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with three sub-professional people for duty

On 1 January 1947 the CIA Library was organized as the Intelligence Documents Division of the Reference Branch of the Office of Reports and Estimates (ORE).  
*(Note: called Reference Center)*

It was assigned an initial T/O of 47\* The first person actually to report for duty was [redacted], who holds the distinction of having remained on the reference staff of the Library until her retirement in 1973. Mrs. 25X1A9a

professional was transferred from the [redacted] Intelligence Library. He

[redacted] first task was to set up interlibrary loan arrangements with the Library of Congress (LC) and other government libraries.

In June the Library received its first Chief Librarian (later CIA Librarian)-- [redacted] 25X1A9a had transferred to CIG from the ONI Library in December 1946 and had been assigned as Chief Librarian in the Foreign Documents Division (FDD) of the Office of Operations [redacted] 25X1A8a ORE. When he joined the/Reference Branch

he was given complete authority for the Library's planning, staffing, organization and management. Under *the library was charged with total responsibility for the Agency of basic intelligence reference, material.*

Under *Mr. Becker's* his direction the new Library began to assemble surplus equipment and books, many from other libraries. In *the case of the reference collection you base on fundamental reference works supplement by the specific demands of the ORE branch.*

addition to books, it acquired *The Director's non-current set of documents* of cables for permanent file in the Library. By 15 June the floodgates opened and the Library became heir to approximately 50,000 unsorted intelligence documents which had been stored in the Message Center of ORE awaiting the establishment of the intelligence documents division. *Arrangements were made with the [redacted] Office of Collection & Dissemination*

By 1948 Army, Navy and State cables ~~over~~ were destroyed when they reached the age of 6 months.

\* F/O's extracted in their early formative years. Subsequent to the library T/O in 1947, roughly 43 to 47, 47 seems to be the figure used frequently quoted.

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Their receipt was recorded in a visible serial file and arranged by source. During these formative months the Library received authorization for centralization of purchase orders for books and periodicals to avoid duplicate ordering by offices in the Agency.<sup>3</sup>

1948

By the early part of 1948, the Library had put into operation working procedures for reference, inter-library loan, circulation, preparation of bibliographies, book-selection, book cataloging and document indexing and filing.

After the 1 May merger of the Reference Center and the Office of Collection and Dissemination (OCD), the CIA Library absorbed the information and distribution duties of the former Central Records Division/Services Branch/Administration and Management (A&M). Prior to this, the Library had indexed and filed the documents but had not been responsible for their distribution.

The organizational breakdown of the Library was follows:

- 25X1A9a [redacted] (chief)  
Field Survey Division, responsible for locating items of unusual intelligence significance in universities, libraries and research institutions, both in and out of the Washington area;
- 25X1A9a [redacted] (chief)  
Bibliographic Division, including the Analysis Section 25X1A9a for indexing of documents and the Catalog Section for book ordering and cataloging, Reference Division for answering information queries and preparing bibliographies; Distribution Division for recording the bibliographic information of every incoming intelligence document, and for distributing documents,

Administrative Instruction No. 40-15 "Accountability Procurement and Library Service for Unclassified Foreign and Domestic Bound Books and Periodical Subscriptions" 31 Dec 47 (in 47-48 58-98/1)

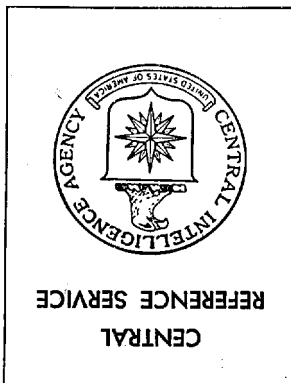
4/Memo, AC, Reference Center Library and Chief, Central Index to Chief, Reference Center, A&M, 7 May 48, sub: Proposed Procedures for Consolidation of Central Records with Reference Center. C. (File: Library Daily Reading File Jan-June 48 Job 68-116/2)

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with a personnel with 55 [redacted] Jan 31/48 55

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responsible

Archives Division for the efficient management of active and inactive records in the Agency, for maintaining central record over all administrative records, and for directing the <sup>control</sup> processing of all Top Secret documents \*

~~██████████~~ advised that by December 1948 the major

organization of the Library was complete. With 75% of the authorized organization on hand, the Library devoted 32% of the staff's time to Library service, 10% to the processing of intelligence documents for the Library files, 23% for bibliographic processing, 25% for service distribution of intelligence documents, 6% for planning and procedures and the remaining 4% of the staff's time to administrative duties. Two Library publications made their appearance: the Weekly Accessions List and the Library Bulletin #1 (The Locator System for documents) <sup>February 1949</sup>

