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EPA Library Planning Guide

QUESTIONNAIRE

Please complete, sign, and return this questionnaire to OEI as soon as possible, but no later than Thursday, April 10, 2008. Completed and signed questionnaires may be faxed or emailed to Deborah Balsamo at 919/685-3075 or balsamo.deborah@epa.gov.

1. Which library model will your Region open?

- Library Resource Center
- Service Center Library (a Network Library open full-time, providing all services onsite)

Physical Space

2. In what physical location in the Regional office will the library operations be located?

1200 Pennsylvania Avenue, N.W., Washington, DC 20460
3rd Floor West Building

2a. What is the approximate square footage of this space?

(Minimum of 125-150 sq. feet recommended; must accommodate workstations and shelving)

150 sq. ft.

Final configurations has have not been determine

2b. Will the space have a locking door to secure it after hours? (Highly recommended)

- Yes
- No

3. How many library staff workstations will be included in the space? (1 required)

Number of staff workstations: 2

3a. Note elements to be included as part of library staff workstation(s) (note with check mark and include number where indicated):

- PC for library staff with Internet/Intranet access (required)
- E-mail box(es) for individual staff (required)
- Group e-mail box for library (required)

Number: 2

Number: 2

- X Microsoft Office software, including Word, Excel (required)
- X Adobe PDF conversion software (required)
- X Printer connection (required)

-OR-

- Dedicated library staff printer (recommended)
- Telephone with voicemail (required)
- Desk and chair (required)
- Storage cabinet (recommended)

4. How many patron workstations will be included in the space? (1 required)

Number of patron workstations: 6 (reading room shared space – Debbie I will need to confirm with Lionel)

4a. Note elements to be included as part of patron workstation(s) (note with check mark and include number where indicated):

- X PC for EPA staff/public patrons with Internet/Intranet access (required) Number: 2
- X Printer connection (required)

-OR-

- Dedicated library patron printer (recommended)
- Desk and chair (required)

5. Note elements to be included as other general equipment (note with check mark):

- X Fax machine accessibility (required)

OR-

- Dedicated library fax machine (optional)

-OR-

- Dedicated library multifunction machine that includes faxing capability (optional)

- X Copy machine accessibility (required)

-OR-

- Dedicated library copy machine (optional)

-OR-

- Dedicated library multifunction machine that includes copying capability (optional)

- X Scanner (optional)

-OR-

- Dedicated library multifunction machine that includes scanning capability (optional)

- X Microfiche reader (optional/required if collection includes microfiche)

- Microfilm reader (optional/required if collection includes microfilm)

**6. How much shelving is planned for the core reference collection? (25-36 linear ft. required)
(25-36 linear ft. typically comprised of 2 tall shelving units with 5-6 shelves per unit, 30-36 inches each)**

36 linear ft. total

2 number of units, each containing 6 number of shelves, sized 36 inches each

7. How much shelving is planned for local/regional materials? (additional 12-18 linear ft. optional)
(12-18 linear ft. typically comprised of 1 tall shelving unit with 5-6 shelves per unit, 30-36 inches each)

___ 18 ___ linear ft. total

___ 1 ___ number of units, each containing ___ 6 ___ number of shelves, sized ___ 36 ___ inches each

8. Indicate supplies planned for purchase (note with check mark):

- X Printer paper (required)
- X Basic office supplies such as stapler, pens, pencils, sticky notes (required)
- X ILL supplies, including mailing envelopes, shipping labels (required)
- X Library property and address stamps (recommended)
- X Book supplies such as call number labels, due date materials (required)
- X Book repair and processing supplies such as tattle tape (optional)

9. Indicate signage elements to be included in the physical space (note with check mark):

- X Library space identification (required)
- X Contractor identification signage (required where applicable)
- X Hours of operation signage (required)
- X Library staff/patron workstation signage (recommended)
- X Collection arrangement signage (recommended)
- X Copyright notice (required)
- X Posted local policies (recommended)
- X Bulletin board (recommended)

Staffing

10. How many full-time/part-time library professionals will be hired?

(1 part-time library professional with MLS degree or college/university Library Technician Certification required)

Number of full-time library professionals: ___ 1 ___

Number of part-time library professionals: ___

Note: See Baseline Standards for EPA Libraries for additional required/recommended/optional library professional qualifications.

