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Balsamo/RTP/USEPA/US  
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bcc

Subject Draft comments now available for review!

Federal Managers:

Several new draft procedures have just been posted in the library network's QuickPlace environment. The URL for our QuickPlace is:

<http://epaquickplace1.rtp.epa.gov/epalibrarynetworkprocedures>

You are invited to review and make comments and suggestions on these new draft procedures. There are seven in total; and when finalized, they will become part of the library network policy, along with the two other procedures that are in process. Comments on the different procedures will be due on staggered dates as outlined below to facilitate processing, but you are welcome to submit your feedback at anytime before the due dates.

**Comments due on or before Wednesday, July 25:**

Digitization  
Reference/Research Services  
Public Access

**Comments due on or before Wednesday, August 1:**

Cataloging  
Physical Space

**Comments due on or before Wednesday, August 8:**

Disaster Response and Continuity of Operations (COOP)  
Repository Management

There are still a couple more procedures that we have identified as needed that are still in the development stages. We will be posting those for review and comment as they become available.

This message will also be sent to the library network listserv so that our contractor support staff can submit their comments as well. Please let me know if you have any questions. If you have trouble accessing QuickPlace, you may contact me or Carlton Burns at 202/566-0673.

Thanks very much in advance for your valuable input!  
debbie

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