

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

MD 3.51	LIBRARY SERVICES	DT-XX-XX
<i>Volume 3, Part 1:</i>	Information Management Publications, Mail, and Information Disclosure	
<i>Approved By:</i>	[Name and Title of Approving Official]	
<i>Date Approved:</i>	Month X, 200X [Date of Final Approval]	
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<i>Issuing Office:</i>	Office of Information Services Information Services Branch	
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<p>EXECUTIVE SUMMARY</p> <p>Directive and Handbook 3.51 replace Manual Chapter and Appendix 0214. Directive and Handbook 3.51 are designed to inform the staff about the responsibilities, services, and functions of the Technical Library for organizing, managing, and providing various resources in support of the NRC's regulatory mission.</p>		

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to provide Technical Library resources and services, agencywide, in support of the regulatory and research needs of NRC Commissioners and NRC staff.

II. OBJECTIVE

Provide, maintain, and manage Technical Library resources and services in support of the information needs of the offices and regions of the NRC, specifically the following collections, whether in electronic or print format:

- Books, including monographic series
- Journals
- Codes and standards
- Technical reports
- Newsletters
- Databases
- Maps
- Foreign documents

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Chief Information Officer

1. Develops and maintains the agencywide information technology (IT) architecture, promoting the efficient design and operation of the agency's major information resources management processes.
2. Coordinates and works with the Director, Office of Information Services (OIS) to ensure that the resources and services of the Technical Library are in alignment with the needs of the technical and administrative staff and in support of the mission of the NRC.

B. Director, Office of Information Services (OIS)

1. Establishes policies, procedures, and guidelines for managing the information resources and services of the Technical Library.

2. Establishes appropriate funding levels to ensure that the information resources and services of the Technical Library are sufficient to meet agency needs.

C. Office Directors and Regional Administrators

1. Identify resources and services, including Codes and Standards, for the Technical Library collection. Each office is responsible for developing and administering procedures to identify resources and services within scope for the research activities at NRC and for communicating the need for those resources and services to the Chief, Technical Information Center Section.
2. Designate staff members to serve as office and regional representatives on the Technical Library Advisory Board to work with the staff of the Technical Information Center Section to prioritize, define, and support the resources and services maintained within the Technical Library.

D. Director, Information and Records Services Division (IRSD), OIS

1. Implements the requirements of Management Directive 3.51 and delivers services defined herein.
2. Provides guidance and assistance to staff in accomplishing the objectives of this Management Directive.
3. Promotes the Technical Library as an information resource for the agency.

E. Chief, Information Services Branch (ISB), IRSD, OIS

1. Establishes and monitors Technical Library procedures in coordination with offices and regions to ensure that resources and services specified in this Management Directive are achieved and supported.
2. Provides budget projections and advanced procurement planning information to ensure uninterrupted delivery of the services defined in this Management Directive.

F. Chief, Technical Information Center Section (TICS), ISB, IRSD, OIS

1. Manages the Technical Library program to ensure that resources and services specified in this Management Directive are achieved and maintained.
2. Establishes and maintains procedures for use by the Section staff.
3. Provides budget projections and advanced procurement planning information to ensure uninterrupted delivery of the services defined in this Directive.
4. Develops outreach and training activities to promote NRC staff familiarity and use of Library resources and services.

5. Participates in federal and other library networks to extend access to resources and services available through the network and improve effective stewardship of budget.
6. Ensures appropriate coordination with members of the Technical Library Advisory Board to prioritize, define and support the resources and services available through the Technical Library.

IV. APPLICABILITY

The policy and guidance in this directive and handbook apply to all NRC employees.

V. DIRECTIVE HANDBOOK

Directive Handbook 3.51 contains procedures for Library Services and the selection criteria for acquisition of Library materials and resources.

VI. REFERENCES

Nuclear Regulatory Commission Documents

SECY-79-553, SECY-79-553A, "Codes and Standards, Retention and Availability," September 27, 1979 and December 31, 1979, respectively.

