2000 ANNUAL REPORT:
TWENTY YEARS OF CHANGE

May 1, 2001

Minnesota State Law Library
First Rung on the Ladder of Justice

25 Constitution Ave., St. Paul, MN 55155

Preface

For this year's *Annual Report* the Department Heads of the Library chose an entirely new format – publication on the Internet. Instead of publishing, printing, and distributing close to one hundred copies on paper - as we have done in the past - we decided on a new format for a new millennium. Not only does publishing on the Internet save printing and distribution costs, but it also will allow our *Annual Reports* to be more widely disseminated than in the past. The URL for our *Annual Report* is *http://www.lawlibrary.state.mn.us/ar2000/ar2000.htm.*

Because the *2000 Annual Report* was published on the Internet, the paper copy that follows is not an exact replication of the original. The online document was reformatted to fit the printed page.

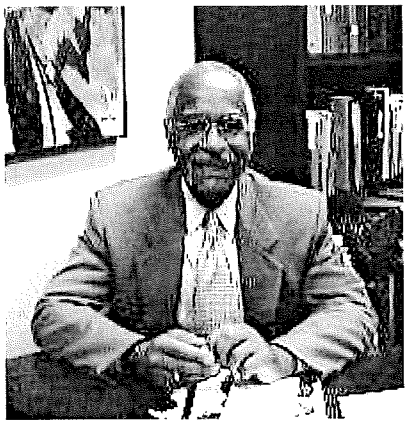
The first part of the *Report* consists of the personal reminiscences of the State Law Librarian and the Department Heads concerning changes in the Library in the past twenty years, or since the individual Department Head commenced working at the Library. Each Department Head has also provided an overview of significant work done within his or her department within the last year and a projection of what lies ahead for the department.

Following the departmental reports is an Appendix that includes each department's statistics for the year 2000, as well as the Internet links found within the body of the *Report*. If a link was created specifically for the *2000 Annual Report*, it is found within the Appendix. If not – for example a link to an already existing page of our Library website – it is not included. Departmental statistics and links are presented in the same order as the body of the *Report*.

Marvin Anderson	**Minnesota State Law Librarian**
Barb Golden	Electronic Services Librarian
Daniel Lunde	Head of Public Services
Dennis Skrade	Head of Technical Services
Karen Westwood	Head of Outreach Services

Minnesota State Law Library
FIRST RUNG ON THE LADDER OF JUSTICE

2000 Annual Report
Twenty Years of Change



From the State Law Librarian

Oh, the Changes I've Seen

On behalf of the Minnesota State Law Library, I am pleased to introduce our 2000 Annual Report as a web document.

Twenty years ago, I submitted my first annual report to the Minnesota Supreme Court. Produced on a manual typewriter - only five pages long - it set out the accomplishments of the past year and listed my objectives for the next one. In 1984, with the help of the library department heads, we expanded the report and established a standard format that reported on the work and accomplishments of each Library department. These reports were very informative and complete, providing a comprehensive view of the operations of a large public law library. Through the years, as the Library acquired better equipment (electronic typewriters, PCs), the physical appearance of the reports took on a more professional quality with multiple fonts, charts, graphs and other features.

Beginning with the 1997 annual report, we started experimenting with different formats. Last year, the annual report was published in a particularly special form to celebrate the 150th anniversary of the founding of the Law Library. Emulating a law review, we footnoted the 1849 hand-written report by the very first state librarian with similar and contrasting activities in 1999. *Why publish on the web?* Because, with this electronic version of our 2000 Annual Report, the Minnesota State Law Library witnesses the dawn of a new era in reporting a year's worth of

activity. While this report doesn't have the exquisite handwritten quality of the very first report or the utilitarian value of our reports in the 1980's and 1990's, it reflects our continual commitment to use our resources in new and creative ways.

Oh, the changes I've have seen, from candlelight and ink to cyberspace and html. It isn't very often that one is able to participate in an inauguration of a major program change. I was able to do so because I am fortunate to be part of a staff that shares, cooperates and supports the quest to be an outstanding public institution. I would like to hear from you about this report. Please send your comments - the good, the bad and the ugly - to marvin.anderson@courts.state.mn.us.

Marvin R. Anderson
State Law Librarian
Administrative Services Report

Administering Change

For the past twenty years, the focus of Library administration has been on two key areas. The first focus has been to build a staff of professional and non-professional librarians with a passion for public service and to provide leadership to them in the selection and development of Library programs and activities. Encouraging continuing education opportunities and the development of professional skills, along with constant administrative support, can inspire staff to seek new and creative ways to accomplish the Library's mission - often with little or no financial resources. The staff have used their collective skills to extend the Library's unique services to as many potential users as possible. While technology has added a whole new dimension to accomplishing the Library's mission and affected the mechanics of programs and activities, the credit for the Library's reputation as an exemplary public agency is due to the professionalism, commitment and dedication of its staff.

