

U.S. Department of Housing and Urban Development
Office of Administration

SPECIAL ATTENTION OF:
Departmental Staff

TRANSMITTAL
Handbook No: 2265.02 REV-2
Issued: March 12, 1996

1. This Transmits Handbook 2265.02 REV-2, Library and Program Information Services.
2. Summary. This revision to Handbook 2265.02 REV-1 reflects changes in Library holdings, telephone numbers, Departmental organizational structure, and current Library practices.

Paragraph 1-4. Telephone numbers are updated, and the Library facsimile machine number is added.

Paragraph 2-9. The revised procedure for handling Freedom of Information (FOIA) requests is described. FOIA requests are received and controlled for the Department by the Executive Secretariat.

Paragraph 3-1. A method by which a HUD employee may pick up material to be checked out to another employee is added.

Paragraph 3-7. The annual Retained Loan survey at Headquarters is identified as the means by which a continuing need for Retained Loans is verified.

Paragraph 5-1. The Library's holdings of legal materials is updated.

Paragraph 5-4. Revised wording clarifies that computer-assisted legal research is performed only by librarians and not directly by HUD employees requesting the research. This reflects budgetary constraints.

Paragraph 7-2. Information on the public catalog is clarified to include resources listed in both the online and card catalogs.

Paragraph 8-1. This discussion reflects changes in HUD's field structure.

ARS: Distribution: W-3-1

2265.02 REV-2

3. Filing instructions:

Remove:

Handbook 2265.02 REV-1
dated April 1988

Insert:

Handbook 2265.02 REV-2
dated

3/96

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U.S. Department of Housing and Urban Development

ADMINISTRATION

Special Attention of: Transmittal Handbook No.: 2265.2 REV-1

Issued: April 18, 1988

1. This Transmits

Handbook 2265.2 REV-1, Library and Program Information Services.

2. Policy Changes and Clarifications

a. Circulation Services

All registered borrowers must present their HUD Library barcoded identification card each time materials are checked out.

A borrower may have a maximum of 20 items charged out at any given time.

Retained Loans may be requested to obtain copies of essential publications for retention by HUD Headquarters staff as working tools at their desks.

The Extended Loan period is reduced from six months to three months.

The Library is a checkpoint for final Departmental clearance when an employee leaves HUD. All lost or damaged materials must be returned or replaced by the borrower before release of the employee's final paycheck.

b. Periodical Routing

Only Departmental Division Directors and higher level staff are eligible to receive periodicals on routing.

c. Photocopying/Microform Copying

The Library's photocopiers and microform reader/printers may be used only for duplicating mission-related materials from the HUD Library collections. A daily maximum of 40 pages may be copied.

d. Program Information Center

The Program Information Center (PIC) has been closed. Program information and publications previously available from PIC may be obtained from the HUD Library in room 8141.

3. Filing Instructions

Remove:

Handbook 2265.2,
dated 9/71

Insert:

Handbook 2265.2 REV-1,
dated 4/18/88

FOREWORD

This Handbook explains the responsibilities, services, and policies of the HUD Library including its program information dissemination function.

The HUD Library was formed in 1967 when the Department of Housing and Urban Development was established by the merger of the Federal Housing Administration, the Public Housing Administration, and the Housing and Home Finance Agency. Library collections from these agencies were combined to form the Departmental Library. Since November 22, 1983, the Library has been managed for the Department by a contractor.

The primary clientele of the Library are HUD staff at Headquarters and in the field. The Library also serves other governmental bodies, local public agencies, libraries, information centers, public interest and consumer groups, neighborhood and tenant associations, the business, industrial, and academic communities, trade and professional associations, foreign institutions, and the general public.