BEC 30 1952

MEMORANDUM FOR: Chief, C-2 Document Library

SUBJECT: CIA Library Services to G-2

1. Reference is made to your memoranda of 4 and 19 December 1952 respectively on the general subject of CIA Library Services to C-2 Document Library. This memorandum is to confirm the several telephone conversations already held on this subject. The CIA Library welcomes the opportunity to extend its facilities to G-2 and wishes to cooperate fully.

2. Comments specifically are as follows:

   a. **Memorandum of 4 December.** The CIA Library is willing to undertake 1) servicing of C-2 requests for intellofax tapes by subject, and 2) the loan of CIA documents. Close watch will be kept on the volume to see that it is within the personnel capabilities. It is requested that the G-2 Library in turn provide occasional qualitative evaluations of the service provided to assist in CIA Library assessment of its subject analysis, circulation and bibliographic activities.

   b. **Memorandum of 19 December.** The intellofax run requested on USSR Vacuum Tubes has been delivered. The G-2 Document Library will receive on a regular basis all IBM cards containing abstracts covering basic intelligence, flashes, etc. The cards will be unpunched and will be sent to you weekly, starting the first week in January.

3. The interest of G-2 Document Library in improving the library facilities for the intelligence community is a commendable one. The CIA Library wishes to record its appreciation.

Librarian

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ABT:mc
30 December 1952
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DEPARTMENT OF THE ARMY

OFFICE OF THE ASSISTANT CHIEF OF STAFF, G-2, INTELLIGENCE

WASHINGTON 25, D.C.

4 December 1952

G2-CDL

MEMORANDUM FOR: CHIEF, CENTRAL INTELLIGENCE AGENCY LIBRARY

SUBJECT: Services Available from CIA to G2

1. Due to space and personnel limitations the G-2 Document Library has under consideration a plan to restrict considerably its cataloging of intelligence reports received from other IAC agencies. If this plan is put into effect, it would increase the demands for service on the CIA Library. The plan in essence follows:

    a. G-2 Document Library would give complete subject cataloging to all intelligence reports received from Army sources and would continue to maintain permanent file copies of such reports.

    b. The G-2 Document Library would maintain temporary file copies only of reports received from other agencies and would do no subject cataloging on such reports. It is anticipated that these temporary file copies would be retained for perhaps one year after receipt.

    c. The G-2 Document Library would depend on the CIA Library to furnish lists of references by subject on Intellofax tapes whenever requests are received for information by subject which cannot be answered solely from intelligence reports of Army origin. It is anticipated that requests for such Intellofax tapes would increase from the present average of about (40) per month to a maximum of (200) per month.

    d. It is further anticipated that G2 would depend on the CIA Library to furnish copies on loan of CIA reports after the temporary file copy of the G-2 Document Library has been destroyed. No estimate can be given at this time of the increased load this would place on the inter-library loan facilities; however, it is not believed that it would be very extensive.

2. Information is desired for planning purposes as to whether the CIA Library is in a position to handle the increased load mentioned above.

GEORGE R. BROWN
Major   GS
Chief, G-2 Document Library

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Resources Section, CIA Library

P R O S P E C T U S

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INTRODUCTION

Program planners of the research offices of CIA began in the summer of 1951 an intensive re-examination of the problem of mobilizing overt and classified source materials in support of intelligence research. As a result of inter-office discussions, OCD was charged with planning and initiating a new operation for reporting to analysts on reference facilities and resources. AD/CD submitted his proposal for implementation of this and related CIA Library projects to the Projects Review Committee in November 1951. Concurrences in the proposals were contributed by ORR, OPC, OCI, OIC, and OSI.

PROGRAM

Final authority was received by the CIA Library on 1 May 1952 to establish a Resources Section to provide the following reference services to CIA Offices:

1. Preparation and maintenance of a Handbook of Intelligence Research Facilities - (to be limited initially to IAC Agencies; to provide comprehensive descriptions of collections and collection policies.)

2. Preparation of a Guide to Intelligence Reference Works - (to report by area and by subject the working tools - indexes, catalogs, handbooks, translation services, etc. - with which the researcher should be familiar in performing his research assignments.)

