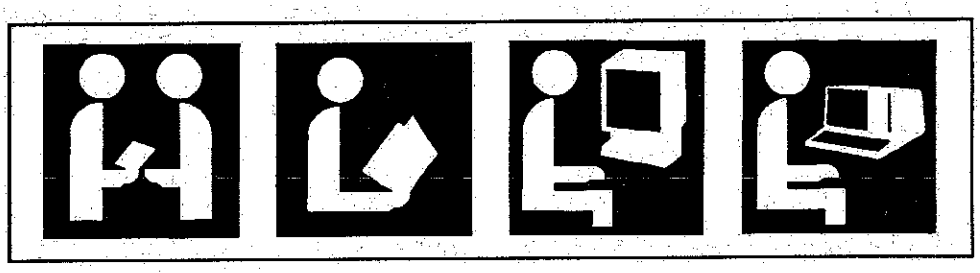

MINNESOTA STATE LAW LIBRARY

1994

ANNUAL REPORT

MINNESOTA STATE LAW LIBRARY

1994 ANNUAL REPORT

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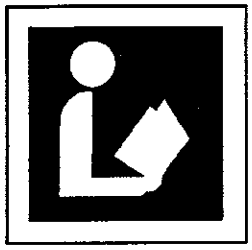
MSLL Organizational Chart . . . . . inside back cover

Section I: Year in Review



1994 REPORT OF THE ADMINISTRATION DEPARTMENT

Administration oversees the operation of all Library divisions and provides the leadership for accomplishing the goals and objectives adopted by the Library as a whole and approved by the Supreme Court of Minnesota.

ACCOMPLISHMENTS DURING 1994

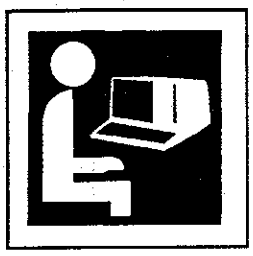
Computer Services Librarian. A major step towards realization of our long-held dream was taken last year in the form of an application for a planning grant from the National Center for Automated Information Research. Since 1986, the addition of a staff member (responsible for the development of a comprehensive strategy to add powerful new electronic dimensions to the Library's traditional collections and services) has been one of our primary goals. Although our proposal was not successful, the research and preparation for the grant has been useful. Our understanding of the role of the 21st century law library is clear. Once we have the support to implement our vision, we are confident we can meet the technological legal information needs of the Judicial Branch and our patrons.

Legal Access Minnesota (LAM). For a number of years we have had a long-term vision of an electronic information system, coordinated by the State Law Library, which would make legal information both more accessible and affordable for all Minnesota County Law Libraries and their judicial, attorney, and lay users. As envisioned, LAM would be a dial-up service using an Internet "Gopher" to provide access to both proprietary and public databases or the production and distribution of these databases in CD-ROM format. LAM would be compatible with the Local Area Networks (LANs) and Wide-Area Networks (WANs) developed by Information Service Office (ISO) and county data processing departments. Discussions with the First Judicial District Law Library Committee have resulted in an unique collaboration between the Law Library and the Dakota County Law Library. Under this collaboration, Dakota County Law Library will be designated as the "beta site" for LAM.

Personnel. Two staff changes occurred, one of special concern to the Library: Amy Hoverson replaced Jan Josifek as the Public Services Technician. Ms. Josifek left after seven years to work in a private law firm library. In September Ethel Gordon, the Library's most senior employee, was placed on medical leave. For over 20 years, Ethel has been one of our most faithful employees. We are deeply saddened by her illness and wish her well.

Special Events. Administration was involved in planning many special events. Among the most noteworthy were the following: (1) *The Judicial Career of Glenn E. Kelley* was presented to Justice Kelley's family at an extraordinary session of the Supreme Court. This is the eighth book of the series. (2) Minnesota Coalition on Government Information - Freedom of Information Day, (3) Minnesota Library Association Legislative Day, and (4) Fall and Spring Showcases Series.

Special Projects. A revision of the Library's Collection Development Policy was begun. This is a comprehensive document that sets direction for the purchase of traditional (print) and electronic (CD-ROM, online) resources. Other special projects are described in department reports.



1994 REPORT OF THE OUTREACH SERVICES DEPARTMENT

Outreach Services oversees the County Law Library Program (CLLP) and Law Library Service to Prisoners (LLSP). CLLP seeks to provide equal access to legal resources for all Minnesota citizens through the development of county law libraries established under Minnesota Statutes chapter 134A. Assistance in every aspect of law library management is available. Participating county law libraries contribute to the funding of this program. LLSP provides inmates in Minnesota prisons with better "access to the courts," according to judicial decisions of the U.S. Supreme Court. The program has established core legal collections in six adult prisons and currently provides regular reference service by two circuit-riding law librarians who are based at the State Law Library and draw upon its resources. The Department of Corrections provides the funding for LLSP.

ACCOMPLISHMENTS DURING 1994

County Law Library Program (CLLP). The growing CD-ROM market and widespread interest in the Internet had a significant impact on CLLP in 1994. Approximately one-quarter of the requests processed concerned these issues. Site visits doubled as library boards sought advice about saving valuable space by adding these electronic resources in lieu of volumes. Clearly these libraries, as well as others in the future, would benefit from more expert assistance. Until a computer services librarian can be added to the Library staff, the CLLP Coordinator must refer those libraries needing assistance with implementation to outside consultants.

Other activities are affected by the electronic revolution as well. As county and law firm libraries converted to electronic resources, there was a noticeable increase in the used law book market. Many print resources became available for gifts. (This office is a contact point for obtaining or disposing of used books.) Also noticeable was the increasing number of requests about accessing PALS, the Library's online catalog, either by dial access or through the Internet. This is a direct result of the increasing number of libraries and individuals traveling the "electronic highway".

Site visits were made to Crow Wing, Dakota, Goodhue (twice), Kandiyohi, Lake, Mille Lacs, St. Louis, Stearns, and Washington (four times) county law libraries. Technical assistance concerning law library management was provided to all 87 Minnesota counties. Besides reference assistance and other patron services provided by State Law Library staff, a few illustrations of the type and variety of management activities addressed in 1994 are listed below:

- Distribution of *Minnesota Rules* and *Laws of Minnesota*. In addition, a special mailing provided county law libraries with copies of three publications which would assist non-lawyers with legal research.
- The *County Law Library Bulletin* is mailed to county law library board members and other interested parties. There are currently 499 subscribers. In addition to information of interest to county law library managers, the Bulletin includes an annual space requirements and price list for long-range planning, and each issue has a subject index to Minnesota legal periodicals.
- Publication of filing fee notices required by statute.
- Funding issues, including tax questions, for Clay, Dakota, Freeborn, Itasca, Jackson, Mille Lacs, Morrison, Nicollet, Ramsey, Roseau, Stearns, Swift, Washington, Wright, and Yellow Medicine county law libraries.
- Collection development issues, including acquisitions, weeding, buying/selling used books, and alternative formats such as CD-ROM, for Beltrami, Carlton, Chippewa, Chisago, Clay, Crow Wing, Dakota, Dodge, Douglas, Hubbard, Itasca, Jackson, Kandiyohi, Kittson, Meeker, Mower, Ramsey, Stearns, Steele, Washington, and Winona county law libraries.

- Personnel issues, including hiring, salaries, and contracts, for Chisago, Stearns, and Washington county law libraries.
- Space planning and other long-range goals for Crow Wing, Dakota, Goodhue, Kandiyohi, Kittson, Lake, Steele, Washington, and Winona county law libraries.
- Technical services, including inventories, cataloging, book processing, preservation, and insurance, for Dakota, Faribault, Goodhue, McLeod, St. Louis, Stearns, Washington, and Winona county law libraries.

Ten County Law Library Managers from Anoka, Chisago, Dakota, Goodhue, Hennepin, Ramsey, Stearns/Benton, and Washington counties attended the 1994 Annual Conference on County Law Library Management at the Library on Thursday, November 3rd. The morning session focused on electronic access issues, particularly for state legal information. The afternoon session covered general management issues and techniques, using the *Manual for Minnesota County Law Library Managers* as a text.

Law Library Service to Prisoners (LLSP). This program publishes a separate report that is presented to Department of Corrections personnel at an annual meeting. During the ten years of LLSP's existence, requests processed increased by 599%. The number of individuals assisted by the program has risen in proportion to inmate population. The program is maintained by a dedicated staff of two full-time circuit riding librarians, one half-time clerk, and a corps of volunteers.

In the past five years, LLSP has been able to handle steadily increasing business without additional staff with the help of volunteers and cooperative programs. In 1994 eleven volunteers contributed more than 600 hours of assistance. Since 1990 out-of-state inmates have been routinely referred to the American Association of Law Libraries for information on law libraries in their own states which can provide them with assistance. This year the program set up formal agreements with Ramsey and Washington county law libraries to provide legal research assistance to inmates in their jails. Other county law libraries provide similar services, but inmates from these two counties were a significant portion of LLSP's non-primary clientele.

LLSP's primary clientele are inmates incarcerated in the adult correctional facilities at Oak Park Heights, Stillwater, St. Cloud, Lino Lakes, Faribault, and Shakopee. This year LLSP staff traveled to MCF-Moose Lake to evaluate the space and procedure for establishing the institutional law library. Visits to this institution are expected to begin in 1995.

STATISTICAL SUMMARY OF OUTREACH SERVICES ACTIVITIES

County Law Library Program (0.4 FTE)	1990	1991	1992	1993	1994
Requests Processed	822	906	873	953	908
Site Visits	3	7	17	6	13
Law Library Service to Prisoners (2.5 FTE)					
Requests Processed	12050	12656	15294	16995	17550
Reference Interviews	1013	1253	1526	1755	1691
Individuals Assisted	846	974	1153	1186	1419

1994 REPORT OF THE PUBLIC SERVICES DEPARTMENT

Public Services is the most visible part of the Library. It provides reference assistance; circulates library materials; arranges for interlibrary loans; operates a computer-assisted legal research service; provides for Library tours and lectures; operates a photocopy and telefacsimile service for patrons outside the metropolitan area; and publishes Loquitur, the Library's newsletter.

ACCOMPLISHMENTS DURING 1994

Standard Public Services Functions. Each year we provide improved reference, circulation, interlibrary loan, and other services traditionally thought of as public services. We assist many individuals, agencies, and groups, among which are the Supreme Court and Court of Appeals, Office of the Attorney General, House Research and Senate Counsel, Legislature, individual attorneys, law firms, and public, both in Minnesota and other states. We also gain many new library users, often by referrals from other agencies or libraries.

Reference and circulation assistance continued unabated this year; in reference we provided answers to over 25,000 questions, an increase of 10%, and we circulated almost 9000 library materials. Interlibrary loan requests made to other libraries increased by 380%. Many Public Services procedures were adapted and revised this year as shown by a substantial revision of the procedures manual.

A new Voice Mail system was set up for the following phone numbers: Circulation Desk, Reference Desk, photocopy and book pull line, and Library Director. Most calls now go into a Voice Mail number, and patrons select one of the four lines listed above - unless the patron wants to speak to a receptionist, who is one of the Technical Services staff. All callers have the option of leaving a message. The new Voice Mail system went into effect in May and has been quite successful.

Computer-Assisted Legal Research. Our CALR Westlaw service continued to be a much-needed option for those requiring online legal research. We performed 155 Westlaw searches, with over 19,000 offline prints, for patrons and staff. The amount of time we spent online with Westlaw increased by almost 20%. We purchased several new CD-ROM titles and one new CD-ROM player for public access, and, by using a modem at the Reference Desk and PALS, our online catalog, provided access to many other online catalogs and services. Library access to the Total Court Information Service (TCIS) began near the end of the year; TCIS can be accessed on all MJC LAN computers, and everyone working the Circulation and Reference Desks was trained in its use. In addition, four public access computers were set up at various locations within the Library so that our patrons could use WordPerfect, a popular word processing program. Also, two new computers replaced older terminals at the bibliographic counter.

Photocopy and Telefacsimile Service. The Public Services staff copies and mails photocopies to patrons outside the metropolitan area. Even though we charge both for pages copied and postage, in the last year we mailed out almost 9200 pages to our users; the total number of requests for copies was 631. The Library also sends materials by Federal Express or telefacsimile machine. Usage of the telefax machine increased substantially. We sent out over 2800 pages, an increase of 12% over 1993. Over 1300 transmissions were either sent or received through the Library fax machine.

Presentations. Interest in the new Minnesota Judicial Center and the Minnesota State Law Library remained extensive. Hence, many tours, orientations, and presentations were given to patrons during the year, too numerous to mention here. Our weekly tour time continued at 1:00 p.m. on Wednesday, and we actively promoted our willingness to provide presentations, orientations, and tours of our Library and collections, by appointment, to any interested party. The Library also continued its Showcase events in April and October; each Thursday at noon speakers and performers regaled us during those two months. Particularly good was the April series, which featured judicial staff speaking about their passions.

Graphic And Written Publications. Work continued on public relation items during 1994. *Loquitur*, the Library newsletter, continued to be published, as were *Library Bulletins* and e-mail messages, which are sent to other occupants of the Minnesota Judicial Center whenever we want to convey information about the Library. The "Docket" series of bibliographies and pathfinders continued as well, with several new items, most notably *Pathfinder to LOCIS: The "Federal Legislation" Database*, *Parking Near the Judicial Center*, *Current State Holdings*, and *Suggested Referrals*. A new publication created this year was a complete bibliography of materials housed in the vertical file. An intern from the paralegal program at Hamline University completely weeded and inventoried the vertical file, so that every publication was listed alphabetically by title. Provisions were made to update the bibliography on an ongoing basis.

Others. It was a year in which the Public Services and other departmental staff completed many special projects: 1) As judges retired and new judges replaced them, both on the Supreme Court and Court of Appeals, the Public Services staff inventoried book collections in the judges' chambers so that our staff would be able to send materials to the correct location. 2) Both the Storage and Retired collections changed in size as materials were donated to the Library and also as we donated and sold materials. This required extensive shifting and processing of library books, as well as a new method of handling Storage materials. 3) A Golden Valley attorney donated a substantial amount of material to MSLL, and our staff boxed and transported the books to our Library. 3) A donation of Minnesota appellate court briefs from the St. Louis County Law Library required a trip to Duluth and a complete shifting of all bound briefs in our collection. 4) A remodeling of the Court of Appeals Library almost doubled its size. New materials were donated to the Court of Appeals Library and delivered by Library staff, and most materials were shifted to accommodate the additional books. Also, throughout the year both the Supreme Court and Court of Appeals Libraries were shifted and rearranged as needed. 5) The Mailroom was completely weeded and cleaned, as were departmental and individual work areas. 6) Our outdated computers were consolidated into one area, and Resource Recovery was contacted for possible reuse or recycling.

It was a year of change for Public Services. Our longtime Public Services Technician, Jan Josifek, resigned; her position went to Amy Hoverson. It also was a year in which the work of the department increased while our staff size remained the same. The opening in the fall of Phase II of the Minnesota Judicial Center, with its new occupants, has substantially increased the number of patrons using the Library. This increase will become evident in next year's statistics.

