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

EPA LIBRARY MATERIALS DISPERSAL PROCEDURES

1. PURPOSE

The purpose of this document is to establish Agency-wide procedures, by which libraries in the EPA National Library Network retain, reduce, disperse or dispose of their library contents when appropriate.

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

The responsible dispersal/disposal or weeding of library materials is a customary practice in libraries of all types for effective collection management, and is one that requires planning, time and resources. At EPA the process also requires considerable expertise in a number of areas, particularly library and government property management and US General Services Administration (GSA) property regulations. Careful and thoughtful assessment of the library collections will ensure that important and unique materials residing in the library are preserved. Failure to do so could result in serious future consequences if the Agency cannot document EPA scientific findings, policy decisions and their interpretations, or enforcement actions. While the libraries do not hold the official Agency record copy of documents, they do maintain collections and materials that support Agency decisions.

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 Policy 2170.1 EPA National Library Network dated 5/15/09

6. PROCEDURES

6.1 All EPA Libraries must:

- 6.1.1 Ensure the preservation of all EPA publications (research reports, guidance materials, policy statements, etc.) by:
 - 6.1.1.1 Maintaining Agency documents that currently exist only in hard copy.
 - 6.1.1.2 Sending EPA documents (originals or high quality copies) to one of the designated document repositories at Headquarters, Research Triangle Park (RTP) and Cincinnati if the documents are not already held by a repository library.
 - 6.1.1.3 Ensuring that unique EPA documents in their collections are preserved not only in hard copy but are also digitized according to approved Library Network procedures and are added to the National Environmental Publications Internet Site (NEPIS). NEPIS, the database behind the National Service Center for Environmental Publications (NSCEP) website, will be the Agency's electronic document repository.
 - 6.1.1.4 Working 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 Follow all applicable government property rules and regulations. See Section 6.7, Property Guidelines for Dispersing Library Materials.
- 6.1.3 When appropriate, obtain the advice of the Office of General Counsel, the Office of Regional Counsel, and/or the Office of Enforcement and Compliance Assurance (OECA) to avoid the inadvertent dispersal of documents that support rulemaking or litigation. Although library copies of Agency guidance and policy statements are not official record copies (see 6.1.7), they are more publicly accessible.
- 6.1.4 Consult EPA staff experts in different disciplines (biology, toxicology, engineering, etc.) for valuable input on what materials to keep locally.
- 6.1.5 Update catalog records for both hard copy and electronic documents through the Online Computer Library Center (OCLC). Records are downloaded from OCLC into EPA's Online Library System (OLS). This is particularly important as materials are physically moved to other locations and electronic documents are created.
- 6.1.6 Discourage the establishment of divisional or branch "mini-libraries," especially those composed of materials dispersed by the local library. "Mini-library" collections are seldom cataloged, maintained over time, or accessible to those outside the immediate organization.
- 6.1.7 Use the Federal Records Centers (FRCs) as appropriate for records storage but not as document/publication repositories. Libraries do not hold the official record copies of documents/publications. Library copies are separate and distinct from the official record copy. If an item in a library collection is determined to be a record copy, it should be filed according to records retention procedures.
- 6.1.8 Preserve and make available EPA materials. EPA document requests referred to the National Technical Information Service (NTIS) at the US Department of Commerce are not a substitute for this responsibility.

6.2 Dispersal Criteria

- 6.2.1 The EPA National Library Network will ensure that two hard copies of each EPA document in current or future network collections will be maintained in perpetuity.
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- 6.2.2 Each EPA library will need to make decisions about the materials in their physical collections in accordance with this procedure. There are five basic choices:
- 6.2.2.1 Continue to keep items onsite.
 - 6.2.2.2 Send hard copy EPA documents to NSCEP for digitization. Hard copy documents may be returned to the originating library or forwarded to a repository collection.
 - 6.2.2.3 Send selected items to a designated EPA repository library for retention.
 - 6.2.2.4 Disperse or donate items other than unique EPA materials to other libraries in the order of preference stated in Section 6.7.4 below.
 - 6.2.2.5 Recycle items other than unique EPA materials using local options that best meet the library's needs.
- 6.2.3 Choices will be largely based on a particular location's capacity to store and maintain a paper document collection; this capacity will vary significantly from library to library. The following criteria are meant to assist those locations that are weeding or reducing their hard copy collections. Consequently, the following "Keep" list is divided into two parts. Section 6.3.1 describes high-priority items; those locations planning to maintain either full or resource center (core) collections may choose to keep those materials onsite. Section 6.3.2 discusses material that can be removed from the local collection and maintained by an EPA repository library. The overall goal of both parts is to maintain, at a minimum, two copies of each EPA document within the Library Network, with access via interlibrary loan to other libraries.

