

**BY ORDER OF THE
SUPERINTENDENT**

USAFA INSTRUCTION 34-102

27 August 1998

Services

THE USAF ACADEMY LIBRARY SYSTEM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: HQ USAFA/DFSEL
(Mr Steven Maffeo)
Supersedes USAFAI 34-102, 31 January 1995.

Certified by: HQ USAFA/DFSEL
(Mr Steven Maffeo)
Pages: 12
Distribution: F

This instruction implements AFD 34-1, *Morale, Welfare, Recreation, and Services Programs*, and references AFI 34-270, *Air Force Library and Information System (AFLIS)* and AFI 51-601, *Gifts to the Department of the Air Force* by specifying the mission and responsibilities of the USAF Academy Library System. It establishes ways to administer and operate the system and to select, acquire, and control library materials. It also guides faculty contacts with publishers and sales representatives. This instruction applies to all USAF Academy activities, including tenant units.

SUMMARY OF REVISIONS

Adds training in electronic systems and databases as part of the Library's responsibilities (1.2, 1.5.3); adds use of the government IMPAC program as a purchase option (2.2.1, 2.9.1); revises the governing instruction and alters dollar amounts regarding acceptance of gifts (2.7); deletes requirement for memorandums of justification relative to agency periodical renewals; deletes restriction of five items per week per patron via interlibrary loan; eliminates requirement for DFSEL coordination relative to agency book purchases. An (*) identifies revisions from the previous edition.

Chapter 1

PURPOSE AND STRUCTURE

1.1. Library Account Numbers. AFI 34-273, *Air Force Library and Information System (AFLIS)*, governs the USAF Academy Library System. The Academic Library is assigned Account Number FL7000, and the Community Center Library is Account Number FL7005.

1.2. What the Libraries Do. Requisition, organize, house, and maintain all library materials; provide library services required by USAF Academy faculty, staff, cadets, and other authorized patrons; establish a special collection of unique and rare items pertinent to the growth and development of the USAF Academy; and create and maintain a reference and basic research collection in the fields of air power and aerospace history. The Libraries also provide training in the use of certain systems or databases as needed.

1.3. What the Director of Academy Libraries (HQ USAFA/DFSEL) Does. Provides professional direction for all USAF Academy Library services except the Film Library; serves as Command Librarian and as advisor to the Superintendent and the Dean of the Faculty on all library matters; establishes appropriate department, staff, and field libraries, as required; provides library support to tenant organizations; provides library support to the USAF Academy Preparatory School (HQ USAFA/PL); and reports directly to the Vice Dean of the Faculty (HQ USAFA/DFV).

1.4. USAF Academy Library System. The USAF Academy Library System consists of: USAF Academy Cadet Library, Community Center Library, professional Medical Library, departmental reference collections, and field libraries in staff agencies.

1.5. Responsibilities. The USAF Academy Library System provides a reference and reading collection on a collegiate and professional level to support the curricular and research needs of the USAF Academy. It also provides professional and recreational reading materials for the USAF Academy community.

1.5.1. HQ USAFA/DFSEL determines requirements for all types of library publications and materials in consultation with the Dean of the Faculty (HQ USAFA/DF), permanent professors and heads of the academic departments, staff offices of the Superintendent (HQ USAFA/CC), the Commandant of Cadets (34 TRW/CC), the Director of Athletics (HQ USAFA/AH), and other staff activities.

1.5.2. The Cadet Library maintains significant collections in all educational fields included in the curriculum. It also maintains general collections in related fields, periodicals and technical literature for faculty and cadet reference and research, and selected materials required for specialized research and reference needs of the academic and administrative staff.

1.5.3. With the growth of varied information and technological changes, the Library also offers training in the effective and efficient uses of information systems and databases that the Library maintains or makes available Academy-wide.