The second focus of administration has been to adapt to change and technology and keep the Library's organizational structure fluid enough to accommodate the challenges that these changes create. Technology has profoundly affected how people do legal research and how our Library operates. For example, how do you keep accurate statistics? Incredibly enough, some of our statistics have actually gone down recently. How can that be, especially when we are busier than ever? The answer is that the Internet and other online resources require a brand new approach, in fact a more holistic approach, to serving our patrons and tracking Library use with statistics. For example, we are now able to determine how many times a specific webpage has been accessed. Is that a reference question on our statistic form? Which department can claim the statistic? It's clear the Internet has been an incredible boon to libraries in providing information and services, but it has also in many ways blurred the distinction between library departments.

Administration also oversees special programs sponsored by the library. A few of these occurring in 2000 follow.

Back To School For Minnesota Constitution Day

Administration and the Outreach Services Department played key roles in the development and distribution of *Inside Straight: The Third Branch*, a video that introduces judicial concepts to junior and senior high school students. On October 13, 2000, over two hundred judges and attorneys went back to school to view the video with students and discuss the issues it raised. The Court Information Office estimates that over six thousand students watched

the video that day. Our Library worked closely with the Court Information Office, the Department of Children, Families and Learning, as well as with others - under the leadership of the Supreme Court and Court of Appeals - to make this day invaluable and increase awareness of the Minnesota Court System. The video was part of a three-year observance and celebration of the Minnesota Court System and was funded by the Minnesota Courts Sesquicentennial Committee with a substantial grant from Hubbard Broadcasting.

In Honor Of Wahl

In June, the Library presented retired Supreme Court Justice Rosalie Wahl with ***The Social Justice, Legal and Judicial Career of Rosalie Erwin Wahl.*** This is the twelfth publication by the Library in its *Minnesota Justices Series*. The volume is a compilation of articles, pictures, newspaper clippings, letters, commendations, judicial opinions, and essays by or about Justice Wahl. The book was presented to Justice Wahl during an Extraordinary Session of the Minnesota Supreme Court.

Getting The Word Out

In 2000, the Library received a grant of $2800 from the Minnesota Library Foundation. The objective of the grant was to make two target groups more aware of the services the Library offers. Posters will be sent to every public library in Minnesota, in an attempt to reach people researching legal issues in their public libraries. The other targeted group includes solo practitioners and small-firm attorneys, lawyers who are not likely to own extensive legal collections. Our goal is to make them aware of the many ways the Library can assist them in their practices. The posters and communications to the attorneys will be mailed in 2001, with a report to be delivered to the Minnesota Library Foundation during the summer.

Electronic Services, Embraceable You

When I joined the staff in 1983, the Library had already begun to embrace the new electronic information age with the same "can do" spirit of providing public access that inspires every Library program. For example, in the early 80s, there was a need for low-cost access to Westlaw - a powerful new computer-based legal research tool - for the average citizen and practitioner of limited means. With the help of a grant from West, the Library installed a terminal in 1982 dedicated solely to Westlaw. A research service was born which continues to this day. Now, of course, Westlaw is available through the Internet.

Recognizing that changes were coming, library staff issued a report in December 1982 entitled "Microcomputer Automation at MSLL". Besides stating that we must purchase personal computers to enhance library services, this report recognized the need for a computer librarian to guide technological development.

Adding PCs turned out to be the easy part. I was there in 1983 to take part in purchasing the Library's first personal computer with funds raised by the Friends of the Minnesota State Law Library. Now there are PCs throughout the Library with high-speed access to the Internet - essential basic tools. In contrast, the creation of the Electronic Services Librarian position took 15 years, with its germination in that December 1982 report, its birth as a budget request in 1988, and childhood development through numerous library reports, e.g., the Library's *1992 Annual Report Part II: Initiative for the Future*, until the position became a reality in 1997. The final impetus was the launching of the Library's website.

One phenomenon that our 1982 staff did not imagine was that the newly defined entity called the Internet would redefine the world of information. In 1991 the World Wide Web (www) was launched. This technology revolutionized the Internet and brought it into the homes of millions. With the help of interns and volunteers, the Library was able to launch its own website in January 1997. In 2000, there were more than a million hits on our website. Embracing the web has definitely extended the "first rung on the ladder of justice" by offering Library services to our citizens wherever they may be.

