

RESEARCH LIBRARY AND INFORMATION SERVICES PROGRAM

I. Purpose

- A. This Directive establishes the Department of Homeland Security (DHS) Research Library and Information Services (RLIS) and sets forth the policies for managing and operating the Program.
- B. The RLIS Program supports the information and research needs of DHS Components; is an information resource center providing access to research and information subscriptions according to the DHS Efficiency Review process; and serves as an information resource center that collects and organizes research materials instrumental to the mission of DHS Components.

II. Scope

- A. This Directive applies throughout DHS.
- B. Each Component may augment this Directive with more specific internal policies and procedures. All supplemental internal policies are coordinated with DHS's RLIS Program Office to confirm compatibility with this Directive.

III. Authorities

- A. Public Law 105-304, "The Digital Millennium Copyright Act"
- B. Public Law 106-481, "Library of Congress Fiscal Operations Improvement Act of 2000," Section 103, "Revolving Fund for FEDLINK Program and Federal Research Program" (Title 2, United States Code, Section 182c)
- C. Title 17, United States Code, "Copyrights"
- D. Title 48, Code of Federal Regulation, Chapter 1, Subsection B, "Acquisition Planning," Part 6, "Competition Requirements"

- E. Office of Management and Budget (OMB) Circular A-130, "Management of Federal Information Resources," Sections 8 and 9
- F. OMB's Appointment of the Federal Library and Information Network (FEDLINK), a unit of the Library of Congress, to Federal Strategic Sourcing Initiative for Federal Agencies, LC PR 13-012, January 2013
- G. DHS Delegation 00002, "Delegation to the Under Secretary for Management"
- H. DHS Delegation 04000, "Delegation for Information Technology"
- I. DHS Directive 142-02, "Information Technology Integration and Management"
- J. Memorandum, "DHS Policy for Internal Information Exchange and Sharing," Secretary Michael Chertoff, February 2007
- K. Memorandum on Guidelines and Requirements in Support of the Information Sharing Environment, President George W. Bush, December 16, 2005
- L. Management Action Directive to Consolidate Subscriptions to Professional Publications and Newspapers, Secretary Janet Napolitano, April 2009

IV. Responsibilities

- A. The **DHS Chief Information Officer**:
 - 1. Sets the policy for RLIS throughout the Department;
 - 2. Establishes and oversees a Department-wide RLIS Program; and
 - 3. Establishes RLIS management requirements.
- B. The **Components heads**:
 - 1. Implement the DHS RLIS Program requirements within their Component;
 - 2. Maintain library and information services in accordance with DHS policy; and
 - 3. Appoint stakeholders to the RLIS Council, with each member having library/information services education.

C. The **Research Library and Information Services Council**:

1. Is composed of stakeholders from the Office of the Chief Information Officer's (OCIO) RLIS Program and both Operational and Support Components;
2. Advises and provides recommendations to the CIO on library research requirements for effective information and knowledge access throughout the Department; and
3. Provides an annual report to the Chief Information Officer (CIO) on RLIS activities, accomplishments, and risks within DHS.

D. **DHS Personnel**:

1. Includes officers, members, employees, auxiliaries, and detailees;
2. Comply with federal copyright law;
3. Comply with the procedures while using the interlibrary loan services; and
4. Protect any materials borrowed and return all items in the specified time granted.

V. Policy and Requirements

A. DHS is adopting a Department-wide RLIS program to leverage economic advantages and provide a common basis for research and information services throughout the Department. This meets a broad spectrum of mission support and unique requirements essential to the Department.

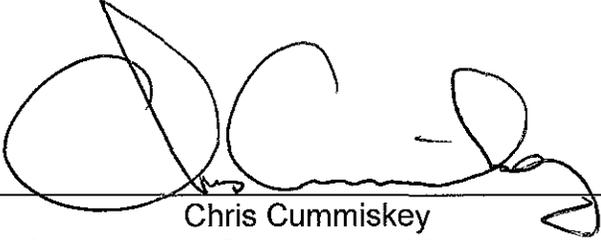
B. DHS-wide collaboration and coordination is essential. DHS operates its libraries and information centers in a coordinated process in order to maximize access to resources and reduce duplication of effort.

1. Given the collaborative environment of DHS and the emphasis on information sharing, a central information management capability is an important aspect of a RLIS program.
2. DHS information are contained in an accessible and easy to use format maintained by RLIS information resource center, which preserves research collections and provides timely availability of current and retrospective materials in all written formats as needed by employees.

C. DHS RLIS program positions requiring research library functions meet the specific qualifications outlined in Office of Personnel Management Position Classification Series 1410 and 1412.

VI. Questions

Address questions or concerns regarding this Directive to the DHS Research and Information Services Program within OCIO, Enterprise Systems Development Office.


Chris Cummiskey
Acting Under Secretary for Management

8/25/14
Date