

Memo

To: Commission Members

From: Darlene Staffeldt, State Librarian

Date: November 16, 2009

Re: **Administrative Rules of Montana items**

In preparation for your decision to authorize some or all of the proposed administrative rules changes we have included the following documents:

- A flow chart from the Secretary of State's website showing the rule making process.
- A timeline document prepared by Marlys with the proposed dates/deadlines for our process.
- A sample of one of the rules in actual rule change notice format.
- A document showing the current and proposed new rule for the interlibrary loan reimbursement/resource sharing program.
- An additional document showing other public library standard and federation rule changes that we are recommending.

Please let me know if you have any questions at this time. Thank you.