HANDBOOK OF FEDERAL LIBRARIANSHIP

The Federal Library and Information Center Committee
The Library of Congress
Washington, D.C.
http://www.loc.gov/flicc/
(202) 707-4800
Revised January 2004

FLICC

Handbook of Federal Librarianship

Table of Contents

Handbook of Federal Librarianship

Preface

The Handbook of Federal Librarianship is a project of the Federal Library and Information Center Committee(FLICC) Education Working Group. Committee members are primarily a group of federal librarians with a few federal employees who hold positions in federal libraries and information centers. All chapters of the handbook have been revised and updated for this second edition.

In keeping with the charge of the original Task Force we offer this handbook as a resource tool for librarians new to the federal community and a quick reference guide for established federal librarians. The Federal Librarians Handbook is written for professional librarians and is therefore not intended as a manual to instruct you on how to be a librarian. Instead it focuses on the federal angle of otherwise standard practices and procedures of good librarianship. A topic was omitted if it was determined not to have anything uniquely federal about it. An exception was made for the chapter on "copyright" because it remains a challenging and continuously developing topic for all librarians. We overwhelmingly opted to produce this handbook in electronic format as a Web document that can be updated as often as new developments or issues emerge.

We have made a concerted effort not to reinvent the wheel by duplicating what is already available elsewhere. Our perusal of those already available resources revealed an extensive collection. Therefore this handbook provides only brief treatment of the main points of a topic with many hypertext links to Web sites for detail coverage and references to print publications you can consult for the full-text. An additional comprehensive listing with even more hypertext links and complete bibliographic citations to print publications is provided in the "Resources" chapter at the end of the handbook. If you would like to suggest additions or changes to this handbook, please email to fliccfpe@loc.gov.

Acknowledgements

First we want to acknowledge all the librarians who responded to our appeal on the FEDLIB Listserv expressing their interest in the handbook. This encouraged us to move forward with the project. Some of you could not devote the time required to be a full-fledged member of the task force but we thank you for your suggestions, recommendations, and referrals.

1. A special thank you is extended to Patricia P. Ays for providing references to information about military libraries and sources for deciphering military acronyms. We owe Bonnie Klein of the Defense Technical Information Center for pointing us to defense-related information and many references to "free and practically-free" Web resources. For lending their expert assistance with the chapter about "withdrawal and disposition of materials," our gratitude is extended to Sheila M. McGarr, Chief of Library Division at the Government Printing Office; Kathryn L. Earnest, former Director of the Pentagon Library; and Andrea Battel, U.S. Court Library in Newark, New Jersey.

We also wish to acknowledge colleagues, staff, friends, and everyone who reviewed, edited, keyed, and proofed parts of the handbook. In particular, we thank Frances Doyle for her editing, Shanta R. Gray and Rene Rangel for their word processing skills, and Mitchell Harrison for his design and Web expertise.

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I. INTRODUCTION

Federal Library
Federal Librarian
Federal Community
Getting Started

by Denise W. Lomax

Federal Library

Any attempt to describe "the typical federal library" would pose a real challenge because federal libraries and information centers are quite diverse. They run the spectrum of library-types. Many are categorized as special libraries, including law, medical, scientific and technical libraries. Other types include academic, national, and military base libraries which have collections much like the public libraries in our neighborhoods. Likewise, the size and resources of federal libraries vastly differ. Small specialized libraries may have under 10,000 volumes while the large national libraries have several million volumes. So, the only characteristic common to all federal libraries is its sponsorship, ie., federally funded.

Federal Librarian

Duties & Responsibilities

The official description of the duties and responsibilities for federal librarians can be found in the Office of Personnel Management (OPM) Classification Standards. The Librarian's series is designated GS-1410. There are separate standards for Technical Information Specialists and Library Technicians. For a more thorough treatment of the classification standards for librarians, consult OPM at http://www.opm.gov or the personnel section of the Federal Library Forum at http://www.loc.gov/flicc.

Librarians in the federal sector continue to find themselves responsible for major duties and tasks involving technology. Electronic resources are either combined with or have replaced the traditional print resources, causing federal librarians to become increasingly technologically savvy and building collections that will be redefined as virtual libraries. Federal libraries already have a major presence on the Web. A selected listing is provided at http://www.loc.gov/flicc.

Professional Development

Federal librarians are seizing new opportunities outside the traditional library setting. They are working in technical information centers, clearinghouses, and other offices within their agencies such as IT (Information Technology) and FOIA (Freedom Of Information Act). Positions held by federal librarians include database manager, systems analyst, Web Master, information officer, etc. Professional networks, associations, and organizations offering training and other professional development activities for federal librarians are too numerous to include here. You may consult the resource chapter at the end of this book and the Federal Library Forum at http://www.loc.gov/flicc/federallib.html to initiate your search of professional development resources.

Federal Community

Overview

The phrases, "federal community" and "government of the United States" are often used interchangeably. However, the vast federal community consists of more than all the U.S. government

agencies and its employees. There are also many independent and quasi-official agencies, boards, commissions, committees, and other organizations and businesses under contract to provide products, services, and personnel needed to accomplish the mission of the federal government. An understanding of the complex make up of the federal community begins with the organizational structure of the government of the United States. For an organizational chart and detailed coverage of government agencies you can refer to:

FirstGov - Official Federal Government Web Site
http://www.firstgov.gov

United States Government Manual . Washington, DC:
Office of the Federal Register; National Archives and Records Administration
http://www.access.gpo.gov/nara/nara001.html

Getting Started

Employee Orientation

A new federal employee or an employee moving from one branch to the other needs to become familiar with the regulations unique to the specific branch of government to which they are employed and the special policies of their particular agency. Federal regulations pertaining to federal employees can be found in Title 5 U.S. Code - "Government Organization and Employees" and in Title 5 Code of Federal Regulations - "Administrative Personnel." Access the U.S. Code on the Web at: htttp://law2.house.gov and the Code of Federal Regulations (CFR) at http://www.access.gpo.gov/nara/cfr. Additionally, most organizations promulgate more rules and regulations for employees that are published in their agency-specific titles of the CFR.

Determine if your position is exempt from or part of the collective bargaining unit. Learn your rights and responsibilities as a union member. Three major labor unions for federal employees are:

American Federation of Government Employees (AFGE)
http://www.afge.org

National Federation of Federal Employees (NFFE)
http://www.nffe.org

National Association of Government Employees (NAGE)
http://www.nage.org

There are a number of relevant sources to consult for personnel related matters, including pay scales, leave policies, insurance benefits, travel, etc. A couple of them are listed below:

Office of Personnel Management
http://www.opm.gov

Federal Employees Almanac. Reston, VA: Federal Employees
News Digest, Inc.

Library Orientation

In addition to becoming familiar with the peculiarities of your branch of government and agency, you should learn the specific policies and procedures governing your library's operations. The list below identifies some of the areas of interest you want to become knowledgeable about to get a good start in your new federal librarian's position:

*Authorization establishing the library - legislation, internal policy or regulation; memorandum, etc.

> *Example:* The Dept. Of Interior Library was established by two Secretarial
>   Orders: No.1173; April 28, 1937
>   No.2525, Section 1; June 24, 1949

*History of the library.

*Mission statement of the library and its relationship to the mission of the agency; annual report.

*Library's position in the context of the agency; funding source and budget.

*What does the library do for the agency?; Who does the library serve...agency personnel only, public, national in scope,...?

*Library structure: Reference, Circulation, Cataloging, Acquisitions, etc.

*Library staff positions and duties; federal vs. contract positions

*Library resources: print collections, special collections, electronic resources, special services - bibliographies, factsheets, path finders, end user training, etc.

The Scout Report
  • selection of new and newly discovered online resources of interest to researchers, educators
    http://scout.cs.wisc.edu/

II. Reference/Referral

by Kay Collins and Janet L. Oberla

Where Do I Find...?

When you cannot find any materials in your collection on a specific topic, you can tap into the resources of other federal library and information center collections. The scope of subjects covered by federal collections is vast and always growing and changing.

This chapter consists of an alphabetical listing of keywords that provide a subject index to the enormous amount of materials held by federal organizations that responded to the survey for this handbook. Directly under each keyword is the name of the library/information center and its URL or telephone number.

If you would like to add keywords or links to this section, send email to [fliccfpe@loc.gov.](mailto:fliccfpe@loc.gov)

Other related print and electronic publications providing information about federal Library collections are listed at the end of this handbook in the "Resources" chapter.

Keywords

**Aerodynamics | Aeronautics | Agriculture | Air Mobility | Archives | Artificial Intelligence
Astronautics | Astronomy | Atmospheric Science | Aviation**

Banking | Biology | Biotechnology | Business

Chemistry | Construction | Corrections | Criminal Justice

Defense Acquisition

**Earth Science | Ecology | Economics | Education | Emergency Management
Energy | Engineering | Environment | Environmental Health
Environmental Policy | Environmental Sciences | Exploration & Voyages**

**Finance | Fisheries | Fishery Biology | Flood Control
Food/Agricultural Biotechnology | Foreign Affairs**

Geography & Maps | Geology | Government Purchasing | Great Lakes

Habitat (Aquatic & Terrestrial) | Health Science | History

Information Technology | Inmates | International Relations | International Trades

Jails

Laws & Legislation | Logistics

**Management | Marine Corps | Marine Science | Maritime | Mass Media Communications
Material Science | Mathematics | Medicine | Metallurgy | Metals | Meteorology
Military | Military History | Military Intelligence | Military Science
Military/Special Operations | Military Transportation | Military-Industrial**

National Security | National Security Affairs | Native Americans | National Parks
Natural Gas | Natural Resources | Naval History | Naval Science | Naval Customs/Traditions
Naval Ships/Shipbuilding | Navigation

Occupational Safety & Health | Oceans | Offenders | Ordnance | Ornithology

Penology | Petroleum | Physics | Political Science | Prisoners | Psychiatry
Psychology | Public Buildings | Public Health | Public Lands

Real Property | Records Management | Remote Sensing

Satellite Mapping | Science & Technology | Statistics

Tactics/Doctrinal Development | Technical Reports | Telecommunications
Titanium | Transportation

Veterans | Voyages/Exploration

Water Resources | Weather | World Religions

Aerodynamics

U.S. Army Aviation & Missile Command
Redstone Scientific Information Center
(256) 876-5195
http://rsic.redstone.army.mil

Aeronautics

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Agriculture

Farm Credit Administration Information Center
(703) 883-4296
Library@FCA.gov

National Agricultural Library
(301) 504-5755
AgRef@nal.usda.gov
http://www.nal.usda.gov

Air Mobility

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Archives

Archives Library Information Center
National Archives and Records Administration
(301) 837-1592
http://www.archives.gov/research_room/alic/index.html

Artificial Intelligence

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Astronautics

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Astronomy

U.S. Naval Observatory
James Melville Gilliss Library
(202) 762-1463
http://www.usno.navy.mil/library

Atmospheric Science

National Oceanographic & Atmospheric Administration (NOAA)
  NOAA Central Library
  (301) 713-2600 ext.124
  http://www.lib.noaa.gov

  Betty Petersen Memorial Library
  (301) 763-8266

Aviation

U.S. Department of Transportation Library
(202) 366-0746, 366-0747
library@tasc.dot.gov
http://dotlibrary.dot.gov

Banking

Farm Credit Administration Information Center
(703) 883-4296
Library@FCA.gov

Biology

National Institutes of Health Library
(301) 496-2184
http://nihlibrary.nih.gov

Biotechnology

National Agricultural Library
(301) 504-5755
http://www.usda.gov/agencies/biotech/index.html

National Institute of Standards and Technology (NIST) Research Library
(301) 975-3052
http://nvl.nist.gov

Business

U.S. Army Materiel Command
HQ, Army Materiel Command Technical Library
(703) 617-8153
techlibrary@hqamc.army.mil

U.S. Department of Commerce
Office of Library and Information Services
(202) 482-5511
http://www.doc.gov/lib

U.S. Department of Veteran Affairs
Headquarters Library
(202) 273-8523

Chemistry

National Institute of Standards and Technology (NIST) Research Library
(301) 975-3052
http://nvl.nist.gov

National Institutes of Health Library
(301) 496-2184
http://nihlibrary.nih.gov

Naval Research Laboratory
The Ruth H. Hooker Research Library
(202) 767-2354
http://infoweb.nrl.navy.mil

U.S. Army Aviation & Missile Command
Redstone Scientific Information Center
(256) 876-5195
http://rsic.redstone.army.mil

U.S. Army Cold Regions Research and Engineering Library
(603) 646-4779
library@crrel.usace.army.mil
http://www.crrel.usace.army.mil/library

Construction

U.S. Army Corps of Engineers
Office Chief of Engineers Library
(202) 761-1094
http://cehq-opac.hq.usace.army.mil

Corrections

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

Criminal Justice

FBI Library
(703) 632-3200
http://www.fbi.gov/hq/td/academy/oilr/oilr2.htm

Defense Acquisition

Defense Acquisition University
David D. Acker Library
(703) 805-4558
http://library.dau.mil
library@dau.mil

Earth Science

U.S. Geological Survey Library
(703) 648-4302 or 4303
http://www.usgs.gov/library

Ecology

U.S. Bureau of Land Management
(303) 236-6650
http://www.blm.gov/nstc/library/library.html

U.S. Geological Survey
John Van Oosten Library
(734) 994-3331, ext. 210
http://www.glsc.usgs.gov/library

Economics

U.S. Department of Commerce
Office of Library and Information Services
(202) 482-5511
http://www.doc.gov/lib

Education

National Library of Education
(800) 424-1616
library@ed.gov

Emergency Management

Federal Emergency Management Agency, National Emergency Training Center, Learning Resource Center
(800) 638-1821, (301) 447-1030
netclrc@fema.gov
http://www.usfa.fema.gov/dhtml/inside-usfa/lrc.cfm

Energy

U.S. Department of Energy
Forrestal Technical Library
(202) 586-9534
forrestallibrary@hq.doe.gov
http://www.ma.mbe.doe.gov/me40/library/index.html

U.S. Geological Survey Library
(703) 648-4302 or 4303
http://www.usgs.gov/library

Engineering

U.S. Army Aviation & Missile Command
Redstone Scientific Information Center
(256) 876-5195
http://rsic.redstone.army.mil

U.S. Army Cold Regions Research and Engineering Library
(603) 646-4779
library@crrel.usace.army.mil
http://www.crrel.usace.army.mil/library

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm

U.S. Army Corps of Engineers Mobile District Technical Library
(251) 690-3182
http://www.sam.usace.army.mil/IM/IM-P/LibLinks.html

