

Digitization at EPA Making Publications Accessible

June 16, 2009
Special Libraries Association – Government Information Division






Digitization at EPA

- Why digitize?
- Digitization at EPA
- NEPIS digital repository
- By the numbers...
- Current status of digitization at EPA
- Moving forward with digitization
- Resources for more information




Why Digitize?

- Provide free public access to EPA documents
 - Search and retrieve, download, print or order documents
- Resource for EPA staff and Network libraries
 - Desktop access to documents
 - Increase collections without consuming valuable space
- Complement to print distribution center
 - National Service Center for Environmental Publications – NSCEP
 - Current inventory of over 7,000 print documents



Digitization at EPA

- Digitization project managed by OARM-Cincinnati
 - Office of Administration and Resource Management
 - Digitization done by contract staff
- Initial efforts began in early 1990's
 - ~3000 documents digitized using Clarit
- NEPIS digital archive created in 1996
 - National Environmental Publications Internet Site - NEPIS
 - <http://www.epa.gov/nscep>
 - Look and functionality has evolved to meet needs




Digitization at EPA

- Digitization has continued since early 1990's
- ~15,000 documents in NEPIS in 2006
- Documents from closing libraries digitized by January 2007
 - Added over 10,000 documents to inventory
 - Detailed tracking of materials transferred for digitization with shipping manifests






Digitization at EPA

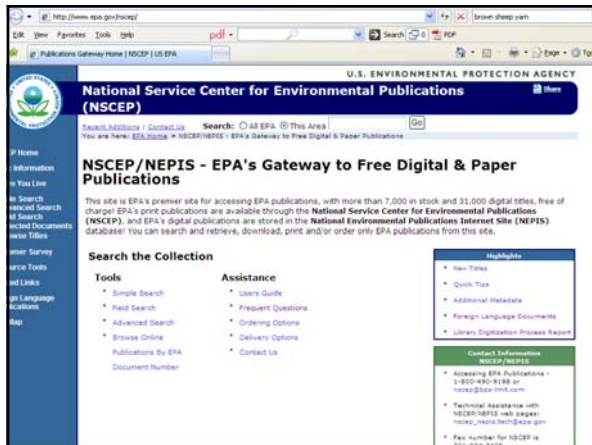
- Moratorium on moving library materials halted further digitization in Spring 2007
- Digitization processes reviewed by outside experts
 - Usability study
 - Enhancements to systems
- NEPIS continued to add documents through Web harvesting
- Links to digital documents included in online catalog records

  **Digitization at EPA**

- ZyLab Imaging System hardware and software
- Tagged Image File Format (TIFF)
- Metadata input from shipping manifest and harvested from online catalog records
- Files stored on public access servers at NCC

  **NEPIS Digital Repository**

- Current inventory of over 31,000 documents
- Full-text search capability
- Search cloud refinement tool
 - Additional search terms based on content of documents in results
- Search results display document cover thumbnails
- Ability to download, print, or order hard copy documents



U.S. ENVIRONMENTAL PROTECTION AGENCY
National Service Center for Environmental Publications (NSCEP)

NSCEP/NEPIS - EPA's Gateway to Free Digital & Paper Publications

This site is EPA's premier site for accessing EPA publications, with more than 7,000 in stock and 31,000 digital titles, free of charge! EPA's print publications are available through the **National Service Center for Environmental Publications (NSCEP)**, and EPA's digital publications are stored in the **National Environmental Publications Internet Site (NEPIS)** database! You can search and retrieve, download, print and/or order only EPA publications from this site.

Search the Collection

Tools

- Simple Search
- Field Search
- Advanced Search
- Browse Online
- Publications By EPA
- Document Number

Assistance

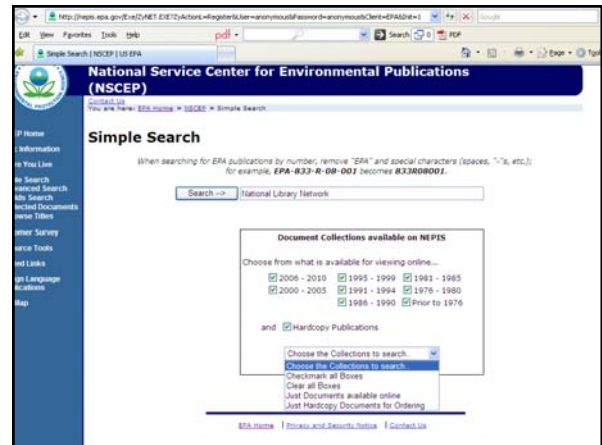
- Users Guide
- Frequent Questions
- Ordering Options
- Delivery Options
- Contact Us

