

Good Morning fellow Library Technicians.

I am from the Naval Research Laboratory Ruth H Hooker Research Library located here in Washington DC. Let me tell you a little about our Library. We have a staff of 29 government and 10 contractor employees. The Library carries out a comprehensive program of scientific information services to support the research of NRL-DC employees, on-site contractors and ONR Headquarters staff. The Library maintains a 50,000-volume research collection of technical books and scholarly monographs, a scientific journal collection with over 1,000 current paper and electronic journal subscriptions, with extensive back files maintained as bound volumes or on microfilm. The Library is also well known for its research reports collection of more than one million items stored in paper, microform and digital format. Services include the circulation of library materials, interlibrary loan, literature searches and a full range of reference and information services covering both open literature and classified information sources.

Early this year TORPEDO ULTRA was launched. Torpedo Ultra is a powerful new retrieval system for searching NRL's "Digital Library" which currently allows you to search full text across over 400,000 articles and 6,000 technical reports. Torpedo Ultra was designed by our Library to provide the NRL and ONR research community with convenient Web access to electronic journals and other digital information. It offers a single interface for browsing and searching hundreds of journals and thousands of NRL publications.

Now I'll tell you a little about myself. I have been at the Library for almost 27 years. I graduated in 1973 and I wasn't sure what I wanted to do. My mother was working at the Lab and had me fill out an application. One Monday they called and asked if I wanted to come to work the next day. I had no idea where I was going or what I would be doing. They sent me to the Library and I thought I wouldn't be here long...

I started in the Bibliographic Section filing cards in the card catalog. I enjoyed helping out in the other sections of the Library. There were a lot of interesting things to do in circulation; I would file books and journals. It was interesting to be back in the stacks and talk with the scientists here at the laboratory. Some of them just needed help locating things but others wanted to tell you the projects and experiments they were working on. Most of the Library employees would take turns manning the front desk; this involved

checking out books, answering general questions and sending people in the right direction. I also liked working in the acquisition section. We considered ourselves very lucky to have procurement authority to purchase the books for the Library as well as the Laboratory Divisions. I attended a week class to become a Contracting Officer and that is updated every several years with refresher classes. So we were able to purchase books with blanket purchase agreements and purchase orders. Several years later when there was an opening in this department I was selected. I really enjoyed ordering the books, finding hard to get items and getting the books fast for the patrons. While working with acquisitions, I started helping the person who ordered the subscriptions. This was also very interesting. Twenty years ago we were going to individual publishers ordering the titles that they supplied and using several subscription vendors for some small orders. The renewals were done on key punch cards and it was a really big yearly process. All the cards were punched and taken to a computer center and the big green and white printouts were generated and then the purchase orders would be generated. We received all the invoices and they were processed and sent to accounting for payment. This was a very busy section twice a year when the new orders went out and when the invoices came in. They did not allow subscriptions to be ordered at any other times – only once a year at renewal. After several years, the person processing subscriptions retired and I took on her duties in addition to my acquisition duties. I really enjoy being busy. Subscription processes changed and we eventually went to Fedlink and now we process 99% of our subscriptions using a BOA. We still order the subscriptions for the Library and all the divisions located here in Washington as well as Stennis Space Center, MS, Monterey, CA and other sites located in the area and new subscriptions can be ordered at any time during the year. The procurement of books and other library material has changed over the years also. We are still able to process purchase orders but we now use the government purchase card instead of the BPAs. The divisions are doing a lot of their own ordering with these procedures but there are still some who would rather order through us. Several years ago we had a Financial Management person who left and I thought that would be interesting to help out till a replacement was found. This dealt with keeping track of all of the Library expenditures from start to finish. This tracked the procurements with Supply, Major Contracts, our government purchase cards and other government agencies. It involved accruing the monthly maintenance contracts and keeping track of the contractor salaries. At the same time our section was working on several projects to improve our online catalog system; I was able to help work on these projects and this was

something also very interesting and productive. In the past several years our Library became very involved in electronic subscriptions and this has meant learning about license agreements; the rules and regulations. When you tell somebody you work in a Library they think all you do is shelve books BUT there is really a lot more to it than that...

We are very lucky at the Library to be encouraged by our Chief Librarian and supervisors to pursue our education. I continue to attend interesting classes given at the Laboratory, the community college and here at FLICC. In the past years, I have attended this institute, the Federal Library Paraprofessional Institute, the Acquisition Institute and the Financial Management Institute.

I was selected the 1999 Federal Library Technician of the year for taking on extra tasks. What I want to leave you with this morning is always help out in other sections and continue your education - it can be very interesting and rewarding. I have enjoyed my many years here in the Library and I hope to be there a long, long time.