Issued by the EPA Chief Information Officer,
Pursuant to Delegation 1-19, dated 07/07/2005

EPA LIBRARY CATALOGING PROCEDURES

1. PURPOSE

The purpose of this document is to establish Agency-wide procedures by which libraries in the EPA National Library Network catalog the physical and digital materials in their collections as well as other electronic resources deemed important to EPA's mission.

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

Cataloging is the process by which librarians create bibliographic records to describe the physical and electronic resources in the library collection. Records may describe books, DVDs, CD-ROMs, maps, websites, microforms, or any other type of material held in the library collection. The bibliographic records are usually organized as part of a cataloging system, which allows users to search for materials in a given library collection through various access points, such as title, author, or subject. EPA libraries have been cataloging their materials since the 1970s, when central cataloging for the Network was performed in Cincinnati.

The Online Library System (OLS) was established in 1989 as the catalog of the library collections of the EPA National Library Network. OLS records describe items that are part of the EPA National Library Network's physical library collections, as well as some resources that are only available online. OLS records point users to the location of individual resources that have been reviewed and selected for inclusion in EPA collections by professional librarians. EPA librarians contribute to the OLS catalog by developing records through original or copy cataloging. OLS is also populated by the addition of records for microfiche from the National Technical Information Service (NTIS).

Since 1982, EPA libraries have belonged to the Online Computer Library Center (OCLC), a membership-based organization through which cataloging records are produced and shared among an international community of libraries. Through OCLC, EPA libraries save costs by making their cataloging records available to other libraries, and by using other libraries' cataloging records in turn. Records created and modified through OCLC contribute to the WorldCat catalog and are used to update holdings in OLS. Today, all EPA libraries have individual OCLC accounts. Many EPA libraries perform their own cataloging onsite, and some use the cataloging services of another Network library. The three-letter OCLC identifiers for each library (e.g., EJB) have been assigned using the following indicators:

> First letter (E): indicates EPA
>
> Second letter (varies): indicates geographic region
>
> Third letter (varies): indicates library

In order to participate in OCLC and garner the benefits from this cooperative cataloging approach, EPA libraries agree to abide by current international cataloging standards, including the Anglo-American Cataloging Rules, 2nd edition (AACR2); the British, American and Canadian standard for creating cataloging or bibliographic records; and the interpretation of those rules by the Library of Congress (LC). Participating libraries also follow the OCLC Bibliographic Format and Standards, a guide to machine-readable cataloging (MARC) records.

The OLS catalog is an authoritative source for locating environmental resources that reflect Agency programs. EPA librarians strive to produce complete and accurate cataloging records so that users can find library resources and information they need.

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 Cataloging at EPA Libraries

6.1.1   Each Network library will maintain an active OCLC account with a three-letter identifier and an authorization level that allows modification of OCLC catalog records. Libraries can purchase their individual OCLC account access through a variety of mechanisms depending on local needs, including, but not limited to, the following:

6.1.1.1   An interagency agreement via Federal Library and Information Network (FEDLINK) services.

6.1.1.2   The local library contract vehicle, if permitted. Under this arrangement, the contractor can bill the Agency, but there may be an added overhead fee.

6.1.1.3   Direct purchase from OCLC.

6.1.2   Each Network library will have the capability to generate original and/or copy cataloging records for its materials. It should be noted that original cataloging is a specialty within the library profession that requires extensive training and/or experience. Available options for cataloging include:

6.1.2.1   Onsite cataloging by library staff with appropriate training.

6.1.2.2   Offsite cataloging by staff at other EPA libraries, by arrangement.

6.1.2.3   Offsite cataloging by commercial vendors, by arrangement.

6.1.3   Regardless of the cataloging option used, each Network library staffed under contract will develop written local cataloging procedures that address:

6.1.3.1   A priority order for types of materials cataloged for the local collection.

6.1.3.2   Processes for cataloging new acquisitions, including turn-around times.

6.1.3.3   Processes for updating existing catalog records.

6.1.3.4   Classification numbers and special codes for onsite materials and collections.

6.1.3.5   The minimum required standard for access points included in local catalog records.

6.1.4   Each Network library will maintain updated catalog records for materials in its physical collection(s), including all items in storage and special collections, whether or not the item circulates or is shelved apart from the main collection.

