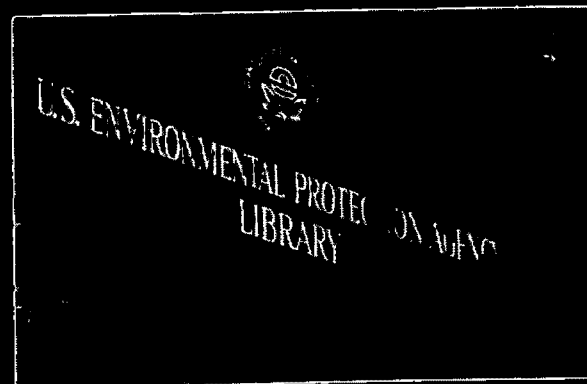


Guide To

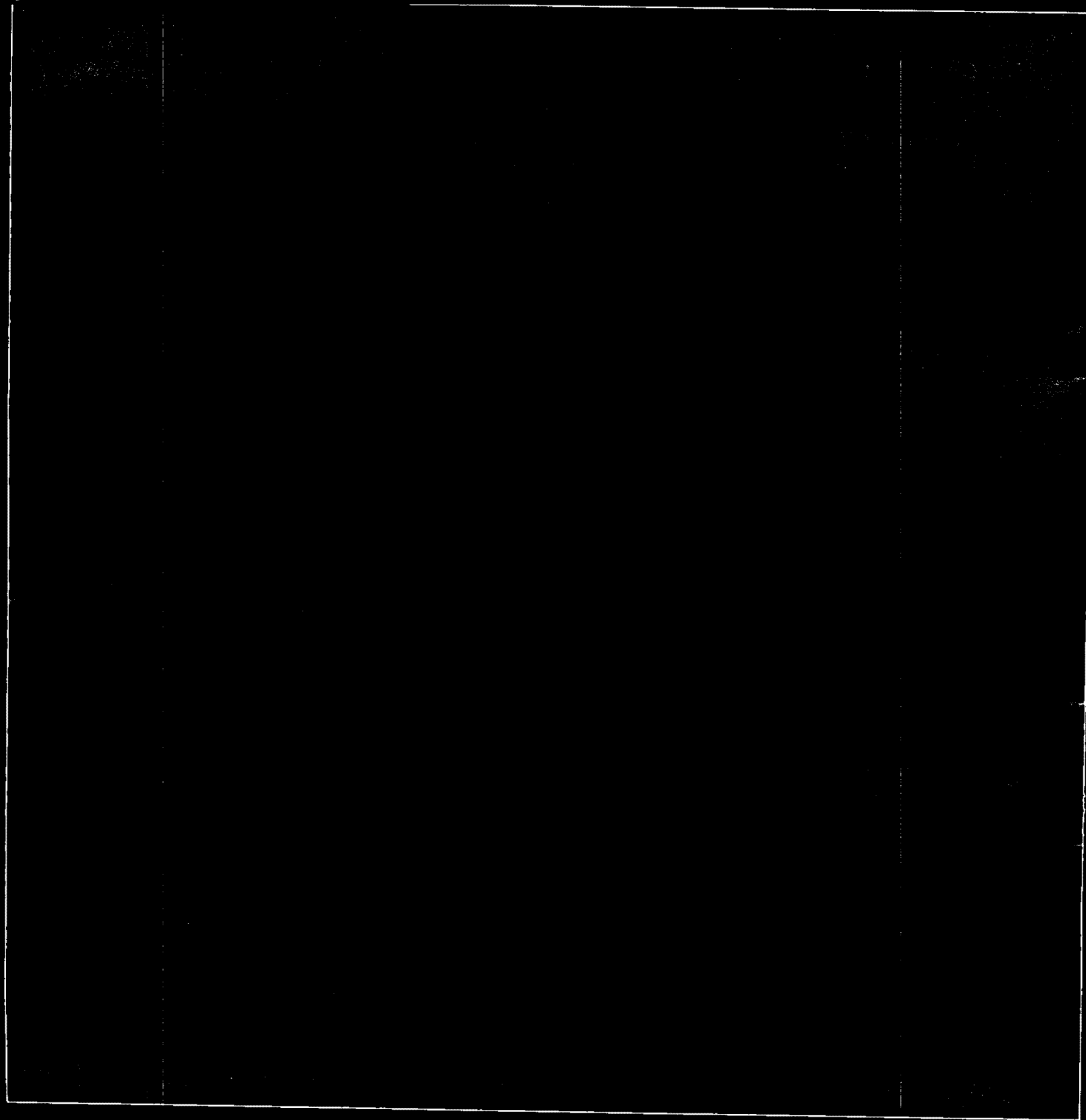
Library



Sources & Services

EPA
LIB
82-
003

United States
Environmental
Protection Agency
Headquarters Library



**Guide to
Library
Sources and Services**

by Sami W. Klein

November 1982

**Headquarters Library
Library Systems Staff
