

# **EPA Library Planning Guide**

Please complete, sign, and return this questionnaire to OEI as soon as possible, but no later than Thursday, April 10, 2008. Completed and signed questionnaires may be faxed or emailed to Deborah Balsamo at 919/685-3075 or <a href="mailto:balsamo.deborah@epa.gov">balsamo.deborah@epa.gov</a>.

De	eborah Balsamo at 919/685-3075 or <u>balsamo.deborah@epa.gov</u> .
1.	Which library model will your Region open?
	X Library Resource Center  ☐ Service Center Library (a Network Library open full-time, providing all services onsite)
	Physical Space
	In what physical location in the Regional office will the library operations be located?  1200 Pennsylvania Avenue, N.W., Washington, DC 20460  3 <sup>rd</sup> Floor West Building  2a. What is the approximate square footage of this space?  (Minimum of 125-150 sq. feet recommended; must accommodate workstations and shelving)
	2b. Will the space have a locking door to secure it after hours? (Highly recommended)
-	X Yes □ No
3.	How many library staff workstations will be included in the space? (1 required)
•	Number of staff workstations: 2
	3a. Note elements to be included as part of library staff workstation(s) (note with check mark and include number where indicated):
	X PC for library staff with Internet/Intranet access (required)  X E-mail box(es) for individual staff (required)  X Group e-mail box for library (required)  Number: 2

	X Microsoft Office software, including Word, Excel (required)
	X Adobe PDF conversion software (required)
	X Printer connection (required)
	-OR-
	Dedicated library staff printer (recommended)
	Telephone with voicemail (required)
	Desk and chair (required) Storage cabinet (recommended)
	Storage carmer (reconnicinded)
4.	How many patron workstations will be included in the space? (1 required)
	Number of patron workstations: _6 (reading room shared space – Debbie I will need to confirm with Lionel)
	4a. Note elements to be included as part of patron workstation(s) (note with check mark
	and include number where indicated):
	X PC for EPA staff/public patrons with Internet/Intranet access (required) Number: 2
	X Printer connection (required)
	-OR-
	Dedicated library patron printer (recommended)  Desk and chair (required)
	Dook and onan (toquinou)
5.	Note elements to be included as other general equipment (note with check mark):
	<b>9</b> ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (
	X Fax machine accessibility (required)
	OR-
	Dedicated library fax machine (optional) -OR-
	Dedicated library multifunction machine that includes faxing capability (optional)
	X Copy machine accessibility (required)
	-OR-
	☐ Dedicated library copy machine (optional)  -OR-
	☐ Dedicated library multifunction machine that includes copying capability (optional)
	X Scanner (optional)
	-OR-
	☐ Dedicated library multifunction machine that includes scanning capability (optional)
	X Microfiche reader (optional/required if collection includes microfiche)
	☐ Microfilm reader (optional/required if collection includes microfilm)
,	
).	How much shelving is planned for the core reference collection? (25-36 linear ft. required) (25-36 linear ft. typically comprised of 2 tall shelving units with 5-6 shelves per unit, 30-36 inches each)
	36 linear ft. total
	2 number of units, each containing6 number of shelves, sized36 inches each

7. Hov	much shelving is planned for local/regional materials? (additional 12-18 linear ft. optional 12-18 linear ft. typically comprised of 1 tall shelving unit with 5-6 shelves per unit, 30-36 inches each)
•	18 linear ft. total
	1 number of units, each containing6 number of shelves, sized36 inches each
8. Ind	cate supplies planned for purchase (note with check mark):
	X Printer paper (required) X Basic office supplies such as stapler, pens, pencils, sticky notes (required) X ILL supplies, including mailing envelopes, shipping labels (required) X Library property and address stamps (recommended) X Book supplies such as call number labels, due date materials (required) X Book repair and processing supplies such as tattle tape (optional)
9. Indi	ate signage elements to be included in the physical space (note with check mark):
	K Library space identification (required) K Contractor identification signage (required where applicable) K Hours of operation signage (required) K Library staff/patron workstation signage (recommended) K Collection arrangement signage (recommended) K Copyright notice (required) K Posted local policies (recommended) K Bulletin board (recommended)
	C Bulletin board (recommended)
·	
·	Staffing
10. Ho (1 pa	w many full-time/part-time library professionals will be hired? rt-time library professional with MLS degree or college/university Library Technician Certification red)
	Number of full-time library professionals: _1
	Number of part-time library professionals:
Note: Se qualifica	Baseline Standards for EPA Libraries for additional required/recommended/optional library professiona ions.
11. Ho	v many full-time/part-time library technicians will be hired? (optional)
	Sumber of full-time library technicians: 1
	Number of part-time library technicians:

12.	How many weekly hours will each library professional/technician work? Note if professional or technician.
	(combined total of 20 hours required, as a minimum)
	Library professional/technician 1 (required): _40 hours per week  X Professional  ☐ Technician
	Library professional/technician 2 (optional): _40 hours per week  Professional X Technician
	Library professional/technician 3 (optional): hours per week  ☐ Professional ☐ Technician
13.	How many days per week will library professional/technician work? Note if professional or technician.  (combined total of 4 days required, as a minimum)
	Library professional/technician 1 (required):5 days per week  X Professional  □ Technician
	Library professional/technician 2 (optional):5 days per week  □ Professional  X Technician
	Library professional/technician 3 (optional): days per week  ☐ Professional ☐ Technician
14.	What method will you use to hire library professional(s)/technician(s)?
	X National contract (highly recommended)  Other: Please specify
	<ul><li>15. Who will serve as the local Federal Library Manager? Please provide name and contact information.</li><li>Carlton Burns (202) 566-0673 burns.carlton@epa.gov</li><li>Deborah Balsamo (919) 541-9412 balsamo.deborah@epa.gov</li></ul>