Barbara Golden
Electronic Services Librarian
Electronic Services Report

Where Have You Been for Twenty Years?

Nearly twenty years ago, our Library staff recognized that computers would dramatically change libraries and the profession of law librarianship. Our first computer was purchased in 1983. As unlikely as it seems, this very computer - an early Texas Instruments PC with a 10-megabyte hard drive, 128k memory - is still used to print book labels. In contrast to that first computer, most of the Library's PCs today have a six-gigabyte hard drive, 32MB memory. Realizing the importance and necessity of computer technology to library development, the Library first stated it's need for a computer guru in the December 1982 report *Microcomputer Automation at MSLL*. Fifteen years later, an Electronic Services Librarian was hired to maintain the Library's website (which includes the Minnesota appellate courts opinion archive), advise on the purchase of electronic format materials, and consult on the efficient and effective use of information technology by the Library's staff and patrons.

It's a Hit

The case archive webpage receives the most visits of any page on the Library's website. In 2000, it received over one million hits, with the most popular Supreme Court opinion getting more than 400 hits. The most popular Court of Appeals case received more than 350 hits. Because the Clerk of the Appellate Courts leaves opinions online for only one week, the Library performs an invaluable service by archiving appellate decisions and making them searchable back to May 1996. [Top Cases of 2000]

You Mean You Can Get All *That* on the Web?

The Library website continues to develop and expand. Among its features are the following: links to Minnesota legal resources (including a comprehensive listing of municipal ordinances); a list of other state law library websites; a directory of Minnesota county law libraries; the Library's online catalog; Library information, history and publications; as well as links to the Minnesota appellate courts and many other legal sites. [Top Pages of 2000]

AskMarvin@courts.state.mn.us

Twenty years ago, the standard way to ask a reference question was to do so at the reference desk or, possibly, to telephone the Library. Today, we've added a new reference dimension, one that allows a reference question to come from anywhere in the world - almost instantaneously. New in 2000 is the option and availability of e-mail reference. Library staff will either answer the question, if possible, or provide an appropriate referral to an attorney, agency, or other library. The Library response is delivered by return e-mail or, occasionally, by phone. Patrons can now obtain reference assistance by e-mail, telephone, U.S. mail, and in-person.

Moving Online

In 2000, the Library began offering access to *KeyCite* and the I*ndex to Legal Periodicals* over the Internet. The *Index to Legal Periodicals* provides citations to articles published in legal journals and law reviews. *KeyCite* allows you to track the history of a published court decision and find citations for all of the cases that examine, discuss, or otherwise refer to the original case.

In the past, these titles were in paper format, but the new online versions offer more powerful searching and up-to-date information, as well as an ease of use not dreamed of in the past.

For the Public, Service is Key

I came to the Law Library during the summer of 1980, not long after Marvin Anderson was appointed the Minnesota State Law Librarian. That time now seems like the good-old-days to me, but in retrospect it wasn't all good. The technology we used consisted of IBM Selectric typewriters, single-line phones and a slow old elevator up to our cramped quarters in the Ford Building on University Avenue.

Amazingly enough, under Marvin's direction and leadership, the Library's mission in 1980 was exactly what it remains today. *Our intent - then and now - is to provide quality access to essential legal materials or information to anyone who needs it*, whether they are prisoners, pro se patrons, students, lawyers, law firm employees, law clerks, judges, or state employees. If someone needs access to legal information, we'll do everything we can to help them, within our established limits.

The remarkable thing about our progress over the past two decades is that the technological tools for accomplishing our mission have multiplied and made the effort much easier. Think about it: fax machines, dry-toner copiers, Voicemail, computers, online legal research, CD-ROMs, E-mail, Web sites, and more. None of this existed at MSLL in 1980 – and neither did any of the Library's numerous programs that we have established to accomplish our mission. To quote a sixties Rock band: *What a long strange trip it's been*. Indeed, but what a splendid and productive trip!

Daniel Lunde
Head of Public Services
Public Services Report

Thank You For Calling, Faxing, E-Mailing Or Visiting The Library

The Public Services Department is responsible for reference, circulation, interlibrary loan, photocopying and faxing materials, as well as other public services functions of the Library. In that regard, the Department responsibilities at the Library are not that different from twenty years ago. Our mission is the same, and many of our techniques and procedures are the same - for example, the reference interview - but the tools for providing assistance or information have changed dramatically.

