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This instruction implements AFPD 34-1, *Air Force Services Combat Support Programs*; and applicable portions of Department of Defense Directive (DoDD) 1015.2, June 14, 1995, *Military Morale, Welfare, and Recreation (MWR);* Department of Defense Instruction (DoDI) 1015.10, November 3, 1995, *Programs for Military Morale, Welfare, and Recreation (MWR);* and DoDI 4000.19, August 9, 1995, *Interservice and Intragovernmental Support.* It provides procedures for establishing and operating general, technical, academic, and special libraries and library service centers. Libraries refer to AFI 33-112, *Computer Systems Management,* along with MAJCOM supplements and local Communication Squadron procedures, for systems related projects. It does not cover dependent schools, legal, medical, visual information, or master publication libraries. This AFI does not apply to Air National Guard (ANG), Air Force Reserve (AFRES) units, or Civil Air Patrol (CAP). This instruction requires the collection and maintenance of information protected by the *Privacy Act of 1974*. The authority to collect or maintain this information is in 10, U.S.C., 8013. Submit draft major command (MAJCOM) and field operating agency (FOA) supplements to the Air Force Services Directorate of Programs, Community Programs Division, Libraries Branch (HQ AFSVA/SVPAL), 10100 Reunion Place, Suite 502, San Antonio TX 78216-4138 for coordination before publishing. Send one copy of each published MAJCOM supplement to Headquarters United States Air Force Services Director (HQ USAF/ILV). Submit waivers to requirements in this publication with full justification and rationale to HQ USAF/ILV with MAJCOM and HQ AFSVA/CC coordination.

SUMMARY OF CHANGES

This publication is substantially revised and must be completely reviewed.

It updates references, clarifies outsourcing terminology such as Statement of Work (SOW) in paragraph **2.10.1.1.** and incorporates new technologies in paragraph **2.10.9.2.** and **Chapter 5**. Paragraph **2.4.2.** is expanded to include collection analysis. Audio collections have been added to paragraph **2.4.9.** References to procurement software, ACQMAN, FUNMAN, and OCMAN, have been deleted in paragraph **5.4.** and from the *Glossary of References and Supporting Information* due to releases of new software.

New acronyms include Allowance Standard (AS), Base Realignment and Closure (BRAC), Competitive Sourcing and Privatization (CS&P), Golden Eagle Standards (GES), Library Electronic Ordering System (LEOS), Memorandum of Agreement (MOA) and Digital Versatile Disk –Read Only Memory (DVD-ROM). Nonappropriated Fund Instrumentality (NAFI) Memorandum of Agreements (MOA) are addressed in paragraph 6. CS&P responsibilities are added under MAJCOM responsibilities in paragraph 6.3.2.13. Technical and Academic Library Director responsibilities are added in paragraphs **6.4.4.** and **6.4.5.**

Chapter 1

PURPOSE AND STRUCTURE

1.1. Program Overview. The Air Force Library and Information System (AFLIS):

1.1.1. Provides access to information essential to the Air Force mission.

1.1.2. Supports professional military and voluntary education programs.

1.1.3. Offers library facilities, resources, and services to enhance the quality of life for authorized customers.

1.2. Opening New Libraries. Installation commanders or commanders of specialized organizations send requests to establish a library or information center to the Major Command Services Commander or Division Chief (MAJCOM/SV). Libraries with an Air Force Library Account Number (FL) require a full-time professional librarian to receive central appropriated funds, services, and support.

1.2.1. MAJCOM/SV reviews and verifies the requirement, provides technical assistance, and coordinates the request with MAJCOM Department of Defense Activity Address Code (DoDAAC) monitor. MAJCOM DoDAAC monitors forward the request for an FL account number DoDAAC, a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material, to the Air Force DoDAAC monitor at HQ AFMC. Approved libraries receive a Supply Record Account Number (SRAN) and a DoDAAC. DoDAACs are issued IAW AFI 24-230, *Maintaining the DoD Activity Address Directory (DoDAAD)* and DoD 4000.25-6-M, Part I, *Department of Defense Activity Address Directory (DoDAAD) (Activity Address Code Sequences)*. If the library is a contract operation, the base must appoint an accountable property officer other than a contract employee.

1.2.2. Commander or division chiefs may not establish new libraries, branches, or information centers unless they demonstrate that existing library operations on the base cannot provide required services. Commanders of units that do not have a professional librarian authorized on the manning document and are not located on an Air Force base submit requests for library service through the MAJCOM to HQ AFSVA/SVPAL.

1.3. Closing and Consolidating Libraries. If organization commanders intend to close a library due to a Base Realignment and Closure commission decision, or to consolidate FL account numbered activities, they must send notifications a minimum of six months prior to the proposed action. The request must be sent through MAJCOM/SVs and AFSVA/SVPAL.

1.4. Authorized Libraries. Libraries are authorized at each installation and, as Category A activities, are mission sustaining programs IAW DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*. See **Attachment 3** for library and information activities and services that make up the multi-type AFLIS.

1.5. Customer Eligibility. See AFI 34-262, *Services Programs and Use Eligibility*. The installation commander determines specific eligibility requirements.

1.5.1. Non-Department of Defense (DoD) personnel enrolled in an Air Force 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. Air Force government contractor personnel are eligible to use Air Force libraries in accordance with contract requirements and AFI 34-262, Attachment 2, paragraph A2.2. Foreign military personnel are eligible for library participation in accordance with support agreements.

1.6. Services Awards Program. See AFI 36-2852, *Air Force Services Awards Program*.

1.7. Assistance To Other Libraries. All Air Force Libraries are an integral part of the worldwide library and information network. As such, they provide assistance to other non-Air Force libraries and organizations for the purpose of furthering access to and use of the ever-expanding body of worldwide scientific, literary and educational knowledge and information. This global partnership occurs through cooperative activities such as interlibrary loan, resource sharing, and reference support.

Chapter 2

LIBRARY AND INFORMATION CENTER OPERATIONAL REQUIREMENTS

2.1. Program Standards. Operate libraries and information centers to meet published professional standards and guidelines (**Attachment 4**) and current industry practices. Only general libraries must meet the standards defined in the DoD MWR Library Standards (DoDLS); AFI 36-2306, *The Education Services Program Education Assessment Program (EAP);* and standardized AFLIS EAP checklist. The *Golden Eagle Standards for Air Force General Libraries* are mandatory (see USAF/ILV message, R151211Z Mar 99) and provide minimum standards for Air Force general libraries. The AF Library 5-Star Program uses key Golden Eagle Standards to determine quality of service provided to customers.

2.2. Public Services. All libraries provide services based on customer needs identified in the Services Market Survey data from marketing offices and other marketing methods, library program objectives, and the AFLIS Strategic Plan as supplemented by the MAJCOM. Libraries conduct an annual review of customer satisfaction and analyze results for needed changes in library operations, facilities, equipment, and services. Libraries provide the following services:

2.2.1. Two-way interlibrary loan (ILL) and resource sharing services. Adhere to the ILL Code for the United States. Libraries are authorized to charge ILL costs to a centrally funded account. Each library will have a written ILL policy and ensure that all ILL requests conform to the requirements of local lending protocol and the copyright law. Libraries maintain records of ILL requests and their fulfillment for three calendar years after the request is made IAW guidelines from the Commission on New Technological Uses of Copyrighted Works.

2.2.2. Document Delivery services**.** Utilize document delivery services for articles not available in the library collection. Libraries are authorized to use AFLIS centrally funded document delivery accounts when available. Librarians track document delivery costs by mission and organization, education or personal needs, and follow procedures on the AFLIS Resources web page.

2.2.3. On-line access to commercial and government information and bibliographic databases. Librarians track information delivery costs by mission and organization, education, or personal needs to justify budget requirements.

2.2.4. General libraries provide support services in the areas listed below. Academic and technical libraries support the parent organization's mission.

