

## CHAPTER 12

# Classified Collections

### 12-1 GENERAL

Classified collections are established as needed to provide controlled access to classified documents and/or other classified information materials to persons who have the required security clearance. Classified collections are normally incorporated as a part of other libraries such as scientific and technical information facilities or service school libraries. The users handbook for the Redstone Scientific Information Center (RSIC) is a good reference for this type of facility.

### 12-2 PLANNING AND DESIGN CONSIDERATIONS

a. **USERS.** Classified collection users usually consist of military personnel, government contractors, academic personnel, and others who have obtained the necessary security clearance for access to the classified materials in the collection.

b. **STAFF.** Library staff members who work with the classified collection in any way including shipping and receiving, cataloging, reference, circulation, etc., must have the necessary security clearance in order to do so. In smaller libraries with classified collections, all staff personnel usually will have security clearance in order to provide as much staff flexibility as possible in the case of shift work, absences, etc. In larger libraries with classified collections, only certain staff members, who work exclusively with the classified collection, may be provided with security clearance. In these cases, technical processing and all other library services related to the classified collection are separated from the library services for all other parts of the library collection (usually in a vault). Staff size for classified collections must be developed by the chief librarian and supplied to the design agency.

c. **COLLECTION.** Classified collections usually consist of technical and military documents in hard copy form and/or microform. In some cases, a Defense Technical Information Center (DTIC) terminal, for accessing classified materials, will be included as part of the classified collection. If such a terminal is included, area requirements are greatly expanded due to the space required for the equipment (terminal, printer, scramblers, etc.). Table 12-1 illustrates an example collection for a 1000 GSF classified collection.

**TABLE 12-1 EXAMPLE 1000 GSF CLASSIFIED COLLECTION**

| Item                | No. of Items |
|---------------------|--------------|
| Technical Documents | 7,000        |
| Microfilm           |              |
| 35mm                | 400          |
| 16mm                | 800          |
| Microfiche          | 38,000       |
| Total Collection    | 46,200       |

d. **READER STATION.** Reader stations for persons using classified materials must be separated from the reader stations in other areas of the library. Reader stations for classified collections must be provided with controlled access and are usually located in the same area where the collection is stored (vault) or in a controlled access area directly adjacent. Carrel seating is the most appropriate type for hard copy documents whereas readers and reader/printers must be provided if parts of the classified collection are held in microform. The number and type of reader stations must be developed by the chief librarian on the basis of the format of the collection as well as the number of daily users.

e. **LOCATION.** Classified collections are usually included as part of other libraries such as scientific and technical libraries or service school libraries. Within the library, the classified collection is housed in a controlled area or vault. The entrance to this area must be as close as possible to the staff work area so that classified mail can come directly into the vault. Classified materials must move from receiving to cataloging and processing without leaving the controlled area. The circulation area and reading area for the classified collection should be located adjacent to the main circulation desk of the library for convenience of users as well as staff.

### 12-3 INDIVIDUAL SPACE REQUIREMENTS

Individual space criteria which is general to all library types is provided in Chapter 4. The following criteria introduces criteria specific to classified collections. All spaces normally included in classified collections are listed below. Refer to Table 12-2 for a summary of space requirements. Figure 12-1 illustrates a spatial relationship diagram and Figure 12-2 shows an example of a classified area layout.

a. **CONTROL AREA.** The control area of the library proper should be located so that access to the classified collection is capable of being monitored by the main control desk. Persons with the necessary security clearance may enter the collection area only if escorted by a staff

member. The control area should be separated from the collection area by a locked door equipped with a security alarm. There must be continuous visual control of all doors securing the vault area.

b. CARD CATALOG AREA. The card catalog which contains information regarding only the classified collection, should be accessible only to persons with security clearance. This area should be located adjacent to or inside the classified vault area. The card catalog should also be adjacent to the classified reading area.

c. STACK AREA. The staff work area should be located directly adjacent to the stack area containing the classified collection. Reader stations should be separated from the stack area by a control point in order for staff members to control stack access within the vault area.

d. READING AREA. The classified reading area should be located adjacent to the control area inside the vault and should have direct access to the classified card catalog. Study carrels should be provided for use of classified materials in hard copy whereas reader/printers and/or readers should be provided for use of the microform collections.

e. STAFF WORK AREA. The staff work area for the classified collection should be located in the vault and should act as a control point between qualified users and the stack area and DTIC terminal. This area should serve as both a circulation and control area and for processing of all classified materials. The area should also be as close as possible to the shipping and receiving point of the library in order to facilitate and security aspects of classified materials being received or dispatched.

f. DTIC TERMINAL AREA. The DTIC terminal for access to classified materials should be located in the vault adjacent to the stack area so that the staff work area can be used as a control point for access to the terminal.

