

MONTANA STATE LIBRARY COMMISSION
Collection Development Policy

1. Legislative Mandate

The laws of Montana (22-1-101-218 MCA) stipulate, in part, that the State Library Commission has the power to furnish library assistance and information services to state officials, state departments, and residents of those parts of the state inadequately serviced by libraries.

22-1-212 MCA provides for the establishment of a state publications library depository and distribution center, ensuring permanent public access to state agency publications.

95-15-301 MCA provides for MSL to maintain a Natural Resource Information System, a comprehensive system for the acquisition, storage, and retrieval of data relating to the natural resources of Montana.

95-15-302 MCA provides for the establishment at the state library of a Natural Heritage Program, a collection of information on the status and distribution of Montana's native animals and plants, emphasizing species of concern and high quality habitats.

90-15-305 MCA provides for the state library to operate a Water Information System to provide access to information relating to Montana's water resources.

The Collection Development Policy outlines the state library's responsibilities as the principal library and information source for state government, to provide Montana librarians with access to more specialized reference resources than commonly held in local libraries, and to make government information, including the publications of state government agencies as well as information mined from state agency databases, widely available to agency management and staff and Montana citizens.

The Policy has been developed in accordance with the American Library Association standards for the provision of services by state libraries to state government and to libraries.

2. Purpose of the Policy

The purpose of the Montana State Library's Collection Development Policy is to present the criteria and philosophy for developing collection resources in accordance with legal mandate and professional standards. It defines procedures to assist the administrators and staff in State Library management and planning and insures responsible and consistent decision-making.

The Policy also provides Montana State government employees, other librarians and the public with an understanding of the Library's role and intent in selecting materials. It is the authority for providing accountability when an item is questioned.

3. Policy Implementation, Evaluation and Revision

This Collection Development Policy is to be used in the development of all Montana State Library collections. Since the development process is cyclical and must constantly evolve to meet the needs of MSL patrons, this policy will be reviewed at the beginning of each fiscal year to determine if any revisions are needed. The management of the Digital Library Division and the State Librarian will review the policy. If substantial changes are made the policy will be submitted to the Montana State Library Commission.

4. Community and user groups defined

Montana State Government: There are approximately 12,000 state employees working in 35 departments and agencies involved in a wide range of governmental activities. Less than half of state employees are headquartered in Helena and the State Library provides services to employees throughout the state. Librarians and library managers located within state agencies and institutions are an important component of this user group.

It is the intent of the State Library to ensure that state government has a well-informed workforce with the knowledge of critical issues to make timely and well-considered decisions.

Montana Libraries: There are 79 public libraries and 30 public branches, 561 school libraries, and about 71 academic, health sciences and special libraries. The State Library provides "back-up" reference assistance to libraries after they exhaust local reference resources and provides extensive resources for continuing professional development.

It is the intent of the State Library to ensure that Montana librarians can remain knowledgeable in the changing environment of library management, resources, services and technology.

Montana Citizens: There are approximately 880,000 persons residing in Montana. It is the intent of the State Library to help foster a citizenry that is well informed in the issues before the State and has full advantage of information resources produced at taxpayer expense.

4. Patron Needs Defined:

State Government: *"Relevant information and recorded knowledge must be continually brought to bear on the affairs of government."* (ALA Standards for Library Functions at the State Level) The State Library

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strives to become a strategic partner to state government officials and employees in knowledge gathering for policy decisions.

MSL provides resources useful in formulating policy, developing and evaluating programs, managing agencies, researching issues, and making decisions relative to Montana resources and citizen needs. MSL acquires the resources required by this user group as identified by periodic assessments of agency issues and information needs.

Current collection strengths are in personnel management and environmental and natural resource information. The library maintains a definitive collection of state agency publications, studies and reports, complemented by a highly selective collection of federal documents. Primary and secondary sources, including journal literature, are emphasized. The library is the primary point of access to geospatial databases developed by state and federal agencies, and routinely extracts related information from Montana state agency databases. The Natural Heritage Program assimilates existing biological information, but is also the primary source of much of the Montana related biological information in the collection.