U.S. Environmental Protection Agency
Washington, D.C. 20460**



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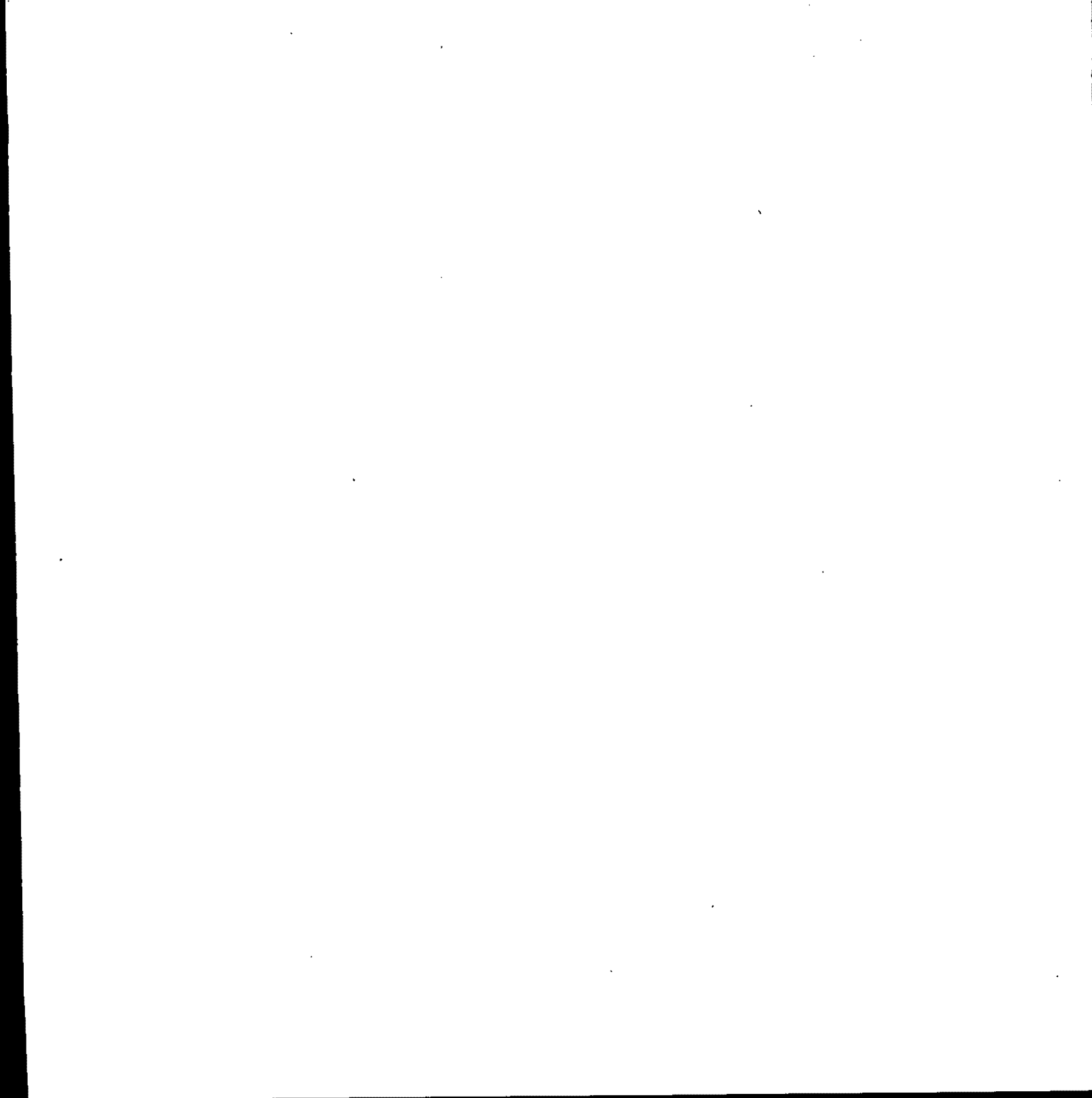


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This document has not been peer and administrately reviewed within EPA and is for internal agency use/distribution only.

