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

MD 3.51	LIBRARY SERVICES	DT-18-06

Volume 3, Part 2:	Information Management Publications, Mail, and Information Disclosure
Approved By:	David J. Nelson Chief Information Officer
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Issuing Office:	Office of the Chief Information Officer Governance & Enterprise Management Services Division
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EXECUTIVE SUMMARY

Management Directive (MD) 3.51, "Library Services" is recertified as accurate and up-to-date and is being republished as part of the NRC Plan to Update Management Directives. The revision reflects organizational changes and minor editorial changes.

MD 3.51 informs the staff about the responsibilities, services, and functions of the Technical Library for organizing, managing, and providing various resources to support the U.S. Nuclear Regulatory Commission's regulatory mission.

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For updates or revisions to policies contained in this MD that were published after the MD was signed, please see the Yellow Announcement to Management Directive index (YA-to-MD index).

I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to provide agencywide resources and services through the Technical Library in support of the regulatory and licensing responsibilities of NRC Commissioners and staff as defined in SECY-79-553A. "Codes and Standards, Retention and Availability", which supersedes the related paper, SECY-79-553, "Codes and Standards: Retention and Availability".

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 architecture, promoting the efficient design and operation of the agency's major information resources management processes.

2. Coordinates and works with the Director, Governance and Enterprise Management Services Division (GEMSD), Office of the Chief Information Officer (OCIO) to ensure that the resources and services of the Technical Library are in alignment with the

needs of the agency's technical and administrative staff and in support of the mission of the NRC.

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

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

B. 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 the scope of the research activities at the NRC and for communicating the need for those resources and services to the Chief, Information Services Branch (ISB), GEMSD, OCIO.

2. Designate staff members to serve as office and regional representatives on the Technical Library Advisory Board (TLAB) (http://www.internal.nrc.gov/TICS/library/tlab) to work with the staff of the User Services Team, ISB, GEMSD, OCIO to prioritize, define, and support the resources and services maintained within the Technical Library. The TLAB serves as a sounding board for library staff decisions about additions to the collection, policy, and retention of resources for agencywide use. The board members serve as liaisons within their respective program offices and represent the information needs of their colleagues. Membership on the board is solicited by OCIO and is determined for each interested office and region by the respective senior management. The term of membership is open until the office and region managers decide on a new representative.

C. Director, Governance and Enterprise Management Services Division (GEMSD), OCIO

1. Implements the requirements of Management Directive (MD) 3.51 and delivers services defined in this MD.

2. Provides guidance and assistance to staff in accomplishing the objectives of this MD.

3. Promotes the Technical Library as an information resource for the agency.

4. Provides budget projections and advanced procurement planning information to ensure uninterrupted delivery of the services defined in this MD.

IV. APPLICABILITY

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

V. DIRECTIVE HANDBOOK

Handbook 3.51 contains procedures for library services and the selection criteria for acquisition of library materials and resources.

VI. REFERENCES

Code of Federal Regulations

10 CFR 50.55a, "Codes and Standards."

Nuclear Regulatory Commission

SECY-79-553, "Codes and Standards, Retention and Availability," September 27, 1979.

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

User Services Team, Information Services Branch, at http://www.internal.nrc.gov/TICS/library/index.html.

UST SharePoint site, at http://fusion.nrc.gov/OCIO/team/GEMS/ISB/UST/default.aspx.

Technical Library Advisory Board (TLAB), at http://www.internal.nrc.gov/TICS/library/tlab.

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I. ROLE OF THE CHIEF, INFORMATION SERVICES BRANCH (ISB), GOVERNANCE AND ENTERPRISE MANAGEMENT SERVICES DIVISION (GEMSD), OFFICE OF THE CHIEF INFORMATION OFFICER (OCIO)

A. Establishes and monitors Technical Library procedures in coordination with offices and regions to ensure that resources and services specified in Management Directive (MD) 3.51 are achieved and supported.

B. Manages the Technical Library program to ensure that resources and services specified in this MD are achieved and maintained.

C. Establishes and maintains procedures for use by User Services Team (UST), Information Services Branch, Governance and Enterprise Management Services Division (GEMSD), Office of the Chief Information Officer (OCIO).

D. Develops outreach and training activities to promote familiarity with and use of library resources and services by U.S. Nuclear Regulatory Commission employees.

E. Participates in Federal and other library networks to extend access to resources and services available through the network and improve effective stewardship of the budget.

