

10 FAM 370 REPORTING SERVICES

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10 FAM 371 ARTICLE ALERT

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a. The Electronic Media and Visual Services Team (IIP/TEM) publishes the Article Alert. It consists of short summaries (abstracts) of policy-related articles that appear in U.S. periodicals. Approximately 20 to 30 abstracts of current articles are regularly sent electronically to missions abroad as well as posted on the Internet.

b. Article Alert operates under the “fair use” provisions of the copyright law, so full texts are delivered only in response to specific requests. To ensure full compliance with relevant copyright provisions, IIP has entered into an annual blanket license agreement with the Copyright Clearance Center (CCC) to distribute materials in the CCC’s database of publications to individual foreign users. Posts are encouraged to obtain full texts of Alert items electronically through a variety of databases to which the IIP subscribes. On a selective basis, the Article Alert administrator will scan in text not otherwise available online-and deliver them to posts electronically.

c. The prime end users of Article Alert summaries or full-text articles are foreign opinion leaders selected by mission staffs abroad. A second set of users is mission staff who often use Article Alert summaries or articles to keep informed of current thinking in the United States on policy issues, and to identify expert speakers for exchange programs.

10 FAM 372 BIBLIOGRAPHIC SERVICES

10 FAM 372.1 General Information

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a. Bibliographic services of the Office of International Information Programs support U.S. foreign policy objectives by making Foreign Service posts and their Information Resource Centers (IRCs) aware of potential policy-oriented program materials in such subject areas as:

- (1) Defense, arms control, and nuclear nonproliferation;
- (2) Economic and trade issues, including intellectual property rights;

- (3) Human rights;
- (4) Building democratic institutions;
- (5) Rule of law;
- (6) International crime and terrorism;
- (7) Narcotics control; and
- (8) Free flow of information.

Posts require the systematic analysis and effective organization of externally produced program support media to allow for their quick and effective use in the field. The bibliographer analyzes and reviews for possible program value current books, stand-alone CD-ROMs, hybrid CD-ROMs linked to the Internet, Web sites, and U.S. Government documents and think tank reports. These resources help Foreign Service posts bring a range of responsible U.S. perspectives on these and similar issues to opinion leaders abroad.

b. General bibliographic services are the responsibility of the Information Resources Team (IIP/G/IR). The Team's bibliographer produces the running Books and Documents (BD) List sent electronically to posts each month; the annual Book Presentations List, produced as a special issue of the BD List; and the weekly Electronic Advance Documents Service (EADS). U.S. Government documents and think tank reports available on the Internet are listed in the Electronic Advance Documents Service. Expensive documents available only in print copy appear on the BD List. The EADS combines bibliography and procurement by providing information about new documents and their URL(s) to posts. All three of these products also appear on sections of the Public Diplomacy Research Center (PDRC) Home Page and are archived in the Public Diplomacy Query (PDQ) Index.

10 FAM 372.2 Program Procedures

10 FAM 372.2-1 Books and Documents List

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a. The guiding principle for the Books and Documents (BD) List is to identify in a timely fashion the highest quality publications that deal with strategic goals and national interests and best serve post needs.

b. To provide an independent professional appraisal, the BD List consists almost entirely of externally produced reviews of recent books from the major book review sources such as Choice and Booklist.

c. Only exceptional quality textbooks should be listed.

d. Selection criteria include:

(1) Emphasis is on reviews of reference works and high-quality reviews of new electronic media. The electronic media consist of CD-ROM products, including those linked to the Internet, and Internet Web Sites;

(2) The inclusion of scholarly policy-oriented academic works that provide background to current U.S. foreign policy issues;

(3) Titles of purely cultural content should not be included. To the extent that books on U.S. culture are carried on the BD List, they should be reference works;

(4) Only those sociological books with a close tie-in to strategic goals and national interests should be included. Books on U.S. society in general should not be included; and

(5) Highest quality examples of books on business administration should be listed.

10 FAM 372.2-2 Electronic Advance Documents Service (EADS)

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The EADS is a way of rapidly providing the Internet URLs of documents and think tank reports of program value to posts as titles appear on the Internet. The bibliographer regularly searches current Web sites for policy-relevant materials and sends out a weekly annotated listing of these Web sites. Posts use this information in a variety of ways, but primarily for outreach activities involving foreign opinion leaders. Because U.S. Government documents are largely in the public domain, as well as many think tank policy briefs, copyright issues rarely arise in regard to EADS materials.

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