11. How many full-time/part-time library technicians will be hired? (optional)

Number of full-time library technicians: ___ 1 ___

Number of part-time library technicians: ___

12. How many weekly hours will each library professional/technician work? Note if professional or technician.

(combined total of 20 hours required, as a minimum)

Library professional/technician 1 (required): 40 hours per week
 Professional
 Technician

Library professional/technician 2 (optional): 40 hours per week
 Professional
 Technician

Library professional/technician 3 (optional): _____ hours per week
 Professional
 Technician

13. How many days per week will library professional/technician work? Note if professional or technician.

(combined total of 4 days required, as a minimum)

Library professional/technician 1 (required): 5 days per week
 Professional
 Technician

Library professional/technician 2 (optional): 5 days per week
 Professional
 Technician

Library professional/technician 3 (optional): _____ days per week
 Professional
 Technician

14. What method will you use to hire library professional(s)/technician(s)?

- National contract (highly recommended)
 Other: Please specify _____

15. Who will serve as the local Federal Library Manager? Please provide name and contact information.

Carlton Burns (202) 566-0673 burns.carlton@epa.gov
Deborah Balsamo (919) 541-9412 balsamo.deborah@epa.gov

Note: All Federal Library Managers will be expected to:

1. Participate in the planning and implementation of library services marketing strategies for local patrons
2. Provide input for collection development of local resources collection
3. Act as WAM or TOPO for contract staff
4. New Federal Library Managers or those with limited library experience will participate in library manager training/mentoring program (under development) (required)

Collection

16. Do you have any collection(s)/library materials remaining onsite in your Region/location?

- Yes
 No

16a. If yes, what is your plan for evaluating and handling those materials? All Regions/locations must follow Network procedures carefully to ensure proper collection management.

To catalog and make shelf ready based on Network procedures

17. Do you have any collection(s)/library materials from your Region/location remaining offsite?

- Yes: Please specify where ___ 199 boxes being held after digitization process in Cincinnati ___
 No

17a. If yes, who is the offsite contact for coordinating the return and evaluation of materials? Jeannie Turner 513-569-7909

17b. If yes, how do you plan to receive, evaluate, and handle those materials once they are returned? Regions/locations must follow Network procedures carefully to ensure proper collection management.

Check manifest for accuracy of materials. Make self ready base on Network procedures

18. Do you now have/plan to have any special formats in your local collection such as microfiche, microfilm?

X Yes: Please specify: Microfiche

No

18a. If yes, do you have the necessary equipment to view/use these formats?

X Yes: Please specify Microfiche Reader

No

The Cincinnati Lead Service Center Library will be procuring the core collections on behalf of OEI for the re-opening libraries in Regions 5, 6, 7 and the Headquarters and Chemical Library in Washington, DC. The Cincinnati library staff will need access to each location's active OCLC account in order to process the materials for the collections.

19. Does your location currently have an active OCLC account?

X Yes

No

19a. What is/was your OCLC identifying symbol?

(i.e., EKB; see Intranet contacts page for your symbol: <http://intranet.epa.gov/epahqirc/natlibra/who.htm>)

EJB HQ Library

EJE Chemical Collection

19b. Do you purchase/will you be purchasing your OCLC access through FEDLINK or through your library contract vehicle?

X FEDLINK

Library contract vehicle: Please specify _____

Access

20. What are the planned hours of operation for walk-in access for EPA staff?

(Minimum of 20 hours per week over at least 4 days during core business hours, 10:00 am - 2:00 pm required)

Monday 9 to 4:30

Tuesday 9 to 4:30

Wednesday 9 to 4:30

Thursday 9 to 4:30

Friday 9 to 4:30

21. What is the planned approach to public access?

(Minimum of 4 days per week on a walk-in basis or by appointment during core business hours, 10:00 am – 2:00 pm required for all Regional libraries)

- X Walk-in access 5 days per week
- By appointment days per week

21a. If public access will be walk-in, what are the planned hours of access?

