(R7) ANNEX B: LIBRARY SERVICES – DSAE (L) TECHNICAL LIBRARY

Serial	Service	Estimated Quantity	Remarks
1	Provision, storage, supply, accounting, and amendment as directed of a full range of all the appropriate administrative forms, aircraft document set forms for training and publications.	Volume of APs 2577. This will further reduce in 2020 as the PDF version becomes the dominant training material source.	Amendments to technical publications are to be notified to the relevant Trainers and then incorporated into the publications as a priority. Failure to do so could have safety implications.
2	Ensure the storage, distribution, accounting and demanding of MoD Form 700 Series forms. Ensuring that the appropriate levels of stock are managed and accessible to Trainers and Trainees for all course iterations.	Amendment states change on an infrequent basis – approximately two form per year. 46 times per year stock check; 11 times per year demand process.	The DSAE (L) requirement is for the amendment states to be correct as per the Authorities information (provided by DSAE(L). The contractor is to demand and replace obsolete forms identified by the Authority. In addition, a weekly stock check is to be conducted; a monthly demand is to be placed to replace depleted stock using MILLIE (online portal login provided by the Authority) by the contractor.
3	Prepare course books for issue to trainees in accordance with Trainer demands.	Up to a maximum of 50 course book requests per year.	

Serial	Service	Estimated Quantity	Remarks
3	Operate the Library Management System and ensure a continuous audit trail of the publications. Ensuring compliance with standards set by the Authority.	1 x Eclipse Library Management System.	The Library Management System is provided by the Authority and is predominantly used for cataloguing and tracking loans. Authority Standards are as follows: MAA MRP, JSP 543 and AP7400, APs.
4	Manage and assist with access to IT resources as necessary, including reporting faults to the IT Dept.	2 x MODNet systems. 2 x LEARN systems. 1 x Colour photocopier/printer. 1 x Stand alone computer for CIETP use.	The reference library facilities are Authority owned and maintained by the Authority's Contracted Service Provider.
5	Maintain section holding multiple copies of Army Technical publications (Hard copy,CD-ROM, PDF on LEARN and CIETP also on LEARN and CD ROM and commercial publications to meet the training needs of Trainees.	5,500 books including course books to be kept up to date and current150 CD-ROMs Figures will change during the period Nov 19 to Apr 20 with the introduction of CIETP and PDF versions of hard copies which will reduce holdings by circa 2/3.	Updates on Technical Publications are issued automatically to units registered with Team Leidos and have been allocated a Bin and Scale Number.