

Department of the Interior Departmental Manual

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Series: Library Services

Part 481: Library Management

Chapter 3: Gifts and Exchanges

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

481 DM 3

3.1 Purpose. To promote the collection of scientific and scholarly publications within fields of interest to the Department of the Interior (Department), Departmental publications which are issued for general distribution will be available for exchange with societies, institutions, libraries, governmental agencies and other publishing bodies in the United States and abroad. The Department may require an exchange agreement as appropriate. Gifts of such material to the Department should be encouraged.

3.2 Scope. Tangible publications received in the conduct of official business are property of the Federal Government. Non-record publications received in the Washington, DC National Capital Area must be assigned to the custody of the Department of the Interior Library or the Geological Survey Library. Reprints, pamphlets, single issues, and monographs of an ephemeral nature received outside any exchange arrangement may be accepted. Such publications received outside the Washington, DC National Capital Area shall be assigned to appropriate Bureau or Office libraries where such libraries exist.

3.3 Responsibility. The Department of the Interior Library shall be responsible for receiving and recording gift or exchange material received in Washington, DC; and when appropriate, exchange arrangements may be negotiated in addition to those initiated by the Bureaus. The heads of Bureaus and Offices will be responsible for all other operations related to the exchange of publications.

3.4 Procedure. The Department of the Interior Library and the individual Bureaus will maintain close liaison in negotiating exchange agreements. The Department of the Interior Library shall be notified in writing or via e-mail of all exchange agreements. The libraries of the Department will monitor exchanges and keep Bureaus and Offices advised of delinquencies in receipts under these exchange agreements. Exchange correspondents may be instructed to

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address publications to the assigned library. However, Bureau identification also may appear in the address in order to facilitate the exchange arrangements. In some instances, such as where (a) extra copies are sent, or (b) where publications are needed immediately to meet deadlines, exchange publications may be addressed directly to Bureaus or Offices under agreement with the libraries.

3.5 Deposit of Bureau and Office Publications. As a basic part of any exchange agreement, and to provide for the orderly collection and preservation of Departmental publications, the libraries of the Department will require the deposit of such publications.

A. Provisions. Publications defined in paragraphs 481 DM 1.2E (Departmental Publication) and 481 DM 1.2F (Tangible Publication) and cooperative publications (publications co-authored and/or co-published with other non-Departmental Federal government agencies and/or non-governmental entities) which will serve the purpose stated above must be included. Other issuances such as administrative memoranda having permanent or other special value may also be included. Reprints or articles published in technical journals or writings of Departmental personnel not published by the Government are excluded. As a general rule each field library should either receive a complete collection of the tangible publications of the Bureau or Office it serves and pertinent publications issued by other Bureaus and Offices in the Department or be guided to a reputable resource where electronic copies of these publications are readily available.

B. Distribution. It is the responsibility of each Bureau or Office to provide two (2) copies of each of its tangible publications to the Department of the Interior Library and to any corresponding field library in the same Bureau or Office as the issuing office, in accordance with standards listed in 481 DM 1.3B(3). Bureaus and Offices shall provide online access information for digitally produced publications to the Department of the Interior Library and any field library in the same Bureau or Office as the issuing office. It is the responsibility of each library to request additional copies of tangible publications if needed or to request publications from offices outside the Bureau or Office served.