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OFFICE OF U.S. CHIEF OF COUNSEL
FOR THE PROSECUTION OF AXIS CRIMINALITY
APO 403, U.S. ARMY

5 October 1945

GENERAL MEMORANDUM NO.3

SUBJECT: Standard Operating Procedure on Use of Library
(Room 306) of the Documentation Division.

1. Approximate pertinent statistics concerning the
Central Library, Documentation Division, as of this date
are as follows:

a. Accessioned German publications....	400 Titles
b. German publications being accessioned.....	150 "
c. English books on Nazi State.....	50 "
d. R & A Studies.....	40
e. Biographical Studies of Important Nazis.....	190
f. Other English Studies and Reports..	100
g. Number of items on loan to staff members.....	96
h. Average daily loans and requests for publications.....	12
i. Roughly screened German volumes temporarily stockpiled in Court House outside of Library.....	40,000

2. These statistics reveal a tremendous problem of organizing and keeping track of publications, particularly the German publications. It is anticipated that a large number of German publications will be arriving within the next month or more and that the librarian will continue to have a substantial backlog of important unaccessioned German publications. Over 100 new titles arrived during the last week. From time to time, revised accession lists of German publications will be issued permitting members of all staffs to make efficient use of the Central Library.

3. The efficiency of the library system is being markedly reduced because some borrowers retain books for days and even weeks. This is shown by both the charge list and the low turn-over of German titles. Effective immediately, no publication will be retained beyond 0930 hours of the second day following the loan. (For example,

a book borrowed on Monday must be returned to the Library not later than 0930 Wednesday morning.)

4. Certain key books, such as those from which translations have been made or important books of which the Library has no second copy, must be controlled so that no possibility exists of their loss before the trial, at which time they may be introduced in evidence. These books are classified as controlled reference books and may be used only in the Library.

5. Staff members and their assistants should work as much as possible on German publications in the Library itself. Such practice permits the greatest availability of publications to the greatest number of staff members. It further reduces the already heavy burdens placed upon the limited Library staff. Books taken from shelves should be left on tables and not returned to shelves by the user.

6. Requests for German publications which are not on the accession list should be addressed in duplicate to the Librarian, Room 306. The Librarian will then check these requests against known accession lists of other libraries and agencies before placing them on the general Target List.

7. All publications should be returned to the Return Shelves at the Librarian's desk in Room 306. It is only necessary to insert the borrower's name on a slip of paper inside the cover of the returned book.

8. No books shall be removed from the library before they are checked out by a member of the Library staff. No markings will be made in any books, for obvious reasons.

9. Requests for translations of portions of books or of decrees are governed by the procedure set forth in paragraph 6 of General Memorandum No. 2, 22 September 1945, subject: "Translations and Processing of Documents", as follows:

"Members of the translating staff will honor no request for translation that does not come through the proper channel; i.e., all requests for translations from German to English will be made in Room 305 as heretofore provided, except that requests for such translations will be honored only when made by the following:

- (a) Members of the four International Committees.
- (b) U.S. Division Chiefs or a person designated by them for this purpose.
- (c) The Chiefs of the three Subcommittees of U.S. Committee 4.
- (d) Branch and Section Chiefs of the Documentation Division."

FOR THE U.S. CHIEF OF COUNSEL:

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DISTRIBUTION:

All members of the
Combined Prosecution
Staffs.

(Requested by Documentation Division)