In the past, Library staff provided answers to many questions that are now easily answered by the patron viewing the many individual webpages of the Library's website. Also in the past, patrons were encouraged to visit the Library to do legal research or check out a book, or Library staff would fax or mail out a statute, case or regulation. Today, the Reference Librarians often refer the patron to a specific Internet website instead, at which the patron can research a topic or copy information. Different methods of information delivery (online, Internet, CD-ROM, microfiche, etc.) require librarians to instruct and encourage patrons in using the information product, whatever its format.
We fully expect that trend to continue within the foreseeable future. Whatever changes time and technology bring, however, we will continue to assist our patrons with their research in the best way possible, using whatever means are available and necessary.

Staying The Course - Or Doing What We Do Best

The Department continued its high level of service with almost 15,000 reference questions answered, over 8000 Library items borrowed, almost 3500 pages copied and mailed out to patrons, and almost 2000 pages faxed. The Department provided interlibrary loan service to the appellate courts and Westlaw database searches for our patrons on a cost-recovery fee basis. As always, we continued to serve the appellate and lower courts, the Legislature, executive agencies, other governmental bodies, other libraries, attorneys, students, and the general public.

MSLL – Library For The World

We deliver information and assistance to individuals and organizations all over the world. The examples that follow reveal the breadth and variety of our services:

A post-graduate student from Germany contacted us during the summer of 2000. She was researching the cultural and legal aspects of rape in the Hmong community. Over the course of seven to eight months, we assisted her and provided her copies of briefs, transcripts and court documents. A patron from Macquarie University Library in Sydney, Australia, contacted us by interlibrary loan in the early winter of 2000. A court decision was delivered to the patron.

These examples are only two of the more exotic questions and requests we received last year from all over the United States and the world. Most of our assistance was provided for the Minnesota Judicial Center staff and our large and varied local patron-base. We literally received thousands of requests by phone, fax, e-mail, and interlibrary loan. We even assisted patrons the old-fashioned way: within the Library using books.

Reference And Beyond

The Department does many things in addition to providing reference service, lending books and other library materials, and providing interlibrary loan. *Loquitur*, the Library's newsletter, bibliographies, and pathfinders are created for patron use. Many tours are given each year to groups of librarians, lawyers, law clerks, judicial staff, and the public – in fact to any interested patron or group. Each spring and fall we organize a series of Showcase events with guest speakers on many topics. The Department staff, in cooperation with other Library staff, maintains our Library's many collections. Inevitably, this requires several massive shifts of materials each year. We have also established a sizable popular reading book exchange consisting of hundreds of volumes that our patrons may have for free. We take a broad view of

the role of Public Services and plan many events that bring our staff together with our patrons for an exchange of information or - sometimes - just for fun!

Still Reaching Out
After All These Years

I don't like to think of myself as old, but when I look back at what I learned in library school and compare it to the work I do now, I feel like I'm part of living history!! The Outreach Service Department didn't even exist twenty years ago, and now it includes two major programs (Law Library Service to Prisoners and The County Law Library Program), three full-time and two part-time employees, and a computer on every desk!

I do get wistful for the days of drafting reports with a #2 pencil, and flipping through an actual card catalog, but for the most part I strongly believe that we are providing better service, more efficiently and effectively than ever before. Technology is a large part of why we are able to do so. With our staff dedicated to helping inmates and outlying county law libraries, we're looking forward to the next twenty years and the challenges and successes that lie ahead.

Karen Westwood
Head of Outreach Services
Outreach Services Report

Still Reaching Out After All These Years

The Outreach Services Department was established to provide advice and assistance to county law libraries throughout Minnesota. For twenty years the County Law Library Program (CLLP) has provided such assistance through on-site visits, its newsletter, an annual training conference and manual for county law library managers, and telephone and e-mail consultations.

For sixteen years the Department has participated in an Inter-Agency Agreement with the Minnesota Department of Corrections to provide law library service to inmates incarcerated in Minnesota. Circuit-riding prison law librarians and legal collections in individual prisons provide this assistance. Law Library Service to Prisoners (LLSP) has grown from one full-time librarian with one half-time assistant (serving five prisons) to two and one-half full-time librarians with one half-time assistant (serving eight prisons).

CLLP will continue to help counties provide the highest quality law library service to their patrons, and the program will continue to expand the collaborative system among the county law libraries and with our Library. LLSP anticipates the ongoing challenge of providing legal research skills and information to increasing numbers of inmates.

From Asphalt to Electronic Highway

The first County Law Library Program Librarians visited each of the eighty-five county law libraries in Minnesota. Currently, site visits are made upon request, and the CLLP Coordinator visits about one dozen each year. Now, more consultations take place by e-mail, and the CLLP Coordinator anticipates saving postage costs by eventually distributing the *County Law Library Bulletin* online. There are several other possibilities for using technology to boost the program: a chat group for county law library managers, e-mail alerts of breaking news, and perhaps even electronic resources housed in one location and shared by several county law libraries.

