
EPA National Library Network Policy	
EPA Classification No.: CIO 2170.3	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 NATIONAL LIBRARY NETWORK POLICY

1. PURPOSE

To establish uniform governance and management for the EPA National Library Network.

2. SCOPE AND APPLICABILITY

The policy applies to all EPA program and regional offices with Network libraries. Network libraries are defined as those libraries with an official membership presence in the OCLC system. These libraries constitute the EPA National Library Network. For purposes of this policy, "Network" is used interchangeably with EPA National Library Network.

3. AUDIENCE

The audience for these 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

In 1971, Howard Messner, Deputy Assistant Administrator for Administration, signed EPA Order No. 1300.1, "Library Services setting up the Network," which outlined the development of an Agency-wide library system with a coordinated approach to library systems planning and operations. The EPA library system was designed to support staff in the program and regional offices and provide them with access to environmental information and related scientific, technical, management, and policy information.

The EPA National Library Network originally functioned as a collection of independent local libraries, catering primarily to the needs of the local EPA staff and walk-in public visitors. To be most effective, EPA must operate its libraries as a fully distributed and coordinated

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network in order to maximize the use of resources and reduce duplication of effort. A coordinated network improves information access and services at all EPA libraries, while at the same time enabling individual libraries to streamline operations and reduce redundancies.

The EPA National Library Network has evolved over time to reflect changes in technology, information access, and staff needs. Today the Library Network is composed of libraries and repositories located at EPA Headquarters, in Regional offices, and in laboratories across the Agency. The Network libraries provide efficient and cost-effective access to information and data about the environment and related scientific, technical, management, and policy information critical for the U.S. Environmental Protection Agency (EPA) to carry out its mission.

5. AUTHORITY

- A. OMB Circular A-130, Management of Federal Information Resources, Sections 8 and 9
- B. EPA Delegation 1-19 General, Administrative, and Miscellaneous, 2(b)

6. POLICY

A. Library Network Governance

The Chief Information Officer (CIO) of the Agency has the overall responsibility for the governance of the EPA National Library Network under this Policy and its related procedures and standards.

B. Library Network Services

The Network provides library services to EPA staff and the public. Network procedures ensure consistency in service delivery. EPA provides all employees with access to core library services, including reference/research and document delivery/interlibrary loans. Library services are provided by onsite library professionals or remotely through agreements with another Network library. Mechanisms for public access to Network library collections are established at all EPA library locations.

C. Library Network Tools and Resources

The Network develops, maintains, and manages online tools for library operations and provides access to information resources for EPA staff and the public, including but not limited to:

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- The EPA National Library Catalog, EPA's online catalog of bibliographic records of the collections in Network libraries, available on the Internet to EPA employees and the public, enables users to locate materials in Network libraries.
- EPA Desktop Library, the Agency's desktop gateway to online information resources, available on the EPA Intranet, provides access to free and subscription resources to support EPA employees' work. Resources include, but are not limited to, online journals, legislative and news resources, and bibliographic databases. The EPA Desktop Library is reviewed and evaluated on a regular basis to ensure it meets users' needs.
- Internet and Intranet websites for the EPA National Library Network and Web pages for individual EPA libraries point to the Network's online tools and communicate access information, such as hours of operation and availability of services.
- Ask a Librarian, the EPA National Library Network's live chat reference service for EPA staff and onsite contractors enables users to communicate directly with EPA librarians through chat, the Submit a Question form or the frequent questions knowledgebase.
- The Public Access Support Portal provides a virtual reference and referral service for the public through the Submit a Question form or the frequent questions knowledgebase.
- The Network supports and facilitates access to the National Service Center for Environmental Publications (NSCEP), the Agency's digital repository of EPA publications.

7. RELATED DOCUMENTS

CIO 2171.0 Information Access Policy, dated 01/24/2008
 (<http://intranet.epa.gov/oei/imitpolicy/qic/ciopolicy/2171.0.pdf>)

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

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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.

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

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 EPA National Library Catalog.

Database: A large, regularly updated file of digitized information (bibliographic records,

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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.

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

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.

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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.

OCLC: 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.

Public Visitor: Person who is not employed by EPA but uses the library in person to obtain library services, to use materials in the physical collection, or to access public EPA databases.

Reference: Services provided by library staff to meet the information needs of patrons (in person, by telephone, by mail or electronically), including but not limited to: answering questions; instructing users in the selection and use of appropriate tools and techniques for finding information; conducting searches on behalf of the patron; directing users to the location of library resources; assisting in the evaluation of information; and, when appropriate, referring patrons to resources outside the library.

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

10. WAIVERS

There are no waivers from this policy. There may be waivers or exemptions for certain specifications in the procedures and standards.

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11. RELATED PROCEDURES, 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-02.2 EPA Library Reference and Research Services Procedures
- CIO 2170-P-03.2 EPA Repository Library Management Procedures
- CIO 2170-P-04.2 EPA Library Usage Statistics Procedures
- CIO 2170-P-05.2 Digitization Processes for EPA Libraries
- CIO 2170-P-06.2 EPA Library Facility Management Procedures
- CIO 2170-P-07.1 EPA Library Cataloging Procedures
- CIO 2170-P-08.1 EPA Library Collection Development and Management Procedures
- CIO 2170-P-09.1 EPA Library Network Communication Strategies
- CIO 2170-P-10.1 EPA Library Disaster Response and Continuity of Operations (COOP) Procedures
- CIO 2170-P-11.1 EPA Library Interlibrary Loan/Document Delivery Procedures
- CIO 2170-P-12.1 EPA Library Public Access Procedures
- CIO 2170-S-01.0 EPA National Library Network Standards for Core Library Services

12. MATERIAL SUPERSEDED

The policy supersedes CIO Policy 2170.2 (formerly 2170.0) EPA National Library Network Policy.

13. ADDITIONAL INFORMATION

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



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