

## DEFINITIONS AND REPORTING REQUIREMENTS

Category	
<b>MAIN LIBRARY</b>	<p><b><u>STANDARDS REPORTING REQUIRED FOR EACH MAIN LIBRARY LOCATION</u></b></p> <p>A Main Library has a circulating collection (e.g., books, periodicals, audiovisual materials, etc.) housed in one location with areas for patrons to utilize library services, equipment, and materials and attend programs (e.g., DoD Summer Reading Program, early literacy programming, digital library training). A Main Library may be co-located with other activities, but must meet all DoD Library Standards.</p>
<b>BRANCH LIBRARY</b>	<p>A Branch Library is under the direction of a Main Library and provides services in line with a Main Library but with reduced space and staffing.</p>
<b>SATELLITE LIBRARY</b>	<p>A Satellite Library is typically established in a remote location at the request of the local installation or Services commander and contains a collection of print and non-print materials. These facilities are primarily unstaffed, provide limited services, and include bookmobiles.</p>
<b>DIGITAL LIBRARY</b>	<p>A MWR Digital Library (DoD and Service provided content) is managed by the executive agent or individual Service, accessed through Military OneSource and/or Service platform, and provides a wide range of online services and content to eligible patrons worldwide (patrons and digital collections may vary by Service). Online resources are available 24/7 worldwide and include e-books/audiobooks, periodicals, test preparation, academic journals and educational resources for all ages.</p>
<b>VIRTUAL VISITS</b>	<p>The Virtual Visits metric is made up of the total number of initial visits any web page presence combined with the number of visits or views to any library related social media presence.</p>
<b>CLOSURE REPORTING</b>	<p>A closure is when the MAIN library physical collection is dispersed and no longer managed. <u>Prior to closure of a main library and disbursement of the managed physical collection</u>, a package must be submitted through the Military Department to the Principal Deputy Under Secretary of Defense for Personnel and Readiness approval. The package will include an executive summary, justification should be data driven and not a broad-brush approach to balancing shortfalls across major commands or regions, identify patron support options and submit DoD standards compliance reports with patron participation and utilization data for the three previous years. Submission is not required for Base Realignment and Closure.</p>

**References:**

DoDI 1015.10

DoDI 1015.15

DoDI 1100.21

Reporting requirement per DoDI 1015.10.

Library category definitions per UFC 4-740, OSD, HQ Service

Personnel qualifications are per OPM Qualification and Classification Standards for 1410, 1411, 1412, 2210

## DoD MWR Libraries FY25 Standards

CORE	PERSONNEL
<b>PER-1</b>	Library staff meet qualifications of OPM standards for library personnel (e.g., series 1410, 1411, 1412, 2210) and:
<b>(a)</b>	Library director is a professional librarian with a Master's Degree from an American Library Association Accredited program and meets the qualifications of OPM standards for series 1410, GS-9 / GS-11 (supervisory) or NF-04 and above.
<b>(b)</b>	Library director is assigned full time to provide direct oversight of installation libraries.
<b>(c)</b>	Minimum staffing standards take into consideration customer usage levels, scope of the program and require at least two staff on duty in the facility during all hours of operation.
<b>PER-2</b>	Library staff complete a minimum of 20 hours of professional library training annually.
<b>PER-3</b>	On-site staffing levels support safe, effective, and efficient delivery of core programs and services.
<b>PER-4</b>	Volunteers are not used to displace paid employees in lieu of filling authorized positions IAW DoDI 1100.21.
<b>PER-5</b>	All library staff, including contractors, have been trained on facility operations and are knowledgeable of applicable Standard Operating Procedures needed to facilitate and oversee the safe, effective use of the facility and associated programs.
CORE	PROGRAM
<b>PROG-1</b>	Library has operating hours that accommodate multiple duty schedules to include evening and weekend hours. Minimum duty hours are determined by the functional headquarters.
<b>PROG-2</b>	Libraries will offer on-site access to digital collections and will be able to provide answers to patron and staff questions on licensed resources.
<b>PROG-3</b>	Libraries will offer educational and quality of life programs that are age appropriate and designed to support all military communities served.
<b>(a)</b>	Libraries will participate in the Joint Service Summer Reading Program per the participation guidelines of the functional headquarters.
<b>(b)</b>	Libraries will provide passive programming such as displays, bibliographies, or social media posts.
<b>(c)</b>	Libraries will provide active programming such as early literacy events, book clubs, and escape rooms.
<b>(d)</b>	Libraries will provide outreach services such as command briefs.
<b>(e)</b>	Libraries will coordinate activities with other MWR programs.

