
EPA Repository Library Management Procedures	
EPA Classification No.: CIO 2170-P-03.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

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

EPA REPOSITORY LIBRARY MANAGEMENT PROCEDURES

1. PURPOSE

To establish Agency-wide procedures for the EPA Library National Network Libraries to ensure that official EPA documents and other hard to replace, but infrequently used, materials are available in perpetuity in their originally-published format. These procedures help ensure that at least one copy of an EPA document is held in the combined collections of the repository libraries and one copy in the dark archive.

2. SCOPE AND APPLICABILITY

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

4. BACKGROUND

The EPA National Library Network is committed to providing access to EPA documents held in its libraries. These valuable resources include technical reports, guidance documents, directives and policies, which serve a broad audience of EPA staff, researchers and the general public. Increasingly, EPA documents are being digitized and made available via the National Service Center for Environmental Publications (NSCEP) website, which is publicly accessible via the Internet. To ensure perpetual access to these materials, it is important to retain at least two copies of each EPA document in its originally published format, be that print, CD-ROM or microfiche. One copy of each documents will be permanently housed in one of the three Agency repository libraries and one copy in the Dark Archive.

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).

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Information Directive: CIO 2170.3 EPA National Library Network (<http://www.epa.gov/irmpoli8>).

6. PROCEDURES

6.1 Repository Libraries

6.1.1 Repository libraries are the responsible custodians of the items added to the repository from other Network libraries. The three EPA repository libraries with their respective subject specialties are:

- 6.1.1.1 EPA Headquarters Repository, Washington, D.C. – Waste, including hazardous waste, pesticides, regional/local environmental topics deemed important to EPA staff and other topics not included elsewhere as determined by the needs of the Agency.
- 6.1.1.2 Research Triangle Park Library (RTP), Research Triangle Park, NC – Air and health effects.
- 6.1.1.3 Andrew W. Breidenbach Environmental Research Center (AWBERC), Cincinnati, OH – Water, including surface water and groundwater.

6.2 Libraries shipping items to repositories will adhere to the following:

- 6.2.1 Any EPA document not already held in a repository's collection is eligible for addition to one of the repository collections. Priority is given to unique or rare EPA documents of value to the Agency.
- 6.2.2 Even if multiple copies of an EPA document are held in one or more Network libraries, there is a copy held in a repository library, a copy in the dark archive and a digital copy available in NSCEP.
- 6.2.3 When shipping materials to repositories they are packed in suitable, sturdy packages that do not weigh more than 40 pounds. The packages include a shipping manifest listing the contents, which can be exported directly from the Dispersals Module. All shipments are coordinated with the repository manager ahead of time via e-mail with regards to anticipated shipping date(s), number of packages and approximate total number of items. The materials are shipped using a traceable method so that packages can be accounted for during all steps in the process.
- 6.2.4 Libraries seeking to weed or remove documents from their collections follow the EPA Library Materials Dispersal Procedures.

6.3 Repository libraries will adhere to the following:

6.3.1 Intake Processing

- 6.3.1.1 As soon as possible upon receipt of items, repository library staff check contents against shipping manifests included in each box.
 - 6.3.1.2 Repository staff notify sending library as soon as possible if any items are missing or if extra items are included that are not on shipping manifest.
 - 6.3.1.3 Repository libraries maintain repository processing statistics for each shipment with regard to library of origin, date of arrival, number of boxes, number of items, boxes/items processed and the copy cataloging and original cataloging counts.
 - 6.3.1.4 Repository libraries retain shipping manifests for a minimum of one year after all
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materials have been fully processed. Beyond that time, repositories retain shipping manifests in accordance with Agency records retention schedules.

- 6.3.1.5 All repository materials, regardless of format, are marked, using an ink stamp or label, with “Repository Material – Permanent Collection” to distinguish these items from non-repository materials.
- 6.3.1.6 Repository libraries refer to the EPA Library Materials Dispersal Procedures for guidance when processing dispersed materials.
- 6.3.2 Collection Management
 - 6.3.2.1 Repository materials are not to be dispersed or weeded through normal collection management procedures. Repository materials become part of the permanent collection and, unless duplicate copies are held, they are only considered for dispersal or discard after careful review and adequate justification by Network librarians and library managers. In making dispersal decisions the workgroup may seek the advice of Agency experts as outlined in the EPA Library Materials Dispersal Procedures, Sections 6.1.3 and 6.1.4. Any dispersal of repository materials follows the established EPA Library Materials Dispersal Procedures, Section 6.7, which include guidance on federal property management regulations.
 - 6.3.2.2 Repository materials are integrated with the general document or library collection, maintained as a separate sub-collection within the library, or stored off site.
 - 6.3.2.3 Documents stored off site are provided adequate housing sufficient to control, protect, and preserve all repository materials regardless of format.
 - 6.3.2.4 Documents stored off site are retrievable by the close of the following business day.
 - 6.3.2.5 The repository provides a standard of care that ensures proper preservation, as well as protection from theft, deterioration and mold.
 - 6.3.2.6 The repository performs an inventory of repository materials at least every three years. This can be part of a standard library inventory if the items have been integrated into the library’s general collections.
 - 6.3.2.7 The repository library makes every effort to replace lost, stolen or damaged documents by making requests for copies to other EPA or Federal libraries. If a replacement copy cannot be located, the repository prints out a copy from the NSCEP and adds that copy to the repository.
 - 6.3.2.8 The repository maintains adequate levels of staffing to allow for bibliographic control, physical access, maintenance and administrative control of repository materials.
- 6.3.3 Providing Access to Repository Materials
 - 6.3.3.1 Repository libraries are not required to provide walk-in access to their collections, but make every effort to provide materials when needed. This may be accomplished through Interlibrary Loan/Document Delivery services.
 - 6.3.3.2 Notifying a library of an electronic version of a document on NSCEP or providing a photocopy is considered an acceptable substitute to providing the physical document unless there is sufficient justification to warrant the use of the physical document.
 - 6.3.3.3 Repository libraries make every effort to assist with public access to the materials held in a repository either by referring them to the NSCEP digital repository or by following the established EPA Library Interlibrary Loan/Document Delivery