1.5.4. The Academy Libraries' shelf lists serve as the official inventory.

Chapter 2

OPERATIONAL REQUIREMENTS

2.1. Authorized Users:

2.1.1. Who Uses the Academy Cadet Library. Cadets and instructional staff are the primary users.

2.1.1.1. Who Else May Use the Cadet Library:

2.1.1.1.1. Military personnel and civil service employees assigned to the Academy.

2.1.1.1.2. Other military and civilian personnel, upon application by memorandum to HQ USAFA/DFSEL, may be authorized to use the facilities for specific periods when sufficient justification is provided. Such use of facilities can't conflict with the library's obligation to provide materials and services to cadets, faculty, and staff. Library privileges are granted to a specific individual and are not transferable. Similarly, organizations external to the Academy may also be authorized use. In such cases, since the library card is not issued to a specific individual, privileges are generally granted to any individual presenting the card.

2.1.1.1.3. Family members under college age are not authorized to use the Academy Library unless they are accompanied, at all times, by a parent or sponsor who is an authorized user. Adult family members may use library materials in the library.

2.1.1.2. The Library Staff:

2.1.1.2.1. May request identification of any library user and may require identification before authorizing materials for loan.

2.1.1.2.2. Restricts classified material to persons with required clearance and authorized need-to-know.

2.1.1.2.3. Restricts interlibrary loan services to cadets, instructional staff, and military personnel assigned to the Academy and pursuing official business or mission-related research; civilian employees are authorized service for official business. Civilians who have a Pikes Peak Library card can access interlibrary loan by going through their local library channels.

2.1.2. Who Uses the Community Center Library (COMLIB). All military personnel and civil service employees assigned to the USAF Academy and their family members. In addition:

2.1.2.1. Faculty and students of the Preparatory School (HQ USAFA/PL).

2.1.2.2. Military personnel from nearby installations when written application to the Community Center Librarian has been approved.

2.1.2.3. Retired military personnel, including retired reserve personnel, and retired civil service personnel, when written application to the Community Center Librarian has been approved.

2.1.3. Who Uses the Medical Library (MEDLIB). Users are authorized by the Command Surgeon (10 MDG/SG).

2.2. How HQ USAFA/DFSEL Procures and Controls Books. HQ USAFA/DFSEL obtains and issues required books for the Academy Library System and for departmental reference collections. Appropriated funds from the library budget purchase materials in support of: academic, military, and athletic cur-

ricula; professional and tenant organizations' requirements; and recreational needs of all eligible patron groups.

2.2.1. What the Library Does Not Buy. Departments or agencies fund materials exclusively for department or agency use, using the government IMPAC card to make purchases. Coordination is through the department or agency Resource Advisor. For example, the Library does not purchase the following:

2.2.1.1. Publications containing technical information concerning assembly, installation, operation, overhaul, and parts identification in handbook, manual, serial, or pamphlet form, normally furnished by manufacturers.

2.2.1.2. Textbooks, training aids, instructors' manuals, practice books, etc., required for classes and training activities.

2.2.1.3. Professional books and periodicals for medical facilities.

2.2.1.4. Legal books and periodicals for legal offices if they are available through HQ USAF/JAS contract.

2.2.1.5. Items that will be consumed during their use, for example, handouts, workbooks, answer books, and so forth.

2.2.2. HQ USAFA/DFSEL. DFSEL controls unsolicited textbooks and complimentary materials received by departments or individual faculty members in accordance with DoDD 5500-7. (Also see paragraphs 2.15 and 2.16 of this instruction.)

2.3. Departmental Reference Collections. A departmental reference collection consists of essential and frequently used reference materials belonging to and cataloged by the library and checked out to an academic department or staff agency on indefinite loan with an annual inventory and recertification of need.

2.3.1. Departmental or Agency Libraries. Each department or agency may establish a limited reference collection consistent with its needs as determined by the head of the department or agency and HQ USAFA/DFSEL. Items in departmental reference collections will be made available to cadets, faculty, and staff upon request.