Getting Books Into The Right Hands

Twenty years ago, many county law libraries lacked some basic primary Minnesota resources. Now, CLLP distributes *Minnesota Statutes*, *Minnesota Rules*, *Laws of Minnesota* and the *Legislative Manual* to county law libraries that need them. In addition, LLSP distributes the same titles to prisons for their legal collections. CLLP facilitates exchange of materials among libraries and makes replacement volumes available to counties. The Library's storage collection allows county law libraries to discard materials for space reasons - with the assurance that copies of older materials can be obtained from the Library.

Locked Up, But Not Locked Out

In 2000, LLSP provided record levels of service to its inmate clients and processed more than 24,000 requests (a 17% increase over 1999). In July, a half-time position was added to provide service to the new institution in Rush City. It has been several years since LLSP has added staff, and we are pleased that the Department of Corrections continues to value and fund this important program.

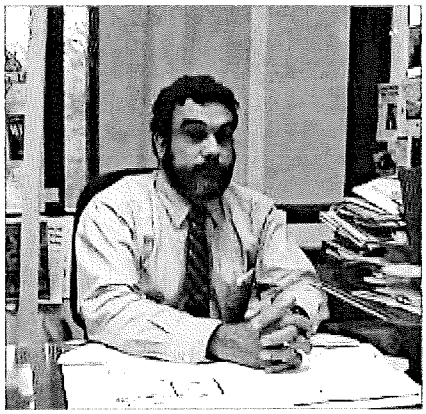
I Want my ITV

When the Minnesota Correctional Facility at Moose Lake opened in 1995, its distance from the Library posed a problem for LLSP. The solution: using interactive television. The LLSP Librarian assigned to assist Moose Lake prisoners uses the videoconference facility in the Centennial Office Building, which is across the street from the Judicial Center. This arrangement saves drive time and still allows for a *face-to-face* interview. A LLSP Librarian visits the institution quarterly, but in between site visits uses the videoconference technology to provide high-quality reference service to distant inmates. ITV is being considered for two other institutions as well.

Rush to CDs

In 2000, LLSP Librarians established a core collection of Minnesota legal titles at the new prison in Rush City. Two other Minnesota Correctional Facilities have purchased primary Minnesota materials (cases and statutes) on CD-ROM, and other prisons are interested in this format. The CD-ROMs save valuable space at the institution, allow for more powerful searching,

and introduce inmates to computer technology. LLSP continually seeks efficient and cost-effective ways of building and maintaining the prison law library collections.



Highly Technical Services

I succeeded Sara Galligan as Head of Technical Services in May 2000. Sara led the department through the changes we have experienced in the past sixteen years. I have benefited as the current Head of Technical Services from knowing her and it will be difficult to follow in her footsteps. Sara hired me in February 1986. She assured me there was much to be done and Marvin reiterated that statement by saying, "he hoped I was not afraid of hard work and getting dirty". In the years I've been here there has been much hard work (the clean type) cataloging. We cataloged everything in sight including an apple pie, a stroller and staff members. There was plenty of the dirty variety as well, working at storage, dusting books, cleaning shelves, moving books, and reshelving the whole collection when we moved it to the Judicial Center in 1990.
It has been a satisfying fifteen years. I've seen the library accomplish many goals. The Special Collections room was established housing a choice selection of rare and unique books. The County Law Library Program has grown, providing professional cataloging to eleven county law libraries in nine of the ten judicial districts. (Hennepin County Law Library, which provides services to the fourth judicial district, has its own cataloging staff.) We implemented an outsourcing program that provided professional cataloging services to state agency libraries. This program outgrew the staff and, in a joint venture, MINITEX assumed the primary role.
I plan to continue the tradition and meet the goals established by the department and the Library. It helps having an excellent staff that has done much to make Technical Services a great department and MSLL the legendary institution it is today. We look forward to continuing this tradition of excellence and bringing the department into the 21st century with the new technologies and applications from MnLINK.

Dennis Skrade
Head of Technical Services
Technical Services Report

Highly Technical Services

The Technical Services Department of the Library is responsible for the ordering, receiving and cataloging of books and other media for the Library's collection. In addition, the Department catalogs for ten county law libraries throughout Minnesota. The Department serves as a micropublisher of Minnesota appellate courts briefs for county and academic law libraries.
Twenty years ago, this process was done entirely manually. Today, computers are used for

ordering, tracking costs, cataloging, labeling and processing. In some cases the books themselves can be read only by using a computer. In the future, we anticipate more ordering by computer, a serials/periodicals check-in system, and the continuing challenge of different formats for information (DVDs, etc.).

