

## OBTAINING FRD SERVICES

- Discussions concerning the goals and framework of the task to be accomplished.
- Submission of a Statement of Work (SOW) document from agency outlining the requirements—research question, time frame of delivery, format of final product.
- FRD presentation of a work proposal and cost estimate based on the SOW. Options with varying complexity and cost will be included. There is no cost for developing a proposal.
- Agency acceptance of an FRD proposal option and initiation of financial documentation for transfer of funds to the Federal Research Division.
- FRD co-signs financial documentation and returns copy to agency.
- Agency is billed as mutually agreed upon, and work begins.

Funds are transferred directly to the Library of Congress under the Library of Congress Fiscal Operations Improvement Act of 2000 (2 U.S.C. 182c). The **revolving fund** established by this legislation enables FRD to provide services to U.S. Government agencies by means of Interagency Agreements (IAAs) for current- and future-year research. **Funds remain on account until expended, without fiscal year limitation.**

Authorized federal agency contractors can obtain FRD services through **Federal Acquisitions Regulation 51.1**—“Use of Government Sources by Contractors.”

Others may obtain FRD custom research services through the **National Technical Information Service** ([http://www.ntis.gov/services/loc\\_main.asp](http://www.ntis.gov/services/loc_main.asp)).

*Providing customized research services and products on a cost-recovery basis to entities of the Federal Government since 1948. FRD client-directed research products and services include:*

- Primary research material including document delivery
- Digital conversion
- Foreign-language abstracts and translations
- Annotated bibliographies
- Organizational and legislative histories
- Studies and reports
- Books
- Web pages
- Research and analysis
- Writing and editing
- Publishing

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## CONTACT

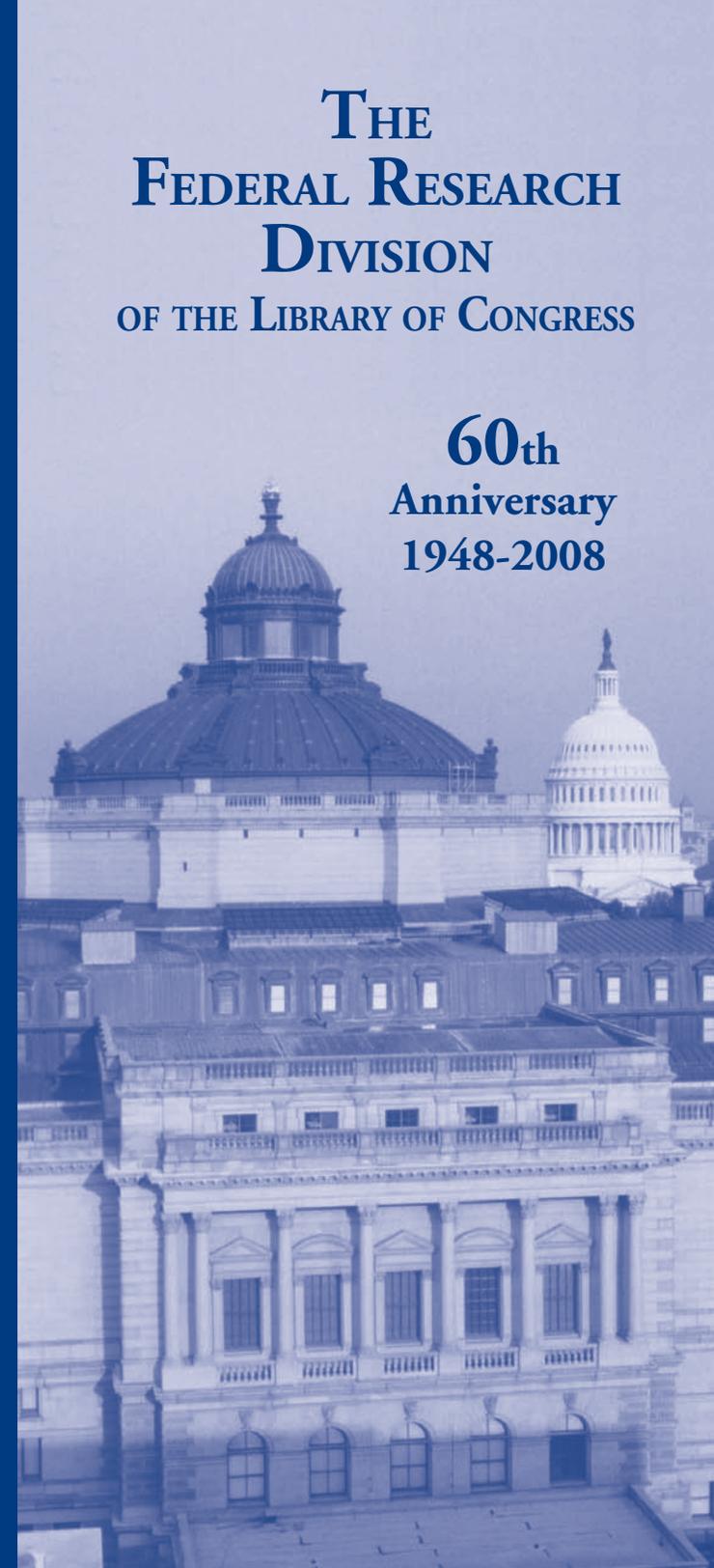
For more information, contact the Federal Research Division using the information on the back of the brochure.



