

DEPARTMENT OF THE ARMY  
MEDICAL DEPARTMENT ACTIVITY  
Fort Huachuca, Arizona 85613-7079

MEDDAC Memorandum  
No. 25-1

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Information Management Program  
HEALTH EDUCATION RESOURCE CENTER (HERC)

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1. HISTORY: This issue publishes a revision of this publication.
2. PURPOSE: This memorandum prescribes the policies, responsibilities, and administrative procedures for managing the Health Education Resource Center (HERC), Raymond W. Bliss Army Health Center.
3. SCOPE: This memorandum is applicable to all personnel of the Medical Department Activity (MEDDAC), Dental Department Activities (DENTAC), and Veterinarian Command, Fort Huachuca, Arizona.
4. REFERENCES:
  - 4.1 AR 735-17, Accounting for Library Materials.
  - 4.2 AR 25-1, the Army Information Resources Management Program.
  - 4.3 Joint Commission on Accreditation of Healthcare Organizations Manual, current edition.
  - 4.4 AR 1-100 w/ MEDCOM Supplement 1-100, Gifts and Donations.

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\*This memorandum supersedes MEDDAC Memo 25-1 dated June 2001

4.5 HSC Suppl 1 to AR 40-2, Army Medical Treatment Facilities General Administration.

4.6 AR 40-3 w/MEDCOM Supplement 40-3, Chapter 7, Medical, Dental, & Veterinary Core.

4.7 AR 40-38, Chapter 3, Clinical Investigation Program

4.8 AR 710-2 Supply Policy below the National Level.

4.9 AR 735-5, Chapter 2, Policies and Procedures for Property Accountability.

4.10 MEDDAC Memo 15-1, Committees

5. GENERAL: The directives of this memorandum have been established by the Health Education Resource Center Committee, in accordance with (IAW) standards set by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and the United States Army. Any deviation from this memorandum must be submitted to, and approved by, the Health Education Resource Center Committee.

6. DEFINITION OF TERMS.

6.1 Accountability. The obligation imposed by law, lawful order, or regulation, of a person to keep an accurate record of property, documents, or funds. The person having this obligation may or may not have actual possession of the property, documents, or funds. Accountability is primarily concerned with maintaining records.

6.2 Books. Printed material written/edited by author(s) or editor(s) with distinctive titles and published in clothbound or paperbound.

6.3 Bound Journals. A collection of periodicals permanently bound by title.

6.4 Desk or Office Collection. A collection of materials needed daily to perform office work. The Medical Library does not voucher Desk or Office Collections.

**6.4.1** Field Library. Any size collection of printed or non-printed informational materials on loan to an office, department, service, or activity. These are reference materials needed by medical staff.

**6.4.2** Interlibrary Loan. The system of lending and borrowing library resources through various networks and consortia.

**6.4.3** Textbook. Textbooks for Army sponsored courses are not vouchered by the Medical Library as accountable books.

**6.4.4** Voucher. An authorizing account document that supports the receipt, adjustment, or shipment as final disposition by the accountable officer. The Voucher Register of Library Materials (DA Form 3973-R Nov 87) will be used to post accountable materials. Activity commander, will appoint in writing the Librarian (GS-1410 series) as the library property accounts accountable officer.

**7. BACKGROUND.** Compliance with these procedures will ensure availability of books and journals for the medical staff. The stated guidelines will help ensure library mission accomplishment.

**8. HERC MANAGEMENT.** The Health Education Resource Center Committee. The functions of this committee are as stated in MEDDAC Memorandum 15-1.

**9. RESPONSIBILITIES.**

**9.1** The HERC Committee will--

**9.1.1** Recommend Medical Library operational policy to the Commander.

**9.1.2** Meet once a quarter or as needed.

**9.1.3** Approve/disapprove all requests for annual journal subscriptions.

**9.1.4** Review annual losses in field library collections and recommend corrective action.

9.1.5 Review for approval/disapproval all requests for medical reference CD ROM (Compact Disc Read-Only Memory) and other automated subscriptions added to/removed from the RWBAHC file servers.

9.2 Departments and Services Chiefs will--

9.2.1 Submit requests to the HERC Committee to establish field libraries.

9.2.2 Appoint a Field Library Officer and alternate.

9.2.3 Ensure security of material maintained in their field library.

9.2.4 Ensure that an inventory of field library collections is conducted annually.

9.2.5 Ensure that an inventory will be conducted when the field library officer is reassigned.

9.3 Chief, Logistics Division, or designee, will maintain accountability for textbooks purchased in support of Army-sponsored courses (e.g., 91V), and for multiple copies of books designated as desk references (i.e., Merck Manuals, medical dictionaries, PDR, etc.) IAW AR 710-2.

9.4 The HERC Librarian will--

9.4.1 Ensure compliance with command policies and applicable regulations.

9.4.2 Ensure library facilities are available as appropriate.

9.4.3 Conduct orientations and training for medical personnel.

9.4.4 Provide reference services, conduct literature searches utilizing various databases, demonstrate access to AZHIN (through current system available), and compile other bibliographic searches as needed.

