

14-00-00	Purpose
10	Definitions
20	Scope of Library Services
30	organization
40	Functions
50	Coordination
60	Non-Headquarters Libraries

14-00-00 **PURPOSE**

This chapter sets forth the scope, organization, and **function of the** Library system at **Headquarters**.

14-00-10 **DEFINITIONS**

- A. **Department Library System** - **all libraries**, branches, and reference room of the Office of the **Secretary** and t&e respective **principal** operating components at Headquarters.
- B. **Library materials** - **books, periodicals, and other materials** acquired and processed for placement in any of the library **units** for **service** to Department personnel. Does not include desk reference materials required by **individuals** for continuous **or long-term** use in their respective offices.
- C. **Specialized program** needs - books, periodicals, etc., needed in the **respective** subject areas for those **programs** or projects **currently** in progress or **in** the **planning stage**.

14-00-20 **SCOPE OF LIBRARY SERVICES**

The Department Library System provides library services to **all Department personnel**, either **directly or through** libraries at other **buildings**, and on a **reciprocal** basis, to **other Government**, educational, and **research** agencies. It also services **Department field** personnel on request. **As required by the Depository law**, the **Department** library makes **Government** publications available for the **free** use of the **general public**. The public may **also** inspect Federal **advisory committee reports**.

14-00-30 ORGANIZATION

The Department Library system is composed of:

- A. The Department Library in the HEW North Building.
- B. Educational Research Library Branch in FOB 6.
- c. Food and Drug Administration, Bureau of Foods Library, in FOB 8.
- D. HEW Library Users Council - an advisory group comprised of a representative and an alternate from each user element served by the Library Director and his specialized staff. The Council will aid the Librarian in upgrading services and serving as liaison with user organizations.

14-00-40 FUNCTIONS**A. The Department Library will:**

1. Provide:

- a. Research, general reference, and bibliographic services to all offices and personnel.
- b. Specialized services required by the Headquarters staff of the Office of the Secretary and the respective principal operating components.
- c. Assistance in automated searches.

2. Acquire, process, house, and service:

- a. General reference, historical, and bibliographical materials for all Headquarters offices.
- b. Research and program materials which substantially cub across subject interests of two or more agencies.
- c. Selected materials no longer needed for current research programs in the branches and reference rooms.
- d. Congressional and legislative materials, federal and state law and court decisions, and supporting legal treatises and reporting services.
- e. An extensive document and microform collections (ERIC, CIS, Newsbank).

(14-00-40A continued)

3. **Maintain a comprehensive collection** of the **official** publications issued by the **Department for public information** (see HEW Manual, General Administration, Chapter 14-10).
 4. **Provide centralized interlibrary loan service** for **all** library units, unless **otherwise** assigned.
 5. **Prepare and keep up to date a list of periodicals currently received; prepare and issue** aperiodic list of **selected new acquisitions; perform other related bibliographic activities.**
 6. **Participate** in cooperative studies and projects **with** other libraries of professional organizations, **reporting on items for New Serial Titles** or the **Union List of Serials; Ohio College Library Cataloging** system (O.C.L.C.); etc.
 7. Within its capability provide **advice** on organization of **library services and materials** to Headquarters library units and to **various** field offices or others.
- B. The branch libraries of the National Institute of Education and the Food and Drug **Administration will:**
1. Acquire, process, house and **service** the specialized **subject** materials rewed for their respective current programs as well as **service** within their collections' scope as required by other **Departmental** personnel., in accordance with the established **standards** and **uniform** procedures.
 2. **Advise, assist, and cooperate** with the **Department Library** and other **library** units in their **fulfillment** of **Department-wide library** needs and services.

14-00-50 COORDINATION

- A. The HEW **Library** Users Council, representing the **respective** principal operating components and **offices, shall** give **advise and** counsel to the Department Librarian and other staff offices **on** policy matters affecting **Headquarters' library** needs and **services.**
- B. The **Department Librarian shall:**
1. **Serve** in an advisory capacity to the staff offices of the Office of the **Secretary** and the heads of the principal operating components on matters involving library facilities and services at Headquarters.

