

## **MSdL Library Services**

July 27, 2004 – September 22, 2004

### **LISD Goal 1: State government employees have the information they need to make good public policy recommendations and decisions.**

Finished manipulating the State Library's physical collections to match new collection development policy created and initiated by State Librarian. Past electronic journal subscriptions were carefully scrutinized and more precisely matched to current mission statements. Based on staff-wide decision making process and a past subscription base of 199 EBSCO (ejournal vendor) titles, 10 ALA titles, and 5 direct orders (214 total at an annual cost of \$62,772.49), we now have a much leaner and more focused subscription base of 85 current EBSCO titles, 8 ALA titles, and 5 direct orders (98 for a new annual cost of \$28,966.33). The plan is to become more customer and request oriented and only order those titles in highest demand, replacing the subscriptions to lower demand journals with a more efficient interlibrary loan request system and using the Montana State University Library at Bozeman and courier services with our local Lewis & Clark Library as two new and stronger alliances able to provide the best most cost-effective service possible at the current MSdL budget.

Moving and shifting the collection continues and the staff of the MSdL looks forward to the near future when it can be considered completed. In July 2002 the MSL uploaded 99312 physical objects into the SIRSI catalog. This did not include existing Federal Documents and materials that were not cataloged at the time of transfer. In FY03 59,969 items were removed from our Federal Documents register as allowed by the government's "Instructions to Depository Libraries," and since July of FY04 7,290 volumes have been weeded, reducing the total collection to approximately 83,250 catalogued volumes remaining in our library. The MSdL staff has physically handled, lifted, weeded, donated and shifted more than *70,000 volumes* of library materials in the last year alone.

As of this month *20 years* of accumulated backlog materials carried to this building from previous incarnations of the MSL has finally been cleared. Starting in January of 2003, *532 linear feet* of backlog materials were offered to other statewide libraries and unclaimed material was discarded. Not a single shelf of backlog remains.

Cooperated, coordinated and participated with the Montana Historical Society in the submission of their grant application to be a part of the NEH/Library of Congress National Digital Newspaper Program. Along with the University of Montana Mansfield Library, the Montana State University Renne Library and the Butte-Silver Bow Archives the MSdL will be an advisory board member, one of whose initial responsibilities will be to select a digitization vendor who will take samples of second generation silver negative microfilm and prepare them for OCR conversion and enable the creation of applicable metadata and title-level cataloging.

Currently we have reviewed, drafted or rewritten the employment position descriptions and/or advertisements, opening announcements, and interview questionnaires for Web Manager, Library Systems Specialist, Outreach Coordinator and Cataloging and Acquisitions Technician. We expect interviews to begin on at least two of them very shortly as they are staff essential for the mission and operation of the MSdL.

### **LISD Goal 3: Montana citizens have easy access to a comprehensive collection of state government publications.**

The Access database for entering records of new state publications was redesigned by Jim Kammerer. Unused and underused fields were eliminated. Remaining required fields were reordered for more logical entry of bibliographic information, which should help us identify easier ways of porting this information to a document management system in the near future.

The MSdL received permission to transfer 36 large binders of Montana Environmental Policy Act reports to the security of the Montana Historical Society. These reports come from DEQ, DNRC, and FWP. (MHS receives the same MEPA reports as the MSL. We will now only collect these MEPA reports for the current calendar year before offering them to the MHS. This change in policy will eliminate the redundancy of our two institutions collecting the same reports for the same time periods and free up staff time and physical space for other MSL state documents.

**LISD Goal 4: Users have easy and comprehensive access to information through the library catalog.**

Researched and resolved issues with current interlibrary loan software and support. New training is initiated this month for circulation staff and use of OCLC current vendor (Atlas ILLiad at a cost of \$3,000 per year) will be slowly phased out in exchange for a smaller but tighter and more efficient First Search interlibrary loan system provided through a more logical partnership with the MSC and the Montana Library Network.