

**MONTANA STATE LIBRARY COMMISSION
INFORMATION RESOURCES DEVELOPMENT POLICY - DRAFT**

1. Mission Statement

The laws of Montana (22-1-101-218 MCA) state that the State Library Commission has the power to furnish, by contract or otherwise, library assistance and information services to state officials, state departments, and residents of those parts of the state inadequately serviced by libraries. Additionally, 22-1-212 MCA provides for a division of the state library to serve as the state publications library depository and distribution center.

The advent of the information available through the Web has transformed the expectations of many library users, who expect to find the information that they need easily and quickly. The State Library has responded to these expectations by de-emphasizing a collection of materials that the user must access by visiting the library to providing a library of resources to the users via a computer. The library now comes to the user. The State Library also helps our users access other library's resources and services. Print collections remain only when a digital source is not available or not an appropriate format for the content.

The Information Resources Development Policy provides guidelines to the State Library staff members in making wise decisions to fulfill its responsibilities.

2. Purpose of the Policy

The purpose of this Policy is to present the criteria and philosophy for developing information resources and services in accordance with legal mandates and professional standards. It defines procedures to assist the administrators and staff in State Library management and planning and insures responsibility and consistency in decision-making.

The Policy also provides Montana State government employees, other librarians and the public with an understanding of the Library's unique role and purpose in developing services.

3. Community and user groups defined

Montana State Government: There are approximately 12,000 state employees working in 35 departments and agencies involved in a wide range of governmental activities. Less than half of state employees are headquartered in Helena and the State Library provides services to employees throughout the state. Librarians and library managers located within state agencies and institutions are an important component of this user group.

It is the intent of the State Library to ensure that state government has a well-informed workforce with the knowledge of critical issues to make timely and well-considered decisions.

Montana Libraries: Along with other libraries, the State Library provides "back-up" reference assistance to libraries after they exhaust local reference resources and provides resources for continuing professional development.

Montana Citizens: It is the intent of the State Library to help foster a citizenry that is well informed in the issues before the State and has full advantage of information resources produced at taxpayer expense and deposited at the Montana State Library.

4. Patron Needs Defined:

State Government: The State Library strives to become a strategic partner to state government officials and employees seeing information for policy decisions.

MSL provides resources useful in formulating policy, developing and evaluating programs, managing agencies, researching issues, and making decisions relative to Montana resources and citizen needs. MSL provides access to resources required by this user group as identified by periodic assessments of agency issues and information needs.

The library maintains a comprehensive collection of state agency publications. The Library is partial depository for federal publications of interest to state employees.

Montana Libraries: The library collects materials to the support the development of local libraries and the professional development of librarians and library managers.

5. Montana State Library State Publication Center

22-1-212 MCA provides for a division of the state library to serve as the state publications library depository and distribution center. The State Library supports the basic right of citizens to know about the activities of state government and to benefit from the information developed at public expense. It maintains a comprehensive collection of state publications for circulation to agency employees and citizens. MSL actively solicits copies of current publications from all state agencies. Items published within the last 30 years are kept. Items older than 30 years are transferred to the State Historical Society for possible inclusion in their collection. MSL does not actively collect and will not usually accept copies of publications older than ten years.

Cooperative Information Resources Development

The State Library seeks to complement the information resources of state agency libraries and resource centers that provide highly specialized materials or small working collections to employees of their respective agencies.

Agency libraries established by Montana law include:

A.1 State Law Library of Montana

Montana law (22-1-501 MCA) is the continuation of 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. Information resources 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. Census and Economic Information Center.

The Census and Economic Information Center (CEIC) is the official source of census data for Montana. It maintains both paper and electronic files (1950 to present) that address 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 collection 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. Information Resources emphasis is on K-12 education and includes numerous journals, the U.S. Educational Resources Information Center (ERIC) microfiche, OPI archives on microfiche and selected documents from the U.S. Department of Education.

B.2. Montana 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. Their information resource focus on issues of current concern to the Montana legislature and provides access to House and Senate Journals, Session Laws and committee minutes. Materials published by the Montana Legislative Services Division and interim committee work papers are cataloged and archived.

C. Other agencies that collect materials into a centralized resource center and provide basic services for agency employees currently include:

C.1. Montana Department of Transportation Research Section

The **Research Library** maintains a collection of transportation research materials including American Society for Testing and Materials standards, documents, 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 **Planning Division Library** 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 agencies on the 22 drainages, and journals and serials.

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.

7. Resource Sharing and Interlibrary Loan

The Montana State Library relies on resource sharing programs to serve its users. The 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 this policy is also part of this process.

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 sources include Coal Severance Tax monies, Library Services and Technology Act funds, and private donations.

