

GOV-9: Institution maintains a library resourced to meet the needs of the staff and faculty, training developers, and students, both resident and non-resident.					As of: <u>26 Mar 102012</u> <u>Working Copy</u>			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

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Criterion 9a: The institution has assigned a Library Director or Chief Librarian position filled with a qualified GS-1410 Librarian as defined in OPM Qualification Standards and AR 25-97.	9a(1): Verify qualified GS-1410 Librarian.	AR 25-97, Army Library Program & AR 735-17, Accounting for Library Materials		X	X			Report if library is not staffed with a Librarian.
Criterion 9b: Information services and library resources are available and accessible.	9b(1): Interview school personnel staff and faculty and review student evaluations (feedback) to ensure that the library has adequate hours of service for optimum access by users.	AR 25-97, Army Library Program & AR 735-17, Accounting for Library Materials		X	X			Report if library has exceeded the standard by adapting to changing institution information needs.
	9b(2): Interview school personnel staff and faculty and review student evaluations (feedback) to ensure that the Library staff provides reference and research assistance.			X	X			
	9b(3): Review library function statistics to determine if library is staffed to meet the service hours and research needs of the users.			X	X			
	9b(4): Library provides information and guidance on copyright and copyright laws.			X	X			
	9b(5): Library acquires resources that are beneficial and promote the tenants of the Army Learning Model							
Criterion 9c: Library staff ensures that students and CoE/school personnel are aware of information services and resources.	9c(1): Library staff conducts briefings to provide instruction and guidance in use of library resources.	AR 25-97, Army Library Program & AR 735-17, Accounting for Library Materials		X	X			Report if library has exceeded the standard by adapting to changing institution information needs.
	9c(2): Library director informs staff and faculty of new and available library resources.			X	X			
	9c(3): Library coordinates with the Knowledge Management Office to insure Soldiers are aware of resources and their virtual location.			X	X			
	9c(4): Check specific Battle Command Knowledge Systems (BCKS) or communities of practice (COP) to ensure that librarians are members of an established BCKS or COP for their military specialty.			X	X			
	9c(4) The Library staff works with the school personnel to enhance their							

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	Army Learning Model implementation.							
Criterion 9d: The library is resourced to support the information requirements of the CoE/school.	9d(1): Review the latest library needs assessment to ensure that the library staff conducts periodic needs assessment.	AR 25-97, Army Library Program & AR 735-17, Accounting for Library Materials	Copy of collection development/ acquisition policy.	X	X			
	9d(2): Library director prepares an annual budget to develop and maintain required library resources. Review collection development and acquisition policies.		Copy of library budget.	X	X			
	9d(3): Check that equipment within the library is in good working order and that the library has internet access and peripheries to print and/or download materials.		Copy of Internet access policy.	X	X			
	9d(4): Library has an integrated library system and has an accessible Online Patron Access Catalog on the library Web site.			X	X			
	9d(5): Check CoE/School portal for library interface and library webpage to ensure that library Web site contains content and resources specific to the information requirements of the Soldiers, staff & faculty, training developers and other school personnel.			X	X			
Criterion 9e: Measurement, Tracking, and Information Collection System (METRICS) input is accurate and current.	9e(1): Review METRICS input on Army Library Program page (AKO).	AR 25-97, Army Library Program & AR 735-17, Accounting for Library Materials		X	X			

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