U.S. ARMY MEDICAL COMMAND LIBRARY ANNUAL REPORT FY _____

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

REQUIREMENT CONTROL SYMBOL MED-402

SECTIONI - LIBRARYPROFILE

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	7. FAX
DSN: COMMERCIAL:	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?)* ☐ YES ☐ NO

e. ACCREDITATION OF LIBRARY OR PARENT ORGANIZATION *(Name of Accrediting Body)* ☐ YES ☐ NO

SECTIONII - COLLECTIONAND EXPENDITURES

11. COLLECTION	NUMBER OF VOLUMES			COLLECTION	NUMBER
	PRINT	MICROFORM	ELECTRONIC	c. CURRENT SUBSCRIPTIONS PURCHASED FOR THE LIBRARY	
a. SHELFLISTED BOOKS				d. CURRENT SUBSCRIPTIONS PURCHASED FOR OFFICES THROUGH THE LIBRARY *(If applicable)*	
				e. BOOKS PURCHASED IN FY	
b. PERIODICAL HOLDINGS				f. TECHNICAL REPORTS	
				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	
		i. FURNISHINGS, EQUIPMENT	
b. PERIODICALS		j. COMPUTER HARDWARE, SOFTWARE, SUPPLIES	
		k. BIBLIOGRAPHIC UTILITIES, NETWORKS, CONSORTIA	
c. COMMERCIAL ELECTRONIC MEDIA *(Do not include hardware)*		l. CONTRACT COSTS	
		m. CIVILIAN SALARIES *(Include Benefits)*	
d. MICROFORM MATERIALS		n. CONTRACT EMPLOYEE SALARIES	
		o. TRAINING COSTS	
e. AUDIOVISUALS		p. OTHER	
f. OTHER			
g. **TOTAL** *(a. - f.)*		q. **TOTAL** *(h. - p.)*	

SECTION III - LOAN TRANSACTIONS, SERVICES, AND NETWORK PARTICIPATION

14. NUMBER OF TRANSACTIONS MADE IN DIRECT CIRCULATION AND RESHELVING OF MATERIALS FOR THE FY	15. INTERLIBRARY LOANS *(ILL)*	
	a. NUMBER BORROWED IN FY	b. NUMBER LOANED IN FY

16. LIST ILL SYSTEMS/DOCUMENT DELIVERY SERVICES USED

17a. TABLES OF CONTENTS SERVICE	17b. NUMBER DISTRIBUTED	18a. SELECTIVE DISSEMINATION OF INFORMATION SERVICES	18b. NUMBER OF PROFILES MAINTAINED
☐ YES ☐ NO		☐ YES ☐ NO	

19. OUTREACH SERVICES *(Clinical Medical Librarianship/LATCH, Regional Services, etc.)* EXPLAIN.

20. NUMBER OF LIBRARY USE ORIENTATIONS/LIBRARY INSTRUCTION	21. OTHER SERVICE ACTIVITIES *(Specify)*

22. NUMBER OF REFERENCE TRANSACTIONS	23. HAS A LIBRARY NEEDS ASSESSMENT OR CUSTOMER SURVEY BEEN DONE IN THE LAST 3 YEARS? *(Attach a copy of the Survey to this Report)* ☐ YES ☐ NO

24. IDENTIFY NETWORKS/COOPERATIVE ARRANGEMENTS/CONSORTIA YOU ACTIVELY USE *(Local/State/Regional/Federal)*

SECTION IV - ONLINE SERVICES/AUTOMATION

25. LIST DATABASES *(Bibliographic and Full-Text)* AVAILABLE FOR USE BY THE LIBRARY'S CLIENTELE

26. IDENTIFY DATABASE SYSTEMS AVAILABLE THROUGH THE LIBRARIAN *(Staff-Mediated Searching)*

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 *(If available)*

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? ☐ YES ☐ NO	30. CAN THE NETWORK BE ACCESSED FROM OUTSIDE THE INSTITUTION? ☐ YES ☐ NO

31. LIST EXPERT KNOWLEDGE SYSTEMS AVAILABLE *(Decision Support Software)*

32. NAME OF INTEGRATED LIBRARY SYSTEM *(ILS)*	33. IS ILS ACCESSIBLE FROM REMOTE LOCATIONS? ☐ YES ☐ NO

34. ILS MODULES USED

☐ ACQUISITIONS ☐ AUTHORITY CONTROL ☐ CIRCULATION

☐ INTERLIBRARY LOAN ☐ ONLINE PUBLIC ACCESS CATALOG *(OPAC)* ☐ SERIALS CONTROL ☐ OTHER *(Specify)*

35. ADP EQIUPMENT

a. NUMBER OF FILESERVERS LOCATED IN THE LIBRARY	b. NUMBER OF MICROCOMPUTERS/WORKSTATIONS
c. NUMBER OF TERMINALS	d. NUMBER OF PRINTERS

e. OTHER *(Specify)*

36. NUMBER OF PHOTOCOPIERS IN LIBRARY	37. NUMBER OF FAX MACHINES IN LIBRARY	38. NUMBER OF MICROGRAPHIC EQUIPMENT *(Readers/Printers)*

