

DEPARTMENT OF THE ARMY  
U.S. Army Medical Department Center and School  
2250 Stanley Road  
Fort Sam Houston, Texas 78234-6160

Memorandum  
Number 15-5

1 December 1999

Boards, Commissions, and Committees  
**LIBRARY COMMITTEE**

**1. PURPOSE.**

a. This memorandum establishes the U.S. Army Medical Department Center and School's (AMEDDC&S's) Library Committee. The Library Committee is a forum for review and discussion of library policies, new services, projects, and long- and short-term library goals.

b. The Committee:

(1) Advises the library on AMEDDC&S information requirements and provides command policy guidance in support of the curricula and staff of the AMEDDC&S.

(2) Monitors and establishes guidelines for the approval of all subscription purchases at the AMEDDC&S.

(3) Recommends AMEDDC&S library policy, but does not deal with the execution of the library's budget or other operational matters, which are the responsibility of the professional library staff.

**2. MEMBERSHIP.**

a. Dean/Commandant, Academy of Health Sciences (AHS)  
(Chairperson).

b. Chiefs, Academic Departments, AHS (Members).

c. Chief, Stimson Library, AHS (Member/Recorder).

d. Representatives from the following activities:

(1) U.S. Army Medical Department Board, Assistant Commander for Force Integration (ACFI), AMEDDC&S (Member).

(2) Directorate of Combat and Doctrine Development, ACFI, AMEDDC&S (Member).

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\*This memorandum supersedes AHS Memo 15-5, 30 Apr 97.  
AMEDDC&S Memo 15-5

(3) Information Technology, Business Center, U.S. Army Medical Department Center and School and Fort Sam Houston (Member).

(4) AMEDD Noncommissioned Officers Academy, AMEDDC&S (Member).

(5) Pharmacoeconomic Center, AMEDDC&S (Member).

(6) Clinical Investigation Regulatory Office, AMEDDC&S (Member).

(7) 232d Medical Battalion, Center Brigade (Member).

(8) Joint Medical Readiness Training Center (Member)

3. **OFFICE OF RECORD.** Stimson Library.

4. **MINUTES.** Formalized but concise minutes will be prepared covering the subjects, significant considerations, and recommendations made by the committee. The minutes will be prepared by the recorder and signed by the Dean/Commandant, AHS.

5. **APPROVING AUTHORITY.** Dean/Commandant, AHS.

6. **DISTRIBUTION OF MINUTES.** One copy is distributed to each member and the office of record. Minutes will be forwarded under separate copy to any activity affected by the approved minutes.

7. **SCHEDULE OF MEETINGS.** The chairperson will schedule semiannual meetings and additional called meetings as required. Interim meeting for approval of subscriptions or other issues may be accomplished electronically.

8. **AUTHORITY FOR APPOINTMENT.** Commander, AMEDDC&S.

(MCCS-HSL)

FOR THE COMMANDER:

OFFICIAL:

/S/  
LUCY S. PEREZ  
Secretary of the General Staff

DISTRIBUTION:

E, plus:  
1-each member