6.3 Which Publications to "Keep"

6.3.1 Types of Materials to Consider for Retention Onsite at Full or Core Collections

- 6.3.1.1 Items required for litigation purposes.
- 6.3.1.2 Materials routinely used by local staff. This applies particularly to those titles not available electronically.
- 6.3.1.3 Paper copies of current journal subscriptions that are being maintained as part of license agreements.
- 6.3.1.4 Publications relevant to the parent organization's core mission.
- 6.3.1.5 State or local publications describing environmental conditions within the particular EPA Region (e.g., state geological surveys). These publications often go out of print.
- 6.3.1.6 Publications from international organizations and European country government publications as these are hard to acquire or borrow.
- 6.3.1.7 Up-to-date materials of current value. Note: Currency of content cannot be judged by the publication date alone.
- 6.3.1.8 Regions should make every effort to retain a set of Title 40, Code of Federal Regulations (CFRs) from the current year as well as past years to support compliance/enforcement/legal staff.
- 6.3.1.9 OCA Reading Rooms and public dockets are legally mandated, and are part of the operations of some Network libraries. It will be necessary for those libraries to retain related documents as long as the library performs these functions.

6.3.2 Types of Materials to Consider for Dispersal to EPA Repository Libraries

- 6.3.2.1 Materials deemed to be of value to the Network but are not frequently used onsite, not held elsewhere in the Network, and are not available electronically. In August 2005 each library received a list of its unique holdings which included EPA documents; an updated list can be obtained upon request from the OLS database
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administrator. It is important that extensive coordination occur so that, in cases where several copies of an EPA document exist, two copies are kept at a repository library and cataloged with the current location.

6.3.2.2 Out-of-print publications that are relevant to the Agency's mission, but not routinely used by EPA staff at the local site. These publications can be difficult to borrow or replace.

6.3.2.3 Materials that have historical significance (e.g., baseline studies) but are not routinely used by EPA staff at the local site.

6.4 Which Publications Can be Donated/Dispersed to Non-EPA Libraries

6.4.1 Materials that duplicate those held in an EPA library or repository that has agreed to maintain them permanently and that are not routinely used by EPA staff at the local site.

6.4.2 Materials that are electronically available on a long-term basis, particularly those included in NEPIS. Two hard copies of unique EPA publications/documents will be maintained in the repository libraries.

6.4.3 Multiple copies of a document, beyond the required two, unless there is an overriding reason to keep additional copies within the Library Network.

6.4.4 Any usable publications that are not needed locally and that are not considered necessary to maintain at an EPA repository library.

6.5 Which Publications Can be Recycled

6.5.1 Anything published commercially that is outdated (e.g., old software books, the 2nd edition of a title now in its 9th edition, etc.). Older editions that have been superseded should be evaluated on a case-by-case basis, as some older editions may be needed to locate the "science" at that time.

6.5.2 Items in poor physical condition unless 1) content is rare or 2) the item is the last copy in EPA, or 3) the item is not held by other libraries outside the EPA National Library Network, and is not available elsewhere electronically.

6.5.3 Items which remain unclaimed when offered to other institutions.

6.5.4 Microfilm of journals that are available full-text online via open access archives.

6.5.5 Daily newspapers, unsolicited newsletters and/or journals.

6.6 Microfiche Collections

6.6.1 As resources permit, an inventory should be done to assess the quality of the microfiche being maintained. This includes a determination that all fiche sheets for a given document are included and that the fiche being kept is in good condition, e.g., not scratched or dirty.

6.6.2 Since a large number of EPA documents have never been distributed in paper, most EPA libraries have a significant collection of EPA documents on microfiche, particularly microfiche produced by NTIS. Some libraries have other microfiche collections as well, e.g., environmental impact statements. Availability of the fiche materials in other formats or at other Agency locations should be verified before dispersing these microfiche. A minimum of two copies of the microfiche will be retained in the Network. If a decision is made to disperse the fiche collections, they can be donated or sold as units.

6.7 Property Guidelines for Dispersing Library Materials

6.7.1 Each federal library manager will identify their local property officer and become familiar

with local property rules and recycling guidelines as related to library materials.

- 6.7.2 Library materials are considered non-accountable property as these items generally do not meet the dollar value threshold established for accountable property at EPA and are not tagged and processed through Agency property systems. As outlined in the EPA Personal Property Policies and Procedures Manual, the Agency threshold for accountable property is \$5,000.00 per item, though local thresholds may be set at a lower level.
- 6.7.3 The Handbook of Federal Librarianship provided by the Federal Library and Information Center Committee (FLICC) of the Library of Congress contains additional helpful information for Federal library managers on the proper disposition of library materials.

