



The National Energy Board Library

October 1994

Canada

This information bulletin describes the resources and services of the National Energy Board library.

THE BOARD

The National Energy Board is an independent regulatory tribunal that was created by the Parliament of Canada in 1959. Its powers and jurisdiction are based on the National Energy Board Act, the Canada Oil and Gas Operations Act and certain provisions of the Canada Petroleum Resources Act. The purpose of the Board is to make decisions that are fair, objective, and respected. The Board achieves this purpose by regulating in the Canadian public interest certain areas of the oil, gas, and electric utility industries. Copies of the Acts are available from the Board and from the Canada Communications Group, Public Works and Government Services Canada, 45 Sacré-Coeur Blvd., Hull, Quebec, K1A 0S7.

PUBLICATIONS

This information bulletin is one of a series that the Board publishes on its activities and procedures. Comments on this bulletin or suggestions for future topics are welcome. These bulletins provide general information only. For details of particular items, reference must be made to the relevant legislation.

BULLETINS IN THIS SERIES

1. Pipeline Route Approval Procedures
2. The Public Hearing Process
3. Non-Hearing Procedures
4. How to Participate in a Public Hearing
5. The Board's Publications
6. The Regulation of Tolls and Tariffs
7. The National Energy Board Library
8. Electric Power: A Compendium of Terms
9. Protection of the Environment
10. Pipeline Tolls and Tariffs: A Compendium of Terms
11. The Frontier Information Office
12. Pipeline Safety
13. Pipeline Regulation: An Overview for Landowners and Tenants

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The National Energy Board Library

Introduction

When it was created by Parliament in 1959, the National Energy Board received a dual mandate: to regulate certain areas of the oil, natural gas and electricity industries and to advise the federal government on energy matters.

The Board requires a large repository of technical information to fulfill its mandate. This repository is the NEB library. Although its primary responsibility is to the Board and its staff, the library is also open to the public.

The NEB Library Collection

Located on the first floor of the Cadillac Fairview building in Calgary, the NEB library's collection is an important source of technical information. Books, reports, documents and more than 300 periodicals cover oil, gas, electricity and related elements of economics, law and the environment.

More than 1,000 reference volumes detail federal and provincial statutes, regulations, parliamentary papers and numerous Canadian, British, and American legal case reports. The library also contains rulings of several provincial regulatory bodies and certain Statistics Canada publications.

Information on current events is available from a wide range of newspapers and newsletters received by the Board. These can be found in the library's periodical section.

The library contains a number of special collections:

- annual reports from Canadian and American companies, utilities and government agencies associated with the energy field;
- opinions and decisions of the Federal Power Commission of the United States dating from 1931;
- reports containing summaries of precedent opinions, findings, orders, declarations and

notices from the U.S. Federal Energy Regulatory Commission (FERC). FERC replaced the Federal Power Commission in 1970;

- publications from the U.S. Energy Information Administration (EIA) and the U.S. Department of Energy (DOE), which include statistics on American energy industries; and
- a selection of North American newsletters dealing with oil, gas and electrical matters, and related regulatory issues.

Reference Documents

The reference section includes almanacs, directories, atlases, maps, encyclopedae, dictionaries, yearbooks and handbooks. It is an excellent source for answers to questions about various energy matters:

- *Basic Petroleum Data Book*, published by the American Petroleum Institute and updated every four months;
- *Dictionnaire de l'Énergie: Glossaire International Illustré, Atlas et Annuaire Statistique de Références sur l'Énergie*;
- *Energy Statistics Handbook* issued by Natural Resources Canada and Statistics Canada;
- *International Crude Oil and Product Prices*, issued by Energy Economics Research Ltd. in cooperation with the Middle East Economic Survey. It is updated twice a year;
- *The Illustrated Petroleum Reference Dictionary*;
- *International Petroleum Encyclopedia*, (annual);
- *Canadian Oil and Gas Register*, (annual);
- *Financial Times Oil and Gas International Yearbook*, (annual);
- *International Directory of Electric Utilities*; and
- *Platt's Oil Price Handbook and Oilmanac*, (annual).

