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***Army Regulation 370–2**

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Libraries—Information Centers The Army Library Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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Administrative Assistant to the
Secretary of the Army

History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Authorities. This section contains no entries.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority. The proponent of this publication is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this publication by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to usarmy.pentagon.hqda-dcs-g-1.mbx.army-library-program@army.mil.

Committee management approval. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Special Programs Directorate at email usarmy.pentagon.hqda-hsa.mbx.committee-management@army.mil. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 25–97, dated 5 June 2019.

SUMMARY of CHANGE

AR 370–2

The Army Library Program

This administrative revision, dated 10 April 2024—

- Updates references (para 1–5*b*).

This new Army regulation, dated 5 February 2024—

- Changes the publication number from AR 25–97 to AR 370–2 (title page).
- Adds responsibility for Librarian of the Army to serve on hiring panels for command librarian positions (para 1–4*c*(16)).
- Adds responsibility for commanders of Army commands, Army service component commands, and direct reporting units with libraries and library personnel within their agency or area of authority to approve library closures for libraries other than general libraries (para 1–4*d*(6)).
- Adds responsibility for command, direct reporting unit, and region librarians to serve on hiring panels for library director positions when a librarian is not in the supervisory chain (para 1–4*e*(8)).
- Establishes records management requirement for libraries (paras 1–5*b* and 1–5*c*).
- Revises the mission, strategic purpose, capabilities, and scope of the Army Library Program (para 2–1).
- Establishes policy on library closures (para 2–2*c*).
- Defines and outlines the Army Library Program's organization, program coordination, and resource sharing (para 2–3).
- Updates library types to reflect organizational changes, removes law libraries, and changes medical libraries to medical research libraries (para 2–4).
- Establishes the role of librarians in knowledge management (para 2–5).
- Establishes grade level standards for library personnel (para 3–5*d*).
- Establishes professional development standards for library personnel (para 3–6).
- Revises the composition of the Army Library Steering Committee to reflect organizational changes (para 4–4).
- Cancels DA Form 7745 (General Library Information System (GLIS) Registration Form) (app A).
- Revises the internal control evaluation for libraries (app B).

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Chapter 1

Introduction

1–1. Purpose

This regulation establishes policies, responsibilities, and relationships for the Army Library Program (ALP). It describes the mission, administration, and organization of the ALP, sets standards for library services, and defines the function and purpose of the Army Library Steering Committee (ALSC). The intent is to ensure commanders and their communities are provided with professional, high quality library and information services.

1–2. References, forms, and explanation of abbreviations

See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA database located at <https://armypubs.army.mil/abca/>.

1–3. Associated publications

This section contains no entries.

1–4. Responsibilities

a. *The Assistant Secretary of the Army (Manpower and Reserve Affairs).* The ASA (M&RA) will exercise oversight of the Deputy Chief of Staff (DCS), G–1 in developing, implementing, executing, and evaluating the strategic direction, policies, plans, budget, and activities for the ALP.

b. *The Deputy Chief of Staff, G–1.* The DCS, G–1 will—

- (1) Serve as the Headquarters, Department of the Army (HQDA) proponent for the ALP.
- (2) Provide policy guidance for the management of the ALP.
- (3) Develop, resource, and maintain the Office of the Librarian of the Army.
- (4) Provide resources to promote ongoing Armywide library and information services initiatives, to include emerging technologies.
- (5) Provide funding for Armywide training and career development activities for library personnel.
- (6) Appoint the Librarian of the Army as the chair of the ALSC and the career field command representative for Armywide library personnel.
- (7) Provide funding to support the activities of the ALSC.
- (8) Sponsor studies designed to develop more efficient and effective mission execution within the scope of the ALP.
- (9) Provide oversight on competitive sourcing and other business initiatives related to the ALP.
- (10) Designate the Librarian of the Army to guide, direct, and manage the ALP in the execution of the proponent's responsibilities prescribed in this regulation.

c. *The Librarian of the Army.* The Librarian of the Army will—

- (1) Serve as the principal advisor to the DCS, G–1 on matters concerning Armywide library services.
- (2) Plan, coordinate, and implement Armywide management, budget, personnel, and policy initiatives in support of the ALP.
- (3) Serve as the senior professional librarian on the Army Staff.
- (4) Ensure libraries follow applicable Federal laws, Department of Defense (DoD) and Army regulations, policies, standards, and instructions.
- (5) Develop the ALP vision, mission, and objectives.
- (6) Develop and implement Armywide library policies, procedures, and standards to facilitate centralized administration and support and decentralized mission execution.
- (7) Serve as permanent chair of the ALSC.
- (8) Serve as the career field command representative to facilitate HQDA central training and career development opportunities for library personnel in the education and information sciences career field under the Army Civilian Career Management Activity (see AR 690–950 for responsibilities).
- (9) Serve as spokesperson for Army library services related to the ALP, HQDA agencies, Army commands (ACOMs), Army service component commands (ASCCs), direct reporting units (DRUs), DoD,

Federal Library and Information Network (FEDLINK), other Federal agencies, academia, industry, and professional associations.

(10) Advise HQDA agencies, ACOMs, ASCCs, and DRUs regarding all library matters with Armywide impact.

(11) Serve as the responsible officer for actions involving library materials accountability (see AR 735–17 for responsibilities).

(12) Initiate, coordinate, and implement enterprise library solutions.

(13) Provide guidance on matters concerning library facilities, design guides, and space criteria in conjunction with the U.S. Army Corps of Engineers (USACE).

(14) Collect, analyze, and disseminate statistical data to support ALP management decisions.

(15) Provide guidance on Army competitive sourcing and other business initiatives related to the ALP.

(16) Serve on hiring panels for command librarian and other senior librarian positions when a librarian is not in the supervisory chain.

d. Commanders of Army commands, Army service component commands, and direct reporting units with libraries and library personnel within their agency or area of authority. These commanders, in support of the ALP within their agency or area of authority, will—

(1) Provide resources to promote enterprise-wide purchasing, facilitate use of emerging technologies to improve library processes and services, and maintain library and information services.

(2) Provide librarians to serve as ALSC representatives. Fund temporary duty expenses of ALSC representatives to attend meetings.

(3) Provide funding to support professional development and training for library personnel.

(4) Actively support and encourage representation at meetings, conferences, and on committees for matters affecting libraries and librarians.

(5) Provide funds, resources, staffing, and support for enterprise library systems and resource sharing activities.

(6) Approve library closure requests for libraries other than general (Morale, Welfare, and Recreation (MWR)) libraries (see para 2–2c for library closure policy). This authority cannot be delegated.

(7) Designate a command, DRU, or region librarian to advise, guide, and direct the command, DRU, or region's library program.

e. Command, direct reporting unit, and region librarians. These librarians will—

(1) Administer the command, DRU, or region's library career training program.

