

# **5 FAM 1430 STATE DEPARTMENT LIBRARY LOAN AND REFERENCE SERVICES**

(TL:IM-26; 07-31-1998)

## **5 FAM 1431 GENERAL**

(TL:IM-15; 1-31-95)

The State Department Library's loan and reference services provide Department, USAID, and ACDA personnel with publications, and assist them with the locating and assembling of information needed to meet their responsibilities. Services are made available to libraries of other Federal agencies on a reciprocal basis, and as appropriate, to the scholarly public.

## **5 FAM 1432 READING ROOM**

(TL:IM-26; 07-31-1998)

a. A general Reading Room is maintained for all direct services to library users. It is located in Room 3239, and is open Monday through Friday from 8:15 a.m. to 5:00 p.m., except on legal holidays.

b. Services and publications available in the Reading Room for users include the following:

- (1) Automated data base searching, *by patrons and* library personnel;
- (2) Access to *the* Internet;
- (3) Microfilm and microfiche access;
- (4) Computerized catalog;
- (5) Newspapers and periodicals;
- (6) Maps; and
- (7) Books.

c. For additional information about the Reading Room, Department Library services, and access to the Library, call (202) 647-2458.

## **5 FAM 1433 CIRCULATION SERVICE**

### **5 FAM 1433.1 General**

*(TL:IM-15; 1-31-95)*

All publications in the library collection, except for bound and unbound periodicals and those on reference reserve, are available for loan to Department, USAID, and ACDA personnel. These publications are also available to other libraries who participate in the interlibrary loan service with the Department Library. Requesters can make loan requests in person or by telephone, (202) 647-2458.

### **5 FAM 1433.2 Conditions of Loan**

*(TL:IM-15; 1-31-95)*

The Library lends materials for a period of one month. If a month is not sufficient and no other user is waiting, the borrower may retain the publication for a longer period. However, publications must be returned when recalled. Until the Library's loan records are cleared, the borrower is responsible and financially liable for the replacement of the publication. The Library determines the cost of replacement.

#### **5 FAM 1433.2-1 Borrowers Who Move To Another Post**

*(TL:IM-15; 1-31-95)*

Borrowers, who move from one post to the next, must inform the Library of their new address and telephone number.

#### **5 FAM 1433.2-2 Borrowers Who Are Leaving The Department**

*(TL:IM-26; 07-31-1998)*

Since Library books are government property, all employees retiring from or leaving the Department are accountable for any Library books not returned. Separating employees must contact the Department Library to ensure that they do not have non-returned library materials. Non-returned library materials must be either returned or the separating employee must reimburse the Department Library for the materials. *4 FAH-3 H-537.2-3 states that any employee, Foreign Service or Civil Service, who is to be separated from the Department, must complete Form DS-8, Fiscal Clearance for Final Salary Payment, or an acceptable substitute. Form DS-8 includes missing library materials as an outstanding obligation item that will be deducted from the employee's final salary payment.*

## **5 FAM 1434 INTERLIBRARY LOAN SERVICE**

### **5 FAM 1434.1 General**

*(TL:IM-15; 1-31-95)*

To supplement the central collection resources, the Library maintains interlibrary loan relations with other Federal and private research libraries. Under this arrangement, one library can borrow publications from another library on behalf of the employees of the agency.

### **5 FAM 1434.2 Conditions of Interlibrary Loan**

*(TL:IM-15; 1-31-95)*

To request publications located at another library, users contact the Department's Interlibrary Loan Librarian. Borrowers can retain publications on interlibrary loan only for the period specified by the lending library (normally two weeks). If a longer period is required, the Interlibrary Loan Librarian will, upon request, ask the lending library to extend the loan. The lending library's decision whether to extend the loan is final. The borrower shall promptly return publications when due and is financially liable for the replacement of lost publications.

## **5 FAM 1435 REFERENCE SERVICE**

*(TL:IM-15; 1-31-95)*

The Library's reference staff shall provide full reference and readers advisory service to Library users. This includes the following: checking and verification of bibliographic data, identifying and assembling requested publications, and searching and supplying reference information from various sources. These sources come from both the collection and computerized information retrieval services. The Library shall also assist Department employees in the use of other libraries.

## **5 FAM 1436 USE OF THE DEPARTMENT LIBRARY BY PERSONNEL OF OTHER AGENCIES AND THE PUBLIC**

*(TL:IM-15; 1-31-95)*

The Library's facilities are available to personnel of other Federal agencies and to the public for scholarly research whenever:

(1) The material required is not available to the researcher in the researcher's own library;

(2) The Library can serve the researcher without lessening its service to the Department; and

(3) The security regulations in 12 FAM, Diplomatic Security, are observed.

**5 FAM 1437 THROUGH 1439 UNASSIGNED**