



Version	Date	Author	Description of Change
1.1	6-15-12	[REDACTED]	Review and update follows 2-year review cycle. Sec 4.5 online collections of freely-available resources reduced. Sec 4.7 selection tools alphabetized and expanded. Sec 4.8 gifts removed. Sec 5.2 disposal options reduced.
1.2	8/1/14	[REDACTED]	Reissue follows 2-year review cycle. Sec. 4.3 World Almanac removed; Sec 4.7.1 IEEE added; Sec. 6.1.4 changed twelve to six months; Sec 7.1.4 added.

**USGS EROS POLICY**

**COORDINATION:**

[REDACTED]

EROS Director / Deputy Director / Administrative Officer

**SUBJECT / TITLE:** Library Collection Development Policy

**DATE:** August 1, 2014

**VOL / INDEX #:** EROS-POL-01

**Copies will be provided to:**

**PREPARED BY:** [REDACTED]

<b>OTHER COORDINATION:</b>	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-POL-01 Library Collection Development Policy, v1.1, dated June 15, 2012)

**ATTACHMENT TO:** N/A

**PURPOSE:** To serve as a road map for the kinds of materials the library collects and the types of services it provides to meet the needs of its users.

**UTILIZATION:**  Daily,  Weekly,  Monthly,  Other

**TEXT:** The policy follows on the next page.

## COLLECTION DEVELOPMENT POLICY

### DON LEE KULOW MEMORIAL RESEARCH LIBRARY (EROS LIBRARY)

#### 1.0 References

EROS-CBG-01 Library Advisory Committee Charter.  
EROS-GEN-20 EROS Library Procedures.

#### 2.0 Introduction

This Collection Development Policy outlines the principles and guidelines used by the EROS librarian, the library managers, and the Library Advisory Committee to:

- select resources for the library collection.
- withdraw resources from the library collection.
- provide services to support the work of the Center.

#### 3.0 Mission of the EROS Library

The mission of the Don Lee Kulow Memorial Research Library (EROS Library) is to provide research and technical support to EROS scientists, engineers, and professional staff by facilitating access to current and historical information in the fields of photogrammetry, remote sensing, and geographic information systems (GIS); earth and environmental sciences; data management and archiving; information technology, Web development, and software engineering; systems engineering; and project management.

#### 4.0 Selection of Library Print, Audio-Visual, and Electronic Resources

EROS-GEN-20 outlines EROS Library procedures with regard to selecting and procuring books, periodicals, and audio-visual materials. The sections below explain in detail the resources and processes for selecting library materials and services.

The mission of the EROS Library, stated above, will guide the selection of library resources. Other materials and services, as dictated by changing project requirements and staff technical and professional needs, will also be considered.

#### **4.1 Specific Collection Areas Supporting EROS Research and Technical Activities**

- 4.1.1 Photogrammetry
- 4.1.2 Remote sensing
- 4.1.3 Geographic information systems (GIS)
- 4.1.4 Earth and environmental sciences
  - soil science
  - hydrology

- climatology
- physical geography
- biogeography
- geoinformatics
- landscape dynamics
  - land cover/land use
  - fire ecology
  - wildlife impacts
  - topographic research
  - ecosystem services, including biomass for energy
  - biodiversity
- climate change
  - carbon cycle
  - drought and vegetation monitoring
- hazards and disasters monitoring
  - earthquakes
  - famine
  - flooding
  - hurricanes
  - volcanoes
  - emergency response
- 4.1.5 Information technology
- 4.1.6 Web development
- 4.1.7 Software engineering
- 4.1.8 Data management and archiving
- 4.1.9 Project management
- 4.1.10 Systems engineering

***See also the Science tab on the EROS External Web page for more information about EROS research and technical activities.***

#### **4.2 Other Collection Areas in Ancillary Support of EROS Activities**

- 4.2.1 Research and writing guides and reference resources
- 4.2.2 Presentation resources
- 4.2.3 Atlases -- political, physical, natural resources
- 4.2.4 Customer services
- 4.2.5 Employee motivation and supervision

#### **4.3 Series Titles, To Be Ordered Upon Publication**

- 4.3.1 ESRI Map Book
- 4.3.2 State of the World
- 4.3.3 Vital Signs
- 4.3.4 World's Resources

#### **4.4 Resource Types and Formats**

Monographic and serial literature will be purchased in print, audio-visual, and electronic format. Purchase decisions about type and format will be based upon:

- staff needs
- cost
- content
- terms of use
- accessibility

#### **4.5 Online Collections of Freely-Available Resources**

The Library Web page provides online collections of freely-available resources, including:

- writing resources
- quick reference
- open access journals

Resources are selected using the same criteria as for materials and services that are purchased.

#### **4.6 Responsibility for Selection of Library Resources**

The librarian will monitor the information needs of EROS staff and select materials and services to meet those needs, in collaboration with the library managers and the Library Advisory Committee.

