

EPA LIBRARY NETWORK PROCEDURE: Repository Library Management

1 PURPOSE

The purpose of this document is to establish Agency-wide procedures by which libraries in the EPA Library Network ensure that at least one copy of EPA publications and other hard to replace but infrequently used materials are available in perpetuity in their originally-published format.

2 SCOPE AND APPLICABILITY

These procedures apply to all Program and Regional Offices that provide library services within the EPA Library Network.

3 AUDIENCE

The audience for this interim policy includes Assistant Administrators, Deputy Assistant Administrators, Regional Administrators, Deputy Regional Administrators, Assistant Regional Administrators, Associate Administrators, Senior Information Officials, Information Management Officers, Library Managers, and EPA staff.

4 BACKGROUND

As EPA libraries face changes in facilities, funding, staffing, and service modules, there is concern that EPA publications held in EPA libraries will get lost or discarded and EPA staff, researchers, and the general public will lose access to these valuable resources. Increasingly, EPA publications are being scanned and digitized into the National Environmental Publications Internet Site (NEPIS), available to all via the internet. However, it is important to retain at least one copy of each EPA publication in its originally published format, be that print, CD-ROM, or microfiche as an archival copy, in case the electronic copy becomes corrupted. These publications will be housed in three Agency repository libraries.

5 AUTHORITY

Agency Delegation 1-19 GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS, Paragraph 2(b)

6 PROCEDURES

6.1 Repository Libraries

6.1.1 Repository libraries are the responsible custodians of the items added to the repository from other EPA network libraries. The three repository libraries within the network are:

6.1.1.1 Headquarters Library, Washington, D.C.

6.1.1.2 Research Triangle Park Library, Research Triangle Park, NC

6.1.1.3 Andrew W. Breidenbach Environmental Research Center, Cincinnati, OH

6.2 Libraries shipping items to repositories shall adhere to the following procedures:

6.2.1 Ship items which are unique or rare EPA materials which are not frequently used onsite and are not available electronically (unique in this context means only one EPA library owns that particular title), out-of-print publications which are useful and are difficult to

- borrow or replace, and materials which have historical significance (e.g., baseline studies) but are not needed by EPA staff at the local site (See Dispersion Procedures);
- 6.2.2 Alert the repository manager ahead of time via email with regards to anticipated shipping date(s), number of boxes and approximate total number of items;
 - 6.2.3 Ship materials using a traceable method, so that boxes can be accounted for during all steps in the process;
 - 6.2.4 Include a shipping manifest for each box of items sent. Manifest should include information relevant to retrieving and processing documents: box number, title, document number/call number, format, and OCLC number;
 - 6.2.5 Remove their holdings record from the EPA Online Library System (OLS)/OCLC following processing of items at repository library, in some cases this will be done by the repository library receiving the items;
 - 6.2.6 Check with repository library collections via OLS/OCLC before weeding or discarding the above types of materials to verify that a copy already exists in a repository library.
- 6.3 Repository libraries shall adhere to the following procedures:
- 6.3.1 Intake Processing
 - 6.3.1.1 Upon receipt of items, immediately check contents against shipping manifests included in each box;
 - 6.3.1.2 Contact sending library immediately if any items are missing or if items are included which are not on shipping manifest;
 - 6.3.1.3 Confirm complete receipt of items sent to the library which shipped the items;
 - 6.3.1.4 Unpack and process shipped items as they are received;
 - 6.3.1.5 All items should be sorted for easy retrieval by staff and processed as soon as possible;
 - 6.3.1.6 Prioritize items that do not need original cataloging over those that do;
 - 6.3.1.7 Maintain processing statistics for each shipment with regards to library of origin, date of arrival, number of boxes, number of items, boxes/items processed, and the copy cataloging and original cataloging counts;
 - 6.3.1.8 Maintain a holdings record in OLS and OCLC of all repository items received in tangible format;
 - 6.3.1.9 Shipping manifests do not have to be maintained after items have been processed and added to OLS/OCLC;
 - 6.3.1.10 Mark all repository materials, regardless of format, with "Repository Material – permanent collection" to distinguish these items from non-repository materials;
 - 6.3.1.11 Notify library which supplied the items that they have been processed so the holdings records at the library of origination may be deleted for the items;
 - 6.3.2 Collection Management
 - 6.3.2.1 Repository materials are not to be discarded or weeded through normal collection development procedures. Repository materials must be permanently retained;
 - 6.3.2.2 Repository materials may be 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 must be provided adequate housing which must be sufficient to control, protect, and preserve all repository materials regardless of format;
- 6.3.2.4 Documents stored off-site must be retrievable within 24 hours;
- 6.3.2.5 Provide a standard of care that ensures proper preservation, protection from theft, deterioration, and mold;
- 6.3.2.6 The library shall perform an inventory of repository materials every five 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 Any EPA documents in a repository library pre-repository collection shall be considered Agency archival copies and default to repository status. They may not be weeded or subject to dispersal unless damaged;
- 6.3.2.8 The library shall try to replace lost, stolen, or damaged documents by requests sent to other EPA or federal libraries. If a replacement copy cannot be located, the library shall print out a copy from the NEPIS and add that copy to the repository;
- 6.3.2.9 Maintain adequate levels of staffing to allow for bibliographic control, physical access, maintenance, and administrative control of repository materials;
- 6.3.3 Provide Access to Repository Materials
 - 6.3.3.1 Repository libraries are not required to provide public access to their collections, but shall assist public access to the information contained via the NEPIS or interlibrary loan;
 - 6.3.3.2 Repository libraries which provide public access may utilize methods to heighten security to the collection including requiring users to visit the library by appointment only, asking users to sign a guest register, asking questions which screen users to make sure that the library has what they need, and even escorting users to the repository collection;
 - 6.3.3.3 If a repository library receives an interlibrary loan request for repository material and another EPA library owns the item, it may pass on the request, to minimize the risk of damage or loss to repository materials;
 - 6.3.3.4 Notifying a library of an electronic version of a document on NEPIS or providing a photocopy is considered an acceptable substitute to providing the physical document;
 - 6.3.3.5 When shipping a repository item for interlibrary loan purposes, use a traceable mailing method;
 - 6.3.3.6 At the request of NEPIS, repository libraries shall ship any documents to the NEPIS facility, as may occur if individual electronic document files become corrupted and need to be rescanned;
 - 6.3.3.7 Ship documents to NEPIS using a traceable mailing method.

