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Digitization Processes for EPA Libraries	
EPA Classification No.: CIO 2170-P-05.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005e	Review Date: 12/28/2019

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

## **DIGITIZATION PROCESSES FOR EPA LIBRARIES**

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### **1. PURPOSE**

To establish Agency-wide procedures for the EPA National Library Network libraries to identify, prepare, and send EPA documents to the National Service Center for Environmental Publications (NSCEP), managed in Cincinnati, for digitization and inclusion in the NSCEP digital repository.

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### **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. Quality assurance procedures are covered in NSCEP's documentation.

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### **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.

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### **4. BACKGROUND**

The National Service Center for Environmental Publications (NSCEP) website serves as an online gateway to free, electronic and print copies of EPA publications (<http://www.epa.gov/nscep>). The NSCEP website encompasses EPA's database of electronic publications, known internally as the National Environmental Publications Internet Site (NEPIS). NEPIS was launched in 1997 and in January 2007 was integrated under NSCEP, EPA's Cincinnati-based publications center.

All Agency documents meeting current digitization guidelines that are held by libraries within the EPA National Library Network that are not currently in the NEPIS database will be sent to NSCEP for digitization so they may be added to the digital repository for public access. The original print documents are either returned to the owning library or may be sent to the appropriate EPA repository. Repository library managers work with libraries to determine the most appropriate location for hard copy EPA documents.

The three repository libraries within the EPA National Library Network and their respective subject specialties are:

**- EPA Headquarters Repository, Washington, DC – Waste, including hazardous waste, pesticides,**

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regional/local environmental topics deemed important to EPA staff, and other topics not included elsewhere as determined by the needs of the Agency.

- **Research Triangle Park Library (RTP), Research Triangle Park, NC** – Air and health effects.
- **Andrew W. Breidenbach Environmental Research Center (AWBERC), Cincinnati, OH** – Water, including surface water and groundwater, and risk assessment.

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## 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](http://intranet.epa.gov/oei/imitpolicy/qic/documents/delegation_1-19_revised070705.pdf)).

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

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## 6. PROCEDURES

### 6.1 Prioritizing EPA documents for digitization

- 6.1.1 The Agency documents held by the libraries in the EPA National Library Network that need to be digitized and added to NEPIS can be divided into two very broad groups: those documents held by only one EPA library, commonly referred to as “unique EPA documents,” and those documents held by more than one Network library.
- 6.1.2 The NSCEP manager has the responsibility for working with the libraries in the Network to develop and implement appropriate schedules for shipping documents to NSCEP for digitization.
- 6.1.3 NSCEP digitizes the documents and returns them to the originating library or forwards them to the final repository destination as indicated on the box manifest included with the shipment.
- 6.1.4 Any uncataloged documents requiring digitization are cataloged prior to sending to NSCEP for inclusion in NEPIS. Cataloging may be performed by the owner library’s onsite cataloging staff or through an arrangement with other EPA libraries providing cataloging services. Since uncataloged materials are difficult to identify and locate, cataloging of these materials is high priority.

### 6.2 Selecting, preparing, and sending EPA documents for digitization

- 6.2.1 Libraries receive a “Documents Report for Digitization” for the specific library from the Online Library System (OLS) Administrator in Research Triangle Park, NC. The report is based on the specific criteria of the current digitization phase and includes those items in the local collection that meet the criteria. The “Documents Report for Digitization” includes the following data fields:
  - 6.2.1.1 Call number
  - 6.2.1.2 Owner library
  - 6.2.1.3 Holdings
  - 6.2.1.4 OCLC number
  - 6.2.1.5 Title
  - 6.2.1.6 Publisher
  - 6.2.1.7 Author
  - 6.2.1.8 Publication Year
  - 6.2.1.9 URL, if available