FOREWORD

The purpose of this publication is to provide current information concerning the different operations offered by the EPA Library Systems Staff: the Headquarters Library, Translations, the Information Clearinghouse, the Public Inquiries Center, and Records Management. It has been prepared to acquaint new and longer-term EPA staff with our various resources, services, and policies.

It is hoped that this guide will be a helpful and convenient introduction to these services.



HEADQUARTERS LIBRARY GENERAL INFORMATION

LOCATION

Waterside Mall
Room 2404
401 M Street S.W.
Washington, D.C. 20460

HOURS

Monday—Friday 8:00 a.m. — 4:30 p.m.

TELEPHONE

Supervisory Librarian.....	382-5924
Reference.....	382-5921
	382-5922
Circulation.....	382-5921
Interlibrary Loan	382-5934
	382-5933
Literature Searches	382-5923
Selective Dissemination of Information (SDI)	382-5923
Tours.....	382-5921
Acquisitions	382-5931
	382- 5932
Public Information Reference Unit (PIRU)	382-5926
	382-5925

HISTORY

The Headquarters Library was established in October 1972 with the collection of the former Federal Water Quality Administration. To support EPA's mandate, new subject areas were developed, including air pollution, solid wastes, resource recovery, noise abatement, radiation, hazardous wastes, pesticides, and toxicology. With the establishment of the Toxic Information Center, the Library no longer is expanding in the areas of pesticides and toxicology. There is an emphasis on social, economic, legislative, administrative, and management literature related to environmental pollution and control.

COLLECTION

30,000 books, reports and documents

900 periodicals, journals, newsletters, newspapers, abstracts, indexes

Microfiche of reports, including reports of EPA and its predecessor agencies

Microfilm covering back files of major newspapers, indexing and abstracting services, and periodicals

PIRU, the Public Information Reference Unit

LIBRARY SERVICES

CIRCULATION

Books may be borrowed for four weeks, periodicals for two weeks.

Renewals are granted on request, provided that no reservation has been placed for the item. Reference material and microfilm are not loaned. All borrowed material must be returned to the library before an employee can receive official clearance for departure from EPA.

INTERLIBRARY LOANS

The library will attempt to borrow any magazine or book needed that is not available in the library, if your request is job related. Material borrowed from other libraries must be returned promptly by the date specified.

REFERENCE

The staff tries to answer all requests for information and also to provide assistance to patrons by introducing them to the library's different resources and instructing them in how to use them.

COMPUTERIZED LITERATURE SEARCHES

Searches on bibliographic databases to newspapers, journals, conference proceedings, patents, statistics, technical reports, book reviews, etc., are available on request. Both immediate interactive and retrospective searching produce bibliographic and/or statistical data and abstracts.

SDI

SDI (Selective Dissemination of Information) or current awareness updates from the online databases are available on a regular basis. Subject searches are run against the new portion of the appropriate databases. Users receive regular lists of citations of new literature in their areas of interest.

BIBLIOGRAPHIES

The library compiles bibliographies on selected topics to assist EPA program areas. Contact the Supervisory Librarian if you need a particular bibliography prepared. This service is only available on a limited basis.

REPRODUCTION

Photocopying machines, as well as microfiche and microfilm reader-printers, are available free of charge, but with a 25-page limit. Individual periodical articles and book excerpts can be reproduced for personal research within the restrictions of the Copyright Law. Instructions for use of each machine are located on each unit.

TOURS

Library tours begin each Wednesday at 9:00 a.m., giving an overview of the layout, catalogs, indexes, and services. Call ahead to arrange a tailored visit or to schedule a different time if 9:00 a.m. is not convenient.

What's New in the EPA HQ Library

The monthly What's New in the EPA HQ Library offers a convenient way of keeping up to date. It lists upcoming conferences, selected articles of interest appearing in new periodical issues, new book and journal acquisitions, new developments on the database community, as well as issues and developments as they arise. Call the Reference area if you would like to receive this newsletter.

THE COLLECTION

SCOPE

Major subject areas covered in the Headquarters Library include areas dealing with pollution control:

- Legislation
- Management
- Solid Waste
- Economics
- Resource Recovery
- Business
- Hazardous Waste
- Administration

CIRCULATING BOOKS

The circulating collection is arranged by Library of Congress classification and shelved on A1-A16.