Monday	<u> 10 </u>	to	<u> 2 </u>
Tuesday	<u> 10 </u>	to	<u> 2 </u>
Wednesday	<u> 10 </u>	to	<u> 2 </u>
Thursday	<u> 10 </u>	to	<u> 2 </u>
Friday	<u> 10 </u>	to	<u> 2 </u>

22. Please note the URL where library information will be updated on a local Intranet site
(required) <http://intranet.epa.gov/epahqirc/natlibra>

*Note: required information for EPA staff Intranet access includes location, contact information, hours of operation/accessibility, services available, links to virtual library resources. **Intranet site must be updated and ready to post before opening physical library.***

Also note: Internet page with public access information will be created/updated by OEI/EPA National Library Network contractors in Washington DC, with content provided and approved by local office.

22a. How will the local Intranet pages be managed and updated?

- Offsite, by Lead Service Center Library through MOU
- Offsite, will use services of OEI's network contractors through national contract
- X Onsite: Please specify by whom ASRC contractors

Services

23. Which required library services will be provided either by onsite library professional(s)/technician(s), by an offsite Lead Service Center Library through an MOU, or by a combination of onsite and offsite providers?

- Basic reference/research assistance to EPA staff
- X Onsite, by hired library professional/technician
 - Offsite, by Lead Service Center Library through MOU
 - Combination of onsite and offsite

Specialized reference/research assistance to EPA staff
Onsite, by hired library staff
 Offsite, by Lead Service Center Library through MOU
X Combination of onsite and offsite

Interlibrary Loan/document delivery to EPA staff
Onsite, by hired library professional/technician
X Offsite, by Lead Service Center Library through MOU
 Combination of onsite and offsite

Ongoing collection management
X Onsite, by hired library professional/technician
 Offsite, by Lead Service Center Library through MOU
 Combination of onsite and offsite

Note: Before reopening the physical library and providing library service, all locations must provide training for local library professional/technician on how MOU works, including tracking and coordinating of usage statistics.

24. Are there other library services that will be provided either by onsite library staff, by an offsite Lead Service Center Library through MOU, or by a combination of onsite and offsite services? Please specify which services and by whom.

Cataloging provided on-site

25. Do you currently have a MOU with a Lead Service Center Library?

X Yes
 No

25a. If yes, please specify which Lead Service Center Library and for what services?

RTP – Inter-Library Loans and Reference/Research

25b. If yes, will you continue that MOU for services?

X Yes, will continue
 No: Please elaborate:

26. OEI is developing procedures to be implemented on a Network level. Individual libraries should also have local procedures. Do you have existing local library procedures?

X Yes
 No

26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at balsamo.deborah@epa.gov or 919/685-3075.

- Have already forwarded a copy to OEI
 Will forward a copy to OEI

26b. If not, what is your plan for developing local library procedures? (recommended)
(i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)

Will update local library procedures to reflect new operation.

27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that they are understood and followed (including usage statistics tracking and submission)?
(Required; see: <http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace>)

Carlton Burns, (202) 566-0673
burns.carlton@epa.gov

Communication Plans

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

Carlton Burns (202) 566-0673
burns.carlton@epa.gov

Deborah Balsamo, 919/541-9412
balsamo.deborah@epa.gov

SIGNATURE

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Location/Office: _____ Office of Environmental Information - Headquarters and Chemical Library, 1200 Pennsylvania Ave, N.W. Washington DC 20460

Local Senior Manager Printed Name: ___Emma McNamara___

Local Senior Manager Position Title/Role: ___Director, Office of Information Access, Analysis

Local Senior Manager Signature: _____

Date: _____

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager
EPA National Library Network
109 Alexander Drive - MD N127-05
Research Triangle Park, NC 27711
Phone: 919/541-9412
Fax: 919/685-3075
balsamo.deborah@epa.gov



EPA Library Planning Guide

QUESTIONNAIRE

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1. Which library model will your Region open?

- Library Resource Center
- Service Center Library (a Network Library open full-time, providing all services onsite)

Physical Space

2. In what physical location in the Regional office will the library operations be located?

In the Metcalfe Building, 77 W Jackson Blvd on one of the EPA floors in the building (probably the 16th)

2a. What is the approximate square footage of this space?

(Minimum of 125-150 sq. feet recommended; must accommodate workstations and shelving)

_approximately 375 sq. ft.