Montana Libraries: To support libraries the collection focuses on materials not normally purchased by these groups and not readily available through resource sharing with other libraries. These include expensive reference materials that are out of the financial reach of all but the largest libraries. The Library also collects materials to support the development of local libraries and the professional development of librarians and library managers.

5. Montana State Library Collections

The Montana State Library has six major collection areas in a variety of formats including paper, microfilm and microfiche, CD-ROM's, DVD's, on-line databases and Internet resources.

A. Reference Collection

The reference collection provides primary source information to answer specific questions by state employees. A secondary role is providing supportive reference services to local libraries.

Currently the collection is primarily monographic and print in nature, but all formats are considered when acquiring resources for this collection. The State Library evaluates electronic resources and makes purchases in the format that best meets the need of the Library and its users. This collection includes, but is not limited to, specialized encyclopedias, dictionaries, various periodical, book review, medical and literature indexes, biographical information and online databases.

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B. General Collection

The general collection includes a strong collection of library science materials to provide resources for developing library services, managing libraries, automating libraries, and updating librarian knowledge and skills with continuing education materials.

Other strengths of the general collection include personnel management, organizational change and planning, botanical and geologic sciences, western Native American books, and standard Montana history texts discussing the political, economic, social and cultural development of the state. In addition, the MSL collects computer science books and manuals on programming, software applications, networks and the Internet.

C. Journal Collection

The journal collection primarily addresses the information needs of state employees. The bulk of the collection is represented in electronic scientific and technical journals with a special emphasis on agriculture, commerce, economics, environmental technology, natural resource issues, political science, social services and zoology. This collection also includes a large number of library science journals. Preference in subscriptions is given to those peer reviewed journals listed in indexes and abstracting services.

D. State Publications Collection

22-1-212 MCA provides for a division of the state library to serve as the state publications library depository and distribution center. The State Library supports the basic right of citizens to know about the activities of state government and to benefit from the information developed at public expense. It maintains a comprehensive collection of state publications for circulation to agency employees and citizens. This is also in keeping with ALA Standards for Library Services to State Government which stipulate, "...the state shall maintain a complete collection of its own state government...[and] the full collection for each state will normally be maintained by the state library..."

The State Library defines a state publication as informational matter produced for public distribution regardless of format, method of reproduction, source or copyright, originating or produced with the imprint of, by the authority of or at the total or partial expense of any state agency or is required to be distributed by law by the agency and is publicly distributed outside the agency by or for the agency.

MSL actively solicits copies of current publications from all state agencies. It does not actively collect and will not usually accept copies of publications older than ten years. Exceptions are made in

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areas of special interest requested by patrons. State product older than 30 years is offered to the Montana Historical Society for archiving and preservation.

E. Federal documents collection

The Montana State Library is a depository library in the Federal Depository Library Program (FDLP), established by the U.S. Congress to ensure the American public has access to government information. Other FDLP libraries in the state include the University of Montana, which is a regional depository and receives and retains all items, and the following depository libraries: MSU-Bozeman, MSU-Billings, MSU-Northern, Montana Tech, Carroll College, and the State Law Library. Other local federal document resource libraries include the U.S. Geological Survey Library and the EPA Superfund Records Center.

MSL has been a depository library since 1966. Under federal law, the State Library must retain all documents received for five years. At the end of this period, documents will remain in the collection or be discarded according to established procedures.

Major collection strengths are Agriculture, EPA, and the Interior Department. These agency selections are made to support state employee information needs and to complement the collection levels in the other collections of the library. Federal documents not acquired are accessed through the Internet and other depository libraries, especially the Mansfield Library at the University of Montana.

The collection is maintained in accordance with the requirements defined in the Instructions to Depository Libraries, Guidelines for the Depository Library System, and the Federal Depository Manual.

F: Natural Resource Information System / Natural Heritage Program

Established in 1985 by the Montana Legislature, the mission of the Montana Natural Resource Information System (NRIS) is to make information on Montana's natural resources readily accessible to government agencies, business, and industry, and private citizens. NRIS is the primary point of access in Montana for geospatial data.

NRIS acquires, integrates, maintains, and documents natural resource data and information needed for understanding, managing, and utilizing Montana's natural resources and environment, then disseminates this information, primarily via the Internet.

