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Effective 31 October 2022

CECI-ZAX

Information Management
U.S. Army Corps of Engineers Library Program

FOR THE COMMANDER:

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COL, EN
Chief of Staff

Purpose. This regulation establishes policies and assigns responsibilities for the U.S. Army Corps of Engineers (USACE) Library Program.

Applicability. This regulation applies to all Headquarters (HQ) USACE elements, major subordinate commands (MSC), divisions, districts, laboratories, centers, and field operating activities (FOA).

Distribution Statement. Approved for public release; distribution is unlimited.

Proponent and Exception Authority. The proponent of this regulation is the USACE Command Librarian. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication or form may modify it by officially revising or rescinding it.

*This regulation supersedes ER 25-1-96, dated 31 August 1995

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1. Purpose.

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3. Distribution Statement.

Approved for public release; distribution is unlimited.

4. References.

a. U.S. Code (U.S.C.), Title 17, Chapter 1, Subject Matter and Scope of Copyright, <https://www.copyright.gov/title17/>

<https://uscode.house.gov/browse/prelim@title17&edition=prelim>

b. Department of Defense (DOD) Instruction 3200.12, DoD Scientific and Technical Information Program (STIP),

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/320012p.pdf>

c. AR 25-51, Official Mail and Distribution Management,

https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1008257

d. AR 25-97, The Army Library Program,

https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1007122

e. AR 690-950, Career Management,

https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1001125

f. AR 735-17, Accounting for Library Materials,

https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=1020826

g. DA PAM 25-403, Guide to Recordkeeping in the Army,

https://armypubs.army.mil/ProductMaps/PubForm/Details.aspx?PUB_ID=83211

h. ER 25-60-1, USACE Records and Information Management Program,

https://www.publications.usace.army.mil/Portals/76/Publications/EngineerRegulations/ER_25-60-1.pdf

i. A0215-1 DAPE, The Privacy Act System of Records Notice for Library Borrowers'/Users' Profile Files, <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570008/a0215-1-dape.aspx>

j. United Facilities Criteria (UFC) 3-101-01, Architecture,

<https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-3-101-01>

k. UFC 4-740-20, Libraries, <https://www.wbdg.org/ffc/dod/unified-facilities-criteria-ufc/ufc-4-740-20>

l. Defense Technical Information Center (DTIC) Submission Requirements,

<https://discover.dtic.mil/submit-documents/>

m. American Library Association (ALA), <https://ala.org>

n. Interlibrary Loan Code, <https://www.ala.org/rusa/guidelines/interlibrary>

5. Records Management (Recordkeeping) Requirements.

a. The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms and reports are located at 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. This Engineering Regulation (ER) requires USACE libraries to maintain catalog records for library holdings in accordance with AR-735-17.

6. Policies.

a. The USACE Command Librarian serves as the USACE Library Program Manager and will prescribe policy, procedures, and implementing instructions for the USACE Library Programs.

b. USACE districts, FOAs, centers, and MSCs will hire and support library staff with guidance from the Command Librarian. Librarians will maintain digital and print collections to support research by USACE employees.

c. Information Mission Area Requirement.

(1) As a Direct Reporting Unit (DRU), USACE will establish libraries, as required, to support USACE missions and programs (AR 25-97). These libraries are a strategic Knowledge Management (KM) resource, providing professionally managed library services to Commanders and their communities to meet a broad spectrum of mission support requirements that are unique and essential to the USACE. Libraries select, acquire, organize, retrieve, and disseminate information and provide associated information resources and services, both virtually and physically.

(2) A library program requires a sufficient number of staff members to perform library functions efficiently and to deliver effective library services. Professional library assistance should be available during hours of greatest customer need. Full time positions are necessary for key professional personnel.

(a) In accordance with AR 25-97, USACE libraries will be managed by a professional librarian who holds a Master of Library Science (MLS) or a Master of Library and Information Science (MLIS) degree from an American Library Association (ALA) accredited institution.

(b) USACE libraries will additionally be staffed with other qualified personnel, including technical information specialists and library technicians, who are highly skilled in library functions or special subject areas. Library technicians and technical information specialists support the work of librarians.

(c) Continuing education and training are essential and required for all library personnel to maintain core competencies and current awareness of industry standards. All library staff should attend professional training courses, workshops, or conferences completing a minimum of 20 hours of professional development annually. Librarians

should attend, at a minimum, the Army Library Training Institute (ALTI) and one national or regional library professional conference annually.

