

DEPARTMENT OF THE ARMY
SAVANNAH DISTRICT CORPS OF ENGINEERS
CESAS-IM-PL P.O. BOX 889
SAVANNAH, GEORGIA 31402-0889

DISTRICT REGULATION
NO. 25-1-23

25 August 1999

Information Management
TECHNICAL LIBRARY

1. Purpose. To outline the policies, responsibilities, and general procedures that apply to the operation of the District Technical Library.
2. Applicability. This regulation applies to all District team members.
3. References.
 - a. AR 25-1, 25 Mar 97, The Army Information Resources Management Program.
 - b. AR 70-45, 1 Jan 84, Scientific and Technical Information Program.
 - c. AR 735-17, 21 Nov 91, Accounting for Library Materials.
 - d. ER 25-1-96, 31 Aug 95, Corps of Engineers Library Program.
 - e. DP 1-1-3, 31 Aug 97, Technical Library User's Handbook.
4. Objectives.
 - a. To provide professionally directed library and information services to support the missions of the Savannah District.
 - b. To identify, acquire, and control adequate quantities of information materials in various media in needed subject areas.

This regulation supercedes DR 1-1-4 dated 31 Aug 97.

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c. To aid District team members in fulfilling their scientific, technical, and support information needs.

5. Responsibilities.

a. Division and Branch Chiefs:

(1) Ensure that new District team members are afforded sufficient time to visit the Technical Library and talk with staff about services.

(2) Emphasize cooperation with respect to Technical Library policies and procedures, especially the protection of U.S. Government property on loan.

(3) Furnish the Technical Library one copy of each scientific or technical report (excluding design memorandums) and similar publications produced by their activity. Reports written under contract to the Savannah District should also be furnished.

b. Librarian:

(1) Establish and maintain services and materials, train staff, and equipment sufficient to perform the functions, outlined in DR 10-1-1. Review and analyze the Technical Library's functions, operations, budget, equipment, materials, staffing, and space. Ensure that the Technical Library will always be responsive to any changes in the missions of the District.

(2) Recommend, plan, coordinate, establish, and implement appropriate changes in policies affecting operations of the Technical Library. Establish and refine Standing Operating Procedures for Technical Library operations which are repetitive in nature.

(3) Produce, as needed, a list of serials regularly received through the Technical Library. Establish and maintain sufficient internal records to meet the requirement of AR 735-17 regarding Technical Library materials.

(4) Maintain contacts with external libraries and information centers to facilitate the exchange of information materials. Provide extensive interlibrary loan services.

(5) Provide new District team members orientation of Technical Library services, facilities, and collections.

(6) Supervise the selection, acquisition, classification, storage, retrieval, disposition, and establishment and maintenance of adequate controls over various collections of Technical Library materials. These materials may be obtained by donation, exchange, or purchase. Formats may vary.

(7) Select, train, and supervise members of the Technical Library staff. Training will include provisions for the acquisition of professional literature, encouragement of membership in professional organizations, formal courses, and regular attendance of professional meetings. These meetings include but are not limited to librarians' workshops, the Special and Army Library organizations.

(8) Publicize services, new acquisitions, and changes in policies, etc., by all appropriate means.

(9) Provide other library and information delivery services such as reader's advisory, reference, selective dissemination of information, on-line computer searches, and circulation.

(10) Use state-of-the-art automatic data processing equipment and methods to improve the efficiency of the Technical Library's operations.

6. Selection and Acquisition of Information Materials.

a. Requests and suggestions for needed materials are encouraged. The Technical Library staff should be provided with as much information about needed material as possible in order to expedite acquisition. Materials purchased with Technical Library funds must have a direct relation to support of missions of the Savannah District.

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b. Technical Library staff will originate a CEFMS purchase request for materials to be added to the Technical Library collection with Technical Library funds.

c. Books, reports, and magazines cataloged into the Technical Library collection in accordance with the above provisions will normally be charged out on loan to the borrower as soon as the item is processed. Items in CD-ROM, microfilm, and microfiche format are restricted to usage in the Technical Library.

d. Hard-bound books are non-expendable and must be recorded on the property account of the Technical Library. They will be on loan to an individual when requested.

/s/
JOSEPH K. SCHMITT
COL, EN
Commanding

DISTRIBUTION C & D