2b. Will the space have a locking door to secure it after hours? (Highly recommended)

- Yes
- No

3. How many library staff workstations will be included in the space? (1 required)

Number of staff workstations: 1

3a. Note elements to be included as part of library staff workstation(s) (note with check mark and include number where indicated):

- X PC for library staff with Internet/Intranet access (required) Number: 1
- X E-mail box(es) for individual staff (required) Number: 1

- X Group e-mail box for library (required)
- X Microsoft Office software, including Word, Excel (required)
- X Adobe PDF conversion software (required)
- X Printer connection (required)
- OR-
- Dedicated library staff printer (recommended)
- X Telephone with voicemail (required)
- X Desk and chair (required)
- X Storage cabinet (recommended)

4. How many patron workstations will be included in the space? (1 required)

Number of patron workstations: 2-3

4a. Note elements to be included as part of patron workstation(s) (note with check mark and include number where indicated):

- X PC for EPA staff/public patrons with Internet/Intranet access (required) Number: 2-3
- X Printer connection (required)
- OR-
- Dedicated library patron printer (recommended)
- X Desk and chair (required)

5. Note elements to be included as other general equipment (note with check mark):

- Fax machine accessibility (required)
- OR-
- Dedicated library fax machine (optional)
- OR-
- X Dedicated library multifunction machine that includes faxing capability (optional)
- Copy machine accessibility (required)
- OR-
- Dedicated library copy machine (optional)
- OR-
- X Dedicated library multifunction machine that includes copying capability (optional)
- Scanner (optional)
- OR-
- X Dedicated library multifunction machine that includes scanning capability (optional)
- Microfiche reader (optional/required if collection includes microfiche)
- Microfilm reader (optional/required if collection includes microfilm)

**6. How much shelving is planned for the core reference collection? (25-36 linear ft. required)
(25-36 linear ft. typically comprised of 2 tall shelving units with 5-6 shelves per unit, 30-36 inches each)**

 25-36 linear ft. total

 2 number of units, each containing 5-6 number of shelves, sized 30-36 inches each

7. How much shelving is planned for local/regional materials? (additional 12-18 linear ft. optional)
(12-18 linear ft. typically comprised of 1 tall shelving unit with 5-6 shelves per unit, 30-36 inches each)

_____ linear ft. total

_____ number of units, each containing _____ number of shelves, sized _____ inches each

8. Indicate supplies planned for purchase (note with check mark):

- X Printer paper (required)
- X Basic office supplies such as stapler, pens, pencils, sticky notes (required)
- X ILL supplies, including mailing envelopes, shipping labels (required)
- X Library property and address stamps (recommended)
- X Book supplies such as call number labels, due date materials (required)
- Book repair and processing supplies such as tattle tape (optional)

9. Indicate signage elements to be included in the physical space (note with check mark):

- X Library space identification (required)
- X Contractor identification signage (required where applicable)
- X Hours of operation signage (required)
- X Library staff/patron workstation signage (recommended)
- X Collection arrangement signage (recommended)
- X Copyright notice (required)
- X Posted local policies (recommended)
- X Bulletin board (recommended)

Staffing

10. How many full-time/part-time library professionals will be hired?

(1 part-time library professional with MLS degree or college/university Library Technician Certification required)

Number of full-time library professionals: _____

Number of part-time library professionals: 1

Note: See Baseline Standards for EPA Libraries for additional required/recommended/optional library professional qualifications.

11. How many full-time/part-time library technicians will be hired? (optional)

Number of full-time library technicians: _____

Number of part-time library technicians: _____

12. How many weekly hours will each library professional/technician work? Note if professional or technician.

(combined total of 20 hours required, as a minimum)

Library professional/technician 1 (required): 20 hours per week

- Professional
 Technician

Library professional/technician 2 (optional): _____ hours per week

- Professional
 Technician

Library professional/technician 3 (optional): _____ hours per week

- Professional
 Technician

13. How many days per week will library professional/technician work? Note if professional or technician.

(combined total of 4 days required, as a minimum)

Library professional/technician 1 (required): 4-5 days per week

- Professional
 Technician

Library professional/technician 2 (optional): _____ days per week

- Professional
 Technician

Library professional/technician 3 (optional): _____ days per week

- Professional
 Technician

14. What method will you use to hire library professional(s)/technician(s)?

- National contract (highly recommended)
 Other: Please specify Grant - SEEP

15. Who will serve as the local Federal Library Manager? Please provide name and contact information.

Phil Hoffman
312-886-4957
Hoffman.phil@epa.gov

Note: All Federal Library Managers will be expected to:

1. Participate in the planning and implementation of library services marketing strategies for local patrons
2. Provide input for collection development of local resources collection

3. Act as WAM or TOPO for contract staff
4. New Federal Library Managers or those with limited library experience will participate in library manager training/mentoring program (under development) (required)

Collection

16. Do you have any collection(s)/library materials remaining onsite in your Region/location?

- Yes
 No

16a. If yes, what is your plan for evaluating and handling those materials? All Regions/locations must follow Network procedures carefully to ensure proper collection management.

