

FY 2003

AFLIS WORKSHEETS

FOR THE

DEPARTMENT OF DEFENSE

LIBRARY

STANDARDS PROGRAM

(DODLS)

Version 1

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Department of Defense Library Standards

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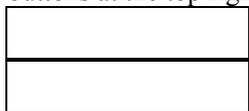
Department of Defense Library Standards General Instructions

From the main AFLIS page select Department of Defense Library Standards (DODLS) or Department of Defense Library Standards Report Link

Be sure to click the maximize button in top right corner of your screen. This will size the screen so that the scroll bars work properly.

The link will take you to the main subject area of GES.

The buttons at the top right of the screen



The AFLIS – Home button will take you back to the main AFLIS screen

The Reports button will take you to the report section of AFLIS. This is the same area the Report Link from the main AFLIS page will take you.

The Standards button will take you to the main subject area of DODLS. This is the same area the Department of Defense Library Standards Button from the main AFLIS page will take you.

The Problems? Button is under construction please do not use at this time.

The Help button will take you to the Main Help Section.

The Logout button will log you out of AFLIS.

Under this button you will notice a link call Department of Defense Library Standards. This link will take you to the main subject are of DODLS. This is the same area that the Standards button and the Department of Defense Library Standards Button from the main AFLIS page will take you.

At the bottom of each screen be sure to click on the UPDATE button. If you elect not to click on this button then the information you have just typed in will be LOST.

If prompted click OK.

Use of this workbook is encouraged. Filling out this workbook will make the data entry on the web site easier.

Use of the TAB key is encouraged. The tab order follows the workbook order.

ALL SUBJECT AREAS

The DODLS core questions will be pulled from the Golden Eagle Standards answers you provided. The only DODLS question you will need to answer individually is the Premier Standards.

Example: P-01 Click on the circle, which is on the left side of the P-01. This will bring up the P-01 Standard section.

Select the items to be update/view. Only current year will allow updates.

Once you have finished updating the information be sure to click on the [Add Standards](#) button the first time then the [Update](#) button after that at the bottom of the screen.

To return to the main subject area of DODLS, click on either the [Standards button](#) or the [Department of Defense Library Standards link](#).

REPORTS

From the main AFLIS page select DODLS Reports button. You can also access the Reports from the main subject area of DODLS by clicking on the [Reports button](#).

Select the year from the drop down list box and then select one of the offered reports by click in the circle to the left of the report, and then click the [View button](#).

AFLIS DODL PREMIER STANDARDS WORKBOOK

Programs and Services -- For Customers

P-01-01 Color Printing	YES / NO
P-01-02 Scanning Services	YES / NO
P-01-03 Children's Multimedia Workstations	YES / NO
P-01-04 Prepare Comprehensive Bibliographies	YES / NO
P-01-05 Selective Dissemination of Information (SDI).	Pulled from GES
P-01-06 Research Capability to Include Identification, Analysis, Synthesis resulting in Deliverables (e.g. white papers, background papers, briefs) to Customers	YES / NO

Staff Automation / Equipment

P-02-01 Digital Cameras	YES / NO
P-02-02 Data Display Projector for Presentations	YES / NO
P-02-03 Use ILS Serials Module	YES / NO
P-02-04 Use ILS Acquisition Modules	YES / NO
P-02-05 Have Security System	YES / NO

Facilities

P-03-01 Has Technical Services Area	Pulled from GES
P-03-02 Has External Receiving Area	YES / NO
P-03-03 Has Viewing and Listening Rooms for Multimedia Materials	Pulled from GES
P-03-04 Has Study Room	YES / NO
P-03-05 Has Multi-Purpose Room for Customers Use	YES / NO
P-03-06 Has Staff Office	YES / NO
P-03-07 Has Staff Break Area	Pulled from GES