Montana State Publications Management Plan
(proposed draft subject to considerable revision based on state agency and depository library input)

The Montana State Library (MSL) per MCA 22-1-212 administers the state depository library program to identify, acquire, catalog, preserve, and provide public access to state publications, i.e. "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" MCA 22-1-211. Per MCA 22-1-219**,** MSL also coordinates with state agencies and depository libraries, in particular the Montana Historical Society, the Secretary of State Records and Information Management Division, and the State Information Technology Services Division to ensure permanent public access to state publications.

Historically state agencies published print copies of publications and delivered them to MSL. MSL cataloged them and shipped them to depository libraries around Montana. Users accessed them through in-person depository library visits and/or interlibrary loan. Technology revolutionized the state agency publishing environment and user expectations. Today state agencies publish born-digital items and users expect them to be freely available online. See chart below to compare inventory and usage of digital versus print state publications as of July 15, 2011.

Location of MSL state publications	Quantity	Usage
Online web archive (MT.GOV Connect)	37,336,972 Total number of documents in the web archive with a distinct web address as of 9/28/11. Documents may be embedded images, whole web pages, PDFs, or other component of a web page. (Definition from MT.GOV Connect glossary.)	889 unique visitors FY2011 3211 number of visits FY2011
Online text archive (Internet Archive)	15,161 Total number of digital state publications in online text archive.	17,987 downloads for items with a public date 7/1/10 to 6/30/11
Items shelved at MSL	11,883 Total copies of cataloged print state publications shelved at MSL.	61 checkouts in FY2011

To continue to fulfill its statutory mandate, MSL likewise is embracing new technology and revising long established policies and practices governing the state depository library program. MT.GOV Connect, the web archiving service of the Internet Archive is, for now, the silver bullet that provides timely, comprehensive access to state publications. This technology, we believe, best accommodates publishers and users of state publications. This state publications management plan represents MSL thinking as of May, 2012 and it will continue to evolve based on comments received from state agencies, depository librarians, and users of state publications.

(Section A) What is MT.GOV Connect and what does MSL use of it mean for state agencies, MSL itself, depository libraries, and users of state publications?

1. Archive-It is the web archiving software that supports MT.GOV Connect. The terms Archive-It, MT.GOV Connect, and the web archive may be used interchangeably.
2. The text archive is an online archive of full-text digitized publications produced by state agencies and maintained by MSL. It is derived primarily from the ongoing digitization project of converting approximately 37,000 state publications from print to digital format.

3. Some born-digital state publications may be selectively uploaded to the text archive and MSL will develop specific criteria for this process. The majority of born-digital state publications, however, are captured and stored in the web archive. A recent and random sampling of state publications submitted by state agencies and awaiting processing showed that 90% of them were already captured and available at MT.GOV Connect.

4. MSL has licensed Archive-It from the Internet Archive since 2007 to capture and provide full-text access to Montana state agency websites dating from 1996. MSL staff use MT.GOV Connect to schedule automatic crawls of websites within the mt.gov domain at predetermined intervals, e.g. weekly, monthly, bimonthly, quarterly, or annually depending upon the estimated rate of web site change. Some agencies update their web content frequently, so MSL schedules the web archiving accordingly.

5. MT.GOV Connect captures many digital state publications that MSL might otherwise not receive because physical and digital copies were not submitted by the publishing state agency. In addition to individual publications posted on state agency websites, state agency web pages also fit the statutory definition of a state publication and often provide valuable context to the publications hosted on the websites. Therefore, state agency web pages themselves are captured and stored in MT.GOV Connect as well.

6. There are catalog records for MT.GOV Connect seed URLS which are the starting point of scheduled crawls and captures of most state agency web pages and publications. MSL may add metadata to archived web content as needed to improve find-ability and search results. These catalog records are found in the Montana Shared Catalog and in WorldCat.

7. Unifying access for serial runs located in the text archive and web archive is challenging and MSL is pursuing a web scale discovery service to search simultaneously across the library catalog, text archive, and MT.GOV Connect.

(Section B) What does increased use of MT.GOV Connect mean for Montana state agencies?

1. MT.GOV Connect provides state agencies and their users with searchable full-text access to previous versions of their website.

2. MT.GOV Connect provides states agencies a place to warehouse outdated content from web pages and thereby keep live web pages current and fast loading.

3. State agencies automatically notify MSL of new state publications when they make their publications available on their websites for a long enough period and manner in which they may be captured by MT.GOV Connect. State agencies are encouraged to search MT.GOV Connect or to contact MSL to verify that specific publications will be crawled on specific websites.

4. State agencies should notify MSL of new web domains needing to be crawled. Agencies may request a crawl report from MSL indicating the number and type of files archived. They may also request the crawl schedule for their website and suggest alternate crawl schedules. Additionally, MSL will provide agencies the name of web robot used to crawl agency websites.