6.1.5   EPA catalogers will create and update OLS catalog records via OCLC. Although small edits may be made to a record within OLS (e.g., changing the number of copies, changing the subcollection notation, etc.), changes should be made through OCLC whenever possible.

6.1.6   As a minimum, EPA catalogers should include bibliographic information at OCLC Level K (minimal level cataloging by OCLC participants). As feasible, catalogers may include all access points at OCLC Level I (eye) (complete cataloging by OCLC participants) or IFLA's Functional Requirements for Bibliographic Records (FRBR).

6.1.7   EPA catalogers should strive to identify and catalog electronic EPA publications and other online materials that meet the criteria for inclusion in the library's collection, regardless of whether or not they are held onsite in a print format.

6.1.8   The EPA National Library Network may assign a cataloger to regularly search Government Printing Office (GPO) cataloging files for new EPA and other federal government documents for inclusion in OLS.

6.1.9   Each Network library will perform an inventory of its collection on a regular basis (e.g., the entire collection every three years or one third of the library collection each year) and update OCLC records accordingly to maintain accuracy in OLS.

6.1.10 Each Network library will review and update catalog records for journal holdings each year as subscriptions are added or cancelled.

6.2 Staff Access to the OLS System

6.2.1   Appropriate staff in each library will require a login ID for access to the OLS system and its modules. To request an ID for a staff member, Federal Library Managers must first verify that staff has a LAN account, and then make a written request via e-mail to the OLS database administrator, with a copy to the OLS Federal Manager. The written request should include the staff member's name, LAN account ID, position/title, e-mail address, and phone number.

6.2.2   When an authorized user of the OLS system transfers to another position or terminates their employment with the library, the Federal Library Manager must send a written notification via e-mail promptly to the OLS Database Administrator to deactivate the individual's access to the system. The OLS Federal Manager should also be copied on this notification.

6.3 Cataloging Workflow Overview

The following describes the general workflow for cataloging at EPA libraries. Individual library procedures may vary depending on local staffing levels and requirements.

6.3.1   The library receives new materials for the collection and processes them for cataloging according to locally established priorities.

6.3.2   Library staff determines the appropriate library collection as outlined in Section 6.4.2.2 below.

6.3.3   The cataloger searches the title in OLS and/or OCLC for an appropriate record to determine if copy or original cataloging is needed.

6.3.4   The cataloger edits an existing cataloging record for the item or creates an original record as needed.

6.3.5   Library staff performs physical processing of the new item for the collection based on local procedures.

6.3.6   The database administrator loads cataloging records to OLS from OCLC on a regular basis and provides update reports to libraries.

6.3.7   Library staff reviews update reports to verify accuracy and completeness.

6.4 Creating Records by Copy Cataloging

When possible, catalogers should attach the library's holdings to an appropriate existing OCLC record by copy cataloging.

6.4.1   Searching for and selecting an appropriate record

6.4.1.1   Catalogers may begin by searching in freely available catalogs that include OCLC numbers, such as OLS. If no record is found, catalogers should proceed to search for an appropriate record in OCLC.

6.4.1.2   If the OCLC search returns multiple records, catalogers should select the most appropriate record to use based on authority considerations. The authority considerations are listed in priority order below and include, but are not limited to, the following:

6.4.1.2.1   Records from the Library of Congress (DLC), the National Library of Medicine (NLM), the Government Printing Office (GPO), or the National Library of Agriculture (NAL).

6.4.1.2.2   OCLC Level I (eye) or Level K records, which are input by other OCLC participants.

6.4.1.2.3   Records with the most holdings (e.g., if one matching record has 387 holdings and another has only one, use the record with 387 holdings).

