

## *Library Procedures*

*The following memorandum is intended to help acquaint the ARRB staff with the procedures involved in checking books out of the Library of Congress.*

### *Library of Congress*

*The ARRB has borrowing privileges at the Library of Congress. I have been designated the ARRB's official librarian and therefore must authorize any borrowing of books from the Library.*

*The ARRB account identification number is 54374. If you wish to borrow books, please take the interlibrary loan forms on the cabinet top which will allow you to take books out of the library. I will sign these forms and if I am not around you can sign my name as the authorizing official. If you have forgotten these forms, then go to G15 of the Jefferson Building and ask one of the officials there if you can take them out without the forms. Give them the account number 54374. The ARRB can have up to 99 charged out to it at one time, with eight taken out by one person at a time.*

*We have been able to secure the Church Committee books and the HSCA volumes for an extended borrowing period which should cover the life of the ARRB, although the books are now officially renewed for a year. It may be possible to arrange for other books to be borrowed for an extended period of time. Let me know if you wish to borrow a book for longer than one month. Normally, such books can be renewed for an additional month. However, I recommend that we ask for such privileges sparingly.*

When books are overdue for a month, the ARRB will be sent a notice which states which books are overdue. There will be a second notice in another 30 days and then a final one in another 30 days. If books are still overdue by that date, library borrowing privileges will be suspended. If any books are lost, there will have to be a fee paid to the Library of Congress. Also, when returning the books, it will be helpful to have the printed card in the book when it is returned. If this is lost, it is recommended by the Library that a receipt be obtained. Therefore, please try not to misplace that card.

Requests for books can be faxed over to the Library of Congress at 707-5986 and the phone number to call is 707-5450 if you wish to speak to someone. The head of the Loan Reference Section is Maureen Canick. However, this can take more than a few days so it is better to do the request in person. If they do find books for you, they can ship them out by UPS, for example, but they do not have a courier. It would be best to pick them up ourselves. The books found by this method of searching can be picked up in Room G11 of the Jefferson Building.

If you are doing research at the Library and wish to borrow a book the procedures involved will depend on which part of the library you are at. If you are at the Adams or the Jefferson Buildings you can take the book to a place just off the Library floor and present the Interlibrary loan form. They will then okay the book for borrowing. Borrowing books from the Madison Law Library will be more difficult. Books found there must then be sent down to G39 by the staff there as you can not take them down yourself. This will mean an extra hour or so delay for you. Books can be returned where they are checked out.

Searches of the stacks yourself will not be possible. However, this is an

issue that can be looked into again. The person to contact would be Joe Puccio at 707-7400, direct number 1413. If he can not be reached you can call Ronald Roache at 707-6302.

However, they could do a search for a large request if we notified them in advance and the books could be waiting for us.

Also, when doing a search I strongly suggest that you do not do a computer request for a book as opposed to filing out a request slip by hand. The computer request program is a pilot program and there have been some delays in getting your request answered; if you are pressed for time forget about this method of requesting materials.

The following individuals are in the loan division at the Library of Congress and are people to contact if you run into any difficulties:

Christopher Wright - Chief Loan Division 707-5440, Elgin Reid - Assistant Head Circulation Section 707-5441, Teresa Sierra - Head, Circulation 707-5441, Teena Siggers - Account Representative 707-4630.

Main Loan Division Number for checking out books - 707-1074; the main office is in G15 of the Jefferson Building.

We also have a study shelf just off the Main Reading Room in the Jefferson Building. The shelf number is #1622 and is located just off Alcove 4, Desk 46. The procedures for placing books on the study shelf is on a piece of paper under the card catalog index. The person to contact regarding the shelf is Research Facilities Officer Bruce Martin at 707-5211. If you would prefer to have materials go directly to the shelf, thus sparing you a possibly long wait for materials requested, then when making the request

you would instead fill out a form that will send the materials directly to the shelf. However, it could be a day's delay or possibly more before the materials go to the shelf. If the material is not able to be located, this information will be left at the shelf. The shelf must be renewed monthly.

The renewal form is left by the shelf on the 15th of each month and must be turned back in by the end of the month. Books on the shelf which have not been checked out of the library can stay there indefinitely as long as they have a study shelf slip. However, if someone else requests the books, they can be taken from the shelf.