

Montana State Library Commission Procedures

Montana State Publications Management Plan

The Montana State Library (MSL) per **MCA 22-1-212** administers the state depository library program to identify, acquire, catalog, preserve, and provide public access to state publications as defined in **MCA 22-1-211** as “any information originating in or produced by the authority of a state agency or at the total or partial expense of a state agency that the agency intends to distribute outside the agency, regardless of format or medium, source or copyright, license, or trademark”. Furthermore, and per **MCA 22-1-219**, the MSL collaborates with depository libraries and state agencies, in particular, the Montana Historical Society, the Secretary of State, and the State Information Technology Services Division to ensure permanent public access to MSL print and digital state publication collections that includes state websites.

The following is how the MSL, Montana state agencies, and depository libraries shall identify, acquire, catalog, preserve, and provide public access to state publications:

Identify:

1. MSL provides agencies free training on Montana Code Annotated 22-1-213 requirements of notification and availability and Montana Code Annotated 22-1-219 that describes state agencies' role in coordinating with MSL to provide permanent public access to state publications.
2. Seek and accept historic, legacy print state publications not previously included in the state publications collection.
3. Seek and accept current print state publications with no digital equivalent. After digitization, offer the print copy to the Montana Historical Society.
4. Seek notification from state agencies of new or unarchived state web content.
5. Observe best practices and current standards related to management of government information as determined by international, national, state, and local institutions.

Acquire:

1. Allow a digital submission process for acquiring state publications from state agencies.
2. Upload born-digital state publications to the online MSL collection.
3. Capture born-digital state publications published to state agency websites using a web crawler.
4. Schedule automatic crawls of state agency websites at predetermined intervals, e.g. monthly, bimonthly, or quarterly depending upon the estimated rate of web site change.
5. Find alternate methods to acquire digital state publications bound by technical limitations such as content contained in web-based databases.
6. Provide state agencies the name of web robot used to crawl agency websites. Provide reports of newly acquired state publications upon request.

Catalog:

1. Create and/or contract for creation of MARC catalog records for print state publications prior to digitization. Offer print copy to the Montana Historical Society.
2. Maintain MARC catalog records for starting points of crawls on state agency websites.
3. Enhance existing MARC catalog records for state publications.

4. Make MARC catalog records freely available to all interested libraries without restriction.
5. Montana Shared Catalog libraries have access to catalog records through the shared integrated library system.

Preserve:

1. Update and maintain the Memorandum of Understanding between the Montana State Library and the Montana Historical Society whereby MSL serves as the digital repository and MHS as the repository for all permanent state publications, including non-digital publications.
2. Include preservation agreements within digitization and web crawl contracts.
3. Download/maintain redundant local copies of digital state publications hosted elsewhere.
4. Explore other methods for storing digital state publications in multiple offsite locations.

Access:

1. Add metadata to digital state publications to improve findability and search results.
2. Make publicly available the elements for a customized search box and/or Wayback Machine search box to include search boxes in other websites.
3. Promote state agencies to adopt webpage history service.
4. Distribute/import MARC catalog records of state publications into local library systems.
5. Promote all Montana libraries as state government information centers.
6. Support and encourage any library to serve as a depository library without restriction.
7. Host biennial meetings of state agency librarians, state agency representatives, state depository librarians, and other interested stakeholders to guide development of state depository library program and review state publications management plan.