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BUDGET AND PROGRAM PLANNING  
STATE OF MONTANA

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MEMORANDUM

TO: Darlene Staffeldt, State Librarian  
Montana State Library

FROM: *gwer* David Ewer, Budget Director

DATE: April 25, 2008

RE: Strategic Plan involving Digitization Efforts

Thank you for seeking clarification on various plans from the State Library. I offer the following as guidance so that several complicated matters may be resolved satisfactorily with respect to budget, equipment procurement, mission harmony, and strategic planning.

I have read "Montana State Publications, Digitization Project Plan" dated March 1, 2008 by MSL, and am aware of both the 'Invitation for Bid, for MSL Digitization Services' for a price-per-page digitization service not to exceed \$66,000 and an ITPR cover sheet, which answers ITSD-related questions. I am also aware that the bid letting has been placed on 'hold' at this time. The Plan, while very substantial in its scope, focuses solely on digitization options and does not address the larger overall plan for MSL as it pertains to responsibilities to state agencies and the public. . Please address the following questions:

- 1) After all current documents have been digitized, what is the MSL's long term intention for receiving, storing, distributing hard copy materials such as books, publications, magazines, newspapers?
- 2) Questions around Physical Access to the State Library:
  - a. What does the MSL's plan for hours open to physical, on-site access to MSL?
  - b. What changes in physical vs. digital access can the walk-in library user expect once digitization is underway and when completed?
  - c. What is the plan for availability and use of physical documents such as books, magazines, newspapers, to-day, and in the future?

- d. What is the short-term and long-term plan for access to the stacks? (this question does NOT imply that stack access must be maintained)
  - e. What is the plan for the physical use of material and in what format will digitized documents be available: facsimile?
  - f. What access is available for currently digitized material?
  - g. What are the access plans to non-digitized material?
  - h. What are changes in staff and physical space to meet on site and off-site for users?
  - i. Do you plan to increase or decrease space for on-site users?
  - j. Do you plan changes in sitting areas and computer stations?
- 3) Data Center Issues: How does MSL plan to migrate from its current independent data center into the State's new secure centralized data centers?
  - 4) Budget Considerations: Does MSL intend to shift resources so that a walk-in user will find a different level or type of customer service?
  - 5) What are the communication plan to query and or notify state agencies and the public of MSL changes?

In our conversations, I have concurred with the need for MSL to change and support the concept of digitization. I have also recognized that some shifting in resources, e.g. possible reductions in magazine subscriptions for hard copy, may need to occur to bring about higher efficiencies attendant with the cyber age. Yet such changes cannot result in reducing or eliminating physical access to MSL. I have clearly stated the Administration's position that any notion of the library closing its doors to the public, both in concept or practice, is unacceptable. Therefore, it is important for me to fully understand the overall plan for MSL, prior to approving current budget requests, as well as contemplate one-time-only recommendations in the future.

I appreciate your efforts and look forward to your response so that we can work together to move into an even more accessible public State Library network .