How Would You Like Your Book Today?

In reality, the Library collection is not ***only*** books. Other formats, including pamphlets, microfiche (first cataloged in 1981), videotapes and CD-ROMs (both first cataloged in 1990), and Internet websites (first cataloged in 1998) are all part of the Library collection. Departmental staff is continually assessing how we can make sure our patrons know about ***all*** of our resources. How we catalog these items and provide access is only one question raised by these formats. When ordering materials, we need to balance issues such as cost, space, user-friendliness and stability (for our archival collection we need technology that will last and paper is a good medium for this!). Electronic format items added to our collection in 1999 totaled 114 and soared to 464 in 2000. Ordering legal materials now is more complex than ever before, and the future promises more challenges with the DVD format, more Internet products and perhaps technologies as yet unknown.

Books Are Still Our Bread And Butter

Technology has changed many procedures in the Library and made searching books and indices simpler and more powerful. Nevertheless, at our Library the vast majority of the collection is still in print form and is likely to stay that way. The Library collects judicial opinion reporters, as well as statutes for all fifty states. Because of this commitment, and the fact that few states have competitive publishers of these publications, we are at the mercy of publisher price increases. In the past several years, these ongoing subscriptions have consumed an ever-increasing portion of our materials budget. We have cancelled many titles and spend an enormous amount of time devising ways to save costs in order to maintain the integrity of these core collections. Also, as money permits, our preservation program continues to bind selected distressed volumes.

Better Living Through Catalog Access

Cataloging statistics for 2000 (4544 items cataloged) show a marked increase over 1999 (1359 items). This is due to the cataloging of our government documents collection (government documents were cataloged only sporadically before). Better catalog access will increase the use of this important legal collection. We cataloged 1240 titles for county law libraries last year. With the coming of MnLINK, we will realize a long-time dream: an online catalog of legal resources that extends statewide and includes law libraries and state agency libraries, as well as public and private institutions.
http://www.access.gpo.gov/su_docs/index.htmlhttp://www.access.gpo.gov/su_docs/index.html

What's Up Docs?

The Library is a selective government depository and has developed a unique program in which we share documents with 23 state agency libraries. We obtain government documents from GPO and disburse them to these libraries for a very modest processing fee. The Department

processed 8242 documents in 2000. Of that number, fiche accounted for 4813 pieces or over half. Librarians follow the U.S. Congress closely with regards to funding of the Government Publications Office. When funding decreases, we fear that less material will be available to the public through the GPO Federal Depository Program. In recent years, many Government Publications have been transferred to microfiche, and lately to the Internet. How this will affect long-term access to these items is a topic of lively debate among librarians. At the Library we place direct links into our online catalog (e.g., bensguide.gpo.gov), so if a document is available on the Internet, the patron simply has to click on the link in the catalog record and jump directly to the document. The Library is also a full depository for state documents.

What's So Special?

We are proud of our special collections of rare and unique books, which currently totals approximately 1900 volumes - with a few volumes added each year. One of the gems of this collection is the *Trial Collection*, which was fully annotated by Harold Jordan, a retired lawyer volunteer at the Library. This collection consists of books concerning trials by and large from the United Kingdom and the United States. Most interesting is the almost complete set of 'British Notable Trials', which is a wonderful historical set of volumes. We instituted our first annual *Governor Elmer L. Andersen Rare Books Lecture* on November 2, 2000. Our first presenter was Doug Thompson, a renowned St. Paul defense lawyer, speaking on "Whiskey and Wisdom from the Bar." Mr. Thompson used many of the resources available in Special Collections in preparation for his lecture. Some other special collections at the Library are:

- The most extensive historical collection of Minnesota agency rules and regulations.
- The *Minnesota Justice Series*, which compiles articles, photos, newspaper accounts, letters, commendations, judicial opinions, and essays by and about retired Supreme Court Justices.
- The official depository for the
  - State Justice Institute,
  - Council of Appellate Staff Attorneys, and
  - Minnesota Sentencing Guidelines Commission.

