

**U.S. ARMY MEDICAL COMMAND LIBRARY ANNUAL REPORT FY \_\_\_\_\_**

For use of this form, see AR 40-3; the proponent agency is the OTSG

**REQUIREMENT  
CONTROL SYMBOL  
MED-402**

**SECTION I - LIBRARY PROFILE**

1. DOD ACTIVITY ADDRESS CODE (DODAAC)		2. LIBRARY STANDARD ADDRESS NUMBER		3. LIBRARY PROPERTY ACCOUNT NUMBER			
4. LIBRARY TYPE (A - Academic/School; C - Consolidated; M - Medical/Health Sciences/Research; T - Technical/Special; G - General/Post)				5. LIBRARY NAME/ADDRESS			
6. TELEPHONE DSN: _____ COMMERCIAL: _____		7. FAX DSN: _____ COMMERCIAL: _____					
8. INTERNET ADDRESSES OF STAFF							
9. LIBRARY STAFF: ENTER NUMBER, GS-SERIES (1410, 1411, 1412, ETC.) AND RATING FOR THE FOLLOWING CATEGORIES AT CLOSE OF THE FY (Example: 2 GS-1410-11).							
a. FULL-TIME EQUIVALENT EMPLOYEES (FTE)		b. PART-TIME EMPLOYEES		c. ASSIGNED MILITARY			
d. OTHER (Specify Contract, NAF, etc.)				e. VACANT POSITIONS (Specify FTE or Part-Time)			
10.	SERVICE UNITS/FACILITIES	NUMBER	NUMBER OF HOURS OPEN WEEKLY (Staffed)	TOTAL ATTENDANCE ANNUALLY	NET AREA IN SQ. FT. ASSIGNED TO LIBRARY	TOTAL LINEAR FT. OF SHELVING COLLECTION	SEATING CAPACITY
	a. MAIN LIBRARIES						
	b. BRANCH LIBRARIES						
c. LIST LIBRARY HOURS (Indicate Customer Hours and Non-Customer Hours Per Week)			d. AFTER HOURS ACCESS (If Yes, How?) <input type="checkbox"/> YES <input type="checkbox"/> NO				
e. ACCREDITATION OF LIBRARY OR PARENT ORGANIZATION (Name of Accrediting Body)					<input type="checkbox"/> YES <input type="checkbox"/> NO		

**SECTION II - COLLECTION AND EXPENDITURES**

11.	COLLECTION	NUMBER OF VOLUMES			COLLECTION	NUMBER
		PRINT	MICROFORM	ELECTRONIC		
a. SHELFLISTED BOOKS	c. CURRENT SUBSCRIPTIONS PURCHASED FOR THE LIBRARY					
	d. CURRENT SUBSCRIPTIONS PURCHASED FOR OFFICES THROUGH THE LIBRARY (If applicable)					
	e. BOOKS PURCHASED IN FY					
	f. TECHNICAL REPORTS					
b. PERIODICAL HOLDINGS	g. OTHER MATERIALS					
	h. AUDIOVISUAL (AV) MATERIALS					

