(R7) ANNEX A : DSEME REFERENCE LIBRARY

Serial	Service	Estimated Quantity at Jan 20	Remarks
1	Provision, storage, supply, accounting, and amendment as directed of the full range of all the appropriate administrative forms and publications.		
2	Prepare course books for issue to trainees in accordance with Trainer demands	Course books for issue up to a maximum of 300 course books per year.	
3	Operate the library database system.	1 x Library Management System Database.	The Library Management System Database is provided by the Authority and is predominantly used for cataloguing and tracking loans.
4	Manage and assist with Internet web access, including reporting faults to the IT Dept.	4 x intranet PCs. 4 x standalone PCs. 2 x printers B&W. 1 x scanner. 1 x photocopier.	The Reference Library IT facilities are Authority owned and maintained by the Authority's Contracted Service Provider.
5	Administer the IT Software Library.	1 x software library. 500 x software manuals.	
6	Maintain a section holding Army coded publications and Joint Service publications to meet the requirements of the School.	30 x publications to be kept up to date and current.	
7	Maintain a section holding multiple copies of commercial publications to meet the training needs ofTrainees.	.	
8	Maintain a general reference section containing dictionaries, maps atlases, encyclopaedia and other relevant/similer items useful in satisfying the day-to-day needs of staff andTrainees.		
9	Maintain a section for IT Removable Media appropriate to the training ofTrainees.	50 x videos, 200 x dvd's and 50 x CD-ROMs.	

Serial	Service	Estimated Quantity at Jan 20	Remarks
10	Maintain a section for periodicals, magazines, brochures and booklets to facilitate Trainee and Trainer research.	40 x publications.	
11	Identify the requirement for new publications and manage their procurement in accordance with an agreed budget.	As required.	Authority agreed and funded.
12	Manage the payment of annual subscriptions to magazines and periodicals in accordance with an agreed budget.	20 x subscriptions.	Authority agreed and funded.
13	Maintain a consolidated Lyneham library web site, accessed through the Authority provided SharePoint facility, providing an index of current holdings and notifying students and staff of new publications.	As required.	
14	Administer the IT Software Library.	1 x Software Library. 500 x Software Manuals.	
15	Maintain a consolidated Library web site, accessed through the Authority VLE, providing an index of current holdings and notifying students and staff of new publications.	As required.	