



City of Virginia Beach

DEPARTMENT OF PUBLIC LIBRARIES
CENTRAL LIBRARY

4100 VIRGINIA BEACH BOULEVARD
VIRGINIA BEACH, VIRGINIA 23452
(804) 431-3070

January 25, 1989

Public Affairs Office
NAS Oceana
Virginia Beach, Virginia 23460

ATTENTION: Ace Ewers

Dear Mr. Ewers:

I apologize for the delay in responding to your request to have materials concerned with the Installation Restoration Program for Hazardous Waste placed in the Virginia Beach Public Library.

I am pleased that you have thought of the public library for this purpose. The Central Library, in particular, is quite convenient for many citizens and your materials would be accessible. My concern has been that we are all apparently somewhat in the dark as to the format, extent and retention requirements of this information. If you continue to be interested in the library as a site, however, I am willing to initiate a process as follows:

Acceptable

1. You may send to my attention materials as they are received. We will place them in an information file whose drawer will be marked as to their contents. Staff will direct interested users to this information in the process of researching user requests.
2. Due to the type of material described in conversations with you and with Darlene at Dam Neck, I do not believe that the material will be cataloged.
3. If at any time, the staff load for filing or updating this material becomes prohibitive, the library may need to recontact you and discuss alternative storage.
4. I would appreciate as much information about the frequency of receipt, retention requirements, updating requirements, etc. as you can possibly provide.

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Press
Conference
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5. I recommend some publicity, or at least, letters to members of the press such as Dennis Hartog at the Virginia Beach Beacon, to alert them to the availability of this information within the library.

I hope that we will have an opportunity to work together on this project.

Sincerely,

Carolyn L. Barkley
Carolyn L. Barkley,
Central Librarian

CLB:jw

cc: John Stewart, Assistant Library Director
Patricia Cook, Information Services Librarian
Toni Lohman, Collection Management Librarian

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