99 Volumes Of Briefs On The Wall

Since 1982 the Library has bound and microfiched Minnesota appellate court briefs. We receive a copy of the brief for each published opinion: the Library then binds and microfiches them and make them available for the public and our patrons. In the year 2000, 99 volumes of briefs were bound. The Library is proud to own paper copies of Minnesota Supreme Court briefs, commencing with the very first opinions issued in 1867. This collection now includes Court of Appeals briefs dating from the court's creation in 1983. Briefs for cases currently before the courts are also available. Of great import in 2000 was the transfer of one early set of these valuable briefs to the Archives Center at the University of Minnesota. The Library currently archives a set of briefs in microfiche (beginning with volume 300 of *North Western Reporter*, Second Series) with the Department of Administration. Storing a second set of hardbound volumes and microfiche off-site is good disaster planning and something the Library has sought for years. The second set of these volumes is available for interlibrary loan and accessible to more potential patrons.
http://www.mnlink.org/http://www.mnlink.org/

Getting More Connected

In the days before telephones and computers, your local library was often your entire universe of knowledge. Today, the Minnesota Legislature has mandated a statewide library catalog system. This means a patron in Black Duck, Minnesota, can access the online library catalog, locate material in libraries throughout the state, place his or her own interlibrary loan request, and a few days later pick up the items right there in Black Duck. This level of connection and cooperation was only dreamed of twenty years ago. In preparation for this new system (MnLINK), The Library has cleaned up the collection, discarded out-of-date books, barcoded each item, and edited the online catalog. Soon, the paper-and-pencil checkout we know so well will be replaced by an automated system, we'll track our periodicals with the new system, and patrons will be notified electronically of books overdue or being held for them. For more information, visit the MnLINK website at www.mnlink.org.

Appendix

to the

2000

Annual

Report

The Minnesota State Law Library: Website Statistics for the Year 2000

The Minnesota State Law Library homepage was hit 126,720 times during the year 2000. In addition, 67 other pages within the website were hit 141,648 times. The following are the top ten pages, other than the homepage, requested in 2000.

27,636 hits -- Minnesota Legal Resources
Links to Minnesota primary and secondary sources available through the Internet, e.g., statutes, cases, and municipal ordinances.

14,495 hits -- Quick Index
Outline of the website.

9,198 hits -- Current Supreme Court Calendar
The calendar has been moved to the Minnesota State Court System website.

6,807 hits -- Library Information
General information about the Minnesota State Law Library.

4,871 hits -- Other Links
Links to libraries, bar associations, and other recommended websites.

4,437 hits -- MSLL Publications
Publications produced by Library staff.

3,843 hits -- County Law Library Directory
Addresses and other contact information for the 85 county law libraries in Minnesota.

3,782 hits -- Guided Tour
Table of contents to "On the Road Again: A Guided Tour of Selected Sites on the Information Superhighway," e.g., federal law sites and recommended search engines.

3,302 hits -- Docket Series - Opinions
Description of the various opinions and orders released by the Minnesota appellate courts.

3,143 hits -- Other State Law Libraries
Links to other state law library websites.

The Minnesota State Law Library: Opinion Archive - Statistics for the Year 2000

The Minnesota appellate opinions archive was hit 1,167,108 times during the year 2000. 8,071 cases were retrieved. The following are the ten cases most requested in 2000.

400 hits -- *DLH, Inc. v. Russ*
Minnesota Supreme Court: appeal arising from a dispute over title to 1.54 million shares of common stock of Damark International, Inc. (Filed June 19, 1997)

386 hits -- *Northwest Racquet Swim & Health Clubs, Inc. vs. County of Dakota*
Minnesota Supreme Court: appeal of property assessment (Filed January 23, 1997)

365 hits -- *Domtar, Inc. vs. Niagara Fire Insurance Company, et al.*
Minnesota Supreme Court: scope of comprehensive general liability insurance for environmental contamination (Filed May 29, 1997)

359 hits -- *Granite Valley Hotel Limited Partnership vs. Jackpot Junction Bingo and Casino*
Minnesota Court of Appeals: district court may properly decide issues of sovereign immunity and jurisdictional consent without deferring to the jurisdiction of the tribal court, if retention of jurisdiction does not interfere with matters of tribal self-government (Filed February 18, 1997)

349 hits -- *In the Matter of the Application of Northern State Power Company for Approval of its 1998 Resource Plan*
Minnesota Court of Appeals: regulation of full core off-load storage requirements at nuclear generating plant (Filed January 18, 2000)

339 hits -- *In the Matter of the Quantification of Environmental Costs* (Filed May 19, 1998)

334 hits -- *In the Matter of the Northern States Power Company Application for Certificate of Site Compatibility for the Goodhue County Independent Spent Nuclear Fuel Storage Facility* (Filed May 13, 1997)

