



**Moody Air Force Base
Library
23 FSS/FSDL
Mission Support**

Guidelines for Requesting Materials

- **BE A PARTNER IN THE WISE USE OF AIR FORCE FUNDS!**
- **MAKE SURE PUBLICATIONS ARE MISSION- ESSENTIAL AND THAT MAINTAINING THEM IN YOUR UNIT MAKES THE MOST EFFICIENT USE OF AIR FORCE RESOURCES.**

Mission-Essential

The Air Force defines mission-essential informational resources as publications and services that directly bear on the functions, initiatives, and operations of Air Force agencies and that personnel must have on hand to carry out the installation mission effectively.

Priorities

Needed to meet Air Force or other government body regulatory requirements, initiatives, or inspection requirements. Please identify regulations and directives and provide a copy of pertinent paragraphs.

Priorities

- Used daily to accomplish your mission.
- Used to remain up to date with developments in mission tasking. For example, computing periodicals for the Computer Center.

Priorities

- **All others are not usually funded with library funds.**
- **For more information about defining Mission-Essential Resources, refer to AFI 34-270, paragraph 4.3.**

Periodicals/ Magazines

- **Subscription periods are from July to June or January to December.**
- **90-120 days lead time required for new subscriptions.**
- **Office POC must claim missing issues of periodicals/ magazines by contacting the library POC.**

Periodicals/ Magazines

- **Subscriptions are renewed annually, usually in February.**
- **Requests for popular, common interest periodicals/magazines are usually not procured.**

Books

- **Books should be ordered at least four weeks before needed whenever possible. Rush delivery increases the cost of the book. Please be sure to include all the information available to insure prompt service.**

To Place an Order

- **Contact your unit office account manager (POC) to request materials.**

Online Resources

- NFPA Fire Codes (Limited to Specific Offices)
- ProDemand formerly Mitchell's OnDemand5.com, Medium and Heavy Truck tech data
- Brittanica, GaleNet, Ebsco, Petersons, CultureGrams, Morning Star, Novel List, Gale's Chilton Library.com, GlobalIncidentMap.com

New Office Account

- **To create an office account for your unit, the Commander appoints a primary and an alternate unit POC to be responsible for the unit's office collection.**
- **Refer to Sample Letter of Appointment of Office Account Manager.**

Unit POC

- Initiate and submit justified mission-essential Commercial Publication Request and/or Request for Information Services to the library POC or Director.**

Unit POC

- **Inform the library POC or Director of changes in POC, address, phone number, and unit designations.**
- **Is accountable for mission-essential materials purchased by the library for unit support.**

Unit POC

- **Keep a copy of the address label and/or renewal notice for subscriptions on file as these contain account information needed to track missing issues.**

Unit POC

- **Conduct an Annual Inventory of materials and report results to the library.**
- **Return obsolete or no longer required materials to the library for inventory adjustment.**

Library POC/ Director

- **Processes Commercial Publication Requests and places orders for materials.**
- **Processes Requests for Information Services.**
- **Maintains current information for Office Accounts.**

Library POC/ Director

- **Maintains a current inventory of materials on loan for each office account.**
- **Conducts an Annual Mission Assessment Survey.**
- **Attends IMPAC training sessions.**

Moody ILC Library

**Location: 3010 Robinson Rd
Moody AFB, GA
Phone 257-3539 Fax 257-4119**

POC: Jess Echord

Phone: 257-2414