

MEMORANDUM

DATE: December 23, 1997

TO: ARRB Staff

FROM: Christina Mays

SUBJECT: Library of Congress Procedures

The following memorandum is intended to provide the ARRB staff with the procedures involved in borrowing or simply looking for books at the Library of Congress. This will be updated as needed.

The ARRB account identification number is 54374. If you wish to borrow books, please notify me, so that I can prepare the paperwork that is necessary for checkout. The ARRB can have up to 99 charged out at one time, with eight taken out by one person at a time. We have been able to secure the Church Committee books and the HSCA volumes for an extended period of time but extended borrowing should be requested sparingly. Books are normally borrowed for one month with an additional month renewal. Marney Canick is the Head, Loan Reference who informed us about the extended borrowing procedures for the Church and HSCA volumes.

Books can be renewed, renewal is not automatic, for 30 days but it is necessary to call before the month is up to avoid an overdue notice. Renewals occurring after an overdue notice comes out will subtract from the time allowed for it. For example, a renewal after 30 days will deduct time from the 30 days allowed for renewal. If a book were to be renewed on the 45th day for example, 15 days renewal would be lost. Please advise me if you wish a book renewed. When books are overdue for a month, the ARRB will be sent a notice which states which books are overdue. There will be a second notice in another 30 days and then a final one in another 30 days. If books are still overdue by that date, library borrowing privileges will be suspended. **Books borrowed from the Library of Congress can not be taken home from the ARRB. If books are lost or damaged while in your possession, you will have to buy a replacement copy for the Library of Congress.** Receipts are kept for six months as proof that the book was returned. Finally, there is one case where books will have to be returned immediately. If any Congressional office requests a book that we have out, our account is frozen until that book is returned. This is a new ruling from the Library of Congress.

If you are doing research at the Library of Congress, you can request five items at one time.

If you want to request more books, you could try going to the other building to request them. For example, you could request five from the Adams Building and then request five from the Jefferson

Building. Books in the Madison Building have to be requested there. Search time can vary by building. If you are at the Jefferson Building and want books from there a search can take up to an hour with an additional 30 minutes to get a book from the Adams Building. There is a small alcove in the Jefferson Building and a small office in the Adams Building where books can be approved for takeout with the proper forms. At Madison, search time can be up to an hour with additional time for a book to be sent downstairs for checkout. Overnight requests for books can also be done. You can determine from the request slip where the book is stored and ask for it there.

For example, if you want a book that is stored in the Adams Building and ask for it in the Jefferson Building that could add an additional half hour to the waiting time. Up to fifteen books can be requested on an overnight basis.

Searches of the stacks yourself will not be possible. However, this is an issue that can be looked into again. The person to contact would be Joe Puccio at 707-7400, direct number 1413. If he can not be reached you can call Ronald Roache at 707-6302. However, they could do a search for a large request if we notified them in advance and the books could be waiting for us. When doing a search I strongly suggest you do not do a computer request for a book as opposed to filling out a request slip by hand. The old-fashioned way is still quicker at the Library of Congress. Special searches can be done at the Library of Congress for books if they can not be found by normal search methods. Just fill out a form across from the alcove in the Jefferson Building where you check out books.

The following individuals are in the loan division at the Library of Congress and can be contacted if you have any difficulties: Christopher Wright - Chief Loan Division 707-5440, Elgin Reid - Assistant Head Circulation Section 707-5348, Teresa Sierra - Head, Circulation 707-5441, Teena Siggers - Account Representative 707-4630 (fax 707-5986).

The Main Loan Division number for checking out books is 707-1074 with the main office in G15 of the Jefferson Building. If you want to check on classified information call Henry Gaskins at 707-6110.

We also have a study shelf just off the Main Reading Room in the Jefferson Building. The shelf number is **1622** and is located just off Alcove 3, Desk 46. The person to contact regarding the shelf is Research Facilities Officer Bruce Martin at 707-5211. If you would prefer to have materials go directly to the shelf, thus sparing you a possibly long wait for the materials requested, then when making the request you would instead fill out a form that will send materials directly to the shelf. If the materials are not able to be located, this information will be left at the shelf. Books that you have looked at can be sent to the shelf instead of having to return them to the stacks.

The shelf must be renewed monthly. The renewal form is left on the shelf the 15th of each month

and must be turned back in by the end of the month. Books on the shelf which have not been checked out of the library can stay there indefinitely as long as they have a study shelf slip. However, if someone else requests the books, they can be taken from the shelf.

If you have any questions about this information, please see me.