Helpful Links

- New Titles
- Quick Tips
- Additional Metadata
- Foreign Language Documents
- Library Digitization Process Report

Contact Information: NSCEP/NEPIS

- Accessing EPA Publications - 1-800-490-9138 or nscep@epa.gov
- Technical Assistance with NSCEP/NEPIS web program: nscep_helpdesk@epa.gov
- Fax number for NSCEP is [1-800-490-9138](tel:1-800-490-9138)



Simple Search

When searching for EPA publications by number, remove "EPA" and special characters (spaces, "-", etc.); for example, **EPA-833-R-00-001** becomes **833R0001**.

Search → National Library Network

Document Collections available on NEPIS

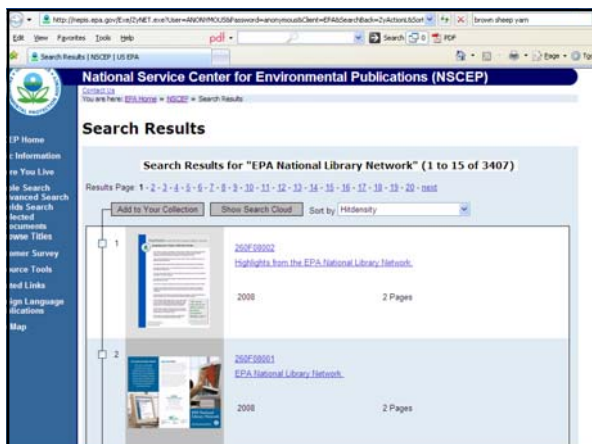
Choose from what is available for viewing online...

- 2006 - 2010
- 1995 - 1999
- 1981 - 1985
- 2000 - 2005
- 1991 - 1994
- 1976 - 1980
- 1966 - 1990
- Prior to 1976

and Hardcopy Publications

Choose the Collections to search

- Choose the Collections to search
- Checkmark all Boxes
- Clear all Boxes
- Just Documents available online
- Just Hardcopy Documents for Ordering

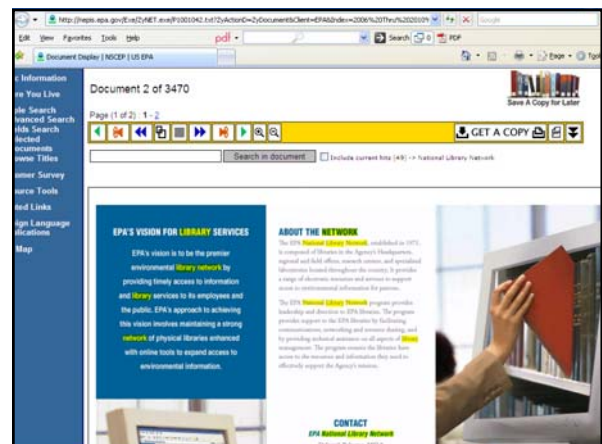


Search Results

Search Results for "EPA National Library Network" (1 to 15 of 3407)

Results Page: 1 - 2 - 3 - 4 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 - 18 - 19 - 20 - last

Item	Title	Year	Pages
1	200E0002 Highlights from the EPA National Library Network	2008	2 Pages
2	200E0001 EPA National Library Network	2008	2 Pages



Document 2 of 3470

Page 1 (of 2) 1 - 2

GET A COPY

EPA'S VISION FOR LIBRARY SERVICES

EPA's vision is to be the premier environmental library network by providing timely access to information and library services to its employees and the public. EPA's approach to achieving this vision involves maintaining a strong network of physical libraries enhanced with online tools to expand access to environmental information.