(2) Provide policy oversight, program direction, staff supervision, and support to subordinates; conduct staff assistance visits; and coordinate with key Army personnel to review, evaluate, and analyze library and information services.

(3) Establish and implement library policies, procedures, and standards that are consistent with Department of the Army (DA), command, DRU, and region policies; and ensure compliance.

(4) Provide guidance on matters concerning library facilities, design guides, and space criteria in conjunction with USACE.

(5) Represent the command, DRU, or region on the ALSC and at conferences, meetings, committees, and other events dealing with library matters.

(6) Initiate and facilitate efficiencies through enterprise systems, partnerships, and resource sharing activities.

(7) Provide reports on library services and activities, as required.

(8) Serve on hiring panels for library director positions and other library leadership positions within their command or area of authority when a librarian is not in the supervisory chain.

(9) Provide subject matter expertise to define the requirements and specify outcomes based on accepted standards and practices of library and information science for library services and supplies contracts.

(10) Provide administrative support and policy oversight for libraries and library activities in the command.

f. Commanders and directors of Army garrisons, installations, schools, activities, and research centers with libraries and library personnel within their agency or area of authority. These commanders and directors, in support of the ALP within their agency or area of authority, will—

(1) Provide the fiscal and personnel resources for the library to meet the needs and interests of the military community, civilian employees, and other authorized personnel. Resources include personnel, facilities, information technology, library services and materials, equipment, and supplies.

- (2) Provide funding to support professional development and training for library personnel.
- (3) Provide a librarian or library staff member to attend meetings, committees, steering groups, and other events dealing with library matters. Fund temporary duty expenses of ALSC members, if any, to attend ALSC meetings.
- (4) Ensure the library has access to a library management system (see para 3–2b for policy).
- g. *Library and information center managers.* These employees will—
 - (1) Establish and implement policies, procedures, and standards for the library that are consistent with applicable DoD, DA, command, region, and installation policies and standards.
 - (2) Manage library operations and services essential to the interests and needs of the military community, civilian employees, and other authorized personnel.
 - (3) Plan, budget, and manage resources for facilities, personnel, technology, library materials, equipment, furniture, supplies, and other resources needed to operate libraries in accordance with the mission and recognized standards.
 - (4) Provide program planning and direction; and recruit, select, train, and supervise staff.
 - (5) Select and acquire information technology, library materials and services, equipment, furniture, supplies, and other items needed to operate libraries in accordance with the mission and recognized standards.
 - (6) Provide and support professional development and training for library personnel.
 - (7) Budget for local funds to market, promote, and advocate for library services.
 - (8) Provide reports on library services and activities, as required.
 - (9) Serve as an ALSC representative as appropriate in accordance with chapter 4. Serve as the subject matter representative at meetings, committees, and working groups on library matters.

1–5. Records management (recordkeeping) requirements

- a. The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.
- b. In accordance with AR 25–400–2, the term “records” does not include library, archival, and museum material made or acquired and preserved solely for reference or exhibition purposes. The materials in library collections are considered non-records. In accordance with DA Pam 25–403, record copies of publications and other permanent documents will not be maintained in library collections. When extra copies are maintained in library collections, they should be distinctly marked “library copy.”
- c. Army libraries will comply with the Office of the Secretary of Defense Records Disposition Schedule, Series 200, Records Category 221 (see <https://www.esd.whs.mil/rim/>), and General Records Schedule 4.4 (see <https://www.archives.gov/records-mgmt/grs.html>). These schedules cover library administrative records, library operations records, and interlibrary loan (ILL) requests. For records related to financial transaction records including purchasing licenses, subscriptions, copyright permissions, interagency agreements, or vendor payments, libraries will comply with Office of the Secretary of Defense Records Disposition Schedule, Series 200, Records Category 206, File Number 206–09.1 (see <https://www.esd.whs.mil/rim/>).

Chapter 2

Administration and Organization

2–1. General

- a. *Mission.* The ALP’s mission is to deliver innovative library services and resources that connect people with information and knowledge, advance training and education, facilitate research and development, and enrich military communities.
- b. *Strategic purpose.* Through its local and enterprise library activities, the ALP—
 - (1) Serves as a strategic knowledge management and information science resource that provides access to trusted information, supports data-centric decision-making, creates an intellectual and information advantage, builds and supports positive communities, and accelerates Army research output.
 - (2) Serves as a trusted institution essential to the Army’s academic, scientific, and social infrastructure.

c. *Capabilities.* Libraries support a broad spectrum of the Army mission, including education, training, and leader development; research and development; science and engineering; MWR and quality of life; test and evaluation; senior leader decision making; knowledge management; combat development; history and archives; and other specialized areas, including medical research, intelligence, and legal services. The ALP—

(1) Provides professional library, information, and knowledge services to meet the information and leisure needs of Servicemembers, Families, civilians, and other authorized patrons.

(2) Organizes, preserves, and disseminates the Army's intellectual capital, corporate knowledge, and history.

(3) Develops mission-focused collections and facilitates access to subscription-based services and vetted information resources.

(4) Provides research support and training and educational programs.

(5) Promotes lifelong learning and information literacy.

(6) Creates physical and virtual spaces to enable learning, collaboration, and community engagement.

(7) Provides expertise and support for information ethics, including copyright.

d. *Values.* Army libraries and library personnel will uphold Army values and the American Library Association (ALA) core values of librarianship (available at <https://www.ala.org/advocacy/advocacy/intfreedom/corevalues>), which include access, confidentiality and privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, the public good, professionalism, service, social responsibility, and sustainability.

e. *Scope.* The ALP includes all formal, professionally managed, virtual and physical library and information center activities and personnel within the Army. The ALP excludes Freedom of Information Act libraries (see AR 25–55); legal resources managed by judge advocates or agency legal offices (see AR 27–1); music libraries (see AR 220–90); visual information libraries (see AR 25–1 and DA Pam 25–91); or any database, repository, or other collection of electronic or print publications labeled a library but managed external to the ALP and lacking the professional library staff to perform the functions and services of an Army library.

2–2. Administration, establishment, and closures

a. Libraries are authorized at all levels of the Army: staff agencies, ACOMs, ASCCs, DRUs, field operating agencies, installations, and activities. Libraries may be operated by Government or contractors. Libraries may be co-located with other activities but must function within ALP parameters and meet ALP standards of operation.

b. Libraries are identified by an ALP library property account number in accordance with AR 735–17. Virtual libraries without accountable property are identified by an ALP account number. Submit requests to establish a library through command channels to the Deputy Chief of Staff, G–1, Army Library Program (DAPE–TB–AL), 300 Army Pentagon, Washington, DC 20310–0300. Email inquiries to usarmy.pentagon.hqda-dcs-g-1.mbx.army-library-program@army.mil.

c. Requests to permanently close a library will be in accordance with AR 735–17 and must be staffed through command channels for approval. Requests will include the rationale for closure, the alternative to be used in place of the closed activity, how the alternative complies with Army and DoD standards, and documentation of approval to use an alternate source. Commanders of subordinate commands, including garrison commanders, research center directors, and activity directors, do not have the authority to close a library. Authorization to close a library is not required when required by base realignment and closure.

