

Agency Goals

MSdL Library Services

mid-Jan 2003 through Mar 2004

LISD Goal 1: State government employees have the information they need to make good public policy recommendations and decisions.

Hired a part-time temporary librarian to assist with activities associated with the reference and interlibrary loan service positions that are currently vacant.

Updated and presented workshops on Foundation Center Resources for Grantseekers, InfoTrac, Google and Other Search Engines, and Evaluating Web Sites.

Screened MSL Library Update list to remove names of persons no longer employed in state government. Tagged remaining names with agency affiliation to enable targeted mailings in specific areas of interest for future marketing use. Wrote, edited, and e-mailed the February and March Library Update newsletters.

Was not able to process names of new state employees for email addresses in order to send a "Welcome to MSL" e-mail in this reporting period.

Attended Montana Shared Catalog Shared Patron project and Virtual Reference project planning meetings in order to gauge feasibility for LISD to participate.

Continued deselecting and withdrawing outdated materials from the federal document and periodical collections.

LISD Goal 2: The staff of Montana libraries know about and have access to the professional literature they need. They obtain assistance from the MSL reference staff for patron questions they are unable to answer for local resources, Internet resources, and listservs.

Provided direct backup reference support, one or more times, to staff in the following libraries:

Daly Elementary	Polson City
Flathead County	Prairie County
Flathead Valley Community College	Twin Bridges
Glendive Public	U of M Western
Lewis & Clark	Whitefish High School
Park High School	William Kohrs Library

LISD Goal 3: Montana citizens have easy access to a comprehensive collection of state government publications.

Met with other MSdL staff to accept contract with Illinois State Library to participate in the CEP project and to establish time frame in which we can begin activities related to archiving electronic state publications.

LISD Goal 4: Users have easy and comprehensive access to information through the library catalog.

Continued working on cataloging of State Publications from the backlog area.

Other:

Completed the reorganization of the downstairs' staff work areas.