Note: All Federal Library Managers will be expected to:

- Participate in the planning and implementation of library services marketing strategies for local patrons Provide input for collection development of local resources collection Act as WAM or TOPO for contract staff

  New Federal Library Managers or those with limited library experience will participate in library manager training/mentoring program (under development) (required)

	Collection
	o you have any collection(s)/library materials remaining onsite in your egion/location?
	Yes No
16	a. If yes, what is your plan for evaluating and handling those materials? All Regions/locations must follow Network procedures carefully to ensure proper collection management.
To	catalog and make shelf ready based on Network procedures
17. Do offsite	o you have any collection(s)/library materials from your Region/location remaining?
ΧY	Yes: Please specify where199 boxes being held after digitization process in Cincinnati No
•	
	f yes, who is the offsite contact for coordinating the return and evaluation of ials? Jeannie Turner 513-569-7909
· .	
17	b. If yes, how do you plan to receive, evaluate, and handle those materials once the are returned? Regions/locations must follow Network procedures carefully to ensure proper collection management.
Ch	neck manifest for accuracy of materials. Make self ready base on Network procedures

microfiche, microfilm?			
X Yes: Please specify: _Microfiche			
No		•	
18a. If yes, do you have the necessary e	quipment to viev	w/use these for	mats?
X Yes: Please specifyMicrofiche Reader_ ☐ No			
The Cincinnati Lead Service Center Libra ehalf of OEI for the re-opening libraries i Chemical Library in Washington, DC. Tho ocation's active OCLC account in order to	n Regions 5, 6, 7 e Cincinnati libr	and the Head ary staff will r	quarters and need access to eac
9. Does your location currently have an ac	ctive OCLC acco	ount?	
X Yes □ No		·	
	•	•	
19a. What is/was your OCLC identifyin (i.e., EKB; see Intranet contacts page for your syn EJB HQ Library EJE Chemical Collection		pa.gov/epahqirc/n	atlibra/who.htm)
			•
19b. Do you purchase/will you be purch through your library contract vehi		C access thro	ugh FEDLINK o
X FEDLINK  ☐ Library contract vehicle: Please specify _			
	4		·
A	Access	•	
0. What are the planned hours of operation (Minimum of 20 hours per week over at least 4 days)			
Monday _9 to 4:30 Tuesday _9 to 4:30 Wednesday 9 to 4:30			
Thursday 9 to 4:30			

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	21 What is the planted armoral to well-				
	21. What is the planned approach to public	access?			
	(Minimum of 4 days per week on a walk-in basis o	r by appointment of	during core bu	siness hours,	10:00 am –
	2:00 pm required for all Regional libraries)				
	X Walk-in access5_ days per week				•
	☐ By appointment days per week				
					• .
		•			
	21a. If public access will be walk-in, wh	at are the plan	ned hours	of access?	
	public mocods will be walk in, wi	at are the plan	inca nours	or access.	
	Mandan 10 0				
	Monday10 to _2		-		
	Tuesday10 to2				
	Wednesday 10 to 2				-
	Thursday 10 to _2				
	Friday10 to2				
					•
		•	•		
	22. Please note the URL where library infor	mation will be	undated o	n a local Ir	ntranat sita
	(required) http://intranet.epa.gov/epahqirc/natlibra	mation will be	upuaicu o	n a iocai ii	uli anci sil
	(required) http://intranet.epa.gov/epanqire/nathora	1			-
				•	
•					
	Note: required information for EPA staff Intranet acces	s includes location	n. contact info	rmation, hou	rs of
	operation/accessibility, services available, links to virtu	ial library resourc	es. Intranet s	ite must be u	ndated and
	ready to post before opening physical library.				•
				•	
	Also note: Internet page with public access information	will he exected/so	adated by OFI	FDA Nation	al Library
	Network contractors in Washington DC, with content p	rovided and anne	wed by local o	Ex A Nanon Geo	a kilorary
	with community in the usual group of the content pr	очиси ини иррго	veu by tocut o	yrce.	
	22a Harry will the least Interest to		1 1 2		
	22a. How will the local Intranet pages I	be managed an	id updated		
•	Offsite, by Lead Service Center Libra		et i		
	☐ Offsite, will use services of OEI's net	work contractors t	hrough nation	al contract	
	X Onsite: Please specify by whom	ASRC contractor			
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	S <sub>o</sub>	MINOG			
		rvices			
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	23. Which required library services will be	nrovided eithe	r hw angita	lihrary	
	professional(s)/technician(s), by an offsit	te Lead Servic	e Center Li	brary thro	ougn an
	MOU, or by a combination of onsite and	l offsite provid	ers?		
			•		
	Basic reference/research assistance to EPA state	ff			_ *
	A Unsite, by hired library professional/fechnics	ian		•	
	X Onsite, by hired library professional/technic		OI I		
	Offsite, by Lead Service Center I  Combination of onsite and offsite	ibrary through M	OU		