17. Do you have any collection(s)/library materials from your Region/location remaining offsite?

- Yes: Please specify where _____
 No

17a. If yes, who is the offsite contact for coordinating the return and evaluation of materials?

17b. If yes, how do you plan to receive, evaluate, and handle those materials once they are returned? Regions/locations must follow Network procedures carefully to ensure proper collection management.

18. Do you now have/plan to have any special formats in your local collection such as microfiche, microfilm?

- Yes: Please specify _____
 No

18a. If yes, do you have the necessary equipment to view/use these formats?

- Yes: Please specify _____
 No

The Cincinnati Lead Service Center Library will be procuring the core collections on behalf of OEI for the re-opening libraries in Regions 5, 6, 7 and the Headquarters and Chemical Library in Washington, DC. The Cincinnati library staff will need access to each location's active OCLC account in order to process the materials for the collections.

19. Does your location currently have an active OCLC account?

- Yes
 No

19a. What is/was your OCLC identifying symbol?

(i.e., EKB; see Intranet contacts page for your symbol: <http://intranet.epa.gov/epahqirc/natlibra/who.htm>)

ILL Information:

OCLC Symbol: ELA--Contact Cincinnati

Phone: (513) 569-7703

Fax: (513) 569-7709

CI_Awberc_Library@epamail.epa.gov

Intranet: <http://cincinnati.epa.gov/library/services/>

** Prefer requests via E-mail. **

19b. Do you purchase/will you be purchasing your OCLC access through FEDLINK or through your library contract vehicle?

- FEDLINK
 Library contract vehicle: Please specify _____

Through MOA with Cincinnati

Access

20. What are the planned hours of operation for walk-in access for EPA staff?

(Minimum of 20 hours per week over at least 4 days during core business hours, 10:00 am - 2:00 pm required)

Monday 10 to 2
Tuesday 10 to 2
Wednesday 10 to 2

Thursday 10 to 2
Friday 10 to 2

21. What is the planned approach to public access?

(Minimum of 4 days per week on a walk-in basis or by appointment during core business hours, 10:00 am – 2:00 pm required for all Regional libraries)

- Walk-in access _____ days per week
 By appointment _____ days per week

21a. If public access will be walk-in, what are the planned hours of access?

Monday 10 to 2
Tuesday 10 to 2
Wednesday 10 to 2
Thursday 10 to 2
Friday 10 to 2

22. Please note the URL where library information will be updated on a local Intranet site (required)

<http://www.r5intra.epa.gov/>

Note: required information for EPA staff Intranet access includes location, contact information, hours of operation/accessibility, services available, links to virtual library resources. Intranet site must be updated and ready to post before opening physical library.

Also note: Internet page with public access information will be created/updated by OEI/EPA National Library Network contractors in Washington DC, with content provided and approved by local office.

22a. How will the local Intranet pages be managed and updated?

- Offsite, by Lead Service Center Library through MOU
 Offsite, will use services of OEI's network contractors through national contract
 Onsite: Please specify by whom _____

Not sure are this time

Services

23. Which required library services will be provided either by onsite library professional(s)/technician(s), by an offsite Lead Service Center Library through an MOU, or by a combination of onsite and offsite providers?

- Basic reference/research assistance to EPA staff
 Onsite, by hired library professional/technician

- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Specialized reference/research assistance to EPA staff

- Onsite, by hired library staff
- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Interlibrary Loan/document delivery to EPA staff

- Onsite, by hired library professional/technician
- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Ongoing collection management

- Onsite, by hired library professional/technician
- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Note: Before reopening the physical library and providing library service, all locations must provide training for local library professional/technician on how MOU works, including tracking and coordinating of usage statistics.

24. Are there other library services that will be provided either by onsite library staff, by an offsite Lead Service Center Library through MOU, or by a combination of onsite and offsite services? Please specify which services and by whom.

