EPA INFORMATION PROCEDURES

OFFICE OF ENVIRONMENTAL INFORMATION

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EPA LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT PROCEDURES

1. PURPOSE

The purpose of this document is to establish Agency-wide procedures by which libraries in the EPA National Library Network collaborate to identify and procure information resources necessary to support the mission of the Agency.

2. SCOPE AND APPLICABILITY

These procedures apply to the EPA National Library Network and all EPA organizations that provide library services either onsite or through a Memorandum of Understanding (MOU) with another Network library. They provide baseline operational standards for all Network libraries. Individual libraries may develop local procedures to supplement the Network procedures.

3. AUDIENCE

The audience for these procedures includes Assistant Administrators, Deputy Assistant Administrators, Regional Administrators, Deputy Regional Administrators, Assistant Regional Administrators, Associate Administrators, Senior Information Officials, Information Management Officers, Federal Library Managers, Contract Library Managers, and EPA staff.

4. BACKGROUND

Collection development encompasses the acquisition, assessment, and deselection of materials and resources to meet users' needs. As part of a geographically distributed network, EPA libraries' local-level collecting decisions impact and strengthen the combined collections of the EPA National Library Network. These combined collections reflect the range of EPA activities and staff subject specialties, including basic and applied sciences, environmental law and regulations, policy and planning, administration, management, and information technology. Formats include, but are not limited to, EPA documents, other government documents, books and monographs, journals, audio-visual items, and electronic resources. The combined Network collections are cataloged in OCLC and are searchable in the EPA Online Library System (OLS), the online catalog of EPA library holdings.

In addition to OLS, the EPA National Library Network utilizes other collaborative collection management resources. In 1999, the Network launched an Intranet site, the EPA Desktop Library, for consolidating electronic journal subscriptions and making them available to an Agency-wide audience. In 2006, the Network established three repository libraries, each with a distinct collecting focus, to retain a print collection of all official EPA documents. At that time, the Network also began developing strategies for digitizing EPA publications held by EPA libraries and making them

accessible in the Agency's digital archive, the National Service Center for Environmental Publications (NSCEP) website, which encompasses the National Environmental Publications Internet Site (NEPIS) database.

While all EPA libraries have certain information resources in common, there are significant variations in individual library collections based on user needs, subject expertise of the local EPA staff, geographical area, etc. In addition, EPA libraries vary in scope; e.g., some regional libraries include law collections supporting the Office of Regional Counsel, and some do not. Though less formalized than the repository library collecting focuses, network libraries periodically assess and update their areas of specialization (See the Intranet page, "EPA Libraries: Areas of Specialization," in the Related Documents section). Network libraries should seek to avoid unnecessary duplication in their collection development decisions, and these procedures offer guidance and include network-level considerations.

5. AUTHORITY

Agency Delegation 1-19 GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS, Paragraph 2(b) (http://intranet.epa.gov/oei/imitpolicy/qic/documents/delegation_1-19_revised070705.pdf).

CIO 2170.1, EPA National Library Network Policy, dated 05/15/2009 (http://intranet.epa.gov/oei/imitpolicy/policies.htm).

6. PROCEDURES

6.1 Acquisition of Library Materials

6.1.1   General Selection Guidelines

6.1.1.1   The types of materials that EPA libraries may collect include, but are not limited to the following:

6.1.1.1.1   Government documents and reports.

6.1.1.1.2   Books and monographs.

6.1.1.1.3   General reference resources, such as encyclopedias, dictionaries, and almanacs.

6.1.1.1.4   Serials, including annuals, journals, newsletters, and monographic series.

6.1.1.1.5   Conference proceedings.

6.1.1.1.6   Atlases and maps.

6.1.1.1.7   Audiovisual materials.

6.1.1.1.8   Posters.

6.1.1.2   The formats of materials that EPA libraries may collect include, but are not limited to the following:

6.1.1.2.1   Print materials.

6.1.1.2.2   CD-ROMs, DVDs, and other electronic and multimedia formats.

6.1.1.2.3   Microforms.

6.1.1.3 EPA libraries should use the following criteria when selecting materials for the collection:

6.1.1.3.1   Basic or definitive treatment of subject matter.

6.1.1.3.2   Importance of subject matter to the collection.

6.1.1.3.3   Scarcity of material on a subject.

6.1.1.3.4   Relation to existing collection.

6.1.1.3.5   Clarity and accuracy of presentation.

6.1.1.3.6   Degree of accomplishment of purpose.

6.1.1.3.7   Author/editor reputation and significance to field.

6.1.1.3.8   Reputation and standing of the publisher.

6.1.1.3.9   Currency of the material.

6.1.1.3.10   Price, as related to allocated budget.

6.1.1.3.11   Format, as related to access, permanence, cost considerations, and needs of library patrons.

6.1.1.3.12   Proportion and balance with regard to subjective coverage of environmental issues, in both a single publication and within the larger library collection.