Ons	site, by hired library staff	•		
	Offsite, by Lead Service Cer	nter Library through MO	UC	
XCombinati	ion of onsite and offsite			
	•			•
Interlibrary	Loan/document delivery to EF	DA ctaff		
	site, by hired library professio			
_ <u></u> -	Lead Service Center Library			
	Combination of onsite and o	offsite		
	llection management	•		4
X Onsite, by	hired library professional/tec			
	Offsite, by Lead Service Cer	nter Library through MO	OU	•
	Combination of onsite and o			
	•			
			. ,	
	ng the physical library and pr onal/technician on how MOU			
an offsite Lea	ner library services that ad Service Center Libra rvices? Please specify v ided on-site	ry through MOU,	or by a combinat	
		et e		
	and the second s	•		
25. Do you curre	ently have a MOU with	a Lead Service Ce	enter Library?	
X Yes				
□ No		•		
				. •
		-		
	•			
<b>25a. If yes</b> RTP –	s, please specify which I Inter-Library Loans and	Lead Service Cente Reference/Researc	e <mark>r Library and fo</mark> h	r what services?
			0	1
25b. If yes	s, will you continue that	t MOU for services	s?	
X Yes, will	continue	•		•
	: Please elaborate:			
□ N0:	. Ficase ciaborate:			
4		•		
libraries shou	pping procedures to be i ald also have local proce	_		
procedures?	•		•	
				er e
X Yes				· · · · · · · · · · · · · · · · · · ·
□ No		· .		
				•

Specialized reference/research assistance to EPA staff

26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at <u>balsamo.deborah@epa.gov</u> or 919/685-3075.

X Have already forwarded a copy to OEI

Will forward a copy to OEI

**26b.** If not, what is your plan for developing local library procedures? (recommended) (i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)

Will update local library procedures to reflect new operation.

27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that they are understood and followed (including usage statistics tracking and submission)? (Required; see: <a href="http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace">http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace</a>)

Carlton Burns, (202) 566-0673 burns.carlton@epa.gov

#### **Communication Plans**

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

Carlton Burns (202) 566-0673 burns.carlton@epa.gov

Deborah Balsamo, 919/541-9412 balsamo.deborah@epa.gov

### **SIGNATURE**

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Location/Office:Office of Environmental Information - Headquarters and Chemical Library, 1200 Pennsylvania Ave, N.W. Washington DC 20460								
Local Senior Manager Printed Name:Emma McNamara								
Local Senior Manager Position Title/Role:Director, Office of Information Access Analysis								
Local Senior Manager Si	gnature:	- 						
Date:	···							

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager EPA National Library Network 109 Alexander Drive - MD N127-05 Research Triangle Park, NC 27711 Phone: 919/541-9412

Fax: 919/685-3075 balsamo.deborah@epa.gov



# **EPA Library Planning Guide**

QUESTIONNAIRE	
Please complete, sign, and return this questionnaire to OEI as soor Thursday, April 10, 2008. Completed and signed questionnaires n Deborah Balsamo at 919/685-3075 or <a href="mailto:balsamo.deborah@epa.gov">balsamo.deborah@epa.gov</a>	nay be faxed or emailed to
1. Which library model will your Region open?	
X Library Resource Center  ☐ Service Center Library (a Network Library open full-time, providing a	ll services onsite)
Physical Space	
2. In what physical location in the Regional office will the libra	ary operations be located?
In the Metcalfe Building, 77 W Jackson Blvd on one of the EPA fl the 16 <sup>th</sup> )	oors in the building (probably
2a. What is the approximate square footage of this space? (Minimum of 125-150 sq. feet recommended; must accommodate world	kstations and shelving)
_approximately 375 sq. ft.	
2b. Will the space have a locking door to secure it after ho	urs? (Highly recommended)
X Yes □ No	
3. How many library staff workstations will be included in the	space? (1 required)
Number of staff workstations:1	
3a. Note elements to be included as part of library staff wor mark and include number where indicated):	rkstation(s) (note with check
<ul><li>X PC for library staff with Internet/Intranet access (required)</li><li>X E-mail box(es) for individual staff (required)</li></ul>	Number:1_ Number:1_

	X X X X	Microsoft Office software, including Word, Excel Adobe PDF conversion software (required)	(required)		
	·	☐ Dedicated library staff printer (recommended)			
		Desk and chair (required)	,	:	
	Х	Storage cabinet (recommended)			
				en e	
4.	How 1	many patron workstations will be included	I in the space? (1	l required)	
	Nı	umber of patron workstations:2-3_			
		ote elements to be included as part of patr nd include number where indicated):	on workstation	(s) (note with che	ek mark
	X PC	C for EPA staff/public patrons with Internet/Intranet a Printer connection (required) -OR-	ccess (required)	Number: 2-3	1 4
	X	☐ Dedicated library patron printer (recommende Desk and chair (required)	d)		
5.	Note o	elements to be included as other general e	quipment (note	with check mark	):
	., [	☐ Fax machine accessibility (required) -OR-			
		☐ Dedicated library fax machine (optional) -OR-			***
		<ul> <li>X Dedicated library multifunction machine</li> <li>□ Copy machine accessibility (required)</li> <li>-OR-</li> </ul>	hat includes faxing	capability (optional)	
		☐ Dedicated library copy machine (optional) -OR-			
	·	X Dedicated library multifunction machine  ☐ Scanner (optional)  -OR-	hat includes copying	g capability (optional	)
		X Dedicated library multifunction machine  Microfiche reader (optional/required if collection if  Microfilm reader (optional/required if collection in	ncludes microfiche)		ı <b>l</b> )
6.		much shelving is planned for the core refe linear ft. typically comprised of 2 tall shelving units			
		25-36 linear ft. total		·	
		2 number of units, each containing5-6 no	ımber of shelves, siz	zed30-36 incl	ies each

