

The **Director of Statewide Library Services** works to improve library services to all Montanans through services offered directly to end users and/or to librarians and trustees as they serve their end users, including blind and visually impaired Montanans. This position is responsible for managing the policies, information systems and resources of the MSL Statewide Library Resources Division and providing leadership, integrative management, and direction for the MSL's shared resources. The position supervises nine FTE.

The **Statewide Projects Librarian** provides leadership and innovative strategies that allow Montana libraries to remain relevant to the communities they serve. This position is responsible for researching, designing, developing, budgeting, marketing, implementing, managing, and evaluating a diversified and innovative array of statewide library consortia, partnerships, and collaborative service contract opportunities that serve the needs of all types of Montana libraries and assist those libraries in meeting the library and information needs of Montana citizens. This position is responsible for programmatic, administrative and reporting aspects of the annual federal funded Library Services and Technology Act grant provided via the State Library for libraries as they apply to the State of Montana.

The **Continuing Education Coordinator** identifies training needs and develops and delivers a variety of training opportunities to librarians and public library trustees. These training opportunities are designed to help prepare library staff and leadership to deal effectively with the changing landscape of library service in Montana and to allow them to remain in compliance with legislation, rules and regulations required of public libraries. The position also administers the MSL librarian/trustee certification program of the Montana State Library and maintains the MSL Learning Portal.

The **Montana Shared Catalog Director** is responsible for developing, implementing, and managing the Montana Shared Catalog; directing the administration of MSC data and information systems; coordinating the provision of technical expertise and assistance to statewide academic, public, governmental, and specialty libraries; and managing the policies, administrative systems, and resources (e.g., budget and equipment) of the MSC program. This position supervises 3 FTE and works closely with the Information Specialist, all of which provide additional support to the MSC.

The **Montana Shared Catalog Systems Technician and Consultant** is responsible for providing ongoing hardware and application support and direct technical support, advice, and problem-solving assistance to the more than 160 MSC member libraries. The position also provides oversight and coordination with multiple parties including libraries, vendors and data managers to successfully integrate large quantities of patron and catalog records associated with new MSC libraries into the MSC's proprietary integrated library system.

The **Montana Shared Catalog Technical Services Assistant** is responsible for assisting the MSC Director with catalog maintenance, providing ongoing technical support particularly in the area of bibliographic records maintenance and providing cataloging and acquisitions training and support to member libraries.

The ***Montana Shared Catalog Technical Support and Trainer*** implements and manages the MSC Training Program; creates, maintains and presents training materials online and onsite for MSC member library staff and assists the other MSC staff in providing technical assistance in all modules within the MSC.

The ***Montana Memory Project Director*** provides leadership and innovative strategies that assist in increasing the scope, visibility and usefulness of the Montana Memory Project statewide. The MMP Director is responsible for all aspects of MMP administration including implementation of new collections, providing technical support and training to contributing institutions and financial management of the Montana Memory Project.

The ***Information Specialist*** provides technical support for the Montana Shared Catalog specifically, and MSL Statewide Library Resources and the rest of MSL generally. The position is responsible for a broad variety of information technology assignments including database development and administration (including the Montana Library Directory); network planning, interface design, construction and administration; application development; Internet/web administration and security; software and hardware planning, implementation and support; and user support and training.

Three ***Statewide Consulting Librarians*** offer library consulting in specialty areas of library development, in general library consulting topics and in a core set of essential consulting areas to the Montana library community, maintain current knowledge in the field, and provide appropriate continuing education opportunities for librarians statewide. In the area of general consulting, these positions offer outreach and support in the areas of library board development and training, library governance, collection management, library federations, new director orientation and personnel issues. They assist public libraries with maintaining compliance with the Public Library Standards and the collection of the Public Library Statistics as required by the Montana Code Annotated and the Administrative Rules of Montana. They provide extra expertise in the areas of library law, library accounting and library administrative and technology planning. Additionally, these consultants offer statewide consulting in specialty areas of importance to librarians, library staff, trustees and others as appropriate. These specialty areas may change over time based on changing library development needs of Montana librarians, the focus of State Library statewide projects and the priorities identified in the State Library Long Term Strategic Plan. Examples include outreach and consulting in the areas of digital literacy and content, information technology, access to information and resources, community development and partnerships, and lifelong learning. Depending on demand, these specialized areas increase or decrease as needed.