



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCDINST 5070.3A
26 November 03

NMRCD INSTRUCTION 5070.3A

From: Officer-in-Charge
To: Distribution List No.1

Subj: POLICIES AND PROCEDURES CONCERNING THE USE OF THE NMRCD
MEDICAL LIBRARY

1. Purpose: To set forth procedures concerning the use and management of the NMRCD medical library.

2. Scope: The NMRCD medical library is for the use of all NMRCD personnel and collaborators from the local medical community. The library has the purpose of providing the investigative community with the necessary reference resources needed to maintain a current knowledge in their respective areas of study.

3. Discussion: The library is maintained by a full time library clerk and falls within the scope of the Research Support Services Department, under the responsibility of the Program Assistant. The policies, operating plan and year budget are prepared by the Program Assistant, reviewed by the Library Officer and finally approved by the Officer-in-Charge. The library clerk is responsible for maintaining the medical library and scientific reference materials. These responsibilities include ordering, receipt, cataloging and placement of reference material in the library. The function also calls for the library clerk to locate reference material upon request from individual investigators. The position requires the person to coordinate and request assistance literature searches from the medical librarians at the joint Naval Medical Research Center and Walter Reed library in Silver Springs, MD. When individuals request that a literature search be done, the NMRCD library clerk must screen the request to ensure that there is sufficient detail to guarantee adequate search results.

4. Policy: The Library Officer will be the principle advisor to the Officer-in-Charge regarding the policies and procedures for the use of the medical reference library. The first priority will be to serve the NMRCD investigators. The local infectious disease research community will be served only after satisfying the requirements of the in house investigators. The schedule for use of the library is 0900 to 1200 and 1300 to 1630 Monday through Friday. For visitors, the schedule is Tuesday and Thursday, from 1300 to 1600.

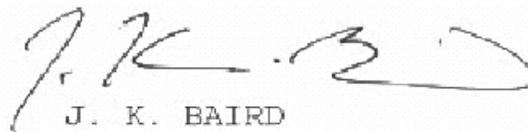
5. Books and Journals: Books and journals are available for use within the library. Journals will not be removed or loaned in order to ensure that they are not lost. Books are available for

loan to the NMRCD staff. Research material can be either printed from on-line resources or photocopied at the library. The library reference collection is available to all the computer users of the NMRCD network via the Athena software and the NMRCD web page. This allows the user to search and locate the material from their desktop and only come to the library to retrieve the journal or book needed for copying. NMRCD staff shall make unlimited copies of the material in question. However, outside investigators are limited to no more than 5 pages of photocopy material per day. Additionally, the NMRCD library is directly linked to the NMRC/WRAIR and USUHS libraries and benefits from their on-line collection of 1,100 medical journals.

6. Subscription renewals: Subscription renewals will be done in the months of October and January. Renewals and any book additions recommended by the various Departments are subject to approval by the Library Officer. If any individual has a particular book or journal that he wishes to have added to the Library, the individual will submit the request to the program assistant who will include it in the proposal package. This package will then be submitted to the Library Officer for approval.

7. Excess Reference Material: Manuscripts written by NMRCD staff for publication will be submitted to NMRC for clearance once they have been reviewed and approved by the Officer-in-Charge. NMRC will then issue a clearance for publication order. The article will then be forwarded to the journal with the corresponding cover letter to the editor, signed by the Officer-in-Charge. Follow up shall be performed by the Publications Manager until the article is published. The Publications Manager will order any reprints of the article that the Department Head request.

8. Duplicate or excess reference material identified at the library will be donated to the Peruvian Navy library or to any other library from the Ministry of Health, following review and approval by the Library Officer and Officer-in-Charge.


J. K. BAIRD