Montana State Plan
For
Federal Depository Library Services
2006

Montana Depository Libraries

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Montana State Plan
For Government Document Depository Library Program

I. Purpose of Program and Legal Basis

The Depository Library System in Montana is part of a national Depository Library Program, established by Title 44, U.S. Code and operated by the U.S. Government Printing Office. The state plan concept for federal depository service was initiated by the Depository Library Council to the Public Printer at its Spring 1981 meeting. The Council, responding to a survey outlining problems in the regional depository library system, adopted the following resolution in the Fall of 1981:

“In order to bolster the regional depository libraries capabilities to serve their missions and in order to assure that Federal documents are available throughout the United States on an equal and expeditious basis, the Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the Federal documents depository program within that state. The plan should be developed through consultation with all designated Federal depository libraries within the state and should address all depository responsibilities outlined in the Instructions to Depository Libraries as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the first afternoon session of the Spring 1981 meeting.”

II. Goals

Goal 1: Access

The primary goal of depository libraries in Montana is to assure that government publications are accessible to all residents of Montana.

Objectives
1.1 Libraries will select publications that meet the needs of local library users. Libraries will offer the materials in a format, either tangible or electronic, that best meets the needs of clientele. The Regional depository will receive and retain at least one tangible copy of all federal publications made available under the Depository Library Program that are issued in a tangible format.

1.2 Depositories will provide organized access to government publications via bibliographic records in public access catalogs, library webpages, and other means.

1.3 Depository collections should be open for use during the same hours as other segments of the library’s collection.

1.4 Depository items should circulate under a policy consistent with the circulation policies of other types of library materials.
1.5 Each depository library in Montana shall have a written collection development policy for U.S. government publications. This policy may be a component of the library’s overall collection development policy. It is expected that each library will develop its collections to meet the needs of its primary clientele, and rely on resource sharing for little-used materials which fall outside the library’s collecting interests.

1.6 Depositories will share resources through the state interlibrary loan network. When working with incomplete citations, incomplete holdings information, or pre-1976 materials, advance contact (via phone or email) may help to expedite the ILL process. When time is a factor, ILL can be arranged informally by direct contact with the depository.

1.7 The regional library will make every effort to acquire and maintain a complete, tangible collection of the publications of all major agencies and subagencies and retrospective series of regional commissions and field offices which meet local demand.

**Goal 2: Quality Service**

Objectives

2.1 Reference assistance for depository items should be available on an equal basis with reference services provided for other library materials.

2.2 The library’s staff should be knowledgeable of other depository libraries’ holdings in order to provide proper referral.

**Goal 3: Training and Education**

Objectives

3.1 Depository librarians should provide programs for staff development and continuing education.

3.2 Training sessions for the public and non-depository librarians should be provided by depository librarians within the state.

3.3 Depository libraries can facilitate patron education through the creation of handouts, tutorials, web guides, and other tools.

3.4 The regional depository library will provide orientation in procedures, policies and directives of the Depository Library Program to new selective depositories.

**Goal 4: Promotion and Outreach**

Objectives
4.1 Depository libraries should seek to increase the awareness of the depository library program and of government documents through promotional materials, training, programs, displays, and general outreach to the community.

4.2. The regional depository should make recommendations for new depository libraries within the state.

4.3. The regional depository librarian should represent the concerns of depository libraries in the state to the GPO and the other federal agencies as appropriate.

**Goal 5: Collaboration and Coordination**

Objectives

5.1 Improve communications among documents librarians and with other librarians.

5.2 Reduce costs through coordinated collection development and shared resources.

5.3 The Regional will assist selective depositories in the disposal of unwanted documents, and authorize the transfer of depository materials between selective depository libraries and other institutions (see Appendix B for disposal instructions).

5.4 Depository staff will strive to meet on an annual basis to for continuing education activities, collection and service planning, and sharing best practices.

5.5 The regional librarian will periodically visit selective depository libraries.

5.6 Depositories will collaborate to serve public needs in case of disaster at one of the depository libraries in the state (see Appendix C for details).