The workload in the Library increased as the young Agency personnel "pool" <sup>back in early 1949</sup> increased the Library workload

There were 27% more intelligence documents received, recorded and distributed in 1949 than in the previous year and an increase of 277% in the number of copies received. During 1948 the number of publications ordered averaged 626; for 1949-1, 376. The number of reference searches rose from 1,161 to 1,500; the number of items circulated from 2,196 to 3,355. <sup>OTL of 1949</sup>

The dissolution of Special Project No. 1 (uncleared personnel "pool") <sup>back in early 1949</sup> increased the Library workload

In three important aspects: newspaper clipping service, \*

Memo from Chief, CIA Library to Administrative Officer, OGD Chief Operational History, 1946-48 31 Dec 48 SECRET

(in Library Daily Reading File Jul-Dec 48 68-116/2)  
\* The newspaper and periodical clipping service had commenced in 15 March 1948. Clippings from 24 newspapers and 21 magazines were supplied to six geographic branches of ORE based on reading requirements.

\* The 7th school center function was established in 15 Jan 49.

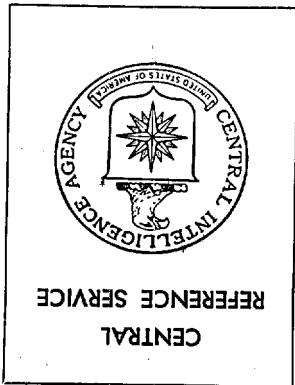
but a T/O of 100 for the Library has been approved for FY 49.

By Feb 1949 the OGD was maintaining the above in the Library both original and copies.

FLY 49 (Main copy) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

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indexing of [redacted] Daily Reports, and indexing of unclassified documents into the Intellofax System.

On 17 March 1949 the Agency Assistant Directors established the Document Procurement Committee to advise the CIA Library on matters pertaining to the procurement of foreign and domestic publications.

The CIA Library reference book collection was converted in September from IE call numbers to the classification scheme used for documents- the Intelligence Subject Code (ISC), thus standardizing the Library's subject and area approach to its resources. (In 1948, 6,912 books had been cataloged.)

In November 1949 the Library was reorganized into the following <sup>five</sup> branches: Analysis (under [redacted]), Cataloging (under [redacted]), Central Records (under [redacted]), [redacted] who supervised this activity until her retirement in 1958), Records Management (under [redacted]), and later [redacted] and Reference (under [redacted] until 1954). The Analysis Branch performed the input to the Intellofax System. The Cataloging Branch had three sections: Cataloging, Order (procurement), and Publications Review (clipping service). Central Records Branch was responsible for distribution of documents, including Top Secret/and (TS) and TS files. Records Management (formerly Archives) was charged with developing an active

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*Field Survey (under [redacted] who also acted as Assistant Chief (IA Refram)*

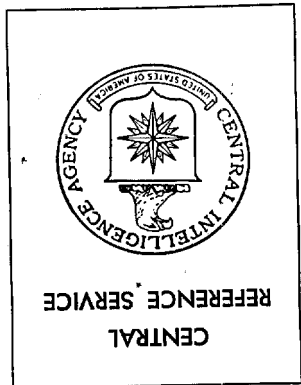
*The Field Survey Branch was responsible for locating resources of intelligence interest*

\* See chapter on Intellofax for early indexing of [redacted] Daily Reports  
\*\* See chapter on Acquisitions-Procurement for further discussion  
\*\*\* By General Order No. 28, 31 September 1949, a vertical departmental organizational structure was adopted by CIA. The Library, therefore, became a Division in OCD and all breakdowns thereof became Branches.  
7/49 Memo from CIA Librarian to Library Staff Administrative Reorganization of the Library 28 Nov 49

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CIA Records Management Program. Reference Branch included 25X1A9a three sections: Circulation, Information (under 25X1A9a [redacted] until her retirement in June 1972) and Files.

1950-51

With the issuance of CIA Notice 30-50, dated 26 July 1950, the Library accelerated the Records Management Program for the Agency. 149,363 items from 1948 and 1949 were microfilmed, resulting in the processing of 351,698 frames for archival purposes.

