SPECIAL DIRECTIVE 94-1

To: Directorate, Field Directorate, WASO Office and
Division Chiefs, and All Superintendents

From: Director

Subject: National Park Service (NPS) Library Program

The National Park Service (NPS) Library Program is coordinated
by the WASO Information and Telecommunications Division (ITD).
The NPS Chief Librarian is responsible for developing policy
and guidelines for the management and operation of NPS
Libraries.

NPS Library Program Mission

The mission of the National Park Service Library Program is to
provide coordination, policy, guidance, standards and
technical assistance to NPS libraries at regions, centers, and
parks. The program will promote the use of current technology
to facilitate access to and sharing of information both within
and outside the NPS, including that produced by other
agencies, bureaus and organizations, and the vast "universe"
of information available through electronic networks and
electronic media.

NPS Library Program Goals (background statement)

The NPS Library Program supports the role of NPS libraries
(region, center, and park) to physically organize and control
library materials and to provide cataloging, reference,
lending and other customary library services to NPS staff and
visitors.

Beyond this traditional role, an important goal of the Library
Program will be to plan, design and implement the "NPS
Servicewide Library System" (working title). This system would
provide access to an NPS combined library catalog (a "union"
of NPS library catalogs), the Cultural Resources Bibliography,
the Denver Service Center's Technical Information Center
database, a Natural Resources Bibliography (currently being
planned), as well as other bibliographic databases. The system
could be used Servicewide to copy library catalog records,
obtain reference information, and verify library holdings for
interlibrary loan purposes.

Ultimately, the NPS Servicewide Library System should become
an integral part of the "information highway" which is growing
in the United states and internationally. By combining library

science with telecommunications science we can improve NPS access to information from outside sources and share NPS information resources with outside agencies and the public. Internet connections, direct dial-up, and 800 access are all being investigated for this purpose.

NPS Library Pro[g]aram Goals

1) Provide Servicewide access to information held, produced or funded by the NPS, including that produced by NPS staff and by other organizations, contractors, cooperators, e.g. Cooperative Park Study Units, etc.

2) Maximize the use of current technology to gain access to information produced outside the NPS and provide NPS information to outside groups.

3) Provide technical guidance to regional, center, park and WASO library staff to help them effectively organize, control, catalog and provide access to their information.

4) Increase awareness of the NPS Library Program.

5) Provide accountability over NPS library holdings.

NPS Chief Librarian

To coordinate the Servicewide Library Program, the position of NPS Chief Librarian has been established on the WASO ITD Policy and Planning Staff.

Coordination with NPS, DOI and outside organizations

The Chief Librarian will work with other NPS programs, the Department and outside organizations to accomplish the Library Program mission.

NPS Programs

The Chief Librarian will consult with Cultural Resources, Natural Resources, Records Management, Property Management, Operations, Planning and Development and other NPS programs in order to plan for library services that will draw in information to support the mission of NPS in all major program areas.

Some of these program areas are:

Curatorial Program

The NPS Chief Librarian will work closely with the NPS Chief Curator, the Senior Archivist, and the

Archives Advisory Committee to develop mutually acceptable guidelines to deal with areas of potential overlap between library materials and museum objects, including archival materials. (Museum collections, including archival and manuscript collections, are cataloged according to the Museum Handbook, Part II, Museum Records.)

Cultural Resources Bibliography

The NPS Chief Librarian will work with the Cultural Resources Bibliography Program to convert the database to Pro-Cite, a software that will make it compatible with the NPS Servicewide Library System (see "Software Recommendations").

Natural Resources Bibliography

The NPS Chief Librarian will help plan for a Servicewide bibliography of literature produced through the Natural Resources programs that will also use Pro-Cite, making it compatible with the NPS Servicewide Library System.

Department of the Interior Library

The Chief Librarian will work with representatives from major NPS program areas, such as Natural Resources, Cultural Resources and Interpretation, to represent NPS on the DOI Library Users Committee.

Other Bureaus and Agencies

The Chief Librarian will keep abreast of and provide input to library and information activities in other Federal Agencies or Bureaus such as the Library of Congress, the National Archives and Records Administration, the Fish and Wildlife Service, the Forest Service, the new National Biological Survey, etc.

Promoting NPS library interests

The Chief Librarian will promote the interests of NPS libraries to NPS management and on NPS committees, such as the Internet Committee, the National Biological Survey Library Committee and to other agencies and outside organizations.