2.2.4.1. Mission support services. Include orientation classes for organizational representatives, briefings for commander's calls, research, interlibrary loan, document delivery services, reference support, online database access, and publications.

2.2.4.2. Education support services. Libraries provide academic support IAW DoDI 1322.25, *Voluntary Education Programs*. Include research skill and orientation classes, reserve collections, reference librarians, and coordination of off-campus library support. Libraries shall operate a minimum of 55 customer service hours per week. Thirty percent of operating hours will be night (after 1700 hours) and weekend hours to accommodate student needs.

2.2.4.3. Quality of life support services. Include all programs and services that enhance the quality of life for military members and their families. Provide full library service to children and youth, including story hours and summer reading programs. Promote lifelong learning.

2.2.5. Class A, defense switched network (DSN), defense data network (DDN), and commercial business telephone lines with routers and modems for data transmission, and time-share access to support on-line reference and resource sharing. Library staff computers should be connected to the base local area network (LAN) and added to the base Combat Information Transport System (CITS) plan for fiber optic connectivity to ensure reliable access to electronic, mission-essential information.

2.2.6. Customer use equipment, including but not limited to: computers, printers, office software, typewriters, audio and video equipment, copiers, fax machines, electronic book readers, and scanners.

2.2.6.1. Personal use of library computer resources by customers is authorized. See AFI 33-112, *Computer Systems Management*, paragraph 19. Libraries must follow guidelines IAW DoD 5200.1-R, *Information Security Program;* DoD 5200.2-R, *Personnel Security Program;* DoD 5500.7-R, *Joint Ethics Regulation (JER);* AFI 33-115, Volume I, *Network Management;* AFI 33-119, *Electronic Mail (E-mail) Management and Use;* AFI 33-129; *Transmission of Information via the Internet;* AFI 33-204, *Information Assurance (IA) Awareness Program;* and AFSSI 5027, *Network Security Policy.* Contact the local base network control center for applicable regulations that must be followed.

2.3. Facilities. General libraries and service centers must meet space criteria and design standards specified in DoD Military Handbook 1190, *Facility Planning and Design Guide*; AFI 32-1024, *Standard Facility Requirements*; AFH 32-1084, *Facility Requirements; GES*; and most current DoD and AF Library Design Guides. Mission and organization for academic and technical libraries or information centers determine space criteria and design standards. Use current industry standards to develop state-of-the-art facility requirements.

2.3.1. Libraries follow guidance for temperature and humidity control as outlined in DoD Military Handbook 1190. Request waivers locally as required to meet specifications for operation of equipment and for preservation of materials.

2.3.2. Library facilities will not be used to provide office, work, or storage space for functions not specifically related to library services, with the exception of a room that may be used for non-library meetings. All other uses are subject to installation commander approval and MAJCOM librarian review.

2.3.3. Libraries are authorized appropriated fund custodial support and should be identified in the base contract for custodial support IAW DoDI 1015.10, Enclosure 6, *MWR Program APF Support Table Authorization,* and AFI 65-106, *Appropriated Fund Support to Morale, Welfare, and Recreation and Nonappropriated Fund Instrumentalities.*

2.4. Library Collections. Library Directors determine the size and scope of their collections by assessing the quality and currency of materials, customer needs, funding, staffing, and physical space. Librarians follow these general guidelines:

2.4.1. General library collections must include materials to support organizational mission requirements, professional military and voluntary education programs, lifelong learning, and quality of life for adults and children. Libraries are authorized lease or rental plans for materials to meet demand for new missions, special initiatives, newly published items, and to enhance quality of life programs.

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

2.4.3. Provide information in print, non-print, and electronic formats.

2.4.4. Emphasize access to information and materials rather than the size of the collection. Use on-line databases, DVD/CD-ROM full-text products, interlibrary loans, and document delivery services when these resources prove cost-effective and practical.

2.4.5. Follow the *American Library Association (ALA) Bill of Rights* to ensure that the selection process is free from censorship. Libraries will also apply the principles of intellectual freedom, not only in selection, but also in all aspects of library 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 must take precedence.

2.4.6. Establish a written collection management policy to ensure that collections meet customer needs; evaluate collections regularly to eliminate old, obsolete, and worn materials; and establish and implement an inventory plan using professional methods. Establish and update the collection development plan annually and include subject areas weeded, collection strengths and weaknesses, and collection goals. Forward the plan and annual updates to the MAJCOM librarian for approval.

2.4.7. 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.

2.4.8. Determine academic library collections by curricula and accreditation standards.

2.4.9. Provide audio and video collections focusing on business, education, personal improvement, and children and youth interests. Libraries may not charge viewing fees. Follow the AFLIS Procurement Guide procedures located on the AFLIS Resources web page.

2.5. Training. All librarians should attend professional training courses, workshops, or conferences on an annual basis.

2.5.1. Directors of general libraries develop training plans to ensure that all personnel are technically competent in their jobs. In general libraries, ensure that all staff know how to help customers complete circulation transactions, locate materials, operate public access equipment and use various library technologies.

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

2.6.1. Libraries use centrally funded cataloging service contracts or On-line Computer Library Center (OCLC) services for catalog cards or electronic records and enter holdings in the OCLC On-line Library Union Catalog (OLUC). Other cataloging services may be used upon approval from HQ AFSVA/SVPAL.

2.6.2. General libraries use the Dewey Decimal System of Classification for materials and Library of Congress (LC) subject headings. Automated cataloging systems must use the standard full machine-readable cataloging (MARC) record format.

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

2.6.3.1. Small technical libraries may use the Dewey Decimal Classification system.

2.6.4. Purchase preprocessed books and use copy cataloging and centrally funded contracts to save staff time and reduce costs. Establish cataloging and book-processing profiles with appropriate vendors.

2.7. Supplies and Equipment. Librarians acquire specialized library supplies and standard library furniture and equipment. Provide equipment specified in paragraph **2.2.6.** See **Chapter 3** for allowable fees and charges. See the AS listing in **Attachment 5** for library equipment authorizations.

2.8. Official Mail. Libraries may use official and priority mail for all library transactions, including interlibrary loans, as specified by DoD 4525.8-M, *DoD Official Mail Manual*, and AFI 65-106.

2.9. Marketing and Public Relations. Library directors conduct aggressive marketing and public relations programs to promote library services and use, as well as to obtain funding, staffing, facility improvement, grounds maintenance, responsive procurement action, and community involvement. Directors of general libraries use Services Market Survey data to identify market trends and to develop a marketing plan. General libraries are authorized marketing support IAW AFI 34-104, *Services Marketing and Publicity Program*.

2.10. Accountability Records. Libraries maintain property custodian records, requisition and purchase orders, salvage and inventory control documents, written follow-ups, and memos in official files in accordance with AFI 37-138, *Records Disposition--Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*, Table 34-3.

2.10.1. Accountable Property Agent. The organization commander appoints a professional librarian as the accountable property agent for all library materials and services in a memorandum. For contract libraries, the base must appoint an accountable officer other than a contract employee. The Services commander or division chief, or the commander of a specialized organization with a library or information center, appoints an interim accountable property agent during periods when there isn't an assigned librarian. Keep original documents with the AF Form 194, **Library Balance Record**. Send one copy of each memorandum to the MAJCOM librarian whenever a new librarian or interim accountable property agent is appointed.

2.10.1.1. Libraries operating under a NAFI MOA and contract libraries are responsible for accountability of library materials and equipment in accordance with the terms of the NAFI Memorandum of Agreement, the Performance Work Statement (PWS), Statement of Work (SOW), or other document describing NAFI responsibilities and work to be accomplished.

2.10.2. Library Balance Records. Libraries without an automated Integrated Library System (ILS) use AF Form 194 to document collection acquisitions and withdrawals. Use a separate form for each type of material. Libraries with an ILS generate reports at the end of each fiscal year (FY) or when needed which provide a chronological record of each type of material added to or removed from the collection.

