

## **STATEMENT OF WORK SCIENTIFIC LIBRARY SERVICES**

The Contractor shall be responsible for operating the existing scientific library facility in support of all NCI-Frederick operations, both Government and Contractor. It is essential that the Contractor maintains flexibility and is rapidly responsive in the performance of these requirements. Furthermore, it is required that these needs are addressed proactively and that creativity and innovation be used to approach all aspects of the statement of work.

### **I. RESOURCES**

The Contractor shall use resources that are currently available, which include 10,545 sq. ft. of space in Bldg. 549, a book collection of approximately 12,000 volumes, a retrospective journal collection of approximately 72,600 volumes, 650 journal subscriptions and serial titles, and the computer systems listed below. All resources are provided and owned by the Government.

### **II. SPECIFIC SERVICES**

The Contractor shall provide standard library operations and routines, including:

- A. Cataloging of books utilizing the Ohio College Library Consortium (OCLC) online computerized shared-cataloging system and interlibrary loan system and INNOPAC with OCLC interface.
- B. Acquisition of all books and journals for developing the collection to reflect the research being conducted at NCI-Frederick. A continuing list of serial holdings shall be maintained. Journals shall be collected and bound, usually by volume. The contractor shall develop and implement an innovative plan to help move the library collection to a more virtual model via more on line subscriptions and less print.
- C. Implementation of, in cooperation with the appropriate entities, a process for library staff to be made aware of that books that are being ordered by the NCI-Frederick community to aid in the selection of literature for the library.
- D. Search services shall be provided using traditional abstract and indexing tools as well as on-line and locally-mounted databases (CD-ROM) for such listings as Chemical Abstracts (CAS), Biological Abstracts (BIOSIS), PubMed, Web of Science, Beilstein, Delphion, all STN databases, Current Contents, Books in Print, and other new state-of-the-art services, as appropriate. The Contractor shall keep potential users informed of the availability of new databases as they arise.
- E. Training to include orientation and instructional classes, assistance with web tutorials, and customized training. May also provide science related programs for NCI-Frederick staff and the public.

- F. Making the collections accessible through document delivery and current awareness services in the form of loans and photocopies and other innovative methods.
- G. Providing interlibrary loans to supplement NCI-Frederick holdings by making use of the electronic networks such as the OCLC interlibrary loan subsystem, DOCLINE, including the Internet, and the NIH Library to provide quicker acquisition of needed holdings, having items borrowed or photocopied from the large subscriber network of libraries affiliated with these services.
- H. Interaction with the NIH Library in order to optimize collection strategies and access, particularly with respect to on-line journal access.
- I. Developing and maintaining a database of NCI-Frederick investigators' publications.
- J. Implementation of quality assurance processes in all functional and programmatic areas to ensure performance objectives are met, the best possible service is provided, and there is continuous quality improvement.

The Contractor shall establish a selection criteria policy for the NCI-Frederick. This policy will be used to acquire new books, journals and other library resources within negotiated levels. In those instances where judgment is necessary (such as large quantity, high unit cost or relevance to NCI-Frederick contract performance), the Library Director shall refer the request situation to the Contracting Officer and the Project Officer for resolution. All such acquisitions are reviewed and approved annually by the Contracting Officer and the Project Officer.

NOTE: Support for building maintenance, purchasing of supplies/equipment, and custodial services shall be furnished by the Government through the NCI-Frederick Operations and Technical Support Contractor. Support for computer services shall be provided by the Computer and Statistical Services Contract.