	•
	regional materials? (additional 12-18 linear ft. optional) thelving unit with 5-6 shelves per unit, 30-36 inches each)
linear ft. total	
number of units, each containing	number of shelves, sized inches each
numour or units, each containing	indinoti of shortess, sized inteness each
8. Indicate supplies planned for purchase (	note with check mark):
or analysis supplies planting for parenuse (	
X Printer paper (required)	
X Basic office supplies such as stapler, pens	s, pencils, sticky notes (required)
X ILL supplies, including mailing envelopes	
X Library property and address stamps (reco	
<ul> <li>X Book supplies such as call number labels,</li> </ul>	
Book repair and processing supplies such	
9. Indicate signage elements to be included	in the physical space (note with check mark):
X Library space identification (required)	
X Contractor identification signage (require	d where applicable)
X Hours of operation signage (required)	
X Library staff/patron workstation signage (	(recommended)
X Collection arrangement signage (recommended)	ended)
X Copyright notice (required)	
X Posted local policies (recommended)	
X Bulletin board (recommended)	•
•	
St	taffing
10. How many full-time/part-time library p	professionals will be hired?
	or college/university Library Technician Certification
required)	of conego aniversity Energy Teenmount Continuation
Number of full-time library professionals:	
	<del>-</del>
Number of part-time library professionals:	1_
	ditional required/recommended/optional library professional
qualifications.	
11. How many full-time/part-time library t	echnicians will be hired? (optional)
Number of full-time library technicians:	
Number of part-time library technicians:	

12.	How many weekly hours will each library professional/technician work? Note if professional or technician.
	(combined total of 20 hours required, as a minimum)
	Library professional/technician 1 (required):20 hours per week  Professional  Technician
	Library professional/technician 2 (optional): hours per week ☐ Professional ☐ Technician
•	Library professional/technician 3 (optional): hours per week  Professional  The American 3 (optional): hours per week
	☐ Technician
10	TF
13.	How many days per week will library professional/technician work? Note if professional or technician.  (combined total of 4 days required, as a minimum)
	(combined total of 4 days required, as a minimum)
	Library professional/technician 1 (required):4-5 days per week ☐ Professional
•	☐ Technician
	Library professional/technician 2 (optional): days per week
	☐ Professional ☐ Technician
	Library professional/technician 3 (optional): days per week
	□ Professional □ Technician
	Li Technician
14.	What method will you use to hire library professional(s)/technician(s)?
. •	<ul> <li>□ National contract (highly recommended)</li> <li>□ Other: Please specify Grant - SEEP</li> </ul>
,	
15.	Who will serve as the local Federal Library Manager? Please provide name and contact information.
	Phil Hoffman
	312-886-4957 Hoffman.phil@epa.gov
*.	

- Note: All Federal Library Managers will be expected to:
  1. Participate in the planning and implementation of library services marketing strategies for local patrons
  2. Provide input for collection development of local resources collection

3.	Actas	WAM	OF TOPO	for contract	etaff
J.	AUL as	AA LITAT	$\mathbf{u}$	TOI COMMACE	Stall

4.	New Federal Library Managers or those with limited library experience will participate in	library i	manager
	training/mentoring program (under development) (required)	•	

# Collection

÷	tion?								
□ Yes	-								
X No									
•									
Region	what is your s/locations n on managen	nust follov							er
							i.		
		•			•				_
		:			1				-
	•						•	4*	
	***					**	-		
7. Do you have	e any collect	ion(s)/libr	ary mat	erials fr	om you	Region	/location	ı remai	ning
offsite?					•		ě		
Cl. Vog. Dlace	:£								-
☐ Yes: Pleas	e specify where			•	<del></del>				
_ 110			100				<i>\$</i>	•	-
		•			•			•	
•				aardina	ting the			ration o	r
17a. If yes, v materia	who is the of als?	tsite conta	ict for c	ooi uilla	ing inc	гениги а	na evan	aanon o	)1
		tsite conta	ict for c	ooi uma	ung the	reiurn a	ng evan		)1
		tsite conta	ict for c	ooruma	ing inc	return a	na evan		)1
		fsite conta	et for c	oor uma	ting the	return a	na evan	ianon u	1
materia 17b. If yes, l	als? how do you j urned? Reg	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l	als? how do you j	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l	als? how do you j urned? Reg	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l	als? how do you j urned? Reg	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l	als? how do you j urned? Reg	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l	als? how do you j urned? Reg	plan to rec	ceive, ev	aluate, : st follow	and han	dle those	e materia	als once	the
materia 17b. If yes, l are reti ensure	how do you j urned? Reg proper colle	plan to rec ions/locati etion man	ceive, ev ions mu iagemen	aluate, : st follow it.	and han Networ	dle those k proce	materia dures ca	als once refully	the to
materia 17b. If yes, l are retuensure	how do you j urned? Reg proper colle have/plan to microfilm?	plan to rec ions/locati etion man	ceive, ev ions mu iagemen	aluate, : st follow it.	and han Networ	dle those k proce	materia dures ca	als once refully	the to