The following general guidelines are provided to enable library managers to ensure the proper dispersal or disposal of library materials.

- 6.7.4 Library materials may be dispersed in several ways, using the following order of preference:
- 6.7.4.1 EPA repository libraries will be given first choice of to-be-dispersed materials for possible inclusion in their respective collections.
- 6.7.4.2 The National Enforcement Investigation Center (NEIC) Environmental Forensic Library will be given next opportunity to add any materials they deem necessary for enforcement actions to their collection.
- 6.7.4.3 Other EPA libraries in the EPA National Library Network may wish to add items to their local collections, and materials can be offered to network libraries via the LIBNET listserv.
- 6.7.4.4 Other federal government agency libraries may accept dispersed materials. See Section 6.7.5, Direct Transfer of Excess Library Materials to Another Federal Agency. Available mechanisms in this category, in the following order of preference, include:
- 6.7.4.4.1 The availability of materials may be announced via listservs, agency websites, or through professional contacts within other agencies. This practice gives libraries the opportunity to choose and request specific items. The FEDLIB listserv, a moderated mailing list for staff of federal government libraries, may be used to advertise available items for dispersal.
- 6.7.4.4.2 Some EPA publications may be accepted by the National Technical Information Service (NTIS), particularly technical reports that are not currently in their inventory. Libraries must send a completed form SF 298 (Report Documentation Page) with each report. Detailed instructions are available in "Submitting Publications and Reports" on the NTIS website.
- 6.7.4.5 Non-profit organizations may accept dispersed materials. See Section 6.7.6, Donation of Excess Library Materials to Non-profit Organizations. Options may be considered in the following order of preference:
- 6.7.4.5.1 State libraries and state environmental agency libraries.
- 6.7.4.5.2 Colleges and universities with environmental studies curricula.
- 6.7.4.5.3 University and public libraries that have collections of government documents. Many have been designated as federal depository libraries by the US Government Printing Office (GPO) and may wish to claim items to fill any gaps in their collection.
- 6.7.4.6 The Library of Congress, due to space restrictions, will only accept materials fitting
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its selection criteria. Detailed instructions are available in "Transfers of Surplus Library Material from Other Federal Agencies" on the Library of Congress website. In general, the Library of Congress will no longer accept donations of bound or unbound serials of any age, reference works older than three years, or science books older than five years.

6.7.5 Direct Transfer of Excess Library Materials to Another Federal Agency

6.7.5.1 Under the provisions of 41 CFR 102-36.145, items (e.g., books, maps) with a value of less than \$10,000 may be transferred directly to another federal agency without first going through GSA. Libraries must complete GSA form SF 122 (Transfer Order Excess Personal Property), give a general description of the items (e.g., one box of scientific/technical books), and include the form when transferring the materials to the receiving library.

6.7.5.2 The receiving library is responsible for completing a portion of the form and forwarding it to their regional GSA office for processing within ten working days of receiving the transferred library materials.

6.7.6 Donation of Excess Library Materials to Non-profit Organizations

6.7.6.1 Under the provisions of 41 CFR 102-37 Subpart H, federal libraries may donate items to public organizations, including state or local government departments. This applies to items that are not wanted by other federal libraries and would not be worth selling. No special form is required, but written documentation of the donation should be maintained for audit purposes.

6.7.6.2 Under the Stevenson-Wydler Technology Innovation Act of 1980, federal agencies have the authority to transfer education-related materials directly to educational institutions or non-profit organizations for educational and research activities. These materials may include items in the Federal Supply Classification (FSC) groups No. 74, Office machines, and No. 76, Books, maps, and other publications. Libraries pursuing this option should consult with their local EPA property manager to ensure that GSA reporting regulations are followed.

6.7.6.3 Federal libraries may be able to donate to the non-profit United States Book Exchange (USBE). If a federal library first sends a list of surplus items, USBE will reimburse the shipping cost for the items they select. Otherwise, the sending library pays shipping for items it sends without such notice.

6.7.6.4 GSA handles donations of marketable surplus property for transfer to non-profit organizations, which may be pursued for high-dollar-value items not wanted by other federal libraries. Libraries should contact their local EPA property manager for further guidance if they have materials to disperse that fall into this category.

6.7.7 Recycling/Disposing Excess Library Materials

6.7.7.1 Under the provisions of 41 CFR 102-36.305, the disposal of federal government property is an option when transfer, donation, or sale has been found to be impracticable or not cost effective.

