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Map Div Survey Ord   CONFIDENTIAL   DRAFT 5 Mar 48

File Map Library

POSITIVE CONSIDERATIONS INFLUENCING ORGANIZATIONAL LOCATION OF MAP LIBRARY

Determining factor	Map Branch	Reference Center
1.Geographic Location	1.Map Library being physically close to Map Branch would eliminate the following problems: 　a.Frequent physical movement of bulky maps from one area to the other. 　b.Providing space in Map Intelligence Div.and Cartography Div. to house maps on loan. 　c.Depletion of Map Library while materials are held in divisions of Map Branch. 　d.Tendency to build miniature libraries in Cartography and Map Intelligence Div.for materials frequently used.	1.Reference Center could give speedier service on subject-matter requests.
2.Procedures employed	2.a.Informal direct contact between (present) re-quester and supplier is the speediest and simplest type of procedure. 　b.Since Map Intelligence and Cartography Div. of Map Branch have greatest need and are most frequent users of Map Library, they need direct access to Map Library.	2.a.More effective control can be maintained over services supplied. 　b.Standardized procedures for loan of all Reference materials will make job easier for requester and will permit economies, e.g.,reduce forms and controls used.
3.Activities of Map Library 　a.Procurement of Maps	a.(1)More easily coordinated with other divisions of Map Branch. 　　(2)Have State Dept. facilities working specifically for them.	a.(1)Can be coordinated with other Reference Center procurement. 　　(2)New sources may come to light through other Reference Center activities.
b.Accessioning and Indexing		b.(1)Use of standard CIA procedure may save personnel thru volume created.

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c.Evaluating new acquisition.

d.Filling requests for Map Intelligence.
  (1)Requests for specific maps.

  (2)Requests for Map Intelligence involving rest of Map Branch.
  (3)Requests for all types of intelligence data on a certain subject.
e.Developing map requirements.

4.Accrediting requesters to Map Library.

5.Relationships with requesters.

c.Specialists of Map Intelligence Div. will be more accessible for consultation.
  d.(1)Requester will have direct informal contact with supplies and have no responsibility to Reference Center.

  (2)Map Intelligence Div. and Cartographic Div. will have direct access to Map Library.

  e.Closer coordination can be achieved between Map Intelligence Div. and Map Library.

2.a.Provide speedier service to requesters who have not been previously accredited to Map Library.

  b.Enhances opportunity for informal reciprocal agreements with non-government institutions.

5.Existing professional interchange between map specialists will be maintained and enhanced.

  (2)By including maps in Central Index, requesters will receive more complete service in subject matter requests.
  (3)Graphic materials in Reference Center will be related to maps thru Central Index.
  c.Can be evaluated in terms of total Reference materials available.
  d.(1)Can employ library-loan procedures of Reference Center which will give requester same point of contact for obtaining and returning all types of reference materials.
  (2)Facilities of Graphic Materials Div. can be employed.

  (3)Map data will be automatically included.

  e.Entire CIA map activity and the facilities of rest of Reference Center will be considered in determining requirements.

2.Overall CIA criteria will be employed which may
  a.Eliminate unproductive workload by denying access to certain requesters.
  b.Enhance security.

  c.Provide for greater obligation of Map Library of all interested intelligence agencies.

3.Requester's task is simplified since Reference Center can supply other data at the same time map data is supplied.

| 6.Administrative Reporting and Evaluation of Operations. | | 6.a.Overall reference service statistics can be more easily compiled as same basis and methods will be used.
  b.CIA effectiveness on reference service can be more effectively measured. |
| 7.Basis of Organization. | 7.Organization by material which now prevails in Map Branch gives all employees easier access to working medium. | 7.Functional organization will permit more inclusive program planning and a more integrated reference operation. This should lead to broader service for requesters and should promote economies. |