(3) Librarians will manage purchases of accountable materials, such as books, bound periodicals, technical reports, microforms, art prints, slide sets, artifacts, audio and video formats, digital media formats, electronic library resources and collections, including e-books and e-journals purchased with perpetual access licenses, etc.

(4) Librarians will coordinate use of volunteer services with the local judge advocate, the installation volunteer program coordinator, and the servicing personnel office. Volunteers are not to be used in lieu of paid staff members pursuant to IAW AR 25-97.

(5) USACE personnel will receive at least the minimal level of library services documented in Section 7 on Responsibilities and Section 9 on Service Level Descriptions in this ER.

d. Types of Library Services Offered by the USACE Library Program.

(1) USACE maintains scientific-technical libraries and information centers that provide mission support to USACE personnel with specialized professional information services. In addition to library services of retrieving, organizing, analyzing, and formatting information for users, USACE libraries provide KM services, instruction in the use of resources, and expertise in the organization of customer knowledge assets.

(2) Types of USACE Libraries.

(a) Scientific-Technical Libraries and Information Centers. These libraries support technical, research, and development activities in the pure and applied sciences. Their collections and services reflect the disciplines of their organizations in support of the information needs of scientists, engineers, technical specialists, and their management. USACE libraries may include significant collections of historical materials produced by USACE and by outside interests.

(b) Virtual. A virtual library is a library which does not have a physical collection but provides reference and research services, based on a digital library, borrowing and lending with outside resources, and subscriptions to online databases. Virtual libraries are staffed with professional librarians.

e. Library Organization Structure.

(1) District/FOA Library. Provides services for the sponsoring organization and/or for libraries where there is a Memorandum of Agreement (MOA).

(2) Government Owned/Contractor Operated (GOCO) Library. GOCO libraries provide full services to the sponsoring organization. GOCO libraries are managed by a non-government professional librarian with an MLS or MLIS degree from an ALA-accredited institution. Every effort will be made to convert GOCO libraries to federally staffed and operated libraries to promote continuity, uniformity, and consistency of the specialized knowledge of USACE.

(3) Headquarters Library. Library services for USACE HQ are provided by the HQ USACE and Humphreys Engineer Center Support Activity (HECSA) Library. The HQ/HECSA Library currently also serves the Institute for Water Resources, the 249th

Engineer Battalion (Prime Power), and the Army Audit Agency in accordance with current installation support agreements (ISA) or MOA.

(4) Research and Development Library. Research and development libraries provide services to the U.S. Army Engineer Research and Development Center (ERDC) laboratories. The ERDC Library serves all seven laboratories with libraries currently at three locations: Vicksburg, MS, Champaign, IL, and Hanover, NH.

7. Responsibilities.

a. HQUSACE, Division, District, FOA Commanders and Center Directors will:

(1) Establish, manage, and support libraries and knowledge information services essential to the mission and needs of USACE personnel.

(2) Coordinate with the Command Librarian and existing libraries to provide services to all district offices within each division. Services are provided to the general public in accordance with U.S.C. Title 20, Section 72.

(3) Provide funds, facilities, personnel, equipment, supplies, and infrastructure to operate libraries in accordance with the USACE mission and meet the standards of the service level descriptions. Districts without a physical library are required to provide at the least a minimum level of library services. Minimal level library services may be obtained through an MOA with another USACE library. Minimal service level requires:

(a) Access to a professional librarian for literature searches and research assistance.

(b) Interlibrary loan (ILL) and/or document delivery services.

(c) Ready reference.

(d) Access to regularly updated electronic and print materials relevant to mission accomplishment.

(e) Personal computer(s) for guest access to electronic materials and the library website, as appropriate.

(f) Support to the USACE Library Program and ensure that all USACE physical and electronic holdings are entered in the USACE Library Management System (LMS).

(g) Ensure an informational copy of all USACE reports produced in that location be supplied to the USACE Library Program repository in order to capture, maintain, and make available those reports. Reports will be supplied in a 508 compliant digital format. Print copies are acceptable only for legacy materials that were not born digital, and two copies of the print item will be required. These copies are informational and not the official record copy; the office must still declare their record as per ER 25-60-1.

(4) Appoint an Accountable Officer for Library Property as stated in AR 735-17. Each library will have a librarian (GS-1410 series) who is appointed by the Commander or Director as the Accountable Officer for Library Property. In a GOCO library where there is no Federal Government GS-1410 on staff, the Commander or Director will appoint the Accountable Officer for Library Property. Contract personnel may not serve as the Accountable Officer for Library Property. Materials held or withdrawn from the library collection will be controlled in accordance with AR 735-17

(5) Fund professional development and training for library personnel sponsored by national or regional professional societies, such as the Special Libraries Association (SLA), ALA, National Archives, Library of Congress, or engineering organizations.

