

# USAID Knowledge Management Inventory

## The USAID Library

1. Describe your knowledge sharing activity - what did you do? – how did you do it?

The USAID Library has always been committed to knowledge sharing and makes available a number of tools to provide easy access to information. The knowledge management systems utilized by the Library include electronic databases, an online library catalog and an email list. In addition, the Library maintains a Historical Collection of print documents.

The Library subscribes to a variety of online commercial databases to provide the Agency with information from newspapers and journals, the Internet and other electronic services. The databases include Lexis-Nexis, FirstSearch, Gale, Factiva, CIAO (Columbia International Affairs Online), Ingenta, Dialog and Dun & Bradstreet. Through these services, information is available on such topics as international affairs, news, companies and businesses and associations. The Library's skilled reference staff search many of the databases to support the information needs of Agency staff. Other databases are accessible for Agency staff to search directly. The Library may be contacted for reference and research assistance by email at [cdie\\_info@usaid.gov](mailto:cdie_info@usaid.gov).

A searchable index to the publications in the USAID Library is available as an online catalog. This can be accessed through either the Intranet <http://cdie.usaid.gov/library/> or the Internet <http://library.info.usaid.gov/>. Library materials may be borrowed by Agency staff and partners worldwide.

The Library continuously acquires new publications to assist Agency staff in keeping abreast of current research. To inform Agency staff of the latest acquisitions, *New This Month*, an email list, is distributed monthly to all who choose to subscribe to the list. Subscription instructions are found at <http://www.usaid.gov/cgi-bin/listproc?list+ntm-1>.

A unique collection of print USAID historical documents is made available for research in the Library. This collection consists of AID Handbooks, Congressional Presentations, USAID sponsored periodicals, USAID Staffing Patterns and Telephone Books, Annual Budget Submissions, Green Books (U.S. Overseas Loans and Grants, Obligations and Loan Authorizations), Yellow Books (USAID Contracts, Grants and Cooperative Agreements with Firms, Non-Profit Institutions and Universities) and Financial Reports. Many of these documents are available only in the Library.

2. Describe your motivation / rationale / value proposition / business case for the initiative – why did you do it? – for whom?

As an information provider, the USAID Library is always seeking the most efficient ways to share knowledge. Electronic access to indexes and full text articles and documents utilizes the most current technology to fulfill these knowledge sharing goals. The online library catalog shares the listing of the USAID Library's renowned collection of materials in international development assistance worldwide with all who have Internet access.

3. Describe the results of the effort – who and/or what was impacted and how? – what are the benefits?

Agency staff and partners are now able to contact the Library electronically and receive articles and documents more quickly than in the past, frequently in electronic format. Library staff are able to respond more efficiently to requests for assistance. The online library catalog, available worldwide through the internet and intranet, gives Agency staff at Headquarters and in the Missions the ability to determine online what publications are in the Library. Mission staff can then send an email to the Library requesting to borrow materials. *New This Month* keeps readers up-to-date with additions to the Library collection. In addition to USAID staff and partners, researchers at universities and other institutions can learn of the latest publications in the specializations of USAID in sustainable development.

4. Describe any future implications or issues related to the initiative, e.g., what plans are in place? What current constraints or challenges are you facing? How is the initiative being sustained / maintained? How can it be replicated or scaled up?

USAID Library staff are always looking for the best cutting edge technologies and techniques to locate and provide information. While some databases are currently available for direct searching by USAID staff, many are only available through the Library. Library staff are looking at options for increased desktop access to databases by USAID staff, including increased access to electronic journals.

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Electronic documentation link (if available): Intranet: <http://cdie.usaid.gov/library/>  
Internet: <http://library.info.usaid.gov/>