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- 6.2.2 Review the “Documents Report for Digitization” for the local library.
- 6.2.2.1 Using OLS, verify whether each EPA document listed on the report is unique to the library. Documents that are not unique to the library are retained by the originating library or forwarded to the appropriate repository.
  - 6.2.2.2 Search the NSCEP website to determine if any EPA documents listed in the Documents Report have already been digitized and are available in NEPIS. If any documents are in NEPIS, the listings for those documents are removed from the Documents Report and returned to the collection or boxed and shipped directly to the appropriate repository if not already held there.
  - 6.2.2.3 Add any undigitized and uncataloged items in the library’s collection. These items do not appear on the Documents Report for Digitization due to their uncataloged status, but it is critical to capture these “hidden” items and process them for cataloging and digitization.
- 6.2.3 Select items for digitization and inclusion in NEPIS.
- 6.2.3.1 Any documents without Agency publication numbers are assigned a publication number by NSCEP prior to shipping for digitization. Publications with historically assigned publication numbers that are not in the standard format do not necessarily require a new number to be issued. It is the responsibility of the owner library to contact NSCEP for publication numbers.
  - 6.2.3.2 Any documents in the library collection that are undigitized and uncataloged are sent for digitization. Uncataloged documents are cataloged prior to sending for digitization. Questions on this process may be addressed to the NSCEP program manager.
- 6.2.4 Contact the NSCEP manager (OARM-Cincinnati) to coordinate shipping/digitization schedule prior to sending any materials to NSCEP.
- 6.2.5 Gather and prepare the EPA documents to be shipped to NSCEP for digitization.
- 6.2.6 Package EPA documents for digitization in a sturdy, suitable box for shipping. A box approximately 10” x 12” x 15” accommodates most documents and is of a manageable size and weight. Boxes should not weigh more than 40 pounds.
- 6.2.6.1 Prepare a manifest for each box using the box manifest template. After retaining a copy for the library, place the manifest in an envelope labeled with the box number, the name of the originating library, and the address of the library where the EPA documents are to be sent after being digitized (returned to the originating library or forwarded to the final repository destination). Place the envelope on top of the documents in the box.
  - 6.2.6.2 Seal the box securely.
  - 6.2.6.3 Clearly label each box with the box number and the name and address of the originating library.
  - 6.2.6.4 Ship the boxes to NSCEP for digitization. The address for shipping materials is available from the NSCEP manager.
  - 6.2.6.5 NSCEP digitizes the EPA documents and returns them to the originating library or forwards them to the final repository destination as indicated on the manifest.

### 6.3 Tracking EPA documents sent for digitization

- 6.3.1 The “Documents Report for Digitization” supplied by the OLS Administrator is used to track the EPA documents during the digitization process to ensure their availability to any requestor. Columns are added to the report to enter the date sent for digitization and the date returned. Those columns are updated at each processing point as the documents are shipped, checked,

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digitized, and returned to their intended final destination.

- 6.3.2 The originating library deletes its holdings from OLS records through OCLC processes for any items that will be forwarded to a repository and not returned following digitization. This process is coordinated with the receiving repository and completed only after the documents have been digitized and cataloged at their final destination.

6.4 EPA documents returned from digitization are evaluated by library or repository staff to determine the following:

- 6.4.1 All documents expected to be returned were included in shipment.  
 6.4.2 Documents were returned intact, with all pages included.  
 6.4.3 Documents are available through the NSCEP website, and digital copy includes all pages contained in original document.

6.5 Preparing the EPA documents for shelving at final destination

- 6.5.1 Repair/rebind the documents prior to shelving, if necessary.  
 6.5.2 Write the call number and OCLC number on the title page of the document.  
 6.5.3 Write or stamp the word "NSCEP" on the title page to indicate that the document has been added to NSCEP.  
 6.5.4 Stamp with a property stamp indicating the name and address of the repository or the library housing the document.  
 6.5.5 Create and affix a new spine label.

6.6 Editing the OCLC record as needed

- 6.6.1 Add the EPA publication number to the report number field and edit the call number if those EPA publication numbers will be used as call numbers for any EPA documents assigned new publication numbers.  
 6.6.2 Add URLs for the electronic copy of the EPA documents in NSCEP.

6.7 Identifying and adding "born digital" documents to NSCEP.

- 6.7.1 Staff in each Network library, in the regular course of their work, endeavor to identify "born digital" official documents and alert the NSCEP manager of the availability of such documents.  
 6.7.2 NSCEP staff evaluate the "born digital" candidates identified by the library staff and add them to NEPIS as appropriate.

6.8 Responsibilities of NSCEP

- 6.8.1 NSCEP evaluates each EPA document before digitization to verify that the document has an EPA publication number.  
 6.8.2 For those documents that do not have a publication number, NSCEP assigns official EPA publication numbers, using the standard EPA numbering system. Local call numbers, OCLC numbers, and Library of Congress call numbers are not used as publication numbers.  
 6.8.3 NSCEP scans the best available copy of an EPA document. If a clean copy of a document is

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available from the NSCEP warehouse, that copy is digitized for inclusion in NEPIS.

- 6.8.4 In the digitizing process, it may be necessary to remove any bindings from EPA documents being digitized. NSCEP returns original pocket portfolios, clear report covers, pressboard report covers, and three-ring binders with the documents if possible.
- 6.8.5 Any EPA document not selected for inclusion in NEPIS (e.g. the document already exists in NEPIS) is returned to the originating library or final repository library with a notation and an explanation on the manifest as to why the document was not included in the digitization process. That explanation is added to the Documents Report used for tracking the documents.
- 6.8.6 NSCEP follows a Quality Assurance Project Plan (QAPP) during the process of digitizing materials for the NEPIS database. If items are not added, a list of the items is returned to the originating or final repository library with a notation and an explanation as to why the document was not included.