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The Natural Heritage Program (NHP) is a part of the Natural Resource Information System and provides information on the status and distribution of our native animals and plants, emphasizing species of concern and high quality habitats, such as wetlands. NHP provides this information for a broad range of uses, including mining, timber sales, subdivisions, utility and pipeline corridors, oil and gas developments, weed management, highway construction, growth planning, and habitat conservation.

6. Cooperative Collection Development

The State Library collection development policy seeks to complement the collections of state agency libraries and resource centers that provide highly specialized materials or small working collections to employees of their respective agencies. Periodic consultations with appropriate staff will guide selections in these areas.

A. Agency libraries established by Montana law include:

A.1 State Law Library of Montana

Montana law (22-1-501 MCA) is the legislative authority for Montana's oldest library. The Law Library serves state government and all citizens of the state with a trained legal reference staff. The collection includes federal and state statutes, court decisions, treaties, legal journals, treatises, and practice materials needed to aid in the composition, application, practice and interpretation of the law.

A.2. Historical Society Library and Archives

Montana law (22-3-103 MCA) establishes a historical library to be maintained and operated by the Montana Historical Society. It holds the nation's premiere collection of Montana related historical materials, including books, manuscripts, state records, photographs, and histories, maps, posters, newspapers, city directories and paper ephemera.

A.3. State Census and Economic Information Center

90-1-109 MCA states, in part, that the department of commerce shall "...establish and maintain a central depository of information...concerning the significant characteristics of the state, its people, economy, land and physical characteristics [and]...analyze and disseminate such information to state, federal, and local agencies and to the general public."

The Census and Economic Information Center (CEIC) is the official source of census data for Montana. It maintains both paper and electronic files (1950 to present) addressing the

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economy and population of the state. CEIC compiles and updates the Montana County Statistical Reports, which are a collection of demographic and socioeconomic data for the state of Montana and its 56 counties.

B. Agency libraries that have established extensive collections and a full range of professional services include:

B.1. Office of Public Instruction Library

The primary mission of this library is to fulfill the information needs of OPI staff. Collection emphasis is on K-12 education and includes numerous journals, the U.S. Educational Resources Information Center (ERIC) microfiche collection, OPI archives on microfiche and selected documents from the U.S. Department of Education.

B.2. Legislative Library

A unit of the Legislative Services Division, this library provides reference, research assistance and interlibrary borrowing services to legislators and legislative staff. The collection focuses on issues of current concern to the Montana legislature and provides access to House and Senate Journals, Session Laws and committee minutes.

C. Other agencies that collect materials into a centralized resource center and provide basic services for agency employees currently include:

C.1. Department of Transportation

The **MDT Research Library** maintains a collection of transportation research materials including American Society for Testing and Materials standards, documents, videos and CD-ROMs from the Transportation Research Board and other federal agencies, and materials from other state departments of transportation and public and private organizations.

C.2. Department of Environmental Quality

The DEQ **Planning Division Library** maintains several collections including energy, integrated solid waste management, and air and water quality. Reference materials cover energy policy and planning, conservation, renewable energy, and materials on transportation and agricultural energy.

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C.3. Department of Natural Resources and Conservation

The library collections include a water library, engineering, geology and an archive of department publications.

C.4. Fish, Wildlife and Parks

The **Fisheries Division Library** consists of reports by FWP biologists on Montana's 22 major drainages and on specific subjects such as fish species. It houses management plans, in-stream flow publications, archives, and publications by other agencies, journals and serials.

C.5. Public Service Commission

The **PSC Library** maintains a collection of journal, text, and video resources on public utility regulation, transportation, telecommunications, energy and related topics.

D. Resource Sharing and Interlibrary Loan

The Montana State Library relies on resource sharing programs as an extension of its collections and as a service to its user groups. Using electronic bibliographic networks, the State Library identifies, locates and requests materials on behalf of state government employees when the appropriate or requested materials are not available locally. Consideration of purchasing items that fall within the scope our collection policy is also part of this process.

