

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Library Consolidation

FROM: Harry E. Fitzwater
Deputy Director for Administration

EXTENSION

NO.

DDA 84-2698/1

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Deputy Director for Science and Technology
6E45 Hqs

21 Sept

✓

2.

3.

4.

5.

EO/ODA

9/26/84

✓

6.

AODA

✓

7. Deputy Director for Administration
7D18 Hqs

9/26/84 *[Signature]*

8.

9.

10.

C/NBPO

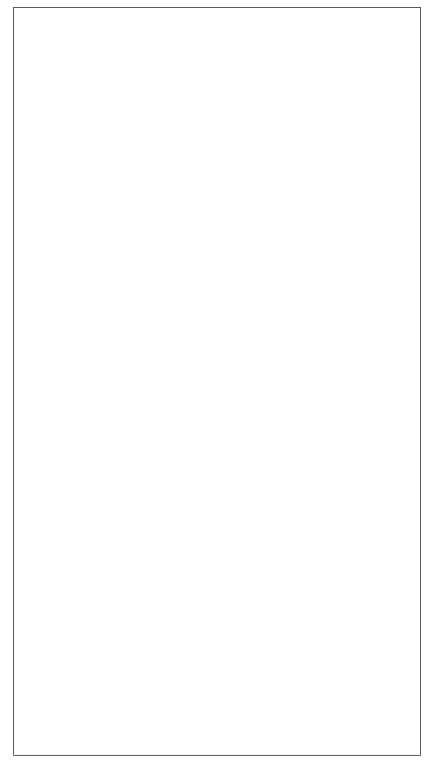
11.

12.

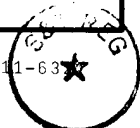
13.

14.

15.



STAT



DDA 84-2698/1

17 SEP 1984

MEMORANDUM FOR: Deputy Director for Science and Technology
FROM: Harry E. Fitzwater
Deputy Director for Administration
SUBJECT: Library Consolidation

If the attached recommendation from the Chief of the CIA Library meets with your approval, we will ask the Office of Central Reference to proceed with the implementation.

STAT

[Redacted Signature Box]

Harry E. Fitzwater

Attachment:
Memo from C/CIA Library

APPROVED:

STAT

I concur in principle and will support OCR request for resources. I am not in a position to offer those resources to OCR.

[Redacted Signature Box]

Deputy Director for Science and Technology

21 Sep 84
Date



17 August 1984

ATTACHMENT

STAT
 MEMORANDUM FOR:
 New Building Project Office, OL

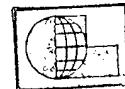
STAT
 FROM:
 Chief, CIA Library

SUBJECT: Library Space in New Building

1. As we have already discussed, our review of the responses sent to you by the various DA and DS&T offices concerning library space in the new building has revealed that many of the offices would be using the requested library space to store reference materials that will duplicate materials stored in library space of other offices in the same building. Of course several of the publications listed by the offices may indeed have to be used daily by the offices and thus require shelf space within the individual offices, but some of the material identified will be used more sporadically and we propose that this latter material be identified and stored instead in a central library facility accessible to all the DDA and DS&T offices in the new building. This consolidation of materials should reduce both the library space requirements of individual offices and the cost of purchasing multiple sets of the material. Examples of material that would likely fall into this category are such items as: the Federal Personnel Manual, the US Code, the Department of State Foreign Affairs Manual (FPM), national construction and safety codes, airline and hotel guides, US and foreign telephone directories, almanacs, dictionaries, technical handbooks, and industrial directories.

2. We propose further that this central reference library have a concentration on administrative and technical materials in order to provide support primarily to the offices in the new building, and that it store the reference items not required by the offices for daily use. More frequently used or extremely specialized materials would continue to be stored within the individual offices. For example, the programming aids and very technical software handbooks currently in the ODP Technical Library should continue to be maintained within ODP. Similarly, such items as individual sections of the FPM can be maintained in both OF and OP and safety education material stored with Safety Staff.

OL 20399-84



Subject: Library Space in New Building

3. OCR is prepared to support such a central library facility in the new building as a major branch library of the main CIA Library. In addition to the concentration on administrative and technical materials, a basic collection of reference materials in the social sciences will also be included and will be backstopped by the more comprehensive collection in the main library. OCR is also willing to install and maintain data base terminals in the proposed new library that would permit offices in the new building to have access to the numerous commercial data bases that are already available through the main CIA Library. While it is difficult to determine exact manpower requirements at this time, OCR expects the staffing requirement for this new library to be a minimum of three full time personnel to support the offices. OCR would request three additional positions and additional publication procurement funding in the FY87 budget submission and would expect support from the DDA and the DDS&T.

4. We suggest that you present our proposal for a central library facility in the new building to the Deputy Director of Science and Technology and to the Deputy Director for Administration. If they concur that it is a viable option and will instruct the individual offices to work with us in identifying material they now store that could be better maintained in such a library, we will be very willing to consult both with them and your office to determine the proper level of support and the physical requirements for the library. We will await a response from your office.

STAT

