

**NRIS Proposed Work Plan for
Montana State Library (MSL) DRAFT Business Plan 2006-2010**

VISION

The Montana State Library's information resources are supported by professional librarians, content specialists and information technology professionals. We efficiently and effectively provide high-quality user-centric library services and content. We are funded commensurate with our users' needs. We work collaboratively, partnering with other regional, national, and international organizations.

MISSION

The Montana State Library meets the information needs of Montana government agency management and staff, ensures that all Montana citizens have access to information created by their government, supports the role of all Montana libraries in delivering quality library content and services to their patrons, works to strengthen local community public libraries, and ensures that Montanans who are blind and physically handicapped are provided access to library resources.

VALUES

We believe that:

- Quality information leads to quality decisions.
- Information produced by government should be easily accessible, widely distributed, and free to citizens.
- Citizens are entitled to seek information in private without fear of scrutiny.
- Libraries are the most important collection, management, and distribution centers for authoritative information in a digital age.
- Libraries are the best source for information literacy training.

GOALS

1. The Montana State Library manages and acquires relevant quality **CONTENT** for Montana library partners and patrons.
2. The Montana State Library provides **CONSULTATION & LEADERSHIP** to our patrons and partners.
3. The Montana State Library promotes **PARTNERSHIPS** and encourages **COLLABORATION** among our partners and patrons.
4. The Montana State Library provides **ACCESS** by providing libraries, agencies, and our partners and patrons with convenient access to quality, cost-effective, library content and services.
5. The Montana State Library is a healthy organization.

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MSL GOAL 1:

The Montana State Library manages and acquires relevant quality content for Montana library partners and patrons.

MSdL OBJECTIVES:

- 1.1. Acquire, catalog and maintain for permanent access the publications of all Montana State Agencies and selected federal publications important to the governance of Montana.
- 1.2. Acquire, catalog, and maintain for permanent access information relating to the natural resources of Montana, with special emphasis on water information and biological information.
- 1.3. Acquire, catalog, and maintain for permanent access snapshots of the geo-spatial data layers comprising the Montana Spatial Data Infrastructure as well as other important statewide and regional geographic datasets.
- 1.6. Add value to data and information obtained from others by presenting it in context with related data and information.
- 1.11 Work collaboratively to develop, manage, present, and preserve Montana-relevant digital content.

NRIS WORK PLAN:

- Develop an NRIS data acquisition plan, identifying gaps in the natural resources and GIS data collection and setting goals to acquire the missing information.
- Create data acquisition agreements with agencies specifying data processes, frequency of updates, and metadata requirements.
- Expand the Natural Resource Information System and the Water Information System to encompass print resources, electronic publications, maps, agency database records and geo-spatial datasets.
- Create a permanent access plan to archive “snapshots” of important natural resources datasets and geo-spatial data layers.
- Work with LISD to effectively represent bibliographic and geo-spatial metadata records in the library catalog.
- Maps collection

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MSL GOAL 2:

The Montana State Library provides consultation and leadership to our partners and patrons.

MSdL OBJECTIVES:

2.5 Provide leadership and agency support to address key government information gaps and to improve the stewardship of Montana state publications, geo-spatial data, natural resource information and electronic datasets.

2.7 Provide leadership, training and assistance in the creation of accurate library catalog records and geo-spatial metadata records.

2.13 Maintain a staff that is recognized as a primary resource for research assistance and for training in research methodology.

(Added) Maintain staff having natural resource subject matter expertise.

(Added) Develop procedures and engage in practices that promote information sharing, access, and long-term availability of reliable information.

NRIS WORK PLAN:

- Evaluate best practices used in other state libraries and geo-spatial data clearinghouses.
- Document standards, practices and procedures used by NRIS.
- Provide four trainings per year to the GIS community on producing FGDC-compliant metadata.
- Host eight “NRIS seminars” per year on topics of interest to the natural resource and GIS communities.
- Give presentations on NRIS-related topics as requested to partner organizations, state employees and other patrons.
- Encourage NRIS staff to attend trainings and take advantage of other opportunities for professional development.
- Train NRIS staff in all areas of NRIS services to help them respond appropriately to natural resource and GIS-related inquiries.
- Educate NRIS staff about other MSL content and services so they can refer patrons appropriately to other departments.

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MSL GOAL 3:

The Montana State Library promotes partnership and encourages collaboration among our partners and patrons.