The Montana State Library depends on other Montana libraries to collect in the following areas:

- 1) public libraries for standard reference works, fiction and other forms of imaginative literature, biographies and general non-fiction, popular, ephemeral or trivial material not of direct interest to government; and large print books;
- 2) school libraries for standard school reference works and textbooks and curriculum-related fiction and non-fiction materials;
- 3) academic libraries for comprehensive collections of scholarly reference works, research journals and monographs; and
- 4) special libraries to collect highly specialized or technical resources in medicine, law, genealogy or other area of special interest.

7. Other Priorities and Policies:

The Montana State Library maintains current materials in all its collections. Standard or classic texts in various subject areas will be retained.

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Obsolete or superceded materials in the reference, general, federal documents and periodical collections will be removed according to established standards for deselecting materials. The state publications collection will remain intact according to state law and as part of our mission to state government employees.

A. Archives

After 30 years, state records and publications considered historically significant become the responsibility and fall under the care of the Montana Historical Society. State publications are generally transferred to the Historical Society after 30 years, although copies of older selected publications deemed to be of continuing value to State Library patrons are held in the collection. State publications that are retained by the Montana State Library after this time period remain part of the circulating collection and are made available to all interested persons.

B. Bibliographies and Indexes

Strong emphasis is placed on collecting bibliographies indexes and compendiums as defined within this policy to provide access to all fields of knowledge, and to serve as a foundation for basic and support collection levels.

C. Bibliographic Variants

No attempt is made to acquire more than a single imprint of books published simultaneously in two or more places from the same plates; however, new editions of works in basic and research collection areas are acquired.

D. Braille & other special media for the blind

As a regional library for the blind and eligible visually handicapped, the Montana State Library maintains a basic collection of recorded materials to provide a wide range of informational and recreational reading. Volunteers record materials of regional interest or those selected to meet special needs of eligible Montana readers. Braille materials are borrowed for blind readers under contract with the Utah State Library.

E. Dissertations

Doctoral dissertations are acquired selectively in response to state employee information requests.

F. Multimedia

Multimedia recordings in digital or video format are acquired selectively in accordance with the collection levels defined in this policy.

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G. Maps

The State Library selectively collects maps by the United States Geological Survey, the Forest Service, the Bureau of Land Management and other federal and state agencies. Emphasis is given to Montana and the surrounding states of Idaho, North and South Dakota and Wyoming. The Library's Natural Resource Information System collects GIS data layers, electronic map themes and associated attributes, local, state and federal agencies, for Montana, and to a limited extent, for surrounding areas.

H. Multiple Copies

The policy is to avoid duplication of materials. Multiple copies will be considered if high patron demand requires it. The major exception to this is our state publications collection in which at least two copies are acquired.

8. Funding Considerations

The materials budget is part of the State Library agency budget that is approved and allocated biennially from the general fund by the Montana State Legislature. Other occasional funds, such as Coal Severance Tax monies, Library Services and Technology Act funds, and private donations are used for collection development.

Although the State Library will make a reasonable attempt to acquire information identified as needed by its patrons, the ability to acquire materials is limited by the legislatively authorized materials budget.

9. Collection Responsibilities and Selection Procedures

Recommendations for purchases are identified through patron requests, interlibrary loan statistics, agency needs assessments, book review journals and by suggestion of any interested person. Materials being considered for purchase or renewal are reviewed at regular intervals.

Decisions will be based on identified need, the collection levels set in this Collection Development Policy for materials in the subject area, the quality of the material, monies available and the availability of the material through interlibrary loan.

10. Gifts Policy:

Gifts are evaluated and accepted according to the needs and collection levels of this policy. They may include all forms of print and non-print material suitable to the Montana State Library collections. Gifts will be acknowledged, but the State Library is enjoined from placing a value for tax purposes on gifts received. Gifts become the exclusive property of the Montana State Library. The State Library reserves the right to dispose of

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any unused or duplicate gifts through exchange, sale, referral, or discard. If a gift is not added to our collection every effort will made to place the item in an appropriate library.

11. Collection Maintenance:

The Montana State Library continuously evaluates current and potential resources and deselected items not required to fulfill our mission.

A. Withdrawal of materials:

Systematic deselection of materials in the collections is an integral part of collection development. The same care, thought, and judgment must be exercised in this process as in the original selection of materials.