The LIBRARY of CONGRESS  
Washington, D.C.

# THE FEDERAL RESEARCH DIVISION OF THE LIBRARY OF CONGRESS

60<sup>th</sup>  
Anniversary  
1948-2008



The **Federal Research Division (FRD)** is the fee-for-service research and analysis unit within the Library of Congress. FRD has provided **custom products and services** on a **cost-recovery basis** to entities of the Federal Government since 1948.

## MISSION

The Federal Research Division provides directed research and analysis on domestic and international subjects to agencies of the United States Government and authorized Federal contractors. As expert users of the vast English and foreign-language collections of the Library of Congress, the Division's area and subject specialists employ the resources of the world's largest library and information sources worldwide to produce impartial and comprehensive studies on a cost-recovery basis.

## SERVICES

Services and products range from delivery of primary research material to detailed analytical studies and reports. They include literature surveys, foreign-language abstracts and translations, annotated bibliographies, organizational and legislative histories, books, and Web page development.

## FRD WORKFORCE

Most staff have advanced degrees: M.A., M.S., M.L.S., or Ph.D. and come from varied professional backgrounds, such as academia, private-sector intelligence analysis, and consulting. All research staff members can perform research in one or more foreign languages. They are trained in a wide range of disciplines, including area studies, foreign

languages, social sciences, physical sciences, information science, and law. The research staff have an average of more than 10 years of experience in effective and efficient use of Library of Congress collections and facilities to produce expert analyses. Some staff have security clearances and are able to consult with client agency staff and work in client agency facilities as needed.



*Images:*  
above — Thomas Jefferson Building, opened in 1897;  
right — John Adams Building opened in 1939;  
below — James Madison Building, opened in 1981.



## RESOURCES

FRD staff are expert at exploiting the unparalleled collections of the Library of Congress and offer clients insider access to comprehensive coverage of legal, scientific, technical, historical, cultural, political, international affairs, sociological, economic, national security, and numerous other fields of research. The Library of Congress

collections total more than 134 million items and include books, newspapers, journals, technical reports, grey information, maps, audiovisual materials, photographs, digital items, and electronic databases. More than 50 percent of the collections are in foreign languages, and more than 60 percent are of foreign origin, including materials in more than 470 languages. The Library acquires more than 10,000 items for its collections each working day.

## BENEFITS TO CLIENTS

- Research staff expert at exploiting the vast resources of the Library of Congress and other information sources worldwide.
- Area specialists who average more than 10 years of experience conducting research on foreign areas and on such topics as law, national security,

intelligence, military history and leadership, culture, politics, science and technology, the environment, psychological operations, low-intensity conflict, arms control, peace operations, terrorism, counterterrorism, economics, industry, and other subjects.

- Expertise conducting research and translation in more than 25 foreign languages.
- Cost-effectiveness. FRD is 100 percent cost recovery and cannot, by law, make a profit. Only direct labor costs, project-specific non-labor costs (travel, fee-based on-line services, special subscriptions, etc.), and overhead can be charged. **Price is a fixed cost.**