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CHAPTER 6. Literature Selection and Procurement

6-1 ACQUISITION RESPONSIBILITY. The Library is responsible for selecting and acquiring library materials to anticipate and meet the requirements of HUD and its constituency. The Library obtains both free and purchased books, reports, documents, and serial publications for its collections. In addition, all books and subscriptions for use and retention as working tools in HUD Headquarters offices are acquired and controlled by the Library through the Retained Loan program. (See paragraph 3-7.) Both Retained Loan materials and publications in the Library's collections are purchased with funds provided in the budget of the Office of Administrative and Management Services. Training materials and quantity orders of publications for further distribution are not covered by this arrangement.

The HUD Library will annually verify each Office's continuing need to renew subscriptions and/or retain currently held materials.

Funding and ordering of materials for HUD Field Offices are handled through Field Offices. (See also paragraph 8-1.)

HUD Staff, who, in their official capacity, receive publications, or who attend meetings at which proceedings and other publications are distributed, are asked to send these to the Library to be given Government property stamps and be identified in the Library's catalog. These materials will be loaned back to the contributor, if desired. Training materials are excluded from this procedure.

6-2 REQUESTING MATERIALS. All requests by HUD Headquarters staff to acquire publications for official use must be directed to the Headquarters Library in writing.

All requests for Retained Loans are to be submitted to the HUD Library on Form HUD-21019, available on the HUDMENU under Office Systems, HUD Forms, and signed by the appropriate Authorized Requesting Official. Approval to purchase Retained Loan materials is granted by the Government Technical Representative for the Library. Retained Loan subscriptions will be sent by the publishers directly to the borrowers. Retained Loan books will be sent first to the Library, where they will be marked with Government property stamps and charged out to the requesting offices. Retained Loan publications may be kept in individual offices as long as they are needed. Recipients are asked to return materials they no longer need to the Library.

- 6-3 GIFTS. The Library obtains free publications from a variety of sources including organizations concerned with housing issues and government agencies. HUD is a Depository Library for HUD Inspector General Audit Reports and for selected Federal informational materials from the Government Printing Office, including GPO Access online database.
- 6-4 HUD PUBLICATIONS AND HUD-SPONSORED REPORTS. Copies of all HUD publications and technical reports prepared under HUD contracts or grants should be sent for processing and permanent retention in the Headquarters Library. This requirement should be made a part of all HUD contracts and grants.