

CFAO 210-24 -- RECREATIONAL LIBRARIES

SECTION 1 -- GENERAL

PURPOSE

1. This order amplifies [QR&O 210.315](#).

DEFINITION

2. For the purposes of [QR&O 210.315](#)(1), "isolated unit" means a Regular Force unit where the severity of isolation is deemed sufficient to warrant the establishment of a recreational library as an essential to morale.

APPROVING AUTHORITY

3. The Chief of the Defence Staff is the approving authority for establishing a recreational library.

EXPENDITURES AND UNEXPENDED BALANCES

4. Library grants shall be expended only for the purpose for which they were intended and, wherever possible, during the applicable fiscal year. Subject to paragraph 9, unexpended balances shall not be carried over from one fiscal year to the next.

SECTION 2 -- CLAIMS FOR INITIAL AND MAINTENANCE GRANTS

INITIAL GRANTS

5. The initial grant to establish a command pool library or a recreational library in a ship or at an isolated unit shall be claimed by the officer commanding the command or the commanding officer (CO), as applicable, on form CF 52, General Allowance Claim, which shall:
 - a. state the authorized establishment of the ship or isolated unit;
 - b. be supported by a copy of the NDHQ authority to establish the recreational library; and
 - c. be forwarded to the accounting officer for verification and payment in accordance with instructions issued by NDHQ/DPS (Director Pay Services).

ANNUAL MAINTENANCE GRANTS

6. [QR&O 210.315](#)(3)(b) prescribes the manner of calculating the annual maintenance grant for the fiscal year in which a recreational library is established.

7. The officer commanding a command, in the case of a command pool library, and the CO, in the case of a ship or isolated unit, are authorized to approve the annual maintenance grant on behalf of the Chief of the Defence Staff. A claim shall not be approved automatically to the maximum amount allowed under the table to [QR&O 210.315](#). The approving authority may disallow a claim, or he may approve a claim in any amount considered appropriate up to the maximum amount allowed.

8. Claims for the annual maintenance grant which is payable in advance on or after 1 Apr each year, shall be prepared in triplicate after 31 Mar, on form CF 52 showing the name of the base or unit concerned and the QR&O and CFAO authority for the grant.

9. In determining the amount to be approved. the approving authority shall:

a. ascertain the uncommitted balance remaining as at 31 Mar of the previous fiscal year (the unexpended balance of the grant as at 31 Mar less the list price of those books that were ordered during the fiscal year but not delivered or paid for by 31 Mar); and

b. ensure that the amount of the claim when added to the uncommitted balance in the grant remaining from the previous fiscal year will not exceed the maximum annual maintenance grant allowable under the table to [QR&O 210.315](#).

10. After the claim has been verified in accordance with paragraph 9, the approving authority shall:

a. certify the claim as to the unexpended and uncommitted balances in the grant as at 31 Mar of the previous fiscal year and that the amount claimed is necessary to maintain the library; and

b. approve the claim, and pass the original and duplicate to the accounting officer for payment in accordance with instructions issued by NDHQ/DPS.

ACCOUNTING INSTRUCTIONS

11. All recreational library grants shall be accounted for in accordance with Chapter 49 of A-FN-105-001/AG-001, Policy and Procedures for Non-Public Fund Accounting.

SECTION 3 -- ESTABLISHMENT AND ADMINISTRATION OF SHIP OR ISOLATED UNIT RECREATIONAL LIBRARIES

AUTHORITY TO ESTABLISH A RECREATIONAL LIBRARY

12. A request for authority to establish a recreational library at an isolated unit or in a ship shall be submitted to NDHQ/DPERA (Director Physical Education, Recreation and Amenities) through command headquarters.

APPOINTMENT AND DUTIES OF RECREATIONAL LIBRARY OFFICER

13. The CO shall appoint an officer to be responsible for the administration of a recreational library.

14. The recreational library officer shall:

- a. maintain a record of the acquisition, loan and return of books, and of any charges levied against and collected from the users (see paragraphs 20 and 21);
- b. arrange for the procurement of new books; and
- c. ensure that a satisfactory system of book exchanges is maintained with the appropriate command pool library.