7 RELATED DOCUMENTS

"Guidelines for borrowing and lending special collections materials for exhibition." American Library Association, 2006. <http://www.ala.org/ala/acrl/acrlstandards/borrowguide.htm> (Accessed June 12, 2007)

"Guidelines for the interlibrary loan of rare and unique materials." American Library Association. 2006. <http://www.ala.org/ala/acrl/acrlstandards/rareguidelines.htm> (Accessed June 12, 2007)

Instructions to depository libraries. Revised July 2000. Washington, D.C.: U.S. Government Printing Office, 2000.

"New York state document depository manual." The University of the State of New York, The State Education Department, The New York State Library. 1989.

<http://www.nysl.nysed.gov/edocs/education/depos.htm> (Accessed June 13, 2007)

"Selection and transfer of materials from general collections to special collections." American Library Association. 2006. <http://www.ala.org/ala/acrl/acrlstandards/selecttransfer.htm> (Accessed June 12, 2007)

8 ROLES AND RESPONSIBILITIES

Assistant Administrator for Environmental Information -The AA/OEI has the overall responsibility for the management of the EPA Library Network, including setting policy and supporting procedures, standards, and guidance to ensure the effective oversight of the EPA Library Network.

Assistant Administrators and Regional Administrators – AAs and RAs with libraries within the EPA Library Network have the management responsibility of their individual libraries and ensure compliance with Agency-wide policies, procedures, standards, and guidance relating to the Library Network.

National Library Program Manager – The Library Program Manager resides in OEI's Office of Information Analysis and Access and has the day-to-day responsibility to provide assistance and guidance to offices in the operation of the EPA Library Network.

9 DEFINITIONS

National Environmental Publications Internet Site (NEPIS): The electronic repository of EPA documents.

10 WAIVERS

Waivers to this procedure 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).

11 RELATED POLICIES, STANDARDS AND GUIDANCE

CIO Policy 2106.0 INTERIM POLICY – EPA LIBRARY NETWORK dated XXXX

12 MATERIAL SUPERCEDED

This interim policy supersedes the EPA Library Systems Manual 2130 dated January 1977.

13 ADDITIONAL INFORMATION

None

Deliverable for Task Order 61, Task 16