



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
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MILLINGTON, TN 38055-0000

BUPERSINST 5070.1B  
BUPERS-1  
3 Mar 2015

BUPERS INSTRUCTION 5070.1B

From: Chief of Naval Personnel

Subj: OPERATION AND USE OF SPISHOCK TECHNICAL LIBRARY

1. Purpose

a. To announce policy and procedures governing operation and use of Bureau of Naval Personnel (BUPERS), Navy Personnel Research, Studies, and Technology Department (BUPERS-1) Spishock Technical Library.

b. This revision reflects changes to or omission of library services and updates links to relevant forms and internet addresses. This instruction should be reviewed in its entirety.

2. Cancellation. BUPERSINST 5070.1A.

3. Background. The Spishock Technical Library (hereafter referred to as the library) is part of BUPERS, Technical Programs and Administrative Support Office (BUPERS-1C). It contains collections of books, reports, and periodicals and provides access to Department of Defense (DoD) and commercial databases. Major subject areas included in the collection are: industrial, organizational, social, experimental, applied, and educational psychology; management; operations research; sociology; statistics; military science; economics; computer science; and information technology. The library is located in the Capodanno Building (Building 785), Room 159, Naval Support Activity Mid-South, Millington, Tennessee.

4. Policy. The library is funded by its sponsors and customers for the primary purpose of supporting BUPERS-1 research and development mission. Library resources will also be made available on a limited basis to other activities that maintain an active memorandum of agreement (MOA) with the library; however, mission requirements of BUPERS-1 shall take precedence in terms of acquisitions, circulation, and services.

5. Procedures

a. Acquisition and collection development

(1) Selection of acquisitions for print, non-print, and electronic materials to develop the library collection is shared jointly by patrons and library staff. Users are encouraged to submit requests for library acquisitions. NAVPERS 5070/1 Request for Purchase of Library Materials is available per paragraph 8 for this purpose.

(2) Requests from BUPERS-1 staff for paid subscriptions to periodicals shall include at least two names of individuals who will use the journal, be endorsed by the division heads or staff office directors, and then be forwarded to the technical librarian for procurement recommendation to the BUPERS-1 director or deputy. Requests from other codes or activities with which the library has an active MOA shall include at least two names of individuals who will use the journal and then be forwarded to the technical librarian for procurement recommendation to the BUPERS-1 director or deputy. The following factors are considered for new journal requests:

- (a) Appropriateness of the title for the collection;
- (b) Number of interlibrary loan (ILL) requests for articles from the journal;
- (c) Presence of related titles in the library; and
- (d) Subscription costs.

Note: If funds are not available, all recommendations are held until new appropriations are received.

(3) Gifts and donations of materials are welcomed and accepted. The library reserves the right to select and retain only those items that meet collection development criteria.

(4) Materials purchased with BUPERS-1 library funds shall include those requested or recommended by users, as well as those selected by the technical librarian. For materials required for the exclusive use of a requester, it may be

necessary for the requester to fund the purchase. The library staff shall determine the most efficient means of acquisition in such cases.

(5) All published and electronic sources of material purchased with library funds or sent on distribution to BUPERS-1 (and not addressed to a specific individual) shall be turned over to the technical librarian. Upon receipt, the technical librarian will prepare the item for use and announce its availability.

b. Circulation and Control

(1) Borrowing privileges are granted to BUPERS staff, summer faculty, contractors, and other employees of activities with which the library has an active MOA. Sponsors must check out materials for student interns and contractor students participating in BUPERS-1 programs.

(2) BUPERS-1 staff may check out no more than 20 items, each for a period of 90 days with one renewal for an additional 90 days. Items must be brought to the library to be renewed. Requests for longer checkout periods shall be submitted in writing and reviewed by the technical librarian on a case-by-case basis. Checked out items are subject to recall after 30 days. The borrower will be given 10 days to return the item to the library, and the requester will be limited to a 10-day checkout period, unless the original borrower no longer needs the item. Employees and users from activities with which the library has an active MOA may borrow no more than five items, each for a period of 1 month.

(3) Journals and reference materials do not circulate, but may be checked out on a case-by-case basis.

(4) The person to whom an item is loaned is responsible for that item if it is not returned. Loaning items to another user does not eliminate responsibility of original borrower.

(5) Due to privacy regulations, names of individuals to whom an item is loaned will not be released to other borrowers. The library may contact the user and request materials to be returned.

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(6) Overdue notices are sent to individuals, as courtesy reminders, that materials checked out have not been returned on the due date. An overdue notice will be sent the first week after the due date. If material is not returned within the next 2 weeks, a second notice will be sent. If materials are not returned within 1 week after the second notice, BUPERS-1C or designated point of contact in the case of employees of activities with which the library has active MOAs, will be notified, and circulation privileges may be suspended. (See paragraph 5b(8)).

