

Department of the Interior Departmental Manual

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Series: Library Services

Part 481: Library Management

Chapter 2: Bureaus, Offices, and Field Libraries

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

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2.1 Scope. The Department of the Interior Library provides a wide variety of services directly to Bureaus and Offices and in support of field library operations. Use of these services is not mandatory, but is recommended in the interest of economy, sound management, and as a method for ensuring the quality of these services.

2.2 Acquisition of Library Materials. Library materials encompass a wide range of information resources in many forms and formats (e.g., books; reports; series; serial publications such as annuals, journals, magazines, newspapers, and newsletters; newspaper clippings; article reprints; ephemera; databases; computer files; microforms; maps; CD-ROMS; DVD; photos; slide sets; videotapes; filmstrips; and audiotapes).

A. Procedures for Acquisition of Library Materials (Non-Subscription).
Bureau/Office libraries may acquire library materials through their Bureau/Office procurement offices or through the Department of the Interior Library. The Office of the Secretary establishes a contract with publication vendors through the Library of Congress' Federal Library and Information Network (FEDLINK). These vendors can supply academic, professional, and semitechnical or technical library materials at a competitive discount. Use of the contract is not mandatory; however, Bureaus/Offices should periodically review their processing costs for ordering, recording, accounting, and paying for library materials. In many cases, ordering through FEDLINK vendors will be less costly and should be used. Procedures for using the system may be obtained from the Department of the Interior Library.

B. Procedures for Acquisition of Subscriptions. The Department of the Interior Library can assist with the procurement of subscriptions for periodicals, databases, etc. for the Office of the Secretary and other Bureaus/Offices upon request, often at discounted rates.

2.3 **Cataloging.** The Department of the Interior Library provides cataloging assistance to field libraries and to Bureaus/Offices needing to catalog their literature collections. This service is performed at a cost.