VERIFICATION OF LIBRARY BOOKS

15. Recreational library books shall be verified in accordance with A-FN-105-001/AG-001, Chapter 19, Section 4.

PAYING OFF OR DISBANDMENT

16. When a ship pays off, all books in the recreational library shall be delivered into the custody of the officer in charge of the command pool library.

17. When a unit disbands, all books in the recreational library shall be disposed of in accordance with instructions issued by the officer commanding the command. NDHQ/DPERA shall be advised of the disposition of the books.

18. When a unit is disbanded or a ship pays off the unexpended balance of the grant in the recreational library account shall be refunded to the Receiver General for Canada. Such refunds shall be coded to FE 180F999 and Resource Code 13989.

RECOMMISSIONING OR REACTIVATION

19. When authority has been granted to establish a recreational library in a ship which has been recommissioned after less than one year of being paid off, or in a unit which has been reactivated after less than one year of disbandment:

- a. the initial grant is not payable;
- b. a sufficient number of library books shall be provided from command resources to re-equip the recreational library; and
- c. the proportionate amount of the annual maintenance grant for each complete month remaining in the fiscal year in which recommissioning or reactivation occurs may be claimed.

CHARGES LEVIED AGAINST USERS

20. A charge of \$1.00 shall be levied against a member who, after two weeks notice, fails to return a book which he has borrowed; or who, at any time, returns a book in a damaged condition. A member who loses a book shall be charged the total cost of the book. These charges may be in lieu of, or additional to, disciplinary action for negligence or wilful destruction. If the member does not pay these charges voluntarily, his library privileges shall be cancelled.

21. The recreational library officer is responsible for the collection of the amounts levied in accordance with paragraph 20 and for the issue of a Messes and Institutes Receipt (form CF 602) to the user for the amount received. Moneys so collected are non-public funds (NPF) and shall be passed to the (NPF) accounting (NPF) officer as frequently as considered necessary, but not less than once a week. Receipts shall be credited to the Recreational Library account and expended for the same purpose as the grant.

SECTION 4 -- ESTABLISHMENT AND ADMINISTRATION OF COMMAND POOL LIBRARIES

ESTABLISHMENT OF COMMAND POOL LIBRARIES

22. A command pool library may be established with the approval of NDHQ.

PURPOSE OF COMMAND POOL LIBRARIES

23. The purpose of a command pool library is to provide;

- a. circulating libraries for small ships and isolated units that are not entitled to recreational library grants under the table to [QR&O 210.315](#);
- b. assistance to officers in charge of recreational libraries in the operation of libraries;
- c. purchasing of new books from annual maintenance grants received on behalf of entitled ships or isolated units; and
- d. a book exchange and circulation system for ships or isolated units.

APPOINTMENT AND DUTIES OF COMMAND POOL LIBRARY OFFICER

24. The officer commanding the command shall designate an officer, preferably one associated with educational duties, as the command pool library officer, who shall be responsible for the administration and operation of the pool library.

25. The command pool library officer shall:

- a. purchase new books for the pool library;
- b. maintain a record of acquisition, loan and return of books;
- c. maintain an equitable system of book exchanges between ships or isolated units and the command pool library;
- d. assist recreational library officers in library matters; and
- e. ensure that command pool library books on loan to ships or isolated units that are paying off or disbanding are returned to the command pool library.

VERIFICATION AND CHARGES

26. Instructions governing the verification of books and the levying and collection of charges in respect of a command pool library is a command headquarters responsibility. The officer commanding the command shall

establish internal control over these particular matters, similar to the methods prescribed for ship and unit libraries in paragraphs 15, 20 and 21.

(C)

1605-210-24 (DPERA)

Issued 16 Dec 83

INDEX

Grants

Libraries