Reference works are not loaned to external patrons but may be read in the library.

Statistical Documents

The Board produces a large volume of statistical information, such as data on energy exports and resources, which is available in the library. Also on file are a limited number of Statistics Canada publications dealing with energy. A full series of energy related facts and figures is housed at the Statistics Canada library in Ottawa.

Hearing Documents

The Board frequently receives and issues hundreds of documents during a public hearing. Each document is assigned a number and is placed on the exhibit list for that particular hearing. The list is revised during the hearing as new documents are added, and provides a convenient way of locating a particular item. The documents and exhibit lists are kept in the library and are public information. While the documents are not available for loan outside the Board, photocopying is permitted. During any hearing, a copy of the exhibit list can be obtained from the Hearing Process Officer free of charge and copies of exhibits are available from the Board's Hearing Registry.

The NEB has a contract with a private court reporting firm to provide verbatim transcripts of all public hearings. Copies may be purchased from the court reporter or viewed in the NEB library. Under the terms of a contract between the Board and its court reporting firm, the firm has exclusive rights to sell copies of transcripts for a six-month period after the hearing or the end of the contract period, whichever comes first. Until this period has passed, transcripts are available at the Board for reference purposes only and may not be photocopied. Transcripts may be purchased at current rates from the Board's Court Reporter, Keeley Reporting Services, at (403) 237-6189 or (613) 230-7555. A full listing of all reports issued by the Board can be found in the Report and Hearing Reference Book found in the reference section and in the library's lists of NEB publications.

Non-Hearing Documents

If a document has been written by the Board or its staff, it can usually be found in the library. Board publications available in the library include annual reports, the *Regulatory Agenda*, speeches, news releases, statistical reports and applications not dealt with by public hearings.

Obtaining Board Publications

Copies of almost all Board publications are made available free of charge, in both official languages. Information Bulletin #5 - *The Board's Publications* provides further details on the documents available and how to obtain them.

Consulting the NEB Library

Library staff provide the public with a comprehensive service, available in person, by telephone, fax or interlibrary loan:

Location & Address:

444 Seventh Avenue S.W.
Calgary, Alberta T2P 0X8
Hours: Monday to Friday
9:00 a.m. to 4:00 p.m.
Phone: (403) 299-3561
Fax: (403) 292-5576

Photocopying Services

Permission to use the photocopier for reproduction of Board materials may be obtained from library staff. A detailed description of other services available is itemized in Appendix I.

Interlibrary Loans

Most of the books and materials found in the NEB library can be borrowed by the public for a two-week

period. Borrowing arrangements can be made by using a local library to access the Board's collection through the interlibrary loan service. However, documents such as hearing transcripts and exhibits, new books, and books heavily in demand are usually not allowed outside the Board.

Items borrowed from another library through the interlibrary loan service are subject to the regulations of the lending library.

APPENDIX I

Other Services Available to the Public

1. Applications before the Board, documents supporting applications, hearing orders and decisions may be viewed in the library or made available for viewing there.
2. Copies of most Board publications, including certificates, licences and orders, are available from the Board's Publications Coordinator.
Publication Coordinator
Library
444 Seventh Avenue S.W.
Calgary, Alberta, Canada T2P 0X8
Tel: (403) 299-3562
E-mail: orders@neb.gc.ca
Fax: (403) 292-5503

Accessions List

In an effort to keep its patrons informed, the library publishes a list each month detailing new material in the library's collection and other library news. Copies of the newsletter are sent to those on a mailing list or can be obtained from the reference desk in the library.

3. Documents filed with the Board are public and may be copied in the library, within reason.
4. Some parties may prefer to copy bulky documents themselves. Where possible, the library will endeavour to make a copy of the document available to clients for overnight loan.