319 hits -- *Employers Mutual Casualty Company vs. A.C.C.T., Inc.*
Minnesota Supreme Court: subrogation waiver clause found in the standard American Institute of Architects' contractor agreement (Filed June 25, 1998)

316 hits -- *Goeb vs. Tharaldson*
Minnesota Supreme Court: *Frye-Mack* standard for admissibility of scientific evidence (Filed August 17, 2000)

312 hits -- *Dealers Manufacturing, Co. vs. County of Anoka*
Minnesota Supreme Court: whether a taxpayer challenging a property tax assessment is entitled to a reduction in the assessed value of contaminated property based on stigma (Filed August 10, 2000)

The Minnesota State Law Library: Statistical Summary of 2000 Public Services Activities

Photocopies	
Requests made	181
Pages Copied	3448
Total cost of postage	$126.11
Total cost of patron	$1580.61
Telefacsimile	
Total transmissions	697
Total number of pages sent	1940
Total received	750
WESTLAW	
Number of billable searches	42
Amount of Westlaw usage	54 minutes, 13 seconds
Selected Circulation Statistics *	
Government charge-outs	22%
Non-government charge-outs	78%
Number of items charged out	8060
Selected Reference Statistics *	
Patron Category	% of Questions
Appellate Courts	15%
Attorney General	1%
Legislature	2%
Other government	4%
Library	20%
Attorney	23%
Public	30%
Student	5%
Total number of E-mail questions	60
Total number of Questions	14,672
Interlibrary loan	
Requests from other libraries	214
Requests made to other libraries	113

* These statistics for total number of items charged out and total number of questions are projections based on twelve random weeks (one week from each month) from the 2000 calendar year.

The Minnesota State Law Library: Law Library Service to Prisoners: 2000 Statistics

STATISTICAL SUMMARY

LLSP ACTIVITIES	1998	1999	2000	1999-2000 % CHANGE
Requests Processed	20017	20581	24171	+17.4 %
On-site Meetings with Inmates	1796	1678	1859	+10.8 %
Individuals Assisted	1347	1287	1476	+14.7 %

"**Requests Processed**" quantifies the activities involved in providing law library service to prisoners. "**On-site Meetings with Inmates**" represents the number of inmate reference interviews conducted in-person and by interactive television. "**Individuals Assisted**" indicates the total number of people to whom we provide information whether in-person, by telephone, or through the mail.

REQUESTS PROCESSED

FACILITY	1998	1999	2000	1999-2000 % CHANGE
Stillwater	6257	5940	5922	-.3
St. Cloud	1792	1822	2446	+34.2
Faribault	1753	1573	1972	+25.4
Lino Lakes	1323	2002	2684	+34.1
Oak Park Heights	5131	5745	5927	+3.2
Willow River / MooseLake	1038	948	786	-17.1
Shakopee	442	634	819	+29.2
Rush City			654	
MN Inmates Under Contract	679	681	684	+.4
DOC	63	75	60	-20.0
Other	1535	1151	2185	+89.8
TOTALS	**20017**	**20581**	**24171**	**+17.4**

Note: "**MN Inmates Under Contract**" includes Minnesota inmates housed in other states. "**Other**" includes inmates in facilities not specifically listed above, including county jails. LLSP provides some assistance or referrals to any individual incarcerated in Minnesota as time and policy permit. In 2000 requests were processed from twenty-six county jails. Non-Minnesota prisoners housed in other states are routinely referred to law libraries near their place of incarceration. At the beginning of year 2000, Red Wing became a juvenile facility for males. LLSP received one request in 2000, the same as the previous year, from Red Wing.

INDIVIDUALS ASSISTED

FACILITY	1998	1999	2000	1999-2000 % CHANGE
Stillwater	290	362	380	+5.0
St. Cloud	194	199	229	+15.0

Faribault	195	189	209	+10.6
Lino Lakes	160	100	153	+53.0
Oak Park Heights	187	242	246	+1.7
Willow River / MooseLake	104	68	72	-5.9
Shakopee	105	128	130	+1.6
Rush City			51	
MN Inmates Under Contract	26	26	28	+7.7
DOC	19	24	16	-33.3
Other	173	167	218	+30.5
TOTAL ASSISSTED	**1374**	**1287**	**1476**	**+14.7**

Note: "**Individuals Assisted**" is the total number of persons to whom LLSP provided information in each facility. Due to the movement of inmates between facilities, an individual may have been counted more than once in the facility statistics. If an inmate is transferred from one facility to another and requests information through LLSP from both institutions, then that same inmate will be counted *twice*—once for each facility. However, in the "**Total Assisted**" row, transferees are counted once. