



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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IN REPLY REFER TO

SECNAVINST 5070.2C
DON CIO
26 January 2001

SECNAV INSTRUCTION 5070.2C

From: Secretary of the Navy
To: All Ships and Stations

Subj: MANAGEMENT OF NAVAL LIBRARY AND INFORMATION SERVICES

Ref: (a) SECNAVINST 5070.3A

1. Purpose. To issue Department of the Navy (DON) policy for the management of Navy and Marine Corps library and information services. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5070.2B.

3. Scope and Applicability. Navy and Marine Corps libraries and information centers are established at individual commands to provide programs, services, and materials that respond to the particular library and information needs of the command and its personnel. To promote global connectivity and virtual access to information resources and services for all naval personnel, the Department of the Navy Chief Information Officer (DON CIO) is assigned responsibility to coordinate and align policies for naval library and information services throughout DON. The Librarian of the Navy will carry out these responsibilities.

Under reference (a), the Chief of Naval Education and Training has overall operational responsibility and provides technical guidance to libraries/library multimedia resource centers, afloat and ashore, other than special, and academic. The Director, Naval General Library Program, will represent this library community in its relationships with the DON CIO and the Librarian of the Navy.

4. Definitions. Libraries and information centers are generally characterized by mission, as follows:

a. Special libraries and information centers: Support special or technical missions of the Department. Special

libraries and information centers are categorized by the discipline of the organizations they serve (for example, medical, legal, technical, or historical). Special libraries are sometimes referred to as information centers, and may include those with limited services such as linking requesters with appropriate information resources.

b. Academic libraries: Serve the educational mission of naval schools and colleges, including their broader campus communities and distributed education programs.

c. General libraries/Library Multimedia Resource Centers: Serve the informational, professional, educational, lifelong learning, and enrichment needs of military personnel, Department of Defense civilians, retirees, and their authorized family members. These multipurpose libraries are located at shore installations and aboard ships and submarines.

d. Digital and virtual libraries: Support library and information service users by providing access to collections in digital format, or by connection and linking to remotely located resources. These libraries and resources are developed, licensed, and maintained by naval librarians as components of library and information services at their organizations.

5. Discussion. The organization, functions, and services of naval libraries and information centers are undergoing radical change due to rapid advancements in information and communication technologies, and the growth of the knowledge economy. While naval library functions and services vary according to the needs of the organizations and clientele served, all naval libraries play an integral role in the knowledge needs of Department of the Navy decision makers. Responsibilities typically will include some or all of those listed below.

a. Facilitating access to timely, accurate, and complete information and providing the context of that information in support of naval missions.

b. Creating 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. Supporting the professional, educational, lifelong learning, and enrichment needs of military personnel, Department of Defense civilians, retirees, and authorized family members.

d. Developing and managing collections, services, and programs appropriate to the needs and interests of the population served.

e. Organizing information resources for ease and efficiency of retrieval with adherence wherever possible to universally recognized standards and guidelines for logical organization, search and retrieval, and life cycle management.

f. Preserving information resources, including housing and maintaining holdings in accordance with standards for physical preservation and disaster prevention.

g. Sharing 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 to the national bibliographic utilities Online Computer Library Center (OCLC), Research Libraries Information Network (RLIN), etc., as well as joint acquisition of resources.

h. Educating and training users of library and information services in the scope and content of libraries and information centers.

i. Participating in the activities of professional library and information science organizations and societies to maintain staff expertise, as well as to identify collaboration opportunities. Such organizations include the Council of Naval Special, Scientific and Technical Libraries, Consortium of Naval Libraries, Federal Library and Information Center Committee of the Library of Congress, American Library Association, Medical Library Association, Special Libraries Association, etc.

6. Goals. The DON CIO will develop and coordinate naval library and information services policy to:

a. Promote effective distribution of and access to information resources and services and the sharing of knowledge in support of naval missions.

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- b. Promote information literacy.
- c. Promote Department-wide cooperation and economy of operation.
- d. Develop effective working systems and services.
- e. Represent naval libraries and information centers within DON and other organizations.

7. Policy. It is DON policy to develop and maintain library and information services that support the missions of naval organizations and that are responsive to the needs of its personnel regardless of location. Adherence to professional and military standards and universal best practices is encouraged for the most effective use of resources and to exploit new techniques and technologies. Sources for pertinent standards and practices include the American Library Association, Special Libraries Association, Association of Law Libraries, Association of College and Research Libraries, Medical Library Association, American Society for Information Science and Technology, American National Standards Institute, Online Computer Library Center, and similar organizations.

The Librarian of the Navy shall be notified prior to establishment, outsourcing, closing, or consolidating special and academic naval libraries and information centers. The Director, Naval General Library Program, shall be responsible for notifying the Librarian of the Navy of similar actions concerning general libraries. These notifications are to facilitate, wherever possible, adherence to library and information science principles, standards and systems; maximize utilization of resources; and to insure preservation and/or re-location of unique library holdings, and other significant and historical publications and materials.

Information technologies (hardware, software, and communications) shall be exploited to extend library and information services to users, as well as to automate and streamline library and information center functions and operations. In addition to adherence to relevant government and naval regulations, primary criteria for acquisition and implementation of hardware and software systems shall be compatibility, interoperability, maintainability, and forward migration.

8. Responsibilities. The Librarian of the Navy shall:

a. Provide administrative and technical advice to naval libraries, including the review of programs, operations, systems, facilities, and equipment to improve methods, services, efficiency, and cost effectiveness. Make general recommendations for improvement in library and information services to the cognizant command or office.

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

c. Provide leadership in application of new technologies to deliver library and information services to all personnel, and to improve functions and operations of libraries and information centers.

d. Develop an information-sharing program for all naval libraries that will meet present and future requirements for the Department.

e. 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.

f. 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.

g. Provide leadership and act as a central information clearinghouse for analytic, research, and development activities dealing with problems and issues of concern to naval libraries. Serve as a focal point for gathering data about naval library and information center resources, holdings, programs, and services.

h. Develop and distribute virtual tools in support of the Naval Librarian mission.

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i. Provide leadership to improve the acquisition of resources and services by naval libraries.

Robert B. Pirie, Jr.
Secretary of the Navy
Acting

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