

APPENDIX C

Learning Resource Center Forms

NATIONAL EMERGENCY TRAINING CENTER

LEARNING RESOURCE CENTER

Located in Emmitsburg, Maryland the National Emergency Training Center (NETC) Learning Resource Center (LRC) is the campus library for students attending the National Fire Academy, the Emergency Management Institute, and other training and education programs sponsored by the Federal Emergency Management Agency. A collection of over 50,000 books, reports, magazines, and audiovisual materials, the LRC facilitates and supports student and faculty research and curriculum development and design.

Reference Service

Visit, write or call the LRC for information. The LRC routinely supplies answers to simple requests -- i.e., an organization's telephone number and address; a publication's source and price, etc. In answer to more complex subject inquiries, the LRC staff will do literature searches, compile bibliographies and, depending on copyright restrictions, provide documentation in the form of reports and articles.

Loan

Only FEMA personnel and NETC students may borrow materials from the LRC. However, via interlibrary loan through their local libraries, the general public can access the LRC's collection of books and research reports. Audiovisuals, magazines and general reference materials are non-circulating.

Hours

The LRC's schedule of hours changes on days surrounding major holidays and on the weekends. Call ahead when visiting the LRC at these times. Regular hours (EST) are as follows:

| | |
|-------------------------|---------------------------|
| Monday -Thursday | 8:30 am - 9:00 pm |
| Friday | 8:30 am - 5:00 pm |
| Saturday | 4:00 pm - 8:00 pm |
| Sunday | 12:00 pm - 4:00 pm |

Phone Numbers

1-800-638-1821 or 301-447-1030; 301-447-3217 (fax); netclrc@fema.gov (e-mail); www.lrc.fema.gov (Internet)

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Library
(800) 638-1821
(301) 447-1030

Access to many of the items you will find on the STAR computerized “card catalog” system can be accomplished through a process known as interlibrary loan (ILL).

The interlibrary loan process will start with a visit to your public, college, or corporate library. The librarian there will explain the library’s policies on ILL. Some libraries may charge you a fee for the service. You will probably also discover that, like our library, most libraries do not loan reference materials, audiovisual items, or materials contained in special collections (i. e., historical or rare items, fragile or bulky volumes, reserve titles, etc.) Entire magazine issues are also not available but single articles may be photocopied and sent to a requester. Systematic reproduction of journal articles is prohibited by U.S. Copyright Law, when it is apparent that a single library is being used as a source of substitution for purchasing subscriptions of reprints from publishers. Your library should conform to U.S. Copyright guidelines when obtaining copies of journal articles through an interlibrary loan network.

For any item(s) you wish to borrow on interlibrary loan, you will need to provide your librarian with relevant bibliographic information, including the title(s) and author(s) of the item(s). (Libraries do not request items by “subject”.) You can help by providing them with a copy of a print-out from our system, or a photocopy of a title page from a book or report you found in our collection. Your library will then initiate a search for the item(s). In some cases, a library close to you may have the materials. Often, however, due to the unique nature of our collection, we may have the only holding of the item(s). Your library can contact us on the OCLC online network (our symbol is NFP) or by mailing us ALA-approved form(s). Each requested item will require an individual OCLC record or ALA form. If your library has any questions, feel free to provide them with our telephone number.

One important thing to keep in mind is that our library has not entered any new items into the OCLC database since January 1989. This means that we may own an item that will not appear on the OCLC network. Please encourage your library to call us to verify any possible holdings.

When we have approved your ILL request, the item(s) will be sent to your library, which will in turn loan it/them to you. Return the item(s) to your library so that they can mail it/them back to us. (You may keep any photocopies you receive.)