SECTIONV - NARRATIVE

39. NARRATIVE

40. ANNUAL REPORT PREPARED BY *(Name/Series-Grade or Rank)*	41. DATE

Appendix C
Preparation of DA Form 7397–R (U.S. Army Medical Command Library Annual Report FY___)

C–1. Purpose

a. The purpose of the data on DA Form 7397–R is to determine the status of the command's libraries and information centers operations; to support assessment of the command's libraries and information centers; and to provide a baseline for benchmarking, trend analysis, and management decision-making for the USAMEDCOM Library Program.

b. DA Form 7397–R, summarizing the data from the FY, will be prepared for each library property account. Submit the DA Form 7397–R annually by 31 October to the Commander, USAMEDCOM (MCHO-CL), 2050 Worth Road, Fort Sam Houston, TX 78234–6010.

c. All questions should be answered. If an individual item does not apply, enter NA (not applicable).

d. If an estimate is given in lieu of exact data, indicate this by enclosing the entry in brackets [ ].

e. Data items are self-explanatory except as noted below.

C–2. Data to be entered

a. *Section I—Library profile.*

(1) *Item 1.* DOD Activity Address Code (DODAAC). Medical libraries have an assigned DODAAC for property accountability instead of property account serial numbers.

(2) *Item 2.* Library standard address number. This number is available for each Army library. Each library is assigned a number. This number is not the same as the library identifier (LIBID) assigned by the NLM.

(3) *Item 3.* Library property account number. This is the identifying serial number assigned to a library or technical processing center. USAMEDCOM general libraries are assigned a library property account number rather than a DODAAC.

(4) *Item 4.* Library type. Enter the appropriate library type code(s). If a consolidated library, explain types of libraries involved in consolidation/merger in Section V, Narrative.

(5) *Item 9.* Library staff. Report the number, GS-series and rating of full-time equivalent employees, part-time employees, assigned military, other (specify NAF, contract, etc.), and vacant positions as of 30 September.

(6) *Item 10.* Service units/facilities.

(a) *Number of hours open weekly (staffed).* This is the number of hours that the library is staffed by an employee of the library.

(b) *Total attendance annually.* The easiest way to estimate attendance is to do a random sample several times a year. Choose a week at various times of the year and record the number of people using the library. Take an average of the number of weeks counted and multiply by 52 to get the annual count.

(c) *Net area in square feet assigned to library.* This is the total space allocated to accomplish the library's mission in square feet. It consists of the sum of all areas on all floors of the buildings that have been assigned to or are used for library functions. It includes space for readers and reading areas; bookstack and related storage areas for the book collections, audiovisual materials, and other materials; working spaces for staff and space for services to users.

(d) *Total linear feet of shelving collection.* The total amount of shelving available for the library materials is determined by adding the length, in feet, of all of the shelves in the bookstack sections and other materials sections. Only the shelves used for shelving the collection should be counted. It does not include shelves for materials-in-process, such as the technical services area, staging or storing shelves in the circulation area, or shelves for indefinite loan libraries in office areas, etc.

(e) *Seating capacity.* This is the number of seats available for the library customers.

(f) *Item 10a.* Main libraries. This is the central library.

(g) *Item 10b.* Branch libraries. These are administered from the main library and are not autonomous. They are characterized by the following: Quarters separate from the main library, a permanent collection of materials, a permanent staff provided by the main library or organization of which the library is a part, and a regular schedule for opening.

(h) *Item 10c.* List library hours. List the hours of operation, for example, Monday-Friday, weekends, and holidays. Indicate number of customer hours and non-customer hours per week. Use the nearest whole hour; omit fractions.

(i) *Item 10d.* After-hours access. If yes, indicate method of access: AOD, key, badge, etc.

(j) *Item 10e.* Accreditation of library or parent organization. Most USAMEDCOM libraries, including the patients' libraries, should indicate accreditation by the JCAHO. This accreditation comes from the accreditation of the hospital. General libraries, the AMEDD C&S Stimson Library, and the USACHPPM Library are not accredited by the JCAHO, but may be accredited by other agencies. Spell out the name of the agency; do not use acronyms.

b. *Section II—Collection and expenditures.*

(1) *Item 11.* Collection. In the appropriate column, report the total number of volumes/volume equivalent of shelflisted books and periodicals in print, microform, and electronic format. Collection definitions are as follows:

(a) *Volumes.* A physical printed unit contained in one binding/portfolio, hardbound or paperbound, that has been cataloged, classified, and made ready for use.

