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DTR-1771

3 September 1968

MEMORANDUM FOR: Director of Training

THROUGH : Director of Central Reference Service
Chief, Information Services Group, CRS

SUBJECT : Survey of Office of Training Library Needs

REFERENCE : Inspector General Survey of the Office of
Training, November 1967

SUMMARY

1. A review of the library needs of the Office of Training has been conducted in response to two recommendations made by the Inspector General in his survey of the Office of Training, November 1967. The recommendations state that:

"The Deputy Director for Support request the Deputy Director for Intelligence to provide the services of a professional librarian from the CIA Library to review present library requirements of OTR." (Rec. No. 3)

"The Director of Training:

- a. Request the Director of Central Reference Service to resume operation of the Language Training School library.
- b. Transfer one ceiling position from the Office of Training to Central Reference Service for this purpose." (Rec. No. 22)

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2. As a result of the study, it is proposed that:

a. A small library be established in the OTR quarters at 1000 Glebe Road,

b. The OTR libraries in the Language School at

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██████████ be continued under the OTR aegis.

c. The Central Reference Service through the CIA Library, assist the Office of Training

1. in establishing a small library at 1000 Glebe to be operated by the Office of Training for all OTR elements located there.

2. by providing immediate on-the-job library training for OTR personnel who will staff the OTR libraries at Glebe and at the Language School.

3. by maintaining the present level of support the CIA Library gives the OTR Library at the ██████████ and providing on-the-job training as required.

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d. The Office of Training:

1. Allocate approximately 1,200 square feet of space in the building at 1000 Glebe for its new library.

a. This space would be sub-allocated for four purposes:

(1) an area for basic reference materials and a periodicals collection

(2) a special area for storage of classified materials

(3) an area for general reading or browsing

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- (4) a quiet area for serious study where up to a dozen carrels could be placed for use by Career Trainees and other Agency employees in training.

BACKGROUND

3. The review recommended by the Inspector General's Survey consisted of:

- 25X1A a. An examination of the history of Agency branch
25X1A libraries. [redacted] former CIA
25X1A Librarian, [redacted]
[redacted] librarians who served during the 1950's
in the CIA branch library for the Office of
Training, were consulted.

- 25X1A b. A general briefing by [redacted]
Plans and Management, OTR, on the current
OTR library collections and special require-
ments;

- 25X1A c. discussions with officials and staff members
of the Midcareer Executive Development
Faculty, the Intelligence School, the School of
International Communism, Registrar's Office,
the Language School, the Management Faculty,
and the [redacted]

- d. visits to the various training facilities of OTR;

- e. examination of the book and periodical collec-
tions at each of these locations; and

- f. consideration of the serious personnel and
budget limitations in OTR and CRS directly
related to the proposed library.

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DISCUSSION

4. The Office of Training has a long-established need for some library facility. In addition to the libraries at the Language School and the [redacted] special branch library services were provided for or by OTR for more than a decade in [redacted] and Alcott Hall; and lastly, in the R&S Building. While OTR was located in Headquarters Building the CIA Library was available and heavily used by OTR Faculty and students.

5. It is ironic that when OTR moved from Headquarters Building to 1000 Glebe, the Agency authorized adequate quarters for the faculty and students but did not provide a most essential element to make the mission of OTR successful and satisfying in the new location. That element is a small library. (There is an area of approximately 1,200 square feet in Glebe Building which, because of an impending OTR internal move, might be made available for a library.)

6. The basic reference collections need not be large or very costly.

a. A recommended "starter" reference collection is contained in Appendices I and II, "Basic List of Periodicals for Proposed OTR Library," and "List of Basic Reference Books for Proposed OTR Library," which are attached to this memorandum. In the case of the periodicals, OTR Schools and Staffs at Glebe Building are already receiving at least 23 of the 43 recommended periodicals. Placement of these periodicals in a central library would increase their circulation power.

b. The present collections held by the individual OTR schools represent in nearly every case only the special interests of that school. The collections are small and most of the items ought to remain with the present faculties.

7. Areas for general reading and browsing and for serious study are needed.

a. The general reader or browser is usually happy to sit at a reading table or in a lounge chair.

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- b. In fact, many Career Trainees and other students are chagrined to find their highly publicized training program being conducted in an area with no library facilities for browsing and study.
 - c. For the serious students carrels, accommodating up to 12 persons at a time, arranged in singles, doubles, or pinwheels (four linked together) can serve their needs.
8. The OTR library envisaged at the Glebe Building would be largely a self-help operation to serve about 200 employees.
- a. Just to have a central library facility in the OTR quarters in the building would satisfy most of the requirements of the users.
 - b. The library could be manned by two alert administrative and clerical personnel (GS-9/11 and GS-5/7) from the Office of Training.
 - c. Any non-routine requests for information could be passed to the Reference Branch personnel at the CIA Library.
 - d. The CIA Library already does the cataloging for the library at the [REDACTED] [REDACTED] This service would be available to the Glebe library as well.
 - e. The CIA Library would also offer counsel and assistance in the selection of new materials for the Glebe library.

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9. The library at the Language School has a potential clientele of 300 - 350 faculty and students. There is no question that this library should be continued. It is expected that the present managerial changes in the Language School will be reflected also in the improvement of the management of the library. Therefore, it is not necessary for CRS to take over the operation of the library at this time. It is recommended

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that OTR select a promising clerical or administrative person for on-the-job training at the CIA Library. Then with the same support that is proposed for the library at Glebe, the Language School library should be able to improve and expand its service, including perhaps that to other OTR units in the Rosalyn area.

10. The OTR library at the [redacted] offers assistance to about 1000 students and staff a year. As the Inspector General's Survey indicates it is a well-run establishment. The relationship between it and the CIA Library is highly satisfactory. Frequent contact is maintained and the [redacted] librarian occasionally visits Headquarters to brief the CIA Library staff on her operation. Should the present librarian be reassigned, the CIA Library would be prepared to give on-the-job training to the replacement.

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11. In final summary, it is recommended that a small library be established immediately at 1000 Glebe and the two library units at [redacted] be continued with assistance from CRS as outlined above.

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[redacted]
CIA Librarian, CRS

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Atts:

- Attachment A - Appendix I
Basic List of Periodicals for Proposed OTR Library
- Attachment B - Appendix II
List of Basic Reference Books for Proposed OTR Library

CON

[redacted signature block]

Chief, Plans and Management
Office of Training

30 JUL 1968

Date

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