9. Information Resources Responsibilities and Selection Procedures

Recommendations for information resources are identified through patron requests, interlibrary borrows, agency needs assessments, review journals and by suggestion of any interested person.

10. Gifts Policy

Gifts are evaluated and accepted according to the needs of our users. Gifts will be acknowledged, but the State Library is enjoined 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 or duplicate gifts through exchange, sale, referral, or discard. If a gift is not added to our collection every effort will be made to place the item in an appropriate library.

11. Information Resources Maintenance

The Montana State Library information resources are continuously updated by evaluating current and potential resources. Systematic deselecting of materials is an integral part of service provision; the same care, thought, and judgment must be exercised in this process as in the original selection of resources.

12. Complaints and Censorship

The State Library supports intellectual freedom and endorses the following statements: the "Library Bill of Rights" and the "Freedom to Read Statement" (American Library Association) (appended).

The State Library recognizes the right of individuals to question materials in the Library. An individual questioning materials is free to discuss such materials with designated members of the library staff. An individual may state his or her opinion in writing on the "Statement of Concern About Library Materials" (appended). 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.

SUBJECT AREAS COLLECTED

The following describes the levels of information resources at MSL. MSL chooses its information resources to be germane to the needs of state employees and officials. Therefore, the following descriptions of the level of resources is even more narrowly defined than the numbers suggest. For example, resources about petrology are supported at a number "4" or basic study support level. However, the library will focus

its petrology resources to match the needs of its clients and not provide access to the petrology resources outside of what clients need.

0. Out of scope. The library does not intentionally collect materials in any format for this subject.

1. Minimal information level. Supports minimal inquires about this subject and includes very limited information resources.

2. Basic information level. Supports introductory research and includes:

- Basic explanatory works
- Histories of the topic
- General works about the field and its important personages
- General information, periodical indexes, and statistics

3. Basic information level, advanced, includes

- All of the above included
- Access to limited electronic journals.

4. Study Support level, basic. Resources that provide information about a subject in a systematic way, at a level of less that research needs, support the needs of general library users through college and beginning graduate instructions.

- A high percentage of the most important literature or core works in the field
- An extensive collection of general monographs and reference works
- An extensive collection of general periodicals and indexes/abstracts
- Defined access to appropriate electronic resources.

Collection by Dewey Class and Level

DEWEY CLASS 000'S GENERALITIES – All other divisions out of scope.

	Division	Level
001.44	Grant Support	3
004	Data Processing	4
005	Computer Programming, programs, data	4
020-028	Library and Information Sciences	4

DEWEY CLASS 100'S PHILOSOPHY & RELATED DISCIPLINES – Out of scope

DEWEY CLASS 200'S RELIGION – Out of scope

DEWEY CLASS 300'S SOCIAL SCIENCES - All other divisions out of scope

	Division	Level
300	Social Sciences	2

313.73	General statistics of North America	2
320	Political Science	2
328	The legislative process	3
330	Economics	2
331	Labor Economics	3
333	Economics of land and energy	3
336	Public finance	3
338	Production	3
350-354	Public administration	3
353.9	Public administration of Montana	4
360-365	Social problems and services	4
370	Education	2
378	Higher education	2
379	Education, government regulation, control, support	3

DEWEY CLASS 400'S LANGUAGE - All other divisions out of scope

	Division	Level
422	English dictionaries	2
428	Standard English usage	2

Dewey Class 500's Science - All other divisions out of scope

	Division	Level
519.5	Statistical Mathematics	3
551	Geology, hydrology, meteorology	4
552	Petrology	4
553	Economic Geology	4
557	Ecology	4
558	Earth sciences of Montana and Rocky Mt. North	4
580	Botanical science	4
590	Zoological science	4

DEWEY CLASS 600'S GENERAL TECHNOLOGY - All other divisions out of scope

	Division	Level
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613	Promotion of health	4
614	Incidence prevention of disease	4
630	Agriculture	4
658	General management	4
670	Manufacturing	2

DEWEY CLASS 700'S THE ARTS - All other divisions out of scope

	Division	Level
711	Park area planning	2
712	Parks - landscape architecture	2
719	Parks - landscape architecture - reserved land	2
727.8	Library buildings	3

DEWEY CLASS 800'S LITERATURE - Out of scope

DEWEY CLASS 900'S GENERAL GEOGRAPHY AND HISTORY - All other divisions out of scope

	Division	Level
978	Montana history	3

POLICY IMPLEMENTATION, EVALUATION AND REVISION

This Information Resources Development Policy is to be used in the development of all Montana State Library Information Resources. Since the development process is a continuous one, this policy will be reviewed at the beginning of each fiscal year to determine if any revisions are needed. The Information Resources Management Librarian and the State Librarian or his/her designee will review the policy. If substantial changes are made, the policy will be submitted to the Montana State Library Commission.