

DOD MWR LIBRARY STANDARDS

| | A | B | C | E |
|----|---|--------------------------------|-----------------------|---|
| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 2 | | | | |
| 3 | CORE STANDARDS | | | |
| 4 | <i>Programs and Services -- For Customers</i> | | | |
| 5 | C-01-01 Offer Print Resources (Periodicals, Books, Newspaper, etc) | | Core | S-01-02A |
| 6 | C-01-02 Offer Non-Print Resources (Any Variety) | | | |
| 7 | | a. Audio (Specifically) | Core | S-01-02B |
| 8 | | b. video (Specifically) | Core | S-01-02B |
| 9 | | c. DvD (Specifically) | Core | S-01-02B |
| 10 | C-01-03 Offer Photocopier | | Core | S-13-01 |
| 11 | C-01-04 Offer Online and/or CD-ROM Resources | | Core | S-01-02C |
| 12 | C-01-05 Offer Reference and Research Services | | Core | S-01-01A |
| 13 | C-01-06 Offer Reference and Research Materials | | Core | S-01-01B |

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| 14 | C-01-07 Offer Computers Accepting Multiple Formats with Printing and Internet Capability | | Core | S-12-01 & S-12-02 Both Yes |
| 15 | C-01-08 Offer Internet Resources | | Core | S-01-02D or S-12-01 |
| 16 | C-01-09 Offer Email Capability | | Core | S-12-05 |
| 17 | C-01-10 Offer Interlibrary Loan | | Core | S-02-03 |
| 18 | C-01-11 Offer Document Delivery Services | | Core | S-02-02 |
| 19 | C-01-12 Prepare Bibliographies | | Core | S-01-01C |
| 20 | C-01-13 Has Integrated Library System (ILS) which has OPAC (On-line Public Access Catalog) Module | | Core | S-11-01A |
| 21 | C-01-14 Circulation Services Using ILS (Integrated Library System) which provides Circulation Management | | Core | S-11-01B |
| 22 | C-01-15 Cataloging and Classification Using ILS Cataloging Module | | Core | S-11-01D |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 23 | C-01-16 Provide OPAC Computers to Access Electronic Card Catalog. | | Core | S-11-01A |
| 24 | C-01-17 Acquisition System / Services for Library Materials | | Core | S-24-03A |
| 25 | C-01-18 OCLC or Equivalent for Cataloging | | Core | S-11-03 |
| 26 | C-01-19 Orientation on Programs, Services, and Use of Resources | | Core | S-10-02, and S-10-03 |
| 27 | C-01-20 Onsite Access to CD-ROM or Internet to Periodicals, Newspapers, Applicable Indexes and Full text Databases | | Core | S-07-04 |
| 28 | C-01-21 Provide Laser Printers | | Core | S-12-02 |
| 29 | C-01-22 Use of Full MARC Record, and Adhered to NISO Z39.50 | | Core | S-11-03 |
| 30 | C-01-23 Established One or More Consortia/Network Partnerships or Referral Services with Other Library Systems | | Core | S-04-01 |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 31 | Facilities | | | |
| 32 | C-02-01 Adequate and Separate Space for : | | | |
| 33 | | a. Reference Materials | Core | S-16-19 |
| 34 | | b. Periodicals | Core | S-16-04 |
| 35 | | c. Technical Services | Core | S-16-09 |
| 36 | | d. Photocopying | Core | S-16-12 |
| 37 | | e. Typing | Core | S-16-14 |
| 38 | | f. Circulation Desk | Core | S-16-05 |
| 39 | | g. Reading/Study Area With Table and Chairs | Core | S-16-03 and S16-08 |
| 40 | | h. Display of New Materials and Library Program Information | Core | S-16-11 |
| 41 | | i. Customer Computers Use Area | Core | S-12-01 |
| 42 | | j. Entrance/Foyer | Core | S-16-10 |
| 43 | | k. Childrens Area | Core | S-16-07 |
| 44 | C-02-02 External Book Drop | | Core | S-17-09A |
| 45 | C-02-03 Electronic Patron Counter | | Core | S-16-10 |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 46 | C-02-04 Childrens furniture (appropriately sized) | | Core | S-16-07 |
| 47 | C-02-05 Restrooms (in the same Building) | | Core | S-17-05 |
| 48 | C-02-06 Air Conditioning | | Core | S-17-04A |
| 49 | C-02-07 Adequate Lighting | | Core | S-17-03 |
| 50 | C-02-08 Heat | | Core | S-17-04B |
| 51 | C-02-09 Humidity System to Avoid Deterioration of Library Materials | | Core | S-17-04C or S-17-04A |
| 52 | C-02-10 Has DSN Communications | | Core | S-17-06 |
| 53 | C-02-11 Has Voice Communications | | Core | S-17-06 |
| 54 | C-02-12 Has Furniture to Support the Library Mission | | Core | S-16-01A & S-16-03 & S-16-04 & S-16-05 & S-16-08 |
