

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 34-270

**PACIFIC AIR FORCES COMMAND
Supplement 1**

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Services

**AIR FORCE LIBRARY AND INFORMATION
SYSTEMS (AFLIS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication applies to Headquarters Pacific Air Forces (PACAF) Command and subordinate units who maintain library facilities. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) and their units.

SUMMARY OF REVISIONS

This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this regulation are 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by, and E.O. 9397 for SSN. Privacy Act Statement required by AFI 37-132 is on PACAF Form 146 and PACAF Form 172. PACAF forms 51, 92, 230, 258 and 417 are no longer required. A bar (|) indicates revision from the previous edition.

AFI 34-270, 1 September 1997, is supplemented as follows:

2.2.1. Libraries will attempt to fill interlibrary loan (ILL) requests for books in the local area first. If not available locally, forward request by electronic mail or FAX to other PACAF libraries. Use the On-line Computer Library Center (OCLC) database to search nonmilitary libraries including main campus libraries of academic institutions associated with the Pacific Command (PACOM) Education Contract. Requests are limited to no more than three books or articles per patron at any one time. If periodical title is listed in the UNION LIST OF PERIODICALS IN THE PACIFIC AREA, forward ILL requests for magazines directly to the owning library. Have patron fill out PACAF Form 127, Library Service Request, before requesting ILL. Contacting the PACAF Command Reference Center (CRC) Kadena AB to conduct ILL searches for overseas libraries is highly recommended.

2.2.3. Disclosing passwords assigned specifically to librarians for on-line searches is not authorized. Librarians perform searches on restricted databases for their customers. Use Dialog Corporation searches as a last resort procedure after all other print, electronic and First Search searches are completed. First Search passwords may be provided for customers as required for research purposes.

2.2.4.2. Schedule a minimum of two library personnel during evening and weekend hours.

2.4.1. Replace no less than 5% of the collection annually due to wear and obsolescence. Support Air Force and DOD initiatives such as the Transition Assistance Program or Chief of Staff Reading lists by providing print and electronic resources. Accreditation for PME and off-duty education programs is dependent upon the adequacy of base library resources.

2.4.3. IAW AFI 33-117, Visual Information (VI) Management, librarians are not required to obtain prior approval from the AF Visual Information Management office to purchase commercial films.

2.4.4.1. (Added) Optical storage databases (CD ROMs) and electronic books (eBooks) will be used to the fullest extent possible.

2.4.5. Use Form 57 for requests to remove library materials from collection.

2.5.1. Base librarian will prepare an annual training plan for library staff. Include Integrated Library System (ILS) training requirements for library computer/systems personnel.

2.6.2.1. (Added) Office reference materials will have a full OCLC Machine Readable Catalog (MARC) record in the ILS. The location field will show "Office-Unavailable for Loan."

2.7. Annually plan for communication costs and for furniture or equipment maintenance, repair, and replacement.

2.8. IMPAC funds are authorized for priority mail service using U.S. postal services, UPS, or Federal Express for interlibrary loans and other library transactions requiring expeditious delivery.

2.10.4.3. Office reference materials will be loaned to organizations for a one-year period using the ILS circulation module. Generate overdue notices to perform annual office collection inventory. Survey office account monitors on customer service and satisfaction once a year.

2.10.4.5.1. (Added) Provide reserve and renewal services. Use PACAF Form 172, Library Reserve Request to initiate requests.

2.10.4.5.2. (Added) Identification cards issued to military and overseas civilian family members may be used for borrowing privileges. Use information from the identification cards for the prescribed PACAF Form 146, Borrowers Card. Field library borrowers will sign or print their names on the book card or on a circulation record sheet.

2.10.8.2. Conduct a continuous shelf list inventory by physically checking a minimum of two sections each month. Use portable barcode scanners wherever possible.

3.2.1. Locally published mission essential publications that must be delivered direct to offices or libraries for immediate access to current information may be ordered through base contracting using local appropriated funds (APFs). This applies to both English language and local language publications.

3.2.2. Include provisions for best sellers through rental book contracts as well as requirements for off-duty education programs.

