

# MONTANA STATE DIGITAL LIBRARY

## 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 describes how the state library builds and manages its mandated collections.

The Collection Development 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 Montana State Digital Library's Collection Development Policy presents the criteria and philosophy for developing collection resources in accordance with legal mandates and professional standards. These procedures assist State Library management and staff planning and insure responsible and consistent decision-making.

The Collection Development Policy also provides Montana State government employees, other librarians and the public with an understanding of the State Library's role and intent in selecting materials. It is the authority for providing accountability when an item is questioned. Note: the Talking Books Library, a division of the Montana State Library (MSL) has its own separate, distinct collection development policy.

### 3. Policy Implementation, Evaluation and Revision

This Collection Development Policy is to be used in the development of all Montana State Digital Library collections. The management of the Digital Library Division and the State Librarian will review the policy each fiscal year to meet the evolving information needs of MSL users. If substantial changes are made, the policy will be submitted to the Montana State Library Commission.

#### 4. **User groups and their information needs defined**

**Montana State Government:** Approximately 12,000 state employees from 35 departments and agencies work in 83 communities across Montana. Fewer than half of state employees are headquartered in Helena. Librarians located within state agencies are an important source of information and library resources for this user group.

The State Library seeks to ensure that state government has a well-informed workforce with the knowledge of critical issues to make well-considered decisions.

MSL collections provide resources useful in formulating policy, developing programs, managing agencies, researching issues, and making decisions about 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.

**Montana Libraries:** There are over 700 public libraries, public branch libraries, school libraries, academic libraries, health science libraries, and special libraries. The State Library identifies, acquires and provides access to an extensive collection of professional library development materials.

The State Library desires that Montana librarians be knowledgeable in the changing environment of library management, resources, services and technology. MSL collects materials to support the professional development of librarians and library managers.

**Montana Citizens:** There are approximately 880,000 persons residing in Montana. The State Library seeks to foster a well-informed citizenry with access to information produced at taxpayer expense.

MSL maintains a definitive collection of state agency publications. The library is also 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 for Montana related biological information in the collection.

#### 5. **Montana State Library Collections**

The Montana State Library has four collection areas in all formats.

## A. State Publications Collection

22-1-212 MCA provides for the establishment of a state publications library depository program to ensure permanent public access to state agency publications.

The State Library manages a comprehensive collection of state publications to support the basic right of citizens to know about the activities of state government and to benefit from the information developed at public expense.

The State Library defines a state publication as any information originating in or produced by the authority of a state agency or at the total or partial expense of a state agency that the agency intends to distribute outside the agency, regardless of format or medium, source or copyright, license, or trademark. Note that this does not include university publications unless published under contract or in conjunction with a state agency.

MSL actively solicits copies of current and historic publications from all state agencies. Furthermore, MSL works in partnership with the Montana Historical Society to provide preservation and access through the development of comprehensive digital and physical format depositories.

In partnership with Archive-It, MSL also archives state agency websites that meet the definition of a state publication.

This web archive consists of files identified by a Montana state government domain name that provides official, publicly available, Montana government information. Domain names archived as a part of the MSL web archive are those identified in the **mt.gov** network, but may also be hosted by private or educational entities. These include:

- Executive branch state agency websites.
- Governor's websites, including sites of the Lt. Governor and first lady.
- Legislative branch websites.
- Judicial branch websites.
- Websites related to special governmental projects and initiatives.
- Websites of boards and councils.
- Websites of state agencies outside the **mt.gov** network, e.g. website of the Montana Bureau of Mines and Geology.

MSL annually reviews a comprehensive list of **mt.gov** domains provided by the state information technology division to insure that all relevant domains are included in the archive.

In general, archived websites contain only state government information and do not contain a mix of public and private information. Therefore, non-state government websites, including non-profit or for-profit organizations, will not be archived even if they assist a government agency.

The MSL web archive is a systematic approach to capturing born-digital and web-based government information. To carry out its statutory mandate, MSL is concerned with the following categories of digital publications:

1. MSL will acquire, catalog, and preserve discrete digital files and sets of related files that together constitute a state publication. These digital files often replace print publications previously provided to MSL.

Examples: Rules and statutes relating to the practice of architecture; The Governor's report: the potential for drought in Montana.

