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U. S. NUCLEAR REGULATORY COMMISSION
NRC MANUAL
TRANSMITTAL NOTICE

CHAPTER NRC-0214 LIBRARY SERVICES

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REMARKS:

This revision generally updates information, and adds an appendix which defines the criteria for selection and justification for purchase of library material.

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REMARKS:

Please make the following pen-and-ink changes to Chapter NRC-0214:

1. In paragraph -031. change "Division of Technical Information and Document Control" to "Division of Information Support Services".
2. In paragraph -031.a, change "developes" to "develops".
3. In paragraph -053, change "8:15 a.m. to 5:00 p.m." to "7:30 a.m. to 4:15 p.m.".
4. In NRC Appendix 0214.3.f, change "Management Development and Training Staff" to "Office of Personnel" and "Office of Administration" to "Office of Administration and Resources Management".

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ADM

CHAPTER 0214 LIBRARY SERVICES

0214-01 COVERAGE

This chapter and appendix cover the responsibilities and procedures for providing and using library materials and services.

0214-02 OBJECTIVES

To establish and maintain library collections and services to support the official activities of NRC Commissioners, Offices and Divisions and to provide library support services for the NRC law library, NRC Regional Offices, the Advisory Committee on Reactor Safeguards, and the Atomic Safety and Licensing Boards and Panels.

0214-03 RESPONSIBILITIES AND AUTHORITIES

031 *Division of Information Support Services*
The Director, ~~Division of Technical Information and Document~~
Control, through the Chief, Library Branch:

- a. develops policies, standards, and procedures, and operates library facilities (exclusive of the law library and the libraries of the Advisory Committee on Reactor Safeguards and the Atomic Safety and Licensing Boards and Panels), including:
 - (1) selection, acquisition, and maintenance of collections of books, periodicals, standards, Government documents, and unclassified scientific and technical reports.
 - (2) acquisition and maintenance of catalogs, abstracts, indexes and other searching tools.
 - (3) circulation of library materials in accordance with established patterns.
 - (4) reference assistance, literature search (including on-line computer retrieval), and preparation or acquisition of bibliographies.
 - (5) interlibrary loans.

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- b. provides staff guidance and assistance to the Regional Offices in developing facilities and collections to assure that uniform services are provided, including selection, acquisition, cataloging and processing.

032 Directors of Offices and Divisions, and Regional Administrators:

- a. request scientific and technical reports for the use of NRC.
- b. request library materials for extended loan to employees by completing Form NRC-246, "Recommendation for Acquisition of Library Materials."
- c. assist the Library in acquiring additions to the collections by recommending specific items (Form NRC-246) or by identifying in writing or otherwise, special areas of interest.
- d. forward scientific and technical reports no longer needed for active files to the Library for disposition. NOTE: Individual's copies of scientific and technical reports should not be retired to Federal records centers or to inactive storage. The Records Management program will have provided for Federal records copies.
- e. request interlibrary loans only from the Library and return loan materials to the Library in order to comply with established loan period.
- f. assure that employees are aware of their responsibility for material borrowed by them from the Library.

033 NRC Employees:

- a. comply with the Library's procedures for loan of Library materials.
- b. accept responsibility for protection of material borrowed from the Library.

0214-04 DEFINITIONS (for the purpose of this chapter)

041 NRC Employees - NRC staff and consultants, employees of NRC contractors, and personnel of other Government agencies or industry assigned to, or detailed to duty with NRC.

042 Interlibrary Loans - the borrowing of library materials from other libraries or the loaning of library materials by NRC libraries in the Metropolitan Washington area.

0214-05 BASIC REQUIREMENTS

051 Applicability. This chapter applies to NRC Offices and Divisions, NRC Regional Offices, the Advisory Committee on Reactor Safeguards, and the Atomic Safety and Licensing Boards and Panels.

052 Official Use and Public Use. Library services are for official use and not for personal purposes. Although the public may use the library upon request, no special services are provided.

053 Hours of Library Operation. The library facilities are open to NRC employees at all times. Reference services and support staff, however, are available only during the regular working period of ~~8-15~~^{7:30} a.m. to ~~5-00~~^{4:15} p.m.

054 Appendix 0214. Provides criteria for selection and justification for purchase of library materials.

CRITERIA FOR SELECTION AND JUSTIFICATION FOR PURCHASE OF LIBRARY MATERIAL

A. Selection Criteria

Monographs and periodicals

The NRC Library collections are developed and maintained to support the official, on-going activities of the Nuclear Regulatory Commission, the Atomic Safety and Licensing Boards and Panels, and the Advisory Committee on Reactor Safeguards. Since staff members are specialists in their subject areas, the Library acquires primarily advanced (above college-level) books and journals containing information and data the staff needs to perform official functions. The Library also obtains those news-type publications describing recent events or developments of interest to the staff.

The primary subject areas for inclusion in the Library collections are the nuclear sciences and related technologies. The Library acquires comprehensive collections in these fields. On a selective basis, significant publications in the general physical and life sciences, medicine, applied mathematics, engineering and technology fields, are included if related to NRC activities. Particular emphasis is placed on acquiring handbooks, compendia, conference proceedings and review series, and on selecting applied rather than theoretical science. A comprehensive collection of codes and standards pertinent to the work of the Commission is maintained. In other fields, only those materials are acquired which have direct relationship to the mission of the Commission and its role as a Federal Agency and an employer, or are required to support executive and management development.

In general, the Library does not acquire popular-level publications, such as novels, literary works, etc., unless there is a definite stated need for such publications because they comment on programs and operations directly related to the NRC mission.

Advanced textbooks not already available based on these selection criteria are acquired for the collection only in response to written, justified requests from individuals and only if the requested publications meet these selection criteria. Headquarters staff are referred to the public library system for out-of-scope, popular materials.

B. General Justification Requirements

1. Monographs

Bibliographic sources are routinely searched to identify material of interest for acquisition. Headquarters staff is encouraged to use Library circulation copies rather than extended-loan copies.

Requests for publications recommended for addition to the Library collection, or required by staff members, are initiated by sending an NRC Form 246, "Recommendation for Acquisition of Library Materials," to the Chief, Reference Section, Library Branch.

For accountability the Library requires that a request for an extended-loan copy be in the name of the individual borrower, not a Division or Office. Written justification may be required. All extended-loan requests are reviewed by the Chief, Library Branch, to ensure that they meet the selection criteria before approval for acquisition. Material purchased by the Library is property controlled by the Library and must be accounted for when employees separate from the Commission or accept assignment to a Regional Office.

2. Periodicals

The Library maintains an active circulation of 1000 journals. Job-related requests to have a name added to an established routing for a technical journal are to be submitted in writing (with justification) to the Chief, Library Branch. Requests for a new periodical subscription must meet established criteria and are to be submitted in writing (with justification) to the Chief, Library Branch.

3. General Guidelines

The following general guidelines apply to requests for purchase of library material.

- a. Written justified requests on NRC Form 246 are required.
- b. Material requested must fall within criteria for selection by subject. Requests for popular works require precise, work-related justification.
- c. Budgetary constraints on the library are a factor in final approval.
- d. Materials are purchased only from recognized sources.
- e. Staff location may be a determining factor in approval of extended-loan requests.
- f. The Library budget does not support purchases of extended-loan books for individual training purposes. It does support requests from the ~~Management Development and Training Staff~~ for books to be used for in-house NRC training. Purchase of such materials requires prior approval of the Management Development and Training Staff, as does the purchase of materials to establish an in-house training activity outside the Office of Administration.
- g. All requests are subject to the final approval of the Chief, Library Branch.

Office of Personnel