STATISTICAL SUMMARY OF 1994 PUBLIC SERVICES ACTIVITIES

Photocopies
- Requests made 631
- Pages copied 9,123
- Total cost of postage $457.63
- Total cost to patron $4612.13

Telefacsimile
- Total transmissions 766
- Total number of pages sent 2821
- Total received 594

Westlaw
- Number of billable searches 155
- Amount of Westlaw usage ..... 25 hours, 44 minutes
- Number of offline prints ..... 19,438 lines

Selected Circulation Statistics *
- Government charge-outs 44%
- Non-government charge-outs 56%

- Number of items charged out 8,976

Selected Reference Statistics *

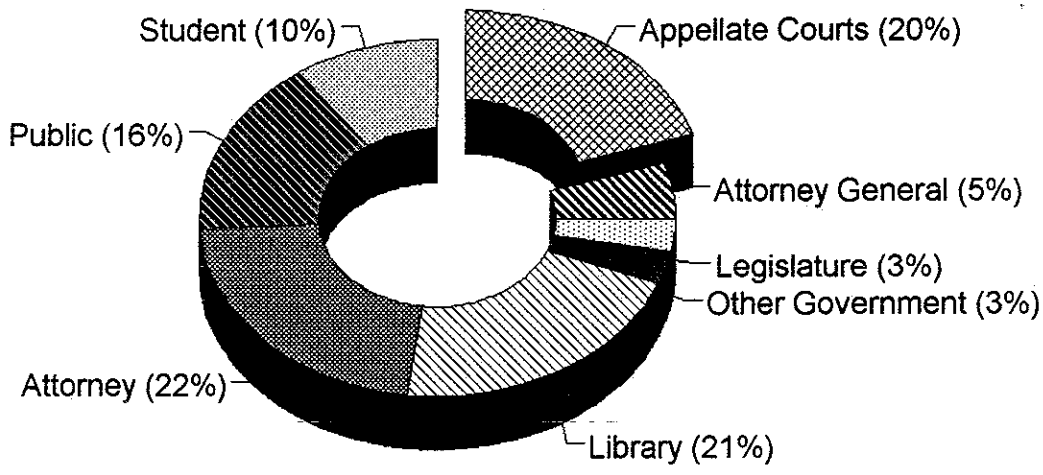
Patron Category	*% of Questions*
Appellate courts	20
Attorney General	5
Legislature	3
Other government	3
Library	21
Attorney	22
Public	16
Student	10

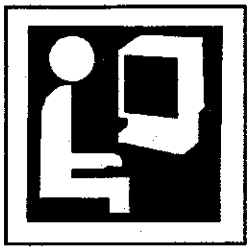
- Total number of questions 25,248

Interlibrary loan
- Requests from other libraries 133
- Requests made to other libraries 223

* These statistics are projections based on twelve random weeks (one week from each month) from the 1994 calendar year.

MSLL User Groups
1994





1994 REPORT OF THE TECHNICAL SERVICES DEPARTMENT

Technical Services manages the acquisition, processing, and cataloging of new and ongoing materials received by the Library. In addition, the Technical Services Department catalogs materials for several county law libraries and serves as a micro-publisher of Minnesota appellate courts briefs for county and academic law libraries. The Department also solicits donations of legal periodicals and legal materials from members of the Minnesota Judicial Center, the county law libraries, attorneys, and citizens. These materials are used by the Library to replace broken, missing, and disintegrating materials in our collection.

ACCOMPLISHMENTS DURING 1994

In addition to the projects listed below, Technical Services staff were involved in a variety of other activities during 1994. These included participation in disaster and preservation training, TCIS training, and assisting at the Reference Desk. One staff change occurred with the departure of twenty year veteran looseleaf filer, Ethel Gordon, for indefinite leave of absence due to medical reasons.

Cataloging. In addition to its regular cataloging of MSLL and county collections, the department expanded its cataloging service to area libraries that were willing to pay fees for this service. The first to participate was the Department of Education. The revenues collected from this program will offset the increases in costs of materials for the Library. Also in 1994, the department completed a retrospective cataloging of titles in the Government Documents Collection (including microfiche) bringing the number of records in PALS for this collection to approximately 1600. With regard to county cataloging, the department implemented procedures to correct errors produced in the online catalog when customized numbers were added to update county records. The new procedures reduce errors in the database and ensure better quality control for future transactions. The department also produced over 2,000 labels for materials in the Washington County Law Library.

Government Documents. The government documents program of the Library was responsible for production of a guide to a new database of federal legislation available through the Library of Congress Information System (LOCIS). The database, which is available through the Library's online catalog, allows users to search for legislation introduced in each Congress since 1973. Also in 1994, the Library, in collaboration with the Capitol Area Library Consortium (CALCO), was a recipient of Metronet's first annual *Capitalizing on Collaboration* recognition award. MSLL was recognized for the CALCO Shared Depository Program which the Department coordinates and which allows libraries/information centers in state government to select and house U.S. government documents pertinent to their agency's mission and clientele. Currently, twelve state government libraries are partners with MSLL in this program.

Collection Development. The Library's department heads began editing a six year old draft of a collection development policy statement in 1994. The statement is comprehensive and describes the objectives and current assessments of the Library's collections. The Library made several more CD-ROM purchases in 1994 in an effort to achieve a cost savings and provide electronic searching for important library resources. In addition, a second CD-ROM player was added to access CD-ROM materials. Some of the new CD-ROM titles acquired in 1994 were BNA's environmental regulations for Minnesota, Bender's *Moore's Federal Practice*, *Weinstein's Evidence*, and *Current Legal Forms*, Kleinrock's *Tax Library* (particularly for access to IRS Letter Rulings), and *Shepard's U.S Citations* and *Shepard's Federal Citations*.

Gifts and Exchange. Every year we exchange legal periodicals with other members of the American Association of Law Libraries Exchange Program. In 1994 this program allowed the Library to replace 267 missing back issues at no charge, for a savings of close to four thousand dollars. In addition, the Department contracted with a rare book dealer to exchange state reports of the old Northwest Territories (a donation to the Library) for Special Collections materials at no added expense.

Internships. Two interns worked in the Technical Services Department in 1994 bringing expertise and resources to the research and development of two issues the Library wanted to pursue: 1) how to insure a law library collection; and 2) a user guide to the primary products of the appellate courts, i.e., orders, opinions, summary affirmances, and special term opinions. The user guide to the appellate court information will be published in the Library's *Docket* series, which helps library patrons in their use of the Library collections. With regard to the insurance internship, a journal describing the collection of cost data and working with publishers was produced and distributed at the national convention of the American Association of Law Libraries.

Preservation To provide a visual record of the Library's collections for insurance purposes, the Department produced a videotape showing the major collections of the Library. As an audio-visual inventory of the collections, this videotape will be housed in an off-site location for safekeeping of library records.

Telephone Answering Service. When the Library adopted its new voicemail system in the spring, a portable phone messaging service was added to "catch" all callers who could not be immediately served by one of the voicemail options. The staff of the Technical Services Department provide backup phone service and relay messages to appropriate parties in the Library.

STATISTICAL SUMMARY OF 1993 TECHNICAL SERVICES ACTIVITIES

Volumes Added	
Continuations	2453
Bindery	366
Briefs	157
New Titles	878
Volumes Withdrawn	(1030)
TOTAL VOLUMES ADDED	**2,824**

Microfiche Added	
GPO	12111
Briefs	1574
General	5082
MnDOCS	959
TOTAL MICROFICHE	**19,726**

GPO Shipments	
Electronic Format	36
Fiche	12111
Documents	2809
CALCO	2726
TOTAL GPO	**17,682**

Serials Received	
Continuations	484
Subscriptions	372
Standing Orders	44
Loose-leafs	46
Reporters	90
Session Laws	28
TOTAL SERIALS	**1,064**

Exchanges	
Requests Received	360
Items Sent	183
Items Requested by MSLL	324
Items Received by MSLL	267

Briefs	
Bound Volumes Added	157
Fiche Produced	1574
Briefs Processed *	1979

* Includes briefs sets for unpublished opinions

New Titles Cataloged	1993	1994	% Change
Counties	953	1541	62 %
MSLL	1048	850	-19 %

Catalog Edits	
On-line Catalog Records	1825
MULS Records	32

PHYSICAL GROWTH	Depository Collection		General Collection	
	1993	1994	1993	1994
Paper	-309**	2809	2477	2824
Fiche	13876	12111	7460	7615
Compact Disk	20	25	6	8

** Net loss results from discard of 4,228 items

MISCELLANEOUS

I. Special Events in the Library

Capitol Area Library Consortium Holiday Meeting
Department of Education mock trial competition
Exhibits of prison art from MCF-Faribault and MCF-St. Cloud
Exhibit of prison hobbycraft from MCF-Shakopee
Minnesota Association of Law Libraries Holiday Meeting
Minnesota Library Association Legislative Day Luncheon
MSLL Spring Showcases:

The theme for National Library Week (April 17-23) was *Libraries Change Lives*. In keeping with that theme, we asked individuals who worked in the Minnesota Judicial Center to speak about their passions - about what had changed their lives, moved or captivated them - whether it was a book, film, piece of music or individual. The response was tremendous; seventeen people spoke at the events, which were scheduled for each Thursday in the month of April. Many more participated by offering materials to put in our display cabinets.

MSLL Fall Showcase

History of the Bagpipes
Hmong Folklore: Myths, Legends & History
How the Judicial Building Fits into the Comprehensive Plan for the Capitol Area
Musical Parodies

Phoenix House art exhibit
Volunteer Recognition Day

II. Publications

Federal Court Judges [newspaper clippings concerning federal court judges and the federal court system].
Galligan, Sara. "Federal Spill Reporting Requirements" (book review), 13 *Legal Information Alert* 11 (No. 8, September 1994).
___. "County Law Library Cataloging by the Minnesota State Law Library: A Ten Year Review" 86 *Law Library Journal*, Summer 529 (No. 3, Summer 1994).
Golden, Barbara, editor. *CLLP Bulletin.*
___. "Minnesota Legal Periodical Index" [computer database].
___. *Manual for Minnesota County Law Library Managers*. Revised October 1994.
Hoverson, Amy. *Docket Series*
Josifek, Jan. *Docket Series.*
Judicial Career of Glenn E. Kelley [Minnesota Justices Series, No.8].
Library Bulletin.
Lunde, Daniel, editor. *Loquitur.*
Minnesota State Law Library Catalog of Public Relations Materials (1980 - 1994).
Minnesota State Law Library Guide.
State of Minnesota Judges [newspaper clippings concerning judges of the state of Minnesota and the state court system].
Stiebler, Laurel and Hoverson, Amy, *Pathfinder to LOCIS.*
Westwood, Karen. "Prison Law Librarianship: A Lesson in Service for All Librarians," 25 *American Libraries* 152 (No. 2, February 1994).

III. Presentations Made by Staff

Branchout 1994 - Panel Participant, "Who's Associating with Whom"
Constitutional Law Class - MCF-Lino-Lakes
County Law Library Program Annual Conference
Freedom of Information Day, Remarks
Inmate Library Clerk training
"Law Library Service to Prisoners" Report to Department of Corrections
Martin Luther King Day Workshop, Remarks
Moderator, MLA/GODORT "AccessMN and Beyond: Meeting the Challenge on an Electronic Future" at the MLA Annual Meeting
Orientations and tours (in addition to the scheduled tour each Wednesday at 1:00)
- County Law Library Annual Conference participants
- Court of Appeals law clerks
- Elected officials from South America
- Globe Business College students
- House DFL Legislative Services employees
- House Research employees
- IR Caucus Research employees
- Kaposia and Japanese social workers
- Minnesota Association of Law Librarians Holiday Meeting group (with Ray Greco from the Leonard Parker Associates architectural firm)
- Minnesota Legal Assistant Institute students
- Northeast Metro Community College paralegal students
- Pollution Control Agency employees
- Popham Haik summer associates
- Ramsey County Bar Association, Young Lawyers Section members
- Senate Majority Research employees
- Southwest State University immigration students
- *Take Your Daughter to Work* group
- University of St. Thomas graduate education students
- Urban Youth Program students

Wiseman Art Museum, On Jacob Lawrence

IV. Conferences, Courses, Institutes, and Workshops Attended

American Association of Law Libraries Annual Conference
Branch Out Paraprofessional Seminar
Criminal Justice Institute
Disaster Preparedness Recovery Practice Training Session at St. Thomas University
Electronic Law Library, Oakdale Correctional Facility, North Liberty, Iowa
Electronic Library Videoconference, OCLC
Employee Fitness Day
Executrain Computer Training
Freedom of Information Day
GOVDOCS conference on the Internet
Government Publications Information Forum
Health Fair
Internet Workshop, CALCO
LAWLIB conference on the Internet
Legal Issues Related to American Indians
METRODOCS

IV. Conferences, Courses, Institutes, and Workshops Attended **continued**

MetroLine training
Metronet Annual Meeting
Minnesota Association of Law Libraries Annual Conference
MALL Cataloging Institute
Minnesota Legislative Information System (MLIS) training
MJC Diversity Training
Minnesota Library Association Annual Meeting
MLA GODORT "AccessMN and Beyond"
MLA Legislative Day
MLA Legislative Retreat
MOTSE Train the Trainer Workshops (Technical Services)
National Employee Health and Fitness Day
PALS Deans/Directors quarterly meetings
PALS User Group meetings - ILL; Cataloging; Government Documents
Preservation Meeting
Shepard's CD-ROM training
Stress Management Presentation
TCIS training
Upper Midwest Conservation Association Disaster Recovery Conference
Voice Mail training
Westlaw training - *West's Integrated Legal Research Seminar*
William Mitchell College of Law Library tour

V. Other Staff Accomplishments

In addition to membership in national and local law library associations, MSLL staff made the following contributions:

Anderson	Chair, Special Events, University of Minnesota, Archie Givens, Sr. Collection Chair, State, Court, County Law Libraries Special Interest Section of the American Association of Law Libraries Member, Board of Directors, Friends of the Saint Paul Public Library Member, Board of Directors, Midway YMCA Member, Community Advisory Board, Ordway Music Theater Member, MALL Education Committee Member, Minnesota Coalition on Government Information Member, MJC Dedication Committee Mentor, Fifth Grade Boys, Benjamin E. Mays Elementary School
Downing	Member, Correctional Educational Association
Galligan	Secretary/Treasurer, MALL Member, MALL Government Relations Committee Representative, PALS Advisory Group on Government Documents Acting Chair, CALCO Legislative Committee Member, CALCO Automation Committee

V. Other Staff Accomplishments **continued**

Golden
- Chair, MALL Exchange Committee
- Coordinator, AALL Legal Information Service to the Public Clearinghouse (until August)
- Member, AALL Task Force to Explore the Expansion of Membership
- Member, CALCO Automation Committee
- Member, CALCO Legislative Committee
- Member, SCCLL Standards Committee
- Representative, PALS Deans/Directors' Group (until November; currently Alternate)

Knoke
- Member, Support Staff Roundtable of MLA

Larson
- Member, MALL Awards and Nominations Committee
- Member, MALL Government Relations Committee
- Member, MALL Placement/Recruitment Committee

Lunde
- MALL Executive Board, Member at Large
- Member, Cooperative Collection Development Committee
- Member, MALL Archives Committee

Skrade
- Coordinator, MALL Technical Services Special Interest Group Institute
- Member, CALCO Cataloging Group
- Member, Ad Hoc Local Preservation Group

Stiebler
- Chair, METRODOCS Plus
- Co-Chair, MALL Newsletter Committee
- Member, CALCO Legislative Committee
- Member, CALCO Marketing and Publicity Committee
- Member, CALCO 2000 Committee
- Member, MLA Government Documents Roundtable

