

## Department of the Interior Departmental Manual

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**Effective Date:** 2/10/2022

**Series:** Library Services

**Part 481:** Library Management

**Chapter 4:** Depository Library Distribution

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

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### 481 DM 4

**4.1 Object.** To assure effective distribution of the Department of the Interior's (Department) publications under provisions of 44 USC §§ 1119, 1901 to 1907, 1909 to 1912 and 1914.

**4.2 Scope.** All publications of the Department or any of its constituent agencies (in any publication format), that are not published by or through the Government Publishing Office (GPO), which have public interest, educational or informational value, other than those exceptions below, are to be made available to the GPO's Superintendent of Documents for Depository Library distribution.

**4.3 Responsibility.** It is the responsibility of each Bureau or Office to carry out its part of the provisions of 44 USC §§ 1119, 1901 to 1907, 1909 to 1912 and 1914.

#### **4.4 Procedure.**

A. Determination of Suitability: Each Bureau or Office shall determine whether a publication is suitable for Depository Library distribution by applying the following criteria:

- (1) The publication is of value for:
  - (a) public information and awareness
  - (b) educational use
  - (c) scientific, technical, or research use
- (2) The publication is not:

- (a) limited to official use only
- (b) classified for reasons of national security
- (c) for administrative, operational, or proprietary use only
- (d) issued periodically and regularly compiled totally at a later period
- (e) a preliminary draft, working paper, press release, and open file or other ephemera
- (f) a map or chart
- (g) of local interest only
- (h) otherwise readily available

B. Establishment of Series: Feasible publications which are to be made available for Depository Library distribution should be grouped in series having the following characteristics:

- (1) a common subject interest
- (2) a uniform format
- (3) a simple system of numbering or other identification

C. Selections by Depository Libraries: The following factors should be considered in choosing the publications:

- (1) Bureaus and Offices have no responsibility for supplying publications published by or distributed electronically through the GPO.
- (2) Before the publication of any new non-GPO series, each Bureau or Office will provide the Superintendent of Documents with an annotation describing the purpose, scope, nature, frequency, format, etc. It will be to the advantage of the issuing Bureau or Office to serialize as much material as possible to assist Depository Libraries in selecting only needed publications.
- (3) Bureaus and Offices will not be required to supply or provide access to back

issues.

(4) Questions involving changes in policy or procedures related to implementing these provisions shall be referred to the Program Manager, Department of the Interior Library.