

5 FAM 1430 RALPH J. BUNCHE LIBRARY REFERENCE AND ACCESS SERVICES

*(CT:IM-83; 03-07-2007)
(Office of Origin: A/ISS/IPS)*

5 FAM 1431 RALPH J. BUNCHE LIBRARY

(CT:IM-65; 06-21-2005)

- a. The Ralph J. Bunche Library provides the full range of library services:
 - (1) At the Department’s central library—Room 3239, HST building;
 - (2) By e-mail to library@state.gov;
 - (3) On OpenNet (Ralph J. Bunche Library) at “Ask A Librarian;”
 - (4) By phone at (202) 647-1099; and
 - (5) By fax at (202) 647-2971.
- b. Library hours are Monday through Friday, from 8:15 a.m. to 5:00 p.m., except for legal holidays.

5 FAM 1432 REFERENCE SERVICES

(CT:IM-65; 06-21-2005)

The Library’s Information Services Branch provides reference and research services. These services are provided by highly skilled, professionally trained researchers on the full range of subjects relevant to the Department of State’s overall mission. You can make inquiries via any of the contact points listed above.

5 FAM 1433 CIRCULATION SERVICE

5 FAM 1433.1 General

(CT:IM-65; 06-21-2005)

As an authorized user, you can borrow all Library materials **EXCEPT** reference materials and periodicals.

5 FAM 1433.2 Loan Conditions

(CT:IM-65; 06-21-2005)

- a. The Library establishes appropriate loan periods for all materials.
- b. You can renew materials on loan, if they're not needed by another user.
- c. You must return publications if they're recalled.
- d. You, as a borrower, are responsible for your borrowed materials and are financially liable for replacing them if lost.
- e. The Library determines the cost of replacement materials.

5 FAM 1433.2-1 Change of Contact Information

(CT:IM-65; 06-21-2005)

As a borrower, it's your responsibility to inform the Library of any change to your address or telephone number.

5 FAM 1433.2-2 On Leaving the Department

(CT:IM-65; 06-21-2005)

- a. Foreign Service and Civil Service employees who retire or separate:
 - (1) Must contact the Ralph J. Bunche Library to ensure that no library materials are outstanding;
 - (2) Are accountable for any Library materials not returned since Library materials are U.S. Government property;
 - (3) Must either return the materials or reimburse the Library for lost materials; and
 - (4) Must complete Form DS-8, Fiscal Clearance for Final Salary Payment, or an acceptable substitute. (See 4 FAH-3 H-537.2-3.)
- b. Missing library materials are an outstanding obligation item and will be deducted from your final salary payment.

5 FAM 1434 INTERLIBRARY LOAN

5 FAM 1434.1 General

(CT:IM-65; 06-21-2005)

Interlibrary loan enables the Library to borrow materials from other libraries that are not available in the Library's own collections. The Library maintains interlibrary loan relations with Federal, academic, and research libraries

throughout the United States.

5 FAM 1434.2 Interlibrary Loan Conditions

(CT:IM-65; 06-21-2005)

To use interlibrary loan, contact the Library (library@state.gov) to request materials not available in the Library. Interlibrary borrowers must:

- (1) Comply with conditions placed on these loans by the lending library;
- (2) Comply with the lending library's decision whether to extend the loan, which is final;
- (3) Return materials promptly when they are due; and
- (4) Accept financial liability for the replacement of lost items from other libraries.

5 FAM 1435 WHO ARE AUTHORIZED USERS?

(CT:IM-65; 06-21-2005)

All Department of State employees are authorized users of the Library. The Library's facilities and resources are also available to employees of other Federal agencies and to the public for scholarly research, whenever:

- (1) The materials required are not otherwise available to the researcher;
- (2) The Library can serve the researcher without lessening its service to the Department of State; and
- (3) Security regulations found in 12 FAM, Diplomatic Security, are observed.

5 FAM 1436 THROUGH 1439 UNASSIGNED