REFERENCE BOOKS

Users are welcome to use the reference collection within the library. Major groupings of the collection are:

Abstracts/Indexesshelved on C1-C10
Federal Register B6
Code of Federal Regulations (CFR)... B5
Who's Who D5
Reference Directories, Almanacs, etc .. B1-B4
Encyclopedia D4-D5
U.S. Code Congressional &
Administrative News D6
Environment Reporter D7
Telephone Books D9
Dun & Bradstreet, Standard & Poor's.. D8
State Industrial Directories D8
Maps D11

PERIODICALS

The periodical collection includes several hundred journals and current events magazines. They are shelved alphabetically and the complete list of titles is kept on each of the three catalog tables. Recent issues of select newsletters and magazines are kept in the front of the library, D1-D3.

CONGRESSIONAL DOCUMENTS

There is a small collection of hearings, reports, prints, etc., relevant to Agency concerns. Items in paper copy generally date from the last Congress. There is a complete microfiche collection from the Congressional Information Service (CIS), from 1970—present.

PUBLIC INFORMATION REFERENCE UNIT (PIRU)

PIRU, located within the Headquarters Library, allows public access to EPA records and regulations under the Freedom of Information and Privacy Acts. Material consists of documents supporting proposed Agency actions that are published in the Federal Register as well as public comments on proposed regulations. The major categories are:

- Effluent Guidelines
- State Implementation Plans
- Hazardous Waste
- Drinking Water
- Background Documents for Resource Recovery
- NPDES Quarterly Non-Compliance Reports
- Mobile Source Status Reports
- Prevention of Significant Deterioration

Unlimited photocopying of PIRU material is allowed with a charge of \$0.20/page in accordance with the Code of Federal Regulations.

MICROFORMS

There is a large collection of both microfilm and microfiche housed in the library. The microfilm covers back files of major newspapers, patents, indexing and abstracting services, and periodicals. The reels are filed alphabetically.

The microfiche collection contains:

- NTIS reports from EPA as well as from other government agencies
- Congressional documents from CIS, 1970—present
- Reports and articles that correspond to select items from Environment Abstracts/Index, 1971—present
- State Laws
- APTIC, Air Pollution Technical Information Center reports, 1970—1976
- Newsbank, a current awareness reference service, 1970—1976

COLLECTION ACCESS

BOOKS

1 Environmental carcinogens selected methods of analysis\\
 2 Egen, H.\\ International Agency for Research on Cancer.
 4 PUBR:IARC\\ Lyon:\\ 1978. ALT-TLE: Analysis of
 volatile nitrosamines in food. SERIES: International Agency
 for Research on Cancer. IARC Scientific Publications: no. 18
 8 CONTENTS: v. 1. Analysis of volatile nitrosamines in food.
 SUBJ: Nitrates--Environmental aspects\\Nitrosamines\\Nitrogen
 compounds--Toxicology\\[OCLC04395687]

9 EHB
 EJB
 ELB

BKS RA1231.I61 v.1
 BKS RC268.6.A116 no. 18;
 BKS RA1231.I61 v. 1

10

1. Title
2. Personal author
3. Corporate author
4. Publisher, place
5. Date
6. Alternate title
7. Series
8. Subjects
9. EPA Library in which the item is located;
 EJB indicates the Headquarters Library
10. Call number: a subject classification and
 shelf location designator

JOURNALS

Journals are listed in the Journal Holdings Report. An entry looks like this:

1 Harvard Business Review 1— 2 1922—
 3 New York, NY; Harvard University Grad School of Bus. Admin. BM 4
 5 EO3B DC 9 10 11
 E03B DC 0045 (1967)—0057 (1979) M
 6 0055 (1977)—to present *—12
 7 8

- | | |
|-------------------------------|-------------------------------|
| 1. Title | 7. Beginning volume |
| 2. Birth/death dates and vol. | 8. Beginning date |
| 3. Publisher and place | 9. Ending volume |
| 4. Frequency | 10. Ending date |
| 5. Library code | 11. Microform |
| 6. State | 12. * Sporadic missing issues |

