

## 5 FAM 1400 LIBRARY SERVICES

### 5 FAM 1410 RALPH J. BUNCHE LIBRARY (A/*ISS*/IPS/LIBR) PROGRAM

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

### 5 FAM 1411 AUTHORITIES

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

- a. 5 U.S.C. 301—authorizes regulations for performance of agency business including custody, use, and preservation of agency records, papers, and property.
- b. **DOSAR 601.603-70 (b)(3)**—grants the Department’s Library procurement authority for the acquisition of publications.
- c. **American Library Association (ALA), Special Libraries Association (SLA), Association of College and Research Libraries (ACRL), American Association of Law Librarians (AALL), Medical Library Association (MLA)**—provide standards to evaluate the quality of library resources and the effectiveness of library services.

### 5 FAM 1412 PROGRAM OBJECTIVES

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

- a. The U.S. Department of State library is the oldest Federal library, established in 1789 by the first Secretary of State, Thomas Jefferson. In 1997, the Library was named for diplomat, scholar and Nobel laureate Ralph J. Bunche.
- b. The Ralph J. Bunche Library supports the mission of the U.S. Department of State and meets the information needs of all Department personnel through a full-service library program, by:

- (1) Maintaining a central library in the Harry S Truman building that provides information services and access to resources on the full range of issues reflected in the Department's overall mission;
- (2) Providing reference and research services to all Department of State personnel, both in the U.S. and abroad, by highly trained, expert researchers;
- (3) Providing access services through circulation of library materials, and interlibrary loan services for publications not available in the Library's own collections;
- (4) Selecting, acquiring, cataloging and maintaining electronic library resources are available at the Ralph J. Bunche Library Web site on the Department's OpenNet intranet;
- (5) Selecting, acquiring, cataloging, and maintaining library materials in print and other formats are available at the InfoAccess Library Web site on the Department's OpenNet intranet;
- (6) Providing long-term access to major Department of State publications;
- (7) Utilizing the most effective, up-to-date integrated library system technology to assure efficient management and timely delivery of library services;
- (8) Providing technical guidance on library-related issues and library products and services to domestic bureaus and posts abroad (see 10 FAM 351.4 for Bureau of International Information Programs responsibilities for providing guidance and direction to Information Resource Centers abroad); and
- (9) Collaborating with the foreign affairs community, academia, and other research institutions to ensure comprehensive delivery of information services to Department employees worldwide.

## **5 FAM 1413 LIBRARY POLICIES**

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

The Ralph J. Bunche Library has formally established policies for the:

- (1) Operations of the Library, including acquisition of publications (see 5 FAM 1420);
- (2) Provision of library services (see 5 FAM 1430); and
- (3) Use of library materials (see 5 FAM 1430).

## **5 FAM 1414 DEPARTMENT PUBLICATIONS**

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

The Ralph J. Bunche Library maintains a collection of all major Department of State publications.

## **5 FAM 1415 THROUGH 1419 UNASSIGNED**