
EPA Library Materials Dispersal Procedures	
EPA Classification No.: CIO 2170-P-01.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005h	Review Date: 12/28/2019

*Issued by the EPA Chief Information Officer,
Pursuant to Delegation 1-19, dated 07/07/2005*

EPA LIBRARY MATERIALS DISPERSAL PROCEDURES

1. PURPOSE

To establish Agency-wide procedures for the EPA National Library Network libraries to retain, reduce, disperse or dispose of their library contents when appropriate.

2. SCOPE AND APPLICABILITY

The procedures apply to the EPA National Library Network and all EPA organizations that provide library services either onsite or through a Memorandum of Understanding (MOU) with another Network library. They provide baseline operational standards for all Network libraries. Individual libraries may develop local procedures to supplement the Network procedures.

3. AUDIENCE

The audience for the 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

EPA libraries do not hold the official Agency record copy of documents, however, they do maintain collections of material for reference that support Agency decisions. Careful and thoughtful assessment of the library collections ensure that important and unique materials residing in the library are preserved. Failure to do so could result in serious future consequences if the Agency cannot document EPA scientific findings, policy decisions and their interpretations, or enforcement actions. The responsible dispersal/disposal or weeding of library materials is a customary practice in libraries of all types for effective collection management, and requires planning, time and resources. At EPA the process also requires considerable expertise in a number of areas, particularly library and government property management and US General Services Administration (GSA) property regulations.

5. AUTHORITY

Agency Delegation 1-19 GENERAL ADMINISTRATIVE, AND MISCELLANEOUS, Paragraph 2(b)
(http://intranet.epa.gov/oei/imitpolicy/qic/documents/delegation_1-19_revised070705.pdf)

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Information Directive: CIO 2170.3 EPA National Library Network (<http://www.epa.gov/irmpoli8>)

6. PROCEDURE

6.1 All EPA Libraries:

- 6.1.1 Ensure the preservation of all EPA and predecessor agency publications (research reports, guidance materials, policy statements, etc.) by:
 - 6.1.1.1 Maintaining Agency documents that currently exist only in hard copy.
 - 6.1.1.2 Offering EPA documents (originals or high quality copies) to one of the designated document repositories at Headquarters, Research Triangle Park (RTP), or Cincinnati if the documents are not already held by a repository library.
 - 6.1.1.3 Ensuring that unique EPA documents in their collections are preserved not only in hard copy, but are also digitized according to approved Library Network procedures and are added to the National Service Center for Environmental Publications (NSCEP), the Agency's electronic document repository.
 - 6.1.1.4 Working together to ensure that for each EPA document currently residing in one or more Network libraries there will be a digital copy in NSCEP and two hard copies of each document retained in perpetuity – one copy in the dark archive and one copy in a repository library.
- 6.1.2 Follow all applicable government property rules and regulations. See Section 6.7, Property Guidelines for Dispersing Library Materials.
- 6.1.3 When appropriate, obtain the advice of the Office of General Counsel, the Office of Regional Counsel, and/or the Office of Enforcement and Compliance Assurance (OECA) to avoid the inadvertent dispersal of documents that support rulemaking or litigation. Although library copies of Agency guidance and policy statements are not official record copies (see 6.1.7), they are more publicly accessible.
- 6.1.4 Consult EPA staff experts in different disciplines (biology, toxicology, engineering, etc.) for valuable input on what materials to keep locally.
- 6.1.5 Update catalog records for both hard copy and electronic documents through OCLC. Records are downloaded from OCLC into EPA's National Library Catalog. This is particularly important as materials are physically moved to other locations and electronic documents are created.
- 6.1.6 Discourage the establishment of divisional or branch "mini-libraries," especially those composed of materials dispersed by the local library. "Mini-library" collections are seldom cataloged, not maintained over time, nor accessible to those outside the immediate organization.
- 6.1.7 Use the Federal Records Centers (FRCs) as appropriate for records storage, but not as document/publication repositories. Libraries do not hold the official record copies of documents/publications. Library copies are separate and distinct from the official record copy. If an item in a library collection is determined to be a record copy, it should be filed outside the library according to records retention procedures.
- 6.1.8 Preserve and make available EPA materials. EPA document requests referred to

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the National Technical Information Service (NTIS) at the US Department of Commerce are not a substitute for this responsibility.