Westwood
- Member, American Correctional Association

MINNESOTA STATE LAW LIBRARY
Current Staff and Responsibilities
December 1994

1) Marvin Anderson		State Law Librarian	Management and Supervision of Agency
2) Charles Balenger	*	Public Services, Clerk	Shelving, Looseleaf Filing, Overdues, Photocopying, Circulation
3) Nancee Downing	**	Outreach, Librarian	Law Library Service to Prisoners
4) Tom DaBruzzi	*	Outreach, Technician	Law Library Service to Prisoners, Administrative Assistant
5) Bill Erlandsen	*	Public Services, Clerk	Shelving, Photocopying
6) Sara Galligan		Head, Technical Services	Supervision, Account Manager, Acquisitions, Collection Development, Reference, OCLC, County Cataloging
7) Barbara Golden		Head, Outreach Services	Supervision, County Law Library Program Coordinator, Account Manager, Subject Specialist, Reference
8) Ethel Gordon		Technical Services, Clerk	Mail, Looseleaf Filing, Shelving
9) Amy Hoverson		Public Services, Technician	Circulation, Reference, Photocopying
10) Cathy Knoke	***	Technical Services, Clerk	Briefs, Bindery, Repair & Processing, Shelving
11) Susan Larson		Public Services, Librarian	Reference, Circulation, CALR, Interlibrary Loan
12) Daniel Lunde		Head, Public Services	Supervision, Account Manager, Reference, Circulation, Subject Specialist, *Loquitur*
13) Dennis Skrade		Technical Services, Librarian	Cataloging, Gifts & Exchanges, Preservation, Special Collections, Reference
14) Laurel Stiebler		Technical Services, Technician	Cataloging, Government Documents
15) Elizabeth Tuckwood	*	Technical Services, Clerk	Serials Check-in, Mail, Processing
16) Janet Watson	*	Account Clerk	Bookkeeping, Administrative Assistant
17) Karen Westwood	**	Outreach, Librarian	Law Library Service to Prisoners

(* = Part-time; ** = Contract employee; *** = Partial contract employee;

Section II: Selected Activities

A-1

Selected Requests for Reference Assistance and Library Materials

Selected Requests for Reference Assistance and Library Materials

Not only is the Library a valuable resource for Minnesota, but for the United States and the world beyond. We continue to receive thousands of requests from around the state, country and world. Not only do requests come from libraries and individuals but also from businesses, state and federal government agencies, associations, and from other sources as well. A few examples follow:

- a request from an ethics professor at a university in Spain for information concerning euthanasia and assisted suicide in Minnesota.
- a request from a small town library in Minnesota on when automobile licenses became required in Minnesota.
- a request from a patron in Wisconsin for information concerning the time period after which a therapist discontinues working with a patient that a personal relationship can be established.
- a request from an outstate Minnesota patron for old plumbing codes to determine when floor drains were required in garages.
- a request from a large Minnesota corporation for information on taxes on products manufactured with ozone depleting chemicals.
- a request from a Minnesota county law librarian for a picture of a district court judge from the 1930's.
- a request from a patron in Rochester, New York, concerning when Christmas became a legal holiday.
- a request from a law library patron in Calgary, Alberta, for an article in *Bench and Bar*.
- a request from a disabled "vulnerable adult" in Minnesota who felt his attorney was charging him too much.
- a request from a Hibbing attorney for Illinois statutes concerning stable-keepers liens.
- a request from an outstate Minnesota patron for Minnesota regulations concerning the sale of cats and dogs.
- a request from a University of Minnesota newsletter editor for the Minnesota statutes concerning newspapers.
- a request from a Minnesota worker in an electrical cooperative who wanted to know if it was legal for management to do drug tests on the crew and other personnel.
- a request from a patron in Pleasantville, Iowa, for federal statutes concerning halfway houses.
- a request from a patron in North Scituate, Rhode Island, for Minnesota laws concerning disclosure of medical records.
- a request from a patron in Rochester who wanted information on anti-stalking laws.

- a request from a patron in Albert Lea for a copy of the National Child Protection Act.
- a request from a patron in Washington, D.C., for information from the Minnesota *House Journal* for a specific day in 1987.
- a request from Sioux Falls, South Dakota, for a New York civil procedure form.
- a request from a patron in Wichita, Kansas, for the allowable interest on past due child support payments in Minnesota.
- a request from a patron in Mankato for the *Psychotropic Medication Use Checklist.*
- a request from a large federal government library for articles concerning computer software protection.
- a request from a Minnesota patron for information on the "Feres Doctrine," whereby a person in the military cannot sue the military while he or she is on active duty.
- a request from an Ohio corporation that manufactures gunpowder for Minnesota laws and regulations concerning blasting.
- a request from a patron in Algona, Iowa, for a list of all the states which allow same-sex marriage.
- a request from an administrator of an estate in Alderwood, Virginia, for Minnesota statutes concerning descent and distribution.
- a request from a Marblehead, Massachusetts, patron for Minnesota HMO regulations.
- a request from a patron for federal regulations implementing the Native American Grave Protection and Repatriation Act.
- a request from a patron for *The Role of Hair in Forensic Investigation.*
- a request from a patron for immigration quotas from Ethiopia, Poland and France.
- a request from Wilmington, Delaware, for the St. Paul bias-motivated crime ordinance.
- a request from a patron on how to serve a complaint on military personnel in Korea.
- a request from a corporation on the average educational level and age of jurors.
- a request from a hospital librarian in Chicago for regulations on birth registers and vital statistics reports for hospitals in Minnesota.
- a request for a list of all the U.S. ambassadors to Jamaica.
- a request from a Minnesota patron concerning the California State Building Code section on earthquake design.

A-2

Prison Law Librarianship: A Lesson in Service for All Librarians - Feature article by Karen Westwood published in *American Libraries*

FEATURE

Prison law librarianship: A lesson in service for all librarians

BY KAREN WESTWOOD

The commonalities of quality service become crystal clear when patrons are behind bars.

I strap on an alarm belt and enter the library. From the room I'm in, I can see a bubble mirror high on the hallway wall. In it I see my next patron being searched with a hand-held metal detector. As he walks in the door, I remind him that we have only 10 minutes to discuss his research, so we'd better be all business.

I'm in the law library of a maximum-security prison, and if a patron has a pass that only allows him 10 minutes, he knows we won't be spending 15 together. If I run into any difficulties with any of my patrons, I'm to press the alarm belt button. I'm promised that the "Emergency Response Team" will arrive within 15 seconds to assist me. In nearly three years, I've never pressed the button but I know it's there. More importantly, my patrons know it's there.

My assumption that you had to be a big, burly male to work in a prison was the first stereotype I lost when I began work at Law Library Service to Prisoners (LLSP), a part of the Outreach Services Department of the Minnesota State Law Library (MSLL). LLSP began in 1984 as a six-month pilot project for the Minnesota Department of Correction.

The philosophy of the program was to emphasize legal-information services rather than to establish large prison law libraries. The program set up small, core legal collections in each state prison and regular visits from a circuit-riding law librarian to meet with inmates and discuss their research needs. Inmates are encouraged to make use of the core collections, but questions that are more complex are researched by LLSP staff at the state law library.

I am one of two circuit-riding law librarians; we each visit three institutions regularly and serve a handful of work farms, jails, and other sites by mail. Our program continues to grow—partly because more and more inmates know about us and have heard about the valuable service we provide and partly because there are simply more and more inmates.

I find myself strapping on a body alarm each week, sitting down with inmates, and providing legal research assistance.

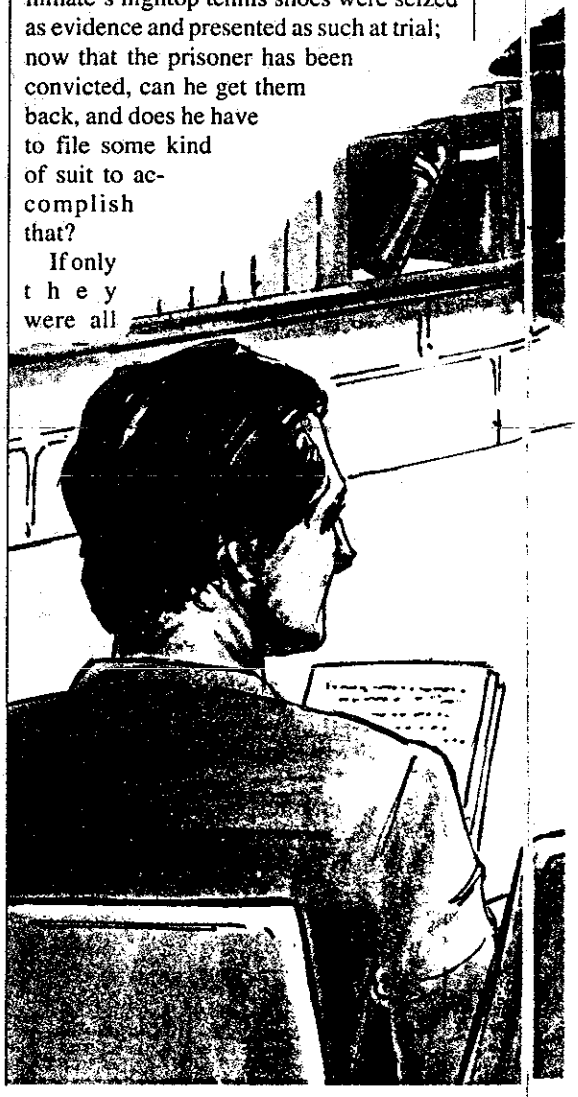
My background in librarianship consists of reference work in public and academic libraries. When I moved back to my home state of Minnesota after a couple of years on the East Coast, I set my sights on one of the large public libraries in the greater Twin Cities area. It was while I was working part-time in academic and public libraries that I discovered the job announcement for LLSP. I applied mostly out of curiosity, knowing that since I couldn't find a statute if my life depended on it, my chances of actually landing the job were slim. As it turned out, knowing legal research wasn't the uppermost hiring criteria; my references were asked questions about how I handled manipulative people and how I dealt with stress. Now I find myself strapping on a body alarm each week, sitting down with inmates, and providing legal research assistance.

So, I have an interesting job. But what value does that have for the majority of librarians who will never have contact with prisons and prisoners? Law librarianship in prisons—a specialized area of librarianship in a specialized location—illustrates that a solid grounding in general principles of librarianship can enable you to serve professionally in an area you may never have previously considered. Those areas we studied in school, or learned on the job, turn out to be similar no matter where we practice. Let me illustrate with a few examples.

- **The reference interview.** I visit three prisons—one weekly, one twice a month, and one monthly. When I'm at each institution, I conduct the best reference interview possible, since when I'm back at MSLL doing the research I can't call the inmate to clarify what he/she was talking about.

More than once I've looked with mortification at a request slip on which I've written something like "lawsuit—shoes." What could I have meant? In this case, the inmate's hightop tennis shoes were seized as evidence and presented as such at trial; now that the prisoner has been convicted, can he get them back, and does he have to file some kind of suit to accomplish that?

If only they were all



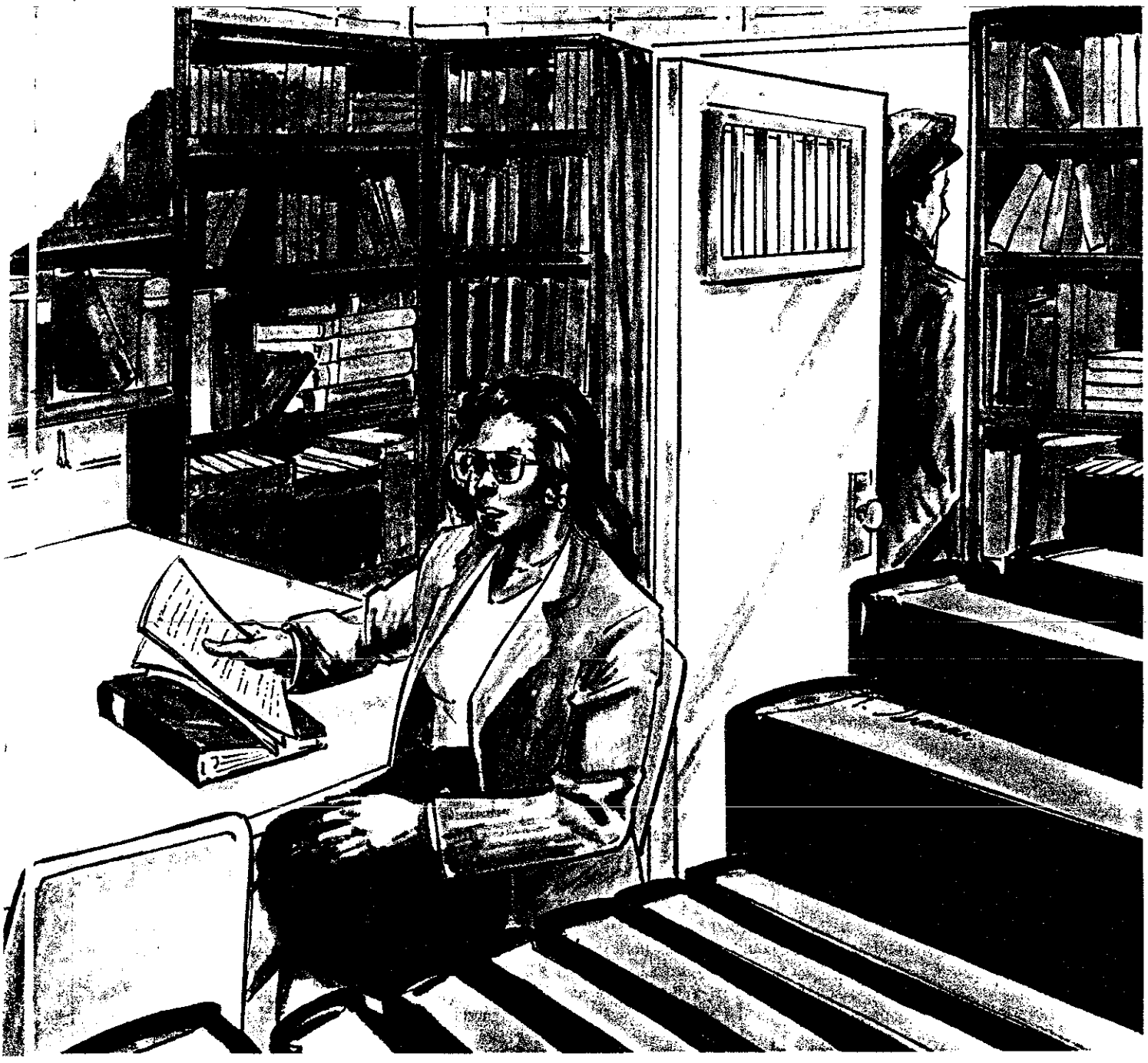
KAREN WESTWOOD, *who does prison law library outreach for the Minneapolis (Minn.) State Law Library, received her MLS from the University of Illinois/Urbana-Champaign library school.*

that easy. I never did find an answer to satisfy the inmate who wanted a list of prisoners' rights amendments to the Constitution. He wouldn't believe me when I told him that the copy of the Constitution I'd given him included all of the amendments.

We hear a lot of sad stories in the course of a prison visit, and a solid grounding in reference-interview techniques allows me to get beyond the desperation of the tale to the library questions involved. Just as a public librarian doesn't ask the patron if she has the disease she's trying to find in a medical dictionary, I don't ask about the crime the inmate has committed. Many times an inmate's offense is a closely guarded secret, and, in most instances, it's simply irrelevant to the reference interview. Conducting an effective reference interview keeps my client encounters at a professional level and enables me to provide better reference service.

● **Legal reference versus legal advice.** All law librarians, and many public and academic librarians, run into this problem (as well as requests concerning tax or medical advice) at one time or another. I encounter it nearly every day.