(6) Provide at least one librarian to attend meetings, committees, steering groups, and other events dealing with library matters. Fund TDY expenses of rotating and elected librarians, if any, to attend Army Library Steering Committee (ALSC) meetings.

(7) Notify the Command Librarian of any potential library personnel changes or vacancies.

(8) Adhere to AR 735-17 if closing a library. The Commander or Director will submit a request for termination of the library property account through the Command Librarian to the Librarian of the Army, Army Library Program, 300 Army Pentagon, Washington, DC 20310-0300. The request will be submitted at least 6 months in advance of the anticipated closure. The request must state the reason for the library closure and a plan for how affected users will receive the required level of library services as stipulated by the service level descriptions (see Section 9) to include a copy of the signed agreement of service. All library materials must be accounted for and dispositioned in accordance with AR 735-17.

b. The Command Librarian will:

(1) Advise leadership on matters concerning the USACE Library Program.

(2) Serve as the USACE Library Program Manager and as the principal spokesperson for the USACE Library Program.

(3) Serve as the USACE representative on the Army Library Steering Committee (ALSC). Serve as the USACE representative for the USACE Library Program to Federal, non-Federal, and Army library groups, Army conferences, meetings, committees, steering groups, and other library events.

(4) Advise, coordinate, and support professional development and training for library personnel. Serve as the USACE representative for library personnel training and career development.

(5) Advise and support Division, District, Center, and FOA Commanders on responsibilities; assist with staffing and changes in library status, as needed.

(6) Serve as a representative to the USACE KM and Data Management Working Groups.

(7) Establish policies, management procedures, and standards consistent with Department of Army (DA), information mission area (IMA), command or agency policies, procedures, and library standards and ensure site compliance, providing program direction and support to USACE Libraries.

(a) Promote and facilitate efficiencies through consortia, networks, consolidations, and resource sharing.

(b) Conduct staff assistance visits and coordinate with key USACE personnel to review, evaluate, and analyze library and information services.

(8) Review and analyze USACE library data submitted for the HQ, DA Deputy Chief of Staff, G-1 (DCS G-1) annual reporting requirement per AR 25-97 and prepare USACE Library Program Annual Report and submit it to the Army Library Program.

(9) Maintain a list of points of contact for library services in each District, FOA, or Center.

(10) Provide functional review of library facility construction and renovation projects.

(11) Respond to USACE Manager's Inventory Control Program (MICP) Survey as required.

c. Librarians will:

(1) Provide reference and research support to USACE staff at their location and support to staff at other locations based on existing MOAs or as time and resources allow.

(2) Follow guidance in AR-25-97 in maintaining library services.

(3) Maintain an OCLC account for cataloging and ILL purposes.

(4) Follow USACE guidance on making purchases for the library, as well as AR-735-17 on maintaining Library Accountable Property.

(5) Submit the Army Library Program annual reporting requirement to DCS G-1 by reporting data to the Army Library Program for the fiscal year in accordance with any issued suspenses, generally no later than 30 November of the calendar year (AR 25-97).

(6) Participate in the USACE Community of Practice for Librarians as a means of collaboration and mutual support.

(7) Coordinate with program offices to collect an informational copy of all USACE technical reports produced in that location to capture, maintain, and make available those reports in the USACE Library Program repository. These copies are not the official record copy; the program office must still declare their record as per ER 25-60-1.

(8) Advise and work with local staff on KM, history, data management, and other projects that would benefit from the skill and expertise of a librarian.

(9) Seek training opportunities as referenced above (6.c.(5) and 7.a(5)) to maintain and develop librarian core competencies.

(10) Participate in and contribute to the USACE Digital Library (UDL) as a means to preserve and provide access to informational copies of USACE materials generated by the locations they serve.

8. Operations.

a. General. The USACE Library Program will follow Army library standards (AR 25-97) which are based on the standards of the ALA (ala.org). These standards will be used in evaluating the adequacy, quality, and effectiveness of library service.

b. History Office Support. The USACE Library Program will support the USACE Office of History. District libraries will assist on local history projects and serve on History Program committees, as appropriate.

c. KM Support. The USACE Library Program will support the USACE Chief Knowledge Officer and the KM Program. District libraries will assist the local KM Representative (KMR) and serve on working groups and committees, as appropriate. In some cases, a librarian may serve as the KMR for a district.

d. Data Management Support: The USACE Library Program will support the Chief Data Officer. The Command Librarian and other librarians will serve on working groups and committees, as appropriate.

e. Staffing and Workload Management.