Environment

Environmental Protection Agency (EPA)
EPA Headquarters Information Resource Center
(202) 260-9152
http://www.epa.gov/natlibra/hqirc

National Institute of Environmental Health Sciences Library
(919) 541-3426
http://library.niehs.nih.gov

U.S. Army Cold Regions Research and Engineering Library
(603) 646-4779
library@crrel.usace.army.mil
http://www.crrel.usace.army.mil/library

Environmental Health

National Institute of Environmental Health Sciences Library
(919) 541-3426
http://library.niehs.nih.gov

Environmental Policy

Environmental Protection Agency (EPA)
EPA Headquarters Information Resource Center
(202) 260-9152
http://www.epa.gov/natlibra/hqirc

Environmental Sciences

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm

U.S. Bureau of Land Management
(303) 236-6650
http://www.blm.gov/nstc/library/library.html

U.S. Department of the Interior
(202) 208-5815
http://library.doi.gov

U.S. Geological Survey Library
(703) 648-4302 or 4303
http://www.usgs.gov/library

Exploration & Voyages

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

Finance

Farm Credit Administration Information Center
(703) 883-4296
Library@FCA.gov

Fisheries

National Oceanographic & Atmospheric Administration
NOAA Central Library
(301) 713-2600 ext.124
http://www.lib.noaa.gov

Fishery Biology

U.S. Geological Survey
John Van Oosten Library
(734) 994-3331, ext. 210
http://www.glsc.usgs.gov/library

Flood Control

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm

Food/Agricultural Biotechnology

National Agricultural Library
(301) 504-5755
http://www.usda.gov/agencies/biotech/index.html

Foreign Affairs

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Department of State
Ralph J. Bunch Library
(202) 647-1099
library@state.gov

Geography & Maps

National Imagery and Mapping Agency
(301) 227-3313

U.S. Geological Survey Library
(703) 648-4302 or 4303
http://www.usgs.gov/library

Geology

U.S. Army Cold Regions Research and Engineering Library
(603) 646-4779
library@crrel.usace.army.mil
http://www.crrel.usace.army.mil/library

U.S. Department of Energy
Albany Research Center Library
(541) 967-5864
http://www.alrc.doe.gov/library/alrclib.html

U.S. Geological Survey Library
(703) 648-4302 or 4303
library@usgs.gov
http://www.usgs.gov/library

Government Purchasing

FEDLINK
(202) 707-4800
http://www.loc.gov/flicc

General Services Administration Library
(202) 501-0788
http://gsa.library.net

Great Lakes

U.S. Geological Survey
John Van Oosten Library
(734) 994-3331, ext. 210
http://www.glsc.usgs.gov/library

Habitat (Aquatic & Terrestrial)

U.S. Bureau of Land Management
(303) 236-6650
http://www.blm.gov/nstc/library/library.html

U.S. Geological Survey
John Van Oosten Library
(734) 994-3331,ext. 210
http://www.glsc.usgs.gov/library

Health Science

National Institute of Environmental Health Sciences Library
(919) 541-3426
http://library.niehs.nih.gov

U.S. Department of Veteran Affairs
Headquarters Library
(202) 273-8523

History

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Material Command
HQ, Army Material Command Technical Library
(703) 617-8153
techlibrary@hqamc.army.mil

Information Technology

General Services Administration Library
(202) 501-0788
http://gsa.library.net

Inmates

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

International Relations

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Europe Library Information Network
USAREUR Library & Resource Center (ULRC)
011-49-6221-57-7430 or DSN 370-7430
http://ulinet.heidelberg.army.mil

International Trades

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Department of Commerce
Office of Library and Information Services
(202) 482-5511
http://www.doc.gov/lib

U.S. International Trade Commission Law Library
(202) 205-3287

U.S. International Trade Commission Main Library
(202) 205-2630

Jails

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

Laws & Legislation

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Department of Justice Library
http://www.usdoj.gov/jmd/ls/

U.S. Railroad Retirement Board Library
(312) 751-4926
library@rrb.gov

Logistics

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Management

Army Management Staff College
(703) 805-4834

Defense Systems Management College
David D. Acker Library
(703) 805-4558
http://www.library.dsmc.dsm.mil

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Combined Arms Research Library
(913) 758-3053
http://www-cgsc.army.mil/carl/index.htm

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm http://www.hecsa.usace.army.mil/hxlibrary/index.htm

U.S. Department of Commerce
Office of Library and Information Services
(202) 482-5511
http://www.doc.gov/lib

Marine Corps

Marine Corps University
Breckinridge Library
(703) 784-4409, 784-4411
Reference@tecom.usmc.mil
http://www.mcu.usmc.mil/mcrcweb/library.htm

Marine Science

National Oceanographic & Atmospheric Administration
NOAA Central Library
(301) 713-2600 ext.124
http://www.lib.noaa.gov

Maritime

Naval Postgraduate School
The Dudley Knox Library
(831) 656-2485
http://web.nps.navy.mil/~library

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

U.S. Department of Transportation Library
(202) 366-0746, 366-0747
library@tasc.dot.gov
http://dotlibrary.dot.gov

Mass Media Communications

SSG Paul D. Savanuck Memorial Library
Defense Information School (DINFOS)
(301) 766-4694, 766-4692
http://www.dinfos.osd.mil

Material Science

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

U.S. Department of Energy
Albany Research Center Library
http://www.alrc.doe.gov/library/alrclib.html

Mathematics

U.S. Naval Observatory
James Melville Gilliss Library
(202) 762-1463
http://www.usno.navy.mil/library

Naval Research Laboratory
The Ruth H. Hooker Research Library
(202) 767-2354
http://infoweb.nrl.navy.mil

Medicine

Madigan Army Medical Center
Medical Library
(253) 968-0118
mamcmedlib@nw.amedd.army.mil
http://www.mamc.amedd.army.mil/medlib/medlib.htm

National Institutes of Health Library
(301) 496-2184
http://nihlibrary.nih.gov

U.S. Army Institute of Surgical Research Library Branch
(210) 916-4559
library@amedd.army.mil

Walter Reed Army Medical Center
(202) 782-6238, 782-6239
http://www.wramc.army.mil/departments/library/MedLibrary.cfmhttp://www.wramc.army.mil/departments/library/MedLibrary.cfm

Metallurgy

U.S. Department of Energy
Albany Research Center Library
(541) 967-5864
http://www.alrc.doe.gov/library/alrclib.html

Metals

U.S. Department of Energy
Albany Research Center Library
(541) 967-5864
http://www.alrc.doe.gov/library/alrclib.html

Meteorology

NOAA
Betty Petersen Memorial Library
(301) 763-8266

Military

Army Management Staff College
(703) 805-4834

Hurlburt Field Base Library
(850) 884-6947
http://commandolibrary.com

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.mcu.usmc.mil/mcrcweb/library.htm

Marine Corps University
Breckinridge Library
(703) 784-4409, 784-4411
Reference@tecom.usmc.mil

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm

U.S. Army Cold Regions Research and Engineering Library
(603) 646-4779
library@crrel.usace.army.mil
http://www.crrel.usace.army.mil/library

U.S. Army Materiel Command
HQ, Army Materiel Command Technical Library
(703) 617-8153
techlibrary@hqamc.army.mil

Military History

Air Force History Support Office Information Resources Center
(202) 404-2264
afhso.research@pentagon.af.mil
http://www.airforcehistory.hq.af.mil

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

Marine Corps University
Breckinridge Library
(703) 784-4409, 784-4411
Reference@tecom.usmc.mil
http://www.mcu.usmc.mil/mcrcweb/library.htm

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

U.S. Army Center of Military History, Washington, DC
(202) 685-2704; DSN 325-2704
http://www.army.mil/cmh-pg

U.S. Army Combined Arms Research Library
(913) 758-3053
http://www-cgsc.army.mil/carl/index.htm

U.S. Army Europe Library Information Network
USAREUR Library & Resource Center (ULRC)
011-49-6221-57-7430 or DSN 370-7430
http://ulinet.heidelberg.army.mil

U.S. Army Military History Institute, Carlisle Barracks, PA
(717) 245-3971; DSN 242-3971
http://carlisle-www.army.mil/usamhi/

U.S. Department of Veteran Affairs
Headquarters Library
(202) 273-8523

U.S. Marine Corps Historical Center Library
(202) 433-3447

Military Intelligence

Naval Postgraduate School
The Dudley Knox Library
(831) 656-2485
http://web.nps.navy.mil/~library

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
http://library.afit.edu

Military Science

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
http://library.afit.edu

Air University Library
(334) 953-2888
http://www.au.af.mil/au/aul/aul.htm

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

Marine Corps University
Breckinridge Library
(703) 784-4409, 784-4411
Reference@tecom.usmc.mil
http://www.mcu.usmc.mil/mcrcweb/library.htm

National Defense University Library
(202) 685-6100
http://www.ndu.edu

U.S. Naval Academy
Nimitz Library
(410) 293-2420
http://www.nadn.navy.mil/Library

Military/Special Operations

Hurlburt Field Base Library
(850) 884-6947
http://commandolibrary.com

Military Transportation

U.S. Army Transportation School Information Center
(757) 878-5563
8bde-library@eustis.army.mil
http://www.lic.eustis.army.mil

Military-Industrial

National Defense University Library
(202) 685-6100
http://www.ndu.edu

National Security

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
http://library.afit.edu

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Transportation School Information Center
(757) 878-5563
http://www.lic.army.mil

National Security Affairs

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

Naval Postgraduate School
The Dudley Knox Library
(831) 656-2485
http://web.nps.navy.mil/~library

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

Native Americans

U.S. Department of the Interior
(202) 208-5815
http://library.doi.gov

National Parks

National Parks Service Technical Information Center
(303) 969-2130
http://www.nps.gov/dsc
(Select Publications@, then ATechnical Information Center@)

U.S. Department of the Interior
(202) 208-5815
http://library.doi.gov

Natural Gas

U.S. Department of Energy
Forrestal Technical Library
(202) 586-9534
http://www.hr.doe.gov/library

Natural Resources

U.S. Bureau of Land Management
(303) 236-6650
http://www.blm.gov/nstc/library/library.html

U.S. Department of the Interior
(202) 208-5815
http://library.doi.gov

National Wildlife Research Center Library
(970) 266-6000
nwrc@aphis.usda.gov
http://www.aphis.usda.gov/ws/nwrc/is/index.html

Naval History

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

U.S. Naval Academy
Nimitz Library
(410) 293-2420
http://www.nadn.navy.mil/Library

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

Naval Postgraduate School
The Dudley Knox Library
(831) 656-2485
refdesk@nps.navy.mil
http://web.nps.navy.mil/~library

Naval Science

Joint Forces Staff College Library
(757) 443-6401
Reference@jfsc.ndu.edu
http://www.jfsc.ndu.edu/library/jfsc_library.htm

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Naval Academy
Nimitz Library
(410) 293-2420
http://www.nadn.navy.mil/Library

Naval Customs/Traditions

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

Naval Ships/Shipbuilding

U.S. Naval Academy
Nimitz Library
(410) 293-2420
http://www.nadn.navy.mil/Library

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

Navigation

U.S. Naval Observatory Library
(202) 762-1463
http://www.usno.navy.mil/library

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

Occupational Safety & Health

National Institute for Occupational Safety and Health
Morgantown Library
(304) 285-5886
morg-libraryrequestse@cdc.gov

Oceans

National Oceanographic & Atmospheric Administration
NOAA Central Library
(301) 713-2600 ext.124
http://www.lib.noaa.gov

Offenders

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

Ordnance

U.S. Army, TACOM-ARDEC Information Research Center
(973) 724-4712
http://irc.pica.army.mil/top.html

Ornithology

U.S. Geological Survey
Patuxent Wildlife Research Center Library
(301) 497-5550, 497-5551
library@patuxent.usgs.gov
http://www.pwrc.usgs.gov/library

Penology

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

Petroleum

U.S. Department of Energy
Forrestal Technical Library
(202) 586-9534
http://www.hr.doe.gov/library

Physics

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

U.S. Naval Observatory
Library
(202) 762-1463
http://www.usno.navy.mil/library

National Institute of Standards and Technology (NIST) Research Library
(301) 975-3052
http://nvl.nist.gov

Naval Research Laboratory
The Ruth H. Hooker Research Library
(202) 767-2354
http://infoweb.nrl.navy.mil

U.S. Army Aviation & Missile Command
Redstone Scientific Information Center
(256) 876-5195
http://rsic.redstone.army.mil

Political Science

National Defense University Library
(202) 685-6100
http://www.ndu.edu

Naval War College Library
(401) 841-3052
http://www.nwc.navy.mil/library

U.S. Army Europe Library Information Network
USAREUR Library & Resource Center (ULRC)
011-49-6221-57-7430 or DSN 370-7430
http://ulinet.heidelberg.army.mil

Prisoners

Federal Bureau of Prisons Library
(202) 307-3029
http://bop.library.net

Psychiatry

National Institutes of Health Library
(301) 496-2184
http://nihlibrary.nih.gov

Psychology

National Institutes of Health Library
(301) 496-2184
http://nihlibrary.nih.gov

Public Buildings

General Services Administration Library
(202) 501-0788
http://gsa.library.net

Public Health

National Institute of Environmental Health Sciences Library
(919) 541-3426
http://library.niehs.nih.gov

Public Lands

U.S. Bureau of Land Management
(303) 236-6650
http://www.blm.gov/nstc/library/library.html

U.S. Department of the Interior
(202) 208-5815
http://library.doi.gov

Real Property

General Services Administration Library
(202) 501-0788
http://gsa.library.net

Records Management

Archives Library Information Center
National Archives and Records Administration
(301) 837-1592
http://www.archives.gov/research_room/alic/index.html

Remote Sensing

National Oceanographic & Atmospheric Administration
NOAA Central Library
(301) 713-2600 ext.124
http://www.lib.noaa.gov

Satellite Mapping

NOAA
Betty Petersen Memorial Library
(301) 763-8266

Science & Technology

Air Force Institute of Technology
(937) 255-3005; DSN 785-3005
libraryadmin@afit.edu
http://library.afit.edu

Defense Technical Information Center
(703) 767-8274
http://www.dtic.mil

National Institute of Standards and Technology (NIST) Research Library
(301) 975-3052
http://nvl.nist.gov

National Technical Information Service (NTIS)
(703) 605-6227
http://www.ntis.gov

Naval Postgraduate School
The Dudley Knox Library
http://web.nps.navy.mil/~library