I have more ways to play off requests for legal advice than I can count. They range from "I don't have a law degree, so any advice I would give you would probably do you more harm than good, and *certainly* wouldn't carry any weight in a court of law," to "Beats me." I've often convinced myself that I know, without a doubt, where the line is drawn on legal advice, only to have an inmate phrase his/her request in such a way as to blur it again; inmates frequently have limited or no access to attorneys and are anxious to find someone who will confirm their interpretation of the law. ☞



I give my patrons the information they're asking for, along with a reminder that they're in charge of their own research so they need to read the material I send and continue to ask for information based on what they're finding out. Having the inmates do their research through me throws a different wrinkle into the "advice" problem, but it's still an issue of providing legal reference, not legal advice.

● **Confidentiality.** Here's an interesting prison dilemma. Minnesota has a state law that protects public libraries from having to release information that ties a patron with the subject matter of his/her requests. We are not unique in that respect, by the way. At least 40 states have statutes on the confidentiality of library records, and as far back as 1971, ALA adopted a "Policy on the Confidentiality of Library Records" (Johnson, Bruce. "A More Cooperative Clerk: The Confidentiality of Library Records"81 *Law Library Journal*,769–804).

What if a prison official asks me whether an inmate convicted of a ritual satanic murder has been asking for materials that describe satanic rituals? What if the attorney general's office calls to say the Department of Corrections is being sued over access to law library materials, and asks how much we sent this guy, and what it was about? What if a pretrial detainee's attorney calls and says she wants to use an insanity defense for her client but won't be able to if he's receiving information from our office about insanity defenses?

This specialized research for a very special population will help me be a better librarian.

On the prison library circuit, we've had all of these situations arise. When we consider the law, we also consider our own policies, refer to professional policy, and make a decision. It is currently our policy to indicate whether or not we have provided law library service to an inmate and the dates of that service; we do not release information about the subject matter of an inquiry to anyone. As clear as that policy is, we have to look at it closely each time a new situation arises to make a decision consistent with both the law and the principles of librarianship.

● **Public service.** One major reason I became a librarian was to help people find information. I like the feedback I get from locating something that makes a difference to a patron. I'm sure that's why many of us enjoy public service: the knowledge that the information we've helped provide is enabling someone to accomplish his/her goals.

Nowhere is this satisfaction greater than in prison librarianship. Even when an inmate never uses the information we provide or is nearly illiterate and doesn't understand what we do, we provide an adult, professional exchange and treat him/her with respect. In a prison setting, even such a simple thing as taking a reference request seriously and treating the questioner with respect is providing a service to the inmate. And sometimes it makes a larger difference. From a man to whom I sent information on the different degrees of theft, came a letter that said in part, "My charge was dropped to attempted theft thanks to your efforts. You are truly a holy of holies...." Now, how many jobs give you that kind of feedback?

Of course, there are elements to prison librarianship that you don't generally encounter in other library arenas:

● Many times I've felt like a bit player in a bad B-movie as the metal doors clang behind me and I walk down a cigarette-smoke-filled cell tier with shouts of "Hey, are you the law lady?" ringing out behind me.

● I haven't had any other job where I've had to rule out purchasing loose-leaf items because the metal binder is considered "contraband"; i.e., it could be fashioned into a weapon.

● I certainly didn't have general library principles to draw on when I was asked to oversee the "shakedown" of the law library. I simply stood to one side while correctional officers removed each book from the shelf and flipped through the pages, looking down the spine searching for drugs and other contraband.

● I've also learned a new vocabulary on this job: a "kite" is a prison memo form (and the way I receive many reference requests), a "shank" is a homemade weapon, a "dirty UA" is a urinalysis test that reveals drug use, the "public pretender" is the public defender—and the list goes on.

So, I've learned a bit about prisons and prisoners, and I've learned more about the criminal justice system than I ever thought I would. But mostly I've learned, and continue to learn, more about professional librarianship. This specialized research for a very special population will help me be a better librarian in whatever setting I find myself in next. And after this job, I'm not ruling out anything. □

Libraries change lives in prison, too

The letter reproduced below from Patricia Prewitt, inmate 2667 at the Renz Correctional Center, Cedar City, Mo., is one of more than 50,000 testimonials to the power of libraries that have poured in during ALA's "Libraries Change Lives" campaign (*AL*, Oct. 1993, p. 889–890).

"I was awakened at 5:30 this morning when a guard bellowed, 'Breakfast wakeup!' He's quite loud to me, since I'm on the top bunk next to the officer's desk and the metal bar gate/door. I don't go to breakfast, so I know I have an hour to lay there and contemplate my fate before the dorm's bank of hanging fluorescent lights are switched on. I always rise, make my bunk while I'm still on it, and jump down to the floor before the blinding lights can assault my bleary eyes. I then grab my soap, toothpaste, and toothbrush out of my metal locker, grab my weekly issued roll of grayish toilet paper, and make my way to the bathroom where I jockey for position in the crowded, dingy facility.

"Yes, I'm in prison, have been locked up for over seven years, and have over 42 years left to do before I will be interviewed by the parole board and considered for parole. I have your attention now, I suppose.

"Renz Correctional Center (Cedar City, Mo.) has a smallish library run by a dynamo of a librarian. If it weren't for the books, magazines, newspapers, law books, and journals, I don't know what we inmates would do. Our little library is our window to the world—our link to the past, present, and future. Life 'inside' is bleak, to say the least, but Jaye Wright, our intrepid librarian, does her best to provide us with worlds to explore and information to keep our spirits high.

"This prison was formerly a men's facility, and the library was stocked accordingly. Jaye has managed to weed out the Zane Grey westerns and replace them with the genres of books—novels as well as informational literature—that women want and need. That change has not been easy on the budget allowed.

"All librarians are important, but prison libraries are the lifeblood and sole nourishment of most prisoners. When you applaud libraries and librarians, don't forget about us!"

A-3

County Law Library Cataloging by the Minnesota State Law Library: A Ten Year Review - Journal article by Sara Galligan published in *Law Library Journal*

County Law Library Cataloging by the Minnesota State Law Library: A Ten Year Review*

Sara Galligan**

The Minnesota State Law Library has provided cataloging service to county law libraries since 1982. In terms of objectives identified at the outset, as well as national standards, the program is both cost-effective and successful. A major accomplishment is the creation of an online resource of legal materials accessible statewide.

County law libraries in Minnesota are currently governed by a 1982 statute providing that the state law librarian assist the county law libraries in the operation and maintenance of their libraries.[1] The County Law Library Program began in 1980, when start-up funding was received from the Minnesota State Bar Foundation. The first priorities of the County Law Library Program were to develop standards and encourage legislation to facilitate effective growth of the libraries. After standards were established, a coordinator, based at the State Law Library, was designated to provide management consulting and other services to county law library collections in eighty-seven Minnesota counties. The objective of the County Law Library Program is to establish an organized network of law libraries which will provide effective access to legal resources throughout the state. To accomplish this, a high priority was to create a statewide union catalog of legal resources.[2]

The county law library cataloging service of the Minnesota State Law Library began in 1982. Since that time, the State Law Library has cataloged fourteen county law library collections. The cataloging service has resulted in better bibliographic control of materials, statewide access to a union catalog of legal resources, and increased conformance to national standards with regard to the cataloging functions of the county law libraries.

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* © Sara Galligan, 1994.

** Head of Technical Services, Minnesota State Law Library, St. Paul, Minnesota.

1. MINN. STAT. ANN. § 134A.16 (1994).

2. Other services offered by the County Law Library Coordinator include consultations on collection development, library design, space requirements, budget, and service standards, as well as site visits and workshops.

Cataloging service is provided to the county law libraries through the State Law Library's technical services department. The service offers the ability to use a shared bibliographic utility (OCLC) to create an online union catalog (MSUS/PALS)[3] of the holdings of the State Law Library and a number of county law libraries. To date, fourteen of eighty-four county law libraries have joined in the cataloging program of the State Law Library (see table 1).[4] This article traces and describes the practices of the program.

Table 1
State Law Library Cataloging Service to County Law Libraries

County	Date Cataloged	Update
Anoka	1983	Yes
Clay	1992	Yes
Dakota	1992	Yes
Goodhue	1986	No
Kandiyohi	1984	No
Nobles	1985	No
Olmsted	1989	Yes
Otter Tail	1986	No
Ramsey	1983	Yes
Rice	1988	Yes
Sherburne	1992	Yes
St. Louis	1985	Yes
Stearns/Benton	1985	Yes
Washington	1987	Yes

Program Initiation

In 1979, in response to judges and court administrators throughout Minnesota, the Minnesota Supreme Court decided that a comprehensive study of county law libraries was required to identify problems and implement improvements. At the direction of the Supreme Court, the State

3. MSUS/PALS (Minnesota State University System Project for Automated Library Systems) is a publicly supported program with a centralized database located at Mankato State University. It consists of a network of 53 universities, community colleges, private colleges, and Minnesota state agency libraries. Member libraries are connected by dial access or dedicated lines. Anyone with a modem, however, may dial into the system's online catalog.

4. Hennepin County Law Library, the largest county law library in Minnesota, has its own cataloging department and contracts individually with OCLC.

Law Librarian completed a statewide county law library survey, which inventoried the collections of the existing county law libraries. Prior to 1980, most county law library collections were uneven, unorganized, and in some cases did not include basic core resources. One of the more urgent requests that the county law libraries made of the State Law Library was for assistance in organizing their collections. Survey results and other conclusions were published in 1981 in the *Final Report on Minnesota County Law Libraries.*[5]

In 1982, technical services staff of the State Law Library began cataloging the book collections of interested county law libraries, with the intent of identifying legal resources throughout the state. The process for each county consisted of inventorying the collection, cataloging the titles on the State Law Library's OCLC terminal, and providing a card catalog for each county law library. Small fees were established to cover cost of supplies and partial use of the OCLC service.

For the State Law Library, a major objective of the county cataloging project was to create a union catalog of legal materials by the summer of 1985. Ideally, the catalog would contain the titles held by one or two county law libraries in each of the ten judicial districts in Minnesota.

In 1985, the State Law Library hired Brodart as the vendor to produce its first union catalog on microfiche, with funds from a grant awarded by the Minnesota State Bar Foundation. The holdings of the State Law Library and the county law libraries of Anoka, Kandiyohi, Ramsey, St. Louis, and Stearns/Benton, as well as Hennepin County Law Library (which catalogs its own holdings) were tapeloaded to produce the first union catalog on microfiche, which was distributed around the state.

Libraries that have joined the project and their dates of entry are listed in table 1. Table 1 also shows that some county law libraries have chosen to continue the State Law Library's service by requesting update cataloging of newly received items.

National Standards

National standards for county law library cataloging provide a measure for evaluating the success of the State Law Library's cataloging program. When the State Law Library's cataloging service began in 1982, standards established in 1978 by the American Association of Law Libraries were applicable. The preamble to the 1978 standards states, "[I]t is hoped that these standards will be a guideline for libraries to follow in order to assure

5. MARVIN R. ANDERSON & JULIA B. BOHN, FINAL REPORT ON MINNESOTA COUNTY LAW LIBRARIES SUBMITTED TO BOARD OF DIRECTORS, MINNESOTA STATE BAR FOUNDATION (1981).

the highest quality, personnel, collection and library services in the county law libraries throughout the United States and Canada."[6] These were the standards in 1982 for cataloging operations in county law libraries:

> 1. The collection should be cataloged and classified in a system that makes it possible to retrieve the desired material quickly and easily by both the patron and the staff.
> 2. The card catalog should be available for use of the staff and patrons which readily provides access to the collection.
> 3. The library may also maintain a holdings (inventory) file and/or visible file to help maintain bibliographic control over the collection.[7]

It is difficult to assess how well county law libraries nationwide conformed to the standards in the early eighties, but the literature gives some idea of cataloging practices. Piper and Kwan's 1981 survey of cataloging practices in law libraries included county law libraries with catalogs.[8] At that time, nine of forty-three responding libraries (twenty-one percent) were using automated cataloging processes; twenty-four (fifty-six percent) of these libraries used LC classification.[9] A survey of the effectiveness of county law libraries in downstate Illinois concluded by suggesting "a need for more research in this area and the importance of providing technical assistance to those counties wishing to establish or expand law library services."[10]

In Minnesota in the early eighties, there was some conformance to national standards in large county law libraries but not in smaller ones. When compared to the cataloging standards followed at the time, the cataloging services of most Minnesota county law libraries needed improvement. One large county law library used automated cataloging procedures (not a standard in 1982), and less than five of the libraries did any cataloging at all. For most of the county law libraries, cataloging was too costly and demanding of staff time.

National standards have guided the development of the county cataloging program and serve as criteria for evaluating its success. Those county law libraries cataloged by the State Law Library now meet the

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6. State, Court and County Law Libraries Special Interest Section, *County Law Library Standards*, STATE, COURT & COUNTY L. LIBR. NEWSL., Nov. 1978, at 16.

7. *Id.* at 18.

8. Patricia L. Piper & Cecilia H. Kwan, *Cataloging and Classification Practices in Law Libraries: Update*, 75 LAW LIBR. J. 375 (1982).

9. *Id.* at 379.

10. Jane L. King & Robert J. Lindvall, *County Law Libraries in Downstate Illinois*, ILL. B.J., Oct. 1988, at 110.

following national standards adopted in 1988: collections are cataloged for easy retrieval; cooperative cataloging uses the services of the State Law Library and generates an online union catalog with statewide access; each county law library receives a shelflist that serves as an inventory record of the titles in its collection.[11]

When the State Law Library's cataloging service began, only one county law library used automated cataloging procedures. Currently, fourteen county law library collections are cataloged using automated procedures available from OCLC. Clearly, conformance to national standards for cataloging among Minnesota county law library programs has increased since the program began.

Nuts and Bolts

The actual process of cataloging a county law library collection begins with the county law library expressing interest in cataloging its collection to the county law library coordinator at the State Law Library. The coordinator refers the request to the State Law Library's technical services department, where further contacts are made by the technical services librarian. Most initial communication is via telephone; rarely do technical services staff journey to the county law library to process titles for cataloging.

For retrospective cataloging, the county law library completes a profile describing its library collection. The profile is discussed by telephone with the technical services librarian. The profile lists information specific to the county regarding basic cataloging and classification needs and whether update cataloging is desired. After the profile is completed, county law library staff complete work forms for each title in their collection (see exhibit 1). At present, all county cataloging is done by the technical services librarian and a technical services technician.