6.1.1.4   EPA libraries may use, but are not limited to, the following sources for selecting materials for their collections:

6.1.1.4.1   Publishers' catalogs.

6.1.1.4.1.1   Books may be accepted from publishers for preview, provided the preview is free and the library is under no obligation to purchase the book.

6.1.1.4.2   Sample issues of journals.

6.1.1.4.3   Review of current journals.

6.1.1.4.4   Responses to reference or research requests.

6.1.1.4.5   An analysis of interlibrary loan (ILL) transactions to identify items or topics that have generated multiple requests.

6.1.1.4.6   An analysis of the regular collection inventory that identifies missing, damaged, or out-of-date materials that need to be replaced or updated.

6.1.1.4.7   Recommendations/requests from library staff and EPA staff.

6.1.1.4.8   Subject bibliographies, including the Network's *Core List for an Environmental Reference Collection*.

6.1.2   Coverage Considerations in the EPA National Library Network

6.1.2.1   EPA Documents (excluding classified EPA documents)

6.1.2.1.1   As a network-wide strategy, EPA repository libraries will have the primary responsibility for collecting official EPA documents in their designated subject areas.

6.1.2.1.1.1   Research Triangle Park (RTP) Library, Research Triangle Park, NC:

6.1.2.1.1.1.1   Air documents.

6.1.2.1.1.1.2   Health effects materials.

6.1.2.1.1.2   Andrew W. Breidenbach Environmental Research Center (AWBERC) Library, Cincinnati, OH:

6.1.2.1.1.2.1   Water documents.

6.1.2.1.1.2.2   Risk assessment materials.

6.1.2.1.1.3   Headquarters Repository Library, Washington, DC:

6.1.2.1.1.3.1   Hazardous waste materials, including OSWER Directives and Records of Decision.

6.1.2.1.1.3.2   EPA management documents.

6.1.2.1.1.3.3   EPA historical material.

6.1.2.1.1.3.4   Non-EPA publications dealing with regional/local environmental issues deemed important to EPA staff.

6.1.2.1.2   EPA libraries will work together to ensure that for each EPA document currently residing in one or more network library there will be a digital copy in the NEPIS database and two hard copies of each document retained in perpetuity among the repository libraries.

6.1.2.1.3   Individual network libraries may collect EPA documents relevant to the needs of their local users. EPA documents not needed onsite by a particular library will be digitized and sent to a repository library or dispersed according to the EPA Library Materials Dispersal Procedures.

6.1.2.1.4   Libraries may obtain free print EPA documents from the NSCEP website, from Project Officers, or from the National Center for Environmental Research (NCER).

6.1.2.1.5   Libraries may acquire EPA documents in electronic and microfiche formats.

6.1.2.2   Serials and Electronic Resources

6.1.2.2.1   The EPA Desktop Library provides access to electronic resources, including serials, deemed important to an Agency-wide audience. As new resources are considered for inclusion in the EPA Desktop Library, feedback will be solicited from the Network.

6.1.2.2.2   EPA libraries will carefully consider the selection of journal titles for individual library subscriptions, including factors such as the number of network libraries that own a particular title and format considerations. Every effort will be made to avoid cancelling any useful titles that are uniquely owned. See the "Journal Holdings" section of the Library Network Intranet site for current title information.

6.1.2.3   *Core List* Titles

6.1.2.3.1   Each EPA library should collect those titles identified as a part of the essential core collection denoted by an asterisk in the *Core List for an Environmental Reference Collection*.

6.1.2.3.2   EPA libraries will work together to ensure that *Core List* titles outside the essential core collection are represented in at least one network library collection. EPA libraries' self-designated "Areas of Specialization" on the Library Network Intranet site may provide guidance for determining which subject areas are collected in a particular library.

6.1.2.4   Other Library Materials

6.1.2.4.1   EPA Libraries will collect other materials and resources if they fall within the scope of the collection, are relevant to the Agency's mission, and meet the needs of local users.