18a. If yes, do you have the necessary equipment to view/use these formats?
☐ Yes: Please specify ☐ No
The Cincinnati Lead Service Center Library will be procuring the core collections on behalf of OEI for the re-opening libraries in Regions 5, 6, 7 and the Headquarters and Chemical Library in Washington, DC. The Cincinnati library staff will need access to each location's active OCLC account in order to process the materials for the collections.
19. Does your location currently have an active OCLC account?
X Yes □ No  19a. What is/was your OCLC identifying symbol?
(i.e., EKB; see Intranet contacts page for your symbol: <a href="http://intranet.epa.gov/epahqirc/natlibra/who.htm">http://intranet.epa.gov/epahqirc/natlibra/who.htm</a> )
ILL Information:  OCLC Symbol: ELAContact Cincinnati Phone: (513) 569-7703  Fax: (513) 569-7709  CI Awberc Library@epamail.epa.gov Intranet: http://cincinnati.epa.gov/library/services/ ** Prefer requests via E-mail. **
19b. Do you purchase/will you be purchasing your OCLC access through FEDLINK or through your library contract vehicle?
☐ FEDLINK ☐ Library contract vehicle: Please specify
Through MOA with Cincinatti
Access
20. What are the planned hours of operation for walk-in access for EPA staff? (Minimum of 20 hours per week over at least 4 days during core business hours, 10:00 am - 2:00 pm required)
Monday _10 to2 Tuesday10 to2 Wednesday10 to2

	nursday iday	101 101	to2_ to2_		,						
(N	That is the Judinimum of 4 00 pm require	days per w	eek on a w	valk-in ba			nent durin	g core b	usiness ho	ours, 10	:00 am –
X									:	-	
2	1a. If publi	ic access	will be v	valk-in	, what a	are the	planned	l hours	of acce	ss?	
	Monday Tuesday Wednesda Thursday Friday	10 10 12 10 10 10	to to	2 2 2 2 2							
	lease note the	he URL	where li	brary i	nforma	ition wi	ll be up	dated	on a loc	al Inti	ranet sit
http://	/www.r5intr	ra.epa.gov	v/						•		•
operati	required infori ion/accessibili o post before	ity, services	s available	e, links to							
	ote: Internet p k contractors									itional I	Library
2	22a. How w	ill the lo	cal Intra	anet pa	ges be i	nanage	d and u	pdated	1?		
	□ Of	fsite, by Le fsite, will u site: Please	se service	s of OEI	's networ			gh natio	nal contra	ıct	· .
Not su	re are this t	time			·						
	·				Serv	ices					
pr	hich requirofessional( OU, or by	s)/techni	cian(s),	by an o	offsite I	Lead Se	rvice C	enter I	•		gh an

Basic reference/research assistance to EPA staff

Onsite, by hired library professional/technician

x	Offsite, by Lead Ser Combination of ons	rvice Center Library through MOU ite and offsite	
		rary staff rvice Center Library through MOU	
	ry Loan/document deliv Onsite, by hired libi	very to EPA staff rary professional/technician	
□ X Ongoing	Combination of ons		
X D	Offsite, by Lead Ser	rary professional/technician rvice Center Library through MOU site and offsite	
			l locations must provide training for and coordinating of usage statistics.
		es that will be provided eith	or hy angita library staff by
an offsite L	ead Service Center	r Library through MOU, or pecify which services and by	by a combination of onsite
an offsite L	ead Service Center	r Library through MOU, or	by a combination of onsite
an offsite L and offsite	ead Service Center services? Please sp	r Library through MOU, or	by a combination of onsite whom.
an offsite L and offsite	ead Service Center services? Please sp	r Library through MOU, or pecify which services and by	by a combination of onsite whom.
an offsite L and offsite  25. Do you cur  X Yes □ No	ead Service Centerservices? Please specifies Please specifies and the services are services as the services are services are services are services as the services are services as the services are services are services as the services are services as the services are services are services are services as the services are services a	r Library through MOU, or pecify which services and by U with a Lead Service Cente	by a combination of onsite whom.
an offsite L and offsite  25. Do you cur  X Yes □ No  25a. If y  US EPA AWBERC 26 W Martin Luther Room 406	ead Service Centerservices? Please specify was, please specify was bridge.	r Library through MOU, or pecify which services and by U with a Lead Service Cente	by a combination of onsite whom. er Library?
an offsite L and offsite  25. Do you cur  X Yes □ No  25a. If y  US EPA AWBERC 26 W Martin Luther	ead Service Centerservices? Please specify was, please specify was bridge.	r Library through MOU, or pecify which services and by U with a Lead Service Cente	by a combination of onsite whom. er Library?

25b. If yes, will you continue that MOU for services?

