

Chapter 11. LIBRARY MATERIALS

1. Library Materials: Materials retained in Reclamation libraries are not Official Records as designated in 36 CFR, Subchapter B, part 1220.14 (Non-record materials) and 44 U.S.C. 3301.
2. Library Use:
 - a. Current and part time employees, contractors, interns, volunteers, and other staff have full use of Reclamation libraries.
 - b. Public researchers, including retirees, are welcome to use Reclamation libraries but may not check out items or have access to certain materials designated as sensitive or For Official Use Only.
 - c. Other libraries may request Reclamation materials through Interlibrary loan. Certain library materials may not be available for loan.
3. Loan Procedure:
 - a. Materials such as maps, books, reports, videos, or other similar items may be checked out on loan to Reclamation staff only for a period of 30 days. If necessary, the loan may be renewed by sending the Library an email requesting an additional 30 days after which time the materials must be returned. If additional time is required after 60, days a new loan may be established.
 - b. Reference materials may be checked out on loan to Reclamation staff only for a period of 3 days.
 - c. Journals may be checked out on loan to Reclamation staff only for a period of 1 week. Current journals are not available for check out.
 - d. Library patrons signing for loans are responsible for safe-guarding all library items in their possession. Patrons cannot checkout materials for other parties. The individual whose signature appears on the loan will be held accountable for all items, and are reminded that disciplinary penalties exist for those who lose, misuse, cause damage to or do not return materials on time. Reclamation Manual Policy RCD-05-01 dated July 1, 2008.
4. Permanent Loans: Specialized items needed for permanent reference and purchased with Reclamation funds through the library will be charged back to the office requesting the purchase. A request for purchase of permanent reference materials must be sent to the library via email directly from the unit manager or supervisor and must include the 18 digit cost authority, mail code, telephone number, etc. All other requests will be returned to the unit or supervisor for authorization.