



State Library
of Oregon



State Library of Oregon

The State Library of Oregon cultivates, preserves, and delivers library and information services to foster lifelong learning and community engagement.



How we work...

- Three main divisions that perform the essential work of the State Library.
- An Operations division provides internal services and support to the agency.

Agency Divisions

TALKING BOOK AND
BRAILLE LIBRARY



GOVERNMENT INFORMATION
AND LIBRARY SERVICES



LIBRARY SUPPORT AND
DEVELOPMENT SERVICES





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Government Information and Library Services

The Government Information and Library Services division provides library services to all Oregon Legislators, state government employees, and board and commission members to promote information decision-making and government transparency.



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Services Provided

- Skilled research librarians to assist with a wide variety of projects.
- Professional library services for all state employees and legislators with delivery service directly to their offices and inboxes.
- Access books, eBooks, journals, full text articles, news stories, and continuing education resources normally hidden behind paywalls.
- Curates eClips, a daily roundup of news articles related to any Oregon government agency.
- All Oregon state government publications, both physical and digital, are preserved for anyone to access—**Oregon Documents Collection**.



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Oregon Documents

[ORS 357.090](#)

- Thousands of publications created by your agencies each year are collected, maintained, and made available to the public through the State Library.
- Collecting these documents relies on all of us working together: your agencies and the State Library staff!



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Publications vs. Records

The State Library collects your publications. These include annual reports, brochures, handbooks and guides for public distribution, etc.

The State Archives collects your records, including minutes and internal documents.

Oversimplified: State Archives collects the “how” and the State Library collects the “what.” Records leading up to vs. finished product.

Our agencies work together to make sure the public has access to these different kinds of documents.



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Collection Process

- When all publications and reports were printed by Publishing and Distribution, this was so easy!
- Now that almost all documents are “born digital” meaning they aren’t automatically printed out, it’s tougher to collect everything.
- The State Library built a system called the Repository Acquisition Tool that basically combs the Sharepoint/Oregon.gov system to retrieve new documents.



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Collection Process

- Every day our Government Documents Librarian (me) reviews the documents in the repository tool to determine if they meet the collection criteria.
- And average of 35 records per day show up in the tool
- About 15% of those are government publications and are cataloged.
- Generally, they are already in PDF format. We add optical character recognition to the documents if needed, and add them to our catalog and digital collection site.



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Collection Process

- You can submit documents to us directly at Oregon.documents@slo.Oregon.gov
- You can review your agency's collections at digitalcollections.library.Oregon.gov and offer suggestions or corrections
- Per statute, each agency must identify a public documents liaison who serves as the main contact between the library and the agency
- This role is meant to send a list of publications to the library each year



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Digitizing for Accessibility

- The Oregon Documents collection has materials dating back to territorial times and cover all agencies, even those that no longer exist or have been absorbed by other agencies
- In addition to a team of catalogers, the library has a small team of digitizers who work on making print documents available in the digital world.
- The team systematically works through the existing print collection to scan, add accessibility features, and publish digitized versions of the collection materials. Even large or awkward formatted items.



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Before I go...

[Activate your library account](#) with your username: OR# and password: last 4 digits of your OR# Please contact us if you have any questions

For Library assistance, contact the Government Services staff at
503-378-8800 or LibraryHelp.SLO@slo.oregon.gov

For the Oregon Documents Program questions, send an email to
Oregon.documents@slo.Oregon.gov