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## 7. RELATED DOCUMENTS

EPA National Library Network. EPA Library Cataloging Procedures, CIO 2170-P-07.1, (<http://www.epa.gov/irmpoli8>).

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](http://intranet.epa.gov/librarynetwork/Memorandum_RickMartin_060809.html)).

EPA Office of Administration and Resources Management. Guidelines for Filling Out the Manifest Form and Boxing Up Documents, revised 08/25/2009 ([http://intranet.epa.gov/librarynetwork/documents/Guidelines\\_Filling\\_Out\\_Manifest\\_Form\\_Sep09.pdf](http://intranet.epa.gov/librarynetwork/documents/Guidelines_Filling_Out_Manifest_Form_Sep09.pdf)).

EPA Office of Administration and Resources Management. Manifest Template for Sending Materials to NEPIS for scanning, dated 09/2009 ([http://intranet.epa.gov/librarynetwork/documents/manifest\\_template\\_Sep09.xls](http://intranet.epa.gov/librarynetwork/documents/manifest_template_Sep09.xls)).

EPA. U.S. EPA Library Collections Digitization Process Report, dated 09/24/2007 (<http://www.epa.gov/sites/production/files/2015-07/documents/digitizationreport.pdf>).

LMI Government Consulting, for EPA. Digitization Assessment: A White Paper for the Environmental Protection Agency, dated 03/2008 (<http://www.epa.gov/sites/production/files/documents/digitizationassessmentstratusteammarch08.pdf>).

LMI Government Consulting, for EPA. Overview of Current Digitization Practices, dated 07/2007 (<http://www.epa.gov/sites/production/files/documents/overviewcurrentdigitizationpracticeslmijuly07.pdf>).

Stratus Consulting, for EPA. Target User Accessibility Review: NSCEP/NEPIS – EPA’s Gateway to Free Digital and Paper Publications, dated 02/2008 (<http://www.epa.gov/sites/production/files/documents/nepisuseraccessibilityreviewstratusconsultingfeb08.pdf>).

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## 8. ROLES AND RESPONSIBILITIES

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- 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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## 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.

**Archiving:** Placing documents in storage, usually to preserve them as a historical or informational, legal or evidential record, permanently or for a finite or indefinite period of time. Can refer to physical or electronic storage.

**Best Available Copy:** In the case where more than one copy of a document exists, the best available copy would be an original rather than a photocopy, or the copy in the best physical condition.

**Born Digital:** A document that was created and published in digital format.

**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.

**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.

**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

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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.

**Documents Report:** A list of library holdings that contains specific information about the items, including but not limited to the owning library, call number, OCLC number, title, publisher, author, and publication date.

**EPA Document/Publication:** An official EPA publication in any format, that has or should be assigned a special alpha-numeric identifier known as an EPA publication number.

**EPA National Library Catalog:** The online catalog for the EPA National Library Network, which provides bibliographical records for the items residing in EPA libraries and links to documents on environmental topics on the Internet. The Catalog allows searches by author, title, subject heading, any standard numbers that are assigned to the work, classification number and keywords present in the record.

**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.

**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.

**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.

**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.

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**MOU:** See Memorandum of Understanding.

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

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

**NEPIS:** See National Environmental Publications Internet Site.

**NSCEP:** See National Service Center for Environmental Publications.

**OLS:** See Online Library System.

**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 assists librarians and the general public with locating, acquiring, cataloging, lending, borrowing and preserving library materials.

**OCLC Number:** A unique number assigned to the bibliographic record for a document by OCLC.

**Online Library System (OLS):** The previous name for the EPA National Library Catalog. This term currently refers to the computer system used by EPA libraries for circulation, cataloging, serials and dispersals.

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

**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.

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## 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 Enterprise Information Programs.

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### 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-03.2 EPA Repository Library Management Procedures.

CIO 2171.0. Information Access Policy, dated 01/24/2008.

CIO 2171-P-01. Information Access Procedures.

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### 12. MATERIAL SUPERSEDED

These procedures supersede CIO 2170-P-05.1 Digitization Processes for EPA Libraries, dated March 2011.

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### 13. ADDITIONAL INFORMATION

For further information about these procedures, please contact the EPA National Library Network Program Manager at [epalibrarynetwork@epa.gov](mailto:epalibrarynetwork@epa.gov).

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