EPA Repository Library Management Procedures	
EPA Classification No.: CIO 2170-P-03.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

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- 6.3.3.4 To minimize the risk of damage or loss of repository materials, libraries attempt to retrieve materials for interlibrary loan requests from either NSCEP or other lending libraries first.
- 6.3.3.5 Repository libraries work with appropriate Cincinnati NSCEP staff to ensure that repository materials are properly digitized and made available electronically. See the Digitization Processes for EPA Libraries procedure for further details.

7. RELATED DOCUMENTS

American Library Association, Association of College and Research Libraries (ACRL) Division. Guidelines for Borrowing and Lending Special Collections Materials for Exhibition, dated 01/2005 (<http://www.ala.org/ala/mgrps/divs/acrl/standards/borrowguide.cfm>).

American Library Association, Association of College and Research Libraries (ACRL) Division. Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections, Third Edition, dated 07/01/2008 (<http://www.ala.org/acrl/standards/selctransfer>).

American Library Association. ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials, dated 01/2012 (<http://www.ala.org/acrl/standards/specialcollections>).

U.S. Government Printing Office. Legal Requirements & Program Regulations of the Federal Depository Library Program, dated 06/2011 (<http://www.fdlp.gov/requirements-guidance/legal-requirements>).

8. ROLES AND RESPONSIBILITIES

- A. The Chief Information Officer (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.
 - B. Assistant Administrators and Regional Administrators with EPA National Library Network libraries are responsible for the management of their individual libraries, ensure compliance with Agency-wide policies, procedures, standards and guidance relating to the Library Network and ensure their individual libraries provide efficient and cost-effective access to information and data necessary to carry out EPA's mission.
 - C. 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 the Office of Environmental Information.
 - D. 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.
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EPA Classification No.: CIO 2170-P-03.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

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.

Bibliographic Control: A broad term encompassing all the activities involved in creating, organizing, managing and maintaining the file of bibliographic records representing the items held in a library or archival collection, or the sources listed in an index or database, to facilitate access to the information contained in them.

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.

Copy Cataloging: The adaptation of a pre-existing bibliographic record, usually found in OCLC or another 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.

Dark Archive: For the EPA National Library Network, a collection of second-copies of EPA publications that are not circulated or used by patrons, but are retained to ensure perpetual access to the materials in case of loss or damage.

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.

Document Delivery Service: The provision of published or unpublished documents in hard copy, microform or digital format, usually for a fixed fee upon request. In most libraries, document delivery service is provided by the interlibrary loan office on a cost-recovery basis. The patron is usually required to pick up printed material at the library, but electronic full-text may be forwarded via e-mail. Also refers to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.

EPA Document/Publication: An official EPA publication in any format, that has or should be

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CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

assigned 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 OCLC. 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.

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.

Lending Library: A library or other institution that provides materials on request to another library, usually via interlibrary loan.

Manifest: A list of items that describes the contents included in shipments of library materials. The manifest should facilitate verification and processing of materials at the shipment destination and should include identifying information such as titles, call numbers and formats.

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.

MOU: See Memorandum of Understanding

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

EPA Repository Library Management Procedures	
EPA Classification No.: CIO 2170-P-03.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

publications.

NSCEP: See National Service Center for Environmental Publications.

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.

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.

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).

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.

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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CIO Transmittal No.: 17-005I	Review Date: 12/28/2019

office's Senior Information Official (SIO) through the Director of the Office of Enterprise Information Programs.

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://www.epa.gov/irmpoli8>):

CIO 2170-P-01.2 EPA Library Materials Dispersal Procedures
CIO 2170-P-04.2 EPA Library Usage Statistics Procedures
CIO 2170-P-05.2 EPA Digitization Processes for EPA Libraries
CIO 2170-P-11.1 EPA Library Interlibrary Loan/Document Delivery Procedures
CIO 2171.0. Information Access Policy
CIO 2171-P-01. Information Access Procedures

12. MATERIAL SUPERSEDED

These procedures supersede CIO 2170-P-03.1 EPA Repository Library Management Procedures, dated March 2011.

13. ADDITIONAL INFORMATION

For further information about these procedures, please contact the EPA National Library Network Program Manager at epalibrarynetwork@epa.gov.



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