2.10.3. Shelf List Records. Librarians keep an official shelf record for every item in the permanent collection in either card or automated format. The permanent collection consists of items purchased with central or local library funds as well as donated items that have been officially added to the library balance record.

2.10.4. Loaning Library Materials. Follow these guidelines:

2.10.4.1. Libraries may loan all materials except for commercial operating systems, utilities, and applications software that is copyrighted or registered to a specific computer. Libraries may loan software such as, but not limited to, CDs, DVDs, etc. that are part of a purchased publication.

2.10.4.2. Libraries may loan materials for a specified time limit, usually from two to three weeks. Change due dates daily for better distribution of staff work.

2.10.4.3. Libraries may loan office reference collections for an indefinite period.

2.10.4.4. The library circulation charging system must show who has each title at all times.

2.10.4.5. Library users must be registered and may be required to show identification to borrow materials. Comply with AFI 33-332, *Force Privacy Act Program*, when registering customers.

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

2.10.5.1. 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.

2.10.5.2. Libraries may not charge fines for overdues.

2.10.5.3. The Services commander or the commander of a specialized organization recommends local disciplinary measures to ensure that personnel return library materials within the prescribed time limits.

2.10.6. Replacing or Paying for Lost, Damaged, or Destroyed Library Material. 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 regulations apply:

2.10.6.1. Borrowers must replace materials with the same title or a title selected/approved by the librarian at the current price. No depreciation for used materials is authorized.

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

2.10.7. Property Marking of Library Materials. All library materials are USAF property, regardless of the fund or procurement source. Library staff members must affix property markings on all acquired materials, including those that are purchased for office use. Remove all property markings when withdrawing materials from the library collection.

2.10.8. Library Inventory. Follow these guidelines:

2.10.8.1. Each newly assigned library director must conduct a physical count of all library materials to verify balances before transferring accountability from the previous librarian. Automated shelf-list records may be used to verify total holdings.

2.10.8.2. General libraries will conduct a shelf-list inventory of all library materials at least once every 5 years. Report inventory results and any discrepancies on the narrative section which accompanies the Library Annual Report Program (LARP).

2.10.8.3. Drop items missing for one complete year and adjust library balance records using an inventory adjustment memo. Remove item records from the ILS, card catalog, and OCLC or other similar union catalogs as required. Maintain statistics of withdrawn items for the LARP.

2.10.9. Disposal of Library Materials. Follow these guidelines:

2.10.9.1. Librarians in general libraries coordinate with the Services Logistics staff for turn-in of obsolete or irreparably worn library materials to the Defense Reutilization Marketing Office (DRMO). Librarians must contact DRMO for current turn-in procedures.

2.10.9.2. Library directors coordinate with the command librarian to redistribute excess materials as well as library-specific supply items that are in usable condition. Send excess materials to Air Force, DoD, and other Federal libraries, or the Library of Congress Exchange and Gift Division.

2.10.9.3. Libraries may not sell any materials purchased with appropriated funds (APF) or marked as Air Force property IAW DoD 4160.21-M, *Defense Materiel Disposition Manual;* AFI 34-204*, Property Managemen*t; and AFMAN 23-110, Volume 2, Part 13. Libraries may only sell donated materials at Services sales.

2.10.10. Disposal of Excess Equipment. Library directors send a list of serviceable, specialized APF library furniture and equipment to the command librarian with a request for disposition instructions. Dispose of nonappropriated fund (NAF) library furniture and equipment IAW AFI 34-204.

2.10.10.1. The command librarian reviews and identifies items for distribution within the command.

2.10.10.2. Library directors implement command instructions and follow the standard disposition procedures outlined in AFMAN 23-110, Volume 2, Part 13, and AFI 34-204.

2.11. Library Annual Report Program (LARP) RCS: HAF-SVA (A) 7140. Librarians of each account-numbered Air Force library and library service center 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; reimbursable support units; and bookmobiles for which the library is responsible. Submit a copy of the signed first page of the LARP to HQ AFSVA/SVPAL through the MAJCOM. 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.

2.11.1. MAJCOMs suspense libraries in the command to prepare and submit the LARP to the MAJCOM by 1 November.

2.11.2. MAJCOMs review and verify reports; send completed MAJCOM narrative in electronic format and hardcopy as well as a signed front page for each library to HQ AFSVA/SVPAL by 1 December.

2.11.3. Field Operating Agency (FOA) and Direct Reporting Unit (DRU) libraries complete the report and forward the signed front page to HQ AFSVA/SVPAL by 15 November.

2.11.4. HQ AFSVA/SVPAL maintains the final LARP reports.

2.12.   Golden Eagle Standards (GES).

2.12.1.   General libraries must complete the portions of the GES that are not pulled from LEOS and LARP. Follow instructions in the workbook on the AFLIS web page.

2.12.2.   MAJCOMs suspense general libraries to complete the GES by 1 November.   MAJCOMs review and verify GES reports for libraries in their commands by 1 December.

2.12.3.   HQ AFSVA/SVPAL maintains the final GES reports.

2.13.   Department of Defense MWR Library Standards (DoDLS).

2.13.1.   General libraries must complete the portions of the DoDLS that are not pulled from the GES report. Follow instructions in the workbook on the AFLIS web page.

2.13.2.   MAJCOMs suspense general libraries to complete the DoDLS by 1 November. MAJCOMs review and verify DoDLS data for libraries in their command by 1 December.

2.13.3.   HQ AFSVA/SVPAL maintains the final DoDLS reports.

2.14.   General Library 5-Star Program.

2.14.1.   General library 5-Star Program data is pulled automatically from the GES.

2.14.2.   Follow procedures located on the AFLIS web page for review and approval of the 5-Star score sheet.

2.14.3.   HQ AFSVA/SVPAL maintains the final 5-Star Program reports.

Chapter 3

LIBRARY FUNDING

3.1. Designated Funding Category. The Air Force designates general libraries as MWR Category A, mission-sustaining activities and funds them primarily with APFs. The Air Force funds academic and technical libraries totally with APFs.

3.1.1. Libraries are not revenue generating activities and may not charge customers for materials and services except as stated in paragraph **3.5.**

3.1.2. Library personnel may not hold fund-gathering activities or sales in Air Force libraries since libraries are designated category A activities.

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

3.1.4. Libraries track mission-support costs for materials and services that may be reimbursable under DoDI 4000.19, *Interservice and Intragovernmental Support*. These services include purchases, on-line uses, interlibrary loans, and document deliveries. Libraries also use this information to justify annual budgets.

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

3.2.1. General libraries must fund leisure and recreational programs for adults and children with local APFs. Central APFs are not authorized for these purposes.

3.2.2. Library directors prepare, justify, and submit an annual budget to local resource advisor or budget office by following local directives. Send a copy of the local budget to the command librarian after approved at local level.

3.2.3. All libraries must have an APF copier, data fax machine, commercial and DSN telephone lines, and Internet capability to meet mission-support requirements and interlibrary loan services. Library staffs are authorized ".mil" Internet access; commercial Internet Service Providers (ISP) are used for customer Internet access.

3.3. Central Appropriated Funds. All libraries and information centers are authorized the use of central APFs except Research, Development, Test, and Evaluation (RDT&E) libraries funded with 3600 funds. HQ AFSVA/SVPAL allocates central APFs to libraries through their MAJCOMs to purchase materials and services in direct support of Air Force mission requirements, library missions, and professional and voluntary education programs. See paragraph **4.8.** and the instructions in LEOS for types of materials and services that libraries may fund with central APFs.

3.3.1. Each library that uses authorized central funds submits an annual budget with justification and required documentation in the format requested to the MAJCOM by the suspense date in the call letter.

3.3.2. MAJCOMs consolidate individual library budgets and submit them to HQ AFSVA/SVPAL by the suspense date in the call letter.

