

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**



AIR FORCE INSTRUCTION 34-150

**AIR UNIVERSITY
Supplement**

02 AUGUST 2016

Services

AIR FORCE LIBRARIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AUL/LR

Certified by: AUL/CL
(Dr. Jeff R. Luzius)

Supersedes: AFI 34-270_AUSUP, 26
March 2009

Pages: 4

This supplement implements and extends the guidance in AFI 34-150, *Air Force Libraries*. It prescribes the use of several AU Forms. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Waivers to guidance in this publication are not authorized. Subordinate units may not issue implementing publications. This supplement requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, *Secretary of the Air Force*. System of records notice F034 AF SVA F, *Automated Air Force Library Information System*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS). This supplement applies to Muir S. Fairchild Research Information Center (MSFRIC) employees and authorized patrons.

SUMMARY OF CHANGES

This rewrite deletes AU Form 1 (Obsolete) and incorporates minor changes due to publication of AFI 34-150.

3.10.4.1.1. (Added) Use AU Form 33, *Document Request*, to request items from the Special Materials Section (AUL/LRCM). A separate AU Form 33 will be used for each requested item and must be filled out completely listing the Document Call Number, Name, Grade, and School affiliation. Completed AU Form(s) 33 will be presented to the duty technician who will retrieve the item(s) for the patron.

3.10.4.1.2. **(Added)** Use AU Form 70, *Classified Document Charge Out*, to record receipt and acknowledgement of responsibility for proper handling and security of classified materials borrowed from the MSFRIC Special Materials Section (AUL/LRCM). AU Form 70 must be completed showing Document Call Number, Date, Printed Name, Organization affiliation, and Signature at time of receipt.

3.10.4.1.3. **(Added)** Use AU Form 148, *Unclassified Document Charge Out*, to record receipt of unclassified materials borrowed from the MSFRIC Special Materials Section (AUL/LRCM). AU Form 148 must be completed showing Document Call Number, Date, Printed Name, and Organization affiliation at time of receipt.

3.10.4.1.4. **(Added)** Use AU Form 149, *Circulation Periodicals Card*, to document the loan of periodicals from the MSFRIC Periodicals Section. Record the title and issue of periodical, the date periodical is due back, and the patron's contact information. The patron signs the AU Form 149 showing they acknowledge the periodical's return date and any subsequent contact to remind patrons of overdue returns. AUL/LRRP will destroy the AU Form 149 by shredding once the periodical is returned.

3.10.4.4.1. **(Added)** MSFRIC Book Loan (AUL/LRC) staff members issue AU Form 46, *Patron Registration*, to all authorized users desiring access to the Center's resources and services. Authorized users must complete all sections of the AU Form 46 at time of registration in a legible manner. Users may list family members on the reverse of AU Form 46 as the Center issues only one card per family unit. The applicant returns the AU Form 46 to the staff member who will enter the user's personal information into the Integrated Library System. The staff member will issue a patron card to the authorized user, which will be valid for the duration of the person's stay at Maxwell AFB, Alabama.

3.10.4.4.1.1. **(Added)** Print AU Form 46 on 3" x 5" green card stock and reproduce locally in quantities projected to meet annual needs.

3.10.4.4.1.2. **(Added)** AUL/LRC will retain file copies of completed AU Forms 46 for one year after the individual's departure from Maxwell AFB. AUL/LRC will destroy the AU Form 46 by shredding.

3.10.4.4.2. **(Added)** Patrons may be required to complete AU Form 14, *Request and Justification for Access to Classified Material*, to verify security clearance and need-to-know requirements for applicable library materials.

STEVEN L. KWAST, Lt Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AU—Air University

MSFRIC—Muir S. Fairchild Research Information Center

Prescribed Forms

AU Form 14, *Request and Justification for Access to Classified Material*

AU Form 33, *Document Request*

AU Form 46, *Patron Registration*

AU Form 70, *Classified Document Charge Out*

AU Form 148, *Unclassified Document Charge Out*

AU Form 149, *Circulation Periodicals Card*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*