2.3.2. Procedures. HQ USAFA/DFSEL provides frequently used library materials on an indefinite loan, upon request of the using department or agency. Each department or agency head notifies HQ USAFA/DFSEL of the name of the library officer and notifies HQ USAFA/DFSEL when the library officer changes. Each department or agency library officer does the following:

2.3.2.1. Serves as the focal point for all department or agency requests for library materials. The library officer prepares all book requests on a USAFA Form 32, **Book Request** (stocked and issued by HQ USAFA/DFSELA), and coordinates these requests with the proper subject liaison librarian.

2.3.2.2. Advises the department or agency head on all library matters.

2.3.2.3. Establishes internal circulation files for materials loaned to members within the department or agency.

2.3.2.4. Circulates and returns HQ USAFA/DFSEL periodicals sent to the department or agency for internal routing.

2.3.2.5. Coordinates arrangements for course reserve-collections placed in the library for the department or agency.

2.3.2.6. Screens the departmental collection for infrequently used materials that should be returned to HQ USAFA/DFSEL.

2.3.3. Library Officer. The library officer conducts departmental collection inventories, annually or upon change of library officer, using the following procedures:

2.3.3.1. The Academy Library Circulation Branch (HQ USAFA/DFSELCIR) provides the library officer a copy of the latest computer listing of departmental or agency charges.

2.3.3.2. The library officer inventories the departmental collection and informs the Circulation Branch when this task is completed.

2.3.4. Inventory. When books subject to inventory cannot be accounted for by the library officer, the following actions are initiated:

2.3.4.1. The Circulation Branch searches for the missing items in the Academy Library.

2.3.4.2. If the books are not found in the Library, the Chief, Circulation Branch, informs the library officer. The library officer for HQ USAFA/DF and 34 TRW agencies advertises for the missing books on the base's local area network. Other agencies advertise the books in the **Academy Bulletin**.

2.3.4.3. Books not located within 2 weeks may be removed from departmental accountability by the Vice Dean of the Faculty (HQ USAFA/DFV), at the written request of the HQ USAFA/DF department or agency head. For agencies other than HQ USAFA/DF, send a memorandum with the agency head's signature to the Director of Academy Libraries (HQ USAFA/DFSEL). The memorandum should state specifically what efforts have been made to locate and recover the missing items. HQ USAFA/DFV and HQ USAFA/DFSEL, as appropriate, then determine the disposition of the request and decide if further action is necessary (see AFI 34-270).

2.3.4.4. If all items are accounted for, the library officer informs the Chief, Circulation Branch. HQ USAFA/DFSELCIR then prints a revised computer listing and forwards two copies of this listing and new custody receipts (AF Form 1297, **Temporary Issue Receipt**) to the library officer for signature.

2.3.4.5. The library officer returns one copy of the listing and receipt to HQ USAFA/DFSELCIR for accountability records and keeps the other copy of the listing for file.

2.4. Reserve Materials. The library operates a Closed Reserve area, at the Circulation Desk, for assigned readings and homework solutions. The following procedures apply for placing materials on Closed Reserve:

2.4.1. Instructors, after coordinating with their library officer, fill out a **Library Reserve Materials** form listing all items they want to place on reserve status. The items, along with the completed form, are submitted at the Circulation Desk (HQ USAFA/DFSELCIR) at least 5 days before the materials are to be used by the students.

2.4.2. Items required for reserve, but not owned by the library, may be provided by the instructor or ordered through the departmental library officer. For items that must be ordered, allow at least 3 months prior to the term in which they will be placed on reserve.

2.4.3. Photocopies of copyrighted materials may be placed on reserve, but faculty members should be selective and sparing about use of such items. All photocopies must conform to library guidelines to ensure compliance with the Copyright Act of 1976 (Title 17, United States Code).