14-00-50B (continued)

2. **Establish and promulgate standards and uniform procedures, for application throughout Headquarters, related to establishment and operation of library units and the acquisition, weeding, processing, and servicing of books and periodicals.**
3. **Review proposals and make recommendations, as appropriate thereto, for establishment of new or revision of existing library organization units at Headquarters, in relation to staffing, space, and equipment plans; review proposed library budget estimates developed by the principal operating components and the Office of the General Counsel.**
4. **Develop a scope and coverage policy statement for the Department Library system, indicating the content and depth of the various library unit collections.**
5. **Provide leadership, guidance, advice, and coordination of activities for the Headquarters library units.**
6. **Represent the Department on the Federal Library Committee and in other library matters outside the Department with other Departments, agencies, libraries, and professional organizations. Cooperate with other libraries, both in the Department and outside, in coordinating services and cooperative studies in the interest of economy and effectiveness.**

14-00-60 NON-HEADQUARTERS LIBRARIES

Other libraries of the Department (which are not considered within the Headquarters area) are:

- A. National Library of Medicine, Bethesda, Maryland. **Holdings in the literature of the medical sciences exceed one million items. Provides nation-wide services through interlibrary loans, and an extensive program of publication of indexes, catalogs, and bibliographics.**
- B. National Institutes of Health Library, Bethesda, Maryland. **Contains scientific collections of approximately 100,000 volumes selected to support laboratory investigations and programs in the biomedical and related sciences conducted by the National Institutes of Health. Provides reference, circulation, and bibliographical services.**

14-00-60 (continued)

- C. Saint Elizabeths Hospital Library, Washington, D. C. **Contains** a medical collection with special emphasis **on psychiatry, neurology, psychoanalysis, psychology, and nursing. Provides reference and loan service to the Hospital staff and operates a patients' library.**
- D. Social Security Administration Library, Baltimore, Maryland. Contains a collection which includes materials **on social insurance, economics, statistics, personnel administration, management, and related subjects. Provides reference and loan service to the Baltimore staff.**
- E. Parklawn Medical Library, Bethesda, Maryland. Contains a **collection which** includes materials **on the** health sciences, public health, health and social statistics, chronic diseases, nursing hospitals, **socioeconomics of health and medicine and mental health.**
- F. Educational Research Library, NIE, Washington, D. C. **Provides library, technical information and documentation resources-and services to the DHEW Education Division and its constituencies. Its resources include:**
1. ~0,000 **volume** book collection **in** education and related **fields.**
 2. 550 **periodical** and newspaper titles received **regularly.**
 3. **Extensive** document and microform **collections (ERIC, CIS, Newsbank, etc.).**
 4. Rare educational books and textbooks.
 5. **Audiovisual loan service.**

CHAPTER 14-10
ACQUISITION, PRESERVATION, AND CIRCULATION OF
DHEW PUBLICATIONS BY THE DEPARTMENT LIBRARY

- 14-10-00 Purpose
- 10 Responsibility
- 20 Acquisition of Publications

14-10-00 PURPOSE

This chapter provides policy and information on the acquisition, preservation, and circulation of **DHEW** publications by the Department Library.

14-10-10 RESPONSIBILITY

- A. The Department Library has the responsibility to:
 - 1. Collect Department publications that have historical value and/or value for current use.
 - 2. Organize publications by classifying and cataloging them.
 - 3. Maintain an historical, noncirculating collection.
 - 4. Maintain a circulating collection with sufficient copies of each publication for Library users. Many of these publications are in microform.
 - 5. Maintain a selected government documents collection of legislative materials and Federal advisory committee reports.

14-10-20 ACQUISITION OF PUBLICATIONS

- A. The acquisition and retention of Department publications by the Department Library is governed by the continuing historical value and/or the value of current need of these publications.
- B. Types of Materials Acquired by the Library
 - 1. Annual reports
 - 2. Periodicals
 - 3. Series' publications
 - 4. Bibliographies
 - 5. Selected special reports
 - 6. Selected special surveys

(14-10-20B continued)

7. Reproduced speeches **and addresses** of the Secretary, Under Secretary, Assistant Secretaries, Inspector General, and Heads and Deputy Heads of Principal Operating Components.
8. Selected press releases
9. Directories
10. Selected miscellaneous publications

C. Types of Materials Not Acquired by the Library

1. Records
2. Correspondence and forms
3. Posters
4. Other material which is preserved by the Department's records management program.

D. Number of Copies of Materials Required by the Library

The Library requires at least two copies of each **DHEW** publication--one for the historical, noncirculating collection and one for the circulating collection. When necessary, the Library will acquire additional copies for the circulating collection.