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9 March 1970

MEMORANDUM FOR:

SUBJECT : Proposed Reduction of CIA Library
Subscriptions to Periodicals and Newspapers

1. In the interest of economy the CIA Library is preparing to reduce substantially its subscriptions to periodicals and newspapers.

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2. Approximately [] titles are currently received. All of these subscriptions were considered justified in relation to Agency interests when they were begun but many were added to the Library's subscription list more than 10 years ago.

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3. In an attempt to determine which of these [] subscriptions may now be of marginal or no interest to Library users, circulation figures have been maintained for each title during the past two years. The attached list of [] titles represents those for which there was little or no usage recorded. The list also shows the total Agency receipts for each of these publications and its unit price.

4. It is recognized, however, that our statistics do not reflect the possible consulting of and browsing among the periodicals by many of the users of the Library. If you believe that your usage is of such a nature and warrants continuation of certain subscriptions, your expression of interest will be given full consideration prior to a final decision regarding cancellation.

5. Please bear in mind that the cancellation of a subscription to which only the Library subscribes does not mean that the publication will become unavailable. Most of the titles on the list are held by the Library of Congress and loan copies can be obtained through interlibrary loan channels in the CIA Library (within 1-2 days).

SECRET

SECRET

6. An alternative to cancellation of the Library subscription, suggested in the Executive Director Comptroller's 26 November 1969 memo, Guidelines for Publication Procurement, is cancellation by one or more of the other subscribing components and utilization by that component of the Library issues. This alternative is recommended in as many instances as are practical. I suggest that it is especially practical where the periodical is infrequently used by the subscriber, when access to all of the issues over an extended time period is important, or where this item is expensive.

7. We urge you to circulate the attached list within your component as widely as you feel your interests are concerned. A coordinated response from your component will be appreciated and should be addressed to the CIA Librarian, Room 1H-1122, Headquarters, (Extension) , prior to 1 May 1970. If we do not hear from you by that date we will assume you concur in the Library recommendations.

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CIA Librarian

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Attachment
a/s

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Next 1 Page(s) In Document Denied