

# NOAA Seattle Regional Library Collection Development Policy

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## **I. Preface**

The purpose of the Collection Development Policy is to serve as a guide for NOAA Seattle Regional Library staff in developing a valuable collection to serve the needs of the library community. In addition, the policy serves as a resource to inform NOAA staff, researchers, and members of the public on the nature and extent of the library collection.

The Policy provides an overview of the goals of the NOAA Seattle Regional Library. Maintenance procedures used in the selection, acquisition, weeding, and preservation of materials are identified in Part V. Core subject areas collected are described in Part VI with an overview of available special collections and related subject areas in Parts VII and VIII. Materials and formats available in the library are described in Part IX and access to library resources are described in Part X.

## **II. Mission of the NOAA Library**

The mission of the NOAA Seattle Regional Library is to ensure the delivery of scientific, technical, and legislative information to users. Users of the library consist of NOAA staff, academic researchers, industry, other government agencies, and the general public. Providing a current and comprehensive collection of materials relevant to the information needs of its user community is vital for the Library to accomplish its mission.

The NOAA Seattle Library was established in Building 3 of the NOAA Western Regional Center (WRC) in the Summer of 1983. It is administered by Library and Information Services Division in Silver Spring, Maryland as part of NESDIS/NODC. Library collections are intended to support NOAA missions and research.

## **III. Overview of Current Collection and Future Needs**

### *User Community*

Users of the library consist of NOAA staff, academic researchers, industry, other government agencies, and the general public. The Library supports research in the areas of meteorology, physical and chemical oceanography, geochemistry, atmospheric physics, ocean engineering, mathematics, statistics and computer science. The total number of NOAA staff and contractors served by the NOAA Seattle Library at the NOAA Western Regional Center is about 900. Regionally, we serve approximately 1200 NOAA employees. We also field inquiries via web, phone and email from all sectors of the public.

### *Current Collection*

The emphasis of the book and monograph collection is on atmospheric sciences, oceanography, and marine pollution. Special collections in the Library include comprehensive holdings on Puget Sound/Northwest Straits and the Rudolph W. Preisendorfer Memorial Collection, an 800 volume library of classic works in mathematics and statistics. The Library also has a complete collection of monographs from the National Science Foundation Israel Program for Scientific Translations.

The Library subscribes to about 250 journals and newsletters in the marine and atmospheric sciences and related fields of mathematics, chemistry and geophysics.

The collection contains nautical, hydrographic, and topographic charts and maps. Our paper chart collection focuses on North America, South America and Asia. Charts on microfilm of the continental U.S. including Alaska extend from the 1880s to 1980. Historical maps and charts from the 1800s are available on a set of CD-ROMs from the Office of Coast Survey.

LITERATURE DATABASES	>50	
BOOKS and REPORTS:		12,000
JOURNALS and NEWSLETTERS:	250	
ONLINE JOURNALS:		700
MAPS and CHARTS:		10,000

The collection can be searched via the joint National Marine Mammal Lab Library (NMML) and NOAA Seattle Regional Library online catalog. In addition, online resources are readily available to NOAA employees via their NOAA computer. No individual accounts need to be established prior to access. Electronic resources are licensed for NOAA employees and purchased according to the size of that user group. Provision of electronic resources to users outside the agreement violates the license.

Additional details of the collection, including specific subject areas, special collections, related collections and the collection of specific formats are described in Part V.

### *Future Needs*

As the information needs of the Library's user community evolve and change over time, the Library's collection will need to be maintained to ensure those needs are being addressed. This includes maintenance of the library's physical holdings, and electronic holdings, including electronic journal and database subscriptions. In turn, these interests will need to be reflected in the collection policy. It will be necessary for library staff involved in collection development to remain cognizant of NOAA activities to ensure currency of the collection. The ability of the Library to maintain a current collection may be limited by budgetary or staff considerations.

## IV. Coordination

### A. Use of classification schemes

Items within the NOAA Seattle Library make use of the Library of Congress Classification Scheme. Journals/serials are generally classified by title. The Library also contains a small number of unanalyzed series which are classified but can not be searched by individual title.

### B. Coordination with other libraries

The NOAA Seattle Library is in coordination with a number of other libraries within the [NOAA Library and Information Directory](#) in terms of the extent of collection overlap, as well as shared access to catalogs. The table below summarizes the degree of overlap among the different libraries.