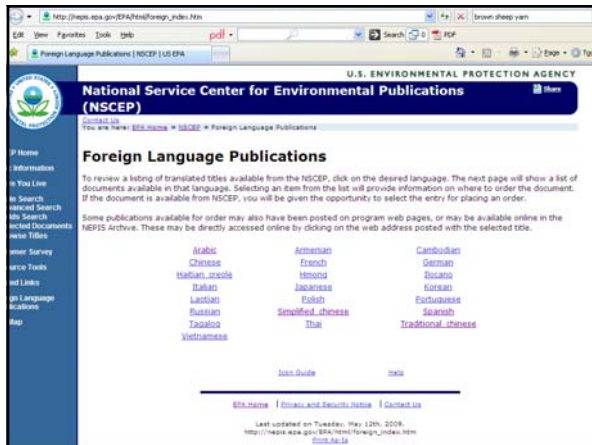
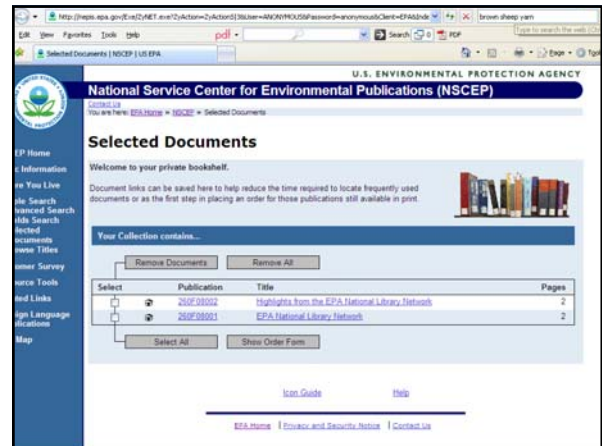
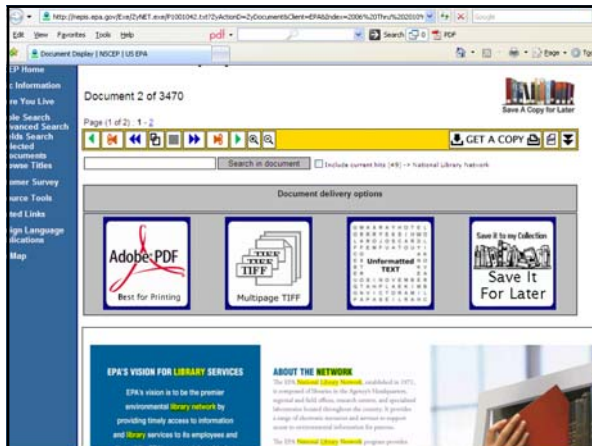
ABOUT THE NETWORK

The EPA National Library Network, established in 1975, is composed of libraries in the Agency's Headquarters region and field offices, research centers, and specialized information based throughout the country. It provides a range of electronic resources and services to support access to resources and information for the general public.

The EPA National Library Network program provides facility and services in EPA Offices. The program provides support to the EPA Offices by facilitating communication, providing access to digital data, and by providing technical assistance on all aspects of library management. The program ensures the library services to the research and information they need to effectively support the Agency's mission.

CONTACT

EPA National Library Network
 National Library Network



By the Numbers...

FY2009 Statistics (as of June 1)

- Digital publications – 31,220
 - New titles added this year – 3,348
- Page count – 2,973,591
- Web hits – 16,095,581
 - 8.6% increase over FY2008
- Downloads – 52,306

Current Status of Digitization

- Library Network developed detailed procedures based on best practices
 - Digitization Processes for EPA Libraries
 - Outlines how to prioritize and handle materials to be digitized
- Moratorium lifted after library policy and procedures signed by CIO in May 2009
- Planning is underway to resume digitization efforts later this summer

Moving forward with digitization

- Prioritize documents for digitization
 - Any unique documents – only one copy exists
 - Repository collections
 - Other Network libraries
- Prepare documents for transfer
 - All must be cataloged and have document numbers
 - Carefully packed and labeled
 - Detailed shipping manifests for accurate tracking
- Retain two print copies
 - One in repository for use; one in dark archive



Resources for more information

- EPA Library Digitization Report
 - www.epa.gov/nscep/digitization.html
 - Describes processes used to digitize EPA documents
- Process for Review of Digitization Procedures
 - www.epa.gov/libraries/digitization_procedures.htm
- EPA National Library Network
 - www.epa.gov/libraries



Contact:

Deborah Balsamo
National Program Manager
EPA National Library Network
balsamo.deborah@epa.gov

www.epa.gov/libraries

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