3. Field searches for source materials according to briefings from researchers.

A Staff of six including a Section Chief, four librarians and a secretary was authorized. Only the Section Chief and the secretary are on duty, the four librarians have been recruited but are not yet on board. It is expected that the full staff will be on hand by the end of FY53. The Section will develop procedures for a) compiling of Agency requirements, b) performing reconnaissance, c) evaluation of resources with the assistance of subject specialists, d) collection of catalogs and source materials of established value to CIA and e) utilizing resource information in support of research projects. It is estimated that the Section can complete draft guides (parts 1 & 2) by January 1954.

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CCD

CIA LIBRARY

P R O S P E C T U S

F O R

INDEX TO INTELLIGENCE PERIODICALS

October 1952

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Sample Sheets of the
Proposed

Index to Intelligence Periodicals

Containing:

1. Prospectus.
2. Proposed list of periodicals to be indexed.
3. Key to abbreviations.
4. Sample entry and explanation.
5. Sample pages of proposed index containing indexing of five of the proposed periodicals.

October 16, 1952

Index to Intelligence Periodicals

P R O S P E C T U S

PURPOSE

To establish a current, continuing, cumulative, subject index to articles and studies contained in a selected list of the more important intelligence periodicals, heretofore not covered by cumulative indexing.

NEED

It is hoped that the Index will satisfy the need felt by research analysts and librarians for a "Readers' Guide" type of index to classified intelligence periodicals, until now covered in a very few cases by only occasional annual or semi-annual indexes.

SCOPE

The material to be indexed has been selected by the following criteria:

1. That it be in a publication (up through top secret) of the IAC Agencies, certain subordinate commands,

2. That it be in English.

3. That it be a periodical, that is, a publication with a distinctive title appearing at successive intervals, containing articles on various subjects by several contributors.

4. That it be an original, authoritative, substantive presentation of the subject covered.

5. That it not be indexed elsewhere on a current, continuing basis outside of the Intellofax System.

METHOD OF INDEXING

Indexing is done by approved library methods with some adaptations in terminology and form to fit the needs of CIA and other intelligence groups.

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FREQUENCY

The index will be published monthly and cumulated yearly.

ENTRIES

The entries show the following information:

1. Subject
2. Title
3. Security information
4. Illustrative and bibliographic matter
5. Abbreviated title of publication
6. Volume or number
7. Pagination
8. Date

Next 2 Page(s) In Document Exempt

KEY TO ABBREVIATIONS

+ ————————continued on later pages of same issue
Ag————————August
Ap————————April
bibliog————————Bibliography
bibliog f————————bibliographical footnotes
bi-m————————bimonthly
bi-w————————biweekly
ca————————circa
co————————company
comp————————compiled compiler
Conf————————confidential
col————————colored
D————————December
diag————————diagram
diags————————diagrams
ed————————edited edition editor
F————————February
facsim————————facsimile
il————————illustrated illustration, -s illustrator
inc————————incorporated
irr————————irregular
J————————January
Je————————June
Jl————————July
jt————————joint
ltd————————limited

m————————monthly
Mr————————March
My————————May
N————————November
no————————number
ns————————new series
O————————October
p————————page
pl————————plate
pls————————plates
por————————portrait
pseud————————pseudonym
pt————————part
q————————quarterly
Res————————Restricted
rev————————revised
S————————September
s————————series
Sec————————Secret
sec————————section
semi-ann————————semiannual
semi-m————————semimonthly
semi-q————————semiquarterly
ser————————series
sup————————supplement
TS————————Top Secret
tab————————table
tabs————————tables
tr————————translated translation translator
v————————volume
w————————weekly
yr————————year

