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9 March 1960

HOW TO GET BOOKS, MAGAZINES AND NEWSPAPERS IN CIA

1. This Notice tells you how to order books, magazines and newspapers through your CIA Library.
2. The staff of the CIA Library exists to assist you by providing the publications needed to complete various assignments. They too recognize the importance of publications which supplement the vast collection of intelligence documents maintained for your use.
3. In addition to maintaining the central collection for the Agency of books, magazines, newspapers and intelligence documents the CIA Library has developed an efficient procurement program for all types of publications. It knows how to and can procure what you need quickly and cheaply. If you have a publications procurement problem, the Library will be glad to assist you.
4. Building Supply Officers have copies of Form 1395, Request for Books, Documents and Periodicals, which you should use when requesting publications. The Library cannot take action on your request unless you tell it everything you know about what you want. There are instructions on the form itself. read them. It saves you time if the Library does not have to call you back for more information.
 usually request publications through their headquarters

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component.

5. If you request the purchase of a publication, be sure to have it approved by your appropriately designated responsible official. This is required because of the cost center program (for details see Financial Management Improvement Instruction no. 4, dated 10 June 1959). The CIA Library budgets for the purchase of publications in the over-all budget of the Office of Central Reference. Its estimates are based on what each Agency component thinks will be required. The Library is responsible for reporting both to the requesting components and to the Office of the Comptroller the amounts expended for the purchase of publications. Unless the Library has an approved request for purchase, complete in detail, it is unable to fulfill its obligations. Each component in turn must be satisfied that the request is an appropriate one, whether to be used for operational work or reference support. Some offices wish to keep records according to these two categories.

6. should procure publications locally wherever this will save money. Caution should be exercised with regard to what is true economy: there are costs in processing a series of requests for publications. Even though a publication may have high initial cost abroad, it might prove more economical to purchase there rather than process through the many channels of headquarters. The choice is up to the field. Where security considerations prohibit purchase abroad, send your requirements to the Library.

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7. No matter how unusual your need for a publication may be, the CIA Library is ready to assist you. Though the Library is building a research collection the use of which may anticipate your needs, it is geared to get for you any item which is generally useful.

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