<u>NPS Libraries</u>

<u>Regional Librarian</u>

The regional librarian function is essential to provide guidance to the region's park libraries and to actively represent park library interests to the NPS Chief Librarian (WASO-ITD). The regional librarian should manage an appropriately staffed regional library located in the regional office. The regional librarian can draw on both NPS and outside resources to provide information services to the regional office and to all parks in the region. Park staff without library background should be able to receive services such as library management training and library cataloging assistance from their regional librarian. The regional library, which can provide automation of library catalog entries for parks, will be an important link between park libraries and the NPS Servicewide Library System currently under development. These are essential services that can reduce duplication of effort in library functions within a region, ensure that substantial investments in library resources are maximized and provide support to park personnel in accomplishing their administrative, resource management and interpretive duties.

In the absence of a specifically assigned regional librarian, the Regional Information Management Coordinator is responsible for performing the most essential regional library coordination services, which may include maintaining current information on park libraries in their region and serving as a "hub" for the distribution and collection of information between the park libraries and the Washington Office.

<u>Center Libraries</u>

Center libraries will be an integral part of the future NPS Servicewide Library System. Center libraries contain valuable collections supporting specific NPS functions or program areas. Many of the NPS center libraries are professionally staffed and not only serve the center in which they are located, but may also provide professional library services, such as reference, cataloging and interlibrary loan to the NPS regional office and the parks in their service area, or Servicewide.

<u>Park Libraries</u>

Park libraries are important as local repositories of published information materials and as effective local access points to a greater "universe" of information

stored elsewhere within and outside the NPS. Park library personnel physically care for, organize, manage and provide access to a wide assortment of library media. They document such valuable information as park administrative history, natural and cultural resource management and interpretation. Also included are copies of important research reports, other published resource literature produced through funded research projects and special reference collections, such as cartographic materials and copy photographs, to name a few. The park library provides immediate access to this material at the park site for staff, researchers, other bureaus and agencies, and the general public. This role is no small responsibility; nevertheless, appropriate support for the park library has long been neglected in the NPS.

A major goal of the NPS Library Program is to increase awareness among park and regional administrators of the important role the park library can play in providing access to information spread throughout the NPS. Project cooperation between the NPS Library Program and major NPS programs such as the Cultural Resources Bibliography, the Denver Service Center's Technical Information Center and the Natural Resources Bibliography (under development) is proving of mutual benefit. The managers of major bibliographic projects such as these are encouraged to incorporate professional library standards in their databases, making them compatible with each other, with the future NPS Servicewide Library System and with external bibliographic databases and networks. This practice will vastly improve the flow of information across park and regional boundaries, and its potential to feed into national and international "information highways" in the near future.

Library Advisory Committee

Members

The Library Advisory Committee's standing committee will be composed of representatives from regional, center and park Libraries and WASO, including the Chief Curator and the Senior Archivist. Members of the standing committee may elect to form regional committees of park library personnel to assist them with library planning activities in their regions. Ad hoc subcommittees to perform specific tasks may be composed of standing committee members, park library personnel, appropriate representatives of NPS programs, advisors from outside organizations, and interested NPS library users.

Responsibilities

The NPS Chief Librarian will develop Servicewide policy in consultation with the NPS Library Advisory Committee, which will be responsible for reviewing NPS library policy and guidelines. Committee members will be expected to provide the Chief Librarian with general advice, help with Servicewide library projects, specialized knowledge, and feedback on specific library activities, such as determining park personnel's information needs and evaluating library software.

Library Program Priorities

NPS-84 Library Management Guideline

Beginning in 1994, the Chief Librarian will develop and maintain a new NPS administrative guideline entitled NPS-84 Library Management Guideline. The guideline will be developed in conjunction with the Library Advisory Committee and will be coordinated with other related guidelines, such as NPS-28 Cultural Resources Management Guideline, NPS-77 Natural Resources Management Guideline, NPS-19 Records Management Guideline and NPS-6 Interpretation Guideline. The draft will be subject to WASO and field review.

Once the Library Management Guideline is in place, the NPS Chief Librarian will review or delegate the review Of major NPS Library resources on a periodic basis, as part of the NPS Information Resource Management Review Program and the Operations Review Program.

Servicewide Library System

The Chief Librarian will work with the Library Advisory Committee and technical specialists to develop a plan for a Servicewide library network which would provide access to the combined catalog of NPS library holdings, NPS bibliographic databases, NPS research data and reports, and information from outside sources.

