Search ASPeN

Searching for Libraries/Organizations

If you are looking for a library's basic information, such as their location, hours, or phone number, try looking on the organization's main page first. To find an organization's page:

1. Go to this URL: http://aspen.mt.gov
2. You will be directed to the ASPeN Search page. You should see a picture menu with six different icons. Click on the orange icon for "Organizations."
3. You will be redirected to the Organizations Search page. Please fill in the criteria in the appropriate box. You do not have to complete every field.
   a. If you know the library's name, click the box next to "Organization Name." Type in the organization's name (e.g., "Trout Creek Elementary School Library.") A shortened version (e.g., "trout creek") will also work.
4. Click "Search" in the blue box at the bottom of the page.
5. The next page will display the search results. Click the title of the desired organization in the results.
6. Scan the page to find the information you need.

If you do not see the information you're looking for, scroll up to the top of the page. Refer to the links under the organization's title.

- Contacts: click this link to find contacts for this library
- Staff: click this link to see a list of the library's staff members
- Board Members: click this link to see a list of the library's board members
- Resources: click this link to find documents associated with this library

Searching for People

A person's contact and position information are stored on the person's main page. To find a person's main page:

1. Go to this URL: http://aspen.mt.gov
2. You will be directed to the ASPeN Search page. You should see a picture menu with six different icons. Click on the blue icon for "Positions and People."
3. You will be redirected to the Positions Search page. Please fill in the criteria in the appropriate box. You do not need to complete every box.
4. Click "Search" in the blue box at the bottom of the page.
5. The next page will display the search results. Click the name of the desired person.
   a. NOTE: If this person holds multiple positions within ASPeN, they may appear multiple times. Clicking any option will give you that person's contact information.
6. Information about this person is displayed on this page. Scan the page until you find the information you are looking for.

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Searching for Committees

The committee's main page provides a brief description of the committee and links you to more information related to the committee. To find the committee's main page:

1. Go to this URL: http://aspen.mt.gov
2. You will be directed to the ASPeN Search page. You should see a picture menu with six different icons. Click on the red icon for "Committees."
3. You will be redirected to the Committees page. Click on your desired committee.

To find the committee's meeting dates:

1. From the committee's main page, direct your attention to the menu on the right.
2. Click "Meeting Dates."
3. All the meeting dates are listed on this page in chronological order. Click Meeting Details to see information about upcoming meetings including any meeting materials.