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U.S. DEPARTMENT OF THE INTERIOR

OFFICE OF SURFACE MINING
RECLAMATION AND ENFORCEMENT

DIRECTIVES SYSTEM

Subject Number: TSR-13

Transmittal Number: 741

Date: AUG 12 1992

Subject: OSM LIBRARY SYSTEM

Title: DIRECTOR

Approval:

1. Purpose. This directive provides policies for a library system within the Office of Surface Mining Reclamation and Enforcement (OSM).

2. Summary. This directive requires OSM technical libraries to function as a system where each library maintains information appropriate to its function and contributes to resource-sharing by providing that information, where needed, to other OSM libraries.

3. Definitions.

a. Technical Information Center (TIC) is a library that maintains and disseminates OSM publications, technical and other library materials in accordance with its functions, as defined in the Responsibilities section. TIC's are located in:

(1) Washington, D.C.: Reclamation and Regulatory Policy Directorate

(2) Pittsburgh, PA: Eastern Support Center (ESC)

(3) Denver, CO: Western Support Center (WSC)

b. TIC Coordinator means the individual designated for each TIC who is responsible for maintaining and providing information and access to information in their TIC.

c. OSM library system means the group of TIC's, as listed above, that will join together to facilitate the maintenance of technical and other information and the access to that information.

d. Technical information includes publications, periodicals, maps, microfiche, audiovisual products, technical training materials, and research reports.

e. On-line database search means to access information and obtain bibliographic citations and abstracts through computerized databases for selected subject matters.

f. Interlibrary loan means to loan materials or supply article copies where applicable to another TIC or library for the use of that TIC's or library's patrons. It also means to borrow from other TIC's or libraries necessary materials to fulfill patrons' needs.

g. TIC Patrons mean OSM personnel and members of the public who request access to information available at TIC's.

4. Policy/Procedures.

a. Organization.

(1) The OSM library system will be organized to accomplish resource-sharing and to minimize holdings of materials which are non-essential for the region served by each TIC.

(2) Each TIC will acquire and maintain those materials necessary to its functions as listed in the Responsibilities section.

b. Responsibilities.

(1) Assistant Director, Reclamation and Regulatory Policy is responsible for developing and evaluating procedures and policies for the OSM library system and for implementing these procedures and policies for the TIC under his jurisdiction in accordance with the provisions of this directive.

(2) Assistant Directors, Eastern/Western Support Centers are responsible for ensuring the implementation of procedures developed for each TIC under their jurisdiction in accordance with the provisions of this directive.

(3) Chief, Division of Technical Services, Washington, D.C., is responsible for developing and administering procedures to maintain a TIC which is the primary depository for OSM publications and information related to agencywide interests including research, technical training, rulemaking and litigation. The Chief is also responsible for providing necessary funds for all library materials acquired by the Headquarters TIC.

(4) Chief, Administrative Service Center, Eastern Support Center is responsible for the development of general procedures for the deposition, storage, filing, and dissemination of pertinent information related to actions such as permitting, oversight, special studies, enforcement, inspections, bond releases, reclamation and coal resources for all States located east of the Mississippi River and other resources related to the program of the Eastern Support Center and States related to its program. This will at times require coordination with program and technical personnel. In addition, the Chief is responsible for providing necessary funds for all library materials acquired by the ESC TIC.

(5) Chief, Program Support Division, Western Support Center is responsible for the development of procedures for the deposition and dissemination of all technical information related to reclamation, engineering, hydrology, wildlife, soils, special studies, and coal resources for all States west of the Mississippi River and other resources related to the program of the Western Support Center and States related to its program. In addition, the Chief is responsible for providing necessary funds for all library materials acquired by the WSC TIC.

(6) Technical Information Coordinators are responsible for the organization and maintenance of all material in their TIC in accordance with the goals of this directive. In addition, TIC coordinators are also responsible for providing assistance and access to information in the areas of coal mining and reclamation.

c. Procedures.

(1) Each TIC Coordinator is responsible for developing and implementing procedures for access to their respective TIC including all technical library reference services and the coordination of such procedures with other OSM offices and TIC's.

(2) Where appropriate, TIC's will belong to FEDLINK through which they will have access to Ohio Colleges Library Catalog (OCLC), bibliographic databases, and other services, as needed.

(3) Each TIC, upon request, will provide other TIC's with materials needed by their library patrons.

(4) Library holdings are to be cataloged and classified according to the Library of Congress subject headings and classification system, and according to the Anglo-American Cataloguing Rules, 2d.

(5) Where appropriate, TIC's will provide on-line database searching services to TIC patrons.

(6) Each TIC is to provide interlibrary loan services to OSM personnel and other libraries.

5. Reporting Requirements. None.

6. Effect on Other Documents. None.

7. References.

a. 30 U.S.C. 1211

b. Directive INF-3, Freedom of Information Act, 5/14/92

c. Library of Congress Subject Headings, 11th ed.

d. Anglo-American Cataloguing Rules, 2d ed.

8. Effective date. Upon issuance.

9. Contact. Chief, Division of Technical Services, (202) 343-1480.

10. Keywords. Technical Information Center (TIC), library system.

11. Appendix. None