Counties send completed work forms to the State Law Library. The completed work form includes full bibliographic information for a title as well as the number of labels needed. In some cases, special cataloging instructions (e.g., a special classification number) are included on the work form. State Law Library technical services staff use these work forms (rather than the actual book) for cataloging the county titles. If the work

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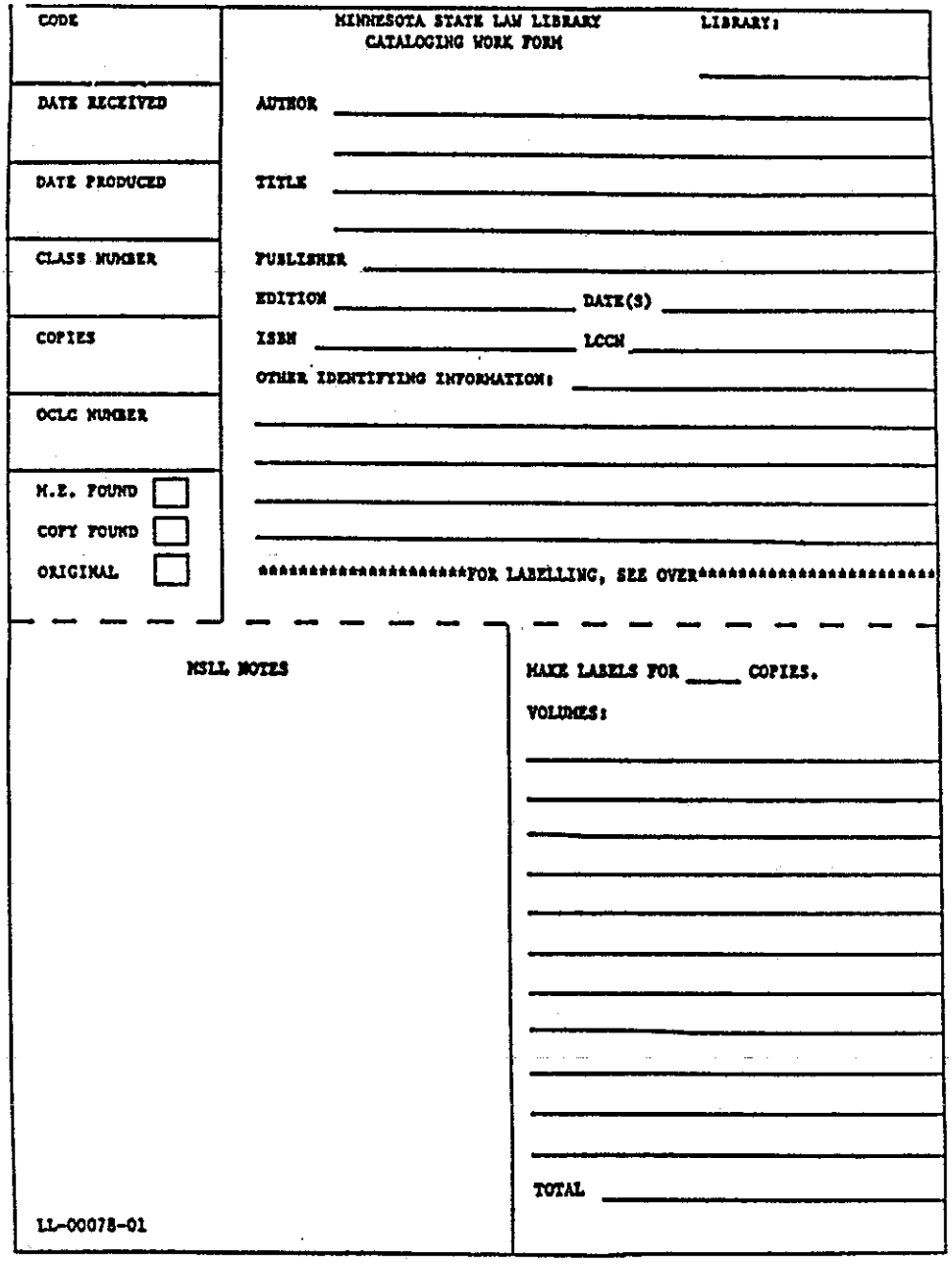
11. The national cataloging standards for county law libraries were revised in 1988 to establish cooperative cataloging, the use of machine-readable files, the ability to join a computer-based library network, and increased professionalism. State, Court, and County Law Libraries Special Interest Section, *Standards for Appellate Court and County Law Libraries*, 81 LAW LIBR. J. S-1, S-12 note (1989) (after p. 386). The standards are listed in *id.* at S-12-16.

form is not descriptive enough, a copy of the title page is requested by the technical services librarian. Only in rare cases is the book itself sent to the State Law Library.



CODE

DATE RECEIVED

DATE PRODUCED

CLASS NUMBER

COPIES

OCLC NUMBER

M.E. FOUND ☐

COPY FOUND ☐

ORIGINAL ☐

MINNESOTA STATE LAW LIBRARY
CATALOGING WORK FORM

LIBRARY:

AUTHOR

TITLE

PUBLISHER

EDITION DATE(S)

ISBN LCCN

OTHER IDENTIFYING INFORMATION:

**********FOR LABELLING, SEE OVER**********

MSLL NOTES

MAKE LABELS FOR ____ COPIES.

VOLUMES:

TOTAL

LL-00078-01

Exhibit 1.

The technical services assistant first searches a county title on the PALS system. If the record is already in PALS, the OCLC number is noted on the work form, as well as the call number given by the State Law Library. The title is again searched on OCLC, where the record is used for local label production. The record is produced on OCLC, which adds the county holdings symbol to the OCLC database and also generates OCLC cards for the county.

If there is no record for a title in PALS, the title is searched on OCLC, where the record is produced for the first time. If original cataloging is required, the technical services librarian establishes the cataloging record using the required OCLC online work forms. All county worksheets and labels are held until catalog cards arrive from OCLC.

The State Law Library produces an extra card for each county title cataloged. This card is filed into its main entry shelflist, which includes all titles cataloged by the State Law Library as well as the county law libraries. The main entry shelflist serves as a hard-copy backup for the online catalog and provides classification authority for the class numbers assigned to county titles. The State Law Library also keeps a separate LC shelflist of its unique holdings.

Generally, the technical services staff completes the retrospective cataloging of the county law library's collection within a one- to two-month period, depending upon the size of the collection. Of county collections cataloged thus far by the State Law Library, the largest contained 500 titles and the smallest 92 titles, with an average of 250 titles per county.

The completion of a retrospective cataloging project achieves several results. Full OCLC dictionary card sets, shelflist cards, and labels (with a maximum of twenty labels per title) are produced for all titles cataloged. When OCLC tapes are uploaded to the PALS system, the county law library holdings display in the online catalog. The county law library coordinator instructs county law library staff (who are often not librarians) in the use of the card catalog, PALS, the shelflist, and shelf arrangement. After all labels and cards are delivered, the county law library is billed for the retrospective cataloging service.

The cataloging program of the State Law Library includes update cataloging for new titles acquired after the completion of the retrospective cataloging. Based upon prior agreement with the county, this service furnishes the same products as the retrospective cataloging, and charges accrue over the calendar year. The same work forms used in the retrospective project are used for updating new titles and may be sent to the State Law Library at any time. Counties may also request production of extra label sets for added volumes that need no additional cataloging. Two counties inform the State Law Library of withdrawn titles, and records are updated according-

ly. The turnaround time for delivering update cataloging to the county law library is about three weeks.[12]

A component of the PALS system that has streamlined several processing tasks, mostly associated with update cataloging, is the Universal MARC Editor (UME). The UME allows editing and deleting of records as well as label production for processing tasks that do not need to go through OCLC.

Costs of the Program

The costs to the counties for the cataloging service of the State Law Library are minimal and do not reflect the actual costs incurred. The average cost per title paid by the county law library in 1993 was $1.64, based upon a total of 953 retrospective and update titles cataloged. Costs are set low to attract the counties to a service that the State Law Library wishes to provide to fulfill its own objectives. One of the most important of these is to create a union list of legal resources in the county law libraries and the State Law Library. Costs for use of the PALS system by the State Law Library are covered by an appropriation to the Minnesota Department of Education and are not passed on to county law libraries.

Actual cataloging costs to the State Law Library for staff and OCLC usage vary for county law library titles. Staff and OCLC costs are minimal for cataloging titles previously produced by the State Law Library. For these titles (approximately eighty percent), staff costs average $3.00 per title. The OCLC record is updated for county holdings, and cards are produced. OCLC costs average $.87 per title, which includes one search charge and one five-card set per title.

For cataloging titles not previously produced by the State Law Library (about fifteen percent), the costs are higher. The maximum staff costs are $3.00 per title, and the minimun OCLC charge is $1.28. About five percent of titles require original cataloging on OCLC. For these titles, staff and OCLC costs are approximately $15.00, which includes an OCLC credit for input of original cataloging. These costs are incurred largely by the State Law Library.

For retrospective cataloging, costs charged to the counties are based on the number of titles cataloged, and range from $75.00 for fewer than 100 titles to $375.00 for more than 500 titles (see exhibit 2). An additional fee for labels is charged (which usually does not exceed $40.00). Update cataloging for new titles varies from $1.00 to $2.00 per title. Actual costs incurred by the State Law Library vary from $3.87 per title to $15.00 per title, depending

12. One county is now terminating its dictionary card set and substituting the PALS online system to access their collection.

STATE LAW LIBRARY
MINNESOTA JUDICIAL CENTER
612-297-2087
FAX 296-6740
25 Constitution Avenue • St. Paul, Minnesota 55155-6102

COUNTY LAW LIBRARY PROGRAM

Dear

This letter confirms our verbal agreement to have the Minnesota State Law Library provide cataloging and processing of library materials for your library. The fee will be based on the following schedule:

COOPERATIVE CATALOGING FEE SCHEDULE*

Less than 100 titles	75.00
100-250 titles	150.00
251-500 titles	250.00
More than 500 titles	375.00

* For all price categories, an extra fee for labels will be charged based upon number of labels needed for your collection.

We will catalog your _____ titles at the above listed rate of $_____, and will process the materials according to the instructions given by you on the Cooperative Cataloging Profile. Titles are cataloged within four weeks of receiving your workforms. However, the State Law Library reserves the right to revise the work schedule after consultation with you.

The Minnesota State Law Library will retain a record of each of your titles cataloged for such purposes as compiling a union list of books in the State and county law libraries, or providing inter-library loan information.

Please return the enclosed agreement with an authorized signature for your county law library. We look forward to working with you on this project.

Sincerely,

Sara Galligan
Head of Technical Services

Exhibit 2.

on the level of cataloging required by a particular title. Approximately five to ten percent of the total law library's cataloging effort supports the county cataloging program.

Strategy and the Major Players

In the ten years since the program began, the county cataloging service of the Minnesota State Law Library has met its objectives for both the county law libraries and the State Law Library. The program successfully allows counties to organize their collections using LC classification and provides both card catalog and online access to the county law libraries. At the state level, the holdings of the counties are accessible statewide via the PALS online catalog system. A continuing goal of the State Law Library is to have cataloged collections in each judicial district. At present, nine of the ten judicial districts have one or more cataloged collections with PALS access.

The success of the county cataloging program has depended upon the resources of the State Law Library, OCLC, and MSUS/PALS. The State Law Library's cataloging operation doubles as a service for its own cataloging needs as well as for the county law libraries. The OCLC bibliographic utility is used for record and card production. Thirty of eighty-seven counties are profiled with their own four-letter variation of the law library's 049 MARC tagged holding symbol. Libraries that request cataloging services of the State Law Library receive card sets, label sets, and update cataloging as needed, and have their holdings tapeloaded from OCLC to the statewide MSUS/PALS online system. By searching the State Law Library collection, a user has access to a union listing of all the materials the State Law Library catalogs for itself and the counties. County law library staff can access the online catalog through either a WESTLAW terminal or dial-access modem. Access to the PALS database makes possible a resource-sharing network of legal materials in the metropolitan areas and the outlying regions of the state. It also identifies the unique resources of the State Law Library for interlibrary loan to any user of the PALS online catalog. Libraries now included in the MSUS/PALS system include all the Minnesota state agency libraries and all state university and community college libraries. Other libraries with non-PALS systems (e.g., NOTIS, DYNIX, INNOVAC) have dial-access capability to PALS and can search the State Law Library's holdings.

Specific OCLC arrangements that made the Minnesota State Law Library cataloging program possible are governed by OCLC's *Guidelines for Use and Transfer of OCLC-Derived Records*. The arrangement between the State Law Library and the county law libraries was facilitated by the

regional network MINITEX. The arrangement includes the obligation to upload transactions back to OCLC and the creation of a local cooperative arrangement or "cluster" of law libraries. County law libraries are included in the State Law Library's profile as holding libraries. On the OCLC archival tapes, the county law library holdings are combined with those of the State Law Library to form one union catalog. Under the guidelines, the State Law Library is prohibited from selling or making a profit from this usage of the OCLC database.

Positive and Negative Outcomes

The positive outcomes weigh in favor of continuing the achievements gained by the cataloging and accessing of county law library collections. However, the service to the counties has required the use of State Law Library resources beyond support of the library's basic cataloging needs. Future growth of the program is impeded by county court administrations stretched for dollars and staffing at local levels.

The State Law Library's cataloging program has resulted in several major outcomes for the county law libraries:

1. Libraries without specialized and costly technical resources can collaborate with the State Law Library in the use of those resources.
2. The program provides a statewide accessible online union catalog of legal resources.
3. The number of Minnesota's county law libraries in conformance with national standards continues to grow.
4. There is at least one organized county law library collection in nine of Minnesota's ten judicial districts.

Two major problems in the cataloging service concern computers and staff resources. Computer resource problems occurred during the State Law Library's conversion in 1988 to the PALS online catalog. Many county records required cleanup. Customization of the cataloging service that occurred pre-PALS was no longer possible for new libraries joining the system. Customization for two libraries was continued but necessitates special inputting by law library staff to the OCLC online catalog when certain titles are cataloged for these libraries. These problems are time-consuming for the State Law Library's technical services staff.

In some county law libraries, inconsistency of staffing disrupts service delivery and the full use of cataloging benefits. In several of the smaller county law libraries, responsibility for the library is reassigned on a yearly basis, which hinders understanding of the cataloging services and has

ramifications for both the online catalog and manual card catalog maintenance. This results in erratic use of the cataloging services for update cataloging, retraining in catalog maintenance procedures, and replacement of materials not thought to be critical to the catalog system. Also, county law library staff are not always aware of procedures for accessing the online catalog, and this resource has not been used to its fullest extent. A March 1993 survey of county law libraries cataloged by the State Law Library showed that only six of fourteen libraries used the PALS online catalog.

Positive outcomes have fostered a continued use and expansion of the county cataloging service. Growth is seen by the continued increases in the update cataloging produced each year, as well as by the steady sign-up of counties not yet cataloged. Faster growth is inhibited by county law library boards who are not convinced of the compelling reasons for cataloging their collections, or, once retrospective cataloging is done, convincing them of the need for update cataloging.

Conclusion

The benefits of the State Law Library's program demonstrate the viability of the service. The strengths of the PALS system with its keyword searching and outstate resource sharing capabilities are attractive options both functionally and politically. At the most basic level, the cataloging service assists the one- person library. At a national level, the county law libraries in the cataloging program are in compliance with professional standards. Through the specialization of labor that the technical services staff offers, the program demonstrates how a shared cataloging facility distributes resources in an efficient cost-effective manner to county law libraries in need of these specialized resources. By providing an online union list of legal resources through a statewide network, the cataloging program at the Minnesota State Law Library also supports a successful by-product of its cataloging service.