Library	Collection	Catalog
NOAA Seattle Library – Sand Point	-	Seattle Library holdings visible in NOAALINC (no realtime circulation shown) as well as shared Seattle Library/NMML catalog (realtime circulation shown)
National Marine Mammal Library (NMML) – Sand Point	Minimal overlap with Seattle Library outside of NOAA publications	NMML library holdings visible in NOAALINC as well as shared Seattle, but realtime circulation not shown
Northwest Fisheries Science Center Library (NWFSC) - Montlake	Some overlap of fisheries materials due to needs of WRC campus	NWFSC library holdings visible in NOAALINC only (no realtime circulation shown)
NOAA Central Library – Silver Spring, Maryland	Greater overlap with Seattle Library due to greater geographical distance	NOAA Central holdings visible in NOAALINC (with realtime circulation shown)

The Library also offers a weekly service to University of Washington to borrow books, copy journal articles and search proprietary databases for staff. Trips are made on Wednesday mornings. Please place search requests by the preceding Monday and all book/article requests by 4:00 PM Tuesdays.

## V. Current Collection

The Seattle Library supports research in the areas of meteorology, physical and chemical oceanography, geochemistry, atmospheric physics, and ocean engineering as well as related subjects such as

mathematics, statistics and computer science. It also supports special collections such as materials pertaining to Puget Sound and the Northwest Straits, or items within the Rudolph W. Preisendorfer Memorial Collection. An extensive collection of atlases, maps, and charts is also maintained within the library.

#### *A. Core Subjects Collected*

##### Atmospheric sciences

meteorology, atmospheric physics, climate change, geochemistry

##### Oceanography

non-introductory physical oceanography, chemical oceanography, marine pollution, marine pollution, ocean engineering, marine geology

#### *B. Special Collections*

##### Puget Sound/Northwest Straits

Materials related to the Northwest Straits National Marine Sanctuary proposal. This collection can be searched by conducting an author search on “Northwest Straits” within the Seattle Library/NMML Catalog as well as NOAALINC.

##### Rudolph W. Preisendorfer Memorial Collection (static collection)

Rudy Preisendorfer died in 1986, and his wife gave the library his 800-volume collection of books on mathematics and statistics. This collection is not searchable through the library catalog.

##### National Science Foundation Israel Program for Scientific Translations (static collection)

A collection of translated materials on meteorology, astronomy, and physics. These are searchable in the catalog using the series title “NASA TT”.

##### Charts and maps (detail collections, not well represented in catalog)

Charts and maps are located in map cases. Individual maps can be found using paper indexes or links to the publisher websites to obtain chart numbers. A few individual charts can be found through the catalog but some series titles may exist.

#### *C. Related Subjects*

Items under the following related subject areas are also considered for addition to the collection:

mathematics and statistics, cartography, computer science, analytical chemistry, toxicology, technical writing, hazardous materials spills, remote sensing, scientific writings

#### *D. Collection of materials by format*

Materials are collected in a number of formats, some of which may only be collected under certain conditions identified below. In most cases, materials will only be added to the collection if they pertain to NOAA activities and jurisdictions. Materials collected must assist in the advancement of oceanic and atmospheric studies. Additional materials may be considered for addition by request. Part VI-C identifies criteria for evaluating resources to add to the collection. Items are classified in the catalog using LC classification where appropriate. Searches can also be limited by format.

##### *Audiovisuals.*

Materials such as videos, CD-Roms, and DVDs may be collected if they are created through NOAA support or pertain to NOAA activities or jurisdictions.

##### *Bibliographic Variants.*

The Library will not attempt to obtain multiple imprints of the same work, e.g. if a work is published in multiple countries. Revisions to existing materials will not be added to the collection unless requested by NOAA staff.

##### *Books and Reports.*

Books and reports which support the activities and jurisdictions of NOAA are collected. The Library will consider additions to the collection by request.

##### *Dissertations.*

Dissertations are not actively collected by the Library but may be obtained from Universities by request and cataloged when archive copies are available.

##### *Electronic Resources*

A number of electronic resources are provided through the NOAA Library according to discipline, area of study, data type, or data provider. These include resources such as research databases, e-Books, and journals, as well as links to electronic datasets available online.