B. Replacement:

Replacement is not automatic when materials are lost, damaged or worn out. Need for replacement is weighed against the following factors:

- a) Demand for the particular title or subject.
- b) Availability of similar material in the collections.
- c) Availability of better and more current material.

12. Complaints and Censorship:

The State Library supports intellectual freedom and endorses the following statements: the "Library Bill of Rights" the "Freedom to Read Statement" and the "Electronic Bill of Rights" (American Library Association)

The State Library recognizes the right of individuals to question materials in the Library's collections. An individual questioning materials is free to discuss such materials with designated members of the library staff. An individual may state his or her opinion in writing on the "Statement of Concern About Library Materials". The concern will be reviewed by the State Librarian to determine if the item(s) meet the selection criteria as described in this document. The State Librarian will reply to the individual in writing as soon as practical.

SUBJECT AREAS COLLECTED

Definitions of collection levels

The definitions follow recommendations developed by the American Library Association for collection development policies. Modifications have been made to accommodate the specific client groups and network responsibilities of the State Library.

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Minimal:

A subject area which is out of scope for the State Library; few selections are made beyond basic reference works.

Basic:

A selective collection of materials which contributes to immediate understanding of a subject and indicates the variety of information available elsewhere. Such a collection includes major dictionaries and encyclopedias, selected editions of important works, general surveys, important bibliographies and a few major periodicals in the field. A basic information collection is not sufficiently intensive to support government programs or independent study in the subject area involved.

Support:

A collection that supports government interests, services and programs, assigned network responsibilities, or independent study. It includes a wide range of basic monographs and government documents, a selection of representative journals, and the reference tools and fundamental bibliographic resources pertaining to the subject.

Research:

A collection that includes the major source materials required for governmental, professional and independent research, including seminal works, materials containing research reporting, scientific and experimental results, and other information useful for researchers. It includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing and abstracting services in the field.

Exhaustive:

A collection that the Library endeavors, so far as reasonably possible, to include all significant works of recorded knowledge for a necessarily defined and limited field.

This level of intensity is rare in any library; the aim, if not the achievement, is exhaustive coverage.

COLLECTION LEVELS BY DEWEY CLASS

The following tables represent the current snapshot of collection levels identified in the general and reference collections.

NOTE: Target collection levels are established as state government agency information needs are assessed and division budget allows.

DEWEY CLASS 000'S GENERALITIES

All 000's from 000-099 are maintained at a minimal level with the following exceptions:

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	Division	Collection Level	Primary Collection
001.44	Grant support and research	basic	reference
004	Data processing	support	general
005	Computers, programming	support	general
010	Bibliography	basic	reference
020	Library and information science	support	general
030	General encyclopedias	basic	reference
050	General serial publications and their indexes	support	reference
061	General organizations in North America	basic	reference
070	Journalism and publishing	support	reference

Sample selected materials from this area include:

Encyclopedia of Associations, Gale Directory of Publications and Broadcast Media, Serials Directory, Index of Conference Proceedings, Ulrich's International Periodical Directory, World Book, Library Literature, Encyclopedia of Library and Information Science. Journals: American Libraries, Library Journal, PC Magazine, Wired.

DEWEY CLASS 100'S PHILOSOPHY AND RELATED DISCIPLINES

All 100's from 100-199 are maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
150	Psychology	basic	reference

Sample selected materials from this collection: Encyclopedia of Philosophy, Encyclopedia of Psychology, Encyclopedia of Occultism & Parapsychology, Encyclopedia of Applied Ethics.

DEWEY CLASS 200'S RELIGION

All 200's are maintained at the minimum level of collection.

Sample selected materials from this collection: The Holy Bible, The Noble Qur'an, Handbook of Denominations.