A-4

Spring Showcase Calendar and Flyers

The Minnesota State Law Library presents the 1994 Spring Showcase

Thursday, April 7

- Court of Appeals Chief Judge Anderson . Reading selections that are meaningful to him
- Fred Grittner . . . . . "Protesting Revisited"
- Brenda Whalen . . . . . "Landscaping for Wildlife"
- Ann Barclay and Kathleen Merfeld . . . . . "The Joy of Playing Recorder"

Thursday, April 14

- Supreme Court Justice Tomljanovich . . . . . Biblical readings on justice
- Rudi Anders . . . . . Stamp collecting
- Supreme Court Justice Gardebring . . . . Readings from and reflections on *Markings*, a book by Dag Hammarskjold
- Sara Galligan . . . . . "The Glass Ceiling"

Thursday, April 21

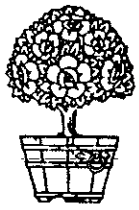
- Laurel Stiebler . . . . . Readings from the book *Refuge* by Terry Tempest Williams
- Marvin Anderson . . . . . Readings from the book *Quotable Quotes of Benjamin E. Mays*
- Court of Appeals Judge Randall . . . . . "There really is not a destination. There are simply new ways of looking at things."
- Supreme Court Justice Wahl . . . . . To be announced

Thursday, April 28

- Deanne Gueblauoi . . . . . Motorcycle touring
- Rebecca Fanning . . . . . Reading and talking about poetry
- Steve Forestell . . . . . To be announced
- Supreme Court Justice Simonett . . . . . To be announced

All presentations at noon in the Library Reading Lounge

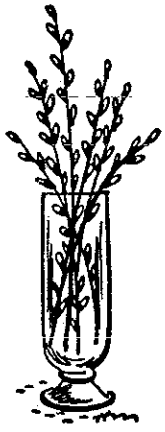
Spring 1994
Library Showcase
Thursday, April 7,



featuring

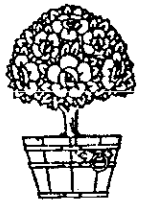
Paul Anderson,
Chief Judge, Court of Appeals,
reading book selections meaningful to him

Fred Grittner,
Supreme Court Administrator
and Clerk of Appellate Courts,
Protesting Revisited,
a presentation performance on Bob Dylan



Brenda Whalen,
Supreme Court secretary,
Landscaping for Wildlife

Ann Barclay and Kathleen Merfeld,
staff attorney and secretary
for the Court of Appeals,
Joy of Playing Recorder



Time: Noon **Location: Library Reading Lounge**

The theme of the Spring Showcase this year is *Libraries Change Lives.*

Spring 1994
Library Showcase
Thursday, April 14,

featuring

Esther Tomljanovich,
Justice of the Supreme Court,
reading selections about justice
from *The Bible*

Rudi Anders,
from Information Systems,
Library, History & Philately:
The Joys of Collecting and Researching Postal History

Sandra Gardebring,
Justice of the Supreme Court,
readings from and reflections on
Markings, **a book by Dag Hammarskjold**

Sara Galligan,
Head of Technical Services at the Law Library,
The Glass Ceiling

Time: Noon **Location: Library Reading Lounge**

The theme of the Spring Showcase this year is *Libraries Change Lives.*

Spring 1994
Library Showcase
Thursday, April 21,

featuring

Laurel Stiebler,
Law Library Assistant,
readings from the book *Refuge* by
Terry Tempest Williams

Marvin Anderson,
Director of the Law Library,
readings from the book
Quotable Quotes of Benjamin E. Mays

R. A. (Jim) Randall,
Court of Appeals Judge,
There Really is not a Destination -
There are Simply New Ways of Looking at Things

Rosalie Wahl,
Justice of the Supreme Court,
Two Poems and an Allegory

Time: Noon **Location: Library Reading Lounge**

The theme of the Spring Showcase this year is *Libraries Change Lives.*

Spring 1994
Library Showcase
Thursday, April 28,

featuring

"Pure Freedom,"
Deanne Gueblaoui,
Administrative Secretary,
speaking about motorcycle touring

"Poetry as Teacher:
Rebecca Fanning [Court Information Officer]
reads her poetry
and others'"

"Poems from the Old Countries"
[Ireland and Germany]
Steve Forestell,
Director of Judicial Advisory,

Topic to be announced
John Simonett,
Justice of the Supreme Court

Time: Noon

Location: Library Reading Lounge

The theme of the Spring Showcase this year is *Libraries Change Lives.*

A-5

Capitalizing on Collaboration Award Certificate recognizing the Law Library's "Shared Depository Program" with other state agencies

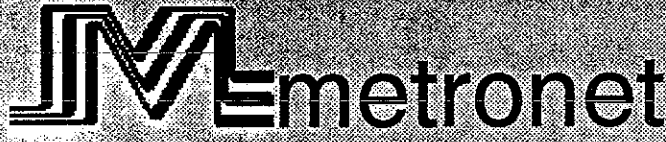
The school, public, academic, and special libraries of Metronet salute

CALCO's Shared Depository Program

for

Capitalizing on Collaboration

First Annual Recognition
June 1, 1994



linking twin cities area libraries and media centers

Metronet Governing Board
Wilma Behm • Toni Carter • Ursula Dimler • Jim Kordiak • Donald Maher • Edward McGlynn • Thomas O'Connor • Myra Peterson • David Shupe

A-6

Fall Showcase Flyers

MSLL
Library Showcase
Fall 1994

Presenting on Thursday, October 6th:

History of the Bagpipes

Performed by Dennis Skrade, Law Library Cataloguer and Special Collections Curator

in full regalia.

Piper Skrade has performed around the country and internationally.

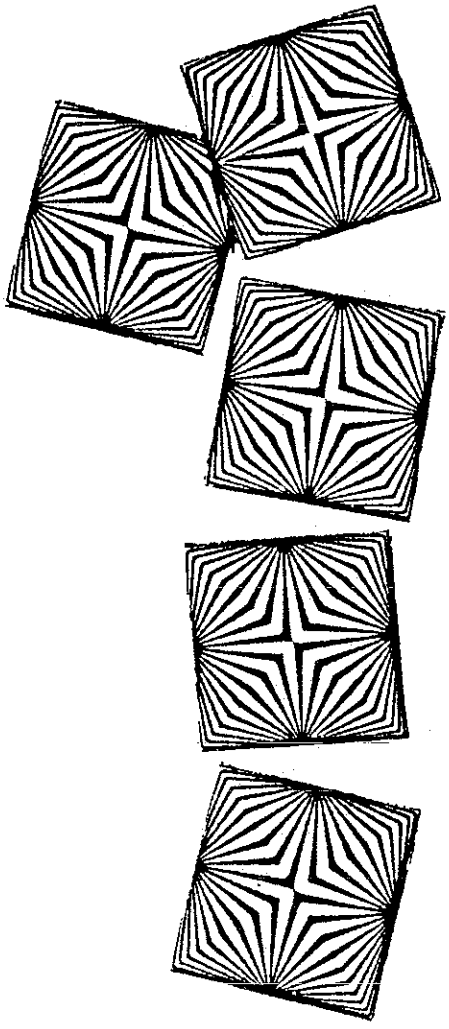
Please join us outside (weather permitting*) on the second floor Judicial Center Plaza at noon for a little musical history. There will be some tunes and time for questions.

***(In the alternative, we will gather in the SE corner of the Law Library.)**

For more information call 297-2087.

Minnesota State Law Library • Judicial Center • 25 Constitution Avenue • St. Paul, MN 55155

MSLL
Library Showcase
Fall 1994



Presenting on Thursday,
October 13th:

Hmong Folklore:
Myths, Legends & History

Presented by
Ilean Her,
Supreme Court Law Clerk

Please join us at
noon in the
Library's Lounge

Feel free to bring
your lunch

For more information call 297-2086

Minnesota State Law Library • Minnesota Judicial Center • 25 Constitution Avenue • St. Paul, MN 55155

MSLL
Library Showcase
Fall 1994

Presenting on Thursday, October 20th:

How the Judicial Building Fits into the Comprehensive Plan for the Capitol Area.

Presented by Gary Grefenberg, Executive Secretary of the Capitol Area Architectural and Planning Board

Please join us at noon in the Library's Lounge

Feel free to bring your lunch

For more information call 297-2086.

Minnesota State Law Library ● Judicial Center ● 25 Constitution Avenue ● St. Paul, MN 55155

MSLL
Library Showcase
Fall 1994

On Thursday,
October 27th:

Legal Headnotes and Other Reasons to Repeal the First Amendment ... Accompanied Poorly On the Guitar

Presented by
David Malmon,
Court of Appeals
Law Clerk

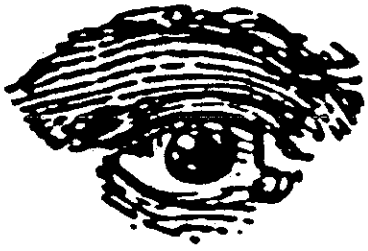
Please join us at
noon in the
Library's Lounge

Feel free to bring
your lunch

For more information call 297-2086

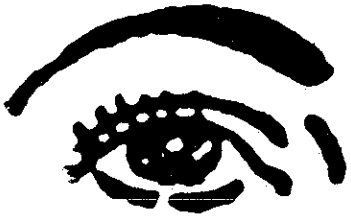
Minnesota State Law Library • Minnesota Judicial Center • 25 Constitution Avenue • St. Paul, MN 55155

MSLL
Library Showcase
Fall 1994



Presenting on Thursday,
October 27th:

Community:
*Is Anybody Out There?**



Presented by
Judge Roland Amundson,
Minnesota Court of Appeals

Please join us at
noon in the
Library's Lounge

Feel free to bring
your lunch

For more information call 297-2086

Minnesota State Law Library • Minnesota Judicial Center • 25 Constitution Avenue • St. Paul, MN 55155

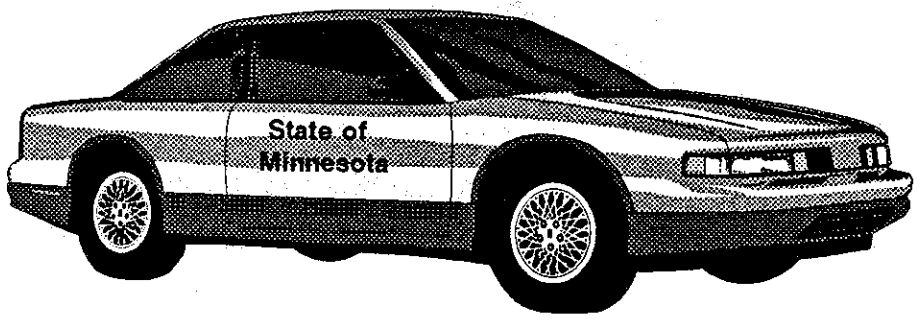
**(If no one attends the Showcase, will the answer be "No?")*

A-7

In and Out of Prisons for Ten Years - 1994 Annual Report of Law Library Service to Prisoners Program

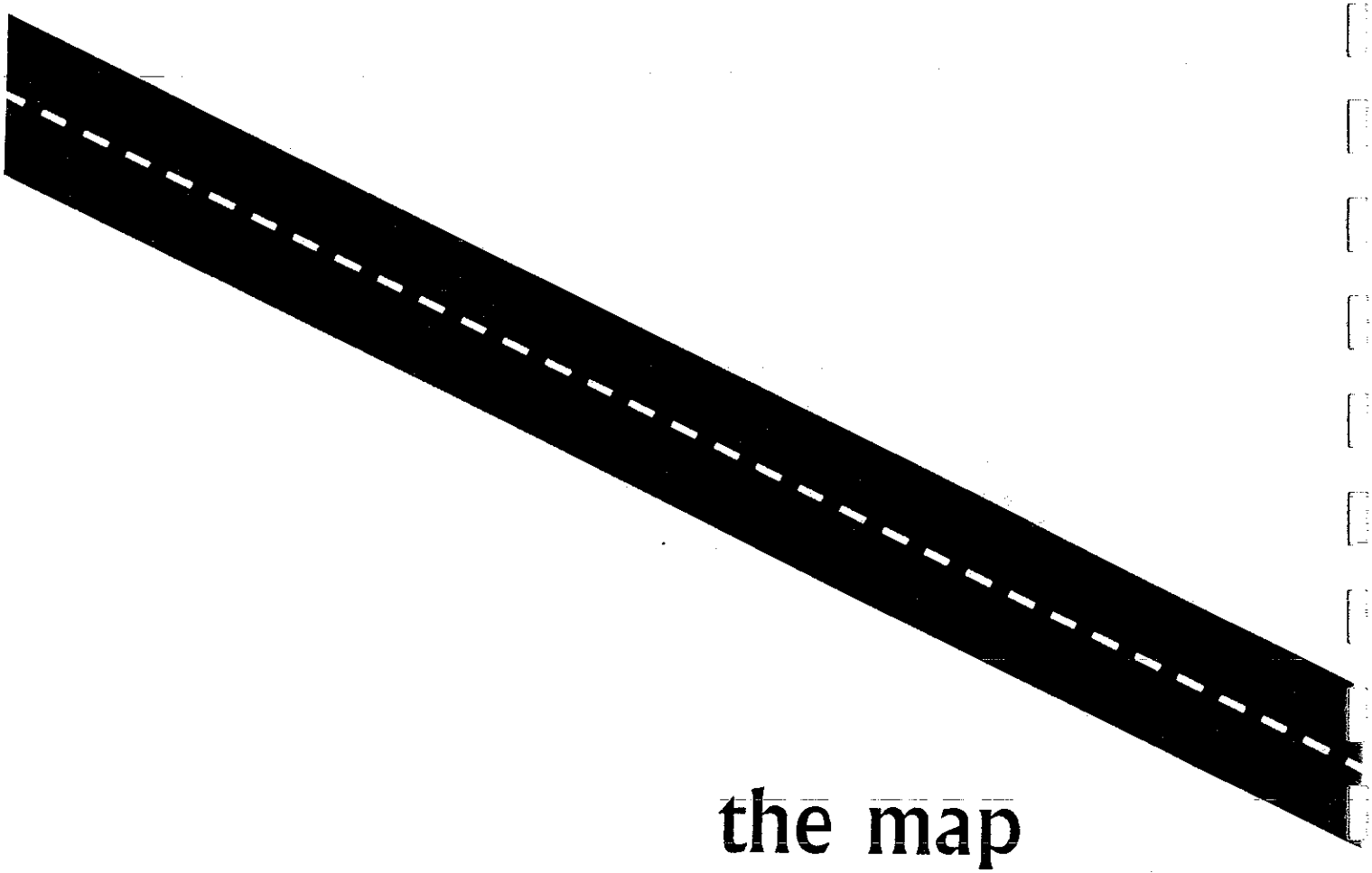
On the Road with

Law Library Service to Prisoners



In and Out of Prisons for Ten Years

1 9 9 4 A n n u a l R e p o r t



the map

ignition.....page 1
rear view.....page 2
on the road.....page 4
mileage.....page 5
odometer.....page 6
tune~up.....page 8
mileposts.....page 10
mapping the course.....page 11
historical marker.....page 12

Ignition

In the ten years since Law Library Service to Prisoners began as a six-month project, the program has grown in both size and sophistication. The current caseload keeps two full-time librarians, one half-time clerk, and one manager so busy that they sometimes collide in the hall. In 1994 eleven volunteers donated more than six hundred hours of service to keep the program running smoothly. A new core collection is on order for the Minnesota Correctional Facility (MCF) Moose Lake, and visits will start in 1995.

Legal research is done in traditional paper formats, but added to that is the ability to search many sources online and access libraries and librarians nationwide on the Internet. LLSP provides service to adult correctional facilities in Minnesota as well as to jails, workhouses, and other places of confinement. To better appreciate the significance of how far the program has come in ten years, let's take a look back.

"This job puts many qualities that one might have to the test: ability to do the research, ability to stay cool, a clearness of vision so that one might be direct when working with the inmates. There is satisfaction in being able to do successfully a job that demands so much."