**TABLE 12-2 SUMMARY OF SPACE REQUIREMENTS**

| Space                             | Unit Area Allowance | QTY | NASF        |
|-----------------------------------|---------------------|-----|-------------|
| a. Control Area                   | —                   | —   | —           |
| b. Card Catalog Area              |                     |     |             |
| Card Catalog<br>(42 tray unit)    | 17                  | 1   | 17          |
| c. Stack Area                     |                     |     |             |
| Shelving (tech.<br>documents)     | 9                   | 36  | 324         |
| Lateral file (tech.<br>documents) | 12                  | 14  | 168         |
| Microfilm storage                 |                     |     |             |
| 35mm                              | 15                  | 1   | 15          |
| 16 mm                             | 15                  | 2   | 30          |
| Microfiche storage                | 10                  | 1   | 10          |
| d. Reading Area                   |                     |     |             |
| Carrel seating                    | 30                  | 1   | 30          |
| Reader                            | 38.5                | 1   | 38.5        |
| Reader/printer                    | 38.5                | 1   | 38.5        |
| e. Staff Work Area                |                     |     |             |
| Work Station                      | 80                  | 1   | 80          |
| Files                             | 10                  | 2   | 20          |
| Shelving                          | 9                   | 1   | 9           |
| f. DTIC Terminal                  | 84                  | 1   | 84          |
| <b>Total NASF</b>                 |                     |     | <b>864</b>  |
| <b>Core Area 15% ± S.F.</b>       |                     |     | <b>136</b>  |
| <b>GSF</b>                        |                     |     | <b>1000</b> |