5.7 The regional depository should provide reference and technical assistance, interlibrary loan, photoduplication, and digital scanning services to selective depositories and other libraries.

**III. Financial Support**

In order for the depository library to attain the goals and objectives listed in the Montana State Plan, its financial needs should be met by the parent institution. Each depository library should have adequate staffing, housing, equipment and budget.

Every Montana Depository Library needs to provide trained staff members for interlibrary loan, reference, and referral services. Each depository library should also allow money for staff travel to training sessions. These sessions are necessary for staff to receive adequate training for processing government publications and also for providing reference services to these publications. Responsibility of sponsoring and arranging the training sessions should be shared by all the depository libraries in Montana. By doing this, it would be possible to
consolidate the financial resources, organizational time, and staff expertise available in all these libraries to produce higher quality and more comprehensive training.

Each depository library should have adequate space and equipment to house all formats of the documents and should provide sufficient photocopiers and microform reader/printers. In addition, supplies for processing the depository items need to be funded by each individual depository.

IV. Performance

Depository libraries will conduct assessment efforts to measure the use and effectiveness of collections and depository services. These assessment efforts can take the shape of reference tallies, surveys, reshelving counts, focus groups, usability analyses, or other relevant means of assessment. For best effectiveness, assessment efforts should be conducted on a regular, library-determined schedule to create longitudinal data and assess change over time.
Appendix A

Montana Depository Library Directory

Montana Federal Depository Libraries

Libraries in each congressional district are designated to receive federal publications available through the depository system and to make available without charge to the public, which they serve. The libraries are listed by name, location, type of depository designation, date depository was established, congressional district number and depository library number.

Regional Depository:

University of Montana Library, Missoula, Sen. des. 1909, regional 1965-, 1st CD, 0341
Contact: Jennie Burroughs, (406) 243-4548, jennie.burroughs@umontana.edu

Selective Depositories:

Carroll College Library, Helena, Rep. des. 1974, 1st CD, 0342A
Contact: Christian Frazza, (406) 447-4344, cfracza@carroll.edu

Fort Belknap College Library, Harlem, Land grant 2006
Contact: Eva English, (406) 353-2607, eenglish@mail.fbcc.edu

Fort Peck Tribal Library, Poplar, Land grant 2005, 0340A
Contact: Anita Scheetz, (406) 768-6300, ascheetz@fpcc.edu

Montana Tech of the University of Montana Library, Butte, Sen. des. 1901, 1st CD, 0340
Contact: Elizabeth Garlish, (406) 496-4839, bgarlish@mtech.edu

Montana State University-Billings Library, Billings, Rep. des. 1958, 2nd CD, 0343
Contact: Brent Roberts, (406) 657-1655, broberts@msubillings.edu

Montana State University, Bozeman, Land grant 1907, 1st CD, 0339
Contact: Brian Rossmann, (406) 994-5298, brossmann@montana.edu

Montana State University-Northern, Havre, Sen. des. 1980, 2nd CD, 0339A
Contact: Carol Jestrab, (406) 265-3706, ext. 3037, jestrab@msun.edu

Salish-Kootenai College Library, Pablo, Land grant 2005, 0339B
Contact: Carlene Engstrom, (406) 275-4876, carlene.engstrom@skc.edu

State Law Library of Montana, Helena, State court 1977, 1st CD, 0338A
Contact: Brenda Grasmick, (406) 444-1984, bgrasmick@mt.gov
Montana has the following depository vacancies:

one class II Senator designation

one 1st Congressional District Representative designation

one law school library
Appendix B

Instructions to Depository Libraries for Submitting Disposal Requests for Discarding of U.S. Government Depository Publications

Regionals “may permit” depository libraries to dispose of depository publications which the library has retained over five years, and the Regional is to add those publications which are not presently available in its collection. As addressed in Title 44 of the United States Code, the highest state appellate court library, the Montana State Law Library, is not obligated to discard depository materials through the Regional library. It should be remembered that no library is required to discard any depository library materials, unless the Superintendent of Documents directs such discarding.

