

Department of the Interior Departmental Manual

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Series: Library and Information Services

Part 481: Library and Information Center Management

Chapter 1: Definitions, Responsibilities, and Policies

Originating Office: Office of the Secretary - Office of Facilities and Administrative Services

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1.1 **Introduction.** This Chapter presents the basic definitions, responsibilities, and policies governing the library and information activities of the Department of the Interior (Department).

1.2 **Definitions.** For the purpose of interpreting the provisions of Part 481 of the Departmental Manual and its applicability, the following definitions apply:

A. Library. Any facility or program providing access to a collection of publications, data, and other information available in a variety of formats (such as print or microform, DVD, CD-ROM and other non-print media formats, or via electronic database) maintained in some logical arrangement by at least one person, permanent or temporary, on a full or part-time basis, for the purpose of reading, study, and consultation by employees, customers, and stakeholders of the Department.

B. Department of the Interior Library. The central Departmental library located in the Stewart Lee Udall Department of the Interior Building in Washington, D.C.

C. Field Library. A library or information center operated generally outside the National Capital Area by a Bureau/Office or other operational unit within the Department.

D. Library and Information Services. The services traditionally associated with a library such as reference, bibliographies, indexing, circulation, and interlibrary loan plus the services which are the extension of these traditional services into the information field such as technical writing, information access through databases, information research and analysis, and referral and clearinghouse services. Also included are technical services such as cataloging and acquisitions as well as the provision of consulting, guidance, and/or training services related to library collections management, bibliographic metadata standards and systems, and information

resource discovery technologies.

E. Departmental Publication. Anything published in any format by or on behalf of a Bureau/Office of the Department, including publications generated as a result of work done on contract or as part of a grant for that Bureau/Office. Exceptions are administrative instruments, classified information and material otherwise marked against unauthorized disclosure, and tentative drafts such as preliminary planning reports that will appear later in revised form. Publications authored or co-authored by a Departmental employee or contracted scientist but produced and/or published by a commercial publisher or other non-Departmental entity are also not considered Departmental publications.

F. Tangible Publication. Anything published and distributed in a physically available, perceptible by touch format (such as print, microform, CD-ROM, or DVD), as opposed to non-tangible electronic publications.

G. Persistent Uniform Resource Locator (PURL). A uniform resource locator (URL) that redirects requests for a website or online publication to the proper location of a user's requested Web resource. It remains constant despite an ever-changing Web infrastructure that can cause websites to change servers or hosts, as it does not directly point toward the Web resource but, rather, a type of Web service known as an intermediate resolution service.

1.3 **Responsibilities.**

A. Department of the Interior Library.

(1) The Program Manager of the Department of the Interior Library is responsible for developing, implementing, and monitoring Department-wide policies, standards, and reporting systems for library and information services activities throughout the Department. These policies, standards, and reporting systems are to be developed in consultation with the Bureaus/Offices and their libraries.

(2) The Department of the Interior Library is responsible for maintaining the library and information services of the Department.

(3) The Department of the Interior Library is to provide technical support to field libraries and information centers upon request as resources permit.

(4) The Department of the Interior Library is to maintain a record of all libraries and information centers within the Department.

(5) The Department of the Interior Library is to maintain a complete collection of Departmental publications and/or provide access to electronic Departmental publications through online persistent uniform resource locators (PURLs) where available. Discovery of Departmental publications, whether in hard copy or digital formats, is to be facilitated by public-facing information resource search tools that leverage current technologies and align with applicable standards.

(6) The Department of the Interior Library is to represent the Department of the Interior on interagency panels, task forces, committees, or other like groups dealing with the dissemination of official Departmental publications intended for the public.

(7) The Department of the Interior Library is to act as the official Departmental liaison with the Federal Library and Information Network (FEDLINK) as well as the Library of Congress. Bureau/Office contact with FEDLINK and the Library of Congress may be coordinated with the Program Manager of the Department of the Interior Library.

B. Bureaus/Offices.

(1) Bureaus/Offices are responsible for establishing libraries or information centers in field locations as appropriate to support the information needs of their employees, customers, and stakeholders. Bureaus/Offices operating field libraries are responsible for supporting those facilities in terms of budget, space, and staff. The Department of the Interior Library is available to offer advice regarding the operations of Bureau/Office field libraries.

(2) Each Bureau/Office which maintains field libraries or information centers is to appoint a library coordinator who is to ensure that overall Bureau/Office information requirements are met and to serve as a contact point with the Department of the Interior Library.

(3) Bureaus/Offices are to provide two (2) copies of all their tangible Departmental publications, in the format in which they are produced (such as in print or on microform, CD-ROM, or DVD), to the Department of the Interior Library and to their field libraries. If a Departmental publication is produced in a variety of formats, the two (2) required copies provided to the Department of the Interior Library and to the issuing Bureau/Office field libraries may be in two (2) different formats (such as one print copy and one CD-ROM). Larger Departmental publications, such as Environmental Impact Statements, are generally to be provided in electronic form (such as on CD-ROM or DVD).

(4) Many Departmental publications are only available online in digital form through a Bureau/Office website and/or a Government Publishing Office (GPO) website. In these cases, Bureaus/Offices are to notify the Department of the Interior Library, their field

libraries, and the GPO of these publications and the official Departmental website where they can be found. On receipt of a digital copy or link to a digital copy of a publication the GPO will typically assign it a Persistent Uniform Resource Locator (PURL). The GPO assigned PURL will permanently guide a user to a GPO website where a digital copy of the publication can be found.

C. Individual Field Libraries. Each field library is to maintain statistical data concerning its operation which will show the size of the collection and its breakdown by type of material, the degree to which it is organized according to standard library practice, the use to which it is put, and the cost of the operation.

1.4 **Policies.**

A. The Department of the Interior Library provides library and information services to all Bureau/Office personnel in the Washington, D.C. area. No other library collection requiring separately assigned space and/or being serviced or maintained by personnel full or part-time is to be established in the Washington, D.C. area without consultation with and approval of the Assistant Secretary of the Office of Policy, Management and Budget.

B. The library collection of the Department consists of books, serials, documents, technical reports, pamphlets, maps, microforms, CD-ROMs, DVDs, and related materials comprising a comprehensive survey of knowledge in the conservation and development of the natural and cultural resources of the United States and its territories and possessions. These collections cover the scientific, technical, environmental, legal, economic, social, historic, and management aspects of all programs administered by the Department.

C. Books and related materials acquired by any Bureau/Office by deposit, exchange, gift, transfer, or purchase are considered part of the library and information resources of the Department unless they are preserved as exhibits or are appropriate for preservation as exhibits. This decision will be made by a responsible Bureau/Office authority in coordination with the Program Manager of the Department of the Interior Library. Such books and related materials may be an integral part of library or information center collections or located in various offices.

D. To the maximum extent feasible, each Bureau/Office library program should maintain a complete collection of the publications issued by the Bureau/Office of which it is a part, all pertinent publications issued by other Bureaus/Offices of the Department, and/or be able to point those seeking these publications to where they may be available in an electronic format.