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OFFICE OF THE SECRETARY
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SECNAVINST 5070.2D
DON CIO
19 Dec 2005

SECNAV INSTRUCTION 5070.2D

From: Secretary of the Navy

Subj: NAVAL LIBRARY AND INFORMATION CENTERS

Ref: (a) DOD Instruction 1015.10 of 3 Nov 95
(b) Under Secretary of Defense (Personnel and Readiness) memo, Department of Defense Morale, Welfare and Recreation (MWR) Library Standards, of 11 Jun 03

1. Purpose. To issue Department of the Navy (DON) policy for Navy and Marine Corps libraries and information centers and ensure coordination and resolution of Departmental library related issues and challenges.

This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5070.2C.

3. Scope and Applicability

a. The organizations, functions, and services of Naval libraries and information centers continue to face fundamental changes due to rapid advancements in information technologies and the growth of knowledge-centric organizations. Navy and Marine Corps libraries and information centers are established at individual commands and organizations, afloat and ashore, to provide programs, services, and materials that respond to the Department's general information needs as well as the particular library and information needs of the command and its personnel.

b. The Department of the Navy Chief Information Officer (DON CIO) is assigned responsibility to coordinate and align policies for Naval library and information centers throughout DON. The Librarian of the Navy, in coordination with the DON CIO, will carry out these responsibilities on behalf of the DON CIO.

c. Operational responsibility for libraries and information centers is held by the chain of command of the command that the

library or center serves. Commands with multiple libraries may choose to appoint a program manager to provide guidance to its libraries and centers and to represent them in their relationships with the DON CIO and the Librarian of the Navy.

4. Communities. Naval libraries and information centers provide a comprehensive set of library and information services to the entire DON. Several categories of libraries exist within DON and are characterized by the primary community/communities in which they provide resources and services. Specifically:

a. Academic Libraries. Academic libraries serve the undergraduate and graduate educational and research missions (classified and unclassified) of Naval colleges and universities, including their broader campus communities and distributed/distance education programs. An example of an academic library is the Nimitz Library at the U.S. Naval Academy in Annapolis, MD.

b. General Libraries/Library Multimedia Resource Centers

(1) These multipurpose libraries serve the informational, professional, educational, lifelong learning, and enrichment needs of military personnel, Department of Defense civilians, retirees, and their authorized family members. They are located at shore installations and aboard ships. The Training Support Center Base Library at the Naval Station Great Lakes in Great Lakes, IL is an example of a general library. Reference (a) establishes general libraries as an important part of DoD's Morale, Welfare, and Recreational Program. Reference (b) delineates DOD MWR library standards.

(2) The Commander, Naval Installations (CNI) Command has operational responsibility for the Navy's afloat and ashore general libraries/library multimedia resource centers. The Headquarters, U. S. Marine Corps Personal and Family Readiness Division (MR) has operational responsibility for the Marine Corps General Libraries. The Naval General Library Program Manager and the Marine Corps General Library Program Manager represent these library communities in their relationships with the DON CIO and the Librarian of the Navy.

c. Historical Libraries. Historical libraries enhance and enrich the Naval and maritime knowledge-based heritage by preserving, acquiring, and providing access to pertinent books, manuscripts, and other print and non-print materials for the benefit of the Navy, the Marine Corps, and the nation. An example of a library within this community is the Navy Department Library at the Washington Navy Yard in Washington, DC.

d. Medical Libraries

(1) Medical libraries provide services and resources to all healthcare personnel located at Naval hospitals, Naval medical centers, Navy ships, and Navy and Marine Corps bases worldwide. These libraries support patient care, clinical and management decision-making, education, training, and research. They also help prepare healthcare providers for operations during combat, humanitarian, and peacekeeping missions. Consumer health information is also made available to patients.

(2) The Chief, Bureau of Medicine and Surgery (BUMED) has operational responsibility for Naval Medical Libraries and may appoint a Program Director for the Naval Medical Library Network (NAVMEDLIBNET). The Library Services Department at the Naval Medical Center Portsmouth in Portsmouth, VA is an example of a medical library.

e. Research Laboratory Libraries. These libraries serve and support the basic and applied research mission (classified and unclassified) of the research laboratories. Services and resources focus on scholarly journals, technical reports and related resources. An example of a library within this community is the Ruth H. Hooker Research Library at the Naval Research Laboratory in Washington, DC.

f. Sci-Tech Libraries. Science and technical libraries serve and support the technical missions of the Department with a focus on applied science and engineering services and resources (classified and unclassified). They provide research services and resources. They focus on scholarly journals, technical reports, manuals, specifications, standards, handbooks, and related information. The Joint Naval Air Warfare Center Technical Libraries located in China Lake, CA and Patuxent River, MD are examples of a sci-tech library.

