

5 FAM 1420 STATE DEPARTMENT LIBRARY PUBLICATION ACQUISITIONS

(TL:IM-26; 07-31-1998)

5 FAM 1421 CENTRAL COLLECTION

5 FAM 1421.1 Purchase

(TL:IM-15; 1-31-95)

Each year the Library develops an acquisition plan for foreign and domestic books, periodicals, newspapers, and official documents, based on the estimated needs of the Department. The Library follows the plan within the range of available funds.

5 FAM 1421.2 Gift and Deposit

(TL:IM-26; 07-31-1998)

The Library receives domestic and foreign publications as gifts, *and* through legal deposit. From these publications, the Library selects appropriate publications for addition to the collection.

5 FAM 1422 BUREAUS AND OFFICES

(TL:IM-15; 1-31-95)

a. Bureaus and offices that requisition books, periodicals, and newspapers through the Library for their exclusive use shall provide funds for their acquisition.

b. All publications purchased with Departmental funds are the property of the Department of State. After their initial use, bureaus and offices should contact the Department Library for review and possible retention of publications in the Library. Normally, the Library is not interested in publications which discuss routine Department administrative business. In addition, the following type of publications are not needed by the library:

- (1) Newspapers;
- (2) Single issues of periodicals;
- (3) English language dictionaries, grammar handbooks, guides for secretaries, etc.;

(4) Fiction, poetry, medical books, and other publications unrelated to the mission of the State Department; and

(5) Old atlases, directories, and almanacs.

5 FAM 1423 CATALOGING OF LIBRARY HOLDINGS

(TL:IM-15; 1-31-95)

All publications that are added to the central library collection are catalogued by Library personnel and analyzed for subject contents. Library personnel should record the publications in a general reference catalog.

5 FAM 1424 THROUGH 1429 UNASSIGNED