X Yes, will continue

26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at balsamo.deborah@epa.gov or 919/685-3075.  Have already forwarded a copy to OEI  Will forward a copy to OEI  26b. If not, what is your plan for developing local library procedures? (recommer (i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)  Will work with Cincinnati and new librarian to develop procedures  27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that are understood and followed (including usage statistics tracking and submission)? (Required; see: http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace)	
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<ul> <li>□ Will forward a copy to OEI</li> <li>26b. If not, what is your plan for developing local library procedures? (recommer (i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)</li> <li>Will work with Cincinnati and new librarian to develop procedures</li> <li>27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that are understood and followed (including usage statistics tracking and submission)?</li> </ul>	1 
(i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)  Will work with Cincinnati and new librarian to develop procedures  27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that are understood and followed (including usage statistics tracking and submission)?	
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QuickPlace site for EPA National Library Network procedures and ensuring that are understood and followed (including usage statistics tracking and submission)?	
QuickPlace site for EPA National Library Network procedures and ensuring that are understood and followed (including usage statistics tracking and submission)?	• •
	t they
When we hire a librarian they will work on this	

### **Communication Plans**

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

### **SIGNATURE**

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Location/Office:	Region 5		-
Local Senior Manager Pr	inted Name:	Phil Hoffman	
Local Senior Manager Po	osition Title/Role:	Director, Office of Public Affairs	
Local Senior Manager Si	gnature:		<del> </del>
Date:			

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager EPA National Library Network 109 Alexander Drive - MD N127-05 Research Triangle Park, NC 27711 Phone: 919/541-9412

Fax: 919/685-3075 balsamo.deborah@epa.gov

### **EPA Library Planning Guide**

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Please complete, sign, and return this questionnaire to OEI as soon as possible, but no later than Thursday, April 10, 2008. Completed and signed questionnaires may be faxed or emailed to Deborah Balsamo at 919/685-3075 or balsamo.deborah@epa.gov.

- 1. Which library model will your Region open?
  - Library Resource Center
  - ☐ Service Center Library (a Network Library open full-time, providing all services onsite)

### **Physical Space**

In what physical location in the Regional office will the library operations be located? 12th FLOOR 1445 Ross Avenue, Dallas, TX 75202

2a. What is the approximate square footage of this space? (Minimum of 125-150 sq. feet recommended; must accommodate workstations and shelving)

462 sq. ft.

2b. Will the space have a locking door to secure it after hours? (Highly recommended)

X Yes □ No

3. How many library staff workstations will be included in the space? (1 required)

Number of staff workstations: 2

3a. Note elements to be included as part of library staff workstation(s) (note with check mark and include number where indicated):

PC for library staff with Internet/Intranet access (required)

E-mail box(es) for individual staff (required)

Group e-mail box for library (required)

Number:  $\frac{2}{2}$ 

	Microsoft Office software, including Word, Excel (required)  Adobe PDF conversion software (required)
	Printer connection (required)
·	-OR-
	☑ Dedicated library staff printer (recommended)
	Delephone with voicemail (required)
	Desk and chair (required)
	Ø Storage cabinet (recommended)
4. H	ow many patron workstations will be included in the space? (1 required)
	Number of patron workstations:
•	
4:	a. Note elements to be included as part of patron workstation(s) (note with check mark
	and include number where indicated):
	and metade number where indicated):
	PC for EPA staff/public patrons with Internet/Intranet access (required) Number:
	Printer connection (required)
	-OR-
	☑ Dedicated library patron printer (recommended)
	Desk and chair (required)
. No	ote elements to be included as other general equipment (note with check mark):
٠	🔀 Fax machine accessibility (required)
	-OR-
	☐ Dedicated library fax machine (optional)
	-OR-
	Dedicated library multifunction machine that includes faxing capability (optional)
	☐ Copy machine accessibility (required)
	- <del></del>
	☐ Dedicated library copy machine (optional)  -OR-
	Dedicated library multifunction machine that includes copying capability (optional)
	Scanner (optional)
-	-OR-
	Dedicated library multifunction machine that includes scanning capability (optional)
	Microfiche reader (optional/required if collection includes microfiche)
	☐ Microfilm reader (optional/required if collection includes microfilm)
Ho	w much shelving is planned for the core reference collection? (25-36 linear ft. required)
(25	-36 linear ft. typically comprised of 2 tall shelving units with 5-6 shelves per unit, 30-36 inches each)
	188 linear ft. total
1	
	number of units, each containing b number of shelves, sized 30 inches each feet

V,		,	helving unit with 5-6			
	linear ft. total					
	number of units, each	containing	_ number of shelves,	sized	inches each	
				*		
Indica	ite supplies planned f	or purchase (	note with check r	nark):		
5	Printer paper (required)	.*	•			
 <u>.</u> .	Basic office supplies such	n as stanler nens	nencils sticky notes	(required)		
	ILL supplies, including n	nailing envelopes	, ponons, snony notes , shipping labels (rea	uired)		
<b>.</b>	Library property and add	ress stamps (reco	mmended)	/		
	Book supplies such as cal			equired)		
. [	☐ Book repair and processi	ng supplies such	as tattle tape (optiona	1)		
•					4	
			-			
Indicat	te signage elements to	be included	in the physical sp	ace (note	with check	mark):
	<b></b>		```			
. ⊉	Library space identification	on (required)			•	. *
	Contractor identification:		l where applicable)			
	Hours of operation signag		, t 15,	·	•	
	Library staff/patron work					
	Collection arrangement si Copyright notice (require		naea)			
	Posted local policies (reco					
	Bulletin board (recommen					
, •				*		
	•		•			
•		*				• •
•				•		
			·			
		St	affing		•	
	•	54	*******			
Have	many full time/next t	lma a Hikamaani w	woforcion als will	L . L: 19		
(l nart-t	many full-time/part-t ime library professional wi	ime norary p	rotessionais Will	de airea?	inin Continu	
required	inic noracy professional wi	mi MITO degree (	a conegeramiversity i	norary recm	ncian Cerunci	ation
	•		,		•	
Nur	mber of full-time library pro	ofessionals:				
	, •					
Nur	nber of part-time library pr	ofessionals: 📿	·		•	
			•			٠
. See Ba	iseline Standards for EPA i	Libraries for add	itional required/reco	mmended/op.	tional library p	orofession
ification.	S. ,	•				
			•			
	manne feell Abor a lor a set A	131 4			5 1 L	
YY	nanv Iull-time/part-ti	ime library te	chnicians will be	hired? (o	otional)	• *
How r						_
•	•	hnioinne.	•		•	
•	nber of full-time library tec	hnicians: _O				