6.2 Dispersal Criteria

- 6.2.1 The EPA National Library Network ensures that two hard copies of each EPA document in current or future Network collections are maintained in perpetuity. The hard copy holdings adhere to the following distribution: one copy in the dark archive currently housed at Headquarters and one copy at one of the repository libraries. Other hard copies are maintained in accordance with any local decisions.
- 6.2.2 EPA libraries make decisions about the materials in their physical collections in accordance with this procedure. Depending on the materials, compliance results in one of the following outcomes:
 - 6.2.2.1 Continue to keep materials onsite.
 - 6.2.2.2 Send hard copy EPA documents to NSCEP for digitization. Hard copy documents may be returned to the originating library or forwarded to a repository collection.
 - 6.2.2.3 Send selected materials to a designated EPA repository library for retention.
 - 6.2.2.4 Disperse or donate materials other than unique EPA materials to other libraries in the order of preference stated in Section 6.7.4 below.
 - 6.2.2.5 Recycle materials other than unique EPA materials using local options that best meet the library's needs.
- 6.2.3 Choices are largely based on a particular location's capacity to store and maintain a paper document collection; this capacity varies significantly from library to library. The following criteria are meant to assist those locations that are weeding or reducing their hard copy collections. Consequently, the following "Keep" list is divided into two parts. Section 6.3 describes high-priority materials; those locations maintaining either full or resource center (core) collections may choose to keep those materials onsite. Section 6.4 discusses materials that can be removed from the local collection and maintained by an EPA repository library. The overall goal of both is to maintain, at a minimum, two print copies of each EPA document within the Library Network, with access for other libraries.

6.3 Types of Materials to Consider for Retention Onsite at Full or Core Collections

- 6.3.1 Materials required for litigation purposes.
 - 6.3.2 Materials routinely used by local staff, especially those titles not available electronically.
 - 6.3.3 Materials relevant to the Agency's core mission.
 - 6.3.4 State or local publications describing environmental conditions within the particular EPA Region (e.g. state geological surveys) as these publications often go out of print.
 - 6.3.5 Materials from international organizations and governments, as these are difficult to acquire or borrow.
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- 6.3.6 Up-to-date materials of current value. Note: Currency of content cannot be judged by the publication date alone.
- 6.3.7 Title 40 Code of Federal Regulations (CFRs) from the current year as well as past years to support compliance/enforcement/legal staff.
- 6.3.8 Offsite Consequence Analysis (OCA) Reading Rooms and public dockets are legally mandated, and are part of the operations of some Network libraries. It is necessary for those libraries to retain related documents as long as the library performs these functions.

6.4 Types of Materials to Consider for Dispersal to EPA Repository Libraries

- 6.4.1 Materials deemed to be of value to the Network, but not frequently used onsite, not held elsewhere in the Network, and not available electronically. An updated list of a library's unique holdings can be obtained upon request from the OLS database administrator. It is important that extensive coordination occur so that in cases where several copies of an EPA document exist, two copies are kept -- one in the dark archive and one in a repository library -- and are cataloged with the current location. EPA documents not currently digitized should be sent to NSCEP for digitization and then forwarded on to the appropriate repository library.
- 6.4.2 Out-of-print publications that are relevant to the Agency's mission, but not routinely used by EPA staff at the local site. These publications can be difficult to borrow or replace.
- 6.4.3 Materials that have historical significance (e.g., baseline studies) but are not routinely used by EPA staff at the local site.

6.5 Types of Materials Which Are Exempt From the Dispersal Process

- 6.5.1 Anything published commercially that is outdated (e.g., old software books, the 2nd edition of a title now in its 9th edition, etc.). Older editions that have been superseded should be evaluated on a case-by-case basis, as some older editions may be needed to locate the "science" at that time.
- 6.5.2 Materials in poor physical condition unless the content is rare, the item is the last copy in EPA library collections, or the item is not held by other libraries outside the EPA and is not available electronically.
- 6.5.3 Daily newspapers, unsolicited newsletters and/or journals.