25. Do you currently have a MOU with a Lead Service Center Library?

- Yes
- No

25a. If yes, please specify which Lead Service Center Library and for what services?

US EPA AWBERC Library
26 W Martin Luther King Drive
Room 406
Cincinnati, OH 45268

25b. If yes, will you continue that MOU for services?

- Yes, will continue

No: Please elaborate:

26. OEI is developing procedures to be implemented on a Network level. Individual libraries should also have local procedures. Do you have existing local library procedures?

- Yes
 No

26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at balsamo.deborah@epa.gov or 919/685-3075.

- Have already forwarded a copy to OEI
 Will forward a copy to OEI

26b. If not, what is your plan for developing local library procedures? (recommended)
(i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)

Will work with Cincinnati and new librarian to develop procedures

27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that they are understood and followed (including usage statistics tracking and submission)?
(Required; see: <http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace>)

When we hire a librarian they will work on this

Communication Plans

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

SIGNATURE

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Location/Office: _____ Region 5 _____

Local Senior Manager Printed Name: _____ Phil Hoffman _____

Local Senior Manager Position Title/Role: ___ Director , Office of Public Affairs

Local Senior Manager Signature: _____

Date: _____

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager
EPA National Library Network
109 Alexander Drive - MD N127-05
Research Triangle Park, NC 27711
Phone: 919/541-9412
Fax: 919/685-3075
balsamo.deborah@epa.gov

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QUESTIONNAIRE

Please complete, sign, and return this questionnaire to OEI as soon as possible, but no later than Thursday, April 10, 2008. Completed and signed questionnaires may be faxed or emailed to Deborah Balsamo at 919/685-3075 or balsamo.deborah@epa.gov.

1. Which library model will your Region open?

- Library Resource Center
 Service Center Library (a Network Library open full-time, providing all services onsite)

Physical Space

2. In what physical location in the Regional office will the library operations be located?

RW
 12th Floor
 1445 Ross Avenue, Dallas, TX 75202

2a. What is the approximate square footage of this space?

(Minimum of 125-150 sq. feet recommended; must accommodate workstations and shelving)

462 sq. ft.

2b. Will the space have a locking door to secure it after hours? (Highly recommended)

- Yes
 No

3. How many library staff workstations will be included in the space? (1 required)

Number of staff workstations: 2

3a. Note elements to be included as part of library staff workstation(s) (note with check mark and include number where indicated):

- PC for library staff with Internet/Intranet access (required)
 E-mail box(es) for individual staff (required)
 Group e-mail box for library (required)

Number: 2
 Number: 2

- Microsoft Office software, including Word, Excel (required)
- Adobe PDF conversion software (required)
- Printer connection (required)
- OR-
- Dedicated library staff printer (recommended)
- Telephone with voicemail (required)
- Desk and chair (required)
- Storage cabinet (recommended)

4. How many patron workstations will be included in the space? (1 required)

Number of patron workstations: 1

4a. Note elements to be included as part of patron workstation(s) (note with check mark and include number where indicated):

- PC for EPA staff/public patrons with Internet/Intranet access (required) Number: 1
- Printer connection (required)
- OR-
- Dedicated library patron printer (recommended)
- Desk and chair (required)

5. Note elements to be included as other general equipment (note with check mark):

- Fax machine accessibility (required)
- OR-
- Dedicated library fax machine (optional)
- OR-
- Dedicated library multifunction machine that includes faxing capability (optional)
- Copy machine accessibility (required)
- OR-
- Dedicated library copy machine (optional)
- OR-
- Dedicated library multifunction machine that includes copying capability (optional)
- Scanner (optional)
- OR-
- Dedicated library multifunction machine that includes scanning capability (optional)
- Microfiche reader (optional/required if collection includes microfiche)
- Microfilm reader (optional/required if collection includes microfilm)

6. How much shelving is planned for the core reference collection? (25-36 linear ft. required)
(25-36 linear ft. typically comprised of 2 tall shelving units with 5-6 shelves per unit, 30-36 inches each)

288 linear ft. total

_____ number of units, each containing 16 number of shelves, sized 30 1/2 inches each feet

7. How much shelving is planned for local/regional materials? (additional 12-18 linear ft. optional)
(12-18 linear ft. typically comprised of 1 tall shelving unit with 5-6 shelves per unit, 30-36 inches each)