25X1A9a In April 1950 <sup>the DCI appointed</sup> [redacted] replaced Mr. [redacted] to serve

25X1A9a [redacted] as CIA Top Secret Control Officer (TSCO) and as CIA Custodian of Registered Documents. He also appointed 8/ was CIA Control Officer for [redacted] 25X1A2g

*Under his guidance the CIA Library was instrumental in the creation of systematic*

special materials. <sup>9/10 letter to</sup> In October 1950 he called a meeting of the Area TSCO's. <sup>11/</sup> (Areas were intra-Agency office designations for TS control purposes.) The conference, the first of a series, was designed to improve the overall control system as much as possible and to develop uniform understanding of procedures among the Areas. <sup>As a follow-up</sup> 25X1A9a [redacted] issued a <sup>in August 1951</sup>

Guide for Area Top Secret Control Officers to provide

8/ Memo, C/Records Management Branch to C/Library Division, 22 March 1950, <sup>10/</sup> Redesignation of Top Secret Control Officer and CIA Custodian of Registered Documents. C. (File: Library Daily Reading File 1950 Box 68-116/2)

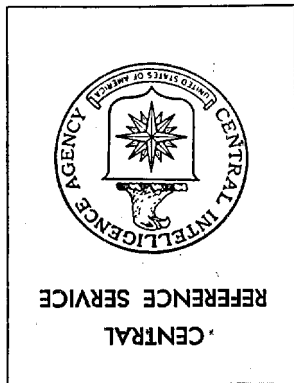
25X1A2g 9/ Memo, AD/CD to Chief of Staff, US Army, 6 April 50, sub: Establishment of [redacted] Control Office in CIA. S. (File Policy 1950 Job 58-98/7)

11/ Memo, CIA Top Secret Control Officer, 10 Oct 50, sub: Conference of Area TS Control Officers. C. (in File: Library Daily Reading File 1950 Job 68-116/2)

\* TROJAN documents were transferred from ONE to OCD custody in Oct 51 <sup>10/</sup> Memo, CIA Librarian to AD/CR, 31 Oct 51, sub: TROJAN Documents. C. (in File: Library Daily Reading File 1951 68-116/2)

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b. Other Relationships with LC

In the mid-1950's the CIA Library began to transfer regularly to the LC foreign publications that (a) had been utilized by research components of CIA and were not scheduled to be retained in the CIA Library, (b) were archival materials no longer required by CIA (for example, the captured Japanese collection), or (c) were current publications received as a result of the CIA Library's worldwide selection program but found to have little or no intelligence value. By 1959, an average of 8,000 pieces, books and serials, had been sent to the LC every month.

An important, <sup>but informal</sup> arrangement was worked out in December 1952 between <sup>(and continued to date)</sup> the IC and the CIA Library whereby one person from the Circulation Branch of the Library <sup>was</sup> detailed to the LC on a full-time basis to handle searching and charging out of all CIA requests, averaging

*Insert*

Arrangements were also made <sup>in the 1950's</sup> whereby professional personnel recruited were utilized by LC while awaiting full security clearance. These were at LC on projects that were of benefit to CIA.

*Memo, AD/KR to DD/I, 5 Oct 55, sub: Summary of relations between LC and CIA. C (Chron) 1954-55 Job 60-548*

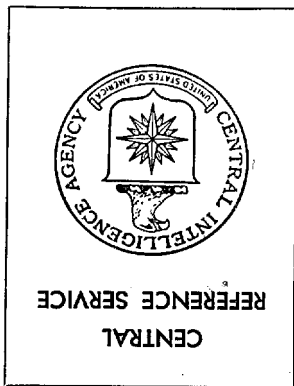
*needed space for other serial material*

JOB 00-110-27  
8/Memo, CIA Librarian to AD/CD, 9 Dec 52, sub: Inter-~~Library~~ relations from LC. U. (in Library 1952-~~32~~ Job 58-98/1)

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all TSCO's with a uniform functional understanding of the TS network or system.

By July 1951 the Administrative Services Office assumed responsibility for the Vital Materials Program which had been the Librarian's responsibility since 1949.

In 1951 the Library was relieved of two responsibilities and for which it had been responsible since 1948, which had been time-consuming. The Administrative Services Office assumed operation of the 12/ for the Vital Materials Program and the Cable Branch of the Liaison Division (LD) took over 13/ the maintenance and servicing of the cable reference file.