6.6 Microfiche Collections

- 6.6.1 With the subscription to the National Technical Reports Library (NTRL), all EPA employees have desktop access to the National Technical Information Service (NTIS) documents via the EPA Desktop Library. The Headquarters, Research Triangle Park, and Andrew W. Breidenbach Environmental Research Center (AWBERC) repository libraries continue to maintain their microfiche collection and make their microfiche available to other Network libraries as needed, whether in hard copy or through electronic transfer.
- 6.6.2 Non-repository libraries that need or want to discontinue maintenance of their microfiche collections have the option to disperse these materials according to

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Library Network procedures and local property dispersal policies. This is a local decision for all non-repository libraries. Microfiche does not follow the regular dispersal process due to the large amount of materials and duplication across Network collections.

6.7 Property Guidelines for Dispersing Library Materials

- 6.7.1 Each Federal Library Manager identifies their local property officer and becomes familiar with local property rules and recycling guidelines as related to library materials.
- 6.7.2 Library materials are considered non-accountable property as these materials generally do not meet the dollar value threshold established for accountable property at EPA and are not tagged and processed through Agency property systems. As outlined in the EPA Personal Property Policies and Procedures Manual, the Agency threshold for accountable property is \$5,000.00 per item, though local thresholds may be set at a lower level.
- 6.7.3 The Handbook of Federal Librarianship provided by the Federal Library and Information Network (FEDLINK) of the Library of Congress contains additional helpful information for Federal Library Managers on the proper disposition of library materials.
- 6.7.4 Library materials may be dispersed in several ways, using the following order of preference:
 - 6.7.4.1 Headquarters Library is given first choice of materials for possible inclusion in the dark archive and repository collections. They are granted five business days to review and select materials through the dispersal module of the Online Library System (OLS).
 - 6.7.4.2 RTP and AWBERC libraries are given the next opportunity to add any materials to their respective collections. They are granted five business days to review and select materials through the dispersal module.
 - 6.7.4.3 Other libraries are granted five business days to review and select materials through the dispersal module following RTP and AWBERC libraries' review.
 - 6.7.4.4 Other federal government agency libraries may accept dispersed materials. See section 6.7.5, Direct Transfer of Excess Library Materials to Another Federal Agency. Available mechanisms in this category, in the following order of preference, include:
 - 6.7.4.4.1 The availability of materials may be announced via Listservs, agency websites, or through professional contacts within other agencies. This practice gives libraries the opportunity to choose and request specific materials. The FEDLIB listserv, a moderated mailing list for staff of federal government libraries, may be used to advertise available materials for dispersal.
 - 6.7.4.4.2 Some EPA publications may be accepted by the National Technical Information Service (NTIS), particularly technical reports that are not currently in their inventory. Libraries must send a completed form SF 298

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(Report Documentation Page) with each report. Detailed instructions are available in "Submitting Documents" on the NTIS website.

6.7.4.5 Non-profit organizations may accept dispersed materials. See Section 6.7.6, Donation of Excess Library Materials to Non-profit Organizations. Options may be considered in the following order of preference:

6.7.4.5.1 State libraries and state environmental agency libraries.

6.7.4.5.2 Colleges and universities with environmental studies curricula.

6.7.4.5.3 University and public libraries that have collections of government documents. Many have been designated as federal depository libraries by the US Government Publishing Office (GPO) and may wish to claim materials to fill any gaps in their collection.

6.7.4.6 The Library of Congress, due to space restrictions, only accepts materials fitting its selection criteria. Detailed instructions are available in "Transfers of Surplus Library Material from Other Federal Agencies" on the Library of Congress website. In general, the Library of Congress no longer accepts donations of bound or unbound serials of any age, reference works older than three years or science books older than five years.

6.7.5 Direct Transfer of Excess Library Materials to Another Federal Agency

6.7.5.1 Under the provisions of 41 CFR 102-36.145, materials (e.g., books, maps) with a value of less than \$10,000 may be transferred directly to another federal agency without first going through GSA. Libraries must complete GSA form SF-122 (Transfer Order Excess Personal Property), give a general description of the materials (e.g., one box of scientific/technical books), and include the form when transferring the materials to the receiving library.