| 55 | C-02-13 Has Technology to Support the Library Mission | | | S-12-01 & S-12-02 & S-12-03 & S-12-05 & S-13-01 |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 56 | C-02-14 Has Technology Infrastructure to Support the Library Mission | | | S-16-02A & S-16-02B |
| 57 | C-02-15 Has Adequate Customer Parking | | Core | S-17-07A, and S-17-07B, and S-17-07C |
| 58 | Hours of Operation -- For Customers Access | | | |
| 59 | C-03-01 Hours That Meet Customer Demand | | Core | S-14-01A, and S-14-01B |
| 60 | C-03-02 Provide evening hours (after 1800) | | Core | S-14-01B |
| 61 | C-03-03 Provide Saturday and/or Sunday hours | | Core | S-14-01C |
| 62 | Staffing | | | |
| 63 | C-04-01 Meets OPM Classification /Qualification Standards for GC-1410 | | Core | S-18-01B |
| 64 | C-04-02 Meets OPM Classification /Qualification Standards for GC-1411 | | Core | S-18-01C |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 65 | C-04-03 Meets OPM Classification /Qualification Standards for GC-1412 | | Core | S-18-01D |
| 66 | C-04-04 Authorized Augmentees (i.e. volunteer) Do Not Replace Authorized/Recognized Positions | | Core | S-18-04 |
| 67 | Training | | | |
| 68 | C-05-01 All Staff Receives Training No Less Than Twice Yearly in Library Services | | Core | S-20-05 |
| 69 | C-05-02 Cross Trains Staff | | Core | S-22-01 |
| 70 | Financial | | | |
| 71 | C-06-01 Have Long Range Budget Plan (3 Years) That Reflects Requirements for | | | |
| 72 | | a. Currency and Modernization of Materials | Core | S-23-02A |
| 73 | | b. Information and Technology Systems | Core | S-23-02B |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 74 | | c. Training Need | Core | S-23-02C |
| 75 | C-06-02 Acquisition of Library Materials Takes Advantage of Publisher/Manufacturer's Discounts, Terms, Schedules, and Licensing Economies | | Core | S-24-02A |
| 76 | C-06-03 Take Advantage of Joint Service Opportunities for Savings and Efficiencies | | Core | S-24-04 |
| 77 | Marketing | | | |
| 78 | C-07-01 Has a Marketing Action Plan Based on Mission and Customer Feedback | | Core | S-25-03 |
| 79 | Staff Automation Equipment | | | |
| 80 | C-08-01 Has Fax | | Core | S-28-01D |
| 81 | C-08-02 Has Laser Printer | | Core | S-28-01B |
| 82 | C-08-03 Has Access to ILS System from Staff Computer Workstation | | Core | S-28-01A |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 83 | C-08-04 Offer Computers Accepting Multiple Formats with Printing and Internet Capability | | Core | S-28-01A |
| 84 | C-08-05 Has E-Mail Capability | | Core | S-28-01A |
| 85 | | | | |
| 86 | PREMIER STANDARDS | | | |
| 87 | <i>Programs and Services -- For Customers</i> | | | |
| 88 | P-01-01 Color Printing | | Premier | |
| 89 | P-01-02 Scanning Services | | Premier | |
| 90 | P-01-03 Children's Multimedia Workstations | | Premier | |
| 91 | P-01-04 Prepare Comprehensive Bibliographies | | Premier | |
| 92 | P-01-05 Selective Dissemination of Information (SDI) | | Premier | S-01-04 |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 93 | P-01-06 Research Capability to Include Identification, Analysis, Synthesis resulting in Deliverables (e.g. whitepapers, background papers, briefs) to Customers | | Premier | |
| 94 | Staff Automation / Equipment | | | |
| 95 | P-02-01 Digital Cameras | | Premier | |
| 96 | P-02-02 Data Display Projector for Presentations | | Premier | |
| 97 | P-02-03 Use ILS Serials Module | | Premier | |
| 98 | P-02-04 Use ILS Acquisition Modules | | Premier | |
| 99 | P-02-05 Have Security System | | Premier | |
| 100 | Facilities | | | |
| 101 | P-03-01 Has Technical Services Area | | Premier | S-16-09 |

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| 1 | Compliance with DoD Library Standards | | Classification | AF Golden Eagle Standard Reference |
| 102 | P-03-02 Has External Receiving Area | | Premier | |
| 103 | P-03-03 Has Viewing and Listening Rooms for Multimedia Materials | | Premier | S-16-06 |
| 104 | P-03-04 Has Study Room | | Premier | |
| 105 | P-03-05 Has Multi-Purpose Room for Customers Use | | Premier | |
| 106 | P-03-06 Has Staff Office | | Premier | |
| 107 | P-03-07 Has Staff Break Area | | Premier | S-16-15 |