(1) All requests for a general MWR library closure must be routed through the chain of command to the Principal Deputy Under Secretary of Defense for Personnel and Readiness for approval in accordance with DoDI 1015.10.

(2) All requests for a library closure other than general MWR must be routed through the chain of command to the appropriate ACOM, ASCC, or DRU commander for approval (see para 1–4d for commander responsibilities). Include the ALP and the appropriate command, DRU, or region librarian when routed.

2–3. Organization, program coordination, and resource sharing

a. The ALP has a mission command structure with central support and administration and decentralized library operations, allowing commands and library managers the autonomy to develop and lead their own programs. Operational responsibility for libraries, including funding for resources and staffing, is held by the command or activity the library supports. Some library services, such as electronic resource

subscriptions and the administration of a library management system, may be provided by the command's supporting library program office to leverage economies of scale and broaden access to services.

b. The Librarian of the Army leads the ALP, develops Armywide library policy, provides oversight, and coordinates enterprise library initiatives to achieve ALP objectives. ALP priorities and goals are established through coordination with command, DRU, and region librarians; ALSC members; library personnel; and other Army leaders. Command librarians at the ACOM and DRU headquarters level serve as matrixed staff to the Librarian of the Army. These include the command librarians at the U.S. Army Futures Command (AFC), U.S. Army Materiel Command (AMC), U.S. Army Training and Doctrine Command (TRADOC), and the USACE. The matrix arrangement is a dotted line reporting relationship to increase coordination on strategic enterprise library priorities that benefit the Total Army. Command librarians will include one element in their annual performance appraisal to support DA-level ALP priorities.

c. The ALSC is an intra-agency advisory committee reporting to the DCS, G-1 through the Librarian of the Army (see chap 4). The committee provides cohesion and coordination between libraries across multiple commands and activities.

d. Command and DRU librarians with oversight of multiple libraries and command-wide library programs are responsible for initiating and facilitating efficiencies through enterprise systems and subscriptions and other resource sharing activities to the greatest extent possible within their agency or area of authority. Library program offices are the mechanism used to establish, manage, and sustain multi-library programs.

e. Library program offices provide cohesion and coordination between libraries; develop command-wide policies and procedures; provide training; promote best practices; and leverage economies of scale to create efficiencies, standardize service levels, and broaden access to library resources. Program offices may also procure library materials and provide technical administration for enterprise library systems and electronic resources. ALP offices include—

(1) The AMC Library Program Office, which provides central support and administration for libraries within the command. The office is assigned to AMC Headquarters, Redstone Arsenal, AL. AMC's General Library Program manages the General Library Information System and provides central support and administration for the MWR library mission (see AR 215-1 and DoDI 1015.10 for general MWR library policies). The office is assigned to the U.S. Army Installation Management Command (IMCOM) Headquarters G9, Joint Base San Antonio, Fort Sam Houston, TX. IMCOM-Europe's Library Support Branch supports the MWR library mission in Europe. The office is assigned to the IMCOM-Europe G9 in Germany.

(2) The TRADOC Library Program Office, which provides central support and administration for libraries within the command. The office is assigned to TRADOC Headquarters, Fort Eustis, VA. TRADOC's Army University Library System is managed by the Army University, Library Enterprise Division. The office is assigned to Army University, Fort Leavenworth, KS.

(3) The USACE Library Program Office, which provides central support and administration for the USACE Library Program (see ER 25-1-96 for USACE library policies). The office is assigned to USACE Headquarters in Washington, DC.

(4) The AFC Library Program Office, which provides central support and administration for libraries and technical information centers within the command. The office is assigned to AFC Headquarters in Austin, TX.

f. Libraries are encouraged to participate in both Federal and non-Federal cooperative library resource sharing programs and library consortia on local, state, regional, national, and international levels. Libraries will formalize all resource sharing activities with a memorandum of agreement or other formal agreement signed by the appropriate ACOM, ASCC, DRU, or field operating agency commander and reviewed by the local Staff Judge Advocate or equivalent.

2-4. Library designations and types

a. Libraries are designated as main, branch, virtual, or consolidated.

(1) *Main library.* Most libraries are considered main libraries unless otherwise designated as a branch or virtual library, even when they are co-located with other activities. A main library may also be a consolidated library.

(2) *Branch library.* Branch libraries operate under the direction of a main library and typically provide similar services using reduced space and staffing.

(3) *Virtual library.* Virtual library services are delivered entirely online. They do not have physical collections or provide physical space for customer use. Virtual libraries provide access to subscription

content and digital materials and provide reference and other services. Virtual libraries are staffed with librarians.

(4) *Consolidated library.* Consolidated libraries are formed by merging two or more separately administered libraries to serve combined missions and communities more effectively and efficiently. Consult with the Librarian of the Army and the appropriate command librarian on all library consolidation proposals. Consolidations will only be implemented after thorough study and review. Relevant concerns of all stakeholders are reviewed. It is paramount that feasibility, community impact, resource requirements, and mission support requirements of all are considered. The resulting merger must be beneficial to the organizations involved, result in equal or better service to the community, and be cost effective for the Army. Consolidations are planned by and coordinated through all affected organizations with oversight by appropriate installation and activity representatives and command librarians. Memorandums of agreement are required to establish clear operating guidelines, to include funding responsibilities.

b. There are three basic types of libraries in the ALP.

(1) *General libraries.* General libraries are MWR mission sustaining activities supported by appropriated funds (see DoDI 1015.10 and AR 215–1 for general MWR library policies). General libraries are located on garrisons and installations in the U.S. and overseas and are commonly referred to as post, base, or community libraries. They support readiness and the military mission, voluntary education, lifelong learning, and leisure needs of the military community. Collections are broad in scope and the range of library and information services provided is substantial. General libraries will not operate as fully virtual libraries. They must include physical collections and physical space to support services, events, learning, and collaboration.

(2) *Academic libraries.* Academic libraries support teaching and learning and are essential to the professional military and civilian educational programs of Army schools, colleges, and universities. They serve the students, faculty, and staff of Army educational institutions. Library services to student populations are extended to nonresident students and the operational Army as determined by the library director. The collection may be extensive and cover a broader subject range than that of the school curriculum. The library may include special collections and archives. Academic libraries support the curricula of the parent schools. The library supports educational and doctrinal operations of the school or parent organization. Mission requirements may require the librarians to possess a specific skill or knowledge. Academic libraries will not operate as fully virtual libraries. They must include physical collections and physical space to support services, events, learning, and collaboration.