2. Selected pages from agency websites, where the set of pages taken together constitutes a state publication or a part of a state publication. These publications are similar in nature to the discrete files described above, although often less structured. Online format may be individual digital files representing chapters of a document or issues of a series.

Examples: Montana Public Health: Prevention Opportunities Under the Big Sky (online newsletter); A Legislative Snapshot, 2007; 2006 Integrated 303(d)/305(b) Water Quality Report for Montana.

3. Geospatial datasets of value for long-term preservation and access. MSL has since the late 1980s acquired, cataloged, and provided access to geospatial datasets in the form of coverages, shapefiles, and geodatabases produced by agencies, as well as selected information exported from agency databases that is related directly to the geospatial datasets.
4. Periodic snapshots of agency web sites. The development and maintenance of a web archive, as discussed below, will complement and provide context for all other categories of state publications. Again, in the less formal publication environment of the web, information that had been intended for the public, but was formerly published as a discrete document is now often

published via the web, wherein the entire site becomes a form of a state publication.

5. The web archive intends to capture as much changing web content as possible to preserve information that would otherwise be lost. Websites are crawled quarterly for changes. Frequently changing websites are crawled monthly.

## **B. Natural Resource Information about Montana**

Established in 1985 by the Montana Legislature, the mission of the Natural Resource Information System (NRIS) is to make information on Montana's natural resources readily accessible to government agencies, business, industry, and 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. NRIS collects geographic information systems (GIS) data layers, digital map themes and associated attributes, local, state and federal agencies, for Montana, and to a limited extent, for surrounding areas.

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.

## **C. Professional Library Development Collection**

MSL collects materials to support the professional development of librarians and library managers.

## **D. Federal Documents Collection**

The Montana State Library is a selective 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 Helena area 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.

The collection is maintained according to the requirements in the *Instructions to Depository Libraries, Guidelines for the Depository Library Program*, and the *Federal Depository Library Manual*.

## **6. Cooperative Collection Development**

The State Library collection development policy seeks to complement the collections of state agency libraries and resource centers listed below, that provide highly specialized materials or 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 digital files (1950 to present) addressing the 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 materials and includes numerous journals, OPI archives on microfiche and selected documents from the U.S. Department of Education.

**B.2. Legislative Reference Center**

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, 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, Prevention, & Assistance Division** 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.

### **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 state agencies.

### **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. Montana University System Libraries**

The university libraries established by the state and supported by state funding have extensive collections and a full range of professional services. The primary missions of these libraries are to serve the university population of students, faculty, and staff. The university libraries are open to the public. Residents of the state of Montana may use the resources and services available within these libraries. Collections are scholarly in nature and of various academic disciplines.

## **E. 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 online 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 of 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, imaginative literature, biographies, general non-fiction, large-print books and popular material not related to state government work.
- 2) school libraries for standard reference materials, fiction, non-fiction and curriculum-related 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. Primary collecting will be in digital format only. Print texts, not available digitally and necessary to support the work of Montana State Library staff and users in various subject areas will be retained. Natural resource information, professional library development materials and federal documents that are available digitally, or are obsolete or superseded will be removed according to established standards for deselection of materials. Digital versions of state publications will be permanently retained according to state law. Print versions of state publications will be transferred to the Montana Historical Society for permanent public access.

MSL's four collections are supplemented by both online databases and electronic journals.

MSL provides online access via the MSL website to state agency online databases intended for public use.

MSL offers access via the MSL website to databases made available to Montana libraries through statewide database contracts.

MSL subscribes to online databases that support the state publications, natural resource information and professional library development collections. Access occurs through the MSL online catalog and the MSL website.

Subscription online databases are selected that support the collection development policy. MSL staff conducts annual reviews of available online databases. Reviews include input from constituents served based on usage statistics.

To be considered for selection, databases must allow remote access for patrons both within and outside of the Montana state government internet protocol (IP) range. Authentication must be made available by IP recognition or by username and password when necessary.

Online databases will be renewed according to a cost per view formula. Additionally, each database must meet annual minimum usage levels. Online databases that do not meet retention criteria for two consecutive years will not be renewed.

MSL collects serial state publications as mandated by 22-1-212 MCA. Electronic serial state publications are maintained in the MSL digital archive. Access is through the MSL online catalog and online union catalogs.

