

Title 10: Department of Education

State Library Commission

Subchapter 81: DEPOSITORY PROCEDURES FOR STATE PUBLICATIONS

RULES FOR THE MONTANA STATE LIBRARY

- (1) The Montana State Library shall follow the State Publications management plan as adopted by the Montana State Library Commission.
- (2) The Montana State Library shall review the State Publications management plan biannually and update it as appropriate.

RULES FOR DEPOSITORY LIBRARIES

- (1) Depository libraries from their website shall provide no charge access to state government information including digitized state publications and the archived collection of state agency websites provided by the Montana State Library.
- (2) Depository libraries that are members of the Montana Shared Catalog shall include the State Government Information Center (SGIC) as part of the catalog search profile.
- (3) Depository libraries not members of the Montana Shared Catalog shall load MARC catalog records provided by the Montana State Library for state publications into their local catalog.
- (4) Depository library staff shall attend online training once every two years provided by Montana State Library on providing access and reference service for state government information.
- (5) Each depository library shall promote itself as a state government information center using promotional materials provided by the Montana State Library.
- (6) Directors of depository libraries shall designate a staff person as a point of contact and provide the point of contact information to the state library.
- (7) Depository libraries shall notify the state library should they wish to leave the depository library program.

RULES FOR STATE AGENCIES

- (1) State agencies shall post state publications to their publicly accessible websites. State publications should remain posted for a minimum of 90 days.
- (2) State agencies shall notify the state library of new domain names that are outside of mt.gov and part of the state Domain Name System (DNS).