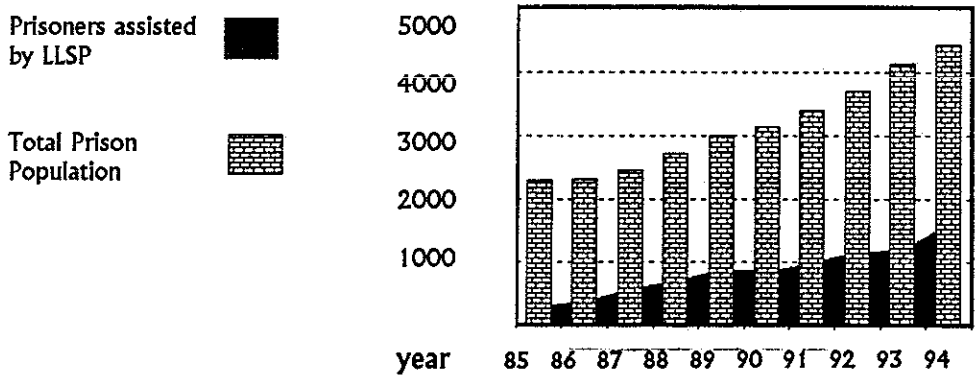
Marillyn - LLSP Librarian, 1985-86

rear view

On January 27, 1984, the Minneapolis *Star and Tribune* ran a story on page one titled "Prison Puts Law Library in Storage." Leroy Siegel, then Executive Assistant to the Warden at MCF-Stillwater, was quoted as saying, "I think if we get a little help we're going to be able to find space and solve this thing." The Minnesota State Law Library approached the prison with "a little help" and Law Library Service to Prisoners was born. The program began as a six-month pilot project in June of 1984 staffed by one librarian working three days a week and a clerk working two days a week. The librarian established the "core collections" in the institutions and visited five facilities on a regular basis. The pilot project was funded by the Minnesota Department of Corrections and was endorsed by the State Public Defender and the Law Library Committee of the Minnesota Supreme Court.

The philosophy of the program was to emphasize legal information services rather than to establish large prison libraries. The program set up small core collections consisting of primary Minnesota legal materials and treatises concerning inmate rights and criminal law. Through the circuit-riding librarian, inmates were able to discuss their research needs in person with a trained librarian, and the Minnesota State Law Library's extensive holdings were made available to them.

The report following the pilot project indicated a high level of inmate satisfaction with the program, along with a plea for a full-time librarian to ride the circuit. In subsequent years, with the increased awareness of LLSP and growth of the inmate population, staffing increased to two full-time librarians and a half-time clerk.



From the beginning, Law Library Service to Prisoners and the Department of Corrections recognized the need for periodic formal meetings. The annual meeting has always offered those who work directly with LLSP an opportunity to air concerns about the program, discuss the difficult issues of budget and policy, and provide continuing education opportunities. From in-house speakers to local legal authorities, the LLSP annual meeting has established itself as the vehicle for revisiting the question of "meaningful access to the courts" each year.

> "... the fundamental constitutional right of access to the courts requires prison authorities to assist inmates in the preparation and filing of meaningful legal papers by providing prisoners with adequate law libraries or adequate assistance from persons trained in the law."
>
> *Bounds v. Smith*
> 430 U.S. 817, 828

Annual Meeting Speakers and Topics

1985	Marillyn Soulen & Beth Peterson LLSP Program Review
1986	Melvyn Brown, C. Paul Jones &, Patrick Moran Providing Service to Prisoners
1987	Michael Cromett Criminal Appeals
1989	Slide Show Describing LLSP
1990	The Honorable Rosalie Wahl Providing Access to the Courts
1991	Karen Robinson Consent Decrees
1992	Clifford Greene & John Baker Civil Rights Actions
1993	John Stuart Role of the Public Defender
1994	Blair Rosenthal Frivolous Inmate Law Suits

"Your continued lies, lack of cooperation, deliberate indifference, and bullshit games, all in an attempt to deny me access to the courts, will be dealt with soon."

Inmate letter, 1994

"Each year we look through literally hundreds of cases on 'access to the courts' to monitor trends (we publish a bibliography which lists selected cases that speak specifically to providing law library services). So we're constantly comparing our program to those in other states and looking for ways to make our program better. There are always a few horror stories that amaze me. In fact, most states just don't measure up to the range of services provided to Minnesota inmates."

Barbara Golden ~ Head of Outreach Services, 1985--

on the road

At the Institutions

In on-site meetings with inmates, the librarian seeks to understand the individual's request. Often the librarian directs the inmate to books in the prison law library and instructs the inmate on how to do legal research using those tools available on-site. In addition to this one-on-one tutoring, librarians are involved in more formal educational tasks. The librarian who visits MCF-Shakopee offers an introduction to the LLSP program to each incoming inmate. In 1994, LLSP offered a class to inmates at MCF-Faribault, introducing them to the law books in the library there.

LLSP librarians also oversee the core collection at each institution. They check for missing books, file new materials to keep the collection current, and check items for missing pages and needed repair.

This year LLSP staff traveled to MCF-Moose Lake to evaluate the space and procedure for establishing an on-site law library. During the year, the program assisted corrections officials in ordering the core collection.

At the Minnesota State Law Library

The home office is where the librarians receive phone calls and mail from inmates, where correspondence is typed and records are kept. LLSP librarians spend a large amount of time researching legal issues at the State Law Library. Along with the considerable collection comes a corps of reference librarians who are able to assist with particularly sticky or obscure questions.

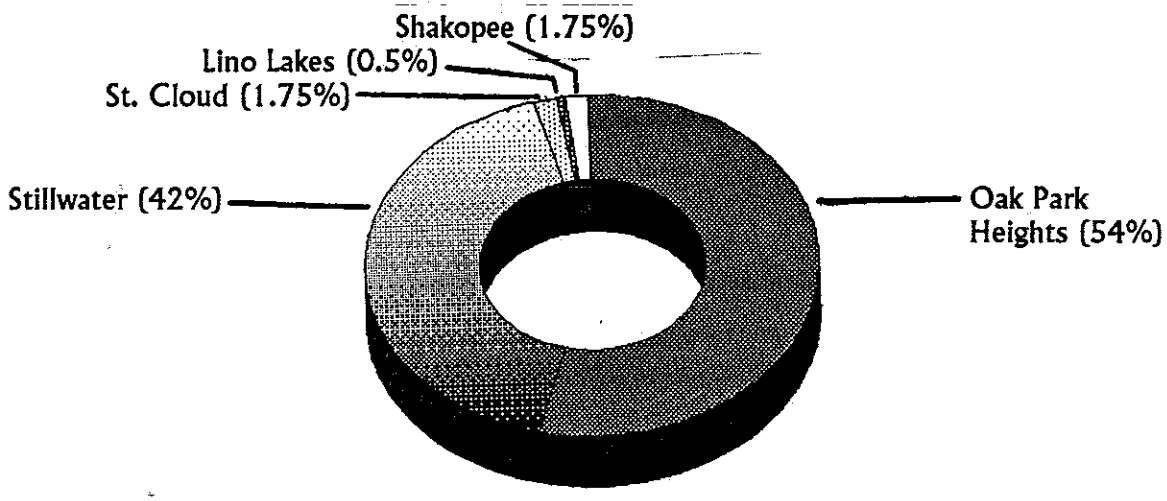
"My most heartbreaking request was from a 16-year-old who was in for murder. He had already spent three years there. He wanted information on how to get out. He didn't want to be there anymore."
Judy ~ LLSP Librarian, 1988-90

"One inmate wanted me to look up the 'Good Samaritan' law for him. He thought he might be able to use it, since he prevented his kidnap victim from jumping out of his car while he drove down the freeway."
Nancee ~ LLSP Librarian, 1986--

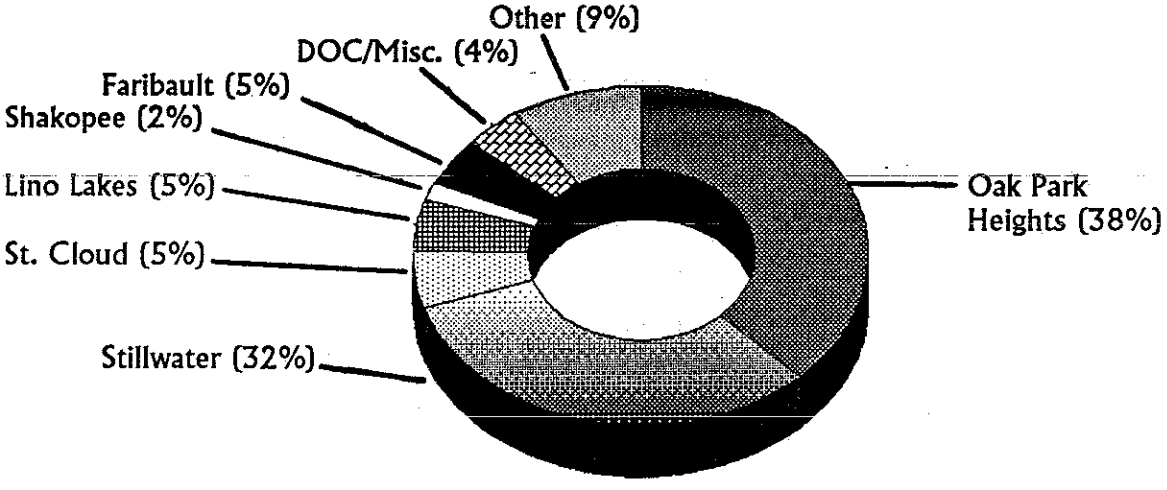
↘mileage

requests processed by institution

1985



1994



totals: 1985 = 2509, 1994 = 17550

DOC/Misc includes Red Wing, Willow River/Moose Lake, DOC Staff, and Minnesota inmates housed in facilities other than Minnesota correctional facilities.

Other includes prisoners housed in facilities not listed elsewhere, e.g., jails.

Odometer

These tables show the dramatic increases in Law Library Service to Prisoners activity from the first full year of operation to the present.

Institution	1985	1990	1993	1994	1985-94 % Change
Requests Processed					
Oak Park Heights	1359	5101	5521	6601	+ 385.7
Stillwater	1054	4056	5807	5666	+ 437.6
St. Cloud	41	617	1358	927	+ 2161.0
Lino Lakes	14	471	1043	868	+ 6100.0
Shakopee	41	209	227	282	+ 587.8
Faribault	--	94	641	810	
Red Wing	--	63	14	36	
Willow River/Moose Lake	--	32	49	108	
Housed Out-of-State	--	662	978	579	
DOC Staff	--	112	75	37	
Other	--	633	1282	1636	
TOTALS	2509	12050	16995	17550	

"Housed Out-of-State" includes inmates serving the remainder of their time in jails as well as those housed in other states.

"Other" includes inmates in institutions or categories not specifically listed. LLSP provides some assistance to any individual incarcerated in Minnesota as time and policy permit. In 1994 we processed requests from fifteen different jails, three federal institutions, and one state hospital, as well as requests from inmates in halfway houses, workhouses, on house arrest, and in a private prison. "Other" also includes requests from non-Minnesota prisoners housed in other states. We routinely refer them to law libraries near their place of incarceration. Prisoners from twelve other states contacted us in 1994.

Institution	1985	1990	1993	1994	1985-94 % Change
Individuals Assisted					
Oak Park Heights	100	210	162	294	+ 194.0
Stillwater	97	296	371	412	+ 324.7
St. Cloud	39	102	169	142	+ 264.1
Lino Lakes	13	45	120	120	+ 823.1
Shakopee	25	55	59	67	+ 168.0
Faribault	--	15	86	107	
Red Wing	--	2	2	3	
Willow River/Moose Lake	--	4	8	21	
Housed Out-of-State	--	7	12	25	
DOC Staff	--	24	26	20	
Other	--	86	171	208	
TOTALS	**274**	**846**	**1186**	**1419**	

"Individuals Assisted" is the total number of people LLSP provided information to within each institution. Due to inmate movement between prisons, an individual may have been counted more than once in the totals.

On-Site Meetings with Inmates					
Oak Park Heights	383	277	406	409	+ 6.8
Stillwater	308	332	593	483	+ 56.8
St. Cloud	72	200	301	269	+ 273.6
Lino Lakes	27	100	235	234	+ 766.7
Shakopee	35	95	86	101	+ 188.6
Faribault	--	9	134	195	
TOTALS	**825**	**1013**	**1755**	**1691**	

In addition, 161 MCF-Shakopee inmates received law library instruction during their orientation process in 1994.

tune~up

LLSP received three major donations in 1994 ~ all from the same source. Alliant Techsystems donated two copies of *American Jurisprudence 2d* (a legal encyclopedia) and a set of the *United States Code Service* (federal statutes). The encyclopedias went to MCF-Stillwater and MCF-St. Cloud, while the statutes went to MCF-Oak Park Heights. In addition, the Mower County Law Library donated *Corpus Juris Secundum* (a legal encyclopedia) to MCF-Moose lake.

The core collections suffered little theft at the institutions this year. Most facilities will only need to replace one or two missing items. LLSP is adding one title, *Federal Habeas Corpus* by Liebman and Hertz, to the core collection.

Three other titles will be dropped from the core collection: *Evidence* by McCormick and *Criminal Law* by LaFave cover materials handled elsewhere in the collection, and *Criminal Appeals* by Cromett and Gaut is no longer in print.

LLSP will order law books for any institution that requests it (payment will continue to be through the institution). As it has since the beginning of the program, LLSP will donate sets of *Minnesota Statutes, Minnesota Rules,* and *Laws of Minnesota* to the institutions at no charge.

"The purpose of this complaint is to make you aware that the law library here stinks and is grossly inadequate."

Inmate letter, July 1993

"The core collections continue to be an integral part of LLSP. Without these basic prison law libraries, providing effective law library service to prisoners would be next to impossible. LLSP evaluates the collections on an annual basis and seriously considers all inmate requests for new acquisitions. ... As important as the core collections are, it is equally important to recognize the connection with the State Law Library collection. ... As the prisoner develops theories, LLSP librarians can provide, from the State Law Library collection, further research tools to refine arguments and the primary resources to support them."

LLSP response to inmate lawsuit, 1992

Core Collection for Institution Law Libraries

RESOURCE		PUBLISHER
I.	Research and Writing Aids	
	1. Black's Law Dictionary	West
	2. Legal Research (Elias)	Nolo Press
	3. Uniform System of Citation	Columbia Law Review
	4. Handbook of Appellate Advocacy	West
	5. Guidebook to State Agency Services	Minnesota Documents
	6. Minnesota Legislative Manual	Secretary of State
	7. Minnesota Legal Research Guide (Soderberg)	Hein
II.	Primary Sources	
	1. Minnesota Reporter, 1978-current	West
	2. Northwestern Reporter Advance Sheets	West
	3. Minnesota Rules of Court	West
	4. Minnesota Statutes (every even year)	Minnesota Documents
	5. Minnesota Statutes Annotated (v. 16, 38/39, 40)	West
	6. Minnesota Rules (every odd year)	Minnesota Documents
	7. Laws of Minnesota (every year)	Minnesota Documents
	8. DOC Policy Manual (Table of Contents)	Department of Corrections
	9. United States Code Service Title 42 §§ 1861-2000e (3 vols) & Title 28 §§ 2241-2254 (1 vol)	Lawyers Co-op
	10. Federal Civil Judicial Procedure & Rules	West
	11. Federal Criminal Code and Rules	West
	12. Federal Sentencing Guidelines Manual	West
III.	Finding Tools	
	1a. Minnesota Digest 2d OR	West
	b. Dunnell's Minnesota Digest	Butterworth
	2a. Minnesota Practice (v. 1-3, 7-11) OR	West
	b. Minnesota Practice (v. 3, 7-11) AND Minnesota Civil Practice	West Butterworth
	3. Shepard's Minnesota Citations	Shepard's
	4a. Minnesota Practice (v. 14) OR	West
	b. Minnesota Family Law Practice Manual	Butterworth
	5. Custody Classification	Department of Corrections
	6. Federal Habeas Corpus Practice & Procedure(Liebman)	Michie
	7. Post-Conviction Remedies (Manville)	Oceana
	8. Prisoners' Self-Help Litigation Manual (Manville)	Oceana
	9. Rights of Prisoners (Mushlin)	Shepard's/McGraw-Hill
	10. Sentencing, Corrections, and Prisoners' Rights (Branham & Krantz)	West

mileposts

Law Library Service to Prisoners staff are involved in professional and promotional activities: attending training sessions, going to professional meetings, etc. Nancee Downing attended a Correctional Education Association conference in Omaha, Nebraska, in April 1994. She also visited the Oakdale Correctional Facility in Iowa to evaluate a law library contained largely on compact disc. The LLSP program was highlighted in an article by Karen Westwood which was published in *American Libraries*. Barbara Golden attended the annual *Criminal Justice Institute*, which gathers people involved in all aspects of criminal procedure to examine emerging issues.

