

DRAFT
POLICY STATEMENT
DISTRIBUTION OF STATE DOCUMENTS
TO DEPOSITORY LIBRARIES
October 1998

In 1967, the legislature established the State Publications Library Distribution Center. Since its inception, thousands of state documents have been distributed to libraries across Montana. Because of this program, citizens of our state have access to current and historical information regarding the actions of state government. One of the Montana State Library's goals is "Montana citizens have easy and accurate access to state information" and this program is a major component of ensuring that this happens.

1. Any legally established library in the state of Montana may be designated as a depository provided that all the other qualifications are met. State, academic or research libraries outside of Montana may be designated as depositories. Requests to become a depository library may not be honored on the basis of limited resources of state agencies in regard to publishing documents.

2. Any Montana library designated as a full depository shall agree to the following conditions with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State Library and the participating library:

- a. Provide space to house the publications with adequate provisions for expansion. State publications may be integrated with other collections or shelved separately depending on the policy of the receiving library.
- b. Process and shelve all state documents in a timely fashion.
- c. Provide a professionally trained librarian or specially trained staff to render satisfactory service without charge to patrons in the use of such publications.
- d. Library rules must assure that the documents are available for public use and circulation, unless for some unusual reason it becomes necessary to restrict use.

3. The library must agree to periodic inspections by the Collections Management Librarian to ensure compliance with the terms of the contract. Librarians may request an inspection if they feel one is necessary or helpful to their management of the state documents collection.

4. The State Library may enter into temporary or permanent exchange agreements with libraries in or outside the state of Montana, other than through the establishment of formal depository agreements. The terms of these agreements shall be negotiated to the particular requirements of the situation.

5. The State Library encourages the use and publishing of electronic documents. These can be accessed on our home page through the state documents on-line window. We also have links to state agencies and their respective home pages. As formats and electronic architecture evolve, the State Library will continue to assess, promote, and implement the best technologies available for

state document preservation and distribution.