<b>PROG-4</b>	Libraries will provide programming and collection development in alignment with service specific leadership initiatives (e.g., the Joint Service Summer Reading Program, Early Literacy Initiatives, and Professional Reading Requirements).
<b>PROG-5</b>	Libraries will follow the American Library Association's Library Bill of Rights and Freedom to Read Statement for guidance related to collection development ( <a href="https://www.ala.org/advocacy/intfreedom/librarybill">https://www.ala.org/advocacy/intfreedom/librarybill</a> ).
<b>PROG-6</b>	Reference and research services include patron support for accessing physical and digital library resources.
<b>PROG-7</b>	Libraries will follow joint service circulation policies as prescribed by the functional headquarters such as checkout timelines, interlibrary loans, and in-house usage.
<b>PROG-8</b>	Libraries will offer photocopying and color printing for public use.
<b>CORE</b>	<b>OPERATIONAL</b>
<b>OPE-1</b>	Each facility maintains a utilization log to monitor facility, equipment and program usage levels.
<b>OPE-2</b>	Library Operational Plans/Procedures are reviewed annually, and include:
<b>(a)</b>	Collection Development
<b>(b)</b>	Three Year Budget Plan/Projection
<b>(c)</b>	Information Technology
<b>(d)</b>	Marketing
<b>(e)</b>	Emergency Action Plans
<b>(f)</b>	Staff Training
<b>CORE</b>	<b>EQUIPMENT</b>
<b>EQ-1</b>	Staff equipment and tools support effective and efficient day-to-day operations and mission requirements.
<b>EQ-2</b>	Staff computers are networked with internet and .mil Nonclassified Internet Protocol Router Network (NIPRNET) access.
<b>EQ-3</b>	Color printer; may be multi-function device.
<b>EQ-4</b>	Photocopier; may be multi-function device.
<b>EQ-5</b>	Fax and/or scanner; may be multi-function device.
<b>EQ-6</b>	Data display projector with screen.
<b>EQ-7</b>	Electronic patron counter installed at patron entrances and exits.
<b>EQ-8</b>	Patron-use computers are of sufficient quantities to ensure wait times do not exceed 15 minutes.
<b>(a)</b>	Patron-use computers are CAC enabled, have internet access and networked for printing as applicable.
<b>(b)</b>	Patron-use computers provide access to email, online research, digital library collections and office-type word processing, spreadsheets, slide/presentation and pdf capabilities.
<b>(c)</b>	Patron-use computers protect against unwanted work station changes between user sessions and safeguard Personally Identifiable Information (PII).

<b>(d)</b>	Patron-use computers maintain up-to-date hardware and software.
<b>EQ-9</b>	Patron-use devices (e.g., tablets, youth computers, interactive tables) include age-appropriate learning software and/or games.
<b>EQ-10</b>	Equipment is regularly inspected and maintained according to manufacturers' instructions and industry guidelines.
<b>EQ-11</b>	Equipment in need of repair is removed from service immediately or clearly marked "out of order"; and
<b>(a)</b>	logged per Service specific requirement to include date of removal and date of repair,
<b>(b)</b>	repaired according to manufacturers' specifications; and
<b>(c)</b>	re-inspected and tested to ensure proper performance prior to use; or
<b>(d)</b>	when equipment is determined to have exceeded its useful life, replacement is pursuant to service-specific policy.
<b>EQ-12</b>	The facility staff maintains records on equipment including:
<b>(a)</b>	current inventory;
<b>(b)</b>	manufacturer-provided user manuals, warranties, and operating guides for reference;
<b>(c)</b>	documentation of equipment selection, purchase, installation, and set-up; and
<b>(d)</b>	records of inspections, maintenance, equipment rotation plan, and repairs.
<b>EQ-13</b>	Furnishings are commercial grade and age-appropriate (UFC 4-740-20, Section 2-8).
<b>EQ-14</b>	Shelving meets American National Standards Institute/National Information Standards Organization standards.
<b>EQ-15</b>	External book drop is secure, available and remains unlocked during non-operating hours; IAW installation/THREATCON directives.
<b>EQ-16</b>	The quantity, quality, variety and availability of physical library materials at each facility match Service-specific circulation and collection development requirements.
<b>(a)</b>	Physical library collections are continuously evaluated. Materials are selected, maintained and replaced in accordance with CREW evaluation methods.
<b>(b)</b>	Items selected for removal/disposal are handled as prescribed by Service policy.
<b>(c)</b>	Libraries will collect and maintain physical copies of current professional military education reading lists for all services represented on the installation.
<b>CORE</b>	<b>INFORMATION MANAGEMENT</b>
<b>IM-1</b>	Libraries will participate in the Joint Service Integrated Library System.
<b>IM-2</b>	Technology and information management (e.g., iPad check-in systems, CCTV) are in accordance with applicable Service directives for automation systems, compatibility and connectivity.
<b>IM-3</b>	Libraries will provide Wi-Fi and ensure that all patron IT usage and equipment aligns with Service specific cybersecurity policies and procedures and meets patron needs (i.e., stream 4K movie/television shows, video conferencing, etc.)
<b>CORE</b>	<b>FACILITIES</b>
<b>FAC-1</b>	Facility has dedicated library space that is adequately sized, maintained, and furnished to support administrative requirements, core programs and services.

<b>FAC-2</b>	HVAC (heating and cooling) is adequate for the geographic region to prevent/minimize collection deterioration (UFC 4-740-20, Section 3-2.8.1).
<b>FAC-3</b>	Dehumidifying system is adequate for the geographical region to prevent/minimize collection deterioration (UFC 4-740-20, Section 3-2.8.1).
<b>FAC-4</b>	Lighting (interior and exterior) is adequate for library operations and safety requirements (UFC 4-740-20, Section 3-2).
<b>FAC-5</b>	Dedicated break room in or near the Library is available for staff use (UFC 4-740-20, Table 2-1, page 8).
<b>FAC-6</b>	Common area(s) are available for patron meetings, collaboration, studying, programs and activities as prescribed by Service policy.
<b>FAC-7</b>	Technical processing space for staff use is separate from the circulation desk and patron common areas.
<b>FAC-8</b>	The facility, library collections' areas, and public service areas are accessible by wheelchair and meet ADA/ABA requirements.
<b>FAC-9</b>	A review of incidents, accidents, and grievances related to the facility is conducted annually.
<b>FAC-10</b>	Rules, policies, and guidelines regarding use of the facility are communicated to patrons and appropriately enforced when violations are reported.
<b>CORE</b>	<b>FINANCIALS</b>
<b>FIN-1</b>	Annual budget requirements are identified and sufficient to support core library objectives.
<b>FIN-2</b>	Accounting practices will follow DoD and Service guidelines to include DoDIs 1015.10 and 1015.15.