NOAA
Betty Petersen Memorial Library
(301) 763-8266

U.S. Naval Academy
Nimitz Library
(410) 293-2420
http://www.nadn.navy.mil/Library

Statistics

National Institute of Standards and Technology (NIST) Research Library
(301) 975-3052
http://nvl.nist.gov

Tactics/Doctrinal Development

U.S. Army Combined Arms Research Library
(913) 758-3053
http://www-cgsc.army.mil/carl/index.htm

Technical Reports

Defense Technical Information Center
(703) 767-8274
http://www.dtic.mil

National Technical Information Service (NTIS)
(703) 605-6227
http://www.ntis.gov

Telecommunications

General Services Administration Library
(202) 501-0788
http://gsa.library.net

U.S. Department of Commerce
Office of Library and Information Services
(202) 482-5511
http://www.doc.gov/lib

Titanium

U.S. Department of Energy
Albany Research Center Library
(541) 967-5864
http://www.alrc.doe.gov/library/alrclib.html

Transportation

U.S. Department of Transportation Library
(202) 366-0746, 366-0747
library@tasc.dot.gov
http://dotlibrary.dot.gov

Veterans

U.S. Department of Veteran Affairs
Headquarters Library
(202) 273-8523

Voyages/Exploration

Navy Department Library
(202) 433-4132
http://navylibrary.nhc.navy.mil

Water Resources

U.S. Army Corps of Engineers, Office Chief of Engineers Library
(703) 428-6388
http://www.hecsa.usace.army.mil/hxlibrary/index.htm

Weather

NOAA
Betty Petersen Memorial Library
(301) 763-8266

World Religions

U.S. Army Chaplain Center and School Library
(803) 751-8828
library@usachcs.army.mil
http://www.usachcs.army.mil/library2/Nav/main1.html

III. Resources/Collections

A. Federal Acquisitions

by David Pachter

General Information

Acquisitions combines locating appropriate library materials, finding the lowest possible prices, providing access to materials by remote methods, and sharing resources among libraries. The purpose of acquisitions/collection development in federal libraries is the same as in all libraries: to identify, select, acquire, and provide access to publications, electronic materials, and any other format or type of information materials needed to fulfill the mission of the library and therefore the mission of the authoritative body for that library (government agency, etc.). These functions must be carried out by following standard agency procurement practices and policies that local agency procurement authorities require. These activities are most always carried out through the use of the appropriate statutory authority (such as Federal Acquisition Regulation (FAR) http://www.arnet.gov/far/, Economy Act (31 U.S.C. §§ 1535 and 1536) http://www.dol.gov/dol/oasam/public/regs/statutes/1535.htm, Federal Acquisitions Streamlining Act (FASA) http://www.dol.gov/dol/oasam/public/regs/statutes/fasa1.htm, new FAR provisions that implement FASA, or any other authority considered pertinent by the local procurement authority). The acquisitions librarian already plays an important role in the sophisticated information environment found in federal libraries and will continue to play an integral role as the library world enters the complicated electronic world of the future. Regardless of resource material format, acquisitions personnel must locate necessary materials for their library and acquire those materials as inexpensively and as quickly as possible.

Over time, it becomes more difficult to separate the functions of collection development, acquisitions, and other technical service functions (such as, cataloging and local systems work). Acquisitions librarians obtain materials for a library, while the department of the library that acquires those materials develops the library collection. Acquisitions has thus come to mean "acquiring access to all materials whether owned, leased, accessed freely, or a part of resource sharing programs."

Acquisitions and Collection Development

Most important to acquisitions librarians are the publishing and creation of information, the suppliers and vendors of information materials, methods of acquiring required materials, the records and files necessary for proper record keeping and financial information transfer, and the accounting practices necessary to run the business of the library. Beyond these functions, activities, and procedures, acquisition personnel must also maintain high standards in their purchasing, automate and integrate their acquisition efforts, establish and maintain cooperative and resource sharing activities, and stay abreast of new trends and issues in library science. For an overview of a syllabus for a course or course unit for acquisitions, the American Library Association (ALA) offer this Web link: http://www.ala.org/Content/ContentGroups/ALCTS1/Publications10/ Resources6/Acquisitions5/ Syllabus_for_a_Course_or_Course_Unit_for_Acquisitions/ Syllabus_for_a_Course_or_Course_Unit_for_Acquisitions.htm.

Collection development has traditionally focused on which materials should be included or excluded from the library collection whether or not the materials included books, periodicals, multimedia resources, electronic products, or other formats. Collection development also includes determining levels of access to materials whether they are owned, leased, accessed freely, or are a part of formal resource sharing programs.

The Association For Library Collections & Technical Services Acquisitions Section of ALA has adopted a Statement on Principles and Standards of Acquisitions Practice. This statement (http:// www.ala.org/Content/ContentGroups/ALCTS1/Publications10/Resources6/General/ Statement_on_Principles_and_Standards_of_Acquisitions_Practice/ Statement_on_Principles_and_Standards_of_Acquisitions_Practice.htm) outlines the basic doctrines that should guide the actions and policies of library acquisitions units and individual personnel.

Library of Congress Acquisition Resources

The Library of Congress (LC) is tasked with one of the most extensive acquisition and collection development missions among federal libraries. LC acquires materials in all formats—books, periodicals, maps, music, prints, photographs, recorded sound, videos, etc., in all subjects (except technical agriculture and clinical medicine), from all over the world. LC uses six methods to acquire materials—Cataloging in Publication, Copyright, Exchange, Gift, Federal Transfer, and Purchase. The collection is shaped by the Library's Collection Policy Statements (http://www.loc.gov/acq/) and totals over 113,000,000 items. The following links offer a variety of options for advice on federal acquisitions:

Donation/Exchange of Books & Other Library Materials:

http://www.loc.gov/acq/donatex.html;

Overseas Operations & Cooperative Acquisitions:

http://www.loc.gov/acq/ovop/;

Surplus Books Program—Transfers from Federal Agencies:

http://www.loc.gov/acq/surplus.html and

http://www.loc.gov/acq/fedsur.html; and

Collection Development & Policies:

http://www.loc.gov/acq/devpol/.

B. Withdrawal and Disposition of Materials

by John D. Moore

Introduction

Proper disposal of materials is one of the most vexing problems for the federal library manager. Because federal agencies must follow laws and regulations regarding how a federal agency may handle property, the new federal librarian must quickly learn how to account for the agency's property. Agencies may require close scrutiny of inventories, or may provide very little oversight of surplus disposition, giving great latitude to the librarian or property manager.

This chapter will point the librarian to where more information may be found, and outline the basic legal requirements for disposal of items. Librarians should consult the actual regulations cited for the latest information on the dollar thresholds that trigger when a certain course of action should be taken or when an item may merely be discarded. The chapter may help dispel some commonly held myths about disposal: that items must be sent to the Library of Congress' Gift and Exchange Division, and that it is illegal to discard unneeded library materials.

This chapter will examine the possible avenues for disposition of unneeded materials: <u>transfer</u> to another agency that wants the material, <u>donation</u> to state or non-profit institutions desiring the materials, outright <u>sale</u> of the items, or abandonment (<u>discarding</u>). Which avenue may be taken depends on the dollar value of the materials, their marketability, the cost of the disposal transaction (Will it cost more to sell or transfer the items than the agency can recoup?), their location, and applicable agency rules.

This chapter will discuss where to look for further information, and hopefully leave the librarian with the confidence to make sound disposal decisions. Since the previous version of this chapter, changes in the regulations have clarified and simplified certain procedures.

Responsibility for Library Materials

Libraries need to ask the following questions to determine individual levels of responsibility for withdrawals and disposition of materials:

- Is the librarian the official custodian of the library materials? The custodian or their designate is the individual who has the authority to make decisions regarding disposal.

- Is there an agency property officer?

- Can the library go through the agency's property office to dispose of unwanted items?

- Is written guidance available?

Answers to these questions can usually be found by talking to either the agency's personal property officer, a procurement officer who also handles surplus property, or a financial officer with familiarity in these matters. These may be the same individuals who help the librarian handle acquisition, facilities, or procurement issues. Additional answers can be found in the applicable rules and regulations. Information on finding those regulations is provided later in this chapter.

Most agencies are directed to maintain inventory controls and accountability systems for their property (40 U.S.C. 483(b)) and to dispose of property in accordance with regulations spelled out by the GSA, found generally in title 41 CFR.

In the courts, for example, circuit librarians are designated as the custodians while at the Department of the Army, librarians are assigned as the "library property account accountable officer" in accordance with Army Regulation (AR) 735-17 (1991), Accounting for Library Materials, para. 9.

To summarize, the first step in the disposal process is to determine who is the custodian of the property, as it may not be the library manager.

Resources—Statutes & Regulations

The next step is to identify basic statutes and regulations governing disposal of federal property, including library materials. Many of the rules for disposal are spelled out in the Federal Property and Administrative Services Act, codified at Title 40 United States Code (USC) section 484, and the Federal Property Management Regulations (FPMR) located in the following parts of Title 41, of the Code of Federal Regulations (CFR):

- 102-36, Disposition of Excess Personal Property. Part 102-36 deals with transfers to other agencies, has a useful question-and-answer format, and may be the best place to begin investigating the disposal process.

- 102-37, Donation of Personal Property (until the next edition of 41 CFR is issued, published in the Federal Register at vol. 67, page 2583 (Jan. 18, 2002)).

- 101-45, Sale, Abandonment, or Destruction of Personal Property (under revision; see the proposed rule, Federal Register at vol. 67, page 47494, to be codified at 41 CFR part 102-38).

- 101-46, Replacement of Personal Property Pursuant to the Exchange/Sale Authority, and

GSA has a manual, the Personal Property Utilization Guide, available from their Web site. The problem with this publication is that it has not been updated since Spring 2000, prior to the issuance of 41 CFR 102-36 and 102-37, and the removal of 41 CFR 101-43 and 101-44 on Personal Property Utilization and Donation.

The librarian should determine if there are any specific agency regulations for acquisition, retention and disposition of library materials. The Army has a specific regulation, AR 735-17, which describes what is accountable (e.g., books are, while unbound magazines are not) and how property is recorded at the time of receipt. When accountable material is removed from the collection, library staff must follow specific procedures.

The Judiciary has specific regulations in The Guide to Judicial Policies and Procedures, v. 1B, Chapter 8, Part D "Disposal of Property" and Part J, "Lawbook Materials Procurement and Property Management Program".

The Department of Interior has regulations which govern disposal of books and periodicals in its Interior Property Management Directives (IPMD) (http://www.doi.gov/pam/114-43.html). Notice that discretion is given to bureaus and offices in disposal of books and periodicals (IPMD 114-43.305(b)).

If GSA is specified as part of the disposal process because there is no agency personal property officer, and GSA involvement is required because of the high dollar value of the materials or because donation to a non-profit is desired, librarians should then contact the appropriate GSA Federal Supply Service Bureau (FSSB) regional office. This office can provide assistance, explain and furnish forms, and answer questions. The regional offices are listed at the FSSB Website: http://pub.fss.gsa.gov/property. The Web site also includes other useful information and links to federal regulations.

Disposal of Excess Materials

As was mentioned earlier, excess materials may be disposed of in several ways with a standard order of preference:

- transfer to another federal or state agency, each guided by a different set of rules;

- donation to non-profit organization;

- <u>sale</u>, either by negotiated bid, auction, or fixed price; or

- abandonment or <u>discarding</u>.

Whether GSA, someone in the agency, or the library manager handles the disposal of the property, each of the four methods is usually tried in turn.

The methods of disposal/transfer are dictated by what is best for the government. The following questions can assist federal librarians in determining the best method to use:

What is the property dollar value versus the cost of disposing of it?

Would the property be of use to another agency?

What amounts of time and money are dedicated to the disposal/transfer program?

Transfer

The regulations governing transfer are in 41 CFR 102-36. The rules are not mandatory for libraries in the judicial or legislative branches, but they are encouraged to voluntarily participate in the GSA transfer program.

Transfers can be between federal agencies (40 U.S.C. 483), the Library of Congress (36 CFR 701.33(4) and 2 U.S.C. 149) or a local library system (e.g., District of Columbia Public Library, 40 U.S.C. 484-1).

The easiest way to deal with excess property is called direct transfer, a transfer to another federal agency without reporting to GSA. According to 41 CFR 102-36.145 items (e.g., books, maps) with an acquisition cost of $10,000 or less may be sent to another federal agency with a SF 122 (Transfer Order Excess Personal Property) form. The receiving agency will complete the form and forward it to the appropriate GSA regional office within 10 working days of receipt.

Library managers can use different vehicles to advertise eligible property for direct transfer. The Judiciary uses "needs and offers" lists. The BACKSERV listserv (http://lists.swetsblackwell.com/mailman/listinfo/backserv) is an example of an unmoderated listserv that allows for the informal exchange of serial back issues and books. Other advertising areas to explore include agency Web sites and professional contacts within other federal agencies.

If the library manager's agency is required to report transfers to GSA and the excess materials cost more than $10,000 to acquire, then library staff must complete a SF 120 (Report of Excess Personal Property) form and forward it to GSA. If the library manager is aware of a potential recipient, the form may include the receiving organization's name, address, and phone number in the description area of the SF 120. A FFSB officer will try to arrange a transfer, donation, or sale of the excess material to the potential recipient. If no potential recipient is indicated, FFSB staff enters the SF 120 information into an online system which advertises excess property to federal and state agencies as well as dealer/vendors. The materials must be available for inspection during the advertisement period; inspection appointments are arranged through the FFSB staff. If a recipient is not identified within 21 days the library manager is notified by FFSB staff that the material may be abandoned or destroyed or the FFSB staff may suggest alternative options.

Library of Congress Exchange & Gift

No legislation mandates that federal libraries send excess materials to the Library of Congress (LC), but there are regulations that encourage federal agencies to do so. If, after consulting 36 CFR 701.33(4) and local agency policy, the library manager may still wish to pursue transferring excess materials to the Library of Congress. To see if they want your materials, write to LC's Government Documents Section, Anglo-American Acquisitions Division (LS/ACQ/ANAD), Library of Congress,

101 Independence Avenue, S.E., Washington, D.C. 20540-4170, call (202)707-9514, fax (202)707-0380, or visit their Web page at http://lcweb.loc.gov/acq/fedsur.html. Federal libraries may also acquire books via LC's surplus books program: http://lcweb.loc.gov/acq/surplus.html.

Donations

A library may donate directly to "public bodies" under the provisions of 41 CFR 102-37 Subpart H. Generally, this would be applicable for items no longer of use to the agency which would not be worth trying to sell, and which are not wanted by other federal libraries.