MSL offers access via the MSL website to electronic journals made available to Montana libraries through statewide database contracts

MSL uses electronic journal aggregators to license access to electronic journals relevant to the natural resource information and professional library development collections. Access occurs through the MSL online catalog and the MSL website.

MSL staff conducts annual reviews of available electronic journals. Reviews include input from constituents served based on usage statistics.

To be considered for selection, electronic journals must allow remote access for patrons both within and outside of the Montana state government internet protocol (IP) range. Authentication must be made available by IP recognition or username and password when necessary.

Electronic journals will be renewed according to a cost per view formula. Electronic journals must meet annual minimum usage levels. Electronic journals that do not meet retention criteria for two consecutive years will not be renewed.

## **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 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, available monies, and the availability of the material through interlibrary loan.

**10. Gifts Policy:**

Gifts are evaluated and accepted according to the information needs and collection levels of this policy. Gifts 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 prohibited 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 any unused gifts through exchange, referral, or discard. If a gift is not added to our collection, it may be offered to another library.

**11. Collection Maintenance:**

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

**A. Withdrawal of materials:**

Systematic deselecting of materials in the collections is an integral part of collection management. 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) Availability of the resource in a digital version
- b) Demand for the particular title or subject.
- c) Availability of similar material in our collections or through the cooperating sources described in Section 6.
- d) Availability and cost 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 an individual's right to question library materials with designated library staff. An individual may state their opinion in writing on the "Statement of Concern about Library Materials" (See appendix). 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.

### **13. Collections within the Dewey decimal classification system**

Due to the special nature of the state library collections, only select classes and divisions are represented. Other classes and divisions will be supported via statewide database contracts.

#### **Dewey Class 000's Computer science, information & general works**

##### Division

- 000 Computer science, knowledge & systems
- 010 Bibliographies
- 020 Library & information sciences
- 030 Encyclopedias & books of facts
- 040 [Unassigned]
- 050 Magazines, journals & serials
- 060 Associations, organizations & museums
- 070 News media, journalism & publishing
- 080 Quotations
- 090 Manuscripts & rare books

#### **Dewey Class 100's Philosophy & psychology**

Not collected except for as provided through the statewide database contracts.

#### **Dewey Class 200's Religion**

Not collected except for as provided through the statewide database contracts.

#### **Dewey Class 300's Social sciences**

##### Division

- 300 Social sciences, sociology & anthropology
- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore

## **Dewey Class 400's Language**

Division

420 English & Old English

## **Dewey Class 500's Science**

Division

500 Science

510 Mathematics

520 Astronomy

530 Physics

540 Chemistry

550 Earth sciences & geology

560 Fossils & prehistoric life

570 Life sciences; biology

580 Plants (Botany)

590 Animals (Zoology)

## **Dewey Class 600's Technology**

Division

600 Technology

610 Medicine & health

620 Engineering

630 Agriculture

640 Home & family management

650 Management & public relations

660 Chemical engineering

670 Manufacturing

680 Manufacture for specific uses

690 Building & construction

## **Dewey Class 700's Arts & recreation**

Division

700 Arts

710 Landscaping & area planning

720 Architecture

730 Sculpture, ceramics & metalwork

740 Drawing & decorative arts

750 Painting

760 Graphic arts

770 Photography & computer art

780 Music

790 Sports, games & entertainment

**Dewey Class 800's Literature**

Not collected except for as provided through statewide database contracts.

**Dewey Class 900's History & geography**

Division

900 History

910 Geography & travel

920 Biography & genealogy

930 History of ancient world

940 History of Europe

950 History of Asia

960 History of Africa

970 History of North America

980 History of South America

990 History of other areas

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APPENDIX

Statement of Concern about Library Materials

This form is to be used to express written comments and concerns regarding specific materials in the Montana State Library collection.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Representing:  Individual  
 Group/Organization (please identify)

\_\_\_\_\_

1. Materials on which you are commenting:

- Book
- Magazine
- Audiovisual material
- Newspaper
- Other

Title: \_\_\_\_\_

Author/Creator: \_\_\_\_\_

2. What brought this title to your attention?

3. Please comment on the resource as a whole. Be specific on those matters which concern you. (Use other side if necessary.)

4. What resource do you suggest to provide additional information on this topic?

This form should be submitted to:  
Montana State Library,  
Director of Montana State Digital Library,  
1515 E. 6<sup>th</sup> Ave.,  
Helena Montana 59620-1800

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