Next 11 Page(s) In Document Exempt

RESTRICTED

FOR RECORD

20 JUNE 1952

ACTING CHIEF, CIRCULATION BRANCH, CIA LIBRARY

IMPROVED PROCEDURES FOR CIRCULATING BOOKS AND PERIODICALS BETWEEN CIA LIBRARY AND FDD DOCUMENTS BRANCH

1. IN THE INTEREST OF SPEEDING UP SERVICE TO REQUESTERS AND REDUCING THE CIA LIBRARY'S CLERICAL WORK INVOLVED, THREE PROCEDURAL CHANGES (SEE PARS. 2, 3, AND 4 BELOW) WERE SUGGESTED BY THE LIBRARY'S CIRCULATION BRANCH [ ] TO FDD'S DOCUMENT BRANCH [ ] AND CONCURRED IN BY THEM, AT AN INFORMAL CONFERENCE IN Y BUILDING ON FRIDAY, 20 JUNE. WITH THE SUBSEQUENT CONCURRENCE OF THE CIA LIBRARIAN, THE CHANGES INDICATED BELOW HAVE BEEN PUT INTO EFFECT AND SEEM TO BE WORKING SATISFACTORILY AS PLANNED.

2. DIRECT BORROWING OF "BIB" ITEMS FROM LIBRARY OF CONGRESS BY FDD. FOR A LONG TIME FDD HAS BEEN BORROWING CERTAIN ITEMS EACH WEEK DIRECTLY FROM THE LC, WITH THE CONCURRENCE OF THE CIA LIBRARIAN, AS PART OF THE COOPERATIVE "BIB" PROJECT. PRE-SIGNED REQUEST LETTERS, SIGNED BY CIA LIBRARY PERSONNEL, HAVE BEEN USED BY FDD. UP TO NOW, HOWEVER, THE CIA LIBRARY WAS NOT NOTIFIED OF THE ITEMS BORROWED UNTIL AFTER THEY WERE RETURNED TO THE LC; YET THE LIBRARY WAS CHARGED FOR ALL OVERDUE ITEMS BY THE LC. UNDER THE NEW PROCEDURE, FDD WILL NOTIFY THE CIA LIBRARY AT ONCE, BY MEANS OF A CARBON COPY OF THE REQUEST LETTER. FINALLY, AS BEFORE, FDD WILL SEND THE CIA LIBRARY A COPY OF EACH LIST OF "RETURNS".

3. ADDITIONAL DIRECT BORROWING FROM LIBRARY OF CONGRESS BY FDD. FDD WILL BE PERMITTED HENCEFORTH TO BORROW DIRECTLY NOT ONLY "BIB" ITEMS BUT ALSO OTHER ITEMS NEEDED BY FDD. UNDER THE NEW PROCEDURE, FDD WILL ACCUMULATE UP TO 20 REQUESTS, TYPE THEM ALL ON A SINGLE REQUEST LETTER (PRE-SIGNED BY CIA LIBRARY), DISPATCH IT DIRECTLY TO LC, AND SEND A CARBON COPY TO CIA LIBRARY. AS THE ITEMS ARE RECEIVED BY THE CIA LIBRARY FROM LC, THEY WILL BE CHECKED OFF AND FORWARDED TO FDD; AND, CONVERSELY, THEY WILL BE SENT BACK TO LC VIA THE CIA LIBRARY.

4. DIRECT BORROWING OF ITEMS IN FDD'S LIBRARY BY CIA REQUESTERS. IT APPEARED, FROM THE CONFERENCE WITH FDD, THAT MANY ITEMS ARE CHARGED OUT DAILY BY FDD, FROM ITS FOREIGN-LANGUAGE BOOK AND PERIODICAL COLLECTIONS, DIRECTLY TO REQUESTERS THROUGHOUT CIA. IN ADDITION, ABOUT 200 REQUESTS PER MONTH FOR FDD-CONTROLLED ITEMS ARE RECEIVED BY CIA LIBRARY AND, IN PAST PRACTICE, THEY HAVE BEEN RE-REQUESTED OF FDD, AND (UPON RECEIPT IN M BUILDING) RE-CHARGED TO THE ORIGINAL REQUESTER. FDD-CONTROLLED ITEMS CONSIST, TYPICALLY, OF (A) LIBRARY-CATALOGED BOOKS WITH FDD NUMBERS ON THE CATALOG CARD, (B) "INDEFINITE LOAN" BOOKS CHARGED OUT TO [ ] AND OTHER FDD PERSONNEL, AND (C) PERIODICAL SUBSCRIPTIONS CHARGED TO FDD. UNDER THE NEW PROCEDURE, SUCH REQUESTS, WHEN RECEIVED BY CIA LIBRARY, WILL BE FORWARDED TO FDD FOR DIRECT ACTION, WITHOUT LOGGING OR RETYPING BY CIA LIBRARY, EXCEPT THAT THE REQUESTER WILL BE NOTIFIED BY TELEPHONE OF THE REFERRAL. THIS WILL REDUCE DOUBLE HANDLING, ELIMINATE DUPLICATE TYPING, REDUCE THE DELAY IN FILLING THE REQUEST, AND, FINALLY, PERMIT THE FDD LIBRARIANS TO SEE THE ORIGINAL REQUEST AND, IF NECESSARY, CONTACT THE ORIGINAL REQUESTER IF A POOR CITATION OR OTHER QUESTION IS INVOLVED.