Na linear ft. total

_____ number of units, each containing _____ number of shelves, sized _____ inches each

8. Indicate supplies planned for purchase (note with check mark):

- Printer paper (required)
- Basic office supplies such as stapler, pens, pencils, sticky notes (required)
- ILL supplies, including mailing envelopes, shipping labels (required)
- Library property and address stamps (recommended)
- Book supplies such as call number labels, due date materials (required)
- Book repair and processing supplies such as tattle tape (optional)

9. Indicate signage elements to be included in the physical space (note with check mark):

- Library space identification (required)
- Contractor identification signage (required where applicable)
- Hours of operation signage (required)
- Library staff/patron workstation signage (recommended)
- Collection arrangement signage (recommended)
- Copyright notice (required)
- Posted local policies (recommended)
- Bulletin board (recommended)

Staffing

10. How many full-time/part-time library professionals will be hired?

(1 part-time library professional with MLS degree or college/university Library Technician Certification required)

Number of full-time library professionals: 1

Number of part-time library professionals: 0

Note: See Baseline Standards for EPA Libraries for additional required/recommended/optional library professional qualifications.

11. How many full-time/part-time library technicians will be hired? (optional)

Number of full-time library technicians: 0

Number of part-time library technicians: 0

12. How many weekly hours will each library professional/technician work? Note if professional or technician.

(combined total of 20 hours required, as a minimum)

Library professional/technician 1 (required): 40 hours per week

- Professional
- Technician

Library professional/technician 2 (optional): 0 hours per week

- Professional
- Technician

Library professional/technician 3 (optional): 0 hours per week

- Professional
- Technician

13. How many days per week will library professional/technician work? Note if professional or technician.

(combined total of 4 days required, as a minimum)

Library professional/technician 1 (required): 5 days per week

- Professional
- Technician

Library professional/technician 2 (optional): 0 days per week

- Professional
- Technician

Library professional/technician 3 (optional): 0 days per week

- Professional
- Technician

14. What method will you use to hire library professional(s)/technician(s)?

- National contract (highly recommended)
- Other: Please specify _____

15. Who will serve as the local Federal Library Manager? Please provide name and contact information.

Laurie Carter 214-665-6566 (Primary)
 Jim Poindexter 214-665-8586 (Secondary)

Note: All Federal Library Managers will be expected to:

1. Participate in the planning and implementation of library services marketing strategies for local patrons
2. Provide input for collection development of local resources collection
3. Act as WAM or TOPO for contract staff
4. New Federal Library Managers or those with limited library experience will participate in library manager training/mentoring program (under development) (required)

Collection

16. Do you have any collection(s)/library materials remaining onsite in your Region/location?

- Yes
- No

16a. If yes, what is your plan for evaluating and handling those materials? All Regions/locations must follow Network procedures carefully to ensure proper collection management. *Region 6 is coordinating with RTP.*

17. Do you have any collection(s)/library materials from your Region/location remaining offsite?

- Yes: Please specify where *RTP*
- No

17a. If yes, who is the offsite contact for coordinating the return and evaluation of materials? *April Erickson*

17b. If yes, how do you plan to receive, evaluate, and handle those materials once they are returned? Regions/locations must follow Network procedures carefully to ensure proper collection management.

Follow Library Network Procedures.

18. Do you now have/plan to have any special formats in your local collection such as microfiche, microfilm?

- Yes: Please specify *Microfiche*
- No

18a. If yes, do you have the necessary equipment to view/use these formats?

- Yes: Please specify Microfiche Reader
 No

The Cincinnati Lead Service Center Library will be procuring the core collections on behalf of OEI for the re-opening libraries in Regions 5, 6, 7 and the Headquarters and Chemical Library in Washington, DC. The Cincinnati library staff will need access to each location's active OCLC account in order to process the materials for the collections.

19. Does your location currently have an active OCLC account?

- Yes
 No

19a. What is/was your OCLC identifying symbol?

(i.e., EKB; see Intranet contacts page for your symbol: <http://intranet.epa.gov/epahqirc/natlibra/who.htm>)

TBD

19b. Do you purchase/will you be purchasing your OCLC access through FEDLINK or through your library contract vehicle?