Federal libraries may be able to donate to the United States Book Exchange (USBE) (http://www.usbe.com/), a non-profit 501(c)3 corporation, which is also deemed a library. If a library sends a list of surplus items, USBE will reimburse the shipping cost after selecting wanted items. Otherwise, the sending library pays shipping for items it sends indiscriminately. Libraries may also become members and purchase needed volumes from USBE. They may be contacted for more information at:

United States Book Exchange
2969 West 25th St.
Cleveland, OH 44113
216-241-6960

For items having a higher dollar value, GSA handles donations of marketable surplus property in accordance with regulations in 41 CFR 102-37. Most often materials are donated to State Agencies for Surplus Property (SASPs), which passes them on to non-profit educational institutions, or other eligible entities. The agency notifies GSA that it has surplus property. Interested parties search the GSA database of excess property. Once the material is identified by the potential recipient, a SF 123 (Transfer Order Surplus Personal Property) form is sent to GSA, which will forward a copy to the agency holding the material. Selected material should be picked up or arrangements made for shipment within 15 days of the approval of the transfer. A list of SASPs with contact information may be found at the FSSB Website (http://pub.fss.gsa.gov/property).

Additional statutes permit military libraries to donate items directly to libraries without GSA approval. See 41 CFR 102-37, Appendix A, Miscellaneous Donation Statutes. These materials should still be offered for transfer to other federal libraries initially.

Sale

Regulations governing sale of materials are in FPMR at 41 CFR 101-45. As mentioned above, these regulations are in the process of revision (see the proposed rule, Federal Register at vol. 67, page 47494 (July 19, 2002), to be codified when finalized at 41 CFR part 102-38).

Sale of materials may be through auction, negotiated bid, or fixed price sale. There are no separate provisions for libraries in the general statutes and regulations governing sales. Specific procedures for sales are spelled out in 41 CPR 101-45.304 and GSA forms to be used are listed in 41 CFR 101-45.4901. However, different agencies may have individualized rules for library items. For example, Army libraries sell through the Defense Re-Utilization Marketing Office rather than through GSA.

GSA would normally handle auctions or negotiated bidding sales if the expected proceeds are over $5000. A sale is not held if the anticipated cost of conducting the sale will be greater than the receipts generated. Federal agencies may sell material without GSA intervention if the proceeds are expected to be below $5,000. Obviously, most sales of individual books or even sets of used books would fall below this threshold. Libraries with marketable used books should look at Sale/Exchange, below, to see if those provisions can be of use.

Sale/Exchange

41 CFR Part 46 describes using sale/exchange for replacing items no longer needed with new items from the same vendor. This provides a means to sell or trade sets of books for other items in a vendors inventory using the value of the disposed books as an offset against the price of sought-after new books.

The rules are designed to make this relatively easy for libraries: it is possible to exchange books and periodicals for others without monetary appraisal or detailed reporting (41 CFR 101-46.205(a)).

The librarian may wish to contact publishers and used book vendors and dealers and see if any are interested in the books being disposed of.

Abandonment/Destruction

Abandonment or destruction of property is considered when transfer, donation, or sale have been found to be impracticable or not cost effective. 41 CFR 102-36.305.

As was mentioned in the section under Donation, items being abandoned or destroyed may be given to public bodies; see the instructions in 41 CFR 102-37 Subpart H.

Public notice of abandonment or destruction is required unless the value of the items is below $500, or if it is not economical. Any public notice of abandonment requires inclusion of an offer to sell the items. 41 CFR 102-36.320 and 330.

Designated abandonment and destruction procedures must be followed, complete with a proper audit trail. The library should keep records showing where the books or serials came from and what their ultimate destination was.

Some federal agencies are exempt from certain procedures or have additional requirements imposed upon them. A few examples include AR 735-17, Accounting for Library Materials, which outlines proper disposal procedures for Army libraries where the Defense Re-Utilization Marketing Officer (DRMO) acts in much the same way as the GSA for other federal agencies; the Judiciary's procedures are spelled out in The Guide to Judicial Policies and Procedures, v. 1B, Chapter 8, Part D "Disposal of Property" and Part J, "Lawbook Materials Procurement and Property Management Program." Depository libraries may dispose of unwanted government publications after first offering them to the Library of Congress and the Archivist of the United States according to 44 U.S.C. 1907.

Conclusion

The foregoing chapter has been intended to help the federal librarian gain some familiarity with property disposal laws and regulations. In the regulations are several junctures where specific dollar limitations or general principles of cost to the government relieve the property manager from reporting requirements or from certain cumbersome disposal methods. When questions arise, the librarian should look at the applicable regulations and, if possible, contact the agency's property officer.

IV. Federal Depository Library Program

An important government program helps safeguard one of our nation's strongest traditions: the public's right to know. Since it was established by Congress in 1813, the Federal Depository Library Program (FDLP) has collected, organized and preserved information produced by the federal government and assisted people in locating and using it.

Libraries designated as federal depositories provide local, no-fee access to information from all three branches of the government in impartial environments. Expert assistance in locating specific information is available at all locations from government information librarians. Federal depository collections are available for use by everyone. Collections are available in print, microfiche and electronic formats on a wide range of topics relevant to the general public and to professionals, researchers and students in almost every field. Access to online services is through public workstations.

Overseen by the U.S. Government Printing Office (GPO), FDLP facilities are located in libraries of all types and sizes including academic, public, academic law and community college libraries, as well as federal and state libraries. They are located in nearly every congressional district throughout the United States and its territories.

News, information, and communication for and about the FDLP can be found at: http://www.access.gpo.gov/su_docs/fdlp.

Brief History

The FDLP originated in the early 1800's by a joint resolution of Congress. The Printing Act of 1895 was a comprehensive and substantive revision of public printing laws, which established the parameters for the current FDLP and GPO's role in providing distribution and cataloging services for U.S. government information. Of note to federal librarians, it was this law that added:

- Executive department documents to depository distribution
- Libraries from executive branch agencies and the military academies to the FDLP.

The Printing Act also relocated the Superintendent of Public Documents from the Department of the Interior to GPO. That position, now called the Superintendent of Documents, continues to be an important function of GPO in disseminating federal government information products to the public through the FDLP and GPO's Documents Sales Program http://bookstore.gpo.gov.

For more history and FDLP highlights see:

http://www.access.gpo.gov/su_docs/fdlp/history/index.html.

FDLP Today

by Cynthia Etkin

The depository program has grown into a geographically dispersed network of nearly 1,300 librar-

ies designated by members of Congress or by law as official depositories. With a few exceptions, all congressional districts and territories of the United States have at least one federal depository library.

There are 53 regional depository libraries which have agreed to receive all of the products available through the FDLP and retain them for permanent public access. The majority of the libraries are selective, tailoring their selections of government information products to meet their community's needs. These libraries have limited retention responsibilities.

The *Catalog of United States Government Publications* (CGP) is GPO's Web-based bibliographic database of cataloged federal publications, in all formats. Currently the database dates from 1994. Search results are linked to depository library selection profiles. With this feature users can locate the library nearest them that has a specific title in their collection. This feature also provides librarians an excellent referral tool. Direct access to online federal publications is available from the bibliographic records through an embedded hyperlink. Search the CGP from: http://www.gpo.gov/catalog.

With the electronic information environment and the changing publishing practices of agencies the depository library program, too, has changed. GPO is well into the Congressionally-mandated transition to a predominantly electronic depository library program which began in 1996. In fiscal year 2002 about 60 percent of new titles in the FDLP were available online. GPO must ensure permanent public access to electronic information just as it has with print and other tangible products distributed to depository libraries. This is achieved by managing the FDLP Electronic Collection.

FDLP Electronic Collection

The Federal Depository Library Program Electronic Collection (FDLP/EC) is a digital library of U.S. government information, drawn from a wide variety of sources, and sharing the attributes of being of public interest or educational value and produced entirely at taxpayer expense. The FDLP/EC has four components:

- Core legislative and regulatory publications which reside on GPO servers, available through GPO Access;

- Products directly managed for other agencies on GPO servers, or through formal agreements with other institutions, and available through GPO Access;

- Publications identified, described, and linked to through GPO services, but which remain under the control of originating agencies, with access through GPO's locator tools and services; and

- Tangible electronic products (such as CD/ROM, DVD, or others) distributed to federal depository libraries.

Access to the materials in the FDLP/EC is provided through the *Catalog of Government Publications* or CGP http://www.gpo.gov/catalog). The bibliographic records in the CGP contain an embedded persistent uniform resource locator (PURL) that provides a direct link to the online title described in the cataloging record.

For more information on the FDLP/EC see Managing the FDLP Electronic Collection: A Policy and Planning Document (GPO, 1998) at: http://www.access.gpo.gov/su_docs/fdlp/pubs/ecplan.html.

Legislative Mandates

Title 44 (http://www.access.gpo.gov/aboutgpo/title44/44usc.html) of the U.S. Code contains laws governing public printing and documents. Chapter 19 (http://www.access.gpo.gov/aboutgpo/title44/chap19.html) specifically provides the authority for the establishment and operation of the depository program. Among other things, this chapter gives the superintendent of documents re-

sponsibility for acquiring, classifying and distributing to libraries and ensuring long-term permanent access of federal government information products. It and OMB Circular A-130 requires federal agencies to make all of their publications, in all formats, available to the superintendent of documents for distribution to depository libraries.

Authority for the sales and cataloging and indexing programs is contained in Chapter 17 (http://www.access.gpo.gov/aboutgpo/title44/chap17.html) of Title 44. The *Monthly Catalog of United States Government Publications* and its online counterpart, *Catalog of Government Publication*, are produced in accordance with section 1711.

The Government Printing Office Electronic Information Access Enhancement Act of 1993 (Public Law 103-40) is contained in Chapter 41 (http://www.access.gpo.gov/aboutgpo/title44/chap41.html). Commonly known as the "GPO Access Law," it was implemented in 1994 and requires the superintendent of documents to:

- Maintain an electronic directory of federal electronic information;

- Provide a system of online access to the *Congressional Record, Federal Register,* and other appropriate publications distributed by the superintendent of documents;

- Operate an electronic storage facility; and

- Maintain a federal bulletin board.

These products and services, now encompassing 2,200 databases through more than 80 applications, can be found on the award winning GPO Access Web site at: http://www.gpo.gov/gpoaccess. For more information on GPO Access, consult the Biennial Report to Congress on the Status of GPO Access at: http://www.access.gpo.gov/su_docs/aces/biennial.

FDLP Designation

Federal agency libraries eligible for depository status include:

- Libraries of major bureaus or divisions of federal departments;

- Libraries of independent federal agencies; and

- Libraries of service academies.

The superintendent of documents acts as the designator for federal agency depository libraries. Most designations are initiated by the library requesting status. Federal agency library staff should present their request to the head of their agency, who will then present a formal certification of need to the superintendent of documents.

INSTITUTION	LIBRARY	STATE
Air University	Air University Library	AL
Alaska Resources Library & Information	ARLIS Library	AK
U.S. Naval Postgraduate School	Dudley Knox Library	CA
U.S. Department of the Interior	U.S. Geological Survey	CA
U.S. Department of the Interior	U.S. Geological Survey	VA
U.S. Department of Commerce	Main Library	DC
U.S. Patent & Trademark Office	Scientific & Technical Information Center	VA
Office of the Comptroller of the Currency	Library	DC
Uniformed Services, University of Health Sciences	Learning Resources Center	MD
Naval Air Warfare Center	Central Library	MD
U.S. Department of Commerce	NOAA Central Library	MD
U.S. Air Force Academy	Library	CO
U.S. Military Academy	Library	NY
U.S. Naval Academy Library	Nimitz Library	MD
U.S. Naval War College	Eccles Library	RI
U.S. Merchant Marine Academy	Bland Memorial Library	NY
National Institute for Occupational Safety & Health	Pittsburgh Research Library	PA
U.S. Department of Health & Human Services	National Library of Medicine	MD
Equal Employment Opportunity Commission	Library	DC
General Alfred M. Gray Marine Corps Research Center	Breckinridge Research Library	VA
Joint Forces Staff College	Library	VA
Federal Bureau of Investigation	Academy Library	VA
National Defense University	Fort Lesley J. McNair Library	DC
Pension Benefit Guaranty Corporation	Library	DC
Federal Energy Regulatory Commission	Library	DC

U.S. Tennessee Valley Authority	Corporate Library	TN
U.S. Department of Energy	Bonneville Power Administration Library	OR
U.S. Department of the Treasury	Library	DC
U.S. Department of Transportation	TASC Library	DC
U.S. Department of Transportation	U.S. Coast Guard Law Library	DC
U.S. Department of State	Ralph J. Bunche Library	DC
U.S. Postal Service	Corporate Library	DC
Naval Historical Center	Navy Department Library	DC
Board of Governors of the Federal Reserve System	Law Library	DC
U.S. Department of Labor	Wirtz Labor Library	DC
U.S. Department of Justice	Main Library	DC
Federal Election Commission	Law Library	DC
U.S. Department of the Interior	Departmental Library	DC
U.S. General Services Administration	Library	DC
U.S. Department of Agriculture	National Agricultural Library	MD
Department of the Army	Pentagon Library	VA
U.S. Department of Housing & Urban Development	Library	DC
U.S. Department of Veterans Affairs	Headquarters Library	DC
U.S. Department of Education	National Library of Education	DC
Executive Office of the President	Library	DC
U.S. Senate	Library	DC
Library of Congress	Congressional Research Service	DC
Library of Congress	Serials & Government Publications	DC
U.S. General Accounting Office	Knowledge Services Center	DC
U.S. Supreme Court	Library	DC
U.S. Court of Appeals	First Circuit Library	MA
U.S. Court of Appeals	Second Circuit Library	NY
U.S. Court of Appeals	Third Circuit Library	PA
U.S. Court of Appeals	Fourth Circuit Library	VA
U.S. Court of Appeals	Fifth Circuit Library	LA
U.S. Court of Appeals	Sixth Circuit Library	OH
U.S. Court of Appeals	Seventh Circuit Library	IL
U.S. Court of Appeals	Eighth Circuit Library	MO
U.S. Court of Appeals	Tenth Circuit Library	CO
U.S. Court of Appeals	Eleventh Circuit Library	GA
U.S. Court of Appeals	Federal Circuit Library	DC
U.S. Court of Appeals	Judges Library	DC

This letter of justification should address the library's eligibility for depository status, the library's unique qualifications for status, and the library's commitment to the goals of the Federal Depository Library Program. The letter should be sent to the following address:

<div align="center">

Superintendent of Documents
U.S. Government Printing Office (SD)
Washington, DC 20401

</div>

The superintendent of documents will evaluate the application. The evaluation will focus on such areas as commitment to serving the public; staff, space, and budget to be allocated to the depository collection; and the number, scope, and character of the items to be selected.

