

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