

*E. Library file*

17 July 1968

MEMORANDUM FOR: Director of Training  
Director of Central Reference Service

THROUGH : Chief, Information Services Group

SUBJECT : Office of Training Library Needs

REFERENCE : Inspector General Survey of the Office of Training,  
8 November 1967

1. It is proposed that:

a. The Office of Central Reference assist the Office of Training in establishing a professional library for all OTR elements located at the Glebe Road location.

b. CRS nominate, subject to OTR confirmation, a qualified librarian (GS-9/11) and a clerical assistant (GS-5/6) to operate the library at Glebe Road.

c. CRS nominate, subject to OTR confirmation, a qualified librarian (GS-7/9) to operate the existing library at the Language Training School [REDACTED]

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*ISO* d. OTR provide the three rotational personnel positions for these librarians.

e. The Office of Training allocate a minimum of 1,000 square feet in 1000 Glebe for the new library.

f. The above proposals be made effective 3 September 1968.

2. These proposals are made in response to an IG survey of the Office of Training in November 1967 which recommended that the library requirements of OTR be reviewed by personnel from the CIA Library.

3. I conducted the review over the past several months with the assistance of [REDACTED] of the Management Staff of OTR and [REDACTED] of the CIA Library.

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4. Our review consisted of a) a general briefing by [REDACTED] on OTR library collections and special requirements; b) discussions with responsible officials and staff members at the Mid-Career and Senior Officer Training School, the Intelligence School, the School of International Communism, Registrar's Office, the Language Training School, the Management School and the [REDACTED]; c) visits to the various training facilities of OTR; and d) examination of the books, studies and periodical collections at each of these locations.

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5. The present collections held by the individual schools represent in nearly every case the limited interests of that school. The collections are much smaller than I expected to see. Most of the items in these collections ought to remain with the present faculties.

6. It is ironic that the Agency has authorized funds for faculty and students but has not provided a most essential element to make their mission successful and satisfying. That element is a library.

7. Two significant needs are unanswered at present because of the absence of a library. There is no central reference facility where the basic reference tools are available for all faculty and students. Appendices I and II of this memorandum are offered as a minimal reference collection to meet this requirement. This reference collection would be the key to the larger CIA Library and Library of Congress collections.

8. Secondly, in that library there should be a private study area. Carrels, either in singles, doubles or fours in a pin-wheel arrangement, can meet this need.

9. The CIA Library has two kinds of branch library relationships.

10. The Office of the General Counsel and the Communications Engineering Branch Libraries operate under the general administrative and technical supervision of the CIA Library.

11. The personnel in these libraries are carried on the CRS Table of Organization. Guidance as needed is provided by the Selection Officer and the head of the cataloging staff. Day-to-day activities in these branch libraries are carried on independently of the CIA Library. The service requests answered in these branches are reviewed daily by the CIA Librarian.

12. The Research and Development Branch Library, on the other hand, is under the direct administrative supervision of the Executive Officer/ORD.

13. The position of librarian in charge of this branch library is on ORD's Table of Organization and receives daily guidance and direction from ORD in substantive matters and administrative procedures. The present incumbent maintains a CRS service designation.

14. The proposed relationship with the Office of Training would be similar to that of the Office of Research and Development. In other words, the librarian and the clerk-typist would receive guidance from the \_\_\_\_\_ (Registrar/OTR?). Since rotation of personnel is a fundamental part of the CIA Library policy, it would be desirable to have the librarian(s) assigned to OTR serve on a rotational assignment for one to two years with the option to renew if both parties so desire.