6.1.2.4.2   As appropriate, repository libraries will collect and retain regional materials in collaboration with network libraries (i.e., if physical space considerations prevent regional libraries from collecting and/or retaining these materials).

6.1.3   Procurement of Library Materials

6.1.3.1   Collaborative purchasing of EPA Desktop Library resources will be coordinated among the Office of Environmental Information (OEI), the Office of Research and Development (ORD), the Office of Administration and Resource Management

(OARM), and other offices managing and/or funding EPA Desktop Library resources.

6.1.3.1.1 The Network will promote additional coordination of electronic resource subscriptions and their network-wide availability through the EPA Desktop Library.

6.1.3.1.2 The Network will explore the potential for coordinating the acquisition of materials via collaborative purchases and resource sharing with other Federal agencies.

6.1.3.2 EPA libraries will acquire materials quickly, efficiently, and at the least expense, within the bounds of their respective Statements of Work and budgetary limitations.

6.1.3.3 EPA libraries will follow all applicable procurement regulations for purchasing materials.

6.1.3.3.1 Libraries generally purchase trade and commercial publications from a vendor, but may also make direct purchases from a publisher.

6.1.3.3.2 Libraries generally purchase legal publications on a sole source basis from the publisher.

6.1.3.3.3 Libraries generally order journals and serials through a subscription agent, but may also make direct purchases from a publisher.

6.1.3.3.4 Libraries may establish accounts with book and journal vendors through FEDLINK.

6.1.3.3.5 Libraries may set up deposit accounts with other government agencies.

6.1.3.3.5.1 Government documents, including individual titles and periodicals, may be ordered through a deposit account with the Government Printing Office (GPO).

6.1.3.3.5.2 The National Technical Information Service (NTIS) distributes copies of EPA and other government documents through Selected Research in Microfiche (SRIM) and the CD-ROM version, "S&T on CD."

6.1.4 Donations of Materials to Libraries

6.1.4.1 EPA libraries will establish local practices and procedures for accepting and processing donations of books, documents, or other library materials.

6.1.4.2 Libraries may receive donations from a variety of sources:

6.1.4.2.1 EPA staff.

6.1.4.2.2 Other EPA libraries.

6.1.4.2.3 EPA offices.

6.1.4.2.4 Other federal agencies.

6.1.4.2.5 Other libraries.

6.1.4.3 In addition to general selection criteria above, libraries should also consider the following when selecting donations to be added to the collection:

6.1.4.3.1 Information provided by the donor as to the significance of the work.

6.1.4.3.2 Currency and condition of the material.

6.1.4.4 Libraries will reserve the right to refuse to add a donation or gift to the collection and to dispose of any such item following established dispersal procedures if the donor does not want the item(s) returned.

6.1.4.5 Libraries will not accept photocopies of books due to copyright concerns.

6.1.5 Other Free Materials

6.1.5.1 EPA libraries may seek other free materials to enrich the collection, including:

6.1.5.1.1 General Accounting Office (GAO) and other federal government reports that are deemed relevant to the Agency's mission.

6.1.5.1.2 Review copies from publishers.

6.1.5.1.3 Speeches, manuscripts, and other materials from authors.

6.1.5.2 Libraries may establish a collaborative exchange with other organizations to provide EPA documents in exchange for organizational documents relevant to the Agency's mission.

6.1.6 "Born-digital" EPA Documents and other Online Resources

6.1.6.1 Staff in each network library, in the regular course of their work, will endeavor to identify "born digital" EPA documents, bring them to the attention of the NEPIS manager if not already represented in NEPIS, and catalog them in OCLC for inclusion in OLS.

6.1.6.2 Staff in each network library may also identify newly-published online resources that fall within their collecting scope but are produced by other federal agencies, think tanks, universities, and other organizations. As appropriate, these documents may be cataloged in OCLC for inclusion in OLS and should be managed locally.

6.1.6.2.1 Libraries should systematically check and fix any broken links in the records of their online-only resources. If an updated link does not exist, libraries have the following options:

6.1.6.2.1.1 Remove the holding record from OCLC.

6.1.6.2.1.2 If the library has archived a digital copy of the resource (e.g., on a CD) and the document does not have copyright restrictions, the library may choose to print and prepare a copy for the physical collection, making necessary changes in format information in OCLC.

