

**Forest Service Manual  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Manual 1600 – Information Services**

**Chapter 1670 - Library**

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### **1670.1 - Authority**

Departmental Regulation 1020-1 assigns to the Director, National Agricultural Library, and the responsibility to direct the library functions of the Department and its agencies. The authority for Forest Service library management and services derives from the same DR.

### **1670.2 - Objective**

To furnish Forest Service employees with necessary information from various sources and media including books, publications, and computerized systems.

### **1670.4 - Responsibility**

#### **1670.41 - Director, Information Systems and Technology Staff, Washington Office**

The Director, Information Systems and Technology Staff, is responsible for:

1. Effectively managing the systems to support the library operations of the Forest Service.
2. Maintaining liaison with the National Agricultural Library for public service and library support, including transmitting proposals for new field libraries and reporting the names of new library liaison officers to the Director, National Agricultural Library.

#### **1670.42 - Regional Foresters, Station and Area Directors**

Regional Foresters and Station and Area Directors shall:

1. Appoint a unit library liaison officer, when necessary.
2. Report names of new unit library liaison officers to the Director, Information Systems and Technology Staff, Washington Office.

#### **1670.43 - Library Liaison Officer**

The Library Liaison Officer is responsible for:

1. Maintaining reference aids.
2. Approving requests for library services.
3. Coordinating proposed changes in library services and referring them to proper authority.
4. Informing employees of library services and procedures.

## **1671 - Field Library**

Field libraries are units of the National Agricultural Library (NAL), authorized by the Director, NAL, to operate under the direct supervision and support of the Forest Service only where the field unit has enough employees to warrant substantial library services, and existing resources do not meet needs.

The NAL Director reviews and approves a proposal (sec. 1671.2) before a field library may be established. The NAL Director designates as field libraries only those collections staffed by at least one qualified librarian.

Unless otherwise stated in the approved proposal, field libraries shall serve only one station or Region and its subunits. Combine library services for a Region and Station in the same location.

### **1671.1 - Operations and Maintenance**

Operate and maintain field libraries using standard library procedures. Classify material using the Library of Congress system (used by NAL) or another standard classifying system.

### **1671.2 - Proposal for New Field Library**

Submit two copies of a proposal justifying the need for a new field library to the Director, Information Systems and Technology Staff, WO, to forward to the NAL Director. Include the following minimum information in the proposal:

1. Location and area to be served.
2. Justification, including number of employees served, distance from university facilities, and the like.
3. Proposed library services.
4. Cost of original installation and annual operation, listing personnel costs separately.

### **1671.3 - Records**

Maintain a bibliographic record of holdings of each library. Also account for disposal, and for reporting lost, stolen, or damaged items.

## **1672 - Office Collections**

Hold books and journals in Forest Service offices not served by a field library and professional librarian as an office collection described in FSH 6209.11, Records Management Handbook. Reference aids and other nonexpendable items in office collections are National Agricultural Library (NAL) property.

## **1673 - Acquisition and Disposal of Informational Materials**

Materials in a library or office collection fall into two categories:

1. Nonexpendable. Publications in the National Agricultural Library (NAL), agency field libraries, and reference aids. All such nonexpendable items a unit acquires are the property of the NAL (Departmental Regulation 1020-1, 18).

2. Expendable. Items under \$200 each acquired for clipping or distribution (such as newspapers, reprints of articles, and unbound periodicals), for office use (such as dictionaries, style manuals, and directories), and for training. Follow Forest Service procedures to acquire or dispose of expendable materials (FSM 6400).

### **1673.1 - Purchases**

Regions, Stations, and the Area may purchase informational materials with their own funds, confining purchases to subjects for which work is being performed or planned by the unit.

### **1673.2 - Donations**

Accept gifts of publications and other informational material provided the donor does not restrict their usefulness or they do not result in undue expense of upkeep.

### **1673.3 - Identification**

Clearly identify expendable and nonexpendable items with a Forest Service stamp.

### **1673.4 - Foreign Exchange**

#### **1673.41 - Foreign Exchange Agreements**

The Director, National Agricultural Library (NAL) approves exchange arrangements or grant exceptions before a unit may send library material regularly to any foreign government, organization, or individual. Refer correspondence on exchanges to the Director, NAL, U.S. Department of Agriculture, Exchange and Gift Services, Beltsville, Maryland, 20705.

#### **1673.42 - Foreign Exchange Mailing Lists**

The NAL Director controls all additions to or revisions of foreign exchange mailing lists.

## **1674 - Forest Service Information Network Database (FS INFO)**

The FS INFO is a cooperative network of a central unit located in the Washington Office and centers located throughout various field offices, whose database provides access to scientific

and technical literature vital to the Forest Service mission. The database is located in the National Information Center.

#### **1674.01 - Authority**

Departmental Regulation 1020-1, dated March 23, 1990, authorizes the Forest Service to direct and operate a library and bibliographic information center.

#### **1674.02 - Objectives**

The objectives of the Forest Service Information Network (FS INFO) database are to:

1. Collect, catalog, and disseminate bibliographic information on publications produced or sponsored by the Forest Service, as well as publications authored by Forest Service employees and other materials in the field of forestry and related subjects for use by Forest Service personnel and others.
2. Promote the use of FS INFO and to facilitate management planning, research, and technology transfer by efficiently providing scientific and technical information.
3. Provide efficient and timely bibliographic information services to Forest Service employees and others, when appropriate.
4. Reduce duplication of bibliographic services provided by other Federal agencies.
5. Lead in management of bibliographic information in the field of forestry, forest products, and other topic areas to meet the mission of the Forest Service.

