(R7) ANNEX C: LIBRARY SERVICES – REME AS/MAIN 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 and publications.		
2	Operate the library database system.	One Access Database (in house).	The REME AS Library Access Database is provided by the Authority and is predominantly used for cataloguing and tracking loans.
3	Manage and assist with Internet web access, including reporting faults to the IT Dept.	9 PCs; 5 printers, 1 Video/ DVD & Monitor.	The reference library facilities are Authority owned and maintained by the Authority's Contracted Service Provider.
4	Maintain a section holding Army coded publications, Joint Service publications and MOD Manuals.	As required.	
5	Maintain a section for commercial publications applicable to all aspects of training and designed to make available factual information to assist Trainers and Trainees.	2200 publications.	
6	Maintain a section holding multiple copies of Army publications; commercial publications to meet the training needs of Trainees.	1100 books including course books.	
7	Maintain a general reference section containing dictionaries, maps, atlases, encyclopaedia and other relevant/similar items useful in satisfying the day-to-day needs of staff and students.		
8	Maintain a section for videos/dvds appropriate to the training of Trainees.	As required.	
9	Maintain a section for periodicals, magazines, brochures and booklets to facilitate Trainee and Trainer research.	As required.	Funded by the Authority.

Serial	Service	Estimated Quantity	Remarks
10	Identify the requirement for new publications and manage their procurement in accordance with an agreed budget.	As required.	As agreed by the Authority.
11	Manage the payment of annual subscriptions to magazines and periodicals in accordance with an agreed budget, funded by the Authority.	As required.	
12	Provide a library information bulletin, notifying students and staff of new publications in the Main library.	Monthly or less frequently dependent upon the arrival rate.	
13	Maintain a Section holding the REME AS CD-ROM Library.	Approx 400 CD ROMs.	To include DIT Course Information on CD ROM media.