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OCD/MFC:JHL (20 JUNE 1952)

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17 March 1952

MEMORANDUM FOR: CHAIRMAN, SUB-COMMITTEE ON REQUIREMENTS AND
                 FACILITIES FOR COLLATION, EIC

FROM: CIA Librarian

SUBJECT: Central Reference Facilities for the Intelligence
                 Community

1.   Prior to and during World War II, U. S. intelligence directed
its efforts mainly toward the objectives of current intelligence. Since
then, the pattern has changed; today equal emphasis is being given to
the needs of intelligence research. The problem is to supply the right
background for correlation with events of current significance.

2.   All scientific and educational research begins with a survey
of the major bibliographical sources in the specific field of inquiry.
During this process the researcher directs his intellectual energy to
recovering and extracting from the mass of recorded data those segments
which are relevant to his particular problem; he attempts to do this
with the utmost speed and economy.

3.   The research worker in intelligence must examine two bodies of
recorded information. First, the "open" literature—that which is
available through public publishing sources. Then, the "classified"
literature—that which is available only to members of the intelligence
community. Standing by to help the researcher find information in
"open" sources are the excellent bibliographic controls which libraries
have developed over the years. The indices, the catalogs, the guides,
the handbooks, etc, are all available to serve him. In the area of
"classified" literature, however, the situation is quite different.
There exists no checklist of the documentary resources and facilities
of the several intelligence agencies; there is no well-organized, com-
prehensive catalog of intelligence materials; there is no single complete
collection of intelligence documents located anywhere; and there is no
common indexing system in use within the IAC community.

4.   The document units and libraries of the IAC now duplicate each
other by keeping everything which is sent to them; no one, however, has
a complete set of the total take. CIA excepted, they each index only a
small portion of what is received. Indexing is done at different levels
of detail and is performed weeks after the document has been received
from the field. The result is a delayed, piecemeal processing approach
with much duplication of effort. There might be some excuse for

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duplication if it strengthened the facilities of one Agency or provided
an over-all gain for the intelligence community. This, unfortunately,
is not the case. Within any one intelligence agency, the researcher
can today get only a fragmentary, oftentimes stale, answer to his
reference inquiry. He can never be certain that the information search
was exhaustive, and there is no central reference system to which he
can refer for further help. He trusts to luck that some senior person
won't trip him up by producing a pertinent document which he missed.

5. Each step of the intelligence research activity is in some way
dependent on documentation. Each man involved in the research process
must have available the right type of information organized in a way
that will best suit the job he has to do. Without a strong documentation
mechanism for "classified" literature, the best that can be expected of
the research organization are inconclusive and consequently ineffective
results.

6. Any approach to complete bibliographic control of "classified"
literature, in the sense of both physical and content accessibility,
depends on the coordinated efforts of the intelligence community. System
weaknesses and deficiencies which exist today cannot be attributed to
lack of cooperation or indifference to the problem by the intelligence
agencies. The present situation was the natural result of the shift in
U. S. policy to emphasize intelligence research—and the subsequent need
to recover data. Top-level guidance is now required to help build the
best possible type of documentation support into the intelligence
research process. The goal is clear; the mechanics must be developed
to attain it. It seems that a logical starting point for tackling
this problem would be the Sub-Committee on Requirements and Facilities
for Collation of the IIC.

