



Version	Date	Author	Description of Change
1.1	6-15-12	[REDACTED]	Reissue follows 2-year review cycle. No major changes.
1.2	8-1-14	[REDACTED]	Reissue follows 2-year review cycle. No major changes.

USGS EROS ADMINISTRATIVE PROCEDURE

COORDINATION:

[REDACTED]

EROS Director / Deputy Director Administrative Officer

SUBJECT / TITLE: EROS Library Procedures

DATE: August 1, 2014

VOL / INDEX #: EROS-GEN-20

PREPARED BY: **Copies will be provided to:** [REDACTED]

OTHER COORDINATION:	Preparer	Date	Supervisor	Date
	GS-N-EDC Federal Employees			
	CORs distribute to contracts.			

STATUS: Permanent
 Temporary

EXPIRATION DATE: July 31, 2016

PROCEDURE / MEMO: Original
 Supersedes (EROS-GEN-20 EROS Library Procedures, v1.1, dated June 15, 2012)

ATTACHMENT TO: N/A

PURPOSE: To outline library procedures for procuring books, periodicals, and audio visual materials, as well as monitoring and controlling the circulation of library materials.

UTILIZATION: Daily, Weekly, Monthly, Other

TEXT: The procedure follows on the next page.

1.0 References

EROS-CGB-01 Library Advisory Committee Charter.

2.0 Purpose

This procedure outlines EROS Library procedures to be followed Centerwide in procuring books, periodicals, and audio visual materials, as well as monitoring and controlling the circulation of library materials.

3.0 Procedure

3.1 Roles and Responsibilities

One of the responsibilities of the EROS Library is to maintain a core collection of reference and circulating materials relating to the mission of EROS. The EROS Librarian is responsible for oversight of the circulation of the materials within the EROS Library to insure sufficient availability.

3.2 Process

Procurement.

The EROS library staff will recommend the purchase of books and periodicals for the collection with funds from the library budget administered by the Communications and Outreach Task Lead. Decisions regarding the selection of materials to be purchased for the collection will be made by the library staff in cooperation with the Library Advisory Committee. All books acquired for the collection will be cataloged and subject to the circulation policies as stated below.

The Library Advisory Committee is chaired by the EROS Librarian, and consists of a secretary and representatives from one or more of the Branches at EROS. The purpose of the Committee is to advise the Communications and Outreach Task Lead on current library materials and technologies available to provide EROS personnel the best possible library services within the approved library budget. EROS personnel are encouraged to suggest materials for the library's collection through their appropriate Branch representative or through the library staff.

In addition, each Branch may purchase books and periodicals for permanent residence in their areas. These purchases are made at the discretion of the Branch, using Branch funds. The library staff will assist, as needed, in researching materials for use in the individual Branches. Requisitions for Branch purchases will be prepared by the appropriate Branch and a photocopy of the requisition, with the name of the person who is to receive the book listed, forwarded to the library. Upon arrival to EROS, books ordered by the Branches will be delivered to the library where they will be logged in and stamped as Government property, then sent to the

appropriate person. Periodicals purchased by the Branch will be delivered directly to the Branch area to be distributed as they see fit, and will not pass through the library.

Circulation.

Books may be checked out for an indefinite period of time. However, books are subject to recall after 1 month of use. Books requested by outside libraries through interlibrary loan may be checked out for 1 month with the possibility of renewal.

Periodicals within 6 months of publication may not be removed from the library. Older periodicals may be checked out for an indefinite period of time.

Audiovisual materials may be checked out for 1 month.

Reference materials may not be checked out without approval of the library staff.

The recall procedure for the library material is as follows:

Library staff will notify a person of recalled materials two times. If the recalled materials are not returned, nor any contact made with the library staff, the appropriate supervisor will be notified.