9.4.5 Verify/approve purchase requests for books, journals, loose-leaf services, and visual information media and maintain accountability as required.

9.4.6 Review and present to the HERC Committee for approval/disapproval of all requests for CD ROM and other automated subscriptions.

9.4.7 Review all field library collections, removing any book valued under \$100 from the library vouchers. Notify the Field Library Officers of change in the departments' collection.

9.5 Field Library/Indefinite Loan Officers will--

9.5.1 Inventory field library collections annually and conduct a joint inventory upon assignment and reassignment of the Field Library Officer.

9.5.2 Ensure lost books and journals are advertised at least once in RWBAHC email

9.5.3 Notify the HERC of material(s) lost or missing from the field library collection.

9.5.4 Maintain operational records within their department, which reflect field library holdings (accountable materials).

9.5.5 Return worn or obsolete materials to the HERC for disposal through Defense Reutilization and Marketing (DRMO) following AR 735-17.

9.5.6 Sign the hand receipt for materials issued to the department upon notification by the Medical Library.

9.5.7 Ensure materials purchased by the department, valued over \$100, will be taken to the HERC to be included in the voucher register. The materials will always be the property of the departmental field library collection as indicated on DA 3161 (Request for Issue or Turn-in).

9.5.8 Ensure that materials received through either gifts or grants will be added the HERC for accountability. These books are government property belonging to Raymond W. Bliss Army Health Center.

9.5.9 Submit for approval/disapproval all requests for medical reference CD ROM (Compact Disc Read-Only Memory) and other automated subscriptions added to/removed from the RWBAHC file servers.

9.6 The Information Management Division will coordinate requests to add or remove all requests for medical reference CD-ROM and other automated subscriptions to the RWBAHC file servers with HERC Librarian and HERC Committee.

## 10. ADMINISTRATIVE DETAILS.

### 10.1 Hours of Operation.

10.1.1 Library is open Monday through Friday, 0730-1630. Closed Saturday, Sunday, and Holidays.

10.1.2 During other times, access to the Medical Library is available to authorized personnel with a RWBAHC badge. After hours access for other personnel may be granted based upon recommendation by department/service chiefs and approval by a Deputy Commander.

10.1.3 Personnel authorized to use the HERC Library resources include: military personnel and professional civilian and contract employees assigned or attached to RWBAHC, U.S. Army Dental Activity and Dental Laboratory (DENTAC), Veterinary Command (VETCOM), and students enrolled in the Cochise College Nursing Program.

### 10.2 Loan Policy.

10.2.1 Books, except those classified as reference or reserve, may be borrowed for no longer than 4 weeks. Initial loans are for 2 weeks and a 2 week extension may be granted provided no requests for the material have been received.

10.2.2 Unbound journals are not circulated.

10.2.3 Bound journals may be borrowed for 1 week with no extension.

10.3 Property Accountability Procedures. The following types of materials are accountable; regardless of source funds used to procure them, and will be included in the HERC Library voucher register (DA 3973-R, Nov 87):

10.3.1 Books, hardbound

- 10.3.2 Books, paperbound, costing more than \$100
- 10.3.3 Bound Journals
- 10.3.4 Textual loose-leaf resources/services costing more than \$100
- 10.3.5 Visual information units (e.g., slide sets, videocassettes) costing more than \$100
- 10.3.6 Medical reference CD ROM
- 10.3.7 Computer software packages (e.g., instruction aids)
- 10.4 The following types of materials are not accountable and will not be included in the Medical Library voucher register (DA 3973-R, Nov 87):
  - 10.4.1 Unbound issues of journals
  - 10.4.2 Loose-leaf services that are not textual, (i.e., subscription issues for Scientific American Medicine)
  - 10.4.3 Paperback books costing less than \$100 and not cataloged
  - 10.4.4 Technical reports, laboratory manuals, pamphlets and unbound compilations
  - 10.4.5 Visual information units costing less than \$100
  - 10.4.6 Computer software, film, and visual information collections maintained in offices and activities other than formally organized libraries
  - 10.4.7 Software used only by library staff to perform library operations
  - 10.4.8 Bibles purchased by chaplains for presentation to soldiers and family members
  - 10.4.9 Books purchased at supply activities or desk collections, e.g., PDR, Webster's Dictionary
  - 10.4.10 Multiple copies of in-service examinations

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**10.4.11** Textbooks for Army-sponsored courses (e.g., 91V) will be ordered through, and accountability maintained, by the Logistics Division

The proponent of this publication is the Health Education Resource Center. Users are invited to send comments and suggested improvements on DA Form 2028 directly to USA MEDDAC, HERC, ATTN: MCXJ-PM-HERC, Fort Huachuca, AZ 85613-7079  
~~FOR THE COMMANDER:~~

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