

# Memo

**To:** Montana State Library Commission

**From:** Sue Jackson, Continuing Education Coordinator  
Darlene Staffeldt, State Librarian

**Date:** May 21, 2010

**Re:** Collection Management Honor Roll (CMHR)

Since at least 1994, the MSL Commission has annually announced the Collection Management Honor Roll (CMHR) to recognize MT libraries that have demonstrated a commitment to sharing resources. The CMHR is an award that libraries appreciate and are eager to achieve each year.

The current CMHR criteria require that libraries have:

- a current collection management policy (cmp) on file at MSL;
- a cmp approved by MSL (using the CMHR guidelines);
- at least 50% of library holdings on the OCLC database; and
- updated holdings (added/deleted) on the OCLC database during the past 3 years.

MSL is recommending a change in one of the CMHR criterion. Libraries will still be required to have a current policy (updated/revised at least every three years), but it will no longer be necessary for the policy to be approved by MSL. This change is being proposed for two reasons:

1. Policies are the responsibility of the local library. However, in some instances a policy created and supported by the library's administrative body was not approved by MSL because it did not meet the CMHR guidelines. MSL has reviewed some locally customized and very patron-friendly policies that obviously were designed to meet the needs of the library and the community it serves. However, without MSL's approval of the policy, the library was not eligible for the HR.

2. The Public Library Standards require that all public libraries have a cmp and review it at least every three years, but the policy is not submitted for MSL's review. It is

confusing to require policies to be formally approved for the CMHR, but have no approval requirement in order for a library to meet the standards.

Therefore, it is proposed that to be eligible for the CMHR libraries be required to have a current policy that has been approved by the library's administrative body. That local approval is the only approval that is needed.

The guidelines can remain as a resource for libraries writing new cmps. MSL staff will still be available to assist in the development of policies by providing input and samples. Libraries can continue to send draft policies for review and suggestions, but MSL will no longer give approval for these policies.