6.2 Library Collection Management

6.2.1 Cataloging EPA Materials and Maintenance of Data for the Online Library System (OLS)

6.2.1.1 Network libraries will catalog all materials in their collections unless restricted by licensing agreements or other special considerations (e.g., Agency "X" documents). Bibliographic records should be entered in OCLC as outlined in the EPA Library Cataloging Procedures.

6.2.1.2 The OLS database administrator has the primary responsibility for loading bibliographic records from OCLC to OLS.

6.2.2 Digitization of EPA Materials

6.2.2.1 All hard-copy official EPA documents will be digitized in NEPIS and made available through the NSCEP website as outlined in the Digitization Processes for EPA Libraries Procedures.

6.2.2.2 "Born digital" EPA documents will also be included in NEPIS.

6.2.3 Weeding Criteria and Schedules

6.2.3.1 Network libraries will refer to the EPA Library Materials Dispersal Procedures for guidance on selecting materials to retain or to weed from the collection. Weeding should be performed by network libraries on a systematic, periodic basis to maintain healthy collections.

6.2.4 Collection Dispersal

6.2.4.1 Libraries that are dispersing materials from their collections may offer them to

repository libraries, the NEIC Library, and other network libraries following guidance outlined in the Materials Dispersal List Procedures and Guidance on the Library Network Intranet site.

6.2.4.2 Items not requested by another network library should be managed by the owner library strictly according to the remaining steps in the EPA Library Materials Dispersal Procedures.

6.3 Reporting and Statistics

6.3.1 EPA Desktop Library statistics collection, coordination, and dissemination will be managed by contractors at Headquarters with technical direction from OEI.

6.3.2 Individual libraries will maintain and report statistics on acquisitions and collection management activities as required by the EPA Library Usage Statistics Procedures and the libraries' respective Statements of Work.

7. RELATED DOCUMENTS

Anderson, Joanne S. ed., Guide for Written Collection Policy Statements. 2nd ed. (Collection Management and Development Guides, no. 7), Chicago: American Library Association, 1996.

Federal Library and Information Center Committee (FLICC), Library of Congress. Handbook of Federal Librarianship, dated 01/2004 (http://www.loc.gov/flicc/publications/fedlibrarianbook.html).

International Federation of Library Associations (IFLA) Government Libraries Section and Government Information and Official Publications Section. Guidelines for Libraries of Government Departments, (IFLA Professional Reports, No. 106), dated 2008 (http://www.ifla.org/en/publications/guidelines-for-libraries-of-government-departments).

EPA National Library Network. Core List for an Environmental Reference Collection (EPA 260-B-10-001), dated 03/2010 (http://www.epa.gov/libraries/core/coretoc.htm).

EPA National Library Network. EPA Libraries: Areas of Specialization, dated 06/2010 (http://intranet.epa.gov/librarynetwork/subject.htm).

EPA National Library Network. EPA Library Cataloging Procedures, dated 10/20/2010 (http://intranet.epa.gov/librarynetwork/moving_forward.html).

EPA National Library Network. Journal Holdings, updated 09/2009 (http://intranet.epa.gov/librarynetwork/journals.html).

EPA National Library Network. Materials Dispersal List Procedures and Guidance, dated 6/10/2009 (http://intranet.epa.gov/librarynetwork/dispersal_procedures.html).

EPA National Library Network. Draft Annotated Outline for the EPA Library Strategic Plan: Questions/Comments for Discussion for ALA Meeting, dated 07/2007 (http://www.epa.gov/libraries/EPAStrategicPlanOutlineALAFinal.pdf).

8. **ROLES AND RESPONSIBILITIES**

Assistant Administrator for Environmental Information: The Assistant Administrator, OEI, as the CIO for the Agency, has the overall responsibility for the governance and coordination of the EPA National Library Network including establishing policy and supporting procedures, standards, and guidance to ensure the effective oversight of the EPA National Library Network.

Assistant Administrators and Regional Administrators: Assistant Administrators and Regional Administrators with libraries within the EPA National Library Network have the overall responsibility for the management of their individual libraries, for compliance with Agency-wide policies, procedures, standards and guidance relating to the Library Network and to ensure that their individual libraries provide efficient and cost-effective access to information and data necessary to carry out EPA's mission.