2.4.4. Homework solutions and other loose-leaf items should be placed in three-ring binders, with each page clearly identifying course number, copy number, and filing sequence. The instructor handles any updates or additions of new material to these reserve items.

2.4.5. To facilitate the use of Closed Reserve items, cadets should be instructed to request items by call number (when library material) or title (when instructor provided material). Loan periods for Closed Reserve items are established by the instructor as follows:

2.4.5.1. Library Use Only. One (or more) hour loan.

2.4.5.2. Overnight. Items are charged out during the last hour of the day and are due back during the first hour of the next day that the library is open.

2.4.5.3. One Day, Two Days, Etc. Items are charged out at any time and are due back within 24, 48, and so forth, hours of the charge-out time.

2.4.6. Instructors should carefully brief students on the proper use of reserve items. Cadets who fail to return Closed Reserve items on time (keeping other cadets from using the material) are subject to disciplinary action and/or withdrawal of loan privileges.

2.5. Defacing and Mutilating Library Materials. Books, periodicals, and other library materials bearing the official stamp of the library are the property of the United States Government and are intended for permanent retention in the USAF Academy libraries. Library property may not be removed without proper authorization and may not be defaced, underlined, clipped, or otherwise mutilated. Violators are subject to the penalty provisions of the law and regulations governing the misuse of government property.

2.6. Replacing Lost and Missing Materials. See AFI 34-270.

2.7. Accepting Gifts. Under the provisions of AFI 51-601/USAF Supplement 1, the Director of Academy Libraries and the Vice Superintendent are delegated authority to accept, on behalf of the Superintendent, unconditional gifts to the library of books, library materials, or money valued at \$2,500 or less, and \$10,000 or less, respectively. The Superintendent is authorized to accept gifts, other than real property, valued at \$20,000 or less. No other personnel at the USAF Academy are authorized to accept gifts of books, related materials, or monetary donations to the library. All items offered are turned over to the Director of Academy Libraries for acceptance.

2.8. Institutional Memberships. Many institutional memberships in educational, technical, and professional societies and organizations are monitored by the Director of Academy Libraries, who coordinates all purchase requests for institutional memberships and maintains all records as required by existing instructions. All requests for institutional memberships are routed through the Library Serials Committee (comprised of the Director of Academy Libraries, the Associate Director, the Reference and Acquisitions Branch Chiefs, the Serials Librarian, and the Serials Technician) for recommendation, and to the Director of Academy Libraries for approval. Heads of the departments and all Academy organizations are authorized to exercise institutional memberships. Requests for institutional memberships are submitted to the Serials Librarian (HQ USAFA/DFSELR), by memorandum, signed by the requesting department or

agency head. A separate memorandum is required for each new membership requested. The request memorandum contains the following information:

- 2.8.1. Complete name and address of the organization to be joined.
- 2.8.2. Cost and the period to be covered by the membership (school year, calendar year, and so forth).
- 2.8.3. Justification for membership and position title of the person who will exercise the membership.
- 2.8.4. Benefits to be received from the membership (periodicals, proceedings, monographs, attendance at meetings, etc.) Publications received from the membership are the property of the library and retention decisions are made by the subject librarian in conjunction with the Library Serials Committee.
- 2.8.5. Attachments, to include copies of memorandums, application forms, or invoices received from the organization.

2.9. Subscriptions to Newspapers and Periodicals. All requests for purchase of periodicals (whether purchased using organizational funds or using Library funds) route through the Library Serials Committee for recommendation, and to the Director of Academy Libraries for approval, prior to purchase. Note that a periodical may be in many formats, i.e., paper, microfilm, microfiche, diskette, CD-ROM, computer tape, audio tape, etc. Therefore, requests for all such serial products must come to the Serials Committee for approval. Because of the cost factor, purchase of multiple copies of a periodical is rarely authorized.