6.7.5.2 The receiving library is responsible for completing a portion of the form and forwarding it to their regional GSA office for processing within ten working days of receiving the transferred library materials.

6.7.6 Donation of Excess Library Materials to Non-Profit Organizations

6.7.6.1 Under the provisions of 41 CFR 102-37 Subpart H, federal libraries may donate materials to public organizations, including state or local government departments. This applies to materials that are not wanted by other federal libraries and would not be worth selling. No special form is required, but the written documentation of the donation should be maintained for audit purposes.

6.7.6.2 Under the Stevenson-Wydler Technology Innovation Act of 1980, federal agencies have the authority to transfer education-related materials directly to educational institutions or non-profit organizations for educational and research activities. These materials may include materials in the Federal Supply Classifications (FSC) groups No. 74, Office machines, and No.76, Books, maps, and other publications.

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Libraries pursuing this option should consult with their local EPA property manager to ensure that GSA reporting regulations are followed.

6.7.6.3 Federal libraries may be able to donate to the non-profit United States Book Exchange (USBEX). If a federal library first sends a list of surplus materials, USBEX will reimburse the shipping cost for the materials they select. Otherwise, the sending library pays shipping for materials it sends without such notice.

6.7.6.4 GSA handles donations of marketable surplus property for transfer to nonprofit organizations, which may be pursued for high-dollar-value materials not wanted by other federal libraries. Libraries should contact their local EPA property manager for further guidance if they have materials to disperse that fall into this category.

6.7.7 Recycling/Disposing Excess Library Materials

6.7.7.1 Under the provisions of 41 CFR 102-36.305, the disposal of federal government property is an option when transfer, donation, or sale has been found to be impracticable or not cost effective.

6.7.7.2 An authorized Agency official must make a written determination that the property has no utility nor monetary value, or the estimated cost of its continued care and handling would exceed the estimated proceeds from its sale. The written determination must be approved by a reviewing official who is not directly accountable for the property and must be maintained for audit purposes.

6.7.7.3 For materials slated for recycling or disposal, the Federal Library Manager contacts their local EPA property officer for local policies and procedures with regard to recycling and make every effort to ensure that the disposal of any library materials is done in an environmentally responsible manner.

7. RELATED DOCUMENTS

EPA National Records Management Program. Records Schedule 1022: Public Affairs, dated 10/16/2015 (<http://www.epa.gov/records/policy/schedule/sched/1022.htm>).

EPA Office of Information Analysis and Access. Memorandum on the lifting of the materials dispersal moratorium, from Rick Martin, Acting Director of the Office of Information Access and Access, OEI, dated 06/08/2009 (http://intranet.epa.gov/librarynetwork/Memorandum_RickMartin_060809.html)

Federal Library and Information Network (FEDLINK), Library of Congress. Handbook of Federal Librarianship, updated 08/25/2014 (<http://www.loc.gov/flicc/publications/LibHandbook2014/HandbookforFedLib2014final2.pdf>).

Federal Library and Information Network (FEDLINK), Library of Congress. Listservs: FEDLIB, last updated 07/14/2015 (<http://www.loc.gov/flicc/about/listservs.html>).

Library of Congress. Transfers of Surplus Library Material from Other Federal Agencies, last

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updated 09/17/2014 (<http://www.loc.gov/acq/fedsur.html>).

National Technical Information Service (NTIS), U.S. Department of Commerce. "Submitting Documents," accessed 01/21/2016 (<http://www.ntis.gov/services/documents/>).

United States Book Exchange. Website accessed 01/21/2016 (<http://www.usbe.com/>).

US General Services Administration. Federal Management Regulation (FMR): Subchapter B-Personal Property, dated 09/24/2015 (<http://www.gsa.gov/federalmanagementregulation>).

US General Services Administration. Disposing of Excess Federal Personal Property, dated 12/14/2015 (<http://gsa.gov/portal/content/105049>).

EPA National Library Network Materials Dispersal Procedures and Guidance, accessed 01/21/2016 (http://intranet.epa.gov/librarynetwork/dispersal_procedures.html)

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 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.
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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

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a user to reach data stored on a computer or computer system.

