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

INTERIM POLICY – EPA LIBRARY NETWORK

1. PURPOSE

The purpose of this interim policy is to establish uniform governance and management for the Environmental Protection Agency's Library Network.

2. SCOPE AND APPLICABILITY

This interim policy applies to all Program and Regional offices with libraries. These libraries constitute the EPA National Library Network.

3. AUDIENCE

The audience for this interim policy includes Assistant Administrators, Deputy Assistant Administrators, Regional Administrators, Deputy Regional Administrators, Assistant Regional Administrators, Associate Administrators, Senior Information Officials, Information Management Officers, Library Managers and EPA staff.

4. BACKGROUND

Efficient and cost-effective access to information and data about the environment and related scientific, technical, management and policy information is critical to the ability of the U.S. Environmental Protection Agency (EPA) to carry out its mission. EPA recognized this when it established a library network in the early 1970's to support staff in the program and regional offices.

Over the past three years, EPA has been looking at ways to modernize and improve the way it provides library services to its employees and the public. The trend in recent years has shown a shift in the way people request and receive their library services from EPA. With more materials available online and electronically, EPA has found that its employees and the public are finding the materials they need from EPA's Web site and they are requesting more information electronically. EPA has also realized that it could gain efficiencies in having its regional libraries work more as a cohesive network with shared functions as opposed to their current operations. These trends all suggested to EPA that it needs to re-evaluate the current structure of the EPA National Library Network and, where possible, use information technology to move toward more efficient delivery of information services.

EPA established a Library Steering Committee in the fall of 2005 composed of senior managers from EPA's Program Offices and Regions, co-chaired by OEI and Region 4. The goal of this Steering Committee was to develop a new model of providing library services to EPA staff. The Steering Committee reviewed the recommendations from the staff level EPA Library Network Workgroup and it conducted additional analyses. This document—the *EPA FY 2007 Library Plan: National Framework for the Headquarters and Regional Libraries*—is a result of the work of the Steering Committee. This document designated 3 repository libraries and identified Centers of Expertise within the Network.

Development of the EPA Library Network Modernization Plan for FY2008 and beyond is underway with the participation of senior managers and library managers at EPA. EPA will seek involvement from internal and external stakeholders at various stages of the process. The goal of the modernization plan is to transform the EPA Library Network into a model of coordinated library services for EPA staff and the public.

5. AUTHORITY

OMB Circular A-130, Management of Federal Information Resources, Sections 8 and 9

Agency Delegation 1-19 GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS, Paragraph 2(b)

6. POLICY

The Assistant Administrator for Environmental Information has the overall responsibility for the governance of the EPA Library Network under this Policy and its related procedures and standards.

Under limited time critical situations the AA/OEI or his/her designee may issue procedures, technical standards and guidelines on an interim basis.

7. RELATED DOCUMENTS

- EPA FY 2007 LIBRARY PLAN: National Framework for the Headquarters and Regional Libraries dated August 15, 2006.
 - Acting Assistant Administrator for Environmental Information's email memorandum dated 12/12/06 to Agency management.
 - Deputy Assistant Administrator for Environmental Information's email memorandum dated 2/1/07 and 2/27/07 to Agency management.
 - Director, Office of Information Analysis and Access' (OEI) email to Agency management dated 12/21/06.
 - Deputy Administrator Peacock's memo dated April 6, 2007 to Agency management.
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8. ROLES AND RESPONSIBILITIES

Assistant Administrator for Environmental Information -The AA/OEI has the overall responsibility for the management of the EPA Library Network including setting policy and supporting procedures, standards and guidance to ensure the effective oversight of the EPA Library Network.

Assistant Administrators and Regional Administrators – AAs and RAs with libraries within the EPA Library Network have the management responsibility of their individual libraries and ensure compliance with Agency-wide policies, procedures, standards and guidance relating to the Library Network.

National Library Program Manager – The Library Program Manager resides in OEI's Office of Information Analysis and Access and has the day-to-day responsibility to provide assistance and guidance to offices in the operation of the EPA Library Network.

9. DEFINITIONS

EPA National Library Network: The EPA Library Network is composed of EPA Libraries and Repositories located in Headquarters and Regional offices and laboratories across the Agency. These Libraries include:

Headquarters Repository - Washington, DC

Region 1 Library, Boston

Region 2 Library, New York City

Region 3 Regional Center for Environmental Information, Philadelphia

Region 4 Library, Atlanta

Region 5 Library, Chicago

Region 6 Library, Dallas

Region 7 Information Resource Center, Kansas City

Region 8 Environmental Information Service Center, Denver

Region 9 Environmental Information Center/Library, San Francisco

Region 10 Library, Seattle

EPA Program Office Libraries

Legislative Reference Library

Office of General Counsel Law Library

Office of Prevention, Pesticides and Toxic Substances Chemical Library

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National Enforcement Investigations Center Environmental Forensics Library

Environmental Research Center Libraries:

Office of Administrative and Resource Management (OARM) Library in Research Triangle Park, North Carolina

OARM Library in Cincinnati, OH

Laboratory Libraries

NERL – Atmospheric Sciences Modeling Division Library, RTP, NC

NERL – Environmental Sciences Division Technical Research Center, Las Vegas, NV

NERL – Ecosystem Research Division Library, Athens, GA

NHEERL – Atlantic Ecology Division Library, Narragansett, RI

NHEERL – Gulf Ecology Division Library, Gulf Breeze, FL

NHEERL – Mid-continent Ecology Division Library, Duluth, MN

NHEERL – Western Ecology Division Library, Corvallis, OR

NRMRL – Ground Water and Ecosystems Restoration Division Library, Ada, OK

National Vehicle & Fuel Emissions Laboratory Library, Ann Arbor, MI

Library Services:

- Library services for EPA employees include, but are not limited to, the EPA Desktop Library, Interlibrary Loan Service, the Online Library System (OLS), (the catalog of holdings in all the libraries in the Network), Reference/Research Services and all services for the public as stated below..

- Library Services for the Public includes responding to requests for information received via phone, fax, email, and postal mail, providing answers to commonly asked questions on the EPA Web site, access to OLS, and responding to requests for EPA Reports and Documents thru The National Service Center for Environmental Publications (NSCEP). The NSCEP responds to requests for the hardcopy documents it holds in its inventory and provides access to a collection of unique EPA documents in digital format, the National Environmental Publications Internet Site (NEPIS),.

Library Centers of Expertise: Libraries that have staff qualified to conduct research in specific areas, access to tools to support services, and the ability to handle increased workload. EPA Centers of Expertise respond to requests for services from staff at other EPA locations with which the Centers have established service agreements.

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Repository Library: A central place where library collections are stored and made accessible. EPA Repository Libraries collect and preserve unique EPA documents and other materials deemed of value to the EPA National Library Network.

10. WAIVERS

Waivers to this policy must be approved by the Assistant Administrator for Environmental Information/Chief Information Officer. Waiver requests must be submitted in writing by the requesting office's Senior Information Official (SIO).

11. RELATED PROCEDURES, STANDARDS AND GUIDANCE

Supporting procedures, standards and/or guidance documents are currently under development and will be issued with the final policy.

12. MATERIAL SUPERSEDED

This interim policy supersedes:

- IRM Policy Manual 2100, Chapter 12 – Library Services dated July 21, 1987
- EPA Library Systems Manual 2130 dated January 1977.

13. ADDITIONAL INFORMATION

For additional information, please contact Jonda Byrd at (513) 569-7183



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and Chief Information Officer
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