MSdL OBJECTIVES:

3.3 Collaborate with other agencies and organizations in order to improve access to public information.

3.4 Encourage and facilitate information-sharing partnerships among federal, state and local governments, tribes, businesses and citizens.

3.5 Encourage and support the development of information stewardship capabilities within all agencies to improve access to public information.

3.14 Under partnership agreements, carry out specialized work for agencies that contribute to the library collection in order to improve access to public information.

NRIS WORK PLAN:

- Actively participate in the natural resources and GIS communities to increase opportunities for collaboration.
- Seek out opportunities to partner with other organizations to accomplish projects that improve access to natural resources information (i.e. MontanaView).
- Seek guidance from the Montana GIS community and the Montana Land Information Council for operation of the GIS Clearinghouse.
- Serve on interagency teams, committees, councils and boards that promote information sharing, information stewardship and public access to natural resource information.
- Assist other agency in their efforts to develop GIS resources and expertise.
- Share NRIS infrastructure, expertise and resources with partner agencies whenever feasible and mutually beneficial.
- Train LISD library staff in all areas of NRIS services to help them respond appropriately to natural resource and GIS-related inquiries.
- Perform “non-core” application development, cartographic and GIS tasks for compensation under partnership agreements with other organizations.

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MSL GOAL 4:

The Montana State Library provides ACCESS by providing libraries, agencies, and our partners and patrons with convenient access to quality, cost-effective, library content and services.

MSdL OBJECTIVES:

- 4.1 Actively disseminate information using highly effective tools and formats. Provide staff expertise and support to ensure that users can find, interpret, and successfully utilize information.
- 4.2 Continually improve the usability of MSL's Web sites and services. Evolve MSL's web content and services to adequately meet changing user needs.
- 4.7 Publicize Montana State Library's services and resources within MSL's patron communities.

NRIS WORK PLAN:

- Improve the usability and relevance of NRIS web applications and services, providing multiple avenues for feedback from the patron community.
- Expand the Natural Resource Information System and the Water Information System websites to encompass print resources, electronic publications, maps, agency database records and geo-spatial datasets.
- Implement a single-search mechanism to return a combined list of records for print resources, electronic publications, maps and geo-spatial datasets.
- Implement an OGC compliant metadata server use it as the single metadata service for MSL applications and for OGC metadata harvesting.
- Develop a unified, next-generation web application to replace the Montana Digital Atlas and Topofinders I & II.
- Improve the quantity and quality of NRIS' online help documentation.
- Revise the Request Tracker application to better serve LISD, NRIS and NHP.
- Implement a geo-spatial metadata portal containing records for both NRIS and non-NRIS data holdings.
- Publish web mapping services and web feature services for the priority data layers identified in the Montana Spatial Data Infrastructure.
- Publish geo-spatial metadata to geodata.gov and other national and regional portals. Act as Montana's steward for these efforts.
- Maintain the National Map service for Montana data layers not directly served by the originating agency.
- Take part in MSL outreach activities and other opportunities to expand NRIS' audience beyond the natural resource and GIS communities.

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MSL GOAL 5:

The Montana State Library is a healthy organization.

MSdL OBJECTIVES:

5.3 Recruit and retain the staff resources necessary to meet the responsibilities of MSL statutes and mission.

5.4 Enjoy funding at a level commensurate with users' needs.

5.6 Maintain an information technology (IT) infrastructure to provide industrial-strength capacity, throughput, and reliability. Allocate sufficient administrative resources to the IT infrastructure to maintain mission-critical content and services.

(added) Provide a healthy, well-equipped and flexible work environment that retains a highly skilled, dedicated and productive staff.

(added) Maintain effective communication channels within MSL.

5.9. Regularly hold friendly, productive meetings for advisory groups.

NRIS WORK PLAN:

- Seek stable means of funding the Water Information and Metadata Coordinator positions.
- Provide training opportunities to help staff keep up with new technologies and/or developments in their fields of expertise.
- Cross-train staff to back-up critical functions.
- Participate in IT planning and data center management.
- Provide opportunities for NRIS staff to “show-off” their work to each other and to other groups within MSL.
- Provide comfortable workspaces, making changes as needed to maintain staff productivity.
- Hold weekly staff meetings which include agency communications, partner/patron feedback and project status reports.
- Improve communication and collaboration between NRIS staff and other MSL work groups.
- Prepare quarterly activity reports for NRIS core fund contributors.
- Arrange quarterly meetings and prepare materials for NRIS Advisory Council.
- Prepare progress reports for MSL Commission.