5. State agencies will no longer have to submit print state publications to MSL that are available for automatic capture by MT.GOV Connect unless MSL decides that a state publication has a particular value to warrant acquisition in print format.

6. State agencies must submit one print copies of a publication to MSL only if print is the sole way that publication is being distributed to the public. If the publication is available online or otherwise digitally distributed, then print copies should not be submitted.

7. State agencies may continue to submit individual digital state publications to MSL only for those items that will not be posted to the agency website or cannot be crawled. MSL will work with agencies to find ways to automate the acquisition of these publications. These digital state publications will either be temporarily mounted online on an MSL web server and captured or cataloged and uploaded to the text archive. MSL is not responsible for processing non-state publications submitted to MSL and non-state publications will be discarded without notifying the agency.

8. MSL may adopt administrative rules or add content to the Montana Operations Manual specifying that state agencies make their website directories intended for public distribution available to MT.GOV Connect. Nevertheless, state agency web managers may continue to use robots.txt to block some or all web crawlers from specific directories not intended for public distribution.
9. State agency web managers are encouraged to work with MSL staff to find alternate methods to capture web content not available due to MT.GOV Connect technical limitations, e.g. database content, query-driven information.
10. State agencies may provide their users RSS feeds for calendar pages showing when web content was last archived.
11. State agencies will receive code from MSL should the agency choose to put an MT.GOV Connect search box on their agency website.

(Section C) What does increased use of MT.GOV Connect mean for the Montana Historical Society (MHS)?

1. The MHS will continue to receive a copy of all print state publications distributed by MSL.
2. The Memorandum of Understanding signed March 2008 between the Montana State Library and the Montana Historical Society for management of digital and non-digital state publications will be updated as needed.
3. Code for MT.GOV Connect search interface will be available for the MHS website.

(Section D) What does increased use of MT.GOV Connect mean for MSL?

1. MT.GOV Connect strengthens MSL's ability to fulfill its mandate to identify, acquire, catalog, distribute, and provide permanent public access to state publications.
2. MT.GOV Connect automation allows MSL staff to identify, capture, and provide long term access to more digital state publications in a timely manner.
3. MT.GOV Connect helps MSL shift the state depository program from collecting individual print state publications to large-scale collection of digital state publications.
4. MT.GOV Connect helps MSL provide contextual information for state agency publications by allowing them to be presented in their original web environment.
5. MT.GOV Connect eliminates the need to create catalog records for each new digital state publication. A backlog of state publications waiting for cataloging does not well serve the creators, providers, and users of state publications. Recently MSL crawled over 20,000 Montana Environmental Policy Act (MEPA) documents thereby providing searchable full-text access. Timely creation of individual catalog records for each of these 20,000 documents would have been impossible. A lack of backlog means those few print state publications MSL still receives can be more promptly cataloged and distributed meaning quicker access for users.
6. MSL will continue to catalog some state publications and web pages on an item, agency, or collection level. New original catalog records in MARC format will continue to be freely available online for download from the MSL state publications website.
7. Agency and collection level catalog records for state publications in the web archive will continue to be enhanced. More metadata access points will be added as warranted.
8. MSL will provide MT.GOV Connect search and page history widgets for depository libraries to include on their website.
9. MSL will also provide depository libraries a link to the MSL Collection at the Internet Archive.
10. MSL will provide users a "Find this page in MT.GOV Connect" widget and a "Submit URL for web archive" link.
11. MSL will create and maintain an OAIS-complaint archive copy of MT.GOV Connect and the MSL Collection at the Internet Archive.
12. MSL will adopt a meta discovery service to search simultaneously across MSL collections.
    MSL will provide Montana state agency workers training on access to these digital collections.

(Section E) What does increased use of MT.GOV Connect mean for depository libraries?

1. Timely access to more digital state publications.
2. Fewer print state publications needing processing means quicker delivery of print state publications.
3. MSL will provide search widgets for comprehensive access to all state publications received by MSL.

(Section F) What does increased use of MT.GOV Connect mean for non-depository libraries?

1. MSL will provide non-depository libraries search widgets.
2. MSL will provide training to librarians to ensure that librarians are comfortable helping their patrons find state publications through MT.GOV Connect.
3. Greater access to state information may result in fewer interlibrary loan requests, thus freeing staff time and funds.

(Section G) What does increased use of MT.GOV Connect mean for users of state government information, i.e. state agency employees, legislators, genealogists, researchers, businesses, media workers, students (K-12 and university), farmers/ranchers, and citizens?

1. Timely and direct access online to digital state publications.
2. Full-text, keyword searchable access to more state government information.
3. Better comprehension and discovery of state publications as they can be presented in their original web contextual setting.