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Health Services

MEDICAL LIBRARY

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This instruction implements Air Force Policy Directive 41-1, *Healthcare Programs and Resources*. This instruction establishes policies and procedures for the management of the 59th Medical Wing (MDW) Medical Library. It applies to all personnel assigned, attached, or under contract to the 59th MDW. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the office of primary responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

SUMMARY OF CHANGES

This publication has been revised. This rewrite of 59 MDWI 41-134 includes updated program polices and services and adds section (3) Library support to Air Force Medical Command (AFMEDCOM).

1. Program Policies.

1.1. The 59 MDW Medical Library is a full-service library providing both physical and online library material and library services to authorized personnel.

1.2. The physical library is open from 0730 to 1630, Monday through Friday, except for federal holidays and family days.

1.3. Authorized personnel include military service members, civilians, contractors, and volunteers involved in patient care, medical education, and research assigned to the 59 MDW and associated clinics.

1.4. Authorized personnel may borrow physical materials from the library.

1.4.1. The library will send overdue notices to a borrower when library materials are not returned on time. The library sends up to three overdue notices to the borrower.

1.4.2. If necessary, the library sends subsequent overdue notices to the borrower's supervisor. Lost or damaged materials must be replaced or reimbursed by the borrower.

1.4.3. Further details are outlined in the library circulation policy.

1.5. Authorized personnel may use the online resources funded by the 59 MDW Medical Library and online resources provided for Military Health System (MHS) personnel funded by the Defense Health Agency (DHA).

1.5.1. Authorized personnel onsite have direct IP access to both locally and DHA-funded online library resources.

1.5.2. Authorized personnel have remote or off-network access to both locally and DHA-funded online library resources through the 59 MDW Medical Library OpenAthens account.

1.6. The 59 MDW Medical Library will utilize a cloud-based platform designed to provide stable access to specialized library electronic resources to meet foundational library and information science automation and industry standards through the utilization of a robust Integrated Library System (ILS) or Library Services Platform with the following capabilities and components: electronic resource management, cataloging, circulation, discovery interface, analytics with reports, interlibrary loan (ILL), workflows, fiscal tracking, and resource sharing.

1.7. The 59 MDW Medical Library will carry out continuous collection development initiatives via industry automation systems including but not limited to: overlap analysis, cost-per-use analysis, collection evaluation, weeding, (removing obsolete books and journals) and an annual needs assessment survey.

1.7.1. The 59 MDW Medical Library aids in identifying requirements and recommends the purchase of library resources to support the work of 59 MDW medical personnel. This includes electronic resources, (online full-text journals and books, mobile apps, etc.), and a limited physical collection of print books and journals to supplement the virtual collection.

1.7.2. A complete inventory of all library holdings including electronic content is accomplished annually via an automated ILS. Any print item missing from the inventory will be documented, tracked, and reported to the Library Director. If the item is not found, after the second inventory, the Library Director will follow accountable property guidelines, assign withdrawn status in the ILS, and make a recommendation on purchase replacement.

1.7.3. Requests for new materials (electronic or physical) are evaluated within the scope of the collection and fiscal resources. The Library Director will coordinate all local purchases and renewals with the local budgeting office and the DHA Medical Libraries Organizational Management Office (DML OMO).

1.7.4. Commercial databases and/or electronic journals are acquired or renewed yearly; subscriptions usually begin with the new calendar year.

1.7.5. The library does not purchase data sets or materials for permanent loan to offices, departments, or personnel.

2. Services.

2.1. The 59 MDW Medical Library provides library services in support of patient care, medical education, and research.

2.1.1. Literature searches for patient care, education, and research are completed by the Reference Librarian and Library Director, as alternate.

2.1.2. The library engages in ongoing outreach efforts to include regular marketing of library resources and services, physical and/or virtual orientations, and physical and/or virtual instruction sessions. Orientation and instruction sessions are also provided on demand.

2.1.3. The library provides ILL services for authorized personnel. Since many other libraries charge for this service, the library reserves the right to evaluate requests in terms of fiscal resources. The library supplements the ILL program with a document delivery service.

2.2. Printers are available for library customers to use for work related printing, copying, and scanning.

2.3. Computers and printers are available for library customers with DHA network access.

3. Library Support to AFMEDCOM.

3.1. The library provides ILL services, literature searches, orientations, library instruction, and general reference services to AFMEDCOM personnel worldwide.

3.1.1. Personnel eligible for AFMEDCOM service support include: AFMEDCOM service members, Air Force service members in a medical-related Air Force Specialty Code, civilians and contractors stationed at an Air Force medical-related facility to include research institutes and laboratories, environmental health centers, schools, and training activities, etc. Volunteers at medical treatment facilities involved in direct patient care and Guard and Reserve members with proof of active status and/or supporting a title 10 mission.

3.2. ILL requests for AFMEDCOM personnel are limited to free or reciprocal lending libraries by following copyright guidelines and best practices for ILL.

3.3. The library facilitates access to DHA-funded online library resources by AFMEDCOM personnel worldwide.

3.3.1. The library maintains the AFMEDCOM OpenAthens account which provides remote or off-network access to DHA-funded library resources to all AFMEDCOM personnel.

3.3.2. The library assists with troubleshooting access to resources through the DHA Virtual Medical Library at AFMEDCOM facilities.

3.3.3. The library identifies online resource requirements of AFMEDCOM personnel for DHA funding. Any requests for resources will be routed through the Library Director and elevated to DML OMO and the Military Medical Library Integrated Product Team for consideration.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 41-1, *Healthcare Programs and Resources*, 2 October 2018

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMEDCOM—Air Force Medical Command

DHA—Defense Health Agency

DML OMO—Defense Health Agency Medical Libraries Organizational Management Office

ILL—Interlibrary Loan

ILS—Integrated Library System

MDW—Medical Wing

MHS—Military Health System