(b) *Volume equivalent.* The paper equivalent in another medium, such as microform or compact disk.

(c) *Periodical volume.* The publisher's volume (that is, the unit established by the publisher as a volume). A periodical volume may or may not correspond to 1 year's issue of a title; for example, the Journal of the American Medical Association, v.430 and 431, are two periodical volumes.

(d) *Electronic volume.* Machine readable serials, monographs, or databases in electronic form, such as compact disk, magnetic disk, or magnetic tape which are designed to be processed by a local computer (for example, CD-ROM subscriptions to individual electronic journals or books). Do not include titles in which a floppy disk is included as part of a book or journal. Do not include online products such as OCLC or DIALOG.

(2) *Item 11b.* Periodical holdings. This includes the total number of volumes.

(3) *Item 11e.* Books purchased in FY. This includes the total number of books purchased for the library collection, but excludes the books purchased for indefinite loan collections reported in Item 12b.

(4) *Item 11g.* Other materials. Include all other types of materials not included in any of the other previously reported categories, such as manuscripts, etc. Specify type(s) of material in Section V, Narrative.

(5) *Item 11h.* Audiovisual (AV) materials. Specify type(s) of material in Section V, Narrative.

(6) *Item 12.* Indefinite loan collections. This includes materials which are a part of the library collection, but are located outside the main library on semi-permanent/indefinite loan. Report the number of active accounts, number of items on loan, and the number of books purchased or processed for indefinite loan collections in the FY.

(7) *Item 13.* Budget/expenditures.

(a) *Item 13a.* Books. Report expenditures for books, pamphlets, reports, documents, etc. Include rental collections. The cost of materials provided from centrally-held funds (for example, book kits) should not be included.

(b) *Item 13b.* Periodicals. Report expenditures for current subscriptions in the FY.

(c) *Item 13c.* Commercial electronic media. Report expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs and magnetic tapes/disks that are designed to be processed by a computer, for example, MEDLINE or reference tools on CD-ROM, tape, or disk. Do not include hardware. Exclude expenses for library system software and microcomputer software used only by the library staff (reported in Section II, 13i).

(d) *Item 13d.* Microform materials. Report expenditures for materials that have been photographically reduced in size for storage and protection purposes.

(e) *Item 13e.* Audiovisuals. If cataloged and incorporated into the library's collection, include all materials which are produced to be viewed and/or heard through the use of special equipment. This does not include computer/electronic media files or printed material photographically reduced in microform. Local policy may dictate that the library does not control/maintain audiovisuals.

(f) *Item 13f.* Other. Report expenditures for other materials not reported in above categories.

(g) *Item 13h.* Preservation/binding. Report expenditures for the binding, rebinding of any library materials, printing costs, etc.

(h) *Item 13i.* Furnishings, equipment. Report costs for purchase, rentals, and maintenance of all other furnishings and equipment, except computer and preservation equipment. This includes audiovisual equipment, equipment used with microforms, and extraordinary non-recurring equipment expenditures.

(i) *Item 13j.* Computer hardware, software, supplies. Report expenditures from the library budget for computer hardware and software used to support library operations, whether purchased or leased. Include expenditures for maintenance. Exclude commercial electronic media (CD-ROMs, magnetic tapes/disks) that are designed to be processed by a computer.

(j) *Item 13k.* Bibliographic utilities, networks, consortia. Include dues, fees, and operating expenses (not reference-related expenses).

(k) *Item 13l.* Contract costs. Report expenditures for contracts with library and non-library agencies. Do not include expenditures for computer contracts or for any contracted services already reported (books, subscription services). Include interagency and cooperative costs. Include FEDLINK, DIALOG, BRS, etc., if procured by contract.

(l) *Item 13m.* Civilian salaries, include benefits. This information is available from local resource management offices.

(m) *Item 13n.* Contract employee salaries. This information is available from local resource management offices.

(n) *Item 13o.* Training costs. This includes TDY, training, conferences, etc. Includes tuition, books, travel, and per diem costs. This figure can be obtained from TDY orders of DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement).

c. *Section III—Loan transactions, services, and network participation.*

(1) *Item 14.* Number of transactions made in direct circulation and reshelving of materials for the FY-annual circulation. Includes all materials checked out plus those reshelved (presumably, after use in the library) as well as the routing of periodicals to users outside the library/information center. Do not count materials loaned to indefinite loan collections (reported in Section II, 12) or loaned to other libraries on interlibrary loan (reported in Section III, 15b). A daily count need not be maintained if a random sample accurately reflects the data.