For more on the designation process and sample letters and forms see the *Designation Handbook for Federal Depository Libraries* at: http://www.access.gpo.gov/su_docs/fdlp/pubs/desig.html.

Federal Libraries in the FDLP

At present there are 62 agency libraries in the executive, judicial and legislative branches that are part of the FDLP (see chart below):

Other libraries in the FDLP can be identified by using the "Locate a Federal Depository Library" service at: http://www.gpo.gov/libraries.

V. Contracting Out/Competitive Sourcing

Background
The FAIR Act—Annual Inventory of Commercial Activities
Commercial Activities Panel
Contracting Out Process
Lessons Learned
Resources
Appendix A: 8-Step Outsourcing Process at Department of Energy
Appendix B: Library Services to Contract Personnel

Contributors: Denise Diggin, Jan Oberla, Carol Emery, Susan M. Tarr, and Sandy Schwalb

In recent years, reinvention, competitive sourcing and downsizing initiatives have encouraged the privatization of federal programs by emphasizing potential efficiencies from contracting out government activities. Some agencies have categorized certain federal library activities as "commercial"-- i.e., not "inherently governmental" (defined in the OMB Circular A-76 supplemental handbook as "a function that is so intimately related to the public interest as to mandate performance by Government employees"). However, the roles and functions of federal libraries within their respective agencies vary widely, and privatization decisions in one agency may not be instructive for another agency. Federal librarians and their managers need to be familiar with the terms and procedures used to determine whether contracting is a legal, viable and beneficial alternative to federal staffing for their library services. This section will provide a brief overview of contracting out, describe some basic resources, and provide "lessons learned" by those who have experience contracting for library services.

Background

Since 1955 US Government policy has advocated greater reliance on the private sector to provide

commercially available services and products. Circular A-76, "Performance of Commercial Activities," first issued by the Office of Management and Budget (OMB) in 1966, established a methodology for determining whether a government activity is best carried out by federal or contract staff. Click here for the 1999 edition of the OMB Circular A-76 Supplemental Handbook.

During the 1980s the "reliance on the private sector" gained momentum and became a priority in the federal government. During this period several federal libraries, including the field libraries in the Environmental Protection Agency and the National Oceanic and Atmospheric Administration (NOAA), and the headquarters libraries at the Departments of Energy, Labor, and Housing and Urban Development, contracted to the private sector. In the 1990s, the Department of Labor began reinstating federal library staff for selected functions but retained contracted services for general library operations. NOAA's headquarters library contracted out only technical support services and retained federal staff for all other functions.

The FAIR Act—Annual Inventory of Commercial Activities

Beginning in 1998, the Federal Activities Inventory Reform Act [http://www.whitehouse.gov/omb/circulars/a076/a076tm20.html] has required executive agencies to publish lists of all activities they perform that, "...in the judgment of the head of the executive agency, are not inherently governmental functions." (P.L. 105-270, Section 2) The definition of "inherently governmental function" in the Act is essentially the same as the one used in OMB's Circular A-76; examples cited include binding the U.S. by contract and exerting "ultimate control over the acquisition, use, or disposition of the property, real or personal, tangible or intangible, of the United States...." Everything that is not identified as inherently governmental is considered a "commercial activity" and must appear on an annual inventory of commercial activities [http://www.whitehouse.gov/omb/memoranda/m02-04.pdf] published by the agency on its public Web site.

To complete the inventory, every year agencies review all their federal positions, categorize the functions of the positions as either commercial or inherently governmental (providing a pre-established "Reason Code" for the decision), assign a function code [http://www.whitehouse.gov/omb/procurement/fair2002functioncodes.pdf] to each function, and pass their listing through OMB for review before publication. In the 2002 inventory, the codes available for library-type functions were G102-G105 under "Social Services" and Y850 under "Force Management and General Support" (the latter not used in some civilian agencies). In 2002, the only definitions published for these codes [http://www.whitehouse.gov/omb/procurement/fair2002funcdefinitions.pdf] were those used by the Department of Defense.

Commercial Activities Panel

The National Defense Authorization Act for FY2001 directed the Comptroller General to "...convene a panel of experts to study the policies and procedures governing the transfer of commercial activities for the federal government from government personnel to a federal contractor...." The Commercial Activities Panel held its first hearing on June 11, 2001, and submitted its final report to Congress in April 2002, "...including recommended changes with respect to implementation of policies and enactment of legislation." (See Section 832 of P.L. 106-398.) The Panel considered its mission to be to "improve the current sourcing framework and processes [of the federal government] so that they reflect a balance among taxpayer interests, government needs, employee rights, and contractor concerns." The Panel unanimously recommended the adoption of 10 sourcing principles; a "supermajority" of the Panel also recommended that public-private competitions be conducted under the Federal Acquisitions Regulations FAR) rather than Circular A-76 (see the Panel's report at http://www.gao.gov/). In line with the Panel's FAR preference, at the time of this writing OMB had proposed a revision of OMB Circular A-76 incorporating the preferred processes of the FAR. (See the Federal Register notice at http://www.whitehouse.gov/omb/fedreg/a76proposed_revision_111902.pdf.)

Contracting Out Process

Although most federal libraries are not contracted out in their entirety, for years libraries have benefitted from using contracted personnel and services in areas such as: cataloging and bibliographic information, materials processing, online information services, binding, books and serials acquisitions, interlibrary loan and other non-customer intensive services. Normally the contracting of such services is performed according to the Federal Acquisitions Regulations (FAR) and other agency procurement procedures, but does not require the in-depth analysis outlined in Circular A-76.

When agency management applies the A-76 guidelines to "competitively source" an entire library or network of libraries, they can use the Cost Comparison methodology, in which they invite the in-house library staff to make a proposal (the "Most Efficient Organization" or MEO) that is compared with the private sector bids to determine if outsourcing will be beneficial. It is important for librarians in the agency to have a thorough knowledge of the terminology and formulas of A-76 to help their agency execute an intelligent and thorough analysis of the options. Because of the complexity of the process and the long-term consequences of the final decision, classroom training on A-76 is recommended for all librarians taking part in an A-76 process. (See Resources section below.)

To provide a clearer picture of the contracting process, Appendix A contains an explicit, but concise, eight-step outsourcing guide developed by a federal librarian from her own experiences with the process in her agency.

Note: The NAFI MOA is a Strategic Sourcing option that has been beneficial to the Air Force. The use of MOAs makes good business sense in some Services activities. A NAFI can operate a Services activity while at the same time saving valuable taxpayer resources. Under the MOA OPTION, all parties are Air Force entities and under the control of the installation commander. Services Blueprint activities not using the NAFI MOA approach MUST use the A-76 or direct conversion process to generate mandated savings.

The Air Force and Services use NAFI MOAs to: (1) achieve mandated savings by improving performance and reducing costs for support services in order to redirect resources to force modernization; (2) increase flexibility to enable management to better tailor programs and staffing requirements to customer needs;(3) provide better control of resources through positive control of personnel and financial assets; and (4) maintains in-house capability in that the provider of the service remains an Air Force resource.

Lessons Learned

One of the most important elements in successful library outsourcing is a knowledgeable contract manager (often called the COTR, "Contract Officer's Technical Representative" or QAE, "Quality Assurance Evaluator"). The contract manager is a federal employee who must understand what libraries do and how their work is measured; ideally the contract manager is a trained librarian who helped prepare the statement of work (SOW) and participated in the selection of the successful bidder by evaluating the technical proposals. Without a knowledgeable contract manager and a plan for succession of knowledgeable contract managers into the future, outsourced libraries can lose focus, fail to update services, and generally degenerate over time. The cost of this continuing function needs to be acknowledged in any A-76 analysis.

The other essential component of successful library outsourcing is a carefully crafted statement of work (see Appendix A, Step 1, and Lessons Learned #2, below). Although A-76 processes are often deadline-driven, if an agency is serious about continuing high quality library service, it must allow adequate time for a well considered and thoroughly reviewed statement of work, in which the

agency's mission and goals for its library are explicit. All requirements must be clearly described so that they can be costed. For example, if some services (e.g., interlibrary loans) depend on reciprocal services to other libraries, the requirement for that reciprocation must be specified in the statement of work. Ideally, the agency should ask federal library managers with outsourcing experience in other agencies to review the statement of work for clarity and completeness before proceeding to solicit private sector proposals.

The following lessons were learned through the recent A-76 process conducted by the Air Force competitively to source a number of base libraries:

1. Lessons learned about the A-76 analysis period:

- Long-term planning for the library is severely limited when the future is uncertain
- Federal staff dearts and leaves the library short-staffed
- Technical expertise for the evaluation team often departs with the staff
    Advice: Keep goals conservative and short-term; try to overstaff at the start of an A-76 process or accomplish temporary overhires as staff leave to ensure stability during the transition; try to withhold one manpower slot with library expertise for quality assurance.

2. Lessons learned about Statement of Work:

- Missed requirements can increase costs
- Free service from volunteers or prison labor must be replaced by paid contractor activities
- Staff training is important to libraries and should be anticipated in costs
- Professional qualifications are critical
- Technical library expertise on SOW team is important
- Work analysis (the foundation of the SOW) takes time, start now
- Current workload statistics help identify staffing requirements
- To ensure adequate quality assurance, require plan and self-inspection checklists
- Specify the format and due date for all mandatory work reports (e.g., an annual report).

3. Lessons learned about Acquisition process:

- A successful bidder may lack corporate expertise in library service
- Past performance data on a bidder may be limited
- Contractor often underestimates cost of quality control; use internal quality control plans as evaluation factor for a contract award to identify knowledge and ability to perform
- Incentives help assure quality service
- Time of contract start can affect library service (e.g., academic course support)
- One-time cost for backlogs from transition period may increase first-year costs
- Dept. of Labor wage scales are low; if possible, opt for federal professional equivalency (DoL lists are primarily for nonprofessional positions, although librarians are included)
- Composition of Technical Evaluation Team is key to selecting a qualified contractor.

4. Lessons learned about an initial year of a contract:

- Inventories of government property can be difficult but are important
- Keys and passwords must be assigned
- Continuity Book can be helpful
- The phase-in (overlap between federal and contract staffing) should be kept as short as possible but must be adequate to turn over property, demonstrate unique systems and answer questions
- Contract staff turnover may be high, raising hiring/training costs for contractor, lowering service, and hindering program momentum
- Changes in contract requirements (e.g., to accommodate changes in agency mission or goals, or to support unanticipated needs) may increase costs to the agency

• Once competitively sourced under A-76, return to federal staffing requires another A-76 study.

5. Lessons learned about Quality Assurance:

   • Quality Assurance Evaluator (QAE) should be appointed early in the process and trained QAE (also called COTR or contract manager) must have expertise in librarianship and thorough knowledge of contract requirements
   • In the military, civilian QAEs are more stable; military QAEs deploy
   • Value of Quality Control Plan often overlooked until it is too late
   • Air Force Golden Eagle Standards useful for Service Delivery Summary.

Resources

The <u>FLICC Web Page's Federal Forum</u> section on Personnel is a source of outstanding information. These resources evolved from the 1998 FLICC Information Professional Symposium that examined the current state of outsourcing in federal libraries. The symposium was designed to help librarians control the contracting process and to take credit for their own successes. "Contracting Out: Making It Your Job" is a program that explores the risks and benefits of outsourcing. It shows how librarians might keep some activities in-house and they may expand their skills as contract writers and administrators. The *FLICC Newsletter* covered the symposium in detail.

If interested in federal library practices in serving (or not serving) agency contract staff, see Appendix B, <u>*below*</u>.

A comprehensive outsourcing bibliography is in the <u>*Resources Chapter*</u> *of this handbook.]*

Appendix A: 8-Step Outsourcing Process at Department of Energy

The process outlined below is one used by the Department of Energy. Librarians in other agencies will probably find significant differences in their process, including different terminology. For example, Statements of Work (SOWs) are also called Statements of Need (SONs) or Performance Work Statements (PWSs) in other agencies. Similarly, Contracting Officer Technical Representatives (COTRs) are sometimes called Quality Assurance Evaluators (QAEs). Other federal agencies and departments may have more complex or more streamlined processes, which will be guided by their respective contracting officers. Nonetheless, this process clearly illustrates the complexities that librarians tend to overlook or consider routine. Many steps in the process shown contain confidential or proprietary information that cannot be shared in this web document. Federal employees can request the entire detailed package by emailing <u>Denise Diggin</u> or by calling (202)586-6022.

Step 1

Request for Proposal (RFP)/ Procurement Package usually includes:

1. Direct Productive Labor Hours (DPLH) by base period and by option periods, including overtime hours for work to be performed.

2. A synopsis of technical and personnel requirements of the Statement of Work (SOW).

3. Table of Contents to the Statement of Work.

4. A statement of Work. The actual SOW should include the following: (A) an introductory statement describing the library's environment, site locations, relationship to rest of the agency, etc.; (B) a description by service area of the work to be performed; (C) operating standards; and (D) deliverables for each work area.

5. Appendices. Forms, supplementary information, agency directives to be followed, technical specifications for work products, etc., and a glossary of terms.

6. Proposal Evaluation Criteria (technical aspects only).

7. Personnel Qualifications.

8. Evaluation Plan (if contract is an award fee contract).

9. A breakdown by area of labor hours per position for each base year and each option year.

10. Breakdown by category for each base year and each option year of "Other Direct Costs."

11. Travel Requirements.

12. Resume Format.

13. Government-provided equipment.

14. Concurrence memo for inclusion of data processing services in the RFP.

15. Memo requesting approval for use of an agency facility by a contractor. This is usually sent to an agency's Administrative Services Office.

16. A synopsis of the Statement of Work for inclusion in the Commerce Business Daily.

A SAMPLE RFP IS AVAILABLE TO FEDERAL LIBRARIANS.

Step 2

Pre-Award Contractual Issues -- Available to federal employees by request only is information about different issues of concern before the contract is awarded including:

- Type of contract
- Time frames and sequence of events
- Transition planning and the RFP
- Requirements letters, justifications, time tables, etc.

Step 3

After award has been made -- A list of To-Do's for getting the ball rolling is available to federal employees by request only.

Step 4

Transition of Contractor into Your Operation -- Some agencies and departments will not have a transition period, except for inventory verification. For agencies that require a transition period, a list of To-Do's to ensure the smooth transition of contract staff into your library program is available to federal employees by request only.