12. NUMBER OF ACTIVE INDEFINITE LOAN COLLECTIONS	a. ITEMS ON LOAN	b. BOOKS PURCHASED IN FY	
13. BUDGET EXPENDITURES	AMOUNT	BUDGET EXPENDITURES	AMOUNT
a. BOOKS		h. PRESERVATION/BINDING	
b. PERIODICALS		i. FURNISHINGS, EQUIPMENT	
c. COMMERCIAL ELECTRONIC MEDIA <i>(Do not include hardware)</i>		j. COMPUTER HARDWARE, SOFTWARE, SUPPLIES	
d. MICROFORM MATERIALS		k. BIBLIOGRAPHIC UTILITIES, NETWORKS, CONSORTIA	
e. AUDIOVISUALS		l. CONTRACT COSTS	
f. OTHER		m. CIVILIAN SALARIES <i>(Include Benefits)</i>	
		n. CONTRACT EMPLOYEE SALARIES	
		o. TRAINING COSTS	
		p. OTHER	
g. TOTAL <i>(a. - f.)</i>		q. TOTAL <i>(h. - p.)</i>	
<b>SECTION III - LOAN TRANSACTIONS, SERVICES, AND NETWORK PARTICIPATION</b>			
14. NUMBER OF TRANSACTIONS MADE IN DIRECT CIRCULATION AND RESHELVING OF MATERIALS FOR THE FY	15. INTERLIBRARY LOANS <i>(ILL)</i>		
	a. NUMBER BORROWED IN FY	b. NUMBER LOANED IN FY	
16. LIST ILL SYSTEMS/DOCUMENT DELIVERY SERVICES USED			
17a. TABLES OF CONTENTS SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	17b. NUMBER DISTRIBUTED	18a. SELECTIVE DISSEMINATION OF INFORMATION SERVICES <input type="checkbox"/> YES <input type="checkbox"/> NO	18b. NUMBER OF PROFILES MAINTAINED
19. OUTREACH SERVICES <i>(Clinical Medical Librarianship/LATCH, Regional Services, etc.)</i> EXPLAIN.			
20. NUMBER OF LIBRARY USE ORIENTATIONS/LIBRARY INSTRUCTION		21. OTHER SERVICE ACTIVITIES <i>(Specify)</i>	
22. NUMBER OF REFERENCE TRANSACTIONS	23. HAS A LIBRARY NEEDS ASSESSMENT OR CUSTOMER SURVEY BEEN DONE IN THE LAST 3 YEARS? <i>(Attach a copy of the Survey to this Report)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO		
24. IDENTIFY NETWORKS/COOPERATIVE ARRANGEMENTS/CONSORTIA YOU ACTIVELY USE <i>(Local/State/Regional/Federal)</i>			
<b>SECTION IV - ONLINE SERVICES/AUTOMATION</b>			
25. LIST DATABASES <i>(Bibliographic and Full-Text)</i> AVAILABLE FOR USE BY THE LIBRARY'S CLIENTELE			
26. IDENTIFY DATABASE SYSTEMS AVAILABLE THROUGH THE LIBRARIAN <i>(Staff-Mediated Searching)</i>			
27. NUMBER OF STAFF-MEDIATED SEARCHES FOR THE LIBRARY'S CLIENTELE			
a. ONLINE SEARCHES	b. CD-ROM SEARCHES	c. OPAC AND OTHER IN-HOUSE DATABASE SEARCHES	
28. NUMBER OF SEARCHES BY LIBRARY'S CLIENTELE <i>(If available)</i>			
a. ONLINE SEARCHES	b. CD-ROM SEARCHES	c. OPAC AND OTHER IN-HOUSE DATABASE SEARCHES	
29. ARE DATABASES NETWORKED FOR SIMULTANEOUS ACCESS BY MULTIPLE USERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	30. CAN THE NETWORK BE ACCESSED FROM OUTSIDE THE INSTITUTION? <input type="checkbox"/> YES <input type="checkbox"/> NO		

31. LIST EXPERT KNOWLEDGE SYSTEMS AVAILABLE <i>(Decision Support Software)</i>		
32. NAME OF INTEGRATED LIBRARY SYSTEM <i>(ILS)</i>	33. IS ILS ACCESSIBLE FROM REMOTE LOCATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
34. ILS MODULES USED		
<input type="checkbox"/> ACQUISITIONS <input type="checkbox"/> AUTHORITY CONTROL <input type="checkbox"/> CIRCULATION <input type="checkbox"/> INTERLIBRARY LOAN <input type="checkbox"/> ONLINE PUBLIC ACCESS CATALOG <i>(OPAC)</i> <input type="checkbox"/> SERIALS CONTROL <input type="checkbox"/> OTHER <i>(Specify)</i>		
35. ADP EQUIPMENT		
a. NUMBER OF FILESERVERS LOCATED IN THE LIBRARY	b. NUMBER OF MICROCOMPUTERS/WORKSTATIONS	
c. NUMBER OF TERMINALS	d. NUMBER OF PRINTERS	
e. OTHER <i>(Specify)</i>		
36. NUMBER OF PHOTOCOPIERS IN LIBRARY	37. NUMBER OF FAX MACHINES IN LIBRARY	38. NUMBER OF MICROGRAPHIC EQUIPMENT <i>(Readers/Printers)</i>
<b>SECTION V - NARRATIVE</b>		
39. NARRATIVE		
40. ANNUAL REPORT PREPARED BY <i>(Name/Series-Grade or Rank)</i>		41. DATE <i>(YYYYMMDD)</i>