

# Montana State Library Commission Policy

## Collection Development

### 1. Definitions

As used in this document, the following definitions apply:

- 1) "Digital document archive" refers to a collection of binary code represented as text that is readily accessible.
- 2) "Web archive" refers to a collection of binary code represented as web pages that are readily accessible.
- 3) "Digital repository" refers to an organization that retains binary code.
- 4) "Depository" refers to a library designated to provide public access and reference service to state government publications.
- 5) "Steward" refers to the assumption of responsibility for a Montana Spatial Data Infrastructure (MSDI) data theme that, depending on the needs of the theme, includes direct or indirect coordination of the production, maintenance, integration, enhancement, distribution, coordination, promotion, and support-resources for that data theme. (Montana Land Information Advisory Council (2006). In *MSDI Theme Stewardship* (page 8.). Retrieved from [http://giscoordination.mt.gov/MSDI\\_Theme\\_Stewardship\\_20060907.pdf](http://giscoordination.mt.gov/MSDI_Theme_Stewardship_20060907.pdf))

### 2. Legislative Mandates

[22-1-103](#) MCA states, in part, that the MSL Commission may furnish, by contract or otherwise, library assistance and information services to state officials, state departments, and residents of those parts of the state inadequately serviced by libraries.

[22-1-211](#) MCA defines a state publication 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. The term does not include information intended only for distribution to contractors or grantees of the agency, persons within the agency, or members of the public under [2-6-102](#) or information produced by a state agency that is intended strictly for internal administrative or operational purposes.

[22-1-212](#) MCA states that the Montana State Library (MSL) shall administer a state publications depository library program to identify, acquire, catalog, preserve, and provide access to state publications and that the MSL may enter into contracts with other libraries to carry out the provisions of the state publications depository library program.

[22-1-213](#) MCA says that state agencies shall notify the MSL of their state publications and shall make available their state publications to the MSL as provided by rule. The MSL shall, if requested by the agency, reimburse any state agency for state publications required to be made available when the quantity desired will necessitate unreasonable expense to the agency.

[22-1-218](#) MCA states the following exemptions. (1) This part does not apply to:  
(a) the state law library in connection with the collection described under [22-1-501](#);  
(b) the code commissioner in connection with duties under Title 1, chapter 11, as amended; and

(c) the legislative services division in connection with duties under 5-11-203, as amended; and  
(d) the Montana university system.

(2) The MSL may, at its option and without causing the university system to incur expense, collect, catalog, and make available selected publications of units of the Montana university system.

[22-1-219](#) MCA states that the MSL shall routinely notify depository libraries of recently acquired state publications. The MSL shall coordinate with state agencies and depository libraries to ensure permanent public access to state publications. The MSL shall offer state publications that it removes from its collection to the Montana Historical Society, which shall determine which state publications must be preserved as provided for in 22-3-203.

[90-1-403](#) and [404](#) MCA make the Montana Department of Administration responsible for coordinating the collection, development, and dissemination of land information in Montana. The Department has turned over these responsibilities to the MSL through an Interagency Agreement.

[90-15-301](#) MCA provides for MSL to maintain a Natural Resource Information System, a comprehensive system for the acquisition, storage, and retrieval of data relating to the natural resources of Montana.

[90-15-302](#) MCA provides for the establishment at the MSL of a Natural Heritage Program, a collection of information on the status and distribution of Montana's native animals and plants, emphasizing species of concern and high quality habitats.

[90-15-303](#) MCA states that (1) State agencies shall cooperate with the library and the committee in the planning of the natural resource information system. (2) Within the limits of available resources, state agencies shall provide data requested by the library for purposes of the natural resource information system and the Montana Natural Heritage Program. If an agency does not possess requested data or is unable to locate requested data, the agency shall inform the library. It is not necessary for an agency to conduct fieldwork or literature searches to obtain requested data.

[90-15-304](#) MCA states that (1) Except as provided in subsection (3), the library shall make information from the natural resource information system available to local, state, and federal agencies and to the general public. (2) The library may establish a fee system for information requests in order to cover the costs of providing requested information. (3) If necessary, the library shall establish procedures to protect confidential information in the possession of state agencies.