(1) All staffing of USACE libraries will be done at the local level. Library staffing levels will be sufficient to administer and operate the library, provide professional research and reference support, and select, acquire, organize, maintain, disseminate, and analyze information and resources.

(2) Data compiled in the annual report and the recommendations of the Command Librarian will provide a means for Commanders and Directors to make informed staffing decisions. The assignment of a professional librarian ensures the highest quality of information services. Professional librarian positions are defined in accordance with 6.c.(3) and AR 25-97.

f. Resource Sharing. In the absence of adequate staffing, USACE districts will establish an MOA with another District to provide library services on a reimbursable basis. Arrangements for services will be coordinated through the USACE Command Librarian, who will approve assignments based on site workload, equal opportunities, and the expertise of the providing libraries. The arrangement will take into account the cost of library services, the collections to be maintained and used, and the staff time necessary to provide those services. The site receives services from another USACE library under the MOA agreement. A virtual library receives services from a professional librarian.

g. Budget. All funding for USACE libraries is determined at the applicable corporate, center, division, or district level. It is required that systematic and planned funding be provided to meet the specified service objectives. Librarians will receive annual budgets sufficient to achieve short-range operating expenses, as well as to support long-range goals. Librarians will prepare annual budget estimates based on goals and mission requirements, taking into consideration potential priority requests.

h. Library Management System (LMS). Per AR 25-97 and AR 735-17, all USACE libraries will have access to an LMS, such as a Library Service Platform (LSP) or Integrated Library System (ILS) to increase library efficiency, accountability for library property, and resource sharing. AR 25-97 encourages an enterprise LMS that is shared by the whole Library Program.

i. Electronic Resources. The USACE Library Program will provide and support online access to electronic resources from a variety of publishers on topics of importance to the mission of USACE. The USACE Library Program provides access to commercially published technical and professional literature purchased for all USACE staff exclusive of ERDC and is accessible regardless of the presence of a library onsite. ERDC Libraries provide separate electronic resources for ERDC staff.

9. Service Level Descriptors.

a. USACE libraries are established to provide mission-oriented professional research and information and KM services. All activities of the library are designed to

facilitate these services. Each library will adopt a written statement of clear and specific policies, procedures, and service objectives, subject to periodic internal review and revision. User surveys will be conducted and utilized as a tool to assess customer needs.

b. USACE libraries will perform the following:

(1) Customer Service. USACE libraries provide information, reference, and research services for patrons from USACE and all other Federal elements. USACE libraries also provide limited services to the general public consistent with AR 25-97. Mission-critical information usually lies outside the local traditional library. As information professionals, USACE librarians provide value-added support through active participation on USACE teams. Librarians combine an understanding of requirements with expertise to locate, retrieve, analyze, and disseminate information. They access physical collections and digital networks of scientific and technical knowledge in myriad worldwide repositories, including U.S. and foreign government databases, centers of expertise, and academic institutions.

(2) Access Services. USACE libraries will maintain means of access to digital and physical collections. USACE libraries furnish services through virtual and physical means. Libraries must be open and staffed during normal business hours. Districts without libraries and professional staff will obtain services virtually through MOAs with other USACE libraries. The district public website will contain a link directing public users to USACE library services. The district intranet will contain a link directing USACE personnel to USACE local library services, the USACE Library Program site, and enterprise-wide electronic resources.

(3) Collection Development and Control.

(a) Defense Technical Information Center (DTIC) Submittal. USACE shall comply with DoD Instruction 3200.12. All significant scientific and technical reports issued by USACE, including those produced under contracts or grants, are submitted to the DTIC. Procedures for submittal are on the DTIC site, <https://discover.dtic.mil/submit-documents/> at time of publication of this ER. An informational copy of all DTIC submittals will be also submitted to the USACE Library Program repository.

(b) Cataloging. Each USACE library is responsible for providing online bibliographic access to publications purchased or issued by its activity. Each library shall catalog, add/remove holdings within OCLC, and ensure that the holdings are reflected in the LMS. Each library is responsible for its own cataloging necessary to maintain the online database.

(c) Circulation. USACE libraries will maintain records that ensure the proper lending, safeguarding, and returning of library materials in accordance with AR 735-17.

(d) Digital Collections. USACE libraries develop and maintain digital collections which complement their physical collections. They may provide subscriptions to outside databases and electronic resources to provide enhanced services to their users.