##### *Environmental Impact Statements.*

Both draft and final environmental impact statements (EIS) are collected for actions relevant to NOAA activities or jurisdictions. Environmental assessments are generally not collected by the Library.

##### *Government Documents.*

Materials published by NOAA are collected by the Library. Materials published by other agencies are added if relevant to NOAA activities and jurisdictions.

##### *Journals and Newsletters*

Journals and newsletters published by professional groups and commercial publishers relevant to NOAA activities and jurisdictions in the PNW are collected and/or linked from the Library catalog and Serials catalog.

*Legal Materials.*

The acquisition of legal materials held by the Library are limited to those relevant to NOAA mandates, and in some cases secondary material on legislation and judicial decisions (e.g. A legislative history of the Clean water act of 1977).

*Maps, Atlases, and Charts.*

All maps published by NOAA and most by the National Geospatial-Intelligence Agency (NGA) including all U.S. and numerous international nautical, historic, bathymetric charts and H- and T-sheets for the West Coast, are in the library collection, and updated as new editions are available. USGS quad and topo maps for AK, CA, HI, ID, MT, OR, and WA are also in the collection but not regularly updated. A list of links to external vendors with useful maps is also maintained.

*Microform.*

H- and T-sheets of coastal areas of the U.S. (geography may be limited) are available in microform cabinets in the library. Some archive volumes of journals and the Federal Register are also available on microform and the Library maintains an operable viewer/printer for access.

*Rare books.*

The library has no facility to properly maintain a rare book collection. Rare books are sent to the Central Library for preservation as needed.

*Reprints.*

Reprints are not maintained in the Seattle Library collection.

*Translations.*

The Library contains a static collection of scientific translations from the National Science Foundation Israel Program.

*Exclusions.*

The following types of materials are generally excluded from the collection. However, there are some special interest collections (e.g. bird watching, NW tour books, Green Trails, New York Times, etc.) that may contain these formats:

- Fictions
- Forms, form letters, etc.
- Newspapers
- Patents
- Portraits
- Press releases
- Radio and television scripts
- NOAA agency administrative documents or records



## **VI. Maintenance**

In order to maintain a collection that is reflective of the current needs of the NOAA Seattle Library's user base, continual maintenance must be performed that consists of collection evaluation, material acquisitions, and weeding activities. The following section describes procedures used by NOAA Seattle Library staff in maintaining a current and effective collection.

### *A. Responsibilities*

Maintenance of the library collection is the responsibility of NOAA Seattle Library staff. The staff consists of two full-time professional librarians, and one part time systems administrator. Library staff determines the frequency and degree of maintenance activities necessary to support the collection on a continual basis.

### *B. Collection Evaluation and Assessment*

Collection evaluation is primarily accomplished through informal interaction with patrons as well as by soliciting user feedback through questionnaires, surveys, or interviews as needed. Responses are compiled and evaluated to determine areas needing more attention and development.

In addition, periodic comments from the user community may also provide insight into the current effectiveness of the collection and identify areas that may need improvement. These suggestions are compiled and revisited when library staff performs maintenance procedures.

Another method of collection evaluation used is through comparing existing holdings to subject bibliographies, which may provide standard items that should be present in the collection. Missing items may then be added to the acquisitions list and acquired if funds are available.

### *C. Acquisitions*

Additions to the Seattle library collection are primarily identified from requests by NOAA staff and other library users. In order for an item to be considered for addition, it must pertain to the activities or jurisdictions of NOAA and be relevant to accomplish work tasks. Suggestions for additions to the collection can be made directly to librarians.

Recommendations will be evaluated based on the scope and content of the item, whether it duplicates existing material within NOAA, the audience at which the item is directed, as well as issues of cost, format, and demand. The ability of the Seattle Library to add recommendations to its collection may be limited by budgetary, staffing, and time constraints.

Additions to the library may also be made by donations or gifts to the library. The same criteria mentioned above for adding an item will be used to evaluate whether donations and gifts will be added to the library. In addition, donated items may be evaluated for physical condition, currency of information, age, and use. Items deemed unsuitable for the collection are generally offered to other domestic and international libraries before discarding. Note that the library cannot accept donations that are accompanied with conditions for use or ownership. Donations become the property of the library and are to be used at the discretion of library staff.