(3) *Special libraries.* Special libraries serve a special interest group to meet its particular information needs, limiting the scope of the collection to the special subject requirements of the parent organization. Special libraries may be called libraries, information resource centers, technical information centers, knowledge centers, or similarly titled entities. Special libraries may provide physical and digital library services or function as a virtual library depending on mission requirements but they must have qualified staff to provide services and manage operations whether they are fully virtual or not. Mission requirements may require the librarians to possess a specific skill or knowledge. Types of special libraries include—

(a) *Scientific and technical libraries.* These libraries support a broad range of scientific and technical research missions. The collections and services reflect the disciplines of their organizations in support of the information needs of scientists, engineers, technical specialists, and their management.

(b) *Medical research libraries.* These libraries are professionally managed collections of resources, programs, and services designed to meet the information needs of staff and researchers in medical research laboratories and institutes.

(c) *Headquarters libraries.* These libraries support the mission requirements of ACOM, ASCC, or DRU headquarters staff. Collections and services reflect the information needs of the organization. Patrons may include senior military and civilian leaders, attorneys, policymakers, strategic planners, analysts, historians, knowledge managers, human capital experts, and other support staff.

(d) *Other special emphasis.* A special emphasis library is one that is not listed above. Special emphasis libraries support the mission of their sponsoring organization, and their collections and services are more targeted and specific to the needs of their organization, such as intelligence.

2–5. Role of librarians in knowledge management

Librarians and technical information specialists are experts in searching, selecting, acquiring, organizing, preserving, and disseminating information. They may also have a specialization in digital archives management or knowledge management and have experience with digital asset management systems,

content management systems, and other tools and platforms used in Army libraries and organizations to manage data and information. Organizations should leverage librarian expertise to support knowledge management activities. Librarians and technical information specialists may be recruited and placed in permanent positions to support knowledge management even when a formal library activity is not in place within the organization.

2–6. Annual reporting

a. Libraries will submit the Army Library Trends and Statistics report to the DCS, G–1, ALP no later than 30 November each fiscal year. The ALP collects data on library usage, funding, staffing, services, collections, technology, and populations served. Commands with multiple libraries will be assisted by command, DRU, region, or program office librarians. The data is aggregated and used for strategic planning and decision making at all levels and will be used to demonstrate the value of library services, analyze and evaluate library resources and services, plan library programs, support resource sharing and collaborative projects among libraries, support library budget requests, and increase efficiency and effectiveness of library services.

b. The Librarian of the Army and library program offices may request additional statistical data or reports from libraries.

2–7. Directives

a. *Library patron privacy.* Library circulation records, as a system of records, are governed by the Privacy Act. System of Records Notice A0215–1 DAPE is published and open to the public on DoD's System of Records Notice website (<https://dpcl.d.defense.gov/privacy/sorns/>). Library circulation records are for internal library use only. Information on circulation records will be released only after a review of the request by the local privacy office. A Privacy Act request for access to records will also be processed as a Freedom of Information Act request (see AR 25–22).

b. *Freedom of expression and intellectual freedom.* Access to information and the freedom to read is protected by the First Amendment of the U.S. Constitution. The First Amendment's right to freedom of expression encompasses intellectual freedom, which includes an individual's right to receive information on a wide range of topics from a variety of viewpoints. Library resources can cover different views of issues and diverse subjects to support research, education, information, and MWR. Materials will not be removed or excluded because of the origin, background, or views of those contributing to their creation. In accordance with AR 600–20, commanders will encourage and promote the availability of books, periodicals, and other materials that present a wide range of viewpoints. Army libraries follow the ALA policies and statements on intellectual freedom, including the Library Bill of Rights, interpretations of the Library Bill of Rights, the Freedom to Read statement, and the ALA Statement on Book Censorship. ALP opposes efforts to restrict or remove access to library books, materials, displays, services, and events. General libraries follow AR 215–1 and command-wide collection policies.

c. *Copyright.* The use of copyrighted material within the Army is subject to U.S. copyright law. Libraries will also comply with AR 27–60. It is Army policy to recognize the rights of copyright owners. Army libraries will comply with and inform patrons of the requirements of the copyright law in Title 17, United States Code (17 USC). Fair use of copyrighted materials is covered under 17 USC 107 and reproduction by libraries and archives is covered under 17 USC 108.

d. *Fees and charges.* Libraries will not charge fees for general use of library services, except for printing or copying materials for personal use if authorized by the command or activity. Fines and charges will not be assessed for overdue library materials. Restitution for lost or damaged items is covered in AR 735–17. In accordance with AR 215–1, general libraries may charge patrons for services beyond the scope of general use including makerspace activities and other programs where materials are consumed in use.

e. *Government Publishing Office Federal Depository Library Program.* Libraries may participate in the Federal Depository Library Program when found eligible by the Government Publishing Office (see <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/federal-depository-library-program> and 44 USC 1905).

f. *Mailing library material.* Libraries may use registered, insured, and express mail services to meet mission requirements (see AR 25–51 for selection of special mail services).

g. *Information technology.* Libraries will comply with AR 25–1 for Army information technology and with AR 25–2 for Army cybersecurity.

h. Acquisitions. Libraries will adhere to the Federal Acquisition Regulation and the Defense Federal Acquisition Regulation Supplement as well as relevant DoD and Army policy.

Chapter 3

Standards of Library Operations

3–1. General

In addition to ALP standards, libraries will follow industry and military standards appropriate to the mission of the library to evaluate the resources, quality, and effectiveness of library service. These may include standards of the ALA, Special Libraries Association, Medical Library Association, Association of College and Research Libraries, Chairman of the Joint Chiefs of Staff instructions, academic accreditation standards, TRADOC's quality assurance standards, American Council on Education's military programs, DoD MWR Library Standards (see DoDI 1015.10), and Army MWR Library Baseline Standards. Command librarians determine what standards are followed by libraries within the command library program. In the case of a single library within a DRU or agency, library managers determine the standards to follow. The Librarian of the Army can advise as needed.

3–2. Technology

a. Libraries will be equipped with the necessary hardware and software and be assured of military network access and technical support. Libraries will plan for and incorporate advanced technologies as they become available to meet changing expectations and needs. Libraries are encouraged to use commercial internet and WiFi to support customer-driven mission requirements except where expressly prohibited. Libraries may use social media to promote their services and engage with their communities in accordance with AR 360–1 and following coordination and approval with the local public affairs officer.

b. In accordance with AR 735–17, libraries must have access to a library management system, commonly known as an integrated library system or library services platform. At a minimum, library systems will be used to manage inventory, catalog materials, manage the circulation of materials, and maintain statistics. Enterprise library systems are encouraged. Libraries will not use enterprise desktop applications, including spreadsheets and basic database management systems to manage library operations. Commands may require local activities to join the enterprise library system in use by other libraries in the command. Classified materials cannot be managed in an unclassified system and may require alternate management methods (see para 3–9).

c. In accordance with AR 25–1 and as required, libraries may provide computers with peripheral equipment and office application software for library patrons. To maximize the use of computers and support patron needs, computers designated for library patrons must provide access to the online library catalog and electronic library resources.

d. Libraries will ensure that the network enterprise center, chief information officer, or information technology support provider includes library technology requirements in the overall information management plans, to include Risk Management Framework. Information technology offices will include libraries in the lifecycle hardware replacement schedule.

e. The library website, social media sites, digital library, and online catalog will be publicly accessible except where prohibited.

f. Licensed electronic library resources will be accessible remotely to authorized library patrons, except where prohibited, through virtual private network, library proxy services, or other means in accordance with AR 25–1.

