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28 November 1951

MEMORANDUM FOR: COMPTROLLER
FROM: Assistant Director, C&D
SUBJECT: CIA Library Services

1. Continuing and increasing requirements of the CIA Offices demand speedier and more complete service by the CIA Library. As the functions of the various Offices shift to a greater emphasis on research, the CIA Library realizes it must meet these changing needs. The operating Offices are hampered in their efficiency if the Library is not properly equipped with the basic tools for research. These tools now exist for unclassified publications as a whole, but little has been done to prepare essential guides and new approaches to the expanding field of intelligence documentation.

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2. At two informal meetings, called at the request of the research Offices and chaired by Mr. [REDACTED] five projects were presented, discussed and agreed upon as being most logical and immediately effective in meeting their current needs. It is recommended that the following five projects be approved:

<u>Position</u>	<u>PROJECT</u>	<u>MAJOR ADVANTAGES</u>	<u>TOTAL COST</u>
12	I. Microfilm all incoming documents 16 Doc. 2 Cir.	Complete set of documents, including security set for Vital Records; microfilm of borrowed documents, records retirement, etc.	\$78,985.00
7	II. Organize bibliographic sources of intelligence 4 Ref. 3 Cir.	Guide to documentation resources of intelligence and other agencies will free analyst for productive work.	\$38,815.00
6	III. Expansion of book and document indexing 6 Bk.	Indexing of periodical intelligence documents as well as of covertly acquired Soviet orbit publications will provide area and subject approach to these materials.	\$26,765.00

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NO CHANGE in Class.

DECLASSIFIED

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	<u>PROJECT</u>	<u>MAJOR ADVANTAGES</u>	<u>TOTAL COST</u>
2	IV. Library service to OPC <i>2 Circ.</i>	Branch library service to OSO has been agreed upon. Integration of OSO-OPC requires expansion of library facilities.	\$7,615.00
7	V. Additional highly qualified reference librarians <i>7 Ref.</i>	Will assist the researcher in selecting, extracting, and organizing all pertinent information.	<u>\$45,415.00</u>
		Total first year cost:	\$197,595.00

3. Attached as Tab A are copies of the original CIA Library presentation at the meetings referred to above. The projects are discussed in detail, and include enumeration of personnel and equipment costs.

/s/
JAMES M. ANDREWS

Concurrences:

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/s/ Max F. Millikan
 Assistant Director, RR
/s/ [REDACTED]
 EXO/OPC
 for
Assistant Director, PC

/s/ H. M. Chadwell
 Assistant Director, SI

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/s/ [REDACTED]
 Assistant Director, IC

/s/ K. Douglass
 Assistant Director, CI

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