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## 5.63 CONGRESS—RESEARCH ASSISTANCE (FROM CONGRESS)

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DATE LAST UPDATED: 26 March 2003

1. NDU may receive congressional requests for research assistance. Although Congress has its own research facilities, NDU may be a more likely source of information because of the expertise of its faculty and staff or the specialized nature of its resources.
2. NDU personnel will refer congressional requests for research assistance to the Director of Library for case-by-case evaluation and determination as to whether compliance would be appropriate. Congressional requests for research assistance should include
  - a. Whom the research is for
  - b. A description of the topic being researched
  - c. The type of support requested:
    - (1) Bibliography
    - (2) Copies of found material
    - (3) Inter-library loan or direct loan of material
    - (4) Classified material involved (need-to-know and clearance provided in writing)
    - (5) Personal library access (period specified)

APPLICABLE REGULATION: N/A

NDU PROPONENT: Library, Ph: 685-3945, Rm. 306 MH