

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 6

New Library Procedures

1. All ORD personnel are advised that the following new Library procedures and regulations, as stated below, will become effective immediately:

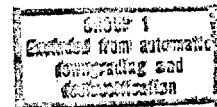
- (a) All periodicals will be filed in the Library. Anyone who wishes to read them may come to the Library, or request that a particular issue(s) be sent to them on loan.
- (b) The Library will start to take the Wall St. Journal, the current issue of which will remain in the Library at all times for reference.
- (c) All books being requested will come into the ORD Library and will be forwarded by the Librarian to the person who has ordered it, with a note citing due date of return.
- (d) Library requests will go directly to the ORD Librarian; additional required routing will be handled by her.
- (e) The Cost Center Number will be 6125 on all library requests, excluding requests for non-chargeable documents (X, N, and AD types, etc.) or reproduced articles from books and periodicals.
- (f) Library will keep one copy of Form 1395 on all requests in Library for reference.
- (g) Library will maintain a running account of funds committed by each Division and this accounting is available upon request.
- (h) Personnel ordering books and documents are requested to include all the information available to them on the prepared Form 1395. This will help to insure the identification and location of the publication, and will also decrease the time between request and receipt of the publication.

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Administrative Officer  
Office of Research and Development

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