2.9.1. Requests for periodicals that a department or agency is funding are accompanied by a completed AF Form 9 or IMPAC form. Coordination on the forms includes HQ USAFA/DFSEL and Commercial Service Branch (10 ABW/FMFC) prior to being sent to the Directorate of Contracting (10 ABW/LGC). All new requests, whether funded from departmental or agency funds or requesting payment from library funds, are accompanied by a memorandum of justification signed by the department or agency head; renewals don't need a memorandum of justification. Make a copy of the AF Form 9, or IMPAC form, and the justification memorandum for the library's files. If the periodical is for curriculum support, include the course number and sections that will use the periodical. In addition, all memorandums of justification should address the following topics:

- 2.9.1.1. Complete name of the periodical, and if available, forward a sample copy of the periodical or a descriptive flyer with the request memorandum.
- 2.9.1.2. Complete name and address of the publisher, or other source from which the periodical can be obtained.
- 2.9.1.3. Current annual cost of the periodical.
- 2.9.1.4. Frequency of publication (monthly, quarterly, and so forth).
- 2.9.1.5. Mission-related purpose for which the periodical will be used. Will you and others in your department or agency perform your jobs better as a result of information available in this publication?
- 2.9.1.6. How often will the publication be referred to?
- 2.9.1.7. Should the library, or will your department or agency, maintain back files of this publication? Will these files be available to other agencies if they are maintained in your office?

2.9.1.8. How many people will be using this publication? Will it be routed to other staff members?

2.9.1.9. Would access to this publication in the academic, Community Center, or medical libraries meet your needs?

2.9.2. The Library Serials Committee meets monthly to review all requests for subscriptions to periodicals, newspapers, and institutional memberships.

2.9.3. Routing requests are closely reviewed by the subject librarians. Requests to route existing subscriptions are made, in writing, by the department or agency library officer or designated alternate. Accountability for all periodicals routed to or through any department rests with the library officer for that department. There are three types of routing for periodicals purchased by the library:

2.9.3.1. Circulated (C-Route). Items are loaned to the department and are to be returned to the library at the end of the designated loan period. These periodicals have a routing slip stapled to the front cover and stamped with the due date. Prompt return of circulated periodicals is essential. Failure to promptly return circulated periodicals could result in suspension of periodical routing. Return all items to HQ USAFA/DFSELCIR.

2.9.3.2. Direct (D-Route). Items are sent to a department for permanent retention by that department. These periodicals are stamped "FOR DEPARTMENTAL RETENTION." (Backfiles no longer required by the department shall be returned to the library for disposition.)

2.9.3.3. Table of Contents (P-Route). The library sends, to the department, a copy of the table of contents of requested titles as they arrive. NOTE: This is the preferred routing, and departments are encouraged to use this option in lieu of the other two.

2.10. Books. Forward all requests for books to the Reference Branch (HQ USAFA/DFSELR) on USAFA Form 32. Provide all information requested on the front of the form as accurately and completely as possible. Remove and retain the yellow copy of the form for departmental records. Forward all other copies of the form to HQ USAFA/DFSELR (do not tear the form apart). The library officer, or designated alternate, submits the form. When the library staff has reviewed the request, the last copy of the USAFA Form 32 will be returned to the requesting department at the time the item is ordered. The reverse side of the form indicates the action being taken by the library on each request.

2.11. Government Documents. Requests for government publications may be made in person, by telephone, via e-mail, on USAFA Form 32, or by memorandum to HQ USAFA/DFSELD. Government Documents personnel will check for ordering information and submit to the Acquisitions Branch. Requester will be kept apprised of the order by the Government Documents office.

2.12. Report Literature. Requests for report literature may be made by memorandum or in person to the Government Documents Section (HQ USAFA/DFSELD). Written requests include the name, office symbol, and telephone extension of the requester. Information needed to order a report includes report number, report title, sponsor series number, contract or grant number, date, originating activity, personal author, source of citation, quantity, price, justification, and any pertinent remarks. HQ USAFA/DFSELD personnel can help find the above information.

