

**LIBRARY DEVELOPMENT DIVISION (LDD) AND
MONTANA SHARED CATALOG (MSC) ACTIVITY REPORT
January 23, 2007 – March 23, 2007
For April 11, 2007 Commission Meeting**

Report for Caban, Cook, Cooper, Jackson, McHugh, McMullen, Meredith, Price, Reymer, and Tobin.

Goal One – Content - *Montana State Library (MSL) acquires and manages relevant quality content that meets the needs of Montana library partners and patrons.*

- Recommended titles for addition to the MSL Professional Collection

Goal Two—Access – *MSL provides libraries, agencies, and its partners and patrons with convenient, high quality, and cost-effective access to library content and services.*

- Collaborated with MSL staff on Professional Development Collection.
- Worked with Tom Marino (CS-Web Manager) to develop a test LDD website and began creating content for individual web pages
- Substituted for Missoula Public Library on 24/7 Ask-a-MT Librarian Virtual Reference Cooperative
- Evaluated several Screencasting software products to see which might be best for MSL
- Tested and evaluated online meeting/training software
- Incorporated sample documentation for librarians on the MSL site
- Continued work on new RFP for statewide periodical databases
- Assisted with the publication of the “2007 Montana Library Directory” and the “2006 Montana Public Library Annual Report of Statistics”

Goal Three—Consultation and Leadership - *MSL provides consultation and leadership to enable its patrons and partners to reach their goals.*

Consulted with libraries in Anaconda, Arlee, Baker, Belgrade, Belt, Big Timber, Boulder, Bozeman, Bridger, Butte, Cascade, Chester, Chinook, Choteau, Clancy, Clinton, Colstrip, Conrad, Cut Bank, Darby, Deer Lodge, Denton, Dillon, Drummond, Dutton, Ekalaka, Ennis, Fairfield, Fort Benton, Glasgow, Hamilton, Hardin, Havre, Harlem, Helena, Hot Springs, Joliet, Judith Gap School, Kalispell, Lewistown, Libby, Malta, Manhattan, Missoula, Moore, Philipsburg, Plains, Plentywood, Polson, Ronan, Saint Ignatius, Scobey, Shelby, Sheridan, Sidney, Stanford, Stevensville, Sunburst, Superior, Thompson Falls, Three Forks, Townsend, Twin Bridges, Valier, West Yellowstone, Whitehall, Wibaux, Winnett, and Wolf Point

- Consulting topics included disaster plans, technology plans, Internet use policies, Federation meetings and coordination, collection development and online class, collection management policies, computer security and troubleshooting, training, OCLC, InfoTrac, Gates Public Access Computing Hardware Upgrade Grants (PAC-HUG), Interlibrary Loans (ILLs), E-Rate, long range planning, Tech Atlas, budgets, library laws and levies, library districts, MSC, computer specifications and purchases, statistics, hiring a new director, Public Library Standards, weeding, Board trainings, staff development, Summer Institute, cell phone policies, InfoTrac login problems, Internet filtering, board by-laws, and printing documents
- Made onsite visits to Belgrade, Bozeman, Darby, Dillon, Drummond, Hamilton, Helena, Hardin, Harlem, Havre, Hot Springs, Lewistown, Manhattan, Missoula, Moore, Plains, Polson, Ronan, Saint Ignatius, Shelby, Stevensville, Superior, Three Forks, Valier, Virginia City, and Winnett
- Served as resource person to the Board of the Belgrade Community Library for a discussion on long range planning and public library district formation
- Provided training referrals to appropriate State Agencies/Divisions
- Completed Five Weeks to a Social Library online course
- Attended Montana State Library Commission meeting
- Completed work on LSTA 5-year Evaluation Report
- Continued planning finalizing arrangements for 2007 MSL Summer Institute

- Conducted training on InfoTrac, PowerSearch, Testing and Education Reference Center at Petroleum County School-Community Library (14 participants)
- Conducted training on Thompson-Gale What Do I Read Next? at Lewistown Public Library (6 participants)
- Conducted training on Weeding/Collection Development, Testing and Education Reference Center at Bighorn County Public Library (8 participants)
- Conducted training on Helping Students Use InfoTrac for Research (24 participants), E-Learning for staff training, and Professional Development (17 participants) at Broad Valleys Federation Meeting
- Created training materials and conducted first round of online training for Readers' Advisory Resources on the Web (6 participants), PowerPoint (3 participants), Five Weeks to a Social Library (5 participants), and Using Infomarks in InfoTrac (3 participants)
- Team presentation at MLA Offline Retreat on New Technology Tools for Use in Libraries (around 20 attendees)
- Attended BCR Free Friday Forums on Blogging and RSS
- Attended open house at Thompson-Hickman Library in Virginia City
- Met with Dillon Board to discuss Long Range Planning process
- Trained Drummond Board on Updating Job Descriptions for the Library Director; also discussed Mill Levies
- Attended Broad Valleys Federation meeting
- Attended OCLC Western Members meeting in Bozeman
- Reviewed four Disaster Plans and two Technology Plans
- Prepared, distributed, and put on MSL Website assessment surveys for Public Library Construction Needs and Public Library Standards
- Attended MLA Offline Conference in Bozeman
- Provided data and other information to meet requests from the Montana Legislature

- Participated in an informational meeting on Public Library Districts involving rural Fergus County libraries
- Set-up new library technologies blog

Goal Four—Collaboration - *MSL promotes partnerships and encourages collaboration among its partners and patrons so that their information needs can be met.*

- Two Montana Shared Catalog User and Resource Sharing Groups began floating more collections. These collections now include fiction (MSC 4 Rivers) and audio and video recordings (MSC Partners)
- OCLC/Montana NCIP/Home Delivery Pilot training March 13. Ten pilot participants were trained in NCIP/Home Delivery System reports and procedures, mailing equipment; and the WorldCat Resource Sharing System Pilot's start date is tentatively scheduled for mid-April To prepare for the start of this pilot
- MSC New Library trainings held for 6 new member libraries—Darby Community Public Library, Montana Department of Environmental Quality (DEQ) Planning Division Library, Lima Public Schools, Montana Office of Public Instruction, Pine Hills School Library, & Montana Public Service Commission Library
- Attended National Information standards Organization Circulation Interface Protocol (NCIP) training session
- Assisted Trustee Interest Group with MLA Plans
- Worked with Betsy Garlish on the 24/7 Virtual Reference Program
- Worked with BALiSTC 2.0 group (public, school, special and academic libraries in Billings) to set-up meeting opportunity for Billings area librarians. First meeting was held on March 8, 2007; was well received and attended
- Sought and found additional contributors to library technology blog