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

Cataloging: The process of creating entries for a catalog. In libraries, this usually includes bibliographic description, subject analysis, assignment of classification notation and activities involved in physically preparing the item for the shelf, tasks usually performed under the supervision of a librarian trained as a cataloger.

Collection Management: The activity of planning and supervising the growth and preservation of a library's collections based on an assessment of existing strengths and weaknesses and an estimate of future needs.

Core Collection: A collection representative of the basic information needs of a library's primary user group.

Dark Archive: For the EPA National Library Network, a collection of second-copies of EPA publications that are not circulated or used by patrons, but are retained to ensure perpetual access to the materials in case of loss or damage.

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

Digitization: The conversion of hard copy documents, printed text, or images into digital form through the use of scanning technologies.

Dispersal: The transfer of library materials to other libraries. Materials may be dispersed to other EPA libraries or to external libraries, such as those of other federal agencies, state governments or universities. Dispersal may occur as part of a library's normal weeding schedule or as part of a larger effort to reduce the physical size of the library collection.

Disposal: The removal of library materials from the library collection, following appropriate laws, regulations, and procedures for disposal of government property.

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Donation: One or more books or other items given to a library by an individual or a group. Most donations are unsolicited and may arrive unexpectedly.

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. Network libraries are defined as those libraries with an official membership presence in OCLC. Centralized Network coordination comes from the Agency's Office of Environmental Information. Individual EPA libraries are administered by a range of offices in conjunction with contract staff.

Full Collection: The total accumulation of books and other materials owned by a library, cataloged and arranged for ease of access, often consisting of several smaller collections (reference, circulating books, serials, government documents, rare books, special collections, etc.).

Government Documents: Publications of the U.S. federal government, including transcripts of hearings and the text of bills, resolutions, statutes, reports, charters, treaties, periodicals (*example: Monthly Labor Review*), statistics (U.S. Census), etc. The category also includes publications of other governmental bodies (state, local, territorial or foreign).

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.

LC: See Library of Congress.

Library of Congress (LC): The Library of Congress was established by Congress in 1800 to function as a research library for the legislative branch of the federal government, and it eventually became the unofficial national library of the United States. Located in Washington, D.C., LC serves as the nation's copyright depository and is the primary source of original cataloging in the United States.

Materials: Items within the library collection that may include books, journals, reports, miscellaneous publications, microform, multimedia and other physical objects. Generally, library materials do not

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include official records, but convenience copies of records may be included.

Memorandum of Understanding (MOU): A memorandum signed by more than one agency or organization that promises cooperation or coordination on a specific issue, project or agenda.

Microfiche: A small card-shaped sheet of photographic film designed for storing miniaturized text and/or microimages arranged sequentially in a two-dimensional grid.

Microfilm: The use of 16mm or 35mm photographic film to store miniaturized text and/or microimages in a linear array consisting of a single row (*cine* format) or double row of frames that can be magnified and reproduced only with the aid of specially designed equipment.

Microform: A generic term for a highly reduced photographic copy of text and/or images stored on a translucent medium (microfiche or microfilm) or on an opaque medium such as card stock (micro-opaque or aperture card). Microforms can be original editions or reproductions. Reader-printer machines are required to view and make hard copies. Digital storage media such as magnetic tape and disk, CD-ROM, etc., are superseding microforms in information storage and retrieval to some extent.

MOU: See Memorandum of Understanding.

NSCEP: See National Service Center for Environmental Publications.

National Service Center for Environmental Publications (NSCEP): Based in Cincinnati, NSCEP maintains and distributes EPA publications in hardcopy, CD-ROM and other multi-media formats. The NSCEP website also serves as a repository for and online gateway to free, electronic copies of EPA publications.

National Technical Information Service (NTIS): NTIS serves as a central information dissemination resource for U.S. Federal Government technical reports and other government-funded scientific, technical, engineering and business related information. NTIS' basic authority to operate a permanent clearinghouse of scientific and technical information is codified as chapter 23 of Title 15 of the United States Code (15 U.S.C. 1151-1157).

NSCEP: See National Service Center for Environmental Publications.

NTIS: See National Technical Information Service.

OCA Reading Room: See Offsite Consequence Analysis Reading Room.