NPS Library Guidelines

The following NPS Servicewide library guidelines are stated herein in advance of publication of NPS-84 because their immediate application will further the NPS Library Program mission. The Chief Librarian will be working with the Library Advisory Committee and the NPS IRM Standards Committee to implement the following as NPS standards:

Anglo-American Cataloging Rules. Second Edition (AACR2)

The Library Advisory Committee will be responsible for interpreting The Anglo-American Cataloging Rules, Second Edition, 1988 revision (AACR2), published by the American Library Association, for the NPS Library Program. The AACR2 provides the basis for decisions regarding standard library cataloging practice and format, such as correct identification and recording of author, title, publisher, etc. These rules shall be used only as a guide for developing simplified cataloging conventions for park library managers, many of whom are not professional librarians.

U.S. Machine Readable Cataloging Format (USMARC)

USMARC format (United States MAchine Readable Cataloging format) is the United States standard format for automated library catalog records. NPS generated library databases should be fully compatible with the USMARC format to ensure that NPS libraries can communicate and exchange bibliographic information with one another, and with other NP$ and outside sources of bibliographic and library cataloging information.

Using software that is fully compatible with the USMARC format will give NPS librarians the ability to copy catalog records from on-line bibliographic utilities, CD-ROM products, and on-line national and regional library networks, to share cataloging records and to contribute bibliographic information to an NPS combined library catalog and to outside organizations.

Library Catalog (Bibliographic) Software

Library managers planning to catalog their collections using a bibliographic computer software should purchase software that is fully compatible with the USMARC format. Such a bibliographic software package should be capable of importing and exporting records compatible with USMARC format, with or without the aid of conversion software.

Software recommendations

Software for Park Libraries

The NPS Chief Librarian and the Library Advisory Committee recommend "Pro-Cite" by Personal Bibliographic Software, Inc., for most park libraries that are beginning to catalog their collections or are considering computerizing their card catalogs.

Pro-Cite

Pro-Cite users do not have to understand the intricacies of the USMARC "tag number" format and will see only English language field names. Pro-Cite provides pre-designed data entry screens for a wide range of formats, such as books, journal articles, correspondence, maps, reports, manuscripts, photographs, videos, etc., which conform to the USMARC format by field order and field name. Using *Pro-Cite to* create USMARC records of their library collections will make it easier for each park to add their catalog records to the future NPS Servicewide Library System.

Purchasing Pro-Cite

Pro-Cite's manufacturer, Personal Bibliographic Software, Inc., of Ann Arbor, Michigan is listed in the GSA Schedule and quantity discounts are available. WASO ITD will coordinate a Servicewide procurement of Pro-Cite at the beginning of FY 1994. More information on this procurement will be available at a later date. Park librarians should contact their regional librarian or regional information management coordinator for details on acquiring Pro-Cite.

Other Software Currently in Use

Some park libraries are already using software packages which may not be compatible with the USMARC format or only partially compatible. In these cases a programming solution may be possible to convert the library data to USMARC/Pro-Cite compatibility (see below).

Libraries using the Harpers Ferry "NPS Library System" software (all versions) distributed by Harpers Ferry Center (HFC) will need to convert to Pro-Cite to be fully compatible with the USMARC format. The Chief Librarian is working with NPS programmers to find the best conversion from the HFC system to Pro-Cite and to create a label program for Pro-Cite.

Park libraries already using a fully USMARC compatible software, such as OCLC or ALICAT, need not convert to Pro-Cite. Those libraries not using a fully USMARC compatible software should convert to Pro-Cite as soon as resources permit. The conversion to Pro-Cite options for other software packages will be examined by NPS

programmers on a case-by-case basis to determine the best conversion method.

Inquiries regarding library software or converting library data from another software to Pro-cite should be directed to regional librarians or regional information management coordinators who will receive this information from the Chief Librarian.

Pro-Cite and ALICAT

Park libraries using the Pacific Northwest Regional Library system known as ALICAT (Automated Library Catalog), a fully USMARC-compatible system, should contact the regional librarian if they wish to use Pro-cite for cataloging of their non-book library materials. Use of both Pro-Cite and ALICAT for cataloging different types of park library materials is acceptable, but must be coordinated at the regional level.

Regional Library Software

Regional, center and some park libraries with a full time librarian and support staff may wish to consider integrated library application software to handle additional library functions, such as circulation, acquisitions, serials control, etc. The software selected must be capable of importing and exporting in the USMARC Communications Format, which will make it compatible with Pro-Cite and library data from other institutions or agencies.

Members of the Library Advisory Committee and other interested NPS professional librarians will be asked to submit their recommendations for an integrated library software system. Cooperation in selecting library system software for regional, center and other staffed NPS libraries is critical to the success of the future NPS Servicewide Library System.