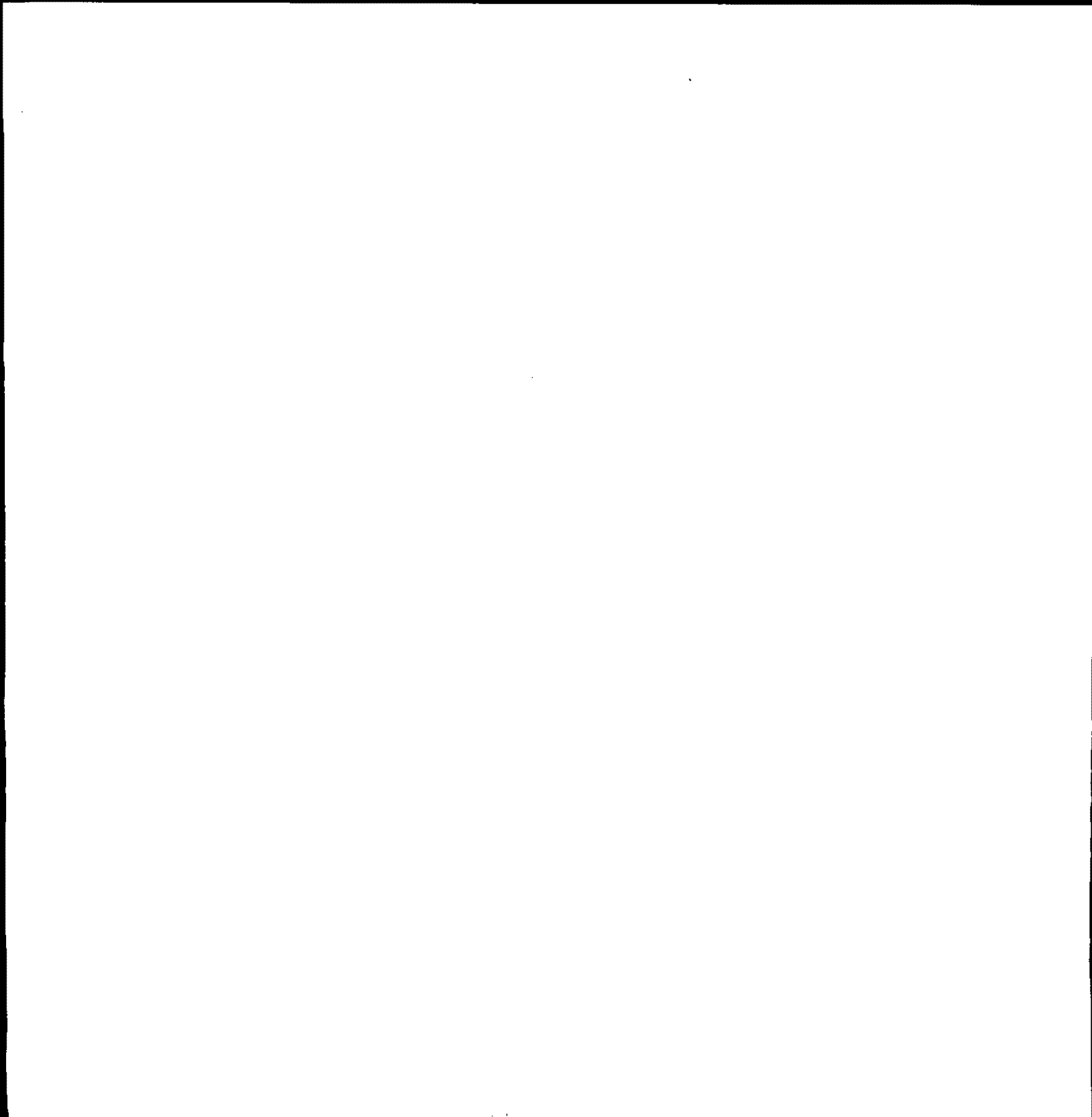
TECHNICAL REPORTS

EPA REPORTS

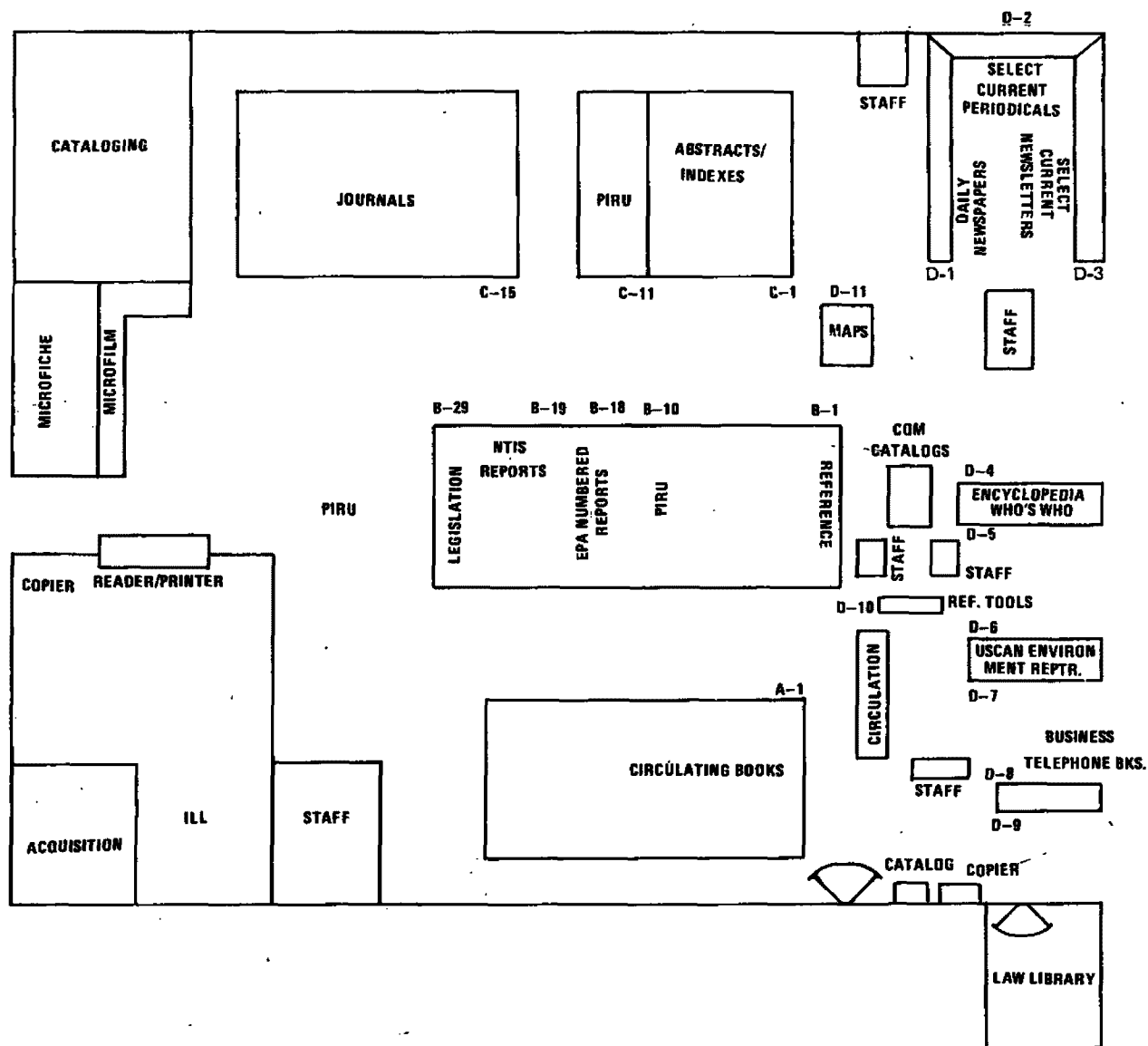
Most EPA reports are submitted to the National Technical Information Service (NTIS) and assigned a number, such as PB 82-209386. The quarterly EPA Publications Bibliography indexes these by title, subject, report number, contract/ grant number, and personal and corporate author. The abstracts are included with the citations. The remaining documents, not found in NTIS, are shelved by EPA report number. Reports without numbers can be found in the book catalog.

NON-EPA REPORTS

Non-EPA reports are listed either in the book catalog or in the NTIS Government Reports Announcements & Index, shelved on C-6. Reports are either in paper copy or in microfiche.



FLOOR PLAN





TRANSLATIONS

LOCATION

Waterside Mall
Room 2903A
401 M St., S.W.
Washington, D.C. 20460

HOURS

Monday—Friday.....7:30a.m. – 4:00 p.m.