[90-15-305](#) MCA provides for the MSL to operate a Water Information System to provide access to information relating to Montana's water resources.

### **3. Purpose, Implementation, Evaluation and Revision of the Policy**

The Collection Development Policy describes how the MSL builds, evaluates, and manages its mandated collections.

The Collection Development Policy is in accord with the American Library Association standards for the provision of services by state libraries to state government and to libraries.

It is the authority for providing accountability when an item is questioned. [Note: the Talking Books Library, a program of the MSL has its own separate, distinct collection development policy]

The State Librarian and Digital Library Division management will review the policy each fiscal year to meet the evolving information needs of MSL users. If changes are recommended, the changes will be submitted to the Montana State Library Commission.

#### **4. MSL Collections and User Groups**

The Montana State Library collections cover four subject areas. Except in cases when information resources that clearly fall within the Collection Development Policy are only available in print form, MSL provides access to digital information.

##### **A. State Publications**

MSL manages a comprehensive collection of current and historic state publications that supports Article II, Section 9 of the Constitution of Montana concerning the right to know: “No person shall be deprived of the right to examine documents or to observe the deliberations of all public bodies or agencies of state government and its subdivisions, except in cases in which the demand of individual privacy clearly exceeds the merits of public disclosure.”

MSL manages this comprehensive state publications collection to fulfill MCA 22-1-211 through 22-1-219. MSL management of the state publications collections means that MSL identifies, acquires, catalogs, preserves, and provides permanent public access to state publications of all types and formats. MSL has a Memorandum of Understanding with the Montana Historical Society (MHS) for the former to serve as the digital repository and for the latter to serve as the print repository for state publications. (See Appendix A)

MSL, however, continues to be responsible for managing print state publications. MSL will digitize historic state publications originally published only in print format and will add the digital files to its digital repository. MSL will then offer the historic print publications to MHS for their print repository.

MSL will distribute print publications derived from born-digital state publications to depository libraries in whatever amounts are received with priority given to the MHS. MSL will not retain print copies derived from born-digital state publications.

MSL standard procedure is to add born-digital state publications formatted similar to their print equivalents with a cover page, title page, pagination, and bibliographic information to the MSL digital document archive. MSL will add born digital state publications including publicly available state agency websites to the MSL web archive. MSL will selectively transfer some state publications including legislative reports, agency annual reports, etc. from agency websites and move these publications to the digital document archive to provide better discoverability.

State agencies, depository libraries, and Montana residents are the principal user groups for the state publications collection.

##### **B. Natural Resource Information**

The natural resource information collection fulfills the requirements in MCA 90-15-301 through 90-15-305 that MSL maintain a comprehensive system for the acquisition, storage, and retrieval of data and documents relating to Montana's natural resources and the MSL maintain a Water Information System. MSL seeks guidance from the Natural Resources Advisory Council as outlined in 90-15-201 MCA.

MSL acquires and provides access to natural resource information about Montana from primary sources including Montana state publications, federal documents, research publications, online subscription periodical databases, and other online resources that are freely available. Natural resource information from these primary sources must be

credible, peer-reviewed, and well documented. The Montana Natural Heritage Program, a program of MSL, is a primary source agency established by 90-15-302 MCA.

The locally managed natural resource collection includes data and information that may only be available temporarily from the primary source, data that is difficult to obtain or to extract from the primary source, data MSL has reformatted to be easier to use, and data that the primary source does not have the resources to make publicly accessible and has given to MSL for distribution.

MSL's collection responsibility for natural resource information, in some cases, also includes providing access to information resources that are not locally managed. Access is provided to externally accessible information through the MSL website including the geographic information clearinghouse.

MSL provides free public access to natural resource information about Montana. The principal user groups for this information are state agencies, businesses, Montana residents and anyone interested in natural resource information about Montana. License restrictions on some databases, journals, and articles limit access to state agency employees and certain users.

### **C. Montana Spatial Data Infrastructure**

The Montana Spatial Data Infrastructure, or MSDI, is established by rule 2.12.302 of the Administrative Rules of Montana, in accordance with 90-1-413 MCA. The MSDI consists of geospatial data identified by the Montana Land Information Advisory Council as necessary to provide land information about the state of Montana. The Council has designated MSL as the primary state steward and point of dissemination for a number of the MSDI themes: Administrative Boundaries, Land Parcels (Cadastral), Geodetic Control, Geographic Names, Hydrography, Land Use, Orthoimagery, Structures, Transportation, and Wetlands.