3–3. Program planning

a. Library managers will plan for library services to support the organizational mission for the next 3 to 5 years. The strategic plan will serve as the road map for library program planning and execution. Strategic plans should be based on the results of a community needs assessment, analysis of usage statistics, identification of industry trends, and organizational knowledge. The plan should prescribe program enhancements to meet emerging customer needs in areas such as staffing, facility upgrade, technological innovation, community outreach, and development of funding sources. Libraries within command-wide library program will submit strategic plans to their supporting program office after each update.

b. Libraries will conduct a community needs assessment to identify new library service requirements at least every 5 years. Results will be used to inform the strategic planning process. Needs assessments may be conducted at the local level or at the program office or command headquarters level.

c. Libraries are encouraged to develop an outreach and marketing plan and update it at least every 3 years.

3–4. Funding and acquisitions

a. Funding responsibility for libraries is held by the owning activity. However, to create economies of scale, some services such as enterprise-level subscriptions may be funded by the command's supporting library program office or other sources. Most libraries are funded with appropriated funds through their parent organizations. Appropriated funds for general libraries are obligated under the uniform funding and management process in accordance with nonappropriated funds procedures.

b. Libraries require systematic and planned funding to meet the specified service objectives of each library through annual budgeting or the program objective memorandum process. Librarians should prepare estimates based on short-range needs and long-range goals. Library budgets should reflect at minimum an annual increase of 5 percent to keep pace with the rising cost of materials and subscription services. Librarians should submit and be prepared to execute unfunded requirements annually, primarily for one-time requirements.

c. Libraries may use the FEDLINK program at the Library of Congress to support the acquisition of library materials and services. Section 103 of Public Law 106–481 (2 USC 182c) establishes FEDLINK as a revolving fund to support Federal agencies and offices. This work is conducted under interagency agreements between FEDLINK and its member organizations. The Library of Congress follows the Federal Acquisition Regulation. FEDLINK contractual vehicles are normally indefinite delivery/indefinite quantity contracts. Because FEDLINK has revolving fund authority, FEDLINK member libraries can advance funds to pay for products and services.

d. Libraries should leverage publisher and vendor discounts, schedules, enterprise licenses, central purchasing, and group, consortium, or command-wide purchases where advantageous to the Army.

e. Subscriptions for periodicals, newspapers, and other publications for which it is known in advance that a continuing requirement exists should be for multiple years rather than for a single year where such method is advantageous for the purpose of economy or otherwise. Where various offices in the same agency are subscribing to the same publication, consideration should be given to consolidating those requirements on an agency-wide basis and on a multiyear basis. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (see 31 USC 3324(d)2; Section 108, Part 101–25, Title 41, Code of Federal Regulations; and Comptroller General Decision B–37388).

3–5. Staffing

a. Libraries and library program offices will be staffed with DA Civilian librarians (general schedule (GS)-1410 series) and library technicians (GS-1411 series). They may additionally be staffed with other civilian personnel as missions require, including technical information specialists (GS-1412 series), archivists (GS-1420 series), and archives technicians (GS-1421 series). Librarians (GS-1410) are professional staff who supervise or perform work that requires a full professional knowledge of the theories and principles of librarianship. Typical functions requiring librarian direction include management and supervision, collection development, acquisitions, metadata creation and cataloging, reference and research, patron instruction, managing electronic resources and library system management, digitization and preservation, and web development. Library personnel will meet Office of Personnel Management (OPM) classification and qualification standards.

b. Libraries and library program offices will be managed by a librarian (GS-1410), not a library technician (GS-1411) or personnel in another job series with the exception of Title 10 faculty librarians and technical information specialists (GS-1412). Branch libraries may be staffed with librarians (GS-1410), library technicians (GS-1411), or technical information specialists (GS-1412), but staff take direction from the library director or manager at the main library.

c. Libraries will have no fewer than one full-time librarian (GS-1410) or technical information specialist (GS-1412).

d. The grade level standards below are recommended upon vacancy or when new positions are established from the date of this regulation. Career ladder positions are encouraged at all levels.

- (1) No library staff will be of a grade less than GS-5, NF-02, or equivalent.
 - (2) Supervisory librarians (GS-1410) will have a target grade (full performance level) of GS-11 to GS-14, NF-4 to NF-5, or equivalent depending on scope and complexity of position.
 - (3) Non-supervisory librarians (GS-1410), with the exception of command librarians, will have a target grade (full performance level) of GS-9 to GS-13, NF-4, or equivalent depending on scope and complexity of position.
 - (4) Command librarians at the ACOM or DRU headquarters level with multiple libraries under their purview will be a GS-1410-14.
 - (5) The Librarian of the Army will be a GS-1410-15.
 - (6) Technical information specialists (GS-1412) within the ALP will have a target grade (full performance level) of GS-9 to GS-13, NF-3 to NF-4, or equivalent.
 - (7) Solo libraries managed and operated by a single professional librarian (GS-1410) or technical information specialist (GS-1412) will range from GS-12 to GS-13, NF-4, or equivalent. Contractor-managed libraries are excluded.
 - (8) Lead and supervisory library technicians (GS-1411) will be GS-7 to GS-9, NF-3, or equivalent.
 - (9) Library technicians (GS-1411) without supervisory or lead responsibilities will be GS-5 to GS-7, NF-2, or equivalent.
- e. All librarians must meet the requirements for professional education in library science or possess the equivalent experience and education as shown for a GS-7; however, as a standard practice, applicants enter at grade GS-9 on the basis of a master's degree in library science. The master's degree from a program accredited by the American Library Association (or from a master's level program in library and information studies accredited or recognized by the appropriate national body of another country) is the industry standard professional degree for librarians. To maintain high standards for professional library services, ALP strongly recommends all librarians (GS-1410) and all personnel in a job series other than 1410, including Title 10 faculty and technical information specialists (GS-1412) who serve as the manager in charge of a library or information center, possess a Master of Library and Information Science or similar master's degree in library and information studies.
- f. Libraries staffed entirely by contractors are part of the ALP and must function within ALP parameters. Contractors serving as the librarian in charge will have a Master of Library and Information Science or similar master's degree in library and information studies from an ALA-accredited program. A description of services and the quality assurance surveillance plan for each library contract must be provided to the Librarian of the Army and the appropriate command librarian for review and approval. The quality assurance evaluator or contracting officer's technical representative must coordinate with a command librarian or the Librarian of the Army to determine whether the service meets the contract standards. In accordance with AR 735-17, accountable officers for library materials cannot be contractors.
- g. In accordance with AR 608-1 and DoDI 1100.21, volunteers may be used in general MWR libraries but are not permitted in academic and special libraries (see para 2-4b for library types). General MWR libraries will follow volunteer policies prescribed in AR 608-1 and AR 215-1. Volunteers in general MWR libraries may be used to assist and augment the regularly funded workforce. However, they may not be used to totally or permanently substitute for unfilled positions or replace paid employees. Volunteers will not perform duties that otherwise circumvent the Civil Service system or for which funding has been provided to hire staff or obtain services by contract. Managing volunteers creates an additional workload on library staff so libraries should be staffed at 80 percent or more of their required manning before enlisting volunteers. Volunteers will not independently perform core library functions and all volunteer work must occur under the supervision and guidance of a staff member. Volunteers will not have access to the staff modules of DoD or Army library systems or applications. Volunteers may be used to support special programming such as children's programs, book clubs, or other library events. Volunteers may assist staff with shelving, processing materials, and creating displays as long as these tasks are not assigned to the volunteer as a regular duty. Volunteers must register through the installation volunteer coordinator or Army Volunteer Corps and complete a basic background check. All volunteers who work with or around children and youth are required to have an additional background check in accordance with DoDI 1402.5. Libraries staffed entirely by contractors will not have volunteers.

3-6. Professional development

- a. For training and career development purposes, all GS-1410, 1411, and 1412 series personnel Armywide are aligned in the education and information sciences career field within the Army Civilian

Career Management Activity (see AR 690–950 and <https://www.milsuite.mil/book/groups/education-information-sciences-cp31-cp32-cp61>). The Librarian of the Army serves as the career field command representative for library personnel within the education and information sciences career field. While DA-level funding from the career field may be available to supplement training costs for library personnel, commanders and directors of Army garrisons, installations, schools, activities, research centers, and field operating agencies must budget annually to fund training for library personnel within their command or agency (see para 1–4d for commander responsibilities).

b. In accordance with AR 600–100 and AR 690–950, library personnel are encouraged to establish and maintain an individual development plan (IDP) and update it at least annually. IDPs should be reviewed, revised, and approved by the supervisor with employee concurrence. All training is subject to budgetary restrictions. Supervisory IDP approval is not a guarantee of training.

c. Minimum training requirements for librarians include attending one professional seminar, convention, symposium, conference, workshop, or trade association event. Training at the Army Library Training Institute, the Military Libraries Training Workshop, or other ALP-sponsored multi-day virtual or in-person events will meet this requirement. When conference or workshop attendance is not authorized, library personnel will complete a minimum of 20 hours of library and information science industry training annually, in person or virtual. All training and associated costs should be identified as early as possible and included on each employee's IDP.

d. The Army Library Training Institute is an essential training event for library personnel. It supports the professional development and growth of library personnel, it is appropriately related to the official duties of the attendee, and it demonstrably benefits the Army. Librarians should attend the Army Library Training Institute when offered.

3–7. Collections

a. Libraries develop and maintain sustainable collections in a variety of formats to keep pace with community needs and mission requirements. The size and scope of library collections are determined by assessing the quality and currency of materials, community needs, funding, and physical space.

b. Libraries must have a written collection development policy. Libraries will comply with command-wide collection development policies when a standard collection development policy is established for all libraries within a command.

c. Libraries will evaluate collections regularly to withdraw obsolete and worn materials in accordance with AR 735–17.

d. Library collections may consist of physical materials, digital collections, licensed commercial databases, or a combination of the three. Even libraries focused heavily on providing access to electronic resources may need to acquire physical materials due to mission requirements, unavailability of books or other materials in electronic format, license restrictions, and cost considerations. Libraries will maintain physical collections and provide access to online information ensuring timely availability of current and retrospective materials in formats needed by the community served. Collections will be kept current through regular acquisition of appropriate materials and services. The use of electronic resources, including downloadable materials and streaming services, is a viable supplement to print collections.

e. General libraries will include materials to support mission requirements, professional military and voluntary education programs, lifelong learning, and the well-being of the military community. Academic library collections are determined by curricula, accreditation standards, and local mission requirements. Special libraries will provide current, in-depth materials in direct support of the parent organization's mission.

f. Libraries adhere to the ALA Library Bill of Rights to ensure that the selection process is free from censorship. Libraries will also apply the principles of intellectual freedom for all library services by implementing the interpretations of the Library Bill of Rights.

g. Libraries will address complaints regarding library materials and follow command guidance when library materials are challenged. Libraries may obtain legal review of any proposed action that would violate the Library Bill of Rights. Library managers and commanders should consult their servicing legal advisor prior to taking any action to remove challenged library materials. Legal advisors should assess the challenge in light of the First Amendment, DoD/DA policy, and applicable case law. Additional guidance is available from the ALA Office for Intellectual Freedom (see <https://www.ala.org/tools/challengesupport>).

h. Gifts and donations will be accepted in accordance with AR 735–17 and AR 1–100.

3–8. Accounting for library materials

a. Accounting for library materials will be in accordance with AR 735–17, which includes policy on receiving and cataloging materials, library property accounts, accountable officers, accepting donations, inventory control, restitution for lost or damaged property, and the disposition of library materials.

b. In accordance with AR 735–17, accountable officers for library property are required and must be appointed in writing within 30 days of the departure of the outgoing accountable officer.

c. Library patrons must register for an account to borrow physical materials. All registered library patrons are responsible for replacement of or reimbursement for lost or damaged materials in accordance with AR 735–17. Registration information entered into a library management system implies patron agreement with all library circulation policies and the responsibilities outlined in AR 735–17 for the duration of the library account.

d. Local offices responsible for processing incoming and outgoing personnel will notify the library when personnel, including Servicemembers and civilian employees, are in and out-processing the organization. In accordance with AR 735–17, library patrons must reconcile their accounts prior to departing the organization.

3–9. Classified materials

Classified and controlled unclassified information materials in libraries will be safeguarded in accordance with AR 380–5. Library personnel will consult with the local security officer on the installation or assigned to the parent organization for proper handling and storage of materials.

3–10. Facilities

a. *Space and design.* Libraries will be constructed or modified to conform to appropriate DoD guidance, provide for functionality in use of materials and equipment, and be located in high traffic areas. Facility interiors will reflect contemporary design trends. Space is planned to meet the separate and distinct functions of providing service space for patrons and workspace for the library staff.

(1) Guidance for designing or renovating libraries is in UFC 4–740–20, UFC 3–101–01, and FC 4–760–10N.