National Library Program Manager: The National Library Program Manager has the day-to-day responsibility to provide assistance and guidance to offices in the operation of the EPA National Library Network and to ensure that the individual libraries provide efficient and cost-effective access to information and data necessary to carry out EPA's mission. The National Library Program Manager resides in OEI's Office of Information Analysis and Access

Federal Library Managers: The Federal Library Managers have first-line responsibility for operation of physical Network libraries and provision of library services and to ensure that their individual libraries provide efficient and cost-effective access to information and data necessary to carry out EPA's mission.

9. **DEFINITIONS**

Access: The ability of members of the public to obtain information from a government agency. All public libraries and most academic libraries in the United States are open to the general public, but access to certain areas such as closed stacks, rare books, and special collections may be restricted. In a more general sense, the right or opportunity to use a resource that may not be openly and freely available to everyone. In computing, the privilege of using a computer system or online resource, usually controlled by the issuance of access codes to authorized users or, more broadly, the ability of a user to reach data stored on a computer or computer system.

Acquisitions: The process of selecting, ordering, and receiving materials for library or collections by purchase, exchange, or gift. The process may include budgeting and negotiating with outside agencies, such as publishers, dealers, and vendors, to obtain resources to meet the needs of the institution's clientele in the most economical and expeditious manner.

Bibliographic Record: An entry in a database that describes the attributes of a work, including its physical properties, its subject(s), its location in the physical collection and/or links to the online version. Also known as Catalog Record.

Born Digital: A document that was created and exists only in digital format.

Catalog: A comprehensive inventory of the books, periodicals, maps, and other materials in a given library collection, arranged in systematic order to facilitate retrieval (usually alphabetically by author,

title, and/or subject). In most modern libraries, the card catalog has been converted to machine-readable bibliographic records and is available online. The catalog for the EPA National Library Network is the Online Library System (OLS).

Cataloging: The process of creating entries for a catalog. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation, and activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of a librarian trained as a cataloger.

Collaborative Purchasing: In the context of the EPA National Library Network, the purchasing of certain resources through a single subscription or licensing agreement to be used by patrons across the entire Agency or a portion thereof. The aim of collaborative purchasing is to reduce the annual subscription price of electronic information resources that might be otherwise duplicated through multiple institutional subscriptions. The cost of collaborative purchases may be shared among the participating libraries. Also applies to joining other Federal agencies in purchasing resources.

Collection Management: The activity of planning and supervising the growth and preservation of a library's collections based on an assessment of existing strengths and weaknesses and an estimate of future needs.

Core Collection: A collection representative of the basic information needs of a library's primary user group.

Database: A large, regularly updated file of digitized information (bibliographic records, abstracts, full-text documents, directory entries, images, statistics, etc.) related to a specific subject or field, consisting of records of uniform format organized for ease and speed of search and retrieval and managed with the aid of database management system (DBMS) software. Content is usually created by the database producer. In the case of commercial databases, the content may be leased to one or more database vendors (Dialog, EBSCO, OCLC, etc.) that provide electronic access to the data after it has been converted to machine-readable form, usually online via the Internet, using proprietary search software. Most databases used in libraries are catalogs, periodical indexes, abstracting services, and full-text reference resources leased annually under licensing agreements that limit access to registered borrowers and library staff.

Deposit Account: A vendor prepayment account into which the customer deposits a sum of money, against which orders are subsequently charged. When the balance in the account reaches a predetermined level, an additional amount must be deposited for fulfillment to continue.

Deselection: The process of identifying print titles for weeding, subscriptions for cancellation, and/or electronic resources for removal from an Internet or Intranet site. Deselection often occurs in response to space constraints, subscription price increases, and budgetary constraints, but as part of regular collection maintenance it should also reflect resource currency and usage.

Digitization: The conversion of hard copy documents, printed text, or images into digital form through the use of scanning technologies.

Dispersal: The transfer of library materials to other libraries. Materials may be dispersed to other

EPA libraries or to external libraries, such as those of other federal agencies, state governments, or universities. Dispersal may occur as part of a library's normal weeding schedule or as part of a larger effort to reduce the physical size of the library collection.

Donation: One or more books or other items given to a library, usually by an individual but sometimes by a group. Most donations are unsolicited and may arrive unexpectedly.

EPA Desktop Library: A collection of electronic resources, including freely available and subscription-based services, available to all EPA staff via the Intranet. The EPA Desktop Library is funded by the Working Capital Fund and managed by the Office of Environmental Information with contributions from other program offices.