6.4.2   Editing existing records for OLS

6.4.2.1   Catalogers should update the selected record according to the documentation for the OCLC interface used locally (i.e., Connexion Client or Connexion Browser) and their local procedures. The EPA Cataloging Manual on the Library Network Intranet site can also provide guidance.

6.4.2.2   Using the 049 field, catalogers may classify non-print materials such as maps, video recordings, microforms, and software using standard collection indicators in accordance with locally-established protocols. They may also use additional indicator letters or codes developed in coordination with the OLS administrator. In most EPA libraries the collection letter indicators include the following:

6.4.2.2.1   M = monographs (for materials assigned Library of Congress (LC)

classification numbers).

6.4.2.2.2   D = documents (documents and reports published by EPA, other government agencies or non-governmental organizations).

6.4.2.2.3   R = reference (non-circulating materials shelved in a reference collection so they are readily available to answer questions).

6.4.2.2.4   J = journals (periodical issues that are generally shelved without classification numbers).

6.4.2.3   Subcollections may be indicated through the use of a local code in brackets positioned to the left of the library code (e.g., [CORE]EJBR for the core reference collection). Cataloging staff should follow local procedures, coordinating with the OLS administrator to ensure proper display in OLS.

6.4.2.4   Classification numbers

6.4.2.4.1   Monographs will usually be assigned an LC classification number. In copy cataloging records, these can be found in either the 050 or the 090 field.

6.4.2.4.2   For all other classification schemes, including EPA publication numbers, other assigned numbers, or locally defined numbers, the item should be classified and shelved according to that number.

6.4.2.5   Electronic access points

6.4.2.5.1   All documents that can be accessed through the Internet should have a URL or other link entered in the 856 field of the catalog record.

6.4.2.5.2   Catalogers should include URLs in the 856 field of the catalog record for works whose digital copies are available through the National Service Center for Environmental Publications (NSCEP) website.

6.5 Creating Original Catalog Records

6.5.1   When no appropriate OCLC record exists for an item, an original cataloging record must be created by the cataloger and added to the OCLC database. This is frequently the case for EPA documents.

6.5.2   Reference resources for creating original cataloging records include the following:

6.5.2.1   Anglo-American Cataloging Rules 2nd edition (AACR2).

6.5.2.2   Library of Congress Rule Interpretations (LCRI).

6.5.2.3   OCLC Cataloging User Guide.

6.5.2.4   OCLC Bibliographic Formats and Standards (BFS).

6.5.3   When creating an original cataloging record, highly detailed data elements must be included in the appropriate fields of the OCLC record, including:

6.5.3.1   Fixed fields at the top of a record that contain basic data elements describing the item. These fields are specific to the MARC record used in OCLC.

6.5.3.2   Variable fields in the main body of the record that contain the descriptive information about an item. Each variable field has specific requirements for data entry and punctuation and must be entered exactly to display correct information in the OLS catalog.

6.6 Creating Access Points in the Cataloging Record

6.6.1   The following guidelines can assist librarians in creating access points when performing original or copy cataloging of EPA documents and other library materials:

6.6.1.1 The name of the creator(s)

6.6.1.1.1 An access point should be created for each EPA Division, Office, or other part of the Agency that is prominently named in a document.

6.6.1.1.2 A person prominently named as the author of a document should be included as an access point. Access points for individual authors of government documents should not be created unless they are prominently named on the document.

6.6.1.2 The title proper or supplied title

6.6.1.2.1 Access points should be created for the title of the item, taken from the cover, the title page, the running title (a title that is printed across the top of some pages in some books), the DVD/CD-ROM box title, and/or from a Web page where the document is available.

6.6.1.2.2 Commonly known alternate titles for certain works should also be included as access points (e.g., "The Warren Commission" or "The Lilac Book").

6.6.1.2.3 EPA publications available electronically from the NSCEP website should include access points for any alternate titles in that record.

6.6.1.3 The year(s) of publication or issuance

6.6.1.3.1 An access point should be included for the year of publication that is prominent.

6.6.1.4 General Material Designator (GMD)

6.6.1.4.1 Materials in library collections that are not traditional bound paper books should include an access point to indicate the format, known as the GMD (e.g., microforms, electronic resources, maps, etc.).