3.3.3. FOA libraries submit annual budgets directly to HQ AFSVA/SVPAL by the suspense date in the call letter.

3.4. Nonappropriated Funds (NAF). 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. Certain NAF costs recorded to general ledger account codes (GLAC) are excluded from Category A APF computation. Refer to AFI 34-201, Attachment 5, for computation instructions.

3.5. Library Equipment. Since libraries are Category A activities, equipment must be purchased and maintained with APFs. However, library revenue generating equipment for customer use such as copiers, data fax machines, and supplies for such equipment, must be procured or leased with NAFs. Charges off-set the cost of equipment and supplies purchased or leased with NAFs.

3.5.1. Library NAF Equipment. Use NAF funds generated from user fees for maintenance and supplies to operate equipment. Libraries budget for revenue generating equipment in the NAF Requirements Budget and for the 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.*

3.5.2. Library APF Equipment. Libraries use APFs to purchase new equipment IAW AFI 34-201, Attachment 5, to meet mission support requirements. Purchase supplies with APFs for library administrative purposes and mission-essential services. Budget for replacement in local APF budgets.

3.5.3. The *Copyright Law of the United States* (Public Law 94-553, Title 17 U.S.C.) 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 visual aids by all duplicating equipment.

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

3.6.1. Educational Funds**.** Colleges and universities that offer courses on base must provide materials, equipment, supplies, and services of comparable value to home campus service, and/or reference librarians to support their curriculum. (AFI 36-2306).

3.6.1.1. Education Service Officers (ESO), with input from librarians, establish library support levels in an MOU between the Education Services Office and the college or university.

3.6.1.2. Librarians, in cooperation with instructors, field representatives, academic institution librarians, and ESOs, identify needed materials, services, or personnel to support the courses.

3.6.1.3. The educational institution must pay the vendor directly for all materials, equipment, supplies, and services provided for library support.

3.6.2. Private Organization (PO) Donations. Librarians of general libraries may identify special materials or services needed to on-base POs for purchase consideration.

3.6.2.1. Organizations must pay the supplier directly and make the donation to the library in accordance with AFI 34-223, *Private Organization (PO) Program.*

Chapter 4

CENTRAL PURCHASING PROGRAM

4.1. Purpose. HQ AFSVA/SVPAL manages central appropriated funds and the central purchasing program. Central purchasing consolidates contracts and orders to reduce procurement costs.

4.2. Requirements Identification. Command and FOA librarians identify mission essential organizational information requirements to command and FOA budget officers.

4.2.1. The budget officers transfer command or FOA funds to the central library program.

4.3. Defining Mission Essential Resources. The Air Force defines mission essential informational resources as publications and services that directly bear on the functions, initiatives, and operations of Air Force agencies and that personnel must have on hand to carry out the installation mission effectively.

4.4. Certification of Mission Essentiality. The librarian certifies mission essential purchases for the library.

4.4.1. Functional commanders, division chiefs, or civilian equivalents certify mission essential requirements for their organizations.

4.5. Organizational Exclusions. These Air Force organizations may not purchase mission essential publications with central APFs:

4.5.1. AFRES and ANG.

4.5.2. Surgeon General (SG).

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

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

4.5.5. Depot maintenance organizations funded with Air Force industrial funds (Refer to

DoD 7000.14-R, *Department of Defense Financial Management Regulation; Volume 2B, Budget Formulation and Presentation).*

4.5.6. Family housing referral offices. (Refer to AFI 65-601, Volume 1).

4.5.7. Tenant activities funded with non-Air Force appropriations.

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

4.5.9. Family support centers (Refer to AFI 36-3009, *Family Support Center Program).*

4.5.10. MWR Category C activities in all locations except for those at headquarters; and 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.

4.5.11. Libraries do not purchase materials for Civil Air Patrol (CAP). These organizations have other funding sources.

4.6. Central Procurement Guidance. Library and information centers authorized to purchase materials and services with central funds must use LEOS and follow the procedures in the AFLIS Central Procurement Guide and other guidance found on the AFLIS Resources web page.

4.7. Contracting Agencies. Air Force libraries expend central APFs through these agencies:

4.7.1. The Aeronautical Systems Center (ASC/PKWRM) at Wright-Patterson AFB awards contracts for AFLIS consolidated orders and sole source purchases. ASC/PKWO issues the Government Purchase Card (GPC) to HQ AFSVA/SVPAL to buy library materials and services.

4.7.1.1. HQ AFSVA/SVPAL maintains 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**. All funding documents are routed electronically to ASC/FM for funds certification.

4.7.1.2. The Defense Finance and Accounting Service (DFAS) pays all contractor bills. HQ AFSVA/SVPAL processes all invoices and billing documents, tracks vouchers, and confirms payments via DFAS electronic databases.

4.7.2. FEDLINK, through the Contracting and Logistics Division at the Library of Congress, provides book, subscription, on-line database, document delivery, training, and cataloging/processing services for AFLIS libraries.

4.7.2.1. HQ AFSVA/SVPAL processes all centrally funded Library of Congress Interagency Agreements.

4.7.3. HQ AFSVA/SVPAL manages the centrally funded accounts for MAJCOM and FOA libraries and other specialized activities, units or agencies.

4.8. Authorized Purchases. Libraries and organizations use central APFs to purchase authorized mission essential informational materials and services. (Refer to AFI 65-601, Volume 1 and AFMAN 23-110, Volume 2, Pt 2). See also paragraph 3.3.

4.8.1. If central APFs are not available for office requirements, offices may use unit funds to purchase mission essential commercial publications. Regardless of funding source, purchases with AF Form 9, **Request for Purchase**, must be coordinated with the local base library. The base library is the sole focal point for tracking mission essential publications for offices. This data is required for RCS: HAF-SVA (A) 7140 (LARP).

4.8.2. Subscriptions may be renewed against the appropriation current at the time the subscription is ordered. The subscription may extend beyond the end of the current FY, be for more than one FY, or begin in a subsequent FY. (Refer to *Interim Guidance on Accounting for Obligations,* formerly DFAS-DE 7000.4-R and AFR 170-8).

4.9. Unauthorized Purchases. Libraries may not fund or purchase the categories of materials or services listed in **Attachment 6** for offices, organizations, or agencies. Purchase of unofficial publications, such as the *Air Force Times,* is not an appropriate expenditure of central funds for offices outside the library. See **Attachment 6**, paragraph **A6.8.**

Chapter 5

LIBRARY AUTOMATION

5.1. Automated Systems. Libraries use automated systems to broaden and accelerate information services and to improve library management. Local installations and MAJCOMs fund library automation systems, including hardware, software, security, connectivity, and other peripherals as needed for fully operational systems.

5.1.1. Librarians recommend to command librarians the services that the library should convert to automated systems.

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

5.1.3. Libraries provide computers with peripheral equipment and office application software for customer use.

5.1.4. 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.

5.1.5. Provide computer equipment and software IAW the most current AF standard.

5.1.6. Libraries have restricted and public homepages IAW GES and relevant Information Assurance, Computer Squadron, and Public Affairs instructions at Air Force, MAJCOM, and local base levels.

5.2. Automation Plans. Installation, MAJCOM, and Air Force librarians prepare and maintain an automation plan (**Attachment 7**). Include all library automation projects. General libraries forward the automation plan and annual updates to the MAJCOM librarian for approval. Refer to AFI 33-103, *Requirements Development and Processing*, for guidance in planning and processing automation requirements.

5.2.1. HQ AFSVA/SVPAL monitors MAJCOM and FOA automation projects.

5.3. Integrated Library System (ILS). Libraries and information centers use at a minimum an ILS with the following operations and services:

5.3.1. Circulation control.

5.3.2. Cataloging.

5.3.3. On-line patron access catalog (OPAC) with MARC records.

5.3.4. Web interface.

5.4. Electronic Information Products. Libraries and information centers use electronic information products and provide on-line database access.