EPA Document/Publication: An official EPA publication in any format, with a special alpha-numeric identifier known as an EPA publication number.

EPA National Library Network: A national network composed of EPA libraries and repositories located in the Agency's Headquarters, Regional and Field Offices, Research Centers, and specialized laboratories, as well as Web-based access to electronic collections. Network libraries are defined as those libraries with an official membership presence in the Online Computer Library Center (OCLC) system. Centralized network coordination comes from the Agency's Office of Environmental Information. Individual EPA libraries are administered by a range of offices in conjunction with contract staff.

FEDLINK: See Federal Library and Information Network.

Federal Library and Information Network (FEDLINK): A purchasing, training and resource-sharing consortium for federal libraries and information centers based at the Library of Congress.

Government Documents: Publications of the U.S. federal government, including transcripts of hearings and the text of bills, resolutions, statutes, reports, charters, treaties, periodicals (*example*: *Monthly Labor Review*), statistics (U.S. Census), etc. The category also includes publications of other governmental bodies (state, local, territorial, foreign).

ILL: See Interlibrary Loan.

Interlibrary Loan (ILL): The process by which a library requests materials from, or supplies materials to, another library. This service is provided upon request of a library user for materials not available in the local library.

Materials: Items within the library collection that may include books, journals, reports, miscellaneous publications, microform, multimedia, and other physical objects. Generally, library materials do not include official records, but convenience copies of records may be included.

Memorandum of Understanding (MOU): A memorandum signed by more than one agency or organization that promises cooperation or coordination on a specific issue, project, or agenda.

Microfiche: A small card-shaped sheet of photographic film designed for storing miniaturized text and/or microimages arranged sequentially in a two-dimensional grid.

Microform: A generic term for a highly reduced photographic copy of text and/or images stored on a translucent medium (microfiche or microfilm) or on an opaque medium such as card stock (microopaque or aperture card). Microforms can be original editions or reproductions. Reader-printer machines are required to view and make hard copies. Digital storage media such as magnetic tape and disk, CD-ROM, etc., are superseding microforms in information storage and retrieval to some extent.

Monograph: A book or treatise on a single subject, complete in one physical piece, usually written by a specialist in the field. For the purpose of cataloging and collection development, a monograph is any publication complete in one volume or intended to be completed in a finite number of parts issued at regular or irregular intervals, containing a single work or collection of works.

MOU: See Memorandum of Understanding.

National Environmental Publications Internet Site (NEPIS): EPA's electronic publications database behind the National Service Center for Environmental Publication (NSCEP) website. NEPIS was launched in 1997 and in January 2007 was integrated under the National Service Center for Environmental Publications (NSCEP). In 2010 the NEPIS term was phased out of public branding for NSCEP and retained for internal use only.

National Service Center for Environmental Publications (NSCEP): Based in Cincinnati, NSCEP maintains and distributes EPA publications in hardcopy, CD-ROM and other multi-media formats. The NSCEP website also serves as a repository for and online gateway to free, electronic copies of EPA publications.

National Technical Information Service (NTIS): NTIS serves as a central information dissemination resource for U.S. Federal Government technical reports and other government-funded scientific, technical, engineering, and business related information. NTIS' basic authority to operate a permanent clearinghouse of scientific and technical information is codified as chapter 23 of Title 15 of the United States Code (15 U.S.C. 1151-1157).

NSCEP: See National Service Center for Environmental Publications.

NEPIS: See National Environmental Publications Internet Site.

NTIS: See National Technical Information Service.

OCLC: See Online Computer Library Center.

Office of Solid Waste and Emergency Response (OSWER) Directives: Guidance documents issued by EPA's Office of Solid Waste and Emergency Response. OSWER Directives deal with some

aspect of hazardous waste site remediation.

OLS: See Online Library System.

Online Computer Library Center (OCLC): OCLC is a nonprofit, membership-based, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs. OCLC maintains the largest catalog and interlibrary loan network in the world, which assist librarians and the general public with locating, acquiring, cataloging, lending, borrowing and preserving library materials.

Online Library System (OLS): The online catalog for the EPA Library Network, which provides bibliographic records for the items residing in EPA libraries and links to documents on environmental topics on the Internet. OLS allows searches by author, title, subject heading, any standard numbers that are assigned to the work, classification number, and allows for keyword searching of the record.

OSWER Directives: See Office of Solid Waste and Emergency Response Directives.