- FEDLINK
 Library contract vehicle: Please specify _____

TBD

Access

20. What are the planned hours of operation for walk-in access for EPA staff?

(Minimum of 20 hours per week over at least 4 days during core business hours, 10:00 am - 2:00 pm required)

Monday	<u>9:00</u>	to	<u>3:00</u>
Tuesday	<u>9:00</u>	to	<u>3:00</u>
Wednesday	<u>9:00</u>	to	<u>3:00</u>
Thursday	<u>9:00</u>	to	<u>3:00</u>
Friday	<u>none</u>	to	<u>none</u>

21. What is the planned approach to public access?

(Minimum of 4 days per week on a walk-in basis or by appointment during core business hours, 10:00 am - 2:00 pm required for all Regional libraries)

- Walk-in access 4 days per week
 By appointment _____ days per week

21a. If public access will be walk-in, what are the planned hours of access?

Monday 9:00 to 3:00
 Tuesday 9:00 to 3:00
 Wednesday 9:00 to 3:00
 Thursday 9:00 to 3:00
 Friday none to none

22. Please note the URL where library information will be updated on a local Intranet site (required)

http://intranet.epa.gov/rtp/library (current)

http://region6.epa.gov/intranet/6md/info/region6library

Note: required information for EPA staff Intranet access includes location, contact information, hours of operation/accessibility, services available, links to virtual library resources. Intranet site must be updated and ready to post before opening physical library.

Also note: Internet page with public access information will be created/updated by OEI/EPA National Library Network contractors in Washington DC, with content provided and approved by local office.

22a. How will the local Intranet pages be managed and updated?

- Offsite, by Lead Service Center Library through MOU
 Offsite, will use services of OEI's network contractors through national contract
 Onsite: Please specify by whom Laurie Carter

Services**23. Which required library services will be provided either by onsite library professional(s)/technician(s), by an offsite Lead Service Center Library through an MOU, or by a combination of onsite and offsite providers?**

Basic reference/research assistance to EPA staff

- Onsite, by hired library professional/technician
 Offsite, by Lead Service Center Library through MOU
 Combination of onsite and offsite

Specialized reference/research assistance to EPA staff

- Onsite, by hired library staff
 Offsite, by Lead Service Center Library through MOU
 Combination of onsite and offsite

Interlibrary Loan/document delivery to EPA staff

- Onsite, by hired library professional/technician

- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Ongoing collection management

- Onsite, by hired library professional/technician
- Offsite, by Lead Service Center Library through MOU
- Combination of onsite and offsite

Note: Before reopening the physical library and providing library service, all locations must provide training for local library professional/technician on how MOU works, including tracking and coordinating of usage statistics.

24. Are there other library services that will be provided either by onsite library staff, by an offsite Lead Service Center Library through MOU, or by a combination of onsite and offsite services? Please specify which services and by whom.

No

25. Do you currently have a MOU with a Lead Service Center Library?

- Yes
- No

25a. If yes, please specify which Lead Service Center Library and for what services?

RTP - Search, OCLC

25b. If yes, will you continue that MOU for services?

- Yes, will continue
- No: Please elaborate:

26. OEI is developing procedures to be implemented on a Network level. Individual libraries should also have local procedures. Do you have existing local library procedures?

- Yes
- No To be developed.

26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at balsamo.deborah@epa.gov or 919/685-3075.

Have already forwarded a copy to OEI

Will forward a copy to OEI

26b. If not, what is your plan for developing local library procedures? (recommended).
(i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)

Will work with OEI, Lead Service Center Library, onsite library staff to develop.

27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that they are understood and followed (including usage statistics tracking and submission)?
(Required; see: <http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace>)

Laurie Carter - 214.665.6566

Communication Plans

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

Laurie Carter 214.665.6566

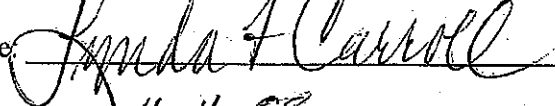
SIGNATURE

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Location/Office: Region 6, Dallas, TX

Local Senior Manager Printed Name: Lynda Carroll

Local Senior Manager Position Title/Role: ARA

Local Senior Manager Signature: 

Date: 4-11-08

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager
EPA National Library Network
109 Alexander Drive - MD N127-05
Research Triangle Park, NC 27711
Phone: 919/541-9412
Fax: 919/685-3075
balsamo.deborah@epa.gov