(e) Accountability. Library materials are Federal property, and proper control should be coordinated and maintained in accordance with AR 735-17.

(4) Resource Sharing. All USACE libraries provide ILL service to their users and actively engage in resource sharing with other libraries. ILL service is available to meet customer requirements which cannot be fulfilled through a library's digital or physical resources. ILL will be performed according to the Interlibrary Loan Code, adopted by the ALA, and utilizing the OCLC system. ILL requires lending, as well as borrowing. Each library will have a written interlibrary loan policy based on the USACE Library Program's use of the OCLC system.

c. Acquisition.

(1) USACE libraries are authorized to acquire information resources in various formats to fulfill customer requirements. The library initiates purchase actions for all library resources to ensure compliance with applicable property accountability regulations. Library purchases originating in district and separate offices must be coordinated with the librarian to ensure non-duplication of available resources and assurance of property accountability. USACE libraries should coordinate with the Command Librarian for purchases, when applicable. In accordance with AR-25-97, each USACE Library will have a written collection development policy that is reviewed annually and updated if necessary.

(2) Expenditure of funds and the procurement of all information resources will be limited to those orders approved after the librarian's review. First consideration is given to ensuring the widest possible access to titles. Subscriptions to resources are reviewed annually for mission-essential value; those determined to be nonessential will be canceled. Back files will be maintained for reference and research and evaluated along with other library materials per the inventory cycle (AR 735-17).

(3) The acquisition process will function according to Federal, Army, and USACE procurement directives. Timely delivery of all resources is critical to the success of the libraries. To facilitate the purchase of library materials and services, the following are approved procedures:

(a) Contracts.

(b) Blanket Purchase Agreements.

(c) FEDLINK/Library of Congress contracts available to Federal libraries by means of an Interagency Agreement.

(d) Credit cards, approved by agency.

10. Infrastructure.

a. Facilities. Space allocated for library facilities will comply with AR 25-97. Space will be planned and assigned specifically to meet the separate and distinct functions of providing service space for customers and workspace for the library staff, including adequate floor loading, ceiling height, and architecture features differing from normal office or storage areas. Libraries will be planned according to the United Facilities Criteria (UFC) 3-101-01, Architecture, and UFC 4-740-20, Libraries with command or agency library staff guidance.

b. Equipment and Supplies. Specially designed equipment and supplies are required for efficient library management, resource sharing, and for preserving and

using library materials. In addition to office furniture and equipment, this includes personal computers, scanners, microform equipment, copiers, audio-visual equipment, and other equipment as required by the mission. Furniture and equipment acquired will be compatible with needs in the facility.

c. Technology. Demand for access to digital information requires the availability of hardware and software to support customer needs. As a minimum standard, libraries must have the technology to use and access automated services such as online bibliographic and cataloging services, USACE LMS, USACE Digital and Electronic Libraries, the Internet, and other electronic information resources.

11. Administrative Directives.

a. Copyright. Refer to Title 17, U.S.C., Section 101, Subject Matter and Scope of Copyright, which is the law concerning copyright.

b. Censorship. There will be no censorship in USACE libraries. Materials may cover different views of controversial subjects (AR 25-97).

c. Privacy Act. The Army Privacy Act System of Records Notice for Library Borrowers'/Users' Profile Files (A0215-1 DAPE) is available online at the DOD Privacy Act Systems of Records Notices.

d. Reviews. The Command Librarian will conduct periodic on-site reviews/evaluations of all USACE libraries to evaluate the program effectiveness. Site evaluations and findings will be maintained in the USACE Library Program office (CECI-ZAX).

e. Mailing of Library Materials. AR 25-51 permits the use of registered first-class mail for books and other library materials that are one-of-a-kind, out-of-print, irreplaceable, or exceed \$200.00 in value.

(1) Numbered, insured mail will be used to return borrowed library materials and similar items when required by non-Government lenders.

(2) Use of other commercial carriers is authorized if least expensive option to meet required delivery date, security, and accountability requirements.

(3) Overnight delivery is authorized when necessary to meet mission requirements.

(4) Guaranteed delivery of a free publication upon request of the publisher is authorized.

(5) Third class or fourth class mail, depending on the weight and type of materials, will be used to ship library materials which are not specified in the above categories.

SUMMARY of CHANGE

ER 25-1-96

United States Army Corps of Engineers (USACE)

Information Management: U.S. ARMY CORPS OF ENGINEERS LIBRARY PROGRAM

This revision, dated 31 October 2022—

- o Updates the references

- o Publication was completely re-written to reflect modernization of program and changes in Army and DoD policies since last issuance in 1995.