6.6.1.5 Subject headings

6.6.1.5.1 Each record should be assigned at least one subject heading from the Library of Congress Subject Heading (LCSH) list.

6.6.1.5.2 When copy cataloging an item, any National Library of Medicine (NLM) subject headings should be retained, particularly if NLM created the record.

6.6.1.6 Classification numbers

6.6.1.6.1 Materials that include an EPA publication number or other locally defined number should be classified and shelved according to that number.

6.6.1.6.2 Documents other than those published by EPA should be classified and shelved according to their official publication numbers or a locally defined number.

6.6.1.6.3 All library materials that are not classified by an official publication number or other locally defined number should be assigned an LC classification number.

6.6.1.7 Standard numbers or identifiers

6.6.1.7.1 All numbers assigned by the creator or publisher of an item should be entered in the appropriate searchable fields of the cataloging record. This includes EPA publication numbers, ISBN, or ISSN.

6.6.1.7.2 National Technical Information Service (NTIS) numbers, if available, should be entered as an access point in the appropriate searchable field of the cataloging record.

6.6.2 Access points derived from available data on the item itself represent uncontrolled access points. When referring variant forms of the same author, title, or subject to a

controlled access point, EPA libraries should follow the authority records of the Library of Congress, either through the OCLC authority file or the Library of Congress website.

6.7 Physical Processing of Materials for Library Collections

6.7.1   All items added to the library's collection should be processed according to local procedures, including the following, as appropriate:

6.7.1.1   Stamp each item with a library property stamp.

6.7.1.2   Prepare unbound documents for shelving with appropriate binding (e.g., binder, report cover, archival envelope, pocket portfolio, comb binding, glue binding, etc.).

6.7.1.3   Indicate the date of cataloging with stamp or handwritten date.

6.7.1.4   Prepare and affix labels with appropriate call numbers and collection identifiers.

6.8 OCLC Update Reports

6.8.1   The OLS database administrator has the primary responsibility for loading bibliographic records from OCLC to OLS. This action is completed on a regularly scheduled basis.

6.8.2   The OLS database administrator will prepare reports from each update and will send them to individual library contacts. These reports reflect any new records added, updated records, or deleted holdings commands made in OCLC by libraries during the previous reporting period. Any errors noted will also be provided in the update report.

6.8.3   Cataloging staff will check the update report against local records to verify that all titles and/or information updates have been added correctly. Any problems should be reported to the OLS database administrator.

6.9 Microform Collections

6.9.1   The OLS database administrator will have the primary responsibility for receiving and loading the batch updates for microfiche catalog records from NTIS on a regular basis.

6.9.2   Catalog records for other EPA microform collections (e.g., APTIC, EIS) that are cataloged will be maintained by the EPA libraries at which the collections are held.

6.10 Reporting and Statistics

6.10.1 EPA libraries will maintain and report statistics on cataloging, whether performed onsite or offsite, as required by the EPA Library Usage Statistics Procedures and the respective Statements of Work (SOW).

7. RELATED DOCUMENTS

American Library Association (ALA) and Canadian Library Association (CLA). Anglo-American Cataloging Rules, 2nd edition (AARC2), dated 2002.

EPA Region V Library. EPA Cataloging Manual, dated 2000 (http://intranet.epa.gov/librarynetwork/catproc.htm).

International Federation of Library Associations and Institutions (IFLA). Functional Requirements for Bibliographic Records, dated 1998, with amendments to date (http://www.ifla.org/en/publications/functional-requirements-for-bibliographic-records).

Library of Congress. Library of Congress Authorities, dated 03/19/2008 (http://authorities.loc.gov/).

Library of Congress. Library of Congress Classification Outline (http://www.loc.gov/catdir/cpso/lcco/).

Tillett, Barbara. What is FRBR? A Conceptual Model for the Bibliographic Universe, dated 02/2004 (http://www.loc.gov/cds/downloads/FRBR.PDF).