	professiona	weekly hours wil Il or technician. of 20 hours required		professional/	technician woi	k? Note if
`		•				
		fessional/technician 1 Professional	l (required): 40	_ hours per week	· ·	
	<b>A</b>	Technician			•	
٠.	Library pro	fessional/technician 2	2 (optional): O	_ hours per week	-	
		Professional Technician				
•		1 COMMICIANI	•			
		fessional/technician 3	(optional): _O	_ hours per week		
	. 0	Professional		•		
		Technician				-
		*			•	
<b>13.</b> 3	How many e	days per week wi	ll library pro	fessional/techi	nician work?	Note if
٠		l or technician.	÷ 1	•	¥	•
. (	combined total	of 4 days required, as	s a minimum)	•		
				:		
	Library pro	fessional/technician I Professional	(required): _5	days per week		
		Technician				
		1 Commonan		•		,
	Library pro	fessional/technician 2	(optional): O	days per week		
		Professional		<del></del>		
		Technician	•			
	T ilinami musi	fessional/technician 3	(and:anal).	4		
		ressional/technician 3 Professional	(optional):	days per week		* 4
	ā	Technician ·			•	
						_
14.	What metho	d will you use to	hire library p	professional(s)	/technician(s)	?
1	National c					
_	National of Other: Plea	ontract (highly recom ase specify	imenaea)			
		asc specify		<del></del>		
15. V	Who will ser	ve as the local F	ederal Lihrar	v Manager? 1	Please provide	name and
	aantaat infa	umi ation				
	1	Caeter 2 indexter 2	14 ( . / . < - (	~<100 ( )	Peimary)	
	Laurie 1	caeler a	19-003-0	0300 C.		
·	Jim toi	indexter 2	14-665-8	1280 FR	concary)	
ivoie.	an reaerai Lia	rary managers will b	ге ехресіва іо:			
		n the planning and im it for collection devel				s for local patrons
		A or TOPO for contra		Caparoca Concett		•
	New Federa	l Library Managers o	r those with limit		ence will participa	te in library manage
		toring program (unde				

### Collection

S						
≥X Yes		• ,				
□ No		N.				
	•					
	cations mus	t follow Netw	ork procedu	dling those mat res carefully to ocoloxating	ensure pi	oper
				•	•	,
	•	e G		· .		
7 Do won how or	vy acHaatian	(a)/libwawa ma	towiala from	woun Dogion/le	antion ro	nainin
7. Do you have ar ffsite?	ty confection	(S)/HDFaFy ma	ferials moni	your Kegion/ii	ocairon i ci	пашп
Yes: Please sp	ecify where	RTP				
□ No	Jony William			<del> </del>		
					•	
17a. If yes, who materials?	_	e contact for a		the return an	d evaluatio	n of
		•				
•						
	ed? Region		ıst follow Ne	handle those r twork procedu		
are return ensure pro	ed? Region per collection	s/locations mu on manageme	ıst follow Ne nt.		ires carefu	
are return ensure pro	ed? Region per collection	s/locations mu on manageme	ıst follow Ne nt.	twork procedu	ires carefu	
are return ensure pro Follou	ed? Regions oper collection  Libra  ve/plan to he	s/locations mu on manageme ry NeTu	ist follow Ne nt. DORK PE	twork procedi	ires carefu	illy to
are return ensure pro Follow  8. Do you now ha microfiche, mic	ed? Regions oper collection  Libra  ve/plan to he erofilm?	s/locations mu on manageme ry NeTu	ist follow Ne nt. DORK PE	twork procedi	ires carefu	illy to
are return ensure pro Follow  8. Do you now har microfiche, mic	ed? Regions oper collection  Libra  ve/plan to he erofilm?	s/locations muon manageme  y NeTue	ist follow Ne nt. DORK PE	twork procedi	ires carefu	illy to