Step 5

Orientation -- An orientation presentation is especially needed when there is a switch from one contractor to another, or from a government-run operation to a contractor-run operation, where a significant number of new staff members are brought on board. I suggest that this presentation be given to incoming contractor staff at a site away from the library and the incumbent staff. A walk-through of the library sites and other pertinent support offices should be given. Topics for the orientation should include:

- Organizational chart showing where the library falls within the agency's hierarchy.
- Any branches or site locations
- Security considerations - badging, escorts, access, etc.
- Access to LANs and building facilities.
- Library staff
- Reporting requirements - statistics, daily call-ins, etc.
- Library budget
- Library collections - general and special
- Library services
- Acquisitions - policy overview
- Cataloging - major tools used, authority control, classified document control, policies, etc.
- Courier/Messenger service
- Intra- and Interlibrary loan and document delivery
- Reference services
- Library automation: OPAC, home page, data processing.
- Library's equipment - photocopiers, PCs, printers, audio visual, etc.
- Library publications

Step 6

Role of the Contracting Officer's Technical Representative (COTR) or Quality Assurance Evaluator (QAE) -- If the COTR or QAE have the professional qualifications of a librarian, the duties would be more complex and include management level responsibilities. Below is provided a list of general duties and responsibilities for the COTR or QAE who may not necessarily be a professional librarian:

- Provide technical assistance to contract management in coordinating services under the contract.
- Coordinate orientation sessions to contractor staff to acclimate and familiarize them to the agency environment; conduct orientation briefings.
- Prepare and conduct program reviews of library activities for Agency officials.
- Ensure compliance, Department-wide, on library and information issues.
- Provide justifications and procurement packages to obtain library oriented hardware, software, and services for the Agency.
- Determine and allocate utilization of man-hours in connection with work to be performed as for example, in the Statement of Work.
- Monitor work performance under the contract; keep the contractor on target.
- Coordinate evaluation procedures.
- Develop policies and customer service standards for library operations.
- Transition operations from contract to contract.
- Administer expenditures for services, materials, and equipment against Agency's annual allocations.
- Ensure compliance by the contractor with EEO percepts.
- Develop contingency plans in case of a break in service.
- Draft/concur on requisitions for construction, furniture moves, repairs, installation of LAN's, electrical circuitry, etc. within the library.
- Serve as Accountable Property Representative for library sites.
- Approve contractor's invoices for payment
- Concur/approve on training, travel for contractor staff.
- Provide approval for all expenditures of funds by the contractor.

Step 7

Evaluation Templates -- Provided to federal employees by request only are evaluation templates for Overall Project Management, Reference, Public Services, Cataloging, Technical Processing, Data

Processing, Editing/Publications, Systems Coordination/Integration/Monitoring, Supervisory Services, Acquisitions, Periodical Subscription Maintenance & Renewal, etc. These templates will be useful for librarians developing an SOW or PWS.

Step 8

Managing the Contract -- <u>Available to federal employees by request only</u> is a list of considerations for managing the contract including:

- • Incremental funding
- • Authorizing Option Years
- • Approving invoices
- • pproving overtime
- • Staffing issues
- • Comments from customers
- • Institutional memory
- • Contingency plans

Appendix B: Library Services to Contract Personnel

Contract personnel are employed throughout federal government, and federal librarians continue to tackle the issue of providing library services to non-federal employees. The clearest answer as to whether and what level of services to provide to an agency contractor should come from the contract manager, or COTR (Contract Officer's Technical Representative) and ideally will have been made explicit in the agency's contract with the private sector vendor when the vendor was hired. If library services are not covered in the contract but appear to be required, the librarian may wish to advise the contract manager of the need for revision of the contract terms. An informal survey of several federal libraries was conducted to ascertain current policies and practices concerning contract personnel. Seventeen federal libraries responded. Respondents were almost evenly split between those that distinguish between federal and contract employees when providing services and those that do not. For libraries not providing equal services to contract staff, the most frequent difference was requiring either COTR signature or federal employee sponsorship to borrow items from the collections; other distinctions included restrictions on online services and on interlibrary loans.

VI. FLICC/FEDLINK

by Robin Hatziyannis

About FLICC

The Federal Library and Information Center Committee (FLICC) was created in 1965 as the Federal Library Committee by joint action of the Library of Congress and the Bureau of the Budget (currently the Office of Management and Budget). The FLICC Bylaws (http://www.loc.gov/flicc/bylaws.html) define both the program and its membership (http://www.loc.gov/flicc/bylaws.html#art2flc). FLICC is composed of the directors of the four national libraries—the Library of Congress, (http://www.loc.gov/) National Library of Medicine, (http://www.nlm.nih.gov/) National Agriculture Library, (http://www.nalusda.gov/) and the National Library of Education (http://www.ed.gov/NLE/)—and representatives of cabinet-level executive departments, legislative, judicial, and independent federal agencies with major library programs, and is chaired by the Librarian of Congress.

FLICC's mission is to foster excellence in federal library and information services through interagency cooperation and to provide guidance and direction for the Federal Library and Information Network (FEDLINK) (http://www.loc.gov/flicc/abotfedl.html). FLICC makes federal library and information center resources more effective through professional development, promotion of library and information services, and coordination of available resources. FLICC is also responsible for making recommendations on federal library and information policies, programs, and procedures to federal agencies and others concerned with libraries and information centers.

FLICC's business subsidiary, FEDLINK, serves federal libraries and information centers as their purchasing, resource-sharing, and training consortium. Library of Congress contracting officers negotiate basic ordering agreements, or contracts for services, with commercial vendors of library and information products on behalf of the federal agencies participating in the FEDLINK program. FEDLINK staff administers these contracts. Arrangements for initiation and payment for appropriate services are authorized by Section 103 of P.L. 106-481 (2 U.S.C. 182c) and are governed by interagency agreements executed by participating federal agencies and the Library of Congress, acting on behalf of FLICC.

FLICC Executive Board (FEB) (http://www.loc.gov/flicc/flicc.html)

The FEB is the FLICC governing body that is made up of 11 members consisting of the chair of FLICC (the Librarian of Congress), six people elected by the voting members of FLICC, three people selected by the chair, and the chair of the FEDLINK Advisory Council (FAC). The FLICC Executive

Director serves as an ex-officio, nonvoting member of the FEB.

The FEB formulates policies and recommends program objectives, plans, and annual budgets to FLICC members for review and approval, establishes FLICC Working Groups as necessary, and keeps the FLICC membership appraised of issues related to the federal library community. The FEB also provides advice, policy guidance, and oversight to the FLICC Executive Director and formulates policies for and, through the FAC, provides oversight to the operations of FEDLINK and approves new FEDLINK initiatives.

FLICC Working Groups (http://www.loc.gov/flicc/flicc.html)

Volunteers from federal libraries and information centers lend their expertise to the entire federal information community by serving on FLICC Working Groups, which actively support a wide range of FLICC programs. Each group focuses on an area of importance to federal librarians and information specialists, including information policy issues, information technology, education, preservation and binding, personnel, and cooperative endeavors. Standing working groups meet regularly, while ad hoc working groups are formed to discuss special issues of interest.

Current working groups are Awards, Budget and Finance, Content Management, Education, Membership and Governance, Nominating, Personnel, Policy, Preservation and Binding, and Survey. The FLICC Working Groups are comprised of members of the federal library and information center community. If you are interested in volunteering to serve on a FLICC Working Group or would like to obtain more information regarding current projects and activities of a specific working group, call the FLICC Publications and Education Office at (202) 707-4822.

About FEDLINK (http://www.loc.gov/flicc/fedlink.html)

FEDLINK is dedicated to helping federal libraries and information centers obtain the most value for their information service dollars. FEDLINK's mission is to serve federal libraries and information centers as their purchasing, training and resource sharing consortium. FEDLINK provides libraries, information centers, and vendors with cost avoidance, a centralized procurement process, an expanded supplier base for increased competition, an improved payment process, and knowledgeable and experienced staff members. Discounts earned by FEDLINK group procurement and the increased reporting and budget control FEDLINK provides directly benefit agency libraries, information centers, and other federal offices. Benefits to individual agencies and to the government as a whole include:

- Participating in a procurement program coordinated closely with and approved by the Librarian of Congress.
- Using contracts for acquiring publications (books, serials, documents, and microforms) developed by professional federal librarians and managed by contracting officers at the Library of Congress.
- Avoiding the high cost of duplicating contracting cycles for information products and services used throughout the government, as well as most costs associated with placing individual orders competitively.
- Earning volume discounts for aggregated usage of services and acquisitions.
- Gaining economies of scale from centralized examination and payment of vendor invoices in accordance with federal standards.
- Using FEDLINK's detailed and timely reporting of service usage and payments to improve budgeting and control spending.
- Receiving consultation, support, and training from FEDLINK's expert staff of federal librarians who are knowledgeable in information services and committed to FLICC's mission to foster excellence in federal library and information services.

In addition to its procurement effort, FEDLINK provides accounting support to members and regularly offers library automation and information science training for federal information professionals and their technical staff. FLICC/FEDLINK also functions as a center for evaluation and education about new library and information technologies.

FEDLINK Advisory Council (FAC)

The FAC has nine members who were elected by the FEDLINK voting membership. They provide advice, oversight, and assistance to the FLICC Executive Director concerning FEDLINK operations and services and inform the membership of issues related to FEDLINK services, policies, objectives, or other issues of general interest to the membership. The FAC also gives oversight, direction and assistance to FEDLINK OCLC Users Council Delegates, and prepares the projected annual FEDLINK budget. Members also suggest initiatives for new FEDLINK services, programs, objectives, and plans.

FEDLINK's Financial Management Services

As federal agencies experience budget constraints and reduced spending, the need increases for an efficient and effective centralized operation such as FEDLINK. FEDLINK reduces the burden on agency administrative staff by establishing a simplified, centralized method for procuring information services and providing financial management services. FEDLINK has successfully provided these services to more than 1,000 government units for more than 25 years. FEDLINK offers procurement and financial/educational support on a fee-for-service basis. The FEDLINK program is designed to help federal librarians, contracting officers, and finance staff save time, effort, and money when buying and using library and information services (online systems, CD-ROMs, books, and periodicals). Through its FEDLINK program, the Library of Congress shares its expertise in library and information services and consolidates the buying power of federal agencies. Detailed information about service options, eligibility, and fees are available through the Member Financial Services (http://www.loc.gov/flicc/account.html) section of the FLICC Web site.

Non-Federal Entities

In some cases, non-governmental entities may use FEDLINK services. Contractors working for federal agencies may be authorized to use government supply sources and may therefore be eligible to use FEDLINK. The agency must submit a letter to the FLICC Executive Director specifying why they should be allowed to use FEDLINK Services.

FEDLINK Vendors

FEDLINK vendors (http://www.loc.gov/flicc/contracting.html) offer a variety of commercial information services. For publications acquisition, FEDLINK book jobbers or wholesalers provide a central channel for acquiring publications, eliminating the need for agencies to deal directly with thousands of individual publishers or to order from local bookstores. Document delivery services quickly locate, acquire, and deliver individual documents, including journal articles, technical reports, dissertations, theses, and other published and unpublished materials in print or electronic format.

Serials subscription (periodicals) services also improve the management of agency serials collections (magazines, journals, newspapers, etc.) by using serials subscription agents to consolidate orders and renewals for thousands of serials titles and check-in and claims processing for individual issues. Microform acquisitions suppliers provide library materials, such as back runs of newspapers, published in microfilm and microfiche format.

Among FEDLINK's library support service vendors are bibliographic utility services that provide access to member-created databases of original bibliographic records, so federal libraries can catalog their collections quickly and efficiently. They also serve as the basis for interlibrary lending and resource sharing. Interlibrary loan (ILL) fee payment services also provide an efficient method for federal libraries to consolidate and pay centrally the nominal fees that lending institutions charge to recover their photocopying or other loan processing costs. In addition, FEDLINK offers technical processing services vendors who can provide original and copy cataloging, retrospective conversion, and shelf-ready physical processing according to a library's profile.

The consortial licensing pilot is FEDLINK's new effort that to explore the establishment of consortial licenses on behalf of federal library subscribers. Those members who participate would pool their funds for subscriptions through a FEDLINK interagency agreement.

For information retrieval services FEDLINK offers both database and gateway retrieval services. Database retrieval services offer computerized access, search, and retrieval from commercial databases, either online through telecommunications connections to the vendor's host computer or through a fixed media format product (CD-ROM, magnetic tape, or diskette) mounted locally at the customer's facility. Gateway retrieval services provide computerized access, search, and retrieval from multiple online information retrieval services by providing a telecommunications link among systems.

FEDLINK OCLC Regional Network

OCLC, the Online Computer Library Center, Inc., is an international library network with 20,000 member libraries worldwide and a database of more than 32 million bibliographic records. FEDLINK is the formal support network (http://www.loc.gov/flicc/oclc.html) for federal libraries wishing to participate in OCLC, located outside of Columbus, Ohio.

Through FEDLINK basic ordering agreements, federal librarians have access to OCLC's cataloging service and interlibrary loan, the EPIC reference service, the FirstSearch reference service for library patrons, Electronic Journals Online, and various options for group resource sharing and retrospective conversion. They also have access to support services from professional staff at the FEDLINK Network Operations office concerning OCLC membership and cost estimates and the OCLC profiling process.

FEDLINK also teaches more than 100 OCLC-related training classes a year, in Washington DC, at federal libraries across the United States, and at national library conferences. In addition, FEDLINK has agreements that allow FEDLINK members to enroll in classes offered by other selected regional networks.

FLICC/FEDLINK Education Program

Supported by the volunteer efforts of the FLICC Education Working Group, FLICC offers a wide range of educational opportunities (http://www.loc.gov/flicc/edutraining.html) for federal librarians, information specialists and technical staff. Event descriptions and registration are both available online. From casual brown bag lunches where librarians can ask questions of their colleagues on topics such as Web page development and contract administration, to the popular Great Escapes tours of major federal collections, FLICC educational programs provide unique opportunities for federal information personnel to learn from each other and share ideas about providing better information service.

FLICC/FEDLINK programs have covered copyright law for librarians and computer professionals, preservation of non-book materials, end-user training, MARC format integration, government information on the Internet, and the application of technology to library resources and operations.

The crowning event in FLICC's educational year is the annual FLICC Forum on Federal Informa-

tion Policies, which addresses a broad topic of emerging importance to the federal information community and provides an opportunity for the exchange of ideas among the public, private, and nonprofit sectors. Videos of many events are online or available via ILL and can be used for distance learning.