Memorandum to Gossick from Chilk, Subject: "Codes and Standards, Retention and Availability," dated January 25, 1980. (ADAMS Accession No.)

U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)

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I. PROCEDURES FOR TECHNICAL LIBRARY SERVICES

A. Public Services

The following services are considered public services within the U.S. Nuclear Regulatory Commission Technical Library: Reference, including, but not limited to, interlibrary loan, document delivery, and circulation management and instruction. These services are

provided directly to agency staff as a result of a request made to the Technical Library staff. As a result of the request, Library staff provides the user with a document, results of a database search, or materials checked out to the staff member from the Library's collection, or borrowed from another library for the staff member's temporary use. Instruction or training is provided individually, or in a group session, in person or through remote sessions or through content on the Section Intranet site.

B. Technical Services

These are services performed by Technical Library staff to support the development, organization, management, and preservation of the Technical Library collection, and to improve user access to the Technical Library's resources. Technical Services include: acquisitions, cataloging, and management of electronic resources. The Library's online catalog contains records of resources catalogued from the Library's collection and searchable by agency staff through the NRC Intranet. Management of electronic resources includes, but is not limited to, research, acquisition, implementation, and evaluation of the resources for use by agency staff. Preservation of resources in the Library collection includes evaluation for continued use and determination of alternative formats for continued use over time.

Acquisitions are selected and purchased through the collection development practices followed by the Section staff and, when necessary, in consultation with the Technical Library Advisory Board. NRC staff is encouraged to recommend titles for Library purchase or subscription. These recommendations are considered by the Technical Library staff for agencywide value and for relevance to the existing library collection.

II. CRITERIA FOR SELECTION OF LIBRARY MATERIALS AND RESOURCES

A. Selection Criteria

1. Print and Electronic Resources

- (a) The NRC Technical Library collections are developed and maintained to support the ongoing research and regulatory activities of the staff of the NRC, affiliated licensing boards and panels, and the Advisory Committee on Reactor Safeguards.
- (b) The primary subject areas supported within the Library collection are the nuclear sciences, engineering disciplines, and related technologies. Resources in these subject areas, which support the mission of the agency, are collected comprehensively, in print and in electronic formats. Examples of this focus are the codes and standards collections which are available in print and electronically, in current and historical collections. The Library staff selectively collects materials in other subject areas such as—

- (i) physical and life sciences;
- (ii) engineering and technology;
- (iii) applied mathematics;
- (iv) health physics; and
- (v) other scientific disciplines relevant to the agency mission.

Particular emphasis is placed on acquiring conference proceedings, handbooks, compendia, and applied science resources. Materials are also selectively acquired in the areas of human resources, management, and agency administration.

- (c) The Technical Library staff regularly review the collection to maintain the currency and value of the collection, to identify subject areas that reflect new, mission-related work by NRC staff, and to incorporate recommendations for additions from the NRC staff. Recommendations for resources can be submitted through the Technical Library Intranet site available at <http://www.internal.nrc.gov/TICS/library/index.html> or directly to the Library staff via e-mail at Library.Resource@nrc.gov. Material purchased by the Technical Library is government property and must be returned or replaced before an employee leaves the agency.

B. General justification requirements

1. Periodicals

The periodical collection reflects the ongoing research and regulatory responsibilities of the NRC. Subscriptions are maintained for their relevance to the core nuclear science and engineering literature as well as to supporting disciplines, such as health physics and environmental sciences. Retention and addition decisions are made in consultation with the Technical Library Advisory Board. Recommendations for subscriptions are welcome from agency staff.

2. General Guidelines

All additions to the Technical Library collection, whether print or electronic, are based on the usefulness of the title to staff agencywide. For electronic subscriptions, all license agreements must recognize the need to provide access to the resource to all agency staff, regardless of physical location. Technical Library staff accepts recommendations for new resources for the collection and depending on cost and terms of the license agreements, adds those resources that support the mission of the agency.