LLSP has tracked the number of requests coming from inmates in jails. In 1994, LLSP made an effort to identify corrections inmates who were serving the remainder of their sentences in a jail or workhouse. These inmates receive the same service as those incarcerated in an adult correctional facility, and the program now tracks these requests differently from other jail requests. In addition, LLSP identified two jails which were generating a large number of requests. LLSP developed formal agreements with Ramsey County and Washington County Law Libraries to provide legal research assistance to inmates in their jails. These agreements enable inmates in those jails to receive quicker service, and jail workload for LLSP is reduced.

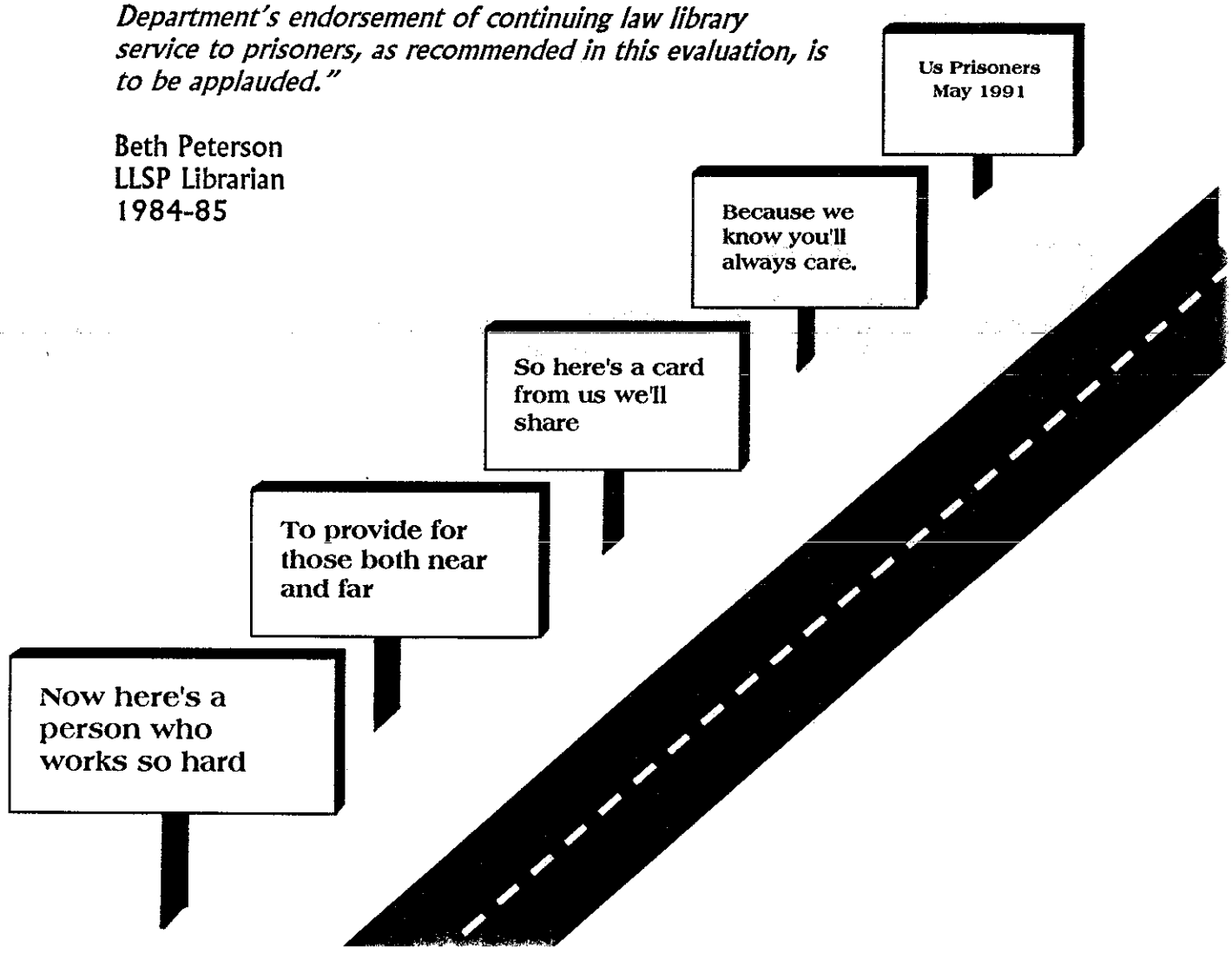
"This Law Library Service to Prisoners is great. To describe my gratitude is almost impossible, the best description I can give would be to compare it to a cold drink of water in the middle of the desert when you're dying of thirst."
Inmate letter, October 1986

mapping the course

In the ten years since LLSP began as a six-month project, what has remained constant is the commitment to quality law library service to inmates in Minnesota. This quote from *Law Library Service to Prisoners: Pilot Project Evaluation* is as true today as it was in December 1984.

"The Department of Corrections has embraced a comprehensive program of legal assistance and law library service to prisoners. This program is unique in the United States. The Department deserves to be recognized among corrections agencies throughout the country for its advocacy of inmates' rights to effective legal assistance through this program. It is to be commended for its support of the Minnesota State Law Library in this trial project. Where many state correctional agencies provide only one means of "access to the courts," the Minnesota Department of Corrections has laid the foundation for a multi-dimensional approach. The Department's endorsement of continuing law library service to prisoners, as recommended in this evaluation, is to be applauded."

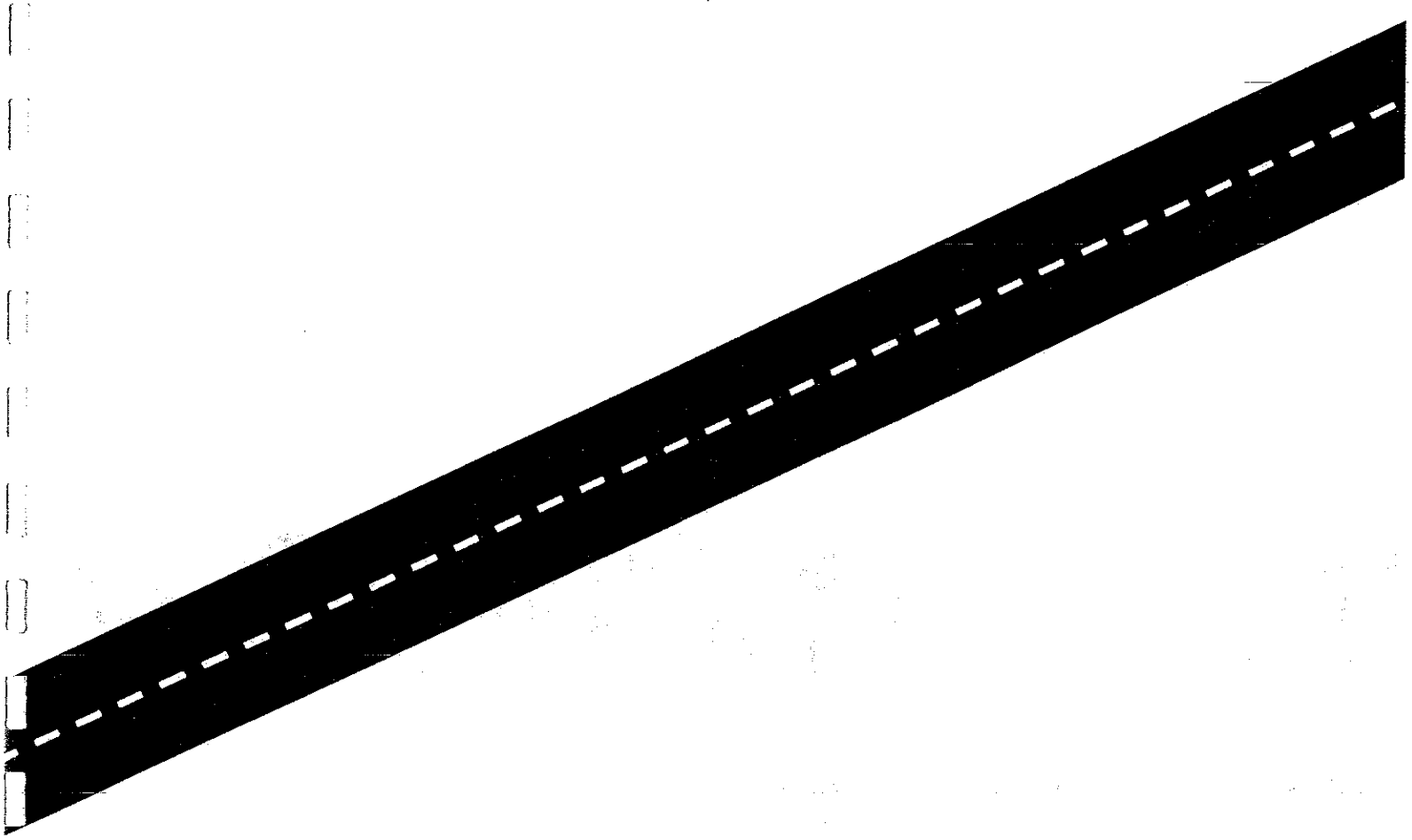
Beth Peterson
LLSP Librarian
1984-85



historical marker

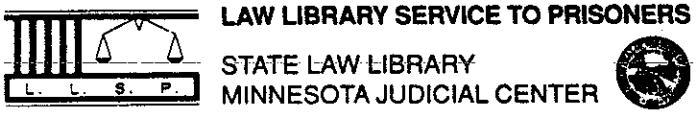
Law Library Service to Prisoners is truly a cooperative venture. In looking back over ten years, it is apparent that the vitality and success of LLSP is due in large part to those agencies and individuals who we consult on a regular basis. We especially thank ~

- Founders Marvin R. Anderson~State Law Librarian and Beth Peterson
- Minnesota Supreme Court~Law Library Committee, especially The Honorable Rosalie Wahl
- Minnesota State Law Library Staff
- Department of Corrections Central Office Staff, especially Jim Zellmer
- Minnesota Correctional Facilities Staff - especially Education Directors and Librarians
- Ombudsman for Corrections and Staff
- State Public Defender and Staff
- Office of the Attorney General
- LLSP Volunteers



The Law Library Service to Prisoners
1994 Annual Report was prepared by:

Barbara Golden
Nancee Downing
Karen Westwood
Tom DaBruzzi



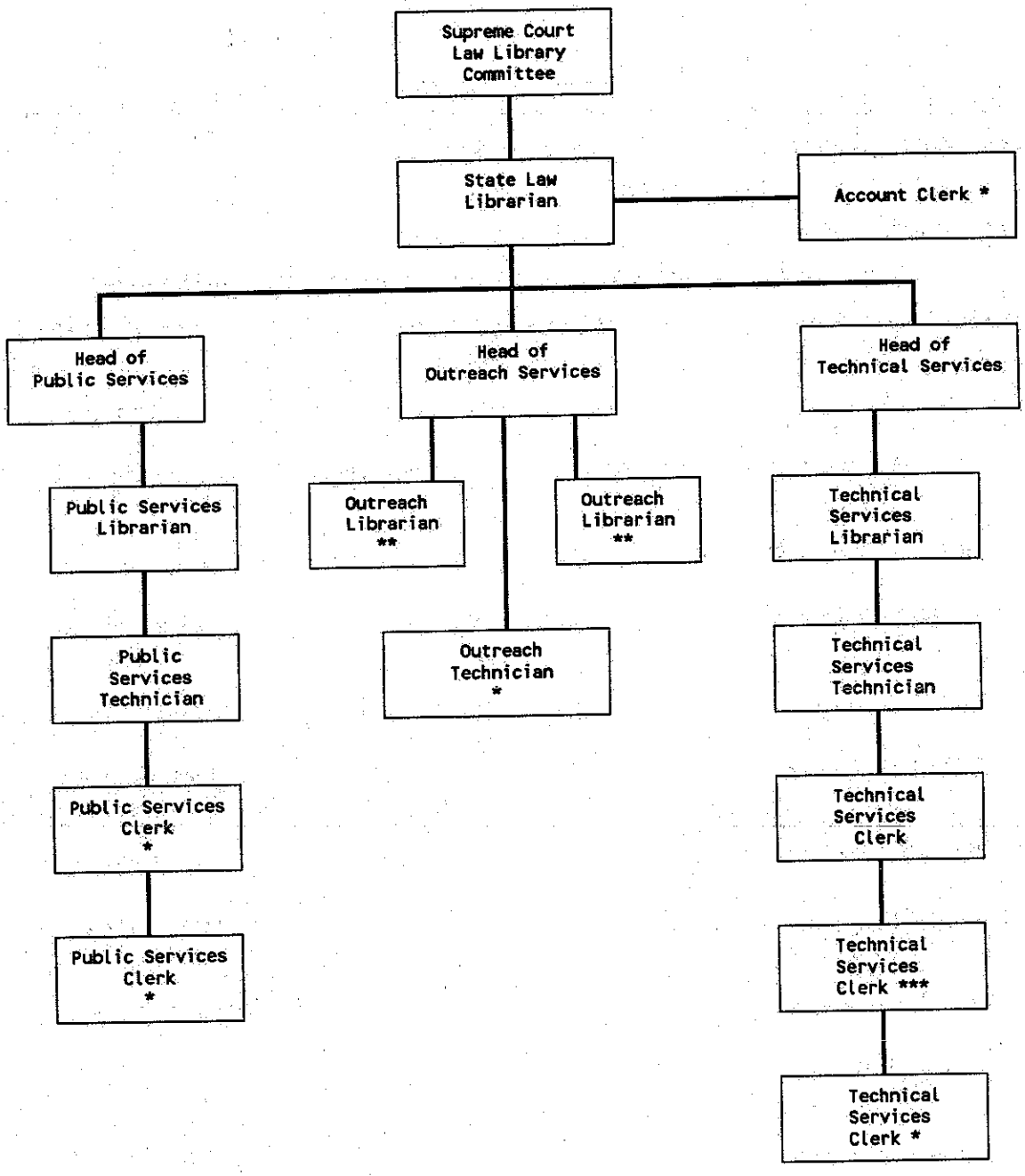
LAW LIBRARY SERVICE TO PRISONERS

STATE LAW LIBRARY
MINNESOTA JUDICIAL CENTER

25 CONSTITUTION AVENUE • ST PAUL, MINNESOTA 55155-6102

MINNESOTA STATE LAW LIBRARY

ORGANIZATIONAL CHART



(* = Part-time; ** = Contract employee; *** = Partial contract employee)

12/94