FEDLINK Training Program

Through FLICC's business subsidiary, FEDLINK, federal information personnel can receive hands-on instruction (http://www.loc.gov/flicc/edutraining.html) on the systems of OCLC, the Online Computer Library Center, for automated systems for cataloging, interlibrary loan, and reference, as well as basic and advanced Internet services. Training calendars and registration are both available online. Approximately one-half of FEDLINK's training classes are conducted outside the Washington DC area, either on-site at a particular library, as regional workshops, or in conjunction with national meetings such as the American Library Association's annual conference. FEDLINK also brings in outside specialists to teach classes on special topics, such as bench marking and a series of workshops on cataloging audiovisuals, computer files, and multimedia materials.

Additional Online Resources

FLICC's Web site (http://www.loc.gov/flicc) offers descriptions of FLICC and FEDLINK initiatives, educational programs, publications, and federal library issues; links to FEDLINK member and contracting services and OCLC support; electronic fiscal reporting from the secure Automated Library Information Exchange (ALIX-FS) system on daily account balances, statement detail, and usage data.

FLICC also offers a variety of online services beyond the FLICC Web site. The listservs (http://www.loc.gov/flicc/listsrvs.html) listed below are organized by specific areas of expertise or interest and keep members informed while offering them networking and discussion opportunities

FEDCAT-L (http://www.loc.gov/flicc/listsrvs.html#fedcatl)
—FEDLINK Cataloging Peer Council
—closed, unmoderated list for FEDLINK members which provides answers to FEDLINK members' practical cataloging questions and collects from a broad number of electronic resources the postings most relevant to FEDLINK's cataloging products and services. Discussions are monitored by the FEDLINK Cataloging Peer Council, a select group of highly experienced federal catalogers acknowledged by the bibliographic utilities and their peers as leaders, speakers, instructors, and experts in specific MARC formats and subject areas.

FEDLIB (http://www.loc.gov/flicc/listsrvs.html#fedlib)
—Federal Librarians Discussion List
—moderated mailing list for the staff of libraries and information centers in the federal government, although other subscribers are welcome. The FEDLINK Advisory Council moderates discussions of FLICC/FEDLINK news and meeting announcements, federal library management, the position of the federal library within the larger agency, and ideas and suggestions about the FLICC/FEDLINK program and its services to federal libraries.

FEDLIB-IT (http://www.loc.gov/flicc/listsrvs.html#fedlibit)
—Federal Librarians Information Technology Discussion
—moderated list for libraries and information centers in the federal government, although other subscribers are welcome. Moderated by the FLICC Information Technology

Working Group, this discussion forum addresses topics such as library automation, information technology in the federal library, software licensing, Internet and the World Wide Web, and networking.

FEDREF-L (http://www.loc.gov/flicc/listsrvs.html#fedrefl)
   —Federal Reference Librarians' Discussion List
     —moderated list for reference librarians in the federal government, although other subscribers are welcome. Discussions cover issues affecting the whole range of federal library public services including reference, interlibrary loan, and circulation.

VII. Copyright Management in the Federal Library or Information Center

by Kenneth E. Nero and Bonnie Klein

As information managers for publicly supported institutions, federal librarians procure published materials in a variety of formats for federal employees and the public to perform their research and enhance their work. Generally, federal libraries do not own rights in the materials in their collection. Because most of these are protected by copyright, federal librarians must educate agency managers, staff, and the public they serve about copyright responsibilities. The following guidelines are intended to serve as a framework for providing direction regarding the use, reproduction, and distribution of library materials in federal libraries and information centers.

What is Copyright?

The U.S. Constitution, Article 1, Section 8, provides that "The Congress shall have power...To promote the progress of Science and Useful Arts, by Securing for Limited Times to Authors and Inventors the exclusive right to their respective Writings and Discoveries." The U.S. Copyright Office Circular 1, COPYRIGHT BASICS, states that "Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works." Under the revised and amended Copyright Act of 1976 (17 USC 106 and 106A), creators have the exclusive rights to: 1) reproduce; 2) distribute 3) make derivatives 4) publicly perform 5) publicly display and 6) moral attribution. This protection automatically extends to published or unpublished "original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device." (17 USC 101).

Works Protected by Copyright:

- Books
- Periodicals
- Newspapers
- Databases
- Photographs
- Art
- Music
- Web Sites
- Microform

- Films
- Videotapes

Works Not Protected:

Several categories of material are generally not eligible for federal copyright protection. These include among others:

- Works that have not been fixed in a tangible form of expression, (i.e., choreographic works that have not been scored or recorded, or improvisational speeches or performances that have not been written or recorded).
- Titles, names, short phrases, and slogans; familiar symbols or designs; mere variations of typographic ornamentation, lettering, or coloring; mere listings of ingredients or contents. Some of these may be protected under trademarks or servicemarks.
- Ideas, procedures, methods, systems, processes, concepts, principles, discoveries, or devices, as distinguished from a description, explanation, or illustration. These may be protected under patents or trade secrets.
- Works consisting entirely of information that is common property and containing no original authorship (for example: standard calendars, height and weight charts, tape measures and rulers, and lists or tables taken from public documents or other common sources). Only the expression of the idea is eligible for copyright.

Works in the Public Domain

Works in the public domain may be used by anyone, anywhere, anytime without permission, license or royalty payment. They are publicly available and are not owned or protected by copyright. Be cautioned that "public domain" is not synonymous and should not be confused or used interchangeably to mean "free access," "publicly available," or in government parlance, "public release." For example, the Internet version of the *Washington Post* is free access and publicly available, but copyrighted. Works in the public domain include

- Works on which the copyright owner abandons copyright.
- Works on which the statutory copyright protection expires. The Sonny Bono Copyright Term Extension Act (PL 105-298, 27 Oct 98) extended the term for published works to the life of the author plus 70 years. Published corporate works are protected for 95 years from the date of publication. However, works published prior to 1923 are now in the public domain. For more detailed information, see the U.S. Copyright Office Circular 15, Renewal of Copyright; Circular 15a, Duration of Copyright; and Circular 15t, Extension of Copyright Terms.

Works of the U.S. Government

People often presume that if information comes from a U.S. Government source then it is in the "public domain." Only "Government Works" created entirely by an officer or employee of the United States Government as part of that person's official duties are not protected by copyright in United States (17 USC 105).

- Contractors and grantees are not considered Government employees. Generally they hold copyright to works they produce for the Government and grant the Government an irrevocable, worldwide, nonexclusive, royalty-free license to "use, modify, reproduce, release, perform, display or disclose" government contracted works within the government without restriction and to allow others to do so for U.S. Government purposes. See CENDI Frequently Asked Questions About Copyright, Chapter 4, for additional guidance.
- Also note, a privately created work (e.g. quote, photograph, chart, drawing, etc.) used with permission in a U.S. Government work does not place the private work in the public domain.

- Therefore, it is important to read the permissions and copyright notices on U.S. Government publications and Web sites. Many Government agencies follow the practice of providing notice for material that is copyrighted and not for that in the public domain. For examples, see the U.S. Patent & Trademark Office <u>Copyright and Trademark Issues RE: Materials from USPTO Website</u> and the U.S. Department of Transportation Federal Highway Administration <u>National Scenic Byways Copyright Notices</u>.

Limitations on Exclusive Rights of Authors

Fair Use Doctrine

To balance the rights of intellectual property owners with the need for using copyrighted materials "to promote the progress of science and useful arts," the doctrine of Fair Use evolved through a number of court decisions and was codified in <u>Section 107</u> of the copyright law.

Under certain circumstances, it allows the reproduction and use of copyrighted works without the express consent of the copyright owners. Some examples of "fair use" purposes are criticism, comment, news reporting, teaching, scholarship and research. Additionally, there are four factors to consider together in the legal analysis; these are

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit commercial purposes.
2. the nature of the copyrighted work.
3. the effect of the use upon the potential market value for or value of the copyrighted work."
4. the effect of the use upon the potential market for or value of the copyrighted work

While the Government may rely on fair use, the use of materials by the Government is not automatically a fair use. For an authoritative discussion, see: <u>U.S. Department of Justice Opinion, Government Reproduction of Copyrighted Materials and Fair Use, April 30, 1999</u> .

Library Exemptions

There are no special policies that apply to Government libraries and archives. However, under 17 USC 108, all libraries and archives are provided special rights with respect to study, research, interlibrary loan, archiving and preservation. See <u>Copyright Office Circular 21: Reproductions of Copyrighted Works by Educators and Librarians</u> for basic information on some of the most important provisions.

Library Reproduction and Distribution:

17 USC 108(a) states that "it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, or to distribute such copy or phonorecord, under the conditions specified by this section, if the-

- reproduction or distribution is made without any purpose of direct or indirect commercial advantage;
- collections of the library or archives are (i) open to the public, or (ii) available not only to researchers affiliated with the library or archives or with the institution of which it is a part, but also to other persons doing research in a specialized field; and
- reproduction or distribution of the work includes a notice of copyright…"

Interlibrary Loan and Document Delivery

Additional guidelines for library photocopying and interlibrary loan are provided in the National Commission on New Technological Uses of Copyright Works (CONTU) <u>Guidelines on Photocopying under Interli-</u>

brary Loan Arrangements. These provide that.

- • During a calendar year, a library may borrow five articles from a periodical title newer than five years old.
- • All interlibrary loan requests must bear a copyright notice.

The requesting library must keep borrowing records for three calendar years. Exceptions to this "Rule of Five" include when the title is on order, that issue is missing, the item is at the bindery, or the issue was damaged or not available.

The alternatives include borrowing the entire volume or issue, using a document delivery or full text service, obtaining permission from the copyright holder directly or joining a copyright clearing-house. Libraries that choose not to subscribe to such a service may simply keep track of their borrow-ing and lending habits and stop borrowing when their need necessitates purchasing the title directly. Most document delivery services factor the cost of copyright permissions into their fee. For a list of service providers, see Document Delivery Suppliers compiled by Jean Shipman, Tompkins-McCaw Library for the Health Sciences, VCU Libraries, Virginia Commonwealth University.

Library Archiving and Preservation

The Digital Millennium Copyright Act amended 17 USC 108 and covers making both digital and non-digital copies for library archiving and preservation. It permits the creation of three copies only if the library or archives has, after reasonable effort, determined that an unused replacement cannot be obtained at a reasonable price. These copies may not be distributed to the public outside the premises of the library or archive. The material may also be converted to a new format for preserva-tion of access.

Electronic Publications

Purchased and Licensed Publications

In the paper environment, the rights and responsibilities of the purchaser and the producer are addressed by copyright law, fair use, and the " first sale" doctrine. However, in the digital environ-ment, these are negotiated through contractual agreements and licenses. The terms of these agree-ments usually allow viewing materials and making reasonable copies for personal or agency use. Most specifically forbid:

1. Substantial or systematic reproduction
2. Systematic supply or distribution to non-authorized users.

It is important to critically read and negotiate license agreements for databases, e-books, and electronic journals or other subscription products. For further discussion and guidance, see the FEDLINK Video Presentation Licensing Electronic Publications for Use in a Federal Agency, CENDI's License Agreements for Electronic Products and Services: Frequently Asked Questions , and the National Library of Medicine Policy on Acquiring Copyrighted Material in Electronic Format.

Internet Free Access Publications

The Internet is another form of publishing; therefore, copyright applies to Web sites, e-mail mes-sages, Web-based music, etc. Simply because the Internet provides easy access to the information does not mean that the information is in the public domain or is available without limitations. Copy-righted works found on the Internet should be treated the same as copyrighted works found in other media.

An alternative to copying material found on the Internet is to link to it. "Hyperlinking does not itself involve a violation of the Copyright Act (whatever it may do for other claims) since no copying is involved." (Ticketmaster vs. Tickets.com (2000)). However, look before you link. Many organizations post terms and conditions and even how-to instructions on their websites; these are usually found under the headings of "Copyright", "Legal Notices", or "About Us". Be aware of other legal issues and prohibitions such as framing, misappropriation, passing off, and trademark infringement.

Three Ways of Working with Copyright Issues in a Federal Library

There are a variety of sources of information on copyright issues, but as a rule of thumb, every federal library or information center can:

- Develop and implement a copyright policy. For example, see The Library of Congress About Copyright and Collections.
- Be proactive in informing and educating users about copyright. Take an inventory of all copyrighted materials, regardless of format, to determine whether there is any risk of copyright infringement. For example, an inventory of print or electronic subscriptions, along with an assessment of user demand for those materials, will disclose the potential for copyright infringement. Publicize your findings and policies; for example see the Naval Research Laboratory Library Use and Disclaimer Notice and Smithsonian Institution Libraries Notice of Warning Concerning Copyright and or Licensing Restrictions.
- In accordance with 17 USC 108, display a photocopy warning notice near unsupervised photocopying equipment to alert users that reproducing copyright-protected material is subject to the Copyright Laws of the United States. Discourage photocopying the entire contents of publications, especially newsletters, journals, and books, regardless of format. See Copyright Notices for Supervised Library Copying: Updated Information for Library Services Prepared by the Copyright Management Center by Kenneth D. Crews, Associate Dean of the Faculties for Copyright Management, Indiana University.

Copyright References for Librarians

Articles/Books

- Bruwelheide, Janis. (1998). The copyright primer for librarians and educators. 2d ed. Chicago, IL: American Library Association.
- Crews, Kenneth D. Copyright Essentials for Librarians and Educators. Chicago, IL: American Library Association, 2000. 143 pp.
- Gasaway, L. (1994). Libraries and copyright: a guide to copyright law in the 1990s. Washington, DC: Special Libraries Association.
- Growing pains: adapting copyright for libraries, education, and society. (1997) Littleton, CO: F.B. Rothman
- Lipinski, Tomas. Librarian's Guide to Copyright for Shared and Networked Resources. Library Technology Reports Jan/Feb 2002. Chicago, American Library Association

Web Sites for Additional Information

- US Copyright Office
  http://www.loc.gov/copyright/
- CENDI Frequently Asked Questions About Copyright
  http://www.dtic.mil/cendi/publications/00-3copyright.html
- Consortium for Educational Technology in University Systems (CETUS). Fair Use of Copyrighted Works
  http://www.cetus.org/fairindex.html

- Copyright Clearance Center
  http://www.copyright.com/
- Library of Congress. Federal Library and Information Center Committee (FLICC). *Copyright, Electronic Works, And Federal Libraries: Maintaining Equilibrium.* 1999 FLICC Forum on Federal Information Policies: A Summary of Proceedings, March 10, 1999-Library of Congress-Washington DC.
  [http://lcweb.loc.gov/flicc/forum99.html]
- Stanford University Libraries Copyright and Fair Use
  http://fairuse.stanford.edu/
- University of Texas System. Copyright Management Center Website
  http://www.utsystem.edu/OGC/intellectualproperty/cprtindx.htm
- University System of Georgia. Regents Guide to Understanding Copyright and Educational Fair Use
  http://www.usg.edu/admin/legal/copyright/copy.html

VIII. Resources

by Audrey J.Thomas

    This chapter is an extensive listing of online and print resources relevant to the field of librarianship, in general. Resources specific to the work of federal librarians are cited whenever available. The citations have been grouped together by topic and arranged alphabetically. Annotations provide brief summaries of the publications and Web sites' content. Included among the citations are many "free and practically free resources." If you would like to add a topic, resource, or notice a link is broken, please send an email to fliccfpe@loc.gov.