Online Computer Library Center (OCLC). WorldCat (http://www.worldcat.org/).

Online Computer Library Center (OCLC). OCLC Documentation (http://www.oclc.org/support/documentation/).

EPA National Library Network. OLS Account Set up Information and User Guide, dated 05/2008 (http://intranet.epa.gov/librarynetwork/collect.html#ols).

United States Government Printing Office (GPO). Catalog of U.S. Government Publications: New Titles (http://catalog.gpo.gov/F/?func=file&file_name=find-net&local_base=NEWTITLE).

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.

Access Points, Controlled: Controlled Access Points are searchable fields in the catalog or bibliographic record such as author and subject, for which libraries follow forms of entry that have been established by an authoritative body. The theory is to refer all variant forms of the same name to one form, so that all documents by the same person or agency can be found in the same search. The variant forms should either give the official controlled form or automatically convert the request to search on the controlled form. For example, a search on "Samuel Clemens" should also refer the user to Mark Twain. In the United States the research community follows the forms created by the Library of Congress (LC).

Access Points, Uncontrolled: Uncontrolled Access Points are searchable fields in the catalog or bibliographic record, such as title, for which libraries enter the form or forms, in which they find the data on the document.

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.

Authority Record: A record containing the form of name that libraries have agreed to use for either a person, corporate body, or a subject in the controlled access points of their cataloging records. United States libraries usually follow the forms that have been established by the Library of Congress (LC) and that are available through the Online Computer Library Center (OCLC). These records exist for persons, corporate bodies (such as government agencies and their divisions), and for subject headings.

Bibliographic Information: Any information that describes a work or resource. The description can be about any format or container for information in a library: books, CD-ROMs, DVDs, maps, etc.

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 online version. Also known as Catalog Record.

Call Number: Assigned by a cataloger, the call number is a unique number assigned to a book that gives its relative location in the library.

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).

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

Bibliographic Record.

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.

Connexion: An integrated cataloging system available from OCLC. Connexion enables libraries to create and edit bibliographic and authority records through original and copy cataloging, and it facilitates the addition of records to both local library catalogs and WorldCat. There are two available Connexion interfaces: Connexion Client, a Windows-based software client that requires installation on the cataloger's desktop, and Connexion Browser, a browser-based interface.

Controlled Access Points: See Access Points, Controlled.

Copy Cataloging: The adaptation of a pre-existing bibliographic record, usually found in OCLC or some other bibliographic database, to fit the characteristics of the item in hand, with modifications to correct obvious errors and minor adjustments to reflect locally accepted cataloging practice; as distinguished from original cataloging which is creating a completely new record from scratch.

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.

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.

EPA Publication Number: An alphanumeric number assigned to official EPA publications. It groups publications by the Office or Division that publishes the work, the type of publication (report, fact sheet, CD-ROM, etc.), the year of publication, and by the order in which it fell in that year's publications for the Office or Division responsible. The EPA publication number is included in a searchable field in the cataloging record.

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).

IFLA: See International Federation of Library Associations.

International Federation of Library Associations (IFLA): An organization created to provide librarians around the world with a forum for exchanging ideas, and promoting international cooperation, research, and development in all fields of library activity. IFLA's report, "Functional Requirements for Bibliographic Records," establishes cataloging standards and informs practices worldwide.

International Standard Book Number (ISBN): A unique 10- or 13-digit standard number assigned to identify a specific edition of a book or other monographic publication issued by a given publisher, under a system recommended for international use by the International Organization for Standardization (ISO). In the ISBN system, media such as audiorecordings, videorecordings, microfiche, and computer software are considered monographic publications, but serials, and music are excluded because other identification systems have been developed to cover them. The ISBN is divided into four parts separated by a space or hyphen.

International Standard Serial Number (ISSN): A unique eight-digit standard number assigned by the International Serials Data System (ISDS) to identify a specific serial title. In 2001, the scope of the ISSN was extended to cover continuing resources in general. When a continuing resource undergoes a title change, a new ISSN is assigned.

