

POLICIES FOR USE

- The Library is open to personnel of the Department of State and its retirees.
- Books circulate to Department employees and retirees
- The loan period is one month.
- The loan period for books sent to post is three months.
- The term of loan for books borrowed from other libraries is set by the lending library.

PURCHASING SERVICES

The Library will order books, periodicals, newspapers, and other media for Department offices and posts. An office should obtain fiscal data through its bureau executive office.

The Library will also provide order information to offices that want to place their own orders. Call 647-2053 for advice.

LIBRARY ORIENTATIONS AND TOURS

Tours of the Library may be arranged. Library staff is available to speak to groups of Department employees and visitors about the Library and its services. These orientations can be tailored to individual bureau and office information needs. Call 647-1099 to arrange a tour or a talk.

USEFUL TELEPHONE NUMBERS (All area codes are 202)

Reference Services 647-1099
Legal Reference 647-1146
Interlibrary Loan 647-3037
Map Assistance 647-0758
Electronic resources assistance 647-1099
FAX 647-2971

Order recommendations 647-1099
Magazines & Newspapers 647-1875
Orders for offices & posts 647-2739
FAX 647-0203

Chief Librarian 647-3002
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ASK A LIBRARIAN
library@state.gov
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LIBRARY WEBSITE
<http://bunchelectroniclibrary.state.gov/>

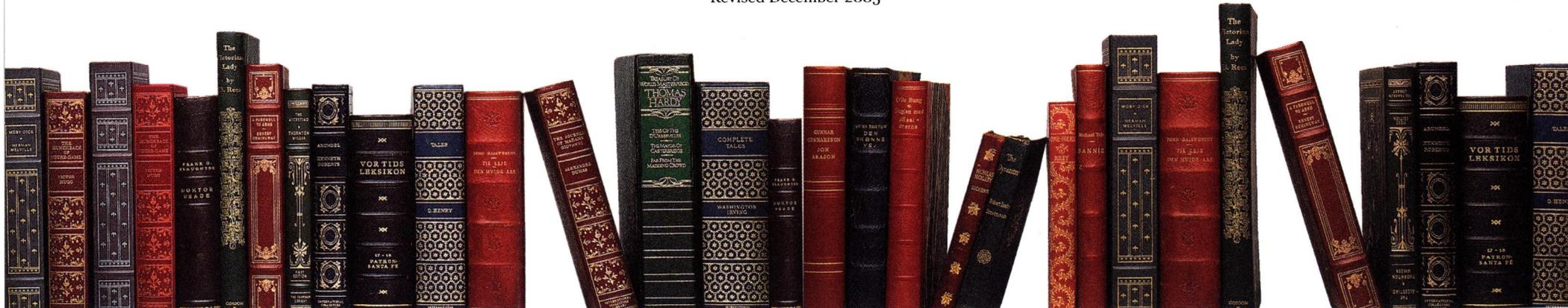
US Department of State
The Ralph J. Bunche Library
A/RPS/IPS/LIBR
Room 3239 HST
2201 C Street, NW
Washington, DC 20520-2442
Hours: 8:15 am to 5:00 pm
Monday through Friday

Revised December 2005

UNITED STATES DEPARTMENT OF STATE THE RALPH J. BUNCHE LIBRARY

ROOM 3239 HST

<http://bunchelectroniclibrary.state.gov/>



RALPH J. BUNCHE

Founded in 1789, this Library is the oldest in the federal government. In 1997, the Library was named in honor of Ralph J. Bunche--statesman, scholar, and diplomat. Dr. Bunche was awarded the Nobel Peace Prize for negotiating the end of the Arab-Israeli conflict in 1949 and the first African-American to win the prize. He was born in 1903 and died in 1971.

BOOK COLLECTION

The Library contains over 400,000 volumes devoted to the research needs of the State Department. Foreign policy, international law, economics, history, current events, leadership and management and automation topics form a significant part of the collection.

PERIODICAL COLLECTION

The Library subscribes to about 760 journal titles. Unbound issues are shelved on level 2 in the stack area. Bound volumes are given call numbers and are shelved with the books.

19 newspapers are received daily and earlier articles are available on microfilm and online. A comprehensive list of periodicals, newspapers and an increasing number of e-journals is available on the Library's website: [Bunche Electronic Library.gov](http://BuncheElectronicLibrary.gov)

THE BUNCHE ELECTRONIC LIBRARY

The Bunche Electronic Library provides all Department of State staff, domestic and overseas, with access to desktop information resources. With no need for a password, just click and go to <http://buncheelectroniclibrary.state.gov>. Staff has access to hundreds of online newspapers, over 30,000 e-journals, and over 2,000 e-books. The *Wall Street Journal*, the *New York Times*, *Newsweek*, *Foreign Policy*, *Le Monde*, *The Economist*, and so much more are instantly available and searchable.

What's more, the Bunche Electronic Library offers its customers direct access to dozens of important databases such as: International Financial Statistics, Proquest Policy File, Middle East Transcripts, and Countrywatch. That, along with the professional consultation available by using our "Ask A Librarian" link, makes the Bunche Electronic Library your desktop research assistant!

ONLINE PUBLIC ACCESS CATALOG

The Library's current catalog or OPAC can be accessed from workstations in the Reading Room and through the Library's web site on the Department's unclassified network, at <http://librarycatalog.a.state.gov/>

ONLINE RESEARCH

Reference Librarians have access to hundreds of databases through commercial services like LexisNexis, FirstSearch, Factiva, Dialog, Dun & Bradstreet, StatUSA, USA TradeOnline and the United Nations' Official Documents Service. Contact a Reference Librarian at 647-1099 or send a message to library@state.gov for assistance.

INTERNET

The Ralph J. Bunche Library provides access to the Internet through six workstations open for the use of all Department of State employees.

SPECIAL COLLECTIONS

The Library has identified books in the collection, which require special care or preservation. Many of these have been placed in the Rare Books and Special Collections Room, located off the Reading Room. Among the treasures is a copy of the *Nuremberg Chronicles*, printed in 1493, volumes signed by Thomas Jefferson, and books by Foreign Service authors. To arrange a visit, call 647-1994.

MAP LIBRARY

The Library distributes unclassified maps of foreign areas. Limited quantities of tourist maps are available for official travel. Road atlases and street maps of local areas are available at the Front Desk.