7. It is recommended that the Sub-Committee establish a working
group that will study the many facets of this problem and develop an
objective proposal for strengthening the reference and documentation
facilities of the IAC into a service of common concern for the benefit
and use of the entire intelligence research community.

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PROJECT I - MICROFILMING OF ALL INCOMING
INTELLIGENCE DOCUMENTS

The CIA Library is the Agency's documentation center: the focal
point in CIA for the receipt of new intelligence documents. Its main
task is to index these reports, distribute them to appropriate CIA
Offices, and make them available to all requesters for reference and
circulation.

A steady stream of requesters make their way to the Library each
day in search of documentary support for their intelligence work.
Although requests vary, they are generally seeking information on a
subject, looking for a specific document, requesting bibliographic
service, or performing research in the Library's files and catalogues.

Since CIA was the first U.S. intelligence agency to apply central-
ized library methods to the organization of intelligence information,
the Library has been keenly aware of the importance of its role in the
research process. One of the Library's key objectives has therefore
been to develop a complete, well-organized collection of documentary
materials. It has endeavored to build into this collection the same
bibliographic control for classified documents that a researcher is
accustomed to using in unclassified work. On the premise that efficiency
of service in information work depends to a very great extent on the
efficient arrangement of material, the Library has constantly sought
new ways to strengthen its collection and so improve its services.

After exhaustive investigation, the CIA Library recommends the
application of microfilm techniques as the cheapest, speediest, and
surest way of guaranteeing the availability of a complete collection
of documents in the Library at all times.

PROPOSAL:

The Library proposes that it microfilm all intelligence docu-
ments as they are received, keeping a copy of the document as well as
the film. The original document will be available on loan to the Offices
for a period not to exceed one week. The microfilm will be available at all
times for viewing purposes and for reproduction in those cases when the
requester requires a retention copy. Single copy originals will be the
only copies routed on initial dissemination; all other copies received
by the Offices on distribution will be marked DESTROY AFTER USE.

KEY ADVANTAGES:

1) <u>The Library's collection is safeguarded in the event of disaster.</u>
A disaster in the Library would render useless the greater part of the Agency's indexing and reference activities by destroying the primary collection of intelligence documents. A duplicate collection of original documents cannot now be provided without doubling the size of appropriate library units and facilities. Microfilming will enable CIA to prepare a security copy of the collection on film for storage at the Vital Records Repository. With this form of insurance in being, CIA Offices would no longer be required to micro-film intelligence documents on their own for vital records storage.

2) <u>A complete set of documents is at the research analyst's disposal.</u>
At present the researcher is assured of finding the document he wants in the Library's collection only 60% of the time. Too often he is disappointed because the document is out on loan or routing, is over at Services being reproduced, or has been misplaced or inadvertently destroyed. In consequence the Library is unable to produce all documents that turn up on an Intellofax tape. The Library cannot service multiple requests for the same document, it cannot give the speedy reference service which an intelligence organization demands, and it must keep a large staff busy just performing tracing, recalling, and re-loaning work. Microfilming will ensure the availability of a master set of documents for on the spot viewing by researchers and reference librarians. It will cut down considerably the number of circulation delays and disappointments.

3) <u>The Library and the Offices can systematically retire their files.</u>
With space always at a premium, it is mandatory now for the Library to retire parts of its document collection. This is now accomplished on a piece-meal basis by filming certain segments of the collection every three years. At best the results are spotty because there is no assurance that the file is complete at the time the filming takes place. As a corollary, CIA Offices tend to build up unit document files because they have no central source of supply to rely on after documents are destroyed.

Systematic microfilming of the documents at point of intake and the maintenance of a master microfilm set in the Library will speed up the Library's records retirement program, and reduce the time and space required for storage of unit document files by the Offices.