5.5. Air Force Library Information Systems (AFLIS). Use the standard web-based AFLIS modules to perform common library functions and to utilize current AFLIS resources including, but not limited to:

    5.5.1. LEOS.

    5.5.2. LARP.

    5.5.3. GES.

    5.5.4. DoDLS.

    5.5.5. 5-Star Award Program.

5.6. Automated Cataloging Services. Libraries may use centrally funded on-line accounts for electronic cataloging services.

5.7. On-line Information Services. Use on-line access to commercial and Government databases to provide customers with required mission and research information not available through in-house resources or through interlibrary loan networks. Customers use commercial ISPs to access the Internet on library public use computers. Libraries will not charge fees for these services.

    5.7.1. General Libraries provide customer access to centrally funded online databases on computers within the library and via commercial ISPs. See AFI 33-202, *Network and Computer Security*.

5.8. 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. ILL forms are available on the American Library Association (ALA) web page.

5.9. Electronic Communication Systems. Library staff use e-mail systems to conduct AFLIS official business, meet suspenses, provide better service, conduct central purchasing, and deliver information. This includes use of the AFLIS Discussion List for the exchange of professional information. Library staffs access the AFLIS WWW home page for central resources such as the GES, AFLIS Program Training Aids, central procurement instructions, LEOS, LARP, and document delivery procedures.

5.10. Systems Security. Maintain hardware and software security and safety as directed in AFSSI 5027, AFI 33-202, and AFI 33-204.

5.11. Library Computers. To maximize the use of library computers and support customer needs, access to the public modules of the ILS, electronic resources, and Internet should be available on customer-use computers.

Chapter 6

RESPONSIBILITIES

6.1. Staffing. The Air Force Manpower Standard (AFMS) 45GX determines manpower authorizations for government-operated general libraries and library service centers.

6.1.1. Libraries may also implement staffing variances approved by Headquarters United States Air Force, Plans and Force Management (HQ USAF/SVX).

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

studies.

6.1.3. Contractor and NAF operated libraries hire professional librarians and sufficient numbers of support staff to accomplish requirements in the contract, MOA, GES, and this instruction.

6.2. Positions. All library personnel in general libraries share and rotate uncommon tours of duty. Library personnel, grades, position, total hours worked for the FY, and date position vacated, if applicable, will be listed on the LARP.

6.2.1. Classifications and qualifications for library personnel are based on the Office of Personnel Management (OPM) Qualification and Classification Standards. Library professional positions are classified in the 1410 (Librarian), 1412 (Information Specialist), or NAF NFIV series. Library technicians are classified in the 1411, NAF NFI, NFII, or NFIII series. The Air Force Career Program assists with recruitment and placement.

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

6.4. Responsibilities. The Air Force hires professional librarians to direct AFLIS operations at installation, MAJCOM, and HQ AFSVA/SVPAL. All professional librarians must meet the qualifications established by OPM for the GS-1410 series and have a Master's Degree in Library and Information Science from an ALA accredited program. This instruction establishes the following responsibilities and authorities for installation, MAJCOM, and HQ AFSVA/SVPAL librarians:

6.4.1. HQ AFSVA/SVPAL:

6.4.1.1. Directs the AFLIS program.

6.4.1.2. Develops program goals, guidance, standards, and initiatives. Evaluates library programs and services, analyzes data, and consolidates reports for AF, DoD, and federal committees and agencies.

6.4.1.3. Directs the central APF purchasing program. Prepares budgets and Program Objective Memorandum (POM) submissions for central APFs. Manages the execution and obligation of central APFs.

6.4.1.4. Provides professional technical guidance to Air Force agencies and MAJCOMs regarding library and information matters with Air Force-wide impact.

6.4.1.5. Conducts staff assistance visits when requested by MAJCOMs, FOAs or DRUs.

6.4.1.6. Serves as command librarian to FOA libraries and information centers.

6.4.1.7. Recommends approval or cancellation of DoDAAC accounts for libraries or information centers.

6.4.1.8. Directs the AFLIS Steering Committee. Committee members include directors of command library systems as well as Air University and Air Force Academy libraries.

6.4.1.9. Works with the AFLIS Steering Committee to develop and maintain the Air Force Library Strategic Plan in conjunction with *DoD Joint MWR Libraries Strategic Plan*. Collaborates and partners at all levels to accomplish the AFLIS Strategic Plan.

6.4.1.10. Plans, develops, and conducts training courses, workshops, and conferences.

6.4.1.11. Plans and implements automated services and systems.

6.4.1.12. Reviews facility construction projects and provides recommendations to MAJCOM librarians.

6.4.1.13. Serves as the director of the AFLIS and as a member of the DoD Joint Library Forum, the Federal Library and Information Center Committee (FLICC), and other DoD or Federal library groups as required.

6.4.1.14. Ensures implementation of the US Air Force Mishap Prevention Program within AF libraries and information centers IAW AFI 91-202, *The US Air Force Mishap Prevention Program.*

6.4.2. Command Librarian:

6.4.2.1. Actively participates, at a minimum of twice a year, as a member of the Air Force Library Steering Committee to develop standards and guidelines to implement Air Force policy.

6.4.2.2. Evaluates the library system's quality of service, productivity, cost efficiencies, and compliance with established standards.

6.4.2.3. Provides technical guidance, support, and oversight to libraries and information centers in the command. Advocates program initiatives and priorities to Services leadership. Defines program policy within the command. Participates in FEDLINK.

6.4.2.4. Determines command requirements and issues instructions.

6.4.2.5. Supplements and updates, in conjunction with *DoD Joint MWR Libraries Strategic Plan,* the Air Force Library Strategic Plan with command goals and objectives. Collaborates and partners at all levels to accomplish the AFLIS Strategic Plan.

6.4.2.6. Prepares an annual consolidated central APF budget and submits to

HQ AFSVA/SVPAL by the suspense date in the call letter. Monitors funds and obligation rates for each account numbered library and MAJCOM FEDLINK accounts.

6.4.2.7. Conducts staff assistance visits and on-site orientation and training for all new library directors within 90 days of appointment.

6.4.2.8. Sends recommendations to HQ AFSVA/SVPAL on waiver requests and assignment or cancellation of library accounts.

6.4.2.9. Plans, coordinates and provides training, workshops, video teleconferences and other training opportunities. Conducts MAJCOM breakouts in conjunction with the annual Air Force librarians' conference.

6.4.2.10. Develops and implements command automated services and systems.

6.4.2.11. Reviews facility construction projects and provides recommendations on project scope, design, etc.

6.4.2.12. Redistributes excess supplies of library materials, furniture, and equipment within the base or command.

6.4.2.13. Completes a consolidated command LARP, RCS: HAF-SVA (A) 7140, with narrative by 1 December.

6.4.2.14. Monitors library NAF MOA and CS&P initiatives; coordinates and reviews the MOA, PWS, SOW and other CS&P documents; and participates in quality management systems for contracted operations.

6.4.2.15. Manages the mishap prevention program for libraries within their command IAW AFI 91-202.

6.4.3. Installation Library Director:

6.4.3.1. Develops and updates a strategic plan in conjunction with the *DoD Joint MWR Libraries Strategic Plan*, Air Force Library Strategic Plan, and MAJCOM supplementation. Collaborates and partners at all levels to accomplish the AFLIS Strategic Plan.

6.4.3.2. Supervises library and information services to meet customer needs and the required standards listed in **Attachment 4**.

6.4.3.3. Ensures that library staff includes personnel with professional experience in reference work, including on-line and electronic search and retrieval and bibliographic instruction. Computer System Administrators will have a Bachelor's Degree in Computer or Information Services or applicable library computer systems, database administration, hardware maintenance and repair, and local/wide area network experience.