18a. If yes, do you have the	necessary equipn	nent to view/use tl	nese formats?	•
Mary Yes: Please specify No □ No	icrofiche	Reader		
The Cincinnati Lead Service C behalf of OEI for the re-openin Chemical Library in Washingt location's active OCLC accoun	ng libraries in Reg on, DC. The Cinc	ions 5, 6, 7 and th cinnati library sta	e Headquarte ff will need ac	rs and cess to eac
19. Does your location currently	y have an active (	OCLC account?		
□ Yes ≯ No				
19a. What is/was your OCL (i.e., EKB; see Intranet contacts page	C identifying synge for your symbol: ht	nbol? tp://intranet.epa.gov/ep	nahqirc/natlibra/wl	no.htm)
TBD				
19b. Do you purchase/will yo through your library co	ou be purchasing ontract vehicle?	your OCLC acce	ss through FE	DLINK o
☐ FEDLINK☐ Library contract vehicle: P	lease specify			
$\mathcal{A}\mathcal{E}\mathcal{T}$				•
	Acces	S		
20. What are the planned hours (Minimum of 20 hours per week over	of operation for at least 4 days durin	walk-in access for g core business hours,	EPA staff? 10:00 am - 2:00 p	om required)
Monday       9:00       to 3:00         Tuesday       9:00       to 3:00         Wednesday       9:00       to 3:00         Thursday       9:00       to 3:00         Friday       one       to none	- - -			
21. What is the planned approac (Minimum of 4 days per week on a v 2:00 pm required for all Regional lib	walk-in basis or by app		business hours, 10	):00 am –
Walk-in access 4 days per v ☐ By appointment days per				
	•			

21a. If public access will be walk-in, what are the planned hours of acce	in, what are the planned hours of	re	what a	walk-in,	be	ess will	acces	public	If	21a.	2
---	-----------------------------------	----	--------	----------	----	----------	-------	--------	----	------	---

Monday	<u>9:00                                   </u>	to,	<u>3:00                                   </u>
Tuesday	9:00	to	3:00
Wednesday	9:00		3,00
Thursday	9,00		
Friday	none	to	none

22. Please note the URL where library information will be updated on a local Intranet site (required)

http://intranet.epa.gove/rtplibrary (current)

http://resion.b.epa.gov/intranet/6md/info/resion.bibrary
Note: required information for EPA staff Intranet access includes location, contact information, hours of
operation/accessibility, services available, links to virtual library resources. Intranet site must be updated and
ready to post before opening physical library.

Also note: Internet page with public access information will be created/updated by OEI/EPA National Library Network contractors in Washington DC, with content provided and approved by local office.

### 22a. How will the local Intranet pages be managed and updated?

- ☐ Offsite, by Lead Service Center Library through MOU
- ☐ Offsite, will use services of OEI's network contractors through national contract
- M Onsite: Please specify by whom Laure Carter

#### Services

23. Which required library services will be provided either by onsite library professional(s)/technician(s), by an offsite Lead Service Center Library through an MOU, or by a combination of onsite and offsite providers?

Basic reference/research assistance to EPA staff

- Onsite, by hired library professional/technician
- Offsite, by Lead Service Center Library through MOU
  - Combination of onsite and offsite

Specialized reference/research assistance to EPA staff

- Onsite, by hired library staff
- Offsite, by Lead Service Center Library through MOU
- ☐ Combination of onsite and offsite

Interlibrary Loan/document delivery to EPA staff

Onsite, by hired library professional/technician

☐ Offsite, by Lead Service Center Li ☐ Combination of onsite and offsite	ibrary through MOU	
Ongoing collection management Onsite, by hired library profession Offsite, by Lead Service Center Li Combination of onsite and offsite		
Note: Before reopening the physical library and providin local library professional/technician on how MOU works	ng library service, all locations must provide training for s, including tracking and coordinating of usage statistic.	r S.
24. Are there other library services that will an offsite Lead Service Center Library th and offsite services? Please specify which	rough MOU, or by a combination of onsite	?
No		
		• •
25. Do you currently have a MOU with a Lea	ad Service Center Library?	
¥S Yes		
>⊠ Yes □ No		
25a. If yes, please specify which Lead	Service Center Library and for what service	ne'
	betwee Center Entrary and for what service	<b>53</b> (
RTP-Search, occ		
•		
25b. If yes, will you continue that MO	U for services?	
Yes, will continue		
☐ No: Please elaborate:		
26. OEI is developing procedures to be implemented libraries should also have local procedure procedures?		-
☐ Yes		
of No To be developed.		

- 26a. If yes, did you/will you forward a copy of these procedures to OEI? Local library procedures may be sent via e-mail or fax to Deborah Balsamo at balsamo.deborah@epa.gov or 919/685-3075.
  - ☐ Have already forwarded a copy to OEI 

    Will forward a copy to OEI
- 26b. If not, what is your plan for developing local library procedures? (recommended) (i.e., work with OEI, Lead Service Center Library, onsite library staff to develop)

Will work with OEI, Lead Service Center Library, on site library staff to develop.

27. Which onsite staff person will be responsible for accessing the password-protected QuickPlace site for EPA National Library Network procedures and ensuring that they are understood and followed (including usage statistics tracking and submission)? (Required; see: http://intranet.epa.gov/epahqirc/natlibra/commun.htm#quickplace)

Laurie Carter - 214.665.6566

### **Communication Plans**

28. Who will be the main local point of contact for developing and carrying out a communication plan with OEI in advance of the library reopening? (required)

haurie Carter 214.665,6566

#### **SIGNATURE**

This completed questionnaire represents a commitment to the managed reopening of an onsite EPA library, with the necessary support, management, and communication at the local level to ensure its success.

Local Senior Manager Printed Name: Lynda Carroll

Local Senior Manager Position Title/Role: APA

Local Senior Manager Signature: 4-11-08

Please return completed questionnaire to:

Deborah Balsamo, National Program Manager EPA National Library Network 109 Alexander Drive - MD N127-05 Research Triangle Park, NC 27711 Phone: 919/541-9412

Fax: 919/685-3075 balsamo.deborah@epa.gov