State Publication Lifecycle Initial Draft Produced by Montana State Publications Center May 23, 2005; v. 1 S://LISD/State Publications/Institutional Repository/lifecycle.ai 5a. digital object change management? l. create when one line of a digital object changes, is it the same document? versioning & overwriting digital are considered here object 5. deliver 2. notify object delivered online agency notifies print (through WorldCat/OPAC public via URL object and/or agency website) extra copies shipped agency notifies only to depository libraries library by delivering otherwise object is available physical copy through interlibrary loan digital object remains in perpetual digital archive with risk mitigation and format migration monitored print object cataloged, barcoded (currently by OCLC) print objects obtained and metadata attached with one 3a. prioritize ingestion process through deadhead mail original placed in stacks metadata attached to object - MSL. DNRC. and OPI documents (control group) while cataloging via OCLC - Web pages reflecting political change - Publications with no print equivalent 4. manage object + data ingested (preserved) 3. harvest in MSL digital repository library finds and harvests object via URL using OCLC Digital Archive product Print object physically moved to Montana Historical Society after 30 years. Every agency pays for archival storage. Stakeholders **INGESTION: GUIDELINES OR STANDARDS?** Citizens State Government (Legislative/Executive Branch, State Agencies) PPAC AGREEMENT ON COLLECTION POLICY 1. File size limits? If so, can document be broken down? Montana University System 2. Allowable formats and naming conventions? 1. Revise MCA and ARM to conform to reality of electronic Permanent Public Access Committee 3. Determine legal requirements (i.e., ADA access) State Library Staff and Library Commission 4. Will agencies continued to be required (legislated) 2. When both tangible and digital versions are available, we to provide digital documents in print? will provide both 5. Metadata requirements: **Communication Strategy**

- 3. Determine (5a) viability. Keep both draft and certified final versions because sometimes a final version is never published? Good enough justification? Is final version "official" one?
- 4. Make explicit the differences between a record and a publication.
- 5. Web pages are considered publications (?)

What: The custom message each Stakeholder should receive

Who: The most appropriate person to deliver the message

How: The most effective channel to use (email, phone, etc.)

Feedback: The most efficient way to receive feedback on the effort

- a. Descriptive (bibliographic classification)
- b. Technical (file format, system platform)
- c. Structural (interrelationships of content
- d. Administrative (rights, ownership, conditions of use)
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Create Decision Tree For Injest Process