#### **4.7 Selection Tools**

- 4.7.1 Publisher, society, and organization catalogs are the primary selection tools, especially:
- American Geophysical Union
  - CSIRO
  - Earthscan
  - Elsevier
  - ESRI
  - Heinz Center
  - IEEE
  - John Wiley
  - National Academies Press
  - O'Reilly
  - SPIE
  - Springer
  - Taylor and Francis
  - U.S. Global Change Research Information Office

- World Resources Institute
- 4.7.2 Staff/project recommendations
- 4.7.3 Advertisements in professional journals.

## 5.0 Withdrawal of Library Print, Audio-Visual, and Electronic Resources

### 5.1 Evaluation of Resources for Removal from the Collection

Library resources should be evaluated periodically to assess currency, relevancy, and physical condition.

- **Currency** – are newer editions available, or can more up-to-date information be found in other resources?
- **Relevancy** – does the resource support the mission of EROS and the EROS Library?
- **Physical Condition** – does the condition of the item (cover, binding, pages) warrant removal from the collection? If so, should a replacement be found?

### 5.2 Removal of Resources

After items have been selected for removal from the collections:

- they should be taken off the shelves.
- all identifying labels and stamps removed or eradicated.
- circulation cards pulled (to use in deleting the records from the online catalogs).

Items should then be deleted from both the WorldCat and Aleph catalogs.

To delete materials from WorldCat:

- log on to [WorldCat Connexion](#) (for log on information see the EROS Library Processes and General Information Manual).
- locate the item in the catalog.
- choose Delete Holdings.

To delete materials from Aleph:

- log on to the Aleph cataloging client (installed via the South Dakota Library Network and located on the librarian workstation – for log on information see the EROS Library Processes and General Information Manual).
- locate the item in the catalog.
- choose Cataloging, Record Manager, Total Delete (see the SDLN folder in the vertical file for a snapshot of this process).

Once all identifying labels and stamps have been removed or eradicated, and items have been deleted from both WorldCat and Aleph, decisions can be made about the disposal of the materials. Materials can be:

- offered to other federal libraries.

- offered to other government libraries or non-profit educational institutions.
- destroyed.

For a full discussion of this process, see the [Handbook of Federal Librarianship](#), and specifically the section covering [disposal of materials](#). The Task Lead and the Library Advisory Committee will advise the librarian about the best course for disposal of withdrawn materials. If a decision is made to transfer materials to another federal library, or to donate them to another eligible agency, see the section of the Handbook of Federal Librarianship covering the [transfer of materials](#) or [donations](#) for specific instructions about how to process the transfer or donation. If a decision to destroy the materials is made, see the Handbook of Federal Librarianship, [Abandonment/Destruction](#), for specific instructions about how to process the abandonment/destruction of the materials.

## **6.0 Provision of Information Services in Support of Center Work**

In accordance with its mission, the EROS Library provides a collection of information services to support, promote, and preserve the work of the Center.

### **6.1 Services to Support Information Needs**

- 6.1.1 Research assistance and the development and management of customized databases of scientific/technical literature references for individuals and groups.
- 6.1.2 Bibliographic management instruction and assistance, including support for EndNote.
- 6.1.3 Electronic resource instruction and assistance.
- 6.1.4 EROS publications display in the library, including the full-text of print publications from the current six months and selected poster products.
- 6.1.5 Interlibrary cooperation via WorldCat Resource Sharing to provide EROS staff access to library collections worldwide.
- 6.1.6 Statewide partnering via the South Dakota Library Network to provide a local catalog for EROS staff and to provide electronic research and reference tools.
- 6.1.7 Internal Library Web page to provide staff a single access point to all library resources and services.
- 6.1.8 Current awareness alerts and library resources and services news and updates via a weekly centerwide e-mail, a monthly library newsletter, and an annually updated informational brochure.
- 6.1.9 Photocopier, staff computer with scanners and a printer, television/VCR, microfiche reader/printer, and a visitor computer.

## **7.0 Provision of Archiving and Cataloging Services in Support of Center Work**

In accordance with its mission, the EROS Library provides archiving and cataloging services to support, promote, and preserve the work of the Center.

### **7.1 Services to Support Archiving and Cataloging Requirements**

- 7.1.1 EROS publications tracking, including the development and management of a digital archive of EROS publications and the maintenance of an internal and external search tool (refbase) to provide staff and public access to the publications' metadata and to the full-text (full-text digital archive is available only internally; Web addresses are provided in the external search tool).
- 7.1.2 Advisory and technical support for Landsat historical and technical documents management and preservation, including the development of a digital archive and search tool, in conjunction with the Landsat Legacy project at NASA Goddard and under the direction of USGS/EROS Landsat Team staff.
- 7.1.3 Advisory and technical support for EROS historical and technical documents tracking, a project under the direction of the USGS/EROS Archivist.
- 7.1.4 Advisory and technical support for EROS science projects that develop and manage project publications search tools on their project Web sites.