(2) Library spaces should be designed and planned by analyzing peer institutions, internal and external to DoD. Command or agency library staff will be consulted in the design process.

(3) As individual library missions require, libraries may provide spaces for community events, classes, meetings, individual use or group study, and family-oriented programs.

(4) Library facilities will not be used as workspaces for non-library personnel, work areas, storage spaces, or other functions not specifically related to library services, with the exception of conference rooms which may be used for non-library meetings. All other uses are subject to commander approval and ALP review.

b. *Environmental standards.* Provide heating, ventilating, and air conditioning systems in compliance with UFC 3–410–01 and FC 4–760–10N. The goal of the following standards is to reduce drastic fluctuations in relative humidity and temperature which can damage library materials. Seasonal fluctuations are normal and should be studied for trends to help the library coordinate with their Department of Public Works to gain control of the building environment and come as near to these standards as possible. Library facilities should choose a temperature and relative humidity within the recommended ranges that can be maintained 24 hours a day, 365 days a year. The climate control system should never be turned off, and settings should not be lowered at night, on weekends, or at other times when the library is closed. Environmental standards for library materials will be maintained per the following:

(1) *Relative humidity.* Recommended settings are 50 percent with a seasonal fluctuation of plus or minus 5 percent. This setting is a compromise to the needs of a variety of collection materials. Dehumidification systems are encouraged for regions with high seasonal humidity.

(2) *Temperature.* Unless specifically designed for cooler storage conditions, library areas containing collections will be maintained at between 68 degrees and 72 degrees Fahrenheit with fluctuations that will not vary more than plus or minus 2 degrees. Libraries are exempt from the 78 degrees Fahrenheit requirement at Army installations during the cooling season.

(3) *Special collections.* Libraries with separate spaces for archives or special collections may have specific storage needs for various formats including historic documents, photographs, film, maps, and rare books. Consult NARA Directive 1571 and standards from the Society of American Archivists for appropriate temperature and humidity standards.

c. Preparedness and disaster recovery. Subject matter experts from the library, archives, or museum community should be consulted in disaster recovery efforts when flooding, fire, mold outbreaks, or other disasters impact library facilities and collections. The U.S. Army Heritage and Education Center may be contacted as a resource for expertise in the preservation and conservation of archival and library materials.

3–11. Equipment, furniture, and supplies

Specialized equipment and supplies are required for efficient library management and resource sharing and for preserving and using library materials. In addition to office furniture and equipment, this may include personal computers, scanners, microform equipment, copiers, audio-visual equipment, three-dimensional printers, and other equipment as required by the mission. Furniture and equipment that is acquired will be compatible with existing items in the facility and conform to the appropriate technical standards and specifications to ensure interoperability.

3–12. Interlibrary loan

a. Libraries may provide ILL and document delivery services to borrow and lend materials with Government and non-Government libraries to support the mission. Libraries may lend materials to Government and non-Government libraries when the request meets the ALA ILL Code for the United States. Each library will have a written ILL policy available to library patrons and cooperating institutions. ILL policies may be established at the local level or at the program office or command headquarters level.

b. Libraries may enter into agreements with local, regional, national, or international networks that allow ILL among the participants. Libraries reserve the right to terminate ILL agreements with any institution for misuse or violation of established ILL practices or policy.

c. The library will transfer electronic documents in accordance with the terms of any formal agreement between Army agencies and information providers. All ILL transactions will be in accordance with copyright laws.

d. Libraries may use commercial ILL and document delivery services.

3–13. Metadata and cataloging

a. Materials will be processed and cataloged using cataloging and classification standards and rules appropriate for the type of library and the specific collection materials. Standards for organization of many traditional library materials (such as books, technical reports, microform, serials, audio-visual, and manuscripts) are based on the Anglo-American Cataloging Rules or its official replacement, Resource Description and Access; machine-readable cataloging standards; and standard classification and subject heading schemes: Dewey Decimal Classification and Sears subject headings; the Library of Congress classification and subject headings; or the Government Publishing Office Classification Manual: A Practical Guide to the Superintendent of Documents Classification System. For technical and scientific reports and documents, consult the National Technical Information Service and Defense Technical Information Center for the subject categories in use by these agencies.

b. Libraries will accommodate organization of materials in digital collections and incorporate them into local and national online catalogs using taxonomies and metadata that describe resources. Cataloging of digital information will be according to the Dublin Core Metadata Element Set or other appropriate metadata standards.

c. Libraries must have access to online bibliographic and cataloging services, including OCLC services, to facilitate the creation of metadata and cataloging records.

3–14. Preservation

Historical materials are protected in accordance with AR 735–17, AR 870–5, and AR 870–20. Libraries have a responsibility to preserve, as far as practicable, materials in their collections. Library staff will have a general knowledge of document preservation, book repair, digital archiving, and other specific techniques. As individual library missions require, staff may need specialized skills in preservation and conservation. Preservation and conservation measures may be undertaken in house or through contracted services or consortial agreements. In the case of digital resources, where loss would adversely impact the mission, libraries will coordinate with the chief information officer of the organization to develop a technical solution. The U.S. Army Heritage and Education Center may be contacted as a resource for expertise in the preservation and conservation of archival and library materials.

Chapter 4

Army Library Steering Committee

4-1. Establishment

The ALSC was established at the direction of the ASA (M&RA) with Secretary of the Army approval per AR 15-39. The committee is an intra-Army advisory committee reporting to the DCS, G-1 through the Librarian of the Army.

4-2. Charter

The purpose of the ALSC is to provide ongoing strategic direction for the ALP, to include advice and recommendations to the DCS, G-1 to promote, develop, and sustain the ALP to serve the library and information needs of the Army in the most timely and cost-effective manner and in accordance with ALP, industry, and military standards.

4-3. Functions

The ALSC will—

- a. Provide professional leadership and guidance to library personnel and commanders.
- b. Provide advice and recommendations for the ALP.
- c. Identify challenges that affect libraries and recommend solutions.
- d. Recommend improvements to policies and procedures for managing and operating libraries.
- e. Recommend the formation of working groups to address specific projects or issues.
- f. Recommend performance standards and measurements for library activities.
- g. Establish and encourage partnerships and cooperative agreements to ensure efficiencies and economies of scale in the management of library and information resources.
- h. Foster the vision for Army libraries by investigating future needs and identifying the future roles of librarians and libraries.
- i. Maintain a current strategic plan for the ALP.
- j. Plan training events for library personnel.

4-4. Composition

a. The ALSC membership is composed of Army librarians. Others may be appointed by exception with the approval of the Librarian of the Army. The committee will contain viewpoints from a diverse group of librarians representing different commands and types of libraries.

b. The ALSC will consist of permanent members and appointed members. The Librarian of the Army will maintain a current member roster.

c. Permanent members.

