

DOE 1430.4A  
5-18-92

THIS PAGE MUST BE KEPT WITH DOE 1430.4A. LIBRARY SERVICES.

DOE 1430.4A. LIBRARY SERVICES. HAS REVISED DOE 1430.4  
TO REFLECT ORGANIZATIONAL TITLE AND ROUTING SYMBOL  
EDITORIAL REVISIONS REQUIRED BY SEN-6. NO SUBS TANTIYE  
CHANGES HAVE BEEN MADE. DUE TO THE NUMBER OF PAGES  
AFFECTED BY THE REVISIONS. THE ORDER HAS BEEN ISSUED  
AS A REVISION.



U.S. Department of Energy  
Washington, D.C.

ORDER

DOE 1430.4A

SUBJECT: LIBRARY SERVICES

5-18-92

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1. PURPOSE. To establish policy and responsibilities for managing library services and resources for the Department of Energy (DOE), to define the relationship and interaction of Departmental Elements nationwide as pertaining to library services, and to define the responsibilities of the Energy Library and other DOE Libraries within the Department and Federal information community.
  2. CANCELLATION. DOE 1430.4, LIBRARY SERVICES, of 6-29-87.
  3. REFERENCES.
    - a. DOE 1330.1D, COMPUTER SOFTWARE MANAGEMENT, of 5-18-92, which establishes policy to assure proper review and coordination of the development and modification of both energy information systems and management information systems, and assigns responsibility and sets forth procedures for implementation of this policy.
    - b. **DOE 1360. 1A, ACQUISITION AND MANAGEMENT OF COMPUTING RESOURCES**, of 5-30-86, which establishes Departmental policies and procedures for the acquisition and management of computing resources.
    - c. DOE 1360.4B, SCIENTIFIC AND TECHNICAL COMPUTER SOFTWARE, of 12-31-91, which establishes Departmental policies and procedures for sharing of computer software developed by the Department for scientific and technical applications.
    - d. DOE 1430.1C, MANAGEMENT OF SCIENTIFIC AND TECHNICAL INFORMATION, of 2-27-92, which defines the Departmental responsibility for managing scientific and technical information developed in the Department research and development program.
    - e. **DOE 1430.2A, SCIENTIFIC AND TECHNICAL INFORMATION PROGRAM**, of 12-14-87, which establishes implementation procedures for the Departmental scientific and technical information management program.
    - f. DOE 1450. **ID, ACQUISITION, UTILIZATION, AND ADMINISTRATION OF TELEPROCESSING SERVICES**, of 1-2-92, which sets forth policies and procedures for acquiring and utilizing teleprocessing services from commercial sources.

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DISTRIBUTION;

A1 1 Departmental Elements

INITIATED BY;

Office of Administrative  
Services

- g. DOE 4300.2B, NON-DEPARTMENT OF ENERGY FUNDED WORK, of 7-16-91, which establishes policy, responsibilities, and procedures for authorizing and administering non-DOE funded work performed under DOE contracts.
- h. Title 37 CFR 201.14, Warnings of Copyright for Use by Certain Libraries and Archives, of 7-1-85, which establishes guidelines for libraries concerning copyright issues.
- i. Title 17 U.S.C., Copyrights, which establishes policies on photocopy and reproduction of published works, especially 17 U.S.C. 107, "Limitations on Exclusive Rights: Fair Use," and 17 U.S.C. 108, "Limitations on Exclusive Rights: Reproduction by Libraries and Archives," which cover these issues as they deal with libraries.

4. DEFINITIONS.

- a. Energy Library. The Department's technical library located at Headquarters which represents the Department on issues dealing with libraries or library services.
- b. FEDLINK. Coordinating system to provide access to online data base systems and other services available for access by Federal Libraries and Information Centers through the Federal Library and Information Center Committee (FLICC).
- c. Federal Library and Information Center Committee (FLICC). Committee comprised of representatives from Federal Libraries and Information Centers which coordinates a variety of services to them through FEDLINK.
- d. Library. Any Departmental organization which services the information requirements of a specific clientele; maintains reference and/or circulating collections of books, journals, reports, and/or other publications; and offers some or all of the user services included under "Library Services" below. This does not include the information gathering and dissemination activities intrinsic to a technical information facility such as the Department's Office of Scientific and Technical Information.
- e. Library Manager. A DOE organizational manager whose responsibilities encompass functions defined under paragraph 4d above.
- f. Library Services. User services provided by a library may include acquiring and circulating commercially published books, journals, newsletters, newspapers, update services, and other publications or materials; arranging for organizational memberships; acquiring and circulating technical reports after their initial distribution; accessing and searching bibliographic and non-bibliographic data bases; providing reference and referral services; arranging inter/intra library loans, and foreign language document transla-

inter/intra library loans, and foreign language document translation; disseminating and controlling classified documents; and interfacing where appropriate with the library and information community.

5. POLICY. It is the policy of the Department to provide quality library services in an efficient and effective manner with due regard to both the users needs and to cost considerations. Contractor library services should be provided in a manner consistent with this Order. In providing these services, libraries should:
  - a. Acquire materials in a cost-effective and efficient manner;
  - b. Process and store information and materials to make them readily available and easily accessible, retrievable, and usable by library users;
  - c. Circulate library and information materials to users in an effective and efficient manner;
  - d. Use innovative, creative, and resourceful ways to locate, process, integrate, and disseminate information as appropriate; and
  - e. Maintain contacts outside respective organizations to facilitate use of information and materials by library users.
6. RESPONSIBILITIES.
  - a. i-leads of Departmental Elements.
    - (1) Ensure that libraries under their purview, whether operated by DOE personnel, library services contractors, or management and operating contractors will comply with DOE's established policies, directives, and guidelines.
    - (2) Advise Chief of Library (AD-622) of any evaluations or reviews conducted of library activities.
  - b. Library Managers.
    - (1) Provide management and guidance for operating libraries under their authority.
    - (2) Set library policies and procedures and oversee their implementation for libraries under their direction to ensure compliance with established Orders.
    - (3) Act as liaison between respective libraries under their authority and other organizations to ensure cooperation and coordination in programs of mutual interest and benefit.

- (4) Ensure cooperation and coordination with the Energy Library in matters dealing with library issues which involve the DOE-wide or Federal information community.
- (5) Ensure that all software funded by DOE and developed for library applications complies with established Departmental policies regarding availability and utilization.
- (6) Ensure that information produced or handled by/through libraries under their direction is prepared, processed, controlled, announced, disseminated, or distributed effectively and is consistent with requirements of the Department's technical information program.
- (7) Assist patrons in meeting their scientific and information needs by providing a variety of library services and resources.

c. Chief of Library (AD-622).

- (1) Acts as designated official representing the Department on issues dealing with libraries or library services both within and outside DOE.
- (2) Supports and participates, as required, in the evaluation and review of library services to ensure compliance with this Order.
- (3) Assists, as appropriate, in obtaining access to online data base systems and services available through organizations such as the Federal Library and Information Center Committee (FLICC) FEDLINK Network.

BY ORDER OF THE SECRETARY OF ENERGY:



DONALD W. PEARMAN, JR.  
Acting Director  
Administration and Human  
Resource Management