Topics

American Library Association

Contracting Out and Outsourcing | Copyright: Online | Copyright: Print

Directories: Library Directories: Print
Directories: Library Directories: Online | Document Delivery: Online

Executive Branch: Online

Government Information Resources: Online
Government Information Resources: Print

Internet/Web Searching

Judicial Branch: Online

Knowledge Management

Laws, Legislation | Library Science: Professional Associations
Library Science: Professional Reading

Management | Medical Resources: Online | Military Resources: Online
Military Resources: Print

Regulaltions, Laws, Legislation: Online

Web Site Reviews

American Library Association

See " Professional Associations" under the topic of Library Science

Contracting Out and Outsourcing

Mary Ellen Bates, *"Avoiding the Ax: How to Keep from Being Downsized or Outsourced,"* SLA Information Outlook, October 1997
http://www.sla.org/pubs/serial/io/1997/oct97/octeng.html#ax

Martha A. Dorris, *"Worldwide Trends in Outsourcing Information Technology,"* Intergovernmental Solutions Newsletter, February 1998
http://policyworks.gov/org/main/mg/intergov/febnews98.htm

Allan V. Burman, *"New Contracting Takes Talent and Skill,"* GovExec, December 1999
http://govexec.com/procure/articles/1299market.html

Brian Friel, *"Agencies say most federal jobs 'not inherently governmental',"* GovExec, January 11, 2000
http://govexec.com/dailyfed/0100/011100b1.htm

Brian Friel, *"Agencies make few changes to outsourcing lists,"* GovExec, February 29, 2000
http://govexec.com/dailyfed/0200/022900b1.htm

Brian Friel, *"OMB to propose FAIR Act process changes,"* GovExec, March 10, 2000.
http://govexec.com/dailyfed/0300/031000b1.htm

Copyright: Online

United States Copyright Office: The Library of Congress
* Web site featuring information on the basics of copyright, copyright FAQ, legislation, and a list of publications
http://www.loc.gov/copyright/

Copyright: Print

Copyright Primer for Librarians and Educators. By Janis Bruwelheide, Chicago, IL: American Library Association, 1998. 2nd edition.

The Copyright Handbook: How to protect & use written works, 6th edition by Stephen Fishman, netLibrary Inc, 2001.

Guidelines for Educational Use of Copyrighted Materials: Designed for Educators and Librarians in the Higher Education Setting. edited by Peggy Hoon. Pullman, Wash.: Washington State University Press, 1997.

Technology and Copyright Law : A Guidebook for the Library, Research, and Teaching Professions by Arlene Bielefield and Lawrence Cheeseman. New York: Neal-Schumann Publishing, 1997.

Directories: Library Directories: Print

American Library Directory
New Providence, NJ: R.R. Bowker   Also available online from Silverplater.
 • directory of libraries in the United States, Canada and Mexico
 • lists library networks, consortia and libraries in schools
 • organization and personnel indexes

Directory of Federal Libraries. edited by William R. Evinger.
Phoenix, AZ: Oryx Press, 1997.
  • listing of more than 2200 federal libraries, organized by branch of government

Encyclopedia of Associations
Detroit, MI: Gale Research Inc.
  • directory of American associations arranged by subject
  • name, keyword, geographic and personnel indexes

Look-It-Up Guide to Washington Libraries and Archives. by Laura Bergheim, 1995.
  • basic guide to the many unique collections held by Washington, DC libraries and archives
  • detailed descriptions of collections, including access information
  • basic table of contents; detailed index

Directories: Library Directories: Online

Libraries on the World Wide Web. International Coverage
  • search by subject area and location
    http://sunsite.berkeley.edu/Libweb/

Yahoo's Library Directory
    http://www.yahoo.com/reference/libraries/

Document Delivery: Online

DocView
  • software program developed by the National Library of Medicine to send documents over the Internet
  • can retrieve documents via Ariel System*, WWW, and e-mail
  By using the Ariel system (developed by the Research Libraries Group), a librarian can scan a document such as a journal article to create bitmapped images. Ariel can send these images to another Ariel system, and it can send them to any computer running DocView. When DocView receives the document images, it notifies the user, who in turn can view or print the document (http://www.library.vcu.edu/tml/docsupp/).

Executive Branch: Online

White House
  • White House's official Web site
    http://www.whitehouse.gov

Government Information Resources: Online

Firstgov
Official federal government Web site
http://firstgov.gov/

Census data
  • data describing the people and the economy of the U.S., state and county from 1790 to 1970
  • developed by the Interuniversity Consortium for Political and Social Research (ICPSR)
    http://fisher.lib.virginia.edu/census/

Congressional Quarterly's WWW Site
- free and paid databases and resources
- includes a list of *Congressional Quarterly's* publications and resources, along with detailed information about upcoming symposia and conferences.
  http://www.cq.com

Core Documents of Democracy
- provides direct online access to basic federal government documents. It includes a core group of current and historical government publications is available for free, permanent, public access via GPO Access
  http://www.access.gpo.gov/su_docs/dpos/coredocs.html

Technical Report (TR) Database
Contains nearly two million reports in print and nonprint (software, atafiles, databases and video recordings) format conveying the results of Defense-sponsored research, development, test and evaluation (RDT&E) efforts. It includes:
- Technical reports
- Journal articles
- DoD-sponsored patent applications, studies and analysis reports
- Open source literature from foreign countries
- Conference proceedings,
- Reprints
- Theses
  http://www.dtic.mil/dtic/prodsrvc/dbase_descrip.html

The FDLP Directory
- searchable by state or area code, and updated monthly.
  http://www.gpo.gov/libraries

FDLP Electronic Collection
Collectively, the electronic Government information products that are in the scope of the FDLP comprise the FDLP Electronic Collection, which consists of four elements:
- core legislative and regulatory GPO Access products which will reside permanently on GPO Access servers;
- other remotely accessible products managed by either GPO or by other institutions with which GPO has established formal agreements;
- remotely accessible electronic government information products that GPO identifies, describes, and links to but which remain under the control of the originating agencies; and
- tangible electronic government information products distributed to federal depository libraries
  http://www.access.gpo.gov/su_docs/tools.html

FedWorld Information Network
- free locator service for information available through the federal government
- developed by The National Technical Information Service (NTIS), an agency of the U.S. Department of Commerce
  http://www.fedworld.gov

The directory is a partnership of Louisiana State University and the Federal Depository Library Programs. Lists all U.S federal government agencies, hierarchical and alphabetical.
  http://www.lib.lsu.edu/gov/fedgov.html

Government Information Resources: Print

Carroll's Federal Directory : Executive, Legislative, Judicial,
(Bi-monthlyl)
Provide comprehensive and current information about the personnel, organization and structure of federal, state and local governments of the United States.

Congressional Quarterly's Washington Federal Staff Directory
List White House personnel, as well as federal departments, agencies and biographies of head of agencies. As well as descriptions of agencies and their responsibilities.

Congressional Staff Directory
Lists members, committees, staff and biographies of congressional members

Judical Staff Directory (Quarterly)
Lists federal and state courts, judges, staffs and biographies

T*apping the Government Grapevine: The User-Friendly Guide to U.S. Government Information Sources* by Judith Schiek Robinson, 1998. 3rd edition.
  • explanation of government documents, from their creation to their distribution to GPO libraries world-wide
  • basic table of contents; detailed index

Internet/Web Searching

Librarians' Index to the Internet
"Information You Can Trust." A searchable, annotated subject directory of more than 10,000 Internet resources selected and evaluated by librarians for their usefulness to users of public libraries.
http://www.lii.org/

Judicial Branch: Online

Federal Court Finder Emory Law Library
  • links to information on all eleven federal circuit courts and the U.S. Court of Appeals
    http://www.law.emory.edu/FEDCTS/

Federal Judiciary Home Page
  • information on publications about the federal judiciary
    http://www.uscourts.gov

State Courts:
  • directory to online resources about state courts
    http://www.courts.net/

United States Supreme Court WWW Links
  • Official website of the U.S Supreme Court
    http://supremecourtus.gov/

Knowledge Management

Federal KM
Defines knowledge management as a "discipline dedicated to more intentional means of people creating and sharing knowledge-data, information, and understanding in a social context-to perform the right organizational or business actions."
http://www.km.gov

FLICC Demystifying Knowledge Management
http://www.loc.gov/flicc/video/cmwg/cmwgintro.htm

DoD KM
http://www.c3i.osd.mil/km/

OPM class on KM
http://www.leadership.opm.gov/content.cfm?cat=TPKM

DOE KM
http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Business/KM+Virtual+Library

Laws, Legislation: see Regulations

Legislative Branch
Thomas: Library of Congress
  • Library of Congress's Web resource for legislative information
    http://thomas.loc.gov/

Library of Congress's Legislative Branch Information Page
  • includes links to Web resources about the Legislative Branch, including the history of Congress, visitor information, information about members and pending legislation
    http://thomas.loc.gov/home/legbranch/legbranch.html

GPO Access
  • GPO's free Web site with official government information products from allthree branches of government
    http://www.access.gpo.gov/su_docs

Library Science: Professional Associations

American Association of Law Libraries (AALL)
  • professional organization committed to the promotion and enhancement of the value of law libraries to the legal and public communities, to foster the profession of law librarianship, and to provide leadership in the field of legal information
  • has special interest sections with subject specific focus which meet regularly
  • holds annual meeting and sponsors educational institutes
    http://www.aallnet.org

American Library Association (ALA)
  • professional membership association of librarians committed to diversity, continuous learning, equal access, intellectual freedom, 21st Century literacy
  • has local and state chapters and subject specific divisions which meet regularly
  • holds annual and mid-winter conference

- offers publications
  http://www.ala.org

American Society of Information Sciences (ASIS)
- membership organization of information professionals, including librarians, engineers, linguists, computer scientists and educators committed to finding new and better techniques and technologies to access information
- has local and state chapters and subject specific divisions which meet regularly
- holds annual and mid-winter conference
- offers publications
  http://www.asis.org

Medical Library Association (MLA)
- professional organization dedicated to excellence in the professional achievement and management of health science libraries and committed to health science research, education, and patient care
- has local and state chapters and subject specific divisions which meet regularly
- has an annual meeting
  http://www.mlanet.org

Special Libraries Association (SLA)
- professional membership association of librarians committed to continuous learning, empowering librarians to become information leaders and to use technology to enhance libraries, their jobs, and society
- has local and state chapters and subject specific divisions which meet regularly
- holds annual and mid-winter conference each year
- has SLA-DML, a division for military librarians
- offers publications
  http://www.sla.org

Federal and Armed Forces Libraries (ISSN: 0273-1061)
(Former title: Federal Librarian)
- *Federal Librarian* offers the quarterly journal of the American Library Association's Federal and Armed Forces Libraries Round Table (FAFLRT)
- It presents recent developments and events of interest to the Federal and Armed Forces library community
  www.ala.org/alaorg/rtables/faflrt/

Library Science: Professional Reading

American Libraries (ISSN: 0002-9769)
Chicago, IL: American Library Association.
- the magazine of the American Library Association
  americanlibraries@ala.org
  americanlibraries@ala.org

Computers in Libraries (ISSN: 1041-7915)
Medford, NJ: Information Today
- covers the current issues in the field of library information technology
- focus is on the practical usage of computers on libraries
  http://www.infotoday.com/cilmag/ciltop.htm

Federal and Armed Forces Library, American Library Association

FLICC Newsletter (ISSN: 0882-908X)
Washington, DC: Federal Library & Information Center Committee
- covers events and issues pertinent to federal librarianship
  fliccfpe@loc.gov
  http://lcweb.loc.gov/flicc

Library Journal (ISSN: 0363-0277)
New York, NY: Cahners Business Information
- magazine for librarians working in all types of libraries
  hmccormack@cahners.com
  http://www.libraryjournal.com

Online Libraries & Microcomputers (0737-7770)
Phoenix, AZ: Information Intelligence, Inc.
- newsletter about online library applications and library automation
  rhuleatt@infointelligence.com
  http://infointelligence.com

ResourceShelf
The virtual acquisiton shelf & news desk resource.
- News for the information professional
  http://resourceshelf.freepint.com

Management

Management of Federally Sponsored Libraries: Case Studies and Analysis by Charles Missar. New York: Haworth Press, 1995.
- a collection of papers on the management of federal libraries

Medical Resources: Online

PubMed:
- National Library of Medicine's search service to 9 million citations in MEDLINE and Pre-MEDLINE and other free, online databases
  http://www.ncbi.nlm.nih.gov/PubMed/

Military Resources: Online

Air University Library's Index to Military Periodicals
- free database offered to general public
- index to thousands of citations to articles, editorials and news items appearing in over 80 military and aeronautical periodicals
  http://www.dtic.mil/search97doc/aulimp/main.htm

SCAMPI: Staff College Automated Military Periodicals Index
http://www.dtic.mil/dtic/scampi/

Military Resources:
http://www.defenselink.mil/

List of military libraries around the world:

http://www.defenselink.mil/pubs/
http://www.sla.org/division/dmil/millib.html

Deciphering Acronyms
Defense Technical Information Center
http://www.dtic.mil/
http://www.cnet.naw.mil/netpdtc/acronyms.html

Military Resources: Print and CD

How to Get It: A Guide to Defense-Related Information Resources. Fort Belvoir, VA: Defense Technical Information Center, 1998.

Regulations, Laws, Legislation: Online:

Budget of the United States of America
http://www.whitehouse.gov/omb/budget/index.html

Title 44: Public Printing and Documents
http://www.access.gpo.gov/aboutgpo/title44/44usc.html

Web Site Reviews:

The Scout Report
   • selection of new and newly discovered online resources of interest to researchers, educators
     http://scout.cs.wisc.edu/