

as administration, comptroller, supply, transportation, base civil engineering, operations, medical, and legal. (See AFI 34-270, *Air Force Library and Information System (AFLIS)*).

1.4. Recreational or morale-welfare materials are books, magazines or newspapers that are not required for the direct performance of an assigned mission or function but contribute to the morale and welfare of officers, airmen and Department of Air Force civilians.

2. Policy.

2.1 **Educational Materials.** AUL acquires, catalogs, and loans materials to authorized borrowers in support of the AU educational and research mission. The library obtains materials by subscription and makes them readily available in AUL for AU students, faculty, and staff; therefore, the library does not normally approve new requests for direct delivery of journals and newspapers to organizational addresses.

2.2. Commercially Published Text Materials.

2.2.1. At the beginning of each fiscal year and depending upon funding, AUL may establish credits to purchase text materials for each AU school. These credits are an estimate of the items required during the fiscal year. As text materials are purchased, AUL charges the cost to the account of the requesting school. When a school exhausts its credits, additional text materials are not ordered unless the school obtains supplementary funds.

2.2.2. Each school handles commercially published text materials as items of property in accordance with established supply procedures. Expendable items such as workbooks, test booklets, answer sheets, special magazine issues, reprints, materials defined by paragraph 1.2.2 and other materials that are consumed or go out of date in the course of their first use are not commercially published text materials. Each organization budgets for and orders them through normal procurement channels.

2.2.3. Select commercially published text materials and expendable text materials with great care to ensure high quality and useful life. Practice economy when purchasing text materials to ensure that the number of copies does not exceed the minimum requirement of the school. Schools should order text materials in reduced quantities when it is possible for copies to be used by more than one student. Text materials are not purchased in single copies. Books selected for supplementary reading in AU courses may be acquired by AUL in multiple copies and kept on reserve to be borrowed for restricted periods.

2.2.4. When commercially published text materials become obsolete or excess to a school's requirements, the school circulates among AU schools a list of the materials (including complete bibliographic information, title, author, publisher, and date) to determine whether a requirement exists for items on the list. An organization requests an item or items within 2 weeks of receiving the list. Upon such request, the school disposing of the materials uses an issue slip to transfer the texts to the responsible officer of the requesting organization. Send any text materials remaining after all requests have been met to Defense Reutilization and Marketing Office (DRMO), building 900, Gunter Annex, for disposal.

é2.3. **Technical Library Publications.** Technical library publications are acquired by AUL primarily from Air Force central funds provided for commercial technical mission support publications and are issued to the custodian representative in the requesting office. (See AFI 34-270.)

2.4. **Recreational Materials.** Recreational or morale-welfare publications are purchased with appropriated funds for lending through the community libraries.

3. Responsibilities.

3.1. Each commandant or commander concerned:

3.1.1. Submits a budget estimate to AUL for procurement of commercially published text materials that support the school's mission.

3.1.2. Advises AUL of requirements for educational technical library materials.

3.1.3. Provides the titles and other bibliographic information and basis of issue of text materials to be ordered by AUL.

3.1.4. Provides storage, issue, and inventory services for text materials.

é3.1.5. Monitors (through the organizational fund manager) requests for text procurement according to approved credits. (See paragraph 2.2.)

3.2. The Director, AUL:

3.2.1 Provides educational and research library materials for AU, AU schools, Air Force representatives, and off-duty courses offered on Maxwell and Gunter by accredited institutions of higher education.

3.2.2. Provides educational and research library materials only to the parent organization for Air Force Reserve Officer Training Corps and Extension Course Institute (ECI), except that students enrolled in ECI courses may borrow educational materials directly from AUL under conditions set forth in the ECI catalog and guide.

3.2.3. Provides technical library publications for AU organizations and tenant units supported by Maxwell and Gunter.

3.2.4. If funding is available distributes a statement of fund credit available for commercial text procurement to each organizational fund manager by 15 October.

3.3. The 42d Air Base Wing Commander provides morale, welfare, educational and recreation materials for loan to authorized borrowers through community libraries at Maxwell and Gunter.

3.4. The 42d Medical Group Commander provides medical library service for medical personnel.

4. Procedures.

4.1. How to obtain educational or research materials:

4.1.1. Request additions to the AUL collection at any time through the appropriate AUL bibliographer or through Systems Division (AUL/LT) by the most expedient informal means using AU Form 47 for book or periodical orders or by letter or by e-mail. A telephone request is followed by a letter of justification if AUL requests it. Upon receipt of a requested item, AUL notifies the requester.

4.1.2. Request text materials for issue to students and instructors from AUL/LS at least 90 days before the date required. Letter should show intended basis of issue to students and faculty and bibliographic information.

4.2.2. How to obtain technical library publications:

4.2.1. Submit requirements for library materials for technical mission support functions to AUL/LT on Maxwell AFB or SVRL on Gunter Annex. State the intended use of the item and include a justification to purchase it rather than to borrow it from the libraries. If possession of an item is considered essential to mission performance, prepare a statement to this effect from the commander or chief of the major staff section. If Air Force funds for commercial technical support publications are exhausted and supplementary funds are not available, AUL/LT may ask that the requesting unit procure locally. Upon receipt, items are issued to the custodial representative in each staff office as a field library. The custodian representative transfers the material through AUL/LTSA or SVRL before permanent change of assignment or permanent change of station.

4.2.2. Professional books and periodicals required for 42d Medical Group are acquired through medical supply channels.

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