

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: May 2011			
Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

<b>Criterion 9a:</b> 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.	<b>9a(1):</b> 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.
<b>Criterion 9b:</b> Information services and library resources are available and accessible.	<b>9b(1):</b> 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.
	<b>9b(2):</b> Interview school personnel staff and faculty and review student evaluations (feedback) to ensure that the Library staff provides reference and research assistance.			X	X			
	<b>9b(3):</b> Review library function statistics to determine if library is staffed to meet the service hours and research needs of the users.			X	X			
	<b>9b(4):</b> Library provides information and guidance on copyright and copyright laws.			X	X			
<b>Criterion 9c:</b> Library staff ensures that students and CoE/school personnel are aware of information services and resources.	<b>9c(1):</b> 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			
	<b>9c(2):</b> Library director informs staff and faculty of new and available library resources.			X	X			
	<b>9c(3):</b> Library coordinates with the Knowledge Management Office to insure Soldiers are aware of resources and their virtual location.			X	X			
	<b>9c(4):</b> 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			

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<b>Criterion 9d:</b> The library is resourced to support the information requirements of the CoE/school.	<b>9d(1):</b> 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			
	<b>9d(2):</b> 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			
	<b>9d(3):</b> 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			
	<b>9d(4):</b> Library has an integrated library system and has an accessible Online Patron Access Catalog on the library Web site.			X	X			
	<b>9d(5):</b> 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			
<b>Criterion 9e:</b> Measurement, Tracking, and Information Collection System (METRICS) input is accurate and current.	<b>9e(1):</b> Review METRICS input on Army Library Program page (AKO).	AR 25-97, Army Library Program. AR 735-17, Accounting for Library Materials.		X	X			