5. Objectives. Naval library functions and services vary according to the needs of the organizations and clientele served. Libraries all play an integral role in fulfilling the information needs of DON commands. The objectives of all Naval libraries are listed below:

- a. Facilitate the organization of and access to timely, accurate, and complete information and provide the context of that information in support of Naval missions.
- b. Create information literacy resources that enable decision-makers to recognize what information is and is not needed, and how to locate, evaluate, use, and effectively communicate that information.
- c. Support the professional, educational, lifelong learning, and enrichment needs of military personnel, Department of Defense civilians, retirees, and authorized family members.
- d. Develop and manage collections, services, and programs appropriate to the interests of the population served.
- e. Facilitate the capture, digitization (where appropriate), organization, maintenance, and access to corporate knowledge at Naval activities.
- f. Preserve information resources. House and maintain holdings in accordance with standards for physical preservation and disaster prevention.
- g. Share holdings and resources through participation in Naval, Department of Defense, Federal, national, state, and local library/information center cooperative activities. This includes such activities as interlibrary loan, contributing library holdings data, and joint acquisition of resources.
- h. Educate and train users of library and information services in the scope and content of libraries and information centers.
- i. Participate in the activities of professional library and information science organizations and societies to maintain staff expertise, as well as to identify collaboration opportunities.

6. Policy. It is the policy of the Department of the Navy that:

a. Services provided by Naval libraries and information centers will be developed and maintained that support the missions of Naval organizations and that are responsive to the needs of its personnel regardless of location.

b. The Librarian of the Navy (LON) will be appointed from the professional staff of a Naval library or information center. This position is an additional responsibility; the LON duties will be performed in addition to those of the selectee's current organizational assignment. Therefore, the appointment must have the concurrence of the selectee's command. The Librarian of the Navy will serve a three-year term.

c. The Consortium of Naval Libraries (CNL) will support and promote Naval library programs and services. All Navy and Marine Corps libraries and information centers are eligible for CNL membership. These entities will be represented by the library director or by an appropriate designee. Other professional staff members are also eligible to participate in CNL activities. All representatives must have approval from their command to participate. Consortium activities will operate according to a charter approved by the Librarian of the Navy.

d. The Librarian of the Navy Advisory Board (LNAB), a subset of the CNL, will directly assist the Librarian of the Navy with the coordination and execution of LON responsibilities.

(1) Standing members will include representatives from each of the Communities listed in Section 4. In addition, four at-large members will be selected from representatives of the Consortium of Naval Libraries. At least one of the at-large members will be from a Marine Corps library or information center.

(2) At-large and standing members will be nominated and selected in accordance with procedures delineated in the charter of the Consortium of Naval Libraries.

e. Naval libraries and information centers will adhere, to the extent practicable, to professional and military standards and best practices for the most effective use of resources and to exploit new techniques and technologies.

f. The DON CIO and the Librarian of the Navy will be notified prior to establishing, outsourcing, closing, or consolidating any Naval library or information center. These notifications are to facilitate, wherever possible, adherence to library and information science principles, standards and systems; maximize use of resources; and ensure preservation and/or re-location of unique library holdings, and other significant and historical publications and materials.

g. Information technologies (hardware, software, and communications) will be exploited to extend library and information services to users, as well as to automate and streamline library and information center functions and operations.

7. Responsibilities

a. Department of Navy Chief Information Officer (DON CIO):

(1) Coordinate and align, working with the Librarian of the Navy, the Librarian of the Navy Advisory Board, and the Consortium of Naval Libraries, Departmental policy regarding Naval libraries and information centers.

(2) Appoint, with recommendations from the Librarian of the Navy Advisory Board, the Librarian of the Navy (LON). (Within 60 days following the implementation of this instruction, the Consortium of Naval Libraries will provide a LON nominee.)