6.4.3.4. Responds to requests for data or information to HQ AFSVA/SVPAL, MAJCOM, or local headquarters upon request.

6.4.3.5. Ensures the library meets the standards established by this AFI, GES, DoDLS, and EAP.

6.4.3.6. Professional librarians attend, at a minimum, the annual Air Force and MAJCOM library conferences. Trains library staff to meet established performance standards.

6.4.3.7. Uses Services Market Survey data and local customer and education surveys to develop a marketing plan for the base library.

6.4.3.8. Prepares local and central APF budgets and manages financial resources.

6.4.3.9. Administers central APFs as directed on the AFLIS Resources web page.

6.4.3.10. Maintains a current collection development plan, operating instructions, training plans for each position, continuity notebooks, and policy manuals.

6.4.3.11. Coordinates library facility construction, renovation, or rehabilitation plans with the command librarian to ensure compliance with the DoD Military Handbook 1190.

6.4.3.12. Completes the LARP, RCS: HAF-SVA (A) 7140, for command librarian review by 1 November each FY.

6.4.3.13. Implements safety and health program elements within their area of responsibility IAW AFI 91-202.

6.4.4. Technical Library Director:

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

6.4.4.2. 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 and ease of use.

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

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

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

6.4.4.6. Assures that the library participates in content organization to deliver accurate, timely information; organizes information resources and establishes an information taxonomy for organizational specific information.

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

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

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

6.4.4.8. 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.

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

6.4.4.10. Completes the LARP, RCS: HAF-SVA (A)7140, for command librarian review by 1 November each FY.

6.4.5. Academic Library Director:

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

6.4.5.2. Advocates library's integral value to curriculum and research. Asserts the importance and integration of information resources to new and changing programs.

6.4.5.3. 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, appropriate consortia, and various AF and DoD agencies.

6.4.5.4. Participates in a variety of institutional functions and processes such as strategic planning, accreditation, academic freedom, and distributed learning.

6.4.5.5. Prepares budgets and other financial documentation. Manages financial resources.

6.4.5.6. Conducts regular library assessments to tailor policies, resources, and services to institutional requirements.

6.4.5.7. Develops and manages collection in accordance with academic mission; evaluates, selects and de-selects materials; controls inventory; and maintains and develops special collections. Implements preservation and protection measures.

6.4.5.8. Ensures staffing expertise and continuing training necessary to support the academic requirements of the institution.

6.4.5.9. Collaborates with faculty to identify library instructional requirements and collection development needs to support the institution's curriculum and faculty research.

6.4.5.10. Supports research and curriculum assignments through individual and group instruction to library users in the retrieval and use of print and electronic library resources.

6.4.5.11. Delivers general and comprehensive reference services, including print, non-print and electronic resources, to faculty, students and other personnel.

6.4.5.12. Evaluates, selects, maintains, upgrades and operates the library's electronic tools, including the on-line integrated library system. Ensures the infrastructure supports access to electronic resources to both in-house and remote users.

6.4.5.13. Develops and applies cataloging and processing procedures for all materials within the library collection, entering such bibliographic data into appropriate international databases and on-line information systems.

6.4.5.14. May serve as archives for agency or other base functions.

6.4.5.15. Ensures library facility, furnishings, and equipment match academic requirements. Coordinates construction, renovation and rehabilitation projects.

6.4.5.16. Completes the LARP (RCS: HAF-SVA (A) 7140) for command librarian review by 1 November each FY and responds to assigned suspenses through chain of command.

DONALD J. WETEKAM, Lieutenant General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

"Note: The user of this instruction must verify the currency of the cited documents."

DoDD 1015.2, *Military Morale, Welfare, and Recreation (MWR),* Jun 95

DoDI 1015.10, *Programs for Military Morale, Welfare, and Recreation (MWR)*, Nov 95

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DoD 5200.1-R, *Information Security Program*, Jan 97

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DoD 7000.14-R, *Department of Defense Financial Management Regulation*, *Volume 2B, Budget and Formulation and Presentation*, Jun 02

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

DFAS-DE 7010-1-R, *General Accounting and Finance Systems at Base Level*, Feb 91

Interim Guidance on Accounting for Obligations, Apr 00 (Formerly DFAS-DE 7000.4-R and AFR 170-8)

AFI 14-205, *Identifying Requirements for Obtaining and Using Geospatial Information and Services*

AFPD 21-3, *Technical Orders*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-110, Volume 2, *Standard Base Supply Customer's Procedures*

AFI 24-230, *Maintaining the DoD Activity Address Directory (DoDAAD)*

AFH 32-1084, *Facility Requirements*

AFI 32-1024, *Standard Facility Requirements*

AFI 33-103, *Requirements Development and Processing*

AFI 33-112, *Computer Systems Management*

AFI 33-115, Volume I, *Network Management*

AFI 33-117, Multimedia (MM) Management

AFI 33-119, *Electronic Mail (E-mail) Management and Use*

AFI 33-129, *Transmission of Information via the Internet*

AFI 33-202, *Network and Computer Security*

AFI 33-204, *Information Assurance (IA) Awareness Program*

AFI 33-332, *Privacy Act Program*

AFPD 34-1, *Air Force Services Combat Support Programs*

AFI 34-104, *Services Marketing and Publicity Program*

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*

AFI 34-204, *Property Management*

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*

AFI 34-223, *Private Organization (PO) Program*

AFI 34-262, *Services Programs and Use Eligibility*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-2306, *The Education Services Program*

AFI 36-2605, *Air Force Military Personnel Testing System*

AFI 36-2852, *Air Force Services Awards Programs*

AFI 36-3009, *Family Support Center Program*

AFI 37-138, *Records Disposition--Procedures and Responsibilities*

AFMAN 37-139, *Records Disposition Schedule*

AFI 51-105, *Automated Legal Information Services and Library Systems*

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

AFI 52-101, *Chaplain – Planning and Organizing*

AFI 65-106, *Appropriated Fund Support of Morale, Welfare and Recreation and Nonappropriated Fund Instrumentalities*

AFI 65-601, Volume 1, *Budget Guidance and Procedures*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFSSI 5027, *Network Security Policy*

AFLIS Web Page

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

Golden Eagle Standards for Air Force General Libraries

Intellectual Freedom Manual

Interpretations of the Library Bill of Rights

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

ACRL—Association of College and Research Libraries

ADPE—Automated Data Processing Equipment

AFDIR—Air Force Directive

AFH—Air Force Handbook

AFI—Air Force Instruction

AFLIS—Air Force Library and Information System

AFMAN—Air Force Manual

AFMS—Air Force Manpower Standard

AFOSH—Air Force Office of Safety and Health

AFPD—Air Force Policy Directive

AFRES—Air Force Reserve

AFSVA—Air Force Services Agency

ALA—American Library Association

ANG—Air National Guard

ANSI—American National Standards Institute

APF—Appropriated Funds

AS—Allowance Standard

ASC/PKWRM—Aeronautical Systems Center/Wright-Patterson Contracting Center Specialized Procurement Branch

BRAC—Base Realignment and Closure

CD—Compact Disk

CD-ROM—Compact Disk Read Only Memory

CITS—Combat Information Transport System

COMPUSEC—Computer Security

CONUS—Continental United States

COSATI—Committee on Scientific and Technical Information

CS&P—Competitive Sourcing and Privatization

DDN—Defense Data Network

DFAS—Defense Finance and Accounting Service

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 Marketing Office

DRU—Direct Reporting Unit

DSN—Defense Switched Network

DVD-ROM—Digital Versatile Disk Read Only Memory

E-Mail—Electronic Mail

EAP—Education Assessment Program

EPL—Electronic Publishing Library

ESO—Education Services Officer

ETS—Electronic Transfer System

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 Agencies

FOB—Found on Base

FY—Fiscal Year

GAO—Government Accounting Office

GLAC—General Ledger Account Codes

GPC—Government Purchase Card

GES—Golden Eagle Standards for Air Force General Libraries

GS—General Service

HAF—Headquarters Air Force

HQ—Headquarters

HQ USAF—Headquarters United States Air Force

IAW—In Accordance With

ILL—Interlibrary Loan

ILS—Integrated Library System

ISP—Internet Service Provider

JAG—Judge Advocate General

LAN—Local Area Network

LARP—Library Annual Report Program

LC—Library of Congress

LEOS—Library Electronic Ordering System

MAJCOM—Major Command

MARC—Machine Readable Cataloging

MEO—Most Efficient Organization

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MWR—Morale, Welfare and Recreation

