

Memo

To: Montana State Library Commission

From: Jennie Stapp, Digital Library Director
Darlene Staffeldt, State Librarian

Date: September 27, 2008

Re: policy reviews

The Commission is asked to review three State Library policies at this Commission Meeting.

Interlibrary Loan Policy – Review and take action

Earlier this year, the Library Information Services staff reviewed and updated the ILL policy for conciseness and usability. The Library Commission subsequently approved the updated policy on June 11th, 2008. An important phrase “only for work-related materials” from the “Who May Borrow” section was inadvertently omitted. This revised policy corrects this omission.

On-call Policy – Review draft, action will be requested at the December 3 meeting

Recognizing that our users access the information provided by the Montana State Library beyond our normal work hours of Monday – Friday from 8:00 a.m. to 5:00 p.m., MSL staff propose a new on-call policy. This policy sets forth compensation due to on-call staff who will be required to remain in Helena during the weekends they are on call. This will better ensure that our users have consistent high-level tech support needed on the weekends and that our staff are fairly compensated for the extra effort this requires.

Conference Room Policy – Review draft, action will be requested at the December 3 meeting

The library has three conference rooms available for public use. This has become a very popular service offered by the State Library. This policy is intended to help ensure that these conference rooms are available to MSL and FWP staff when needed and clarifies, in writing, policies for their continued use.