
CHAPTER 8. Services to Field Offices

- 8-1 SERVICES TO FIELD OFFICE PERSONNEL. The HUD Headquarters Library provides assistance in library matters to HUD Field Offices via designated library liaison contacts. On request of the Government Technical Representative, the Library staff will provide instructions for Field participation in Department-wide consolidated orders for publications or Government documents.

The staff will also provide requested technical advice to Field Office personnel with library-related responsibilities concerning the functions of ordering, control, and/or disposition of books, documents, periodicals and other library materials. Technical assistance provided by the Library may also include guidance on moving or disbanding Field libraries; recommendations on ways to conserve time, money, and personnel in the performance of library-related functions; and identification of titles of publications to be retained in core library collections when large general collections are disbanded. Since basic responsibility for Field library services is based in the Field Offices, the Library's role is advisory only.

- 8-2 SPECIFIC SERVICES. The following specific services may be requested by HUD Field Offices from the HUD Headquarters Library:

Loan of circulating publications in the collection
Duplication of microfiche in the collection
Photocopying of brief articles or legal references
Advice on obtaining material locally via interlibrary loan
Database searches
Response to reference questions
CONQUEST reports and maps
Distribution of surplus copies of selected material from the Headquarters collection
Distribution of Recent Library Acquisitions twice a month (a listing of the Library's newly-received publications by primary subject)
Telephone consultation to provide technical advice and assistance on library-related matters.