Air Force
Research Laboratory | AFRL
Science and Technology for Tomorrow's Air and Space Force

AFRL Technical Library

MEMORANDUM FOR SPONSORS/MONITORS OF AFRL/ASC CONTRACTORS

From: Det 1 AFRL/WSCL
2950 Hobson Way Bldg 642
Wright Patterson AFB OH 45433-7765

SUBJECT: Contractor registration for services at the AFIT/AFRL Library

1. Contractors to the Air Force Research Laboratory or to Aeronautical Systems Center organizations may register for library services at the AFIT/AFRL Library with the approval of the contract monitor. As the contract monitor for this individual, ***you should be registered with the library to give this approval***.

2. Your responsibilities require you to carefully monitor the costs associated with the contract. You should be aware that there are costs associated with these services, especially, interlibrary loans, technical reports, and on-line computer searches. You should require the contractor to get your signature on the AFIT/AFRL Library Material Request and Request for Computer-Aided Literature Search forms prior to submitting them to the library.

3. We do not release any limited or classified reports to the contractor. You must pick up classified material at the vault in BLDG 640, RM 67 and have an AFMC Form 97 (Visit Request) on file to do so. Limited distribution material will be mailed to your office symbol. Please ensure that anyone who handles the mail in your organization is aware that this contractor may be receiving mail at your office symbol.

4. Please return the registration form to the Circulation Desk where your library card will be issued.

5. If you have questions regarding procedures, please contact the Circulation Desk at 255-3005. Thank you for your cooperation.

Library Director

Attachment:
Sponsor Registration Form

MEMORANDUM FOR DET 1 AFRL/WSCL

FROM: _____
(Contract Monitor Office)

SUBJECT: Contractor registration for services at AFIT/AFRL Library

1. Request you register the following contractor for services at AFIT/AFRL Library. These services include:
   Borrowing unclassified, unlimited library material
   Interlibrary loans
   Ordering tech reports (Classified or limited reports given only to monitor)
   Literature searches

CONTRACTOR INFORMATION		
Name		Phone (On or Off Base)
Company		
Contract Number		Expiration Date
CONTRACT MONITOR APPROVAL		
Signature		Phone
Print/Type Name	Organization/Office Symbol	Date
BUDGET OFFICER		
Signature of a budget office or contractor's company indicates acceptance of responsibility for items lost or damaged by their employee.		
Sponsor Signature		Phone
Print/Type Name		Date