TELEPHONE

382-5917

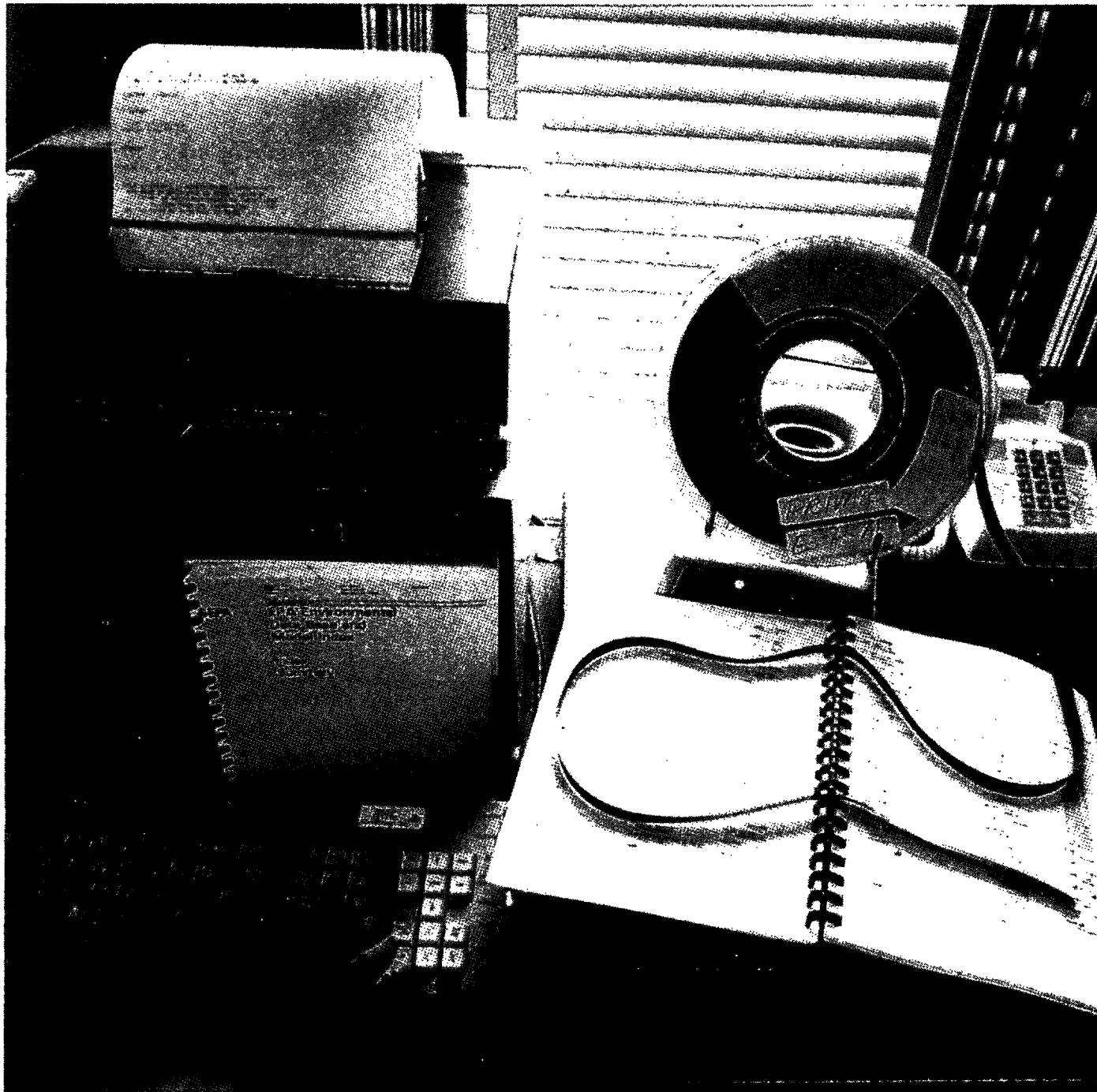
A central translation service is available for the exclusive use of EPA staff. Generally, this covers all technical documents for translation from foreign languages into English, but English material can also be translated into any other language.

ITEMS PREVIOUSLY TRANSLATED BY EPA

EPA employees can call the office to check whether the document needed has already been translated. Indexes can be checked by AUTHOR, TITLE, JOURNAL, TR NUMBER, and/or KEY WORD (TITLE KWOC). Complimentary copies of the English translations are available on microfiche.

MATERIALS THAT NEED TRANSLA- TION (FOR EPA EMPLOYEES ONLY)

EPA Employees can use the translation office contract to obtain translations. The requesting office must pay for the translation. Processing time is normally 3—4 weeks, but arrangements can be made for rush requests.