- (1) Librarian of the Army, DCS, G-1.
- (2) Command librarian, AFC.
- (3) Command librarian, AMC.
- (4) Command librarian, TRADOC.
- (5) Command librarian, USACE.
- (6) Chief librarian, IMCOM, G-9.
- (7) Region librarian, IMCOM-Europe, G-9.
- (8) Chief librarian, U.S. Army War College.
- (9) Chief librarian, U.S. Military Academy.
- (10) Chief librarian, U.S. Army Command and General Staff College.
- (11) Chief librarian, U.S. Army Engineer Research and Development Center.
- (12) Chief librarian, Army University.

d. Appointed members.

(1) The Librarian of the Army may appoint ad hoc members to serve for specified periods of time on the ALSC based upon operational necessity or changing organizational structures.

(2) Command librarians may appoint one member each from their command to serve a term of 2 years.

4–5. Direction and control

a. The ALSC will convene at the direction of the DCS, G–1. A minimum of six meetings will be held each fiscal year. Meetings will be held virtually or in person when authorized or in conjunction with an ALP training event. Additional working sessions may be held as needed.

b. The Librarian of the Army is the permanent chair. The permanent chair may delegate the facilitation of a meeting to another member.

c. Appointed members will serve a term of 2 years.

d. A quorum will be ten members. A simple majority will carry the vote if needed.

Appendix A

References

Section I

Required Publications

A0215–1 DAPE

Library Borrowers'/Users' Profile Files (Available at <https://dpcl.d.defense.gov/privacy/sorns/>.) (Cited in para 2–7a.)

ALA Core Values of Librarianship

(Available at <https://www.ala.org/advocacy/advocacy/intfreedom/corevalues>.) (Cited in para 2–1d.)

ALA Freedom to Read Statement

(Available at <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>.) (Cited in para 2–7b.)

ALA Interlibrary Loan Code for the United States

(Available at <https://www.ala.org/rusa/interlibrary-loan-code-united-states-explanatory-text>.) (Cited in para 3–12a.)

ALA Interpretations of the Library Bill of Rights

(Available at <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>.) (Cited in para 2–7b.)

ALA Library Bill of Rights

(Available at <https://www.ala.org/advocacy/intfreedom/librarybill>.) (Cited in para 2–7b.)

ALA Statement on Book Censorship

(Available at <https://www.ala.org/advocacy/statement-regarding-censorship>.) (Cited in para 2–7b.)

AR 215–1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (Cited in para 2–3e(1).)

AR 380–5

Army Information Security Program (Cited in para 3–9.)

AR 600–20

Army Command Policy (Cited in para 2–7b.)

AR 608–1

Army Community Service (Cited in para 3–5g.)

AR 690–950

Career Program Management (Cited in para 1–4c(8).)

AR 735–17

Accounting for Library Materials (Cited in para 1–4c(11).)

DoDI 1015.10

Military Morale, Welfare, and Recreation (MWR) Programs (Available at <https://www.esd.whs.mil/dd/>.) (Cited in para 2–2c(1).)

DoDI 1100.21

Voluntary Services in the Department of Defense (Available at <https://www.esd.whs.mil/dd/>.) (Cited in para 3–5g.)

ER 25–1–96

U.S. Army Corps of Engineers Library Program (Available at <https://www.publications.usace.army.mil/>.) (Cited in para 2–3e(3).)

FC 4–760–10N

Navy Museums and Historic Resource Facilities (Available at <https://www.wbdg.org/>.) (Cited in para 3–10a(1).)

OPM Classification and Qualification Standards

(Available at <https://www.opm.gov/policy-data-oversight/classification-qualifications/>.) (Cited in para 3–5a.)

UFC 3–101–01

Architecture (Available at <https://www.wbdg.org/>.) (Cited in para 3–10a(1).)

UFC 3–410–01

Heating, Ventilating, and Air Conditioning Systems (Available at <https://www.wbdg.org/>.) (Cited in para 3–10b.)

UFC 4–740–20

Libraries (Available at <https://www.wbdg.org/>.) (Cited in para 3–10a(1).)

2 USC 182c

Revolving fund for FEDLINK program and Federal Research program (Available at <https://uscode.house.gov/>.) (Cited in para 3–4c.)

17 USC

Copyrights (Available at <https://uscode.house.gov/>.) (Cited in para 2–7c.)

44 USC 1905

Distribution to depositories; designation of additional libraries; justification; authorization for certain designations (Available at <https://uscode.house.gov/>.) (Cited in para 2–7e.)

Section II**Prescribed Forms**

This section contains no entries.

Appendix B

Internal Control Evaluation

B-1. Function

The function covered by this evaluation is the ALP, including all libraries.

B-2. Purpose

The purpose of this evaluation is to assist in evaluating key internal controls listed below. It is not intended to address all controls.

B-3. Instructions

Answers must be based on the actual testing of key internal controls (such as document analysis, direct observation, interviewing, sampling, or simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once every 2 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

B-4. Test questions

- a. Does the library submit the annual Army Library Trends and Statistics each year?
- b. Is the library compliant with the ALA ILL Code and copyright law when providing library services?
- c. Does the library have a written collection development policy?
- d. Did each library staff member attend one professional multi-day training event or complete 20 hours of library industry in the past year?

B-5. Supersession

This evaluation replaces the evaluation previously published in AR 25-97, dated 5 June 2019.

B-6. Comments

Help make this a better tool for evaluating Army libraries. Submit comments to the ALP (usarmy.pentagon.hqda-dcs-g-1.mbx.army-library-program@army.mil).

Glossary of Terms

Army Library Training Institute

Training event hosted by the ALP, either virtually or in-person.

Database

Databases used in libraries are typically library catalogs, periodical indexes, abstracting services, and full-text article or book collections leased annually under licensing agreements that limit access to library staff and authorized patrons.

Electronic resource

An information source provided in an electronic format. Electronic resources include full-text journals, newspapers, eBooks, dictionaries and encyclopedias, digital images, career information, and other electronic sources provided by libraries or library program offices.

Federal Depository Library Program

Administered by the U.S. Government Publishing Office. The Federal Depository Library Program is available for Federal agencies to be participants and benefit from free distribution and discovery of U.S. Government publications.

Integrated library system

A library management system designed to manage library functions such as cataloging, inventory control, circulation, and the online catalog.

Interlibrary loan

The process by which a library requests materials from or supplies materials to another library. This service is provided upon request of a library patron for materials not available in the local library.

Librarian

A professional qualified in the GS–1410 series as defined in the OPM GS Qualification Standards.

Library services platform

A library management system designed to help libraries more effectively manage both print and electronic library resources in a unified system. Library services platforms are replacing legacy integrated library systems as the industry standard for libraries.

Library technician

A paraprofessional library staff member qualified in the GS–1411 series as defined in the OPM GS Qualification Standards.

Technical information specialist

A professional qualified in the GS–1412 series as defined in the OPM GS Qualification Standards.

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