2.13. Miscellaneous Issuance. From time to time, the library will produce miscellaneous printed materials designed for informational and instructional purposes. These include handbooks, new accessions lists, brochures, bibliographies, and related publications.

2.14. Special Collections. The Special Collections Branch (HQ USAFA/DFSELSC) is covered by USAFAI 34-103.

2.15. Examination Copies. Each department or agency needs to request examination copies of textbooks and other printed materials directly from publishers or sales agents, after coordination with Commodities Contracting (10 ABW/LGCS).

2.15.1. If a department or agency chooses to purchase the examination copy using its own funds, prepare an AF Form 9 for the item. The AF Form 9 includes this statement: "This book has or these books have been received in accordance with USAFAI 34-102 provisions for examination copies and selected for purchase. This AF Form 9 is for payment purposes only. Please do not duplicate shipment." The completed AF Form 9 coordinates through the Chief, Acquisitions Branch (HQ USAFA/DFSELA). If a government credit card is used in lieu of the AF Form 9, the order likewise coordinates through the Chief, Acquisitions Branch.

2.15.2. If a department or agency chooses not to purchase the examination copy, the department or agency must return the book directly to the publisher within the time limits specified by that publisher.

2.16. Complimentary Materials. If a department or agency receives complimentary items, such as textbooks, requested or unrequested, the library officer submits a monthly report to HQ USAFA/DFSEL listing all printed materials so received. The listing includes title, author or editor, type of material, publisher, and publisher's or vendor's address. HQ USAFA/DFSEL adds these items to the list of gifts submitted quarterly to the Vice Superintendent for acceptance by the Superintendent. Negative reports are not required (see Attachment 2).

2.16.1. If a department or agency receives items (not requested) for which payment is required, they must be returned to the sender. When possible, use the original packing and write "Unsolicited Material--Return to Sender" on the outside of the package.

2.16.2. Complimentary items not required by a department are forwarded to HQ USAFA/DFSEL for disposition. If items are retained by the department or agency, mark them "Property of USAFA" in ink (handwritten or with a rubber stamp). When these materials are no longer required, forward them to HQ USAFA/DFSEL. DFSEL then determines whether to add the materials to the library's collection or dispose of them under appropriate regulations for surplus government property.

2.17. Contact with Publishers, Vendors, and Sales Representatives. When dealing with publishers, vendors, and sales representatives, never commit government funds, either formally or informally. If a salesperson calls on you, ensure that he or she has contacted 10 ABW/LGCS prior to any interview. 10 ABW/LGCS will provide all salespeople with evidence of clearance. Make all requests for the services of a sales representative by telephone or in writing to 10 ABW/LGCS.

2.18. Form Prescribed. USAFA Form 32, **Book Request.**

DAVID A. WAGIE, Brig Gen, USAF
Dean of the Faculty

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References:

DoDD 5500-7, *Standards of Conduct*.

AFI 34-270, *Air Force Library and Information System (AFLIS)*.

AFI 51-601, *Gifts to the Department of the Air Force*.

USAFAI 34-103, *Special Collections*.

**Attachment 2
COMPLIMENTARY TEXTBOOK(S)**

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY
USAF ACADEMY COLORADO**

DATE

MEMORANDUM FOR HQ USAFA/DFSEL

FROM: (Office Symbol of Requestor)

SUBJECT: Complimentary Textbook(s)

We received the attached, unsolicited, complimentary textbook(s) from the publisher. Please process the book(s) as indicated below:

- a. Retain for the Academy Library collection.
- b. Process and return for permanent department or agency retention.
- c. PRIORITY - Process and return as soon as possible for department or agency retention.
- d. Process into the Academy Library collection, then check out to department or agency on indefinite loan.

AUTHOR

TITLE

PUBLISHER

(Signature of Department/Agency Head)