#### **1674.03 - Policy**

1. A national database shall be organized and maintained for cataloging and indexing published or released materials on all phases of forestry, forest products, and subjects related to the mission of the Forest Service. This national database sets the bibliographic standards and serves as the official source for the Forest Service corporate bibliographic information.
2. Cataloged materials shall include monographs; serials; journal articles; conference proceedings and papers; dissertations and theses; chapters in books; and other print and non-print materials.
3. The database shall contain citations from the collections of all FS INFO Centers, as well as other relevant collections.
4. The database shall contain citations of publications produced or sponsored by the Forest Service, as well as publications authored by Forest Service employees.

5. The FS INFO database shall use national and international bibliographic description standards and a structured forestry thesaurus so that information is compatible in format and can be shared with as wide an audience as possible. The FS INFO database shall conform to national bibliographic standards and guidelines according to the Anglo-American Cataloging Rules, International Standards for Bibliographic Description (ISBD), and Machine-Readable Cataloging (MARC) format.

6. The FS INFO database shall be available as a Forest Service National Information Center Service.

7. Through cooperation with the National Agricultural Library, the libraries of land-grant colleges and universities, State agencies, and other Federal agencies and forestry-related programs, the FS INFO database shall make scientific and technical information available through bibliographic databases, library services, and gifts and exchange, and shall reduce data entry duplication through sharing library resources.

#### **1674.04 - Responsibility**

##### **1674.04a - Director, Information Systems and Technology Staff, Washington Office**

In addition to the responsibilities outlined in section 1670.41, it is the responsibility of the Director, Information Systems and Technology Staff, to provide overall direction and guidance on the management of the Forest Service Information Network (FS INFO) database.

##### **1674.04b - Branch Chief, Information Management, Washington Office**

It is the responsibility of the Branch Chief, Information Management, Information Systems and Technology Staff, to:

1. Articulate communications of general direction and guidance from the Director of Information Systems and Technology to the FS INFO manager and field coordinators.
2. Maintain liaison with the National Agricultural Library (NAL) concerning database coordination.
3. Provide overall management to ensure cost effectiveness and continued enhancement of and marketing strategies for the FS INFO database.

##### **1674.04c - FS INFO Central Manager, Washington Office**

It is the responsibility of the FS INFO central manager in the Information Systems and Technology Staff, Information Management Branch, to:

1. Manage the FS INFO database and provide technical expertise in the development of policy, standards, guidelines, review, and evaluation of the database.

2. Ensure that all scientific and technical documents appropriate to the database are received, cataloged, and entered into the database, either by Washington Office central or field office centers.

3. Determine bibliographic description standards for the FS INFO database in cooperation with the FS INFO field unit centers and other Federal agencies.

4. Serve as liaison with librarians, cooperators, private vendors and associations, and other Federal agencies to ensure currency of database activities, requirements, and specifications.

5. Develop and participate in FS INFO marketing activities.

6. Develop training materials, train, and assist users of the database.

7. Recommend software and hardware equipment changes through the appropriate channels, as needed.

#### **1674.04d - Field FS INFO Managers**

It is the responsibility of the field FS INFO managers to:

1. Identify and submit current bibliographic information on publications and materials produced or sponsored at the local level or by subunits, as well as other information appropriate to the FS INFO database (see FSM 1674.02, para. 1).

2. Notify users of appropriate current publications.

3. Develop local training materials, as needed, train, and assist users of the FS INFO database.

4. Enter material which is 3 years or older and which was published by the respective local unit, into the FS INFO database in coordination with FS INFO central manager.

#### **1674.05 - Definitions**

1. FS INFO Central. The central unit, administered by the Washington Office, Information Systems and Technology Staff, which coordinates the database and network activities.

2. FS INFO Centers. The centers, administered by the Regions and/or Stations which they serve, and which provide general information and library services to the Forest Service community and others.



3. Machine-Readable Cataloging (MARC) Format. A National and international electronic communication standard for bibliographic information established by the Library of Congress.

4. Monthly Alert. A monthly, current awareness list generated automatically in a citation format and which is electronically distributed to field INFO Centers. This listing is tailored for specific regional subject emphasis.

5. Management Alert. A bimonthly listing of publications of interest to FS management attached to the monthly alert.

#### **1674.1 - FS INFO Centers**

The FS INFO CENTRAL unit in the Washington Office coordinates data base and network activities. The following units operate as FS INFO centers:

<u>FS INFO CENTER NAME</u>	<u>UNIT(S)</u>
INFO AK	Pacific Northwest Station (PNW) and Alaska Region (R-10)
INFO FPL	Forest Products Laboratory (FPL)
INFO INT	Intermountain Station (INT), Northern Region (R-1), and Intermountain Region (R-4)
INFO NC	North Central Station (NC) and Eastern Region (R-9)
INFO NE INFO NW	Northeastern Station (NE) and Pacific Northwest Station (PNW), Pacific Northwest Region (R-6)
INFO PSW	Pacific Southwest Station (PSW) and Pacific Southwest Region (R 5)
INFO RM	Rocky Mountain Station (RM), and Rocky Mountain Region (R-2), and Southwestern Region (R-3)
INFO South	Southwestern Station (SE), Southern Station (SO), and Southern Region (R-8)
INFO Tropics	International Institute of Tropical Forestry (IITF)