(2) *Item 15.* Interlibrary loans (ILL). These are library materials received (borrowed) by the library or loaned to other libraries in response to a specific title, author, or subject request. Rental collection transactions are not included.

(3) *Item 16.* List ILL systems/document delivery services used. Examples are OCLC, DOCLINE, Carl Uncover, Information on Demand, British Library Document Supply Centre, etc.

(4) *Item 17.* Tables of contents service. This includes scanning and/or routing tables of contents and the number distributed. Calculate the number distributed by multiplying the frequency the journal is published times the number of users to whom it is routed.

(5) *Item 18.* Selective dissemination of information services. Includes current awareness searches and repetitive, structured bibliographies (manual or online) done for library users in areas of broad and specific interest and the number of profiles maintained. Report the number of profiles maintained not the total number performed annually which is reported in Item 27.

(6) *Item 19.* Outreach services (clinical medical librarianship/literature attached to charts, regional services, etc.). Explain the library services provided to customers within and outside the primary facilities served.

(7) *Item 22.* Number of reference transactions. These are transactions which call for professional library staff skill in locating and supplying information from inside or outside sources, analysis or interpretation of literature, selection and assemblage of library materials to answer an inquiry, and/or acting as a clearinghouse for referrals to other expert sources. These transactions may involve, but are not limited to, extensive research. Do not include reference transactions involving only online/CD-ROM/OPAC searches (reported in Section IV, 27a–c).

(8) *Item 24.* Identify networks/cooperative arrangements/consortia actively used (local/State/regional/Federal). Medical libraries report by region number and name of servicing regional medical library (for example, the National Network of Libraries of Medicine, AMEDD MEDLI-NET, FEDLINK, OCLC, DTIC, etc.).

d. *Section IV—Online services/automation.*

(1) *Item 25.* List databases available for use by the library's clientele, (for example, online, CD-ROM products, and the Internet such as the NLM/Grateful Med, MEDLINE on CD-ROM (including vendor's name), Information Access Company-Health Reference Center on CD-ROM/WWW, etc.).

(2) *Item 26.* Identify database systems available through the librarian (staff-mediated searching). Database retrieval services via online, CD-ROM, and the Internet such as NLM/MEDLARS, DIALOG, OVID Technologies MEDLINE (CD-ROM and/or WWW), Information Access Company-Health Reference Center (CD-ROM and/or WWW), etc.

(3) *Item 27.* Number of staff-mediated searches for the library's clientele. Count includes all online access points (that is, each database searched). If you are using online services from another library, note which library is providing this service in the Section V, Narrative.

(4) *Item 28.* Number of searches by library's clientele. A daily count need not be maintained if a random sample accurately reflects the data.

(5) *Item 31.* List expert knowledge systems available (decision support software) such as ADAM and ILIAD.

e. *Section V—Narrative.* Use this section for amplification of library activity, accomplishments, etc., during the report period. Cover the following areas: personnel changes, facility improvement, library initiatives, and goals and objectives.

Appendix D
Management Control Evaluation Checklist

D–1. Function
The function covered by this checklist is Medical, Dental, and Veterinary Care.

D–2. Purpose
The purpose of this checklist is to assist in evaluating the key management controls listed below. It is not intended to address all controls.

D–3. Instructions
Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, interviewing, sampling, or simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2–R (Management Control Evaluation Certification Statement).

D–4. Test questions
a. *The Army Organ Transplant and Organ/Tissue Donation Programs.* Processes for organ and tissue donation are reviewed at the triennial JCAHO review with the standards outlined in the current JCAHO manual.

(1) Did the MTF commander ensure compliance with the DOD and Army policy on organ and tissue donation?

(2) Did the MTF commander—in collaboration with the Chief, Army Organ Transplant Service—ensure that staff as well as patient education regarding organ donation was provided at each MTF?

(3) Was an MOA established with the local OPO that addressed—

(a) The mandatory notification to the OPO of potential donors.

(b) That the OPO will obtain consent.

(c) That recovery services are performed according to the 1986 update of the Uniform Anatomical Gift Act and this regulation, and

(d) That efforts were made to include the local OPO in the education process of both staff and patients?

(4) Were voluntary MOAs established with the MTCs and local OPOs to implement the military donor system?

(5) Did all AD personnel that became living organ donors meet all criteria outlined and was approval obtained from the commanding officer and the OTSG?

(6) Were MTF policies established that met the standards for the procuring and donation of organs and other tissue as outlined in current JCAHO standards?