3.3.1. Require offices to submit a budget estimate for mission essential materials annually. Offices should provide complete bibliographic documentation including prices as well as the currency of the material when submitting requests for purchases.

3.5.3.2. (Added) Equipment purchased by HQ PACAF/SVPRL funds must be placed on the library's equipment inventory upon receipt. Librarians will request contract maintenance as required.

3.6.1.3. Academic institutions will procure materials, services, or equipment/furniture as required for bases in the PACOM Education Contract. Materials purchased by academic institutions are not required to be placed in separate collections and librarians are urged to integrate these materials into the regular collection for wider usage. Librarians will prepare a list of educational requirements for the Pacific Command Academic Library Steering (PALS) Committee annually. Receiving reports for items purchased by this contract are required for the academic institutions. Courtesy copies of these reports should be sent to the base Education Office and to the command librarian. Equipment and furniture purchased by academic institutions becomes government property and therefore, must be picked up on the library's equipment inventory with a request for base maintenance as required.

4.3. Request for subscriptions to PACIFIC STARS AND STRIPES, NEWSWEEK, TIME, US NEWS and WORLD REPORT, AIR FORCE TIMES, and AIR FORCE MAGAZINE will be purchased only for offices of the Wing, Base Commanders, and Public Affairs or sites where there are no base libraries. Offices are urged to use the base library's copy or share the cost of a subscription within an office.

4.4. Impose fund ceilings for each office receiving mission essential materials support based on the budget requested. Librarians are authorized to return validated and justified requests if funds are not available. Base Librarians will retain letters of justification and commanders' approval for inspections, staff assistance visits, and audits.

4.4.2.3. (Added) The following statement: "I certify that the materials being requested are required by the statement of work" is required.

4.5. Bullet 10, add: Category C activities are identified in **Attachment 8 (Added)**.

5.1.2. Coordinate all requests for automated data systems, integrated library systems and equipment including the Communications Systems Requirement Document (CSR) with HQ PACAF/SVPRL.

5.1.3. Use Library Computer Use and Youth Computer Use Agreements as prescribed in **Attachment 9 (Added)**.

6.1.3. (Added) Computer/systems technician will maintain hardware and software, coordinate library automated systems requirements with base Communications Squadron personnel, conduct training classes for staff and customers and keep abreast of the latest technology development.

6.2.1. Computer systems administrator positions classified in the GS-1412 series are authorized.

6.3. All library directors will have a Master's of Library Science from an American Library Association accredited program or equivalent.

6.3.2.3. Consolidates and presents the MAJCOM Education requirements to the academic institutions in accordance with the PACOM Education Contract. Actively participates in the PALS Committee and library assessments for off-duty education support in annual Quality Assurance and Quality Control reviews.

6.3.3.2. Provides annual orientations for office account monitors on procedures for budgeting, requesting, justification and maintenance of office collections.

6.4. (Added) **Forms Prescribed:**

6.4.1. **PACAF Form 57**, Patron's Request for Review of Library Material, used by the customer to request a review of questionable materials.

6.4.2. **PACAF Form 127**, Library Service Request, used by the librarian for interlibrary loans.

6.4.3. **PACAF Form 137** , In-Library Material Use (Estimate) Log, used by the library staff to collect and tabulate data needed on annual reports.

6.4.4. **PACAF Form 146** , Borrower's Card, used for customer registration.

6.4.5. **PACAF Form 172** , Library Reserve Request, used by the customer to reserve materials.

A3.8. Support Services Readiness program exercises as prescribed in AFI 10-215. Request library support for contingency operations, deployments and remote sites for WESTPAC areas from the PACAF Command Librarian. Paperback and periodical kits are provided as required.