Patrons: Anyone authorized to use the materials and services of the library. May include EPA staff, contractors and/or the public.

Periodical: A serial publication with its own distinctive title, containing works written by more than one contributor, issued more than once, generally at regularly-stated intervals of less than a year, without prior decision as to when the final issue will appear. Although each issue is complete in itself, its relationship to preceding issues is usually indicated by an issue and/or volume number. Content is usually controlled by an editor or editorial board. The category includes subscription-based materials including magazines, journals, and newsletters, but not proceedings or the other regular publications of corporate bodies as they relate primarily to meetings. Newspapers are not formally classified as periodicals.

Physical Collection: The materials, whether books, maps, microforms, scrolls, CD-ROMs, DVDs or any other items that physically reside in a library or its storage space and are managed by one or more mechanisms of bibliographic control.

Processing Functions: The steps taken to make materials shelf-ready in libraries. This can include but may not be limited to cataloging, stamping, and placing labels on books and resources.

Publication: For purposes of this document, when used alone, "publication" is an all-encompassing term that refers to a work capable of being read or perceived and may include monographs, journals, or documents, regardless of source or format.

Record of Decision (ROD): A public document that explains the cleanup method that will be used at a Superfund site, based on EPA studies, public comments, and community concerns.

Reference: Services provided by library staff to meet the information needs of patrons (in person, by telephone, or electronically), including but not limited to: answering questions; instructing users in the selection and use of appropriate tools and techniques for finding information; conducting searches on

behalf of the patron; directing users to the location of library resources; assisting in the evaluation of information; and, when appropriate, referring patrons to resources outside the library.

Repository Library: A central place where library collections are stored and made accessible. EPA repository libraries collect and preserve EPA documents and other materials deemed of value to the EPA National Library Network.

Resource Sharing: The activities that result from an agreement, formal or informal, among a group of libraries (usually a consortium or network) to share collections, data, facilities, personnel, etc., for the benefit of their users and to reduce the expense of collection development.

ROD: See Record of Decision.

Serial: A publication in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion. Most libraries purchase serials via subscription.

Services: Any service provided by the library. The most common services are answering questions and conducting research (known as reference), providing access to online databases, and interlibrary loan to retrieve materials from other libraries.

SOW: See Statement of Work.

Stacks: The area of a library where the main body of the collection (usually books and periodicals) is stored when not in use, usually on rows of free-standing double-faced shelving. In some libraries, the stacks are closed to the public, but most libraries in the United States allow patrons to browse all or part of their primary collections in open stacks.

Statement of Work (SOW): A specific statement regarding the requirements needed in a service contract. The statement of work should include all aspects of job requirements, performance and assessment.

Subscription: The right to receive a newspaper or periodical for a designated period of time (or prescribed number of successive issues), upon payment of a subscription fee payable in advance to the publisher or subscription agent. Most subscriptions are renewed annually. Subscription also refers to the right of a library or library system to provide access to a bibliographic database or other online resource to its patrons under a licensing agreement with a vendor upon payment of an annual subscription fee and is subject to renewal.

Weeding: The process of evaluating items in a library collection title by title to identify for permanent withdrawal those that meet pre-established weeding criteria, especially when space in the stacks is limited. Because weeding usually refers to print materials and other physical formats, it is a narrower term for deselection.

10. WAIVERS

Waivers to these procedures must be approved by the Assistant Administrator for Environmental Information/Chief Information Officer. Waiver requests must be submitted in writing by the requesting office's Senior Information Official (SIO) through the Director of the Office of Environmental Information, Office of Information Analysis and Access (OIAA).

11. RELATED POLICIES, STANDARDS AND GUIDANCE

The following related policies, standards, and guidance documents are available on the Office of Environmental Information Policy page (http://epa.gov/irmpoli8/policies/index.html):

CIO 2170.1-P-01. EPA Library Materials Dispersal Procedures

CIO 2170.1-P-04. EPA Library Usage Statistics Procedures

CIO 2170.1-P-05. Digitization Processes for EPA Libraries Procedures

12. MATERIAL SUPERSEDED

These procedures supersede the EPA Library Systems Manual 2130, dated January 1977.

13. ADDITIONAL INFORMATION

For further information about these procedures, please contact the Policy and Program Management Branch of the Information Access Division in Office of Information Analysis and Access, Office of Environmental Information.

**Malcolm D. Jackson, Assistant Administrator and
Chief Information Officer
Office of Environmental Information**