### *D. Weeding*

Weeding is a process that must be undertaken periodically to ensure the effectiveness of a collection. It may involve removing duplicative materials, assessing the physical condition of existing materials, or evaluating whether materials have been superseded by new editions or formats.

The NOAA Seattle Library will periodically weed materials based on the following criteria:

- Physical condition
- Currency
- Usage
- Duplication
- Replacement by other format
- Replacement by other editions

Items whose physical condition is compromised will be restored, replaced, or removed, depending on the amount of usage by patrons. Duplicate items will be removed, unless use warrants the need for multiple copies. Items that are replaced by other formats or editions will be evaluated for removal on a case-by-case basis. Materials weeded from the collection may be donated to other libraries, or available for library users to take.

The head librarian will determine the frequency and extent of weeding.

### *E. Challenges*

The library collection is not a static collection and must remain fluid as the goals and information needs of NOAA staff and library users change. Changes to the policy and to the collection should always consider the needs of users. It is the responsibility of NOAA Seattle Library to be cognizant of changes to agency goals and user needs, and modify the policy and collection to be consistent with those needs. The ability of the Library to ensure consistency with user needs remains one that is limited to restrictions by budget, staffing, and time. NOAA library staff will ensure that resources are maximized in order to provide the best library services available to its users.

## **VII. Access to Resources**

The collection can be searched via the joint National Marine Mammal Lab Library (NMML) and NOAA Seattle Regional Library online catalog. In addition, online resources such as library catalogs, databases, and electronic journals are readily available to NOAA employees via their NOAA computer. No individual accounts need to be established prior to access. Electronic resources are licensed for NOAA employees and purchased according to the size of that user group. Provision of electronic resources to users outside the agreement violates the license.

### *A. Library Catalog*

Two mechanisms exist for searching holdings within the NOAA Seattle Library. The NOAA Library & Information Network Catalog ([NOAALINC](#)) is the NOAA-wide online public access catalog (OPAC) and

searches holdings of all libraries within the [NOAA library and information network](#). It uses Sirsi's Unicorn as the integrated library system. The system was installed and implemented in 1994. The catalog is fully searchable through both a basic and advanced search page available on the Library's web site.

The NOAA Seattle Regional/NMML Library Catalog contains holdings for the Seattle Regional and National Marine Mammal Laboratory libraries only. This catalog contains an exact copy of the Seattle and NMML Library holdings available in NOAALINC.

All books, reports and serials are represented in the catalog and may consist of reference items that must be used within the library as well as materials available for circulation. Map and chart series are also represented with less granularity in the catalog, but refer to indexes that provide better access.

Records in the catalog are obtained through copy cataloging. Specific records are pulled from OCLC, and compared to existing items cataloged for consistency. Call numbers are then verified to ensure that they fit within our existing monographic series.

An index of other domestic and international [library catalogs](#) available for searching is provided by the NOAA Seattle Library. These may consist of NOAA catalogs as well as catalogs available through universities, public libraries, and government libraries. These library catalogs have been selected for the strength of their holdings in fields associated with NOAA research. If you find items in them that you would like to use but are not held by NOAA Libraries please use the 'Order Materials' forms on our site.

### *B. Websites, databases, and catalogs*

The NOAA Seattle Library maintains a number of links to additional databases and catalogs available to our users.

#### Literature Searching

The Library has a collection of bibliographic and statistical databases which can be accessed via our website at a public access PC. The collection includes Aquatic Sciences and Fisheries Abstracts, Meteorological and Geostrophysical Abstracts, Web of Science, Ingenta, Dialog, and OCLC First Search (including Agricola, BasicBiosis, Biological and Agricultural Index, Dissertation Abstracts, GeoBase, Library Literature and Worldcat among others). A number of other databases provided by publishers or for special collections of scientific literature are also available. Some databases may only be accessible to staff at a computer within the NOAA West Network.

#### Journals and Serials

Specific electronic and paper journals held by any of the three NOAA Libraries in Seattle can be searched or browsed. The serials catalog is a FileMaker database containing records in a format designed by local NOAA librarians.

Links to some journals may only be accessible to staff within the NOAA West Network. Articles may be available in electronic or paper form through the library. If holdings are not available electronically, a photocopy may be requested through the Library.

