

# Department of the Interior Departmental Manual

---

**Effective Date:** 7/19/71

**Series:** Library Services

**Part 481:** Library Management

**Chapter 2:** Bureaus, Offices and Field Libraries

**Originating Office:** Office of Library and Information Services

---

This chapter has been given a new release number. * No text changes were made.
--

## 481 DM 2

**2.1 Scope.** The Natural Resources Library provides a wide variety of services directly to bureaus and offices and in support of field library operations. Use of these services is in no case mandatory, but is recommended in the interest of economy, sound management, and as a method for insuring the quality of these services. Contracts are issued to provide competitive discounts for activities such as the acquisition of books, and services such as binding. Other services such as cataloging are provided in-house at a cost to users which is significantly below the open market or contract rate.

**2.2 Acquisition of Library Materials.** Library materials encompass reading matter in all its forms and formats B books, periodicals, serials, manuscripts, reports, literature, microtexts, maps, audio discs and tapes, computer tapes, photos, etc. Library materials do not include items such as furniture, equipment, or shelving. The Federal Library Committee's publication Procurement of Library Materials in the Federal Government is a prime reference tool in this area and may be considered authoritative except as regards the following items (A-C):

**A. Limitation on Open Market Purchases.** It is generally improper for purchases of library materials by bureaus and offices of the Department to be made other than by public advertising and the award of contract after proper evaluation of bids responsive to the invitation for bids. Public advertising is the preferred method of government purchasing and the negotiation process is not to be used in any situation where the usual procedure of invitation for bids and the submission of responsive offers will meet the Department's needs. The occasions where negotiation may be employed (e.g., emergency procurement, true sole source situations) will be the exception--not the rule.

**B. Procedures for Acquisition of Books.** Libraries of the Department may acquire books through their regular bureau or office procurement offices or through the Natural Resources Library. The Office of the Secretary establishes a Department-wide contract with a vendor who is able to supply most varieties of semitechnical or technical books at a competitive discount. Use of the contract is not mandatory; however, bureaus should periodically review their processing costs for ordering, recording, accounting and paying for books. In many cases,

the central system will be less costly and should be used. Procedures for using the central system may be obtained from the Accessions Services Division of the Natural Resources Library.

**C. Procedures for Acquisition of Subscriptions.** No central system exists for the acquisition of subscriptions to periodicals, continuations, etc. The Natural Resources Library procures subscriptions for the Office of the Secretary and other Departmental Offices. Because of the volume of subscriptions in the Department and the variety of publishers and organizations producing them, no specific rule can be established as the Abest@ method of acquisition. However, one of two basic methods of reducing direct costs (multi-year subscriptions) or indirect costs (continuing subscriptions) should be considered.

**(1) Multi-Year Subscriptions.** The General Accounting Office, in an Audit Report (B-160146) dated November 9, 1966, addressed to the Secretary of Defense, determined that savings were available through use of multi-year rather than annual subscriptions (as in the case of reduced rates for 3-year subscriptions). There is no prohibition against procuring periodicals and newspapers on multi-year subscriptions. Payment covering issues to be delivered during the entire subscription period may be made in advance from currently available appropriations (31 U.S.C. 530a). This method should be used where material savings are available.

**(2) Continuing (Until Forbidden) Subscriptions.** This is a system whereby a single purchase order is issued authorizing a subscription to remain in effect, subject to the availability of funds, until the publisher is notified to cancel the subscription. Payment is made on an annual basis out of funds authorized for use in each fiscal year. This procedure can result in a substantial reduction in processing costs by reducing the workload in ordering subscriptions. It also provides for more meaningful review of the need for specific subscriptions on a program basis. Advice or assistance in handling subscriptions to periodicals can be obtained from the Accessions Services Division of the Library.

**2.3 Binding.** The protection of collections through preservation of materials is a major function of all libraries. The preservation values and conveniences of working with bound information extends the value of binding beyond the Library however, and into the office and laboratory where file space is often at a minimum. Binding, rebinding, laminating, mending, photographing, and microfilming are all excellent methods for preserving, protecting, and reducing the space required to maintain records, books, and periodicals.

**A. Binding Services Contract.** A contract for library binding is developed annually by the Natural Resources Library. The contract provides for services to the entire Department and is available for use by the bureaus and offices. Occasionally these contracts are limited to use in certain geographic areas, in which case installations in excluded areas may establish separate contracts for Library binding after obtaining the necessary waivers required by 314 DM 4.

Information concerning the use of this service, the procedures involved, and the particulars of the existing contract may be obtained from the Expediting Services Division of the Natural

Resources Library.

**2.4 Cataloging.** The purpose of cataloging any collection is to make the information it contains accessible to the person seeking such information by directing him to specifically identified literature through the subject matter, title, or author.

**A. Cataloging Services.** The Natural Resources Library provides cataloging assistance to bureau and office Libraries as well as to individual offices wishing to catalog their literature collections. This service is performed at a cost which is significantly below the open market or contract rate.

Information concerning this service, the procedures involved, and the current rate charged may be obtained from the Accessions Services Division of the Natural Resources Library.

\*

7/19/71 #3482

Replaces 7/19/71 #1315