office web page (<http://www.access.gpo.gov>).

A7.7. Personal purchases for individuals, such as *Air Force Times*.

A7.8. Visual information products such as films and photographs. (AFI 35-101, *Public Affairs Responsibilities and Management*).

A7.9. Computer application software programs for offices, organizations and agencies supported by AFLIS that are not information products, including compact discs.

A7.10. Defense Mapping Agency products such as Federal Supply Class 7640 cataloged maps, atlases, charts and globes; and all other maps, charts, flight information publications (FLIPS), air target materiel, point positioning data and geodetic products. (AFI 14-205, *Geospatial Information and Services*).

A7.11. Cataloged and non-cataloged sheet and book music IAW AFI 35-101.

Attachment 8

AF LIBRARY TECHNOLOGY PLAN

Table A8.1. AF Library Technology Plan

Projection/Action	OPR	Date Initiated	Estimated Date of Completion	Status	Estimated Costs	Recurring Costs
1. Identify each major current, future and recurring automation project.						
a. Outline process needed to implement the project						
b. List the office of primary responsibility (OPR) for implementing the step.						
c. List date each process action was begun and the estimated completion date						
d. List status as open, working, or complete						
NOTES:						
1. Identify each major automation project. Outline goals and actions necessary to implement the project.						
2. List the status as "open," "working" or "complete."						