### Atlases, Maps, and Charts

The Library provides a guide to atlases, maps, and charts available through the Library. Charts on microfilm of the continental U.S. including Alaska extend from the 1880s to 1980. Historical maps and charts from the 1800s are available on a set of CD-ROMs from the Office of Coast Survey as well as at Coast Survey websites.

### Environmental Data

A guide to online resources on Environmental Data is provided by discipline, region, type, and provider. The guide consists of relevant web links to sites of interest which were identified through collaborations with researchers. New suggestions to the guide are welcome.

### Reference Desk

The Reference Desk on the Library's web site contains an index to general reference material including dictionaries and thesauri, encyclopedias, language and grammar tools, and many other helpful resources.

Consulting on online literature searching is available from the Library staff throughout the day. Dialog searching of online citation indexes and abstracting services is available to allow quick and timely access to scientific literature. Electronic literature searching can be used to find articles on a topic of interest, verify a citation or browse current contents. Databases available (and most often requested) through Dialog include: Science Citation Index (a.k.a. Web of Science), INSPEC, BIOSIS, and GeoRef

### *C. Research alerts*

Tables of contents of journals and keyword search alerts are routed electronically, via Ingenta and Web of Science, to staff members at their request. If you are interested in this service contact the Library staff.

### *D. Reference support*

Library staff is available to help organize literature searches, and will provide instruction for how to use the searching software and network interfaces that accompany information resources in the Library. This includes data & information on the Internet as well as CD-ROM products.

Our library, in conjunction with the NMML Library, offers seminars on a variety of library and information seeking topics to all Seattle area NOAA staff on an irregular basis. New employees are also welcome to stop by the library for a full introduction to library staff and services.

The public may use the Library for reference during regular staff hours (8:00 am - 4:30 pm PST), however, previous arrangements are required to allow access to the NOAA WRC campus. Contact 206-526-6241 or [seattle.library@noaa.gov](mailto:seattle.library@noaa.gov) to make arrangements.

### *E. Borrowing Procedures and Circulation Policy*

Circulation of library materials is limited to NOAA employees. Any item taken from the library must be checked out at the front desk. Books are available on an as-needed loan basis. We request that you return items as soon as you are finished with them. Circulating items are subject to recall at any time. If you receive a recall notice, please return the book to the library promptly. Journals are not allowed to circulate. The WRC Copy service is available through the Library providing 24 hour turn around on most types of copy requests.

We will start your borrower's account the first time you want to check something out of our library, or the first time you come in. Only books checked from our library (Seattle Regional) will show on your account, though some of the NMML Library's items are in the local catalog. The NMML Library checkout system is not online. The NWAFC Montlake Library's holdings are not in shared local catalog. Their holdings are in NOAALINC (which also shows the complete holdings of our local catalog) and they circulate materials independently.

To request books and articles from the Montlake library through inter-office mail, use the [forms](#) on our site and choose the Montlake radio buttons, which change the email recipient. You can also email them directly at [nwfsc.library@noaa.gov](mailto:nwfsc.library@noaa.gov).

Library orientation is provided for all new employees and is required before receiving access to the collection. Employees separating from NOAA must return all materials to the library and have form [CD-126](#), Separation Clearance Certificate, signed by a library staff member during the last week of employment with NOAA.

### *F. Interlibrary Loan*

Interlibrary loan services are restricted to NOAA Western Region employees. Use of interlibrary loan service is also restricted to work-related items.

A number of options are available for requesting items through ILL:

- Via e-mail, phone, in-person
- Via [ILL web request form](#).
- In CSA Illumina and [OCLC WorldCat](#) databases, using 'Request through ILL' link

You will be notified once the item is available for pick up in the library through interoffice mail, e-mail, or postal mail depending on deadline and format.

## **VIII. Copyright and Intellectual Property**

Access to the works and information contained therein is provided as a public service by NOAA Library Seattle with the understanding that the U.S. Government makes no warranties, either express or implied, concerning the accuracy, completeness, reliability, or suitability of the information. Nor does the U.S. Government warrant that use of the works is free of any claims of copyright infringement.

*A Warning Concerning Copyright Restrictions*

The Copyright law of the U.S. (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Additional information can be found on the Library's web Reference Desk on [Copyright and Fair Use](#).

## **IX. Specific Selection Guidelines**