In a manner consistent with the natural resources collection management, MSL has different levels of involvement in each MSDI theme. In some cases the data comes primarily from local and/or state agency sources and the MSL works to integrate them into consistent statewide themes. Other themes are primarily managed by federal agencies, but the MSL has formal agreements with these agencies to create new data and/or edit existing data to ensure its accuracy and currency.

A primary user group for the Montana Spatial Data Infrastructure consists of those who have software that use geographic information system (GIS) data to compose maps or perform data analyses. The MSDI data is provided as downloadable files and web services in formats that may be used with software provided by most GIS vendors. Where possible, MSL provides access to geographic information to patrons without GIS software through on-line data viewers. There are no charges or restrictions on the access to this data.

### **D. Professional Library Development**

The Professional Library Development (PLD) collection provides library and information science materials to help Montana librarians, library staff, and trustees improve their knowledge, skills, and abilities in the area of library administration.

The Statewide Library Resources/Library Development (SLR/LD) staff advises the LIS staff on selection, retention, and withdrawal of materials. The focus is on materials that support public librarians and library development staff, but will also be of interest to other

library types. Materials are selected based on user requests, anticipated needs and reviews from professionally recognized reviewing sources.

Montana librarians, library staff, and trustees are the principal user groups for the professional library development collection. License restrictions on some digital professional library development information may limit access to just Montana librarians and certain users.

## **5. Cooperative Collection Development**

Various state agency libraries and resource centers provide highly specialized services and resources to their employees of their respective agencies. The MSL collections seek to complement and not duplicate these highly specialized services and resources found in other state agency libraries and resource centers.

## **6. Resource Sharing and Interlibrary Loan**

MSL relies on resource sharing programs as an extension of its collections and as a service to its user groups. Using online bibliographic networks, the MSL identifies, locates and requests work related materials on behalf of state government employees and their contractors when the requested materials are not available locally. Consideration of purchasing items within the scope of our collection policy is also part of this process.

## **7. Funding Considerations**

The materials budget is part of the MSL agency budget that is approved and allocated biennially from the general fund by the Montana State Legislature. Other occasional funds, such as Coal Severance Tax monies, Montana Land Information Act funds, and private donations are used for collection development.

Although the MSL will make a reasonable attempt to acquire information identified as needed by its patrons, the ability to acquire materials is limited by the legislatively authorized materials budget.

## **8. Collection Acquisition, Retention, Digital Priorities, De-selection, Replacement**

MSL continuously evaluates its collections to make decisions regarding acquisition, retention, digital priorities, de-selection, and replacement of resources.

MSL acquires resources for the subject areas of this Collection Development Policy based on statutory mandates, identified need, quality of the information, funding, patron requests, and availability of the resources through interlibrary loan. The new resources are in a digital format unless that information is only available in a print format. MSL permanently retains digital versions of state publications according to state law. MSL offers print versions of state publications to the Montana Historical Society for permanent public access.

MSL considers the following when acquiring and retaining licensed digital content:

- Content is within the Collection Development Policy subject areas.
- Content meets minimum usage levels.
- Use statistics are available.
- User interface is customizable.
- License requirements are reasonable.
- Access restrictions are reasonable.
- Users can authenticate in various ways.

- Broad access is available.
- Cost is reasonable.

Systematic deselecting of materials in the collections is an integral part of collection management. The same care, thought, and judgment must be exercised in this process as in the original selection of materials. The process must be consultative, involve multiple staff, uphold public confidence in the library, and maintain state ethic laws.

MSL de-selects natural resource information and professional library development materials that are obsolete, redundant, superseded, infrequently used, or, in the case of print materials, available digitally. Replacement is not automatic when materials are lost, damaged, worn out, superseded, or removed from the collection. MSL weighs the need for replacement against availability of the resource in a digital version, demand for the particular title, availability of similar material in our collections, and availability and cost of better and more current material. The goals of de-selection are better use of physical space, better use of limited funds, increased availability of more relevant materials for more users, and ensured preservation of historically important resources.

