

Michigan Government Information Depository Program

General Principals

All depository libraries are expected to have a positive attitude about the value of Michigan documents and a desire to participate in the depository network.

All depositories should know how to use the basic bibliographic tools and be knowledgeable enough about the depository system to make referrals to appropriate depositories and to obtain state documents through interlibrary loan for their own patrons.

Depositories should express a commitment to staff training in the use of Michigan documents.

The depository should be active in promoting and managing their Michigan documents in all formats.

Depository Library Requirements

- Depositories will receive, house, and provide access and public service for Michigan documents in all formats.
 - Maintain publicly accessible computers and other technological support to ensure access to Michigan documents in all formats.
 - Process and catalog Michigan documents in all formats within 4 weeks of receipt.
 - Provide convenient public access to documents at no charge.
- Implement loan and interlibrary loan procedures to ensure availability of documents.
- Promote the use of Michigan documents to the public.
- Designate a permanent staff member as Michigan documents contact and coordinator
 - Depository coordinator will have a minimum of 3 years library experience in public and technical service.
 - Depository coordinator will attend annual Michigan documents training seminars and participate in online training.
 - Depository coordinator will participate in a Michigan Documents Depository Council that will address programming issues such as...
 - Notable Documents Program
 - Develop Michigan documents indexes/finding aids
 - Maintain the Core List of Michigan Documents
 - Depository of the year award
 - Develop/assist in training
- Library administration/board will sign a memorandum of agreement with the Library of Michigan to participate in the program.
- Maintain a web presence related to Michigan documents.
- Commit to including all Michigan documents in their online catalog.
- Submit an annual report to LM of depository activities and compliance with requirements
- Abide by the retention and disposal guidelines promulgated by the Library of Michigan. and outlined in the Manual for Michigan Documents Depository Libraries.

Library of Michigan's role

The Library of Michigan is the administrative authority and the principal agency charged with acquisition, preservation and distribution of published Michigan government information. LM will retain this role, but expand services to include the following;

- Sponsor annual training seminars for depository liaisons and other library staff.
- Develop online continuing education materials relative to Michigan government information.
- Lead and participate in the Michigan Documents Depository Council.
- Maintain online checklists of Michigan government information titles received and distributed.
- Develop cooperative programs with other state government agencies, libraries and vendors to preserve and provide access to digital state government information.

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