Attachment 8 (Added)

MWR CATEGORY C ACTIVITIES

Aero Clubs

Amusement Machine Locations and Centers

Supplemental Mission Funds

Armed Services Exchange and Related Activities

Armed Forces Recreation Centers (Accommodation/Dining and Resale stores)

Audio/Photo and Other Resale Activities

Bingo

Bowling Centers (Over 12 lanes)

Cabins/Cottages/Cabanas/Recreation Guest

Golf Courses

Marinas and Boating Activities

Motion Pictures (Paid Admission)

Motorcycle Clubs

Skating Rinks

Skeet/Trap Ranges

Snack Bars/Soda Fountains/Health Bars

Stables

Unofficial Commercial Travel Services

Joint Service Facilities

Military Clubs

Services Equipment Rental

Attachment 9 (Added)**LIBRARY COMPUTER USE AGREEMENT**

_____ BASE LIBRARY

User Agreement:

If you wish to use a computer resource within the Base Library, you must sign a Library Computer Use Agreement. Once the Agreement is signed, your patron record will be coded for computer Knowledge of Computer Operation: The library staff is unable to provide classroom or base instruction in computer operations. The responsibility rests with the customer. If you need assistance, the library has materials available for checkout.

Internet:

Internet access including World Wide Web (WWW) is available on several of the library computers. Internet is available for reference and research purposes only. Conferencing and chat rooms are prohibited. Pornographic or vulgar materials will not be accessed on library computers. The library LAN Internet is subject to audit, all connections are recorded as to date, time and action. Unauthorized use could result in criminal prosecution. No filtering of Internet site access will be provided by library staff for juvenile customers. It is the responsibility of parents to ensure minor children do not access materials that are unacceptable to them.

First Search:

First Search offers a wide variety of diverse databases for research. Since searches are limited and do cost, the library staff needs to access your connection and disconnection when you are done.

Copyright Laws:

User agrees to observe all copyright laws. Copyright law protects the software installed on the computers and the documentation for the software. They may not be copied.

Proper Care:

The PC Computer user agrees to take proper care of all equipment, diskettes and manuals, and all other equipment, which is the property of the Base Library. Anyone deliberately misusing or damaging the computer or peripheral devices may have their library privileges suspended, be prosecuted, and will be financially liable for any damage to the equipment.

Allotted Usage:

There is a ___ minute time limit on this service, however, if no one is waiting to use the Internet this limit may be extended. Patrons are encouraged to let staff members know if they are waiting so that this limit may be fairly enforced. Reservations for using the Internet will not be taken. The service will be strictly on a first-come first serve basis. All decisions as to the use of the computers are at the sole discretion of the Librarian.

Provide own Diskettes:

All users will supply their own recording media (floppies/diskettes) when needed. Any data lost as a result of faulty media, programs, etc. upon data storage is not the responsibility of the Base Library, or employees. No files will be stored on the hard drives of a workstation or network or within the library facility. The library staff periodically removes extra files from hard drives. The library cannot provide storage media for customers.

Use only Software Provided:

NO COMPUTER GAMES on these computers are authorized. Customers are restricted to using the software provided. Changing of configuration is prohibited. Customer owned-software may not be copied to any library computer equipment.

Printing Privileges:

Print only what is needed. Excessive printing could mean suspension of computer privileges. Use of paper, other than what is provided, is at the discretion of the staff.

Abuse of the rules will result in discontinued use of service. Library staff has the right to restrict usage for those people who cannot abide by the regulations of the Library as whole or specific regulations governing the use of the computers. Failure to observe any part of the above agreement may result in a suspension of the user's right to use the computers provided. The _____ Base Library makes no guarantees, either express or implied, with respect to any equipment, programs or other library materials, their quality, performance, or fitness for any particular purpose. The systems available in the library are official U.S. Government systems for authorized use only. Do not discuss, enter, transfer, process, or transmit classified/sensitive national security information of greater sensitivity than unclassified. Use of the system(s) constitutes consent to security testing and monitoring.

Members of the library staff have the right to cancel or interrupt use of any computer.

YOUTH COMPUTER USE AGREEMENT

There is no age restriction on computer use. Since we have no programs suitable for pre-third grade users, only students in third and above may use the library computers for school work. Each youngster must be specifically authorized by their sponsor to access the library computers. There are no games on the library computers and computers are not toys. We request that a parent or guardian sign this form along with the student to show that they are aware of the rules imposed on library computers. Young users must abide with all user rules.

Parent/guardian signature _____

NAME (PRINT) _____ SPONSOR _____

SIGNATURE _____ DATE _____

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Director of Services