## **9. Gifts Policy**

Gifts are evaluated and accepted according to the priorities described in this policy. Gifts will be acknowledged, but the MSL is prohibited from placing a value for tax purposes on gifts received. Gifts become the exclusive property of the Montana State Library. The MSL reserves the right to dispose of any unused gifts through exchange, referral, or discard. If a gift is not added to our collection, it may be offered to another library.

## **10. Complaints and Censorship**

MSL supports intellectual freedom and endorses the following statements published by the American Library Association: the "Library Bill of Rights" the "Freedom to Read Statement" and "Access to Electronic Information, Services, and Networks: An Interpretation of the Library Bill of Rights."

The MSL recognizes an individual's right to question library materials with designated library staff. An individual may state their opinion in writing on the "Statement of Concern about Library Materials" form (Appendix B). The concern will be reviewed by the State Librarian to determine if the item(s) meet the selection criteria as described in this document. The State Librarian will reply to the individual in writing as soon as practical.

## **Appendix A: Memorandum of Understanding**

**Memorandum of Understanding**  
**Montana State Library and Montana Historical Society for**  
**management of digital and non digital state publications**

MSL will serve as the repository for digital state publications. At least one copy of all born-digital or scanned print state publications will be preserved in their online collection.

MHS will serve as the repository for all permanent state publications, including non-digital publications. At least one copy of existing and new print state publications, that MHS staff has determined to have historic significance will be preserved in their permanent collection.

**Rationale:**

MSL and MHS currently manage two separate collections of print state publications. There is some overlap in these collections. Each agency holds publications the other does not. Since neither collection is complete, users must access both collections. The goals of this policy

- Improve ease of access for users.
- Reduce costs and redundancy of work needed to preserve the same formats twice.
- Create more comprehensive collections of print and digital state publications.
- Conserve print state publications to prevent degradation.
- Protect print publications from damage and loss using access controls.

To this end, MSL and MHS will manage state publications as follows:

**MSL Responsibilities:**

MSL will continue to acquire and distribute digital and non digital state publications to depository libraries.

MSL will continue to acquire digital state publications and manage them through a digital repository.

MSL will continue to create catalog records for digital and non digital state publications for use in local depository library catalogs.

MSL will provide public access to digital state publications through their online catalog.

MSL will distribute one print copy of a state publication to MHS, when MSL receives only one print copy.

MSL will endeavor to digitize its legacy print collection. MHS will receive all print publications from MSL that it selects.



**MHS Responsibilities:**

MHS will retain a minimum of one copy of all print state publications that MHS staff have determined to have historic significance in a permanent, non-circulating collection.

MHS will provide public access to digital state publications through their online catalog.

MHS will provide public access to state publications through their online catalog and upon request in a secure reading area.

MHS will coordinate with MSL to digitize print state publications within the MHS print collection, but not yet within the MSL digital repository, so long as that digitization does not damage the original publication.

No print derivative will be created from a digital only publication.

This memorandum supports the current state depository library contract between MSL and MHS and supersedes any previous memorandums between these agencies regarding the management of state publications by MSL and MHS.

Dated this 26 day of March, 2008.

Montana State Library

by: James J. Kommerer, Publications Librarian

Darlene M. Stoffelst, State Librarian

name of depository library

by: Brian Shovers, Depository Librarian

Molly Kruckenberg, MHS Research Center Director

## **Appendix B: Statement of Concern about Library Materials**

## 14. Appendix

### Statement of Concern about Library Materials

This form is to be used to express written comments and concerns regarding specific materials in the Montana State Library collection.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Representing:  Individual  
 Group/Organization (please identify)  
\_\_\_\_\_

1. Materials on which you are commenting:

- Book
- Magazine
- Audiovisual material
- Newspaper
- Other

Title: \_\_\_\_\_

Author/Creator: \_\_\_\_\_

2. What brought this title to your attention?

3. Please comment on the resource as a whole. Be specific on those matters which concern you. (Use other side if necessary.)

4. What resource do you suggest to provide additional information on this topic?

This form should be submitted to:  
Montana State Library,  
Director of Montana State Digital Library,  
1515 E. 6<sup>th</sup> Ave.,  
Helena Montana 59620-1800