F. Ensures appropriate coordination with members of the Technical Library Advisory Board (TLAB) to prioritize, define, and support the resources and services available through the Technical Library.

II. AVAILABLE TECHNICAL LIBRARY SERVICES

A. Services to U.S. Nuclear Regulatory Commission Employees

1. The NRC Technical Library provides reference services, including interlibrary loan, document delivery, and circulation management and instruction to NRC employees. Technical Library staff provides these services directly to agency employees. Library staff provides the agency employee with document(s), results of a database search, or materials checked out to the employee from the library's collection or borrowed from another library for the employee's temporary use.

2. Instruction or training is provided individually or in a group session, in person or through remote sessions, or through content on the UST intranet site at http://www.internal.nrc.gov/TICS/library/index.html.

3. Under Federal Plain Language guidance, all interactions with NRC employees are conducted in simple, straightforward language. The staff blog on the UST SharePoint

site is a teaching tool that shares information in plain language and serves as a knowledge management resource. (The UST SharePoint site is available at http://fusion.nrc.gov/OCIO/team/GEMS/ISB/UST/default.aspx.) The staff blog avoids library jargon. The blog, the "Drop-In" clinics on various topics, and frequent articles in the "NRC Reporter" are examples of outreach user services. Branch staff also participates in Office-sponsored events, such as Cyber Bytes or "Spring IT Forward."

B. Technical Services

1. 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.

    (a) 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 employees through the NRC intranet.

    (b) Management of electronic resources includes, but is not limited to, research, acquisition, implementation, and evaluation of the resources for use by agency employees.

    (c) Preservation of resources in the library collection includes evaluation for continued use and determination of alternative formats for continued use over time.

2. Acquisitions are selected and purchased through the collection development practices followed by the UST staff and, when necessary, in consultation with the TLAB. 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.

III. SELECTION OF LIBRARY MATERIALS AND RESOURCES

A. Print and Electronic Resources

1. The NRC Technical Library collections are developed and maintained to support the ongoing research and regulatory activities of NRC employees, affiliated licensing boards and panels, and the Advisory Committee on Reactor Safeguards.

2. 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 agency's codes and standards collections, which are available in print and electronically, in current and historical collections. These collections support the requirement to retain documents approved for incorporation by reference, specifically Codes and Standards as stated in 10 CFR 50.55a, "Codes and Standards." Particular emphasis is placed on acquiring conference proceedings, handbooks, compendia, and applied science resources for agency staff.

3. The library staff selectively collects materials in other subject areas, including—

    (a) Physical and life sciences,

    (b) Engineering and technology,

    (c) Applied mathematics,

    (d) Health physics,

    (e) Other scientific disciplines relevant to the agency mission,

    (f) Human resources,

    (g) Public communications,

    (h) Management, and

    (i) Agency administration.

4. 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 employees, and to incorporate recommendations for additions from NRC employees.

5. Recommendations for resources can be submitted through the internal Technical Library Web site at http://www.internal.nrc.gov/TICS/library/index.html, or directly to the library staff by e-mail at Library.Resource@nrc.gov. Material purchased by the Technical Library is Government property. Employees must return or replace library material before leaving the agency.

B. Addition and Retention of Library Materials

1. General Guidelines

    All additions to the Technical Library collection, whether print or electronic, are based on the usefulness of the title to employees agencywide. For electronic subscriptions, all license agreements must recognize the need to provide access to the resource to all agency employees, 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. Technical Library staff, in consultation with the members of the TLAB, decide on the addition and retention of library materials.

2. Periodicals

    The periodical collection reflects the ongoing research and regulatory responsibilities of the NRC. Subscriptions are maintained based on their relevance to the core nuclear science and engineering literature as well as to supporting disciplines, including health physics and environmental sciences. Recommendations for subscriptions are welcome from agency employees.

C. Technical Library Advisory Board (TLAB)

1. The TLAB is composed of representatives from the program offices and the regions. The Chief Information Officer sends a memorandum to the offices and regions requesting the selection of NRC employees to serve on the TLAB. The board members also include staff from the Technical Library. The term of a board member is open-ended and offices or regional management can replace the board representative, if necessary, without a request from OCIO.

2. Board members serve as liaisons to their respective organizations, sharing information, questions, and comments from their offices and regions with the team staff. Board members also help define core resources in the collection and respond to UST staff questions about subscriptions to retain and new areas of agency work to strengthen in the library collection.