(3) With the Librarian of the Navy, represent DON on matters of concern for all Naval libraries.

b. Commander, Naval Installations Command and the Commandant of the Marine Corps (MR):

(1) Coordinate and align, working through the Navy General Library Program Manager and the Marine Corps General Library Program Manager respectively, Departmental policy

regarding Navy and Marine Corps general libraries and information centers.

(2) Notify the Navy General Library Program Manager and/or the Marine Corps Base Library Program Manager prior to establishing, outsourcing, closing, or consolidating Navy and Marine Corps general libraries.

(3) Represent the General Library community in its relationships with the DON CIO and the Librarian of the Navy through the appropriate Program Manager.

c. Chief, Bureau of Medicine and Surgery (BUMED):

(1) Coordinate and align, working through the Program Manager of the Naval Medical Library Network (NAVMEDLIBNET), Departmental policy regarding Naval Medical libraries.

(2) Notify the NAVMEDLIBNET Program Manager prior to establishing, outsourcing, closing, or consolidating Navy Naval Medical libraries.

(3) Represent the Medical Library community in its relationships with the DON CIO and the Librarian of the Navy through the NAVMEDLIBNET Program Manager.

d. Librarian of the Navy (LON):

(1) With the DON CIO, coordinate and align policies for Naval libraries and information centers. Establish guidance to execute this policy consistently across the Department of the Navy.

(2) Working with the DON CIO, represent DON on matters of concern for all Naval libraries.

(3) Approve the charter for the Consortium of Naval Libraries.

(4) Promote effective distribution of and access to information resources and services and the sharing of knowledge in support of Naval strategic objectives.

(5) Promote and encourage information literacy and knowledge sharing.

(6) Promote Department-wide cooperation and economy of library and information center operations.

(7) Provide technical advice to Naval libraries on the establishment and review of programs, operations, systems, facilities, and equipment that might improve methods, services, efficiency, and cost effectiveness. Make recommendations for improvements in library and information services.

(8) Provide leadership advice and coordination in the discovery and application of new technologies to deliver library and information services to all personnel and to improve functions and operations of libraries and information centers.

(9) Serve as liaison with governmental and professional organizations, participate in library-related meetings and conferences, and represent DON on matters of concern for all Naval libraries.

(10) In coordination with the Marine Corps Base Library Program Manager and the Naval General Library Program Manager, prepare the annual general library status report required by reference (b).

e. Librarian of the Navy Advisory Board:

(1) Assist and advise the Librarian of the Navy with the coordination and execution of LON responsibilities.

(2) Recommend Librarian of the Navy nominees to the DON CIO from the professional staff of a Naval library or information center. Initially, within 60 days following implementation of this instruction, the Consortium of Naval Libraries will make this nomination. Thereafter, the Advisory Board will submit nominations at least 60 days prior to term expiration of the current LON or within 30 days following an unscheduled departure.

(3) Establish channels of communication and convene workshops and conferences of Naval library personnel to promote

educational goals, exchange of information, and to ensure coordination for Naval libraries.

(4) Serve as the focal point for maintaining statistical data about Naval library and information center resources, holdings, programs, and services.

(5) Provide guidance, advice, and coordination throughout the Naval library community to improve the acquisition of resources and services by Naval libraries.

(6) Encourage the development of and/or use of virtual tools in support of the Naval Library mission.

f. Consortium of Naval Libraries (CNL):

(1) Assist the Librarian of the Navy and the Librarian of the Navy Advisory Board.

(2) Within 60 days following implementation of this instruction, recommend a Librarian of the Navy nominee to the DON CIO from the professional staff of a Naval library or information center.

(3) Maintain the CNL charter to govern organization, activities, and membership. Submit the proposed charter to the Librarian of the Navy, through the Librarian of the Navy Advisory Board, for approval.

(4) Advance the development and use of best practices, professional standards, and performance measures for effective library and information services.

(5) Develop an information-sharing program for all Naval libraries that will meet present and future requirements for the Department.

(6) Act as a central information clearinghouse for analytic, research, and development activities dealing with problems and issues of concern to Naval libraries.

(7) Support and promote Naval library programs and services.

(8) Advise the Librarian of the Navy on matters affecting library services, information resources, and on other information issues.

(9) Respond to requests for information and assistance from the Librarian of the Navy.

(10) Explore areas of cooperative technical support and resource sharing.

(11) Exploit possibilities for leveraged buying and distributed costs.

8. Effective Date. This instruction is effective immediately.



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