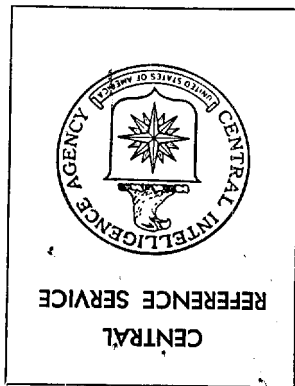
*During 1949 the DCI had appointed the CIA Librarian. The head of the Liaison Division (LD) was [unclear] in the [unclear] office.*

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- 12/ Memo, C/Administrative Services to AD/CR, 17 July 51, sub: Vital Materials Program. C. (in Library 1949-51 Job 58-98/1)
- 13/ [redacted] Operations Staff, OCD, 3 Mar 52 sub: Some Comments on Statistical Measurement of OCD's Workload. S. (in OCR Yearly Statistical Tables 1947-57 Job 59-875/1)

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In June 1955 the Library was again reorganized. At that time it had a T/O of 248--the highest it has ever had to date (1973). In the course of the reorganization the Book Branch was abolished, and all procurement activities were transferred to the Foreign Branch (established in 1954, after the Foreign Publications Branch of the State Department was transferred to CIA\*), which was then renamed Acquisitions Branch. <sup>†</sup> The Catalog Section was moved to the Analysis Branch, which was renamed Analysis and Catalog Branch. The Top Secret Section was removed from the Library entirely, and a new Classification Control Staff, under the OAD, was created to handle consolidation of the document security control functions of the Agency TSCO and the Library Documents Branch. \*\*

*spec*  
*10/1/55*  
 → All subject indexing functions of the ~~Library~~ Library were combined in the <sup>is</sup> new ~~Analysis and Catalog~~ Branch, which comprised three sections: Reports, for indexing intelligence reports into Intellofax; Book, for cataloguing books; and Periodicals, for indexing finished intelligence and periodicals and for <sup>handling</sup> the clipping service.

\* See Chapter ... , Acquisitions Program

\*\*See Chapter ... , OCR, 1954-67

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In September 1956 the DDI ordered an across-the-board personnel cut, as a result of which OCR (~~the name had changed in 1955~~) had to discontinue several operations that were considered to be of relatively low priority. Among these were ~~several~~ <sup>certain</sup> reference services in the Library. To achieve a more effective utilization of manpower, OCR was reorganized on 1 November, and parts of the Library and LD, plus the Classification Control Staff, were regrouped into a new Document Division (DD). This change placed the coding and dissemination functions in the same <sup>Division</sup> ~~place~~. Management had considered adding the dissemination function to the Library but had decided that this would make the Library too unwieldy. The shift of duties and personnel left the Library with a T/O of 141 and stripped it of the distinction of being the largest single Division in OCR.

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In August 1957 Dr. Andrews resigned from the Agency. His successor, Paul Borel, immediately set out to evaluate the recommendations of the Library Consultants in order to have a sound basis for making decisions on them. Examining the Consultants' Report in detail, he found that several basic questions could be identified and set up 16 Task Teams to deal with these problems. Most of the Teams were chaired by OCR personnel, and 37 of the Team members were OCR employees. Other Agency offices contributed the services of more than 30 of their employees as Team members. ~~Nxxxxxf~~  
~~the Task Teams dealt with aspects of Library~~

Twelve of the 16 Teams dealt with Library operations; the others with general topics, such as training and customer relations. Three of the 12 that concerned the Library were directed toward acquisitions and publications procurement and will not be discussed in this chapter.

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for the two projects to [redacted]. The DCI authorized the increased expenditure in October 1952. <sup>4/</sup>

\*  
Beginning with the March 1952 issue, and as a product of the CIA sponsored project, the MIRA was expanded from two to four parts and with the increased FY 1953 budget, LC added a subject index of monographs. (~~see Figure 1~~)

Under the agreement to convert the Slavic Union Catalog from author to subject approach, the CIA Library received <sup>increments</sup> a set of the subject ~~card~~ catalog which was henceforth known as the Cyrillic Subject Union Catalog (CSUC). <sup>\*\* (all branches of the library assisted in)</sup> In 1956 the CIA Librarian as Project Officer <sup>advised</sup> terminated the CSUC project. In listing his reasons he stated that he believed it was more important to announce the availability of publications (in the MIRA) than to build up a fully cataloged set of cards. Termination of the CSUC permitted LC to transfer nine positions to the MIRA staff, which needed relief because of an increase in receipts of USSR publications. <sup>5/</sup>