Guidelines for Disposal

- Any government publication not received on deposit from the Superintendent of Documents may be included on a disposal list. Such items should be noted as non-depository items if at all possible. Offering unneeded gray literature or gift documents to the Regional is highly appreciated.

- Any publication which can be discarded without the Regional’s approval (i.e., superseded items) should not be included on disposal lists.

- Items on disposal lists should be identified by SuDoc number, title, and year of publication. However, special arrangements for abbreviated listing can be made for common series and microforms.

Disposal Procedures

1. Materials must be at least five years old or have an alternate format available (microform, electronic, etc.).

2. A list of publications for disposal must be typed and arranged by current and correct SuDoc number.

3. Each list should contain the name of the library, the date of the list (e.g., March 2006, 2006-03-A), and the page number.

4. For each item offered, the following information is necessary:

   - The SuDoc classification number issued by GPO;

   - For non-serial publications, the title and date of publication;

   - For serial publications, the series title and holdings range (volume/issue and dates/years);
5. Print, microform, and electronic items should be listed on separate lists or in distinctly defined sections of the same list. If possible, maps should be listed separately.

6. Lists should be no more than 20 pages.

7. Do not send more than one list to the Regional at a time. A list may be sent to Montana Selective depositories at the same time it is sent to the Regional.

8. A list of materials needed by the Regional will be sent to the Selective library as soon as it is available. Or, if no items are needed from a given list, an email indicating this fact will be sent to the Selective. Regional requests for items from a disposal list must be filled before other Selective requests.

9. The Regional will endeavor to process and respond to Selective disposal lists within 6 weeks. If at all possible, response will be given within 1 month. If the 6-week deadline cannot be met, the Regional will apprise the Selective of the delay.

10. After the Regional has approved the disposal, it is strongly recommended that Selective depository libraries use the national “Needs and Offers” list or GovDoc-L to notify government information librarians nationwide of available publications. It is the library’s option whether or not to ask for postage reimbursement for requested titles.

11. After all reasonable efforts have been made to transfer the publications to other libraries, the depository is authorized to dispose of the remaining publications by means of any of the following:
   • Offer for free to the public.
   • Recycle the paper.
   • Sell, either as secondhand books or waste paper. All depository publications remain the property of the U.S. government. Therefore, the proceeds from the sale of any items must be sent to the Superintendent of Documents with a letter of explanation.
   • Discard.
Appendix C

State Disaster Plan

Each depository library should have a disaster plan for government information in place. This plan may specifically focus on government information or may be covered by a library-wide disaster plan. As part of the plan, libraries should set a priority list of items to preserve or replace.

After a disaster affecting Montana depository libraries, depositories in the state will provide support in recovery efforts. This support can take the form of facilitating contact with the Government Printing Office, providing space to hold donated publications, providing reference support while service points are inaccessible or recovering at affected libraries, providing assistance with bibliographic control during recovery efforts.

In the case of disaster, the affected library (or libraries) will direct assistance needed. If selective libraries are affected, the regional depository library will take the lead in support efforts (i.e., primary library for reference, temporary storage space for donated publications). If the regional depository is affected, Montana State University-Bozeman will take the lead in support efforts.
Appendix D

Montana State Plan For Federal Depository Library Services Agreement Document

_________________________________________________, depository number ____________, a designated Federal Depository Library, agrees to participate in the Montana State Plan For Federal Depository Library Services in an effort to meet the goals of the Federal Depository Library Program. No part of the state plan negates the library’s responsibility under the FDLP and controlling authority, 44 U. S. Code sections 1901-1916.

__________________________________________       ________________
Signature (Library Director)                                      Date

__________________________________________       ________________
Signature (Depository Librarian)                           Date

Please return the signed agreement to:
Jennie Burroughs
Government Documents Librarian
Maureen and Mike Mansfield Library
32 Campus Drive
Missoula, MT 59812
(406) 243-4548
(406) 243-4067 (fax)
jennie.burroughs@umontana.edu