NAF—Nonappropriated Funds

NAFI—Nonappropriated Fund Instrumentality

NISO—National Information Standards Organization

OCLC—On-line Computer Library Center

OCONUS—Outside Continental United States

OLUC—On-line Library Union Catalog

OPAC—On-line Public Access Catalog

OPM—Office of Personnel Management

PDO—Publications Distribution Office

PFE—Promotion Fitness Examination

PO—Private Organization

POM—Program Objective Memorandum

PWS—Performance Work Statement

QAE—Quality Assurance Evaluator

QASP—Quality Assurance Surveillance Plan

RCS—Reports Control Symbol

RDT&E—Research, Development, Test, and Evaluation

SG—Surgeon General

SKT—Specialty Knowledge Test

SLA—Special Libraries Association

SOW—Statement of Work

SRAN—Supply Record Account Number

STINFO—Scientific and Technical Information Office(r)

SVPAL—Air Force Services Agency Libraries Branch

SVS—Services Squadron

US—United States

USAF—United States Air Force

USAFE—United States Air Forces Europe

USAFSE—United States Air Force Supervisory Examination

USDAO—United States Defense Attaché Office

VI—Visual Information

VIP—Very Important Person

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—On-line service composed of multiple databases with telecommunication charges for connect time. 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 Dialog and Lexis-Nexis.

Dewey Decimal System—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 computer system with software designed to manage library functions such as inventory control, circulation, serials and the on-line public access catalog (OPAC).

Local Area Network (LAN)—Interconnections of computers and peripherals that allow for optimal resource sharing.

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.

Quality Assurance Evaluator (QAE)—A functionally qualified person who performs quality assurance functions for a contracted service.

Quality Assurance Surveillance Plan (QASP)—An organized written document specifying the surveillance methodology to be used for surveillance of contractor performance.

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—Any preliminary or final document for the permanent record to document significant scientific results obtained from or recommendation made on Department of Defense 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 of library technology.

Attachment 2

AIR FORCE LIBRARY INACTIVATION SCHEDULE FOR BRAC LIBRARIES

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.	MAJCOM	Library	D - 360
Terminate procurement of library materials.	MAJCOM	Library	D - 210
Modify statement of work and library services contract if necessary.	MAJCOM	Library	D - 210
Do not recruit for librarian if position becomes vacant 12 months prior to base closure. (MAJCOM assumes if librarian leaves).	SV/DPC	SV	D – 210
Program SAV at beginning of deactivation or as needed.	MAJCOM	CC/SV	D - 210
Identify need and request boxes and other packing materials.	SV	Library	D - 210
Ship new materials as they arrive to sites identified by MAJCOM; change shipping instructions for centrally procured materials.	MAJCOM	Library	D – 180
Reprogram central APF within MAJCOM.	MAJCOM	MAJCOM	D - 180

Programmed Action	Responsible Staff Agency	Action Agency	When
Prepare lists of remaining books, reference materials, microforms, and audio-visual items; send to MAJCOM.	MAJCOM	Library	D – 180
Furnish MAJCOM list of excess library supplies.	MAJCOM	Library	D - 180
Provide MAJCOM with list of NAF, APF, and FOB furniture and equipment.	MAJCOM	Library	D – 180
Reduce operating hours of library IAW phase down of base.	SV	Library	D - 150
Establish and publicize library closing date.	SV	Library	D - 120
Prepare and furnish to vendor or and/or new ship-to addresses for periodicals not expiring before closure.	MAJCOM	Library	D - 120
Cancel book rental plan, notify contractor and return books to vendor.	MAJCOM	Library	D - 90
Cancel MARCIVE, GPO, OCLC and other deposit or service accounts; transfer remaining funds to another account numbered library.	MAJCOM	MAJCOM	D - 90
Ship children's collection IAW MAJCOM instructions.	MAJCOM	Library	D - 90

Programmed Action	Responsible Staff Agency	Action Agency	When
Ship reference collection, audiovisual items, microforms & excess supplies IAW MAJCOM instructions.	MAJCOM	Library	D - 90
Ship CD-ROM LAN products IAW MAJCOM instructions.	MAJCOM	Library	D - 90
Establish site library with basic reference items, and paperbacks.	MAJCOM	SV/Library	D - 60
Terminate circulation and recall all library materials.	SV	Library	D - 60
Close library to customers.	MAJCOM	Library	D - 60
Return all leased materials and clear account.	MAJCOM	Library	D - 60
Ship remaining videos.	MAJCOM	Library	D - 60
Ship balance of general library collection IAW MAJCOM guidance.	MAJCOM	Library	D - 60
Recall all office collection materials or sign materials permanently to organizations.	MAJCOM	Library	D - 30
Request cancellation of FL Account (DoDAAC).	MAJCOM	MAJCOM	D - 30

Programmed Action	Responsible Staff Agency	Action Agency	When
Prepare final library report and forward to MAJCOM.	SV	Library	D - 30
Ship APF, NAF, FOB furniture/ equipment as directed by MAJCOM.	MAJCOM	Library/Transportation	D - 30
Prepare administrative files for retirement.	SV	Library	D - 30
Dispose of library records according to AFMAN 37-139.	SV/IM	Library	D - 30
Delete borrower information from automated system.	MAJCOM	Library	D - 5
Close library.	SV	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. These needs include supporting mission, education, technical, and personal information requirements and encouraging personnel to use leisure time productively.

A3.2. Academic Libraries are an integral part of the instructional and professional development programs of either an Air Force 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.

A3.4. Library Service Centers provide technical support, library materials and services to remote sites, deployed units and libraries.

A3.5. Command Reference Library and Information Centers provide a central reference and interlibrary loan service function to command libraries. The command librarian may designate any type of library or information activity as a reference library.

A3.6. Contractor-Operated, Most Efficient Organization (MEO), and NAFI MOA libraries are identified to HQ AFSVA/SVPAL by the command librarian. Contract, MEO, and NAFI MOA operations are part of the AFLIS program and must function within AFLIS program parameters.

A3.6.1. Use the Air Force standard PWS, SOW, Strategic Sourcing NAFI MOA Guidance, or other document for the description of services when outsourcing general library services. Requirements of the Air Force standard PWS, SOW, NAFI MOA, or description of services may not be deleted without written permission from HQ AFSVA/SVPAL or the MAJCOM Librarian. The standardized Air Force templates may be modified with approval of the MAJCOM librarian to meet local requirements.

A3.6.2. Send one copy of the description of services and the Quality Assurance Surveillance Plan (QASP) for each library contract and/or NAFI MOA to the command librarian for review and approval.

A3.6.3. Professional librarians or information specialists with a Masters Degree from an ALA accredited program and a minimum of three years postgraduate professional experience operate contract, MEO, and NAFI MOA libraries. The contract, MEO, and NAFI MOA librarians must:

A3.6.3.1. Follow this AFI; the PWS, SOW, MOA and/or description of services; QASP; and all other applicable instructions and directives.

A3.6.4. Professional library staff in contract, MEO and MOA libraries will have applicable degrees and qualifications. Reference librarians will have at least one year of professional experience in reference work, including on-line and DVD/CD-ROM search and retrieval and bibliographic instruction.

