

USEPA/US on 05/08/2008 03:15 PM -----

The purpose of this message is to officially notify you of the Agency's intention to implement the changes regarding the libraries which are as follows:

HEADQUARTERS-CHEMICAL LIBRARY (Washington, DC) EPA will open a consolidated operation of the Headquarters Repository and Chemical Library on the third floor of the EPA West Building. The space will include 4 staff workstations, each with a PC, desk, chair, access to individual e-mail boxes, Microsoft Office software, Adobe PDF conversion software, and access to a printer connection. Two of the staff workstations will be rotating reference/reception stations. There will be a group e-mail box for the library. Access to faxing, copying, and scanning capabilities will be available, and the library will have access to a microfiche/microfilm reader and a TV/VCR. The Headquarters and Chemical Library plans to provide a range of library signage, including library space identification, contractor identification, hours of operation signage, workstation signage, collection arrangement signage, copyright notice, local posted policies, and a bulletin board.

The Headquarters and Chemical Library still has materials from former collections onsite including a microfiche collection. In addition there will be a Core Reference Collection. EPA staff walk-in access will be available at the Headquarters and Chemical Library during the operating hours of 9:00 am-4:30 pm Monday-Friday. Public walk-in access will be available during the core hours of 10:00 am-2:00 pm Monday-Friday. A combination of onsite/offsite specialized reference/research assistance and interlibrary loan/document delivery. It plans to continue these services through the current MOU. The Headquarters and Chemical Library plans for onsite provision of basic reference assistance, to EPA staff, library collection management, and cataloging.

Region 5 (Chicago)

Region 5 will open a Library on the 16th floor former reception area of the Metcalfe Building at 77 West Jackson Boulevard, in Chicago. Region 5 plans for a combination of onsite and offsite provision of basic reference/research assistance, specialized research assistance, and interlibrary loan/document delivery services via a MOU with Cincinnati to EPA staff and the public. Both EPA staff and public walk-in access will be available at the Region 5 Library during the operating hours of 9:00 am -3:30 pm Monday-Thursday. Library information, including location, contact information, hours of operation/accessibility, services available, and links to virtual library resources will be posted on the Intranet site. The space will include five workstations, each with a PC, desk and chair. There will be a group e-mail box for the library. The workstations will include a printer connection, and the PCs will have Internet connections and the same software as EPA staff. In addition, the library space will include a dedicated library multi-function machine that includes faxing, copying, and scanning capabilities. Region 5 plans to outfit its Library with a range of supplies, including printer paper, basic office supplies, ILL supplies, library property and address stamps, and book supplies. Region 5 plans to provide a range of library signage, including library space identification, contractor

identification, hours of operation signage, workstation signage, collection arrangement signage, copyright notice, local posted policies, and a bulletin board. The usage of the space vacated on the 16th floor for the library will be replicated in another area of the 16th floor.

Region 6 (Dallas)

Region 6 will open a Library on the 12th Floor of EPA's Dallas facility at 1445 Ross Avenue. The space will include 2 staff workstations and 1 patron workstation, each with a PC, desk, and chair. The staff workstations will include individual e-mail boxes, Microsoft Office software, Adobe PDF conversion software, telephones with voicemail, and a storage cabinet. There will be a dedicated library staff printer and a group e-mail box for the library. The patron workstation will be connected to a dedicated patron printer. In addition to staff and patron workstations, the library space will include a dedicated library multi-function machine that includes faxing, copying, and scanning capabilities; it will also include a microfiche reader. Region 6 plans to outfit its Library with a range of supplies, including printer paper, basic office supplies, ILL supplies, library property and address stamps, and book supplies. Region 6 plans to provide a range of library signage, including library space identification, hours of operation signage, workstation signage, collection arrangement signage, copyright notice, and a bulletin board. The Region 6 Library will include microfiche in its collection as well as a microfiche reader-printer. Both EPA staff and public walk-in access will be available at the Region 6 Library during the operating hours of 9:00 am-3:00 pm Monday-Thursday, a weekly total of 24 hours. Library information, including location, contact information, hours of operation/accessibility, services available, and links to virtual library resources will be posted on the Intranet site. Region 6 plans for onsite provision of basic reference/research assistance and Interlibrary Loan/document delivery to EPA staff as well as ongoing collection management. An offsite Lead Service Center Library will provide specialized reference services to EPA staff.

REGION 7 (Kansas City, KS)

Region 7 will open a Library that will include space for two (2) staff workstations and 4 patron workstations, each with a PC, desk and chair. The staff workstations will include individual e-mail boxes, Microsoft Office software, Adobe PDF conversion software, telephones with voicemail, and a storage cabinet. There will be a dedicated library staff printer and a group e-mail box for the library. Three of the patron workstations have been designated as "typical" and the fourth will accommodate the viewing of multi-media materials; all will be connected to a dedicated patron printer. In addition to staff and patron workstations, the library space will include a dedicated library multi-function machine that includes faxing, copying, and scanning capabilities; it will also include a microfiche reader. Region 7 plans to outfit its Library with a range of supplies, including printer paper, basic office supplies, ILL supplies, library property and address stamps, and book supplies, including repair and processing supplies. Region 7 plans to provide a range of library signage, including library space identification, contractor identification, hours of operation signage, workstation signage, collection arrangement signage, copyright notice, local posted policies, and a bulletin board. The Region 7 Library will include microfiche in its collection as well as a microfiche reader-printer. Both EPA

staff and public walk-in access will be available at the Region 7 Library during the operating hours of 8:00 am-4:30 pm Monday-Friday (with a 30 minute break for lunch), a weekly total of 40 hours. Library information, including location, contact information, hours of operation/accessibility, services available, and links to virtual library resources will be posted on the Intranet site. Region 7 plans for onsite provision of basic reference/research assistance to EPA staff and library collection management. A combination of onsite and offsite Lead Service Center Library providers is planned for specialized reference/research assistance and interlibrary loan/document delivery services to EPA staff. Region 7 has existing Memorandums of Understanding (MOUs) with Region 3 (specialized business reference) and with RTP (reference and interlibrary loan services). It plans to continue these services through the current MOUs.

I have been assign to take the lead regarding this matter. Therefore, pleased respond to me with any responses and/or counter proposals regarding this matter no later than the close of business May 22, 2008. The agency is proposing to implement these changes, effective September 1, 2008. If you have any questions, I can be reached at 214-665-7322.

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