SPATIAL RELATIONSHIP DIAGRAM

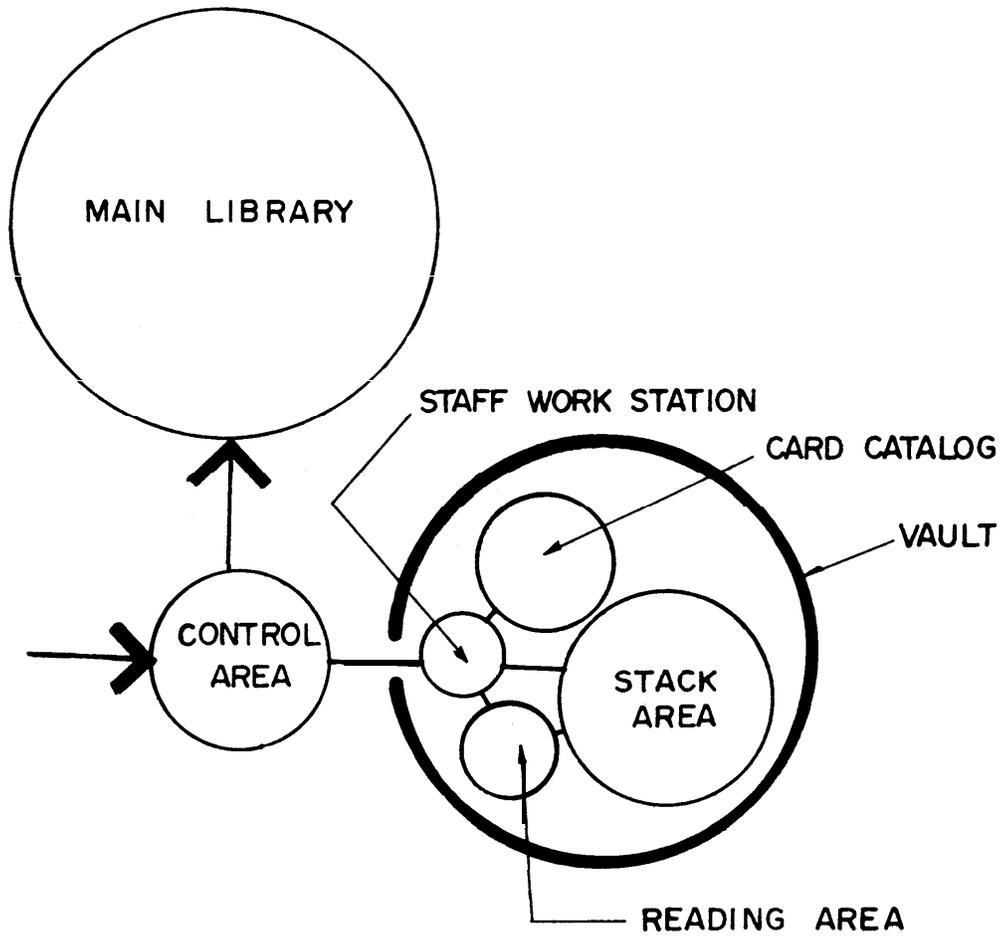


FIGURE 12-1

EXAMPLE PLAY LAYOUT

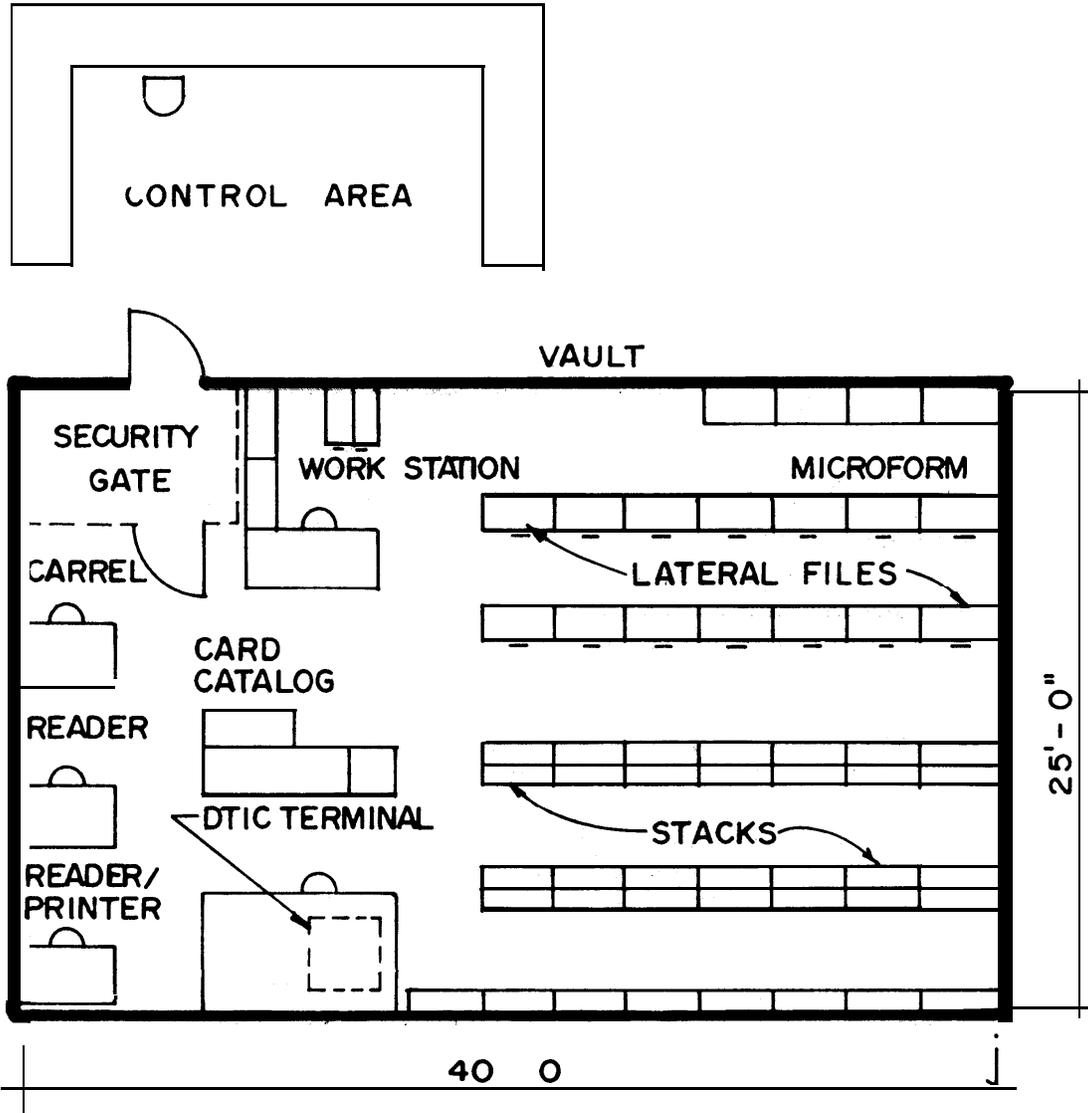


FIGURE 12-2