Computer System Administrators will have a Bachelor's Degree in Computer or Information Sciences or applicable library computer systems and local/wide area network experience. Full-time positions are necessary for key personnel.

A3.6.5. Quality Assurance Evaluators (QAE) should have a Master's Degree in Library or Information Science from an ALA accredited library school to ensure competent oversight and management for quality customer services. The QAE must have technical knowledge and experience in the area to be contracted that is sufficient to permit them to observe contractor performance and to determine whether the service does or does not meet the contract standards.

A3.6.6. Contractor will furnish an initial list of key personnel and library staff with a resume for each to the QAE prior to the start of any contract and update it as staff changes occur.

A3.7. Office Reference Collections are established by the library director when an organization must have reference materials on hand to meet essential mission informational requirements. Quasi-libraries, or small libraries formed by an activity to house oversized office collections and managed by a library technician or clerk without librarian supervision, should not be created. Exceptions are communications/computer documentation libraries and technical report/equipment manual collections.

A3.8. Library Extension Services are authorized by MAJCOMs to provide specialized assistance for personnel who don't have access to established library and information services. Extension services include the following types of libraries:

A3.8.1. Branch Libraries offer a full range of materials and services. They have set operating hours, separate quarters, a paid staff, and a basic collection of materials. A main library or library service center directs branch operations.

A3.8.2. Field Libraries house a collection of general reading materials issued from a library or library service center to an Air Force, DoD, or State Department activity for which Air Force has support responsibility (see DODI 1015.10, Enclosure 11). Field libraries may or may not have set operating hours or paid staff. They may operate on the honor system.

A3.8.3. Site Libraries house a collection of print and non-print materials issued to a remote location at the request of the local installation or Services 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 or library service center.

A3.8.4. Reimbursable Support Units are non-Air Force activities that have a signed support agreement or MOU for library and information materials and services on a reimbursable basis (see DoDI 4000.19).

A3.8.5. Bookmobiles are operated by library personnel during set hours. Librarians use bookmobiles to extend library service to the surrounding community.

A3.8.6. Special Distributions. HQ AFSVA/SVPAL, MAJCOM SV or library service centers send regular or periodic shipments of paperback books, magazines, newspapers, video cassettes, audio cassettes, and compact discs as indicated below:

A3.8.6.1. Refer to the War Mobility Plan, Annex GG, for guidance on library support to deployed personnel. Library support of short term, emergency OCONUS contingency operations, deployments, and remote sites will be provided by the USAFE Library Service Center. Taskings for addi-

tional support must be routed through chain of command for official approval. For support requiring reimbursement, the owning MAJCOM will reimburse USAFE through central office funds, notifying HQ AFSVA/SVPAL in writing of total amounts required for reimbursement.

A3.8.6.2. Library support for Learning Resource Centers will be provided by the owning MAJCOM.

A3.8.6.3. Library support for all CONUS remote sites will be provided by the closest Air Force base library upon request from the owning MAJCOM.

A3.8.6.4. Library support for other foreign military missions is specified in DoDI 1015.10, Enclosure 11, as amended in Assistant Secretary of Defense (ASD) policy letter, 19 Dec 01.

Attachment 4

LIBRARY PROFESSIONAL STANDARDS LIST

NAME OF STANDARD	DATE OF STANDARD	ORGANIZATION	PUBLISHER	APPLIES TO	FUNCTION
American National Standard for Library and Information Sciences & Related Publishing Practices Library Statistics; ANSI Z39.7-1995	Current edition	American National Standards Institute (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. See **http://www.niso.org**
DoD MIL-HDBK 1190: Facility Planning & Design Guide, table 4-47	Current edition	DoD	DoD	All Libraries	Planning and design guide for DoD libraries.
DoD MWR Library Standards	Current edition	OSD	DoD	General Libraries	DoD minimum and premier standards for successful operation of base libraries.
Golden Eagle Standards for Air Force General Libraries	Current edition	HQ AFSVA/ SVPAL	HQ AFSVA/ SV	General Libraries	Air Force minimum standards for successful operation of base libraries.
Guidelines for Distance Learning Library Services	Current edition	Association of College and Research Libraries (ACRL)	ALA	All Libraries	Identifies resources and services necessary to meet the needs of staff and students in distance education programs. See **http://www.ala.org/acrl/guides**
Information Retrieval Application Service Definition and Protocol Specification ANSI/NISO Z39.50-1995	Current edition	National Information Standards Organization (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. See **http://www.niso.org**
Competencies for Special Librarians of the 21st Century	Current edition	Special Libraries Association (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.
Statistical Report - Public Library Data Service	Current edition	Public Library Association (PLA)	ALA	General Libraries	Provides data on finances, library resources, demographics, usage, and output measures for nationwide public libraries for comparative analysis.
Standards for College Libraries	Current edition	ACRL	ALA	Academic Libraries	Provides basic standards for collection resources, personnel, and services required to qualify for accreditation. See: **http://www.ala.org/acrl/guides**
Standards for University Libraries	Current edition	ACRL	ALA	Academic / Research Libraries	Provide measurements to assess goals, resources, and performance to qualify for accreditation. See **http://www.ala.org/acrl/guides**

Attachment 5

ALLOWANCE STANDARDS (AS) FOR LIBRARY USE

A5.1. AS 454, *Libraries/Service Centers*. Lists basic specialized library furniture and equipment required for operating any library.

A5.1.1. Contact HQ AFSVA/SVPAL to request items to be added to the AS. Send full description and use.

A5.2. AS 006, *Organizational and Administrative Equipment*. Lists basic office furniture and equipment.

A5.3. AS 009, *Small Computer System*. Lists basic computers, printers, and peripherals.

A5.4. AS 629, *Air Force Multimedia (MM) Support*. Lists visual information supplies and equipment applicable to library and general use.

Attachment 6

UNAUTHORIZED PURCHASES FOR ORGANIZATIONS

A6.1. 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, hospital and clinic waiting rooms and the like.

A6.2. 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 and AFI 52-101, *Chaplain – Planning and Organizing*)

A6.3. Copies of publications available from the AF Electronic Publishing Library (EPL) and Electronic Transfer System (ETS).

A6.4. Technical publications normally furnished by manufacturers for equipment maintenance and operation. (AFPD 21-3, *Technical Orders)*

A6.5. Promotion fitness examination (PFE), specialty knowledge test (SKT), and United States Air Force Supervisory Examination (USAFSE) guides. (AFI 36-2605, *Air Force Military Personnel Testing System)*

A6.6. 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**). (GPO GA1.5/a)

A6.7. Materials to support military exercises. (AFI 35-101, *Public Affairs Policies and Procedures)*

A6.8. Personal purchases for individuals, such as *Air Force Times*. (See AFI 65-601, Volume 1, 4.38.2.)

A6.9. Visual information products such as films, photographs, and the like. (AFI 33-117, *Visual {VI} Information Management)*

A6.10. Computer application software programs for offices, organizations, and agencies supported by AFLIS that are not information products.

A6.11. Microforms required for non-library use, excluding technical reports or information products. (AFMAN 23-110, Volume 2)

A6.12. Defense Mapping Agency products such as FSC 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, *Identifying Requirements for Obtaining and Using Geospatial Information and Services)*

A6.13. Cataloged and non-cataloged sheet and book music. (AFI 35-101)

Attachment 7

AIR FORCE LIBRARY AUTOMATION PLAN

PROJECT/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 actions needed to implement the project						
b. List the office of primary responsibility (OPR) for implementing the step						
c. List the date each process action was begun and the estimated completion date						
d. List status as open, working, or complete						
2. ATTACH COPY OF CURRENT ADPE INVENTORY						

NOTES:

1. Identify each major automation project. Outline the vision, goals, and actions that the library must take to implement the project.

2. List the status as "open," "working," or "complete."

3. Refer to the procedures of AFI 33-103 for guidance in planning and processing automation projects.