6.7.7.2 An authorized Agency official must make a written determination that the property has no utility nor monetary value, or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. The written determination must be approved by a reviewing official who is not directly accountable for the property and maintained for audit purposes.

6.7.7.3 For materials slated for recycling or disposal, each library, through its Federal Library Manager, will contact their local EPA property officer for local policies and procedures with regard to recycling and make every effort to ensure that the disposal of any library items is done in an environmentally responsible manner.

6.7.7.4 Written documentation of any disposed items, noting procedures followed, must be maintained for audit purposes.

7. RELATED DOCUMENTS

EPA National Records Management Program. Records Schedule 548: EPA Library Program Files, dated 12/31/2007 (<http://www.epa.gov/records/policy/schedule/sched/548.htm>).

EPA Office of Information Analysis and Access. Memorandum on the lifting of the materials dispersal moratorium, from Rick Martin, Acting Director of the Office of Information Access and Access, OEI, dated 06/08/2009 (http://intranet.epa.gov/librarynetwork/Memorandum_RickMartin_060809.html).

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>).

Federal Library and Information Center Committee (FLICC), Library of Congress. Listservs: FEDLIB, accessed 10/20/2010 (<http://www.loc.gov/flicc/listsrvs.html>).

Library of Congress. Transfers of Surplus Library Material from Other Federal Agencies, accessed 10/20/2010 (<http://www.loc.gov/acq/fedsur.html>).

National Technical Information Service (NTIS), U.S. Department of Commerce. "Submitting Publications and Reports," accessed 10/20/2010 (<http://www.ntis.gov/services/submit.aspx>).

United States Book Exchange. Website accessed 10/20/2010 (<http://www.usbe.com/>).

US General Services Administration. Federal Management Regulation (FMR): Subchapter B- Personal Property, accessed 10/20/2010 (<http://www.gsa.gov/federalmanagementregulation>).

US General Services Administration. Disposing of Excess Federal Personal Property, reviewed 09/01/2010 (<http://www.gsa.gov/portal/content/105049>).

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.

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.

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.

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.

Disposal: The removal of library materials from the library collection, following appropriate laws, regulations and procedures for disposal of government property.

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 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.

Full Collection: The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, often consisting of several smaller collections (reference, circulating books, serials, government documents, rare books, special collections, etc.).

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.

LC: See Library of Congress.

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.

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.

Microfilm: The use of 16mm or 35mm photographic film to store miniaturized text and/or microimages in a linear array consisting of a single row (*cine* format) or double row of frames that can be magnified and reproduced only with the aid of specially designed equipment.

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.

MOU: Memorandum of Understanding.

NSCEP: See National Service Center for Environmental Publications.

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).

NEPIS: See National Environmental Publications Internet Site.

NSCEP: See National Service Center for Environmental Publications.

NTIS: See National Technical Information Service.

OCA Reading Room: See Offsite Consequence Analysis Reading Room.

OCLC: See Online Computer Library Center.

Offsite Consequence Analysis (OCA) Reading Room: A legally-mandated (PL 106-40) reading room that provides access to Offsite Consequence Analysis (OCA) information, primarily risk management plans submitted to EPA by chemical facilities as required by the Clean Air Act. Access to an OCA Reading Room may vary in terms of walk-in or appointment-only policies.

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.

Originating Library: In the context of this document, the library from which hard copy documents are sent to be digitized.

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.

Preserve: To prolong the existence of library and archival materials by maintaining them in a condition suitable for use, either in their original format or in a form more durable, through retention under proper environmental conditions or actions taken after a book or collection has been damaged to prevent further deterioration.

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.

Records: The documents that provide necessary and sufficient evidence of the operations, policies, and organization of the Agency. The official definition of records is provided below. Records may be requested by the public under the Freedom of Information Act (FOIA) and may be viewed at a local public information center. Convenience copies of records may be distributed to allow easy reference to the contents of the record. Convenience copies are not records. "Records include all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value in them." (44 U.S.C. Chapter 33, Sec. 3301).

Recycle: A series of activities that includes collecting materials that would otherwise be considered waste, sorting and processing recyclables into raw materials such as fibers and manufacturing raw materials into new products.

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, referring patrons to resources outside the library when appropriate.

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.

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.

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.

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.

Unique EPA Document/Publication: Document published by EPA or on behalf of EPA, and for which there is only one copy held within the EPA National Library Network.

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

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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

EPA Personal Property Policies and Procedures Manual, dated 04/18/2006
(<http://intranet.epa.gov/oa/fmsd/property>).

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-03. EPA Repository Library Management Procedures

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

CIO 2171.0. Information Access Policy

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.



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