OCLC: OCLC is 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,

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which assists librarians and the general public with locating, acquiring, cataloging, lending, borrowing, and preserving library materials.

Offsite Consequence Analysis (OCA) Reading Room: A legally-mandated (Public Law 106-40) reading room that provides access to Offsite Consequence Analysis (OCA) information, primarily risk management plans submitted to EPA by chemical facilities as required by the Clean Air Act. Access to an OCA Reading Room may vary in terms of walk-in or appointment-only policies.

OLS: See Online Library System.

Online Library System (OLS): The previous name for the EPA National Library Catalog. This term currently refers to the computer system used by EPA libraries for circulation, cataloging, serials and dispersals.

Originating Library: In the context of this document, the library from which hard copy documents are sent to be digitized.

Physical Collection: The materials, whether books, maps, microforms, scrolls, CD-ROMs, DVDs or any other items that physically reside in a library or its storage space and are managed by one or more mechanisms of bibliographic control.

Preserve: To prolong the existence of library and archival materials by maintaining them in a condition suitable for use, either in their original format or in a form more durable, through retention under proper environmental conditions or actions taken after a book or collection has been damaged to prevent further deterioration.

Publication: For purposes of this document, when used alone, "publication" is an all-encompassing term that refers to a work capable of being read or perceived and may include monographs, journals or documents, regardless of source or format.

Records: The documents that provide necessary and sufficient evidence of the operations, policies and organization of the Agency. The official definition of records is provided below. Records may be requested by the public under the Freedom of Information Act (FOIA) and may be viewed at a local public information center. Convenience copies of records may be distributed to allow easy reference to the contents of the record. Convenience copies are not records. "Records include all books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value in them." (44 U.S.C. Chapter 33, Sec. 3301).

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

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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.

Serial: A publication in any medium issued under the same title in a succession of discrete parts, usually numbered (or dated) and appearing at regular or irregular intervals with no predetermined conclusion. Most libraries purchase serials via subscription.

Stacks: The area of a library where the main body of the collection (usually books and periodicals) is stored when not in use, usually on rows of free-standing double-faced shelving. In some libraries the stacks are closed to the public, but most libraries in the United States allow patrons to browse all or part of their primary collections in open stacks.

Subscription: The right to receive or access a newspaper or periodical for a designated period of time (or prescribed number of successive issues), upon payment of a subscription fee payable in advance to the publisher or subscription agent. Most subscriptions are renewed annually. Subscription also refers to the right of a library or library system to provide access to a bibliographic database or other online resource to its patrons under a licensing agreement with a vendor upon payment of an annual subscription fee and is subject to renewal.

Unique EPA Document/Publication: Document published by EPA or on behalf of EPA, and for which there is only one copy held within the EPA National Library Network.

Weeding: The process of evaluating items in a library collection title by title to identify for permanent withdrawal those that meet pre-established weeding criteria, especially when space in the stacks is limited. Because weeding usually refers to print materials and other physical formats, it is a narrower term for deselection.

10. WAIVERS

Waivers to these procedures 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) through the Director of the Office of Enterprise Information Programs.

11. RELATED PROCEDURES, STANDARDS AND GUIDANCE

EPA Personal Property Policies and Procedures Manual, dated 04/18/2006
<http://intranet.epa.gov/oa/fmsd/property>.

The following related policies, standards, and guidance documents are available on the Office of Environmental Information Policy page (<http://www.epa.gov/irmpoli8>):

EPA Library Materials Dispersal Procedures	
EPA Classification No.: CIO 2170-P-01.2	CIO Approval Date: 12/28/2016
CIO Transmittal No.: 17-005h	Review Date: 12/28/2019

CIO 2170-P-03.2 EPA Repository Library Management Procedures
CIO 2170-P-05.2 Digitization Processes for EPA Libraries Procedures
CIO 2171.0 Information Access Policy, dated 01/24/2008

12. MATERIAL SUPERSEDED

The procedures supersede the CIO 2170.2-P-01.1 EPA Library Materials Dispersal Procedures dated March 2011.

13. ADDITIONAL INFORMATION

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



Ann Dunkin
Chief Information Officer
U.S. Environmental Protection Agency