

<b>TRU SOLUTIONS MANAGEMENT POLICY</b>	Number/Rev. <span style="float: right;">MP 1.19, Rev. 5</span> Page <span style="float: right;">1 of 2</span>
<b>TITLE: LIBRARY SERVICES</b>	
COGNIZANT SENIOR MANAGER:  <u>Approval on File</u> <span style="float: right;">12/9/05</span> D. G. Haug, Chief Financial Officer Date Business Management	APPROVED BY:  <u>Approval on File</u> <span style="float: right;">12/12/05</span> R. D. Raaz Date WTS General Manager
<p><b>1.0 POLICY</b></p> <p>Washington TRU Solutions LLC (WTS) will maintain a technical library for the purpose of acquiring and maintaining scientific, technical, and regulatory information to support Waste Isolation Pilot Plant (WIPP) programs. The library will consist of two locations - one at the WIPP site, and the other in the Skeen-Whitlock Building in Carlsbad.</p> <p><b>2.0 REQUIREMENTS</b></p> <p><b>2.1 General Requirements for the WIPP Library</b></p> <p>The WIPP library will acquire and maintain scientific, technical, and regulatory information to support WIPP programs.</p> <p>The library will maintain reports, books, subscriptions, reprints, microfilm/microfiche, CD-ROM resources, and on-line databases.</p> <p>Library material also includes documents generated by WIPP participants or received by WIPP participants from external sources.</p> <p>Training and handout materials are not categorized as library material and are not ordered or retained by the librarians.</p> <p><b>2.2 Library Services</b></p> <p>The WIPP library will provide the following services:</p> <ul style="list-style-type: none"> <li>• Acquire books, journals, newsletters, update services, reports, and other publications for the library at both locations.</li> <li>• Assist with general and technical information requests.</li> <li>• Provide access to search bibliographic and nonbibliographic databases.</li> <li>• Provide interlibrary loans of books and journal articles from other libraries.</li> <li>• Process subscriptions to periodicals for WTS and Washington Regulatory and Environmental Services (WRES) at WIPP.</li> </ul>	

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**2.3 Library Loan Policy**

Library materials may be loaned on a temporary basis. Library material may be checked out for a period of one day to three weeks. Due to limited space, the library maintains only single copies of documents.

Loaned library material may be recalled by the librarians, if appropriate, to meet research needs.

Loaned library material will be returned to the library when no longer in active use. All terminating employees must return library material to the library.

Borrowers are responsible for the condition of materials loaned from the library. The materials will be returned in the same condition in which they were loaned.

Reference material may not be loaned out. Only reference material that is not copyrighted may be copied.

**3.0 RESPONSIBILITIES**

The librarians are responsible for providing and maintaining technical library services for WIPP.

All WIPP employees will comply with the library loan policy.