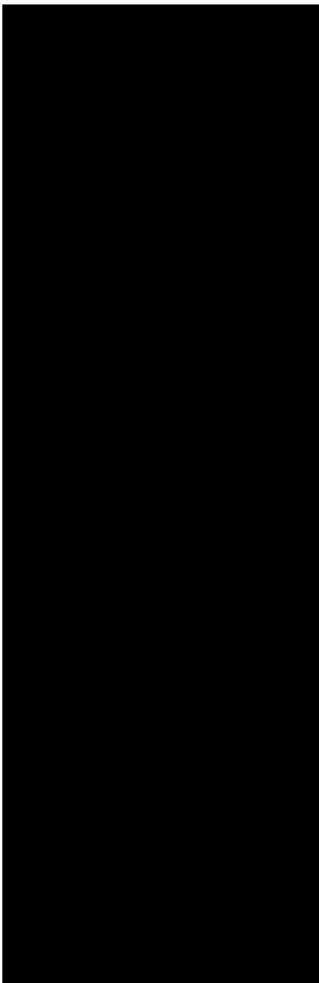
\* A copy of a 1952 MIRA is on file in CRS Historical File- CIA Library 1952.

\*\* These CSUC cards were augmented in 1954 ~~in 1952~~ by cards which the CIA Library received from the Army G-2 Library, the Air Force ATIC Library, the National Central Library in London and the Armed Forces Medical Library on Slavic materials in their libraries. This ~~catalog~~ <sup>catalog</sup> became known as the IAC Union Catalog in the CIA Library. <sup>concerning</sup> The did not work successfully, however, because of variations in cataloging practices and the resultant incompatibility of cards for filing purposes. <sup>5/</sup> The project stopped in 1956.

- 3/ Memo from AD/CD to DD/I, DD/A, CIA Comptroller, 13 Aug 52. sub: Additional Support Requested by the Library of Congress for the Monthly List of Russian Accessions and the Slavic Union Catalog. C. (in File Library 1952 Job 58-98/1)
- 4/ Ltr, AD to Librarian of Congress, 27 Oct 52. C. (in File Library 1952 Job 58-98/1)

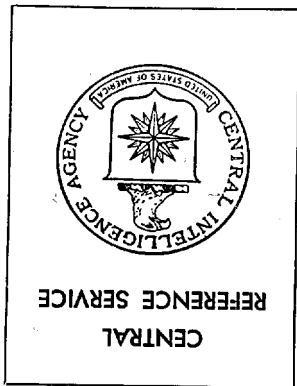
trying to get info that people by [redacted]

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25X1A1a Funding by the Agency for the MIRA rose to a peak of almost  
 25X1A1a [redacted] by FY 1962. By the latter date, the Agency secured  
 the financial participation of the National Science Foundation (NSF)  
 and the <sup>LC</sup> Library of Congress itself. CIA costs then stabilized  
 25X1A1a at the [redacted] level.

25X1A1a In 1959, CIA, through OCR, began support to a companion  
 25X1A1a publication, the East European Accessions Index (EEAI), published  
 by <sup>LC</sup> LC since 1952. Costs for the EEA1 were [redacted] in FY 1959, rising to  
 [redacted] was received from NSF.

25X1A5a1 During a routine audit of OCR by representatives of the  
 General Accounting Office (GAO) in 1961, the question of the propriety  
 of CIA/OCR sponsorship of the two publications was raised. Paul  
 Bobel, AD/CR at the time, called on the Agency's Central Advisory Group  
 (CRAG) and the members of the USIB Committee on Documentation (CODIB) to  
 survey the usefulness of the two publications. NSF and ~~the~~ LC hired  
 an outside consultant, [redacted], to determine <sup>the</sup> character and degree of use of the <sup>6/</sup> MIRA and the EEA1.

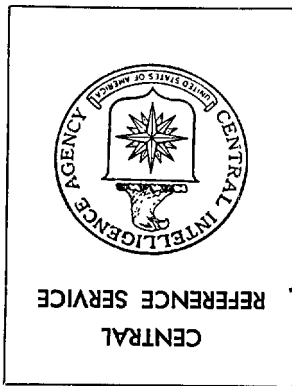
In late 1961 CIA stopped its support of the EEA1 and <sup>LC</sup> LC ceased  
 its publication. As financial pressure continued to build up on CIA  
 in the ensuing 1960's, the priority importance of the support to MIRA  
 continued to drop. OCR felt that access to Russian publishing had vastly  
 improved compared with the early 1950's, and intelligence users were no  
 longer making substantial use of the MIRA.

6/ A Study of the Use of the Monthly Index of Russian Accessions and  
 The East European Accessions Index by Saul Herner, March 1961  
 (in File Library of Congress 1957-67 Job 67-515/1)

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