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REQUIREMENTS:

A. Personnel:

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No.	Grade	Title	Duties	Cost

SUMMARY:

An alternative plan to microfilming would be the maintenance of a two-copy set of original documents in the Library. Although this ensures the availability of a master set for reference, it means doubling the size of the present Library Files Staff, purchasing twice as many cabinets, and finding twice as much inflexible space to house the collection. The plan can neither provide the Agency with an insurance set of documents for vital storage nor yield any of the service by-products inherent in the microfilm proposal.

Results of the microfilm application to the intelligence document collection will not be measurable immediately. It will, however, minimize record-keeping, and achieve greater flexibility in library service to the researcher: he will get what he wants when he wants it. Security require-ments will also be met by the availability of a complete set on microfilm of the Library's entire document file. Microfilm thus offers the advantage of serving several live, operational purposes over and above its accepted function of pure records reduction.

JB:pnb
13 Nov'51

<u>PROJECT V - CIA LIBRARY REFERENCE SERVICE</u>

Bibliographic control, the art of being able to find what you want in published materials, has been a perennial challenge to librarians and research people in general. Much has been done to meet this challenge in the field of non-intelligence publications. No corresponding effort has been made to organize classified intelligence publications on a continuing basis.

To attack this problem, tools must be provided. A comprehensive cumulative index to the many intelligence periodicals issued by the respective agencies is of high priority (Project III). Continuing efforts must be concentrated on a thorough survey of the scope and content of the most important publications in the various fields of intelligence, together with annotated inventories of the numerous reference and research library collections available to the intelligence family (Project II).

Each day the trained reference librarians in the CIA Library receive a wide range of information requests from most CIA Offices. Most of the requests are complicated to answer; some are less difficult. Every request must be treated on its merits; each has its own set of individual problems. The reference specialist has been inculcated with a sense of duty which requires that he place before the requester <u>all</u> the information bearing on his subject, without the intrusion of personal ideas or bias. His knowledge of basic reference tools, their scope and arrangement, permit him to <u>direct</u> the requester to appropriate sources. The untrained requester who tries to tackle the job himself will inevitably lose much time and miss pertinent material. He actually resents this intrusion into his otherwise occupied time.

It is increasingly apparent that intelligence planning will continue being severely handicapped unless every effort is made to provide those who need to know with all pertinent information. The phenomenal growth in the volume of information for intelligence purposes literally swamps the researcher in his efforts to select, extract, synthesize and organize his data. When confronted with a list of several hundred or thousand documents somewhat related to his problem, he is discouraged. He needs help. He has asked for it. It is at this point that additional, qualified reference assistance must be rendered to enable the researcher to conserve his energies for his original mission.

Six senior reference specialists added to the current Information Section staff would provide the type of service requested and needed. These bibliographical experts must be well-grounded in subject fields of particular Agency interest.

PERSONNEL REQUIRED: (6) GS-12 Librarians

9 November 19__

I. Microfilming

What cost?

Applies to all documents - raw and finished? regardless of size?
what if we could get multiple copies from originator? (__, __,
G-2 Weekly, etc.)

Possibility of deciding that both sides can't be planned

a) route
b) keep Library copy

Provide Library "stock cubicles" and insist single copies stay
in Library. (cf. Space in Skating Rink)

Query if analysts need to be kept so current that they must see
single copy reports - try accessions lists.

II. Bibliographic Survey

Government and non-government libraries?

What steps would these six people take?

How long would survey take?

Do we only need a list of bibliographic sources or do we need to
know what listings that source has?

Do the agencies know what they have?

Do they have significant quantities of material which CIA does not
have and which CIA could use or borrow? (is the problem then
purely with non-IAC agencies?)

III. Indexing

Does G-2 (e.g.) index their W.I.R.?

If other agencies do this we would need a reference service not
an index so far as they are concerned - yes?

How much time (how many sources) would this save the analyst?

(Indexing - at least of books - seems to be C/G_ and not pub.)

IV. **Branch for C/PC**

Does this Branch handle any material not available to the main Library?

Suggest setting up branch with two people allocated and if need arises more.

V. **Reference Service**

- not like IRS.

- don't get into real research with high price help.

- stick to

1. giving answers to specific factual questions.

2. "cut-and-paste" type of work even integrating material from several sources - but without evaluation, analysis and conclusions.