(7) Keeping ILL materials past their due date jeopardizes borrowing privileges with other institutions; therefore, no further materials may be checked out until an overdue ILL has been returned.

(8) It is a patron's responsibility to replace or reimburse the Government for any lost, damaged, or destroyed items. If an identical item is no longer available, an item of equal value, on the same topic, will be accepted. When an item checked out to a BUPERS staff member is lost, the patron will be informed of cost and availability of item, or a suggested substitute item. When an item checked out by an employee of an activity with which the library has an active MOA is lost or damaged, the designated point of contact will be notified.

(9) All departing BUPERS-1 staff and employees of activities with which the library has an active MOA must check with the library to verify record clearance before leaving. Lost or damaged materials must be replaced or reimbursement made to the Government before records will be cleared.

c. ILL

(1) The ILL provides access to materials throughout the world by locating and borrowing materials not owned by the library. It is a library-to-library transaction and is regulated by Copyright Law (17 U.S.C.) and policies of the American Library Association Interlibrary Loan Code. ILL services may be available to BUPERS-1 staff, and requests must be for material in support of research, studies, or other mission-related tasks. NAVPERS 5070/2 Request for Interlibrary Loan Materials is available per paragraph 8 for this purpose.

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(2) Delivery time for materials ranges from a few days to several weeks depending on location and availability of the item at other libraries. Sufficient time should be given to allow for receipt of items by the time needed. The patron borrowing the item is responsible for its safe return. In the event that an item is lost or damaged, the borrower is responsible for replacement costs.

(3) The library will contact the lending library and arrange for a loan of the required material. Library staff will notify the borrower when material arrives and will return borrowed material to lending library no later than the due date.

(4) Copyright restrictions affecting photocopying of materials are strictly observed. Emergency requests may be processed by facsimile.

(5) Borrowers must promptly collect, use, and return ILL material prior to the due date set by the lending library. Items not picked up by the requester from the library prior to the due date will be returned to the lending library and will be borrowed again only under unusual circumstances. Borrowers will be responsible for payment of charges assessed by a lending library for lost or overdue material.

d. Contractor Access

(1) BUPERS-1 contractors wearing DoD picture badges will be authorized access to library services as follows:

(a) Access to library collection of books, reports (with limitations), and journals;

(b) Ready-reference assistance in locating library materials; and

(c) Access to library's databases.

(2) BUPERS-1 contractor personnel will be authorized to check out library materials directly, provided their sponsor has filed a letter of sponsorship and responsibility with the library. If no sponsorship letter is on file, materials to be used by the contractor must be checked out by the sponsor. Materials checked out to BUPERS-1 contractors will have loan

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periods of 90 days for books and reports. Contractor loans will be renewable for another 90 days provided there are no holds on the item. Sponsors will provide library with advance notice of termination of employment. The library will provide the sponsor with a list of all materials checked out to the contractor. The sponsor will be responsible for all materials not returned by the contractor.

e. Reference Service

(1) The library maintains dictionaries, handbooks, manuals, directories, and other reference books in the fields of social, experimental, applied, industrial, organizational, and educational psychology; education; management; statistics; military history; sociology; operations research; economics; information technology; and computer science.

(2) Available services include: instruction in use of reference materials; location of factual information; identification of bibliographical data; directory information; searching the online catalog, internet, and subscription databases; and other similar retrieval queries. These services are provided as library staff time and resources allow, with BUPERS-1 employees having precedence.

f. Online Public Catalog. Access to the library catalog is provided via the internet at <http://n10006.eos-intl.net/N10006/OPAC/Index.aspx>. This user-friendly software affords quick and easy identification and retrieval of all material as well as links to online resources.

g. End-user Search Services. Web-based access to databases offers users the opportunity to formulate and conduct self-directed computer literature searches. Desktop access is available for bibliographic searching. The library offers access to business, economics, mathematic and statistics, military, and psychology databases.

6. Action

a. The library staff will establish and maintain procedures for lending, controlling, and publicizing materials acquired by the library.

b. The library staff shall initiate action on request for purchase or ILL of materials.

c. The library staff shall assist employees in making maximum use of library materials and services.

d. Participating activities shall designate a point of contact to serve as coordinator in executing this instruction and MOAs.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1.

8. Forms. NAVPERS 5070/1 Request for Purchase of Library Materials and NAVPERS 5070/2 Request for Interlibrary Loan Materials are available at <http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx> and in the library.



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Distribution:  
Electronic only, via BUPERS Web site  
<http://www.npc.navy.mil/>