DEWEY CLASS 300'S SOCIAL SCIENCES

All 300's from 300-399 are maintained at a minimal level with the following exceptions:

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	Division	Collection Level	Primary Collection
300	Social sciences	support	gen/ref
320	Political science	support	gen/ref
330	Economics	basic	gen/ref
331	Labor economics	basic	general
333	Land economics	basic	general
336	Public finance	support	general
338	Production	support	general
350-354	Public administration	support	general
360	Social problems and services	support	general
370	Education	basic	gen/ref
378	Higher education	basic	reference
390	Customs, etiquette, folklore	support	gen/ref

Sample selected resources: Montana Code Annotated, Administrative Rules of Montana, Atlas of Montana Elections, State Rankings, Montana Administrative Register, Montana Operations Manual, Best's Insurance reports. Journals: Journal of Policy Analysis & Management, Journal of Economic Literature, Journal of Drug Issues, Montana Business Quarterly.

DEWEY CLASS 400'S LANGUAGE

All 400's from 400-499 are maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
422	Dictionaries of standard English	support	reference
427	Historical and geographical variations of English	support	reference
428	Standard English usage	support	reference
430-490	Foreign language tapes and dictionaries	basic	general

Sample selected materials from this collection: Roget's International Thesaurus, Acronyms, Initialisms & Abbreviations Dictionary, Dictionary of American Slang.

DEWEY CLASS 500'S PURE SCIENCE

All 500's from 500-599 are maintained at a minimal level with the following exceptions:

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	Division	Collection Level	Primary Collection
503	Dictionaries and encyclopedias	basic	reference
510	Mathematics	basic	general
519	Statistics	basic	general
550	Geology	support	reference
570	Life sciences	support	reference
580	Botanical sciences	support	reference
590	Zoological sciences	support	reference

Selected resources: McGraw-Hill Encyclopedia of Science and Technology, Publications of the United States Geological Survey, Vascular Plants of the Northwest, Birds of North America, Water Encyclopedia. Journals: Journal of Animal Ecology, Water Resources Bulletin, American Midland Naturalist.

Other resource libraries: Water Information System, Montana Natural Heritage Program, United States Geological Survey, Montana State University, University of Montana, Montana Bureau of Mines and Geology.

DEWEY CLASS 600'S TECHNOLOGY

All 600's from 600-699 will be maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
610	Medical Sciences	basic	reference
629.83	Maintenance and repair	support	reference
639.9	Conservation of biological resources	support	gen/ref
658	General management	support	general
670.7	Manufacturing directories	support	reference

Sample selected materials from this collection: Hazardous Chemicals on File. Journals: Journal of the American Medical Association, State and Local Government Review.

DEWEY CLASS 700'S THE ARTS

All 700's from 700-799 are maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
727.8	Library buildings	basic	general
780	Music	support	reference
790	Philosophy of recreation	basic	general

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Sample elected resources: Guinness Encyclopedia of Popular Music. Journals: Parks & Recreation, Library Journal.

Other resource libraries: Carroll College, University of Montana, Montana State University.

DEWEY CLASS 800'S LITERATURE

All 800's from 800-899 are maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
808.88	Literary Criticism	support	reference

Sample selected resources: Granger's Index to Poetry, Bartlett's Familiar Quotations, Dictionary of Quotations.

DEWEY CLASS 900'S GENERAL GEOGRAPHY AND HISTORY

All 900's from 900-999 are maintained at a minimal level with the following exceptions:

	Division	Collection Level	Primary Collection
910.3	Gazetteers	basic	reference
920	Biography	support	reference
928	Persons in literature	support	reference
970.1-970.5	Indians of North America	support	general
978	Montana history	support	general

Sample selected resources: Omni Gazetteer of the United States of America, American National Biography, Handbook of North American Indians, Dictionary of American History, History of Montana. Journals: Montana the Magazine of Western History.

FEDERAL DOCUMENTS COLLECTION

As a federal depository for U.S. Government information, the State Library selects categories of publications from the various agencies for the collection.

Agency	Collection Level
Department of Agriculture	basic
Department of Commerce	support
Department of Energy	basic
Department of Education	basic
Environmental Protection Agency	support
Federal Emergency Management Agency	basic
Government Printing Office	support
Department of Health and Human Services	basic
Department of Homeland Security	basic
Department of Interior	support
Department of Justice	basic
Department of Labor	support
Library of Congress	basic
Executive Office of the President	support

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Social Security Administration
Smithsonian Institute
Department of the Treasury
Department of Transportation

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