ISBN: See International Standard Book Number.

ISSN: See International Standard Serial Number.

LC: See Library of Congress.

LC Classification Number: See Library of Congress Classification Number.

LCSH: See Library of Congress Subject Heading.

Library of Congress (LC): The Library of Congress was established by Congress in 1800 to function as a research library for the legislative branch of the federal government, and it eventually became the unofficial national library of the United States. Located in Washington, D.C., LC serves as

the nation's copyright depository and is the primary source of original cataloging in the United States.

Library of Congress (LC) Classification Number: An alphanumeric call number that reflects the Library of Congress' system of classifying books and other library materials, which has been developed and maintained over the last 200 years. Library of Congress classification divides human knowledge into 20 broad categories indicated by single letters of the roman alphabet, with major subdivisions indicated by a second letter, and narrower subdivisions by decimal numbers and further alphabetic notation.

Library of Congress Subject Heading (LCSH): The complete alphabetic list of controlled vocabulary created by catalogers and used in cataloging since 1898 at the Library of Congress. LCSH is used in assigning subject headings to facilitate access to the information content of newly published works.

Machine-Readable Cataloging (MARC): An international standard digital format for the description of bibliographic items developed by the Library of Congress to facilitate the creation and dissemination of computerized cataloging from library to library within the same country and between countries.

MARC: See Machine-Readable Cataloging (MARC).

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 Library of Medicine (NLM): The largest medical library in the United States, administered by the National Institutes of Health (NIH). Their collections and services focus on all areas of biomedicine and health care.

National Library of Medicine (NLM) Subject Headings: The list of official subject headings that the National Library of Medicine (NLM) maintains for controlled access to its subjects. The NLM subject headings have a more extensive vocabulary than the Library of Congress (LC) subject headings for describing chemical and medical subjects. EPA will not assign NLM headings, but will not remove those it finds in its cataloging. NLM subject headings is a searchable field in the catalog record.

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).

NLM: See National Library of Medicine.

NLM Subject Headings: See National Library of Medicine Subject Headings.

NSCEP: See National Service Center for Environmental Publications.

NTIS: See National Technical Information Service.

OCLC: See Online Computer Library Center.

OCLC Number: See Online Computer Library Center Number.

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 Computer Library Center (OCLC) Number: A unique number assigned to the bibliographic record for a document by the Online Computer Library Center (OCLC).

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.

Original Cataloging: The creation of a bibliographical or cataloging record from the beginning without the aid of a pre-existing record. Most EPA documents will need original cataloging by EPA libraries because they will be the first to see the works and because cataloging these documents is EPA's contribution to the OCLC database. As EPA is able to copy catalog from records created by other agencies and institutions, the other agencies and institutions will be able to pick up records that EPA created. Original cataloging is more time consuming than copy cataloging. To offset the time spent in creating an original record, OCLC offers a credit towards the account of the cataloging library.

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.

Proper Title: See Title, Proper.

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.

Supplied Title: See Title, Supplied.

Title, Proper: The primary name of a bibliographic item, usually found on the chief source of information, including any alternate title but not parallel titles and other title information. The title proper is entered in the title and statement of responsibility area of the bibliographic description (field

245 of the MARC record). The title is a searchable field in the cataloging record.

Title, Supplied: The title by which a document is commonly known but which is not necessarily official and is generally not found in the document's chief source of information. Examples include "Warren Report," "The Blue Book," and "The Nuremburg Trials." The title is a searchable field in the cataloging record.

Uncontrolled Access Points: See Access Points, Uncontrolled.

WorldCat: The world's largest bibliographic database and catalog, built and maintained collectively by libraries that participate in the OCLC global cooperative. WorldCat itself is not directly purchased by libraries, but serves as the foundation for many other fee-based OCLC services. WorldCat is used by OCLC members for cataloging and interlibrary loan and is available for general use by licensing agreement through OCLC.

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-04. EPA Library Usage Statistics Procedures

CIO 2170.1-P-06. EPA Library Facility Management 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