INFORMATION CLEARINGHOUSE

LOCATION

Waterside Mall
Room 2903
401 M St., S.W.
Washington, D.C. 20460

HOURS

Monday—Friday.....8:00 a.m.— 4:00 p.m.

TELEPHONE

382-4486

The Information Clearinghouse was established to create an ongoing inventory of all EPA's monitoring and statistical information on a variety of chemicals. The file contains over 500 databases and models, operated or funded by EPA. Entries include an abstract and a contact point. The file, called CLEAR, is available online through CIS (Chemical Information System).

...the fact that the *in vitro* and *in vivo* results are in good agreement, and that the *in vivo* results are in good agreement with the results of the *in vitro* studies.

**SAMPLE
RECORD**

A small excerpt of one entry for the search of Dioxin on CLEAR, follows:

FILE 1: ENTRY 1: ACCESSION NO. 2209000905
(DQ) Date of Questionnaire: 12-28-81
(ID) Alphanumeric ID: D2209000905
(NAM) Name of Data Base or Model: National Institutes of Health/Environmental Protection Agency (NIH/EPA) Chemical Information System
(ACR) Acronym of Data Base or Model: CIS
(ABS) Abstract/Overview of Data Base or Model: The NIH/EPA Chemical Information System (CIS) is a collection of scientific data bases available through an interactive computer program. No other publicly available information system can provide such diverse numeric, as opposed to bibliographic, data on so many (over 192,000) chemical substances. CIS has a unique linking system, the heart of which is the structure and nomenclature search system (SANSS). SANSS allows the user, in a single operation, to search 66 different files including the TSCA inventory. CIS include 7 major identification data bases (OHM-TADS; MASS spectrometry; carbon 13 NMR; organic crystals: single crystals and powder defraction infrared spectroscopy). Additional data bases cover TSCA plant and production information, toxicology, the Federal Register, and bibliographic files.
(CTC) Contacts: Subject matter Stephen R. Heller (202)382-2424; Computer-Related Stephen R. Heller (202)382-2424; EPA office Stephen R. Heller (202)382-2424

**Recreation
and Land Use:
the Public Benefits
of Clean Waters**

EPA

**Primer
for Wastewater
Treatment**

THINK QUIETLY ABOUT NOISE

WATER

A Resource



EPA

**Suspended
and Cancelled
Pesticides**

WATER WHEEL

WATER SAVING IDEAS

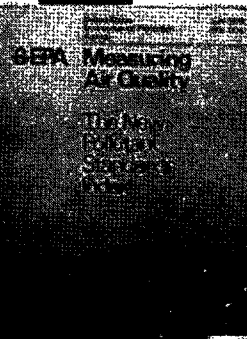
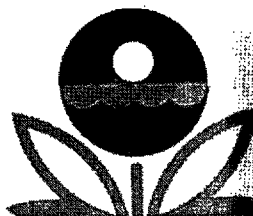
Is
D
W
S

EPA

Consider the Connections

EPA

**A Look at
the Future of
Hazardous
Waste
Management
in America**



**ACID
RAIN**

EPA

Consider the Connections

**Is "quiet" possible
at the
Dudley
home?**

NOISE

And Your Hearing

**Noise:
A Challenge
to Cities**

EPA

**EPA's Emergency
Response Program**

PUBLIC INQUIRIES CENTER

LOCATION

West Tower
North Gallery
401 M St., S.W.
Washington, D.C. 20460

HOURS

Monday—Friday.....7:00 a.m.— 6:00 p.m.

TELEPHONE

382-7550
382-7554
382-7556

The Public Inquiries Center, known as PIC, was established under EPA order to respond to inquiries from the public. Non-scientific and non-technical pamphlets, posters, decals, and literature are available and given or mailed to the public upon request.



RECORDS MANAGEMENT

LOCATION

Waterside Mall
Room 2125
401 M St., S.W.
Washington, D.C. 20460

HOURS

Monday—Friday..... 7:30 a.m.—4:00 p.m.

TELEPHONE

382-5911
382-5912
382-5913

The records management office:

- Develops file plans
- Develops record control schedules
- Assists with retiring and retrieving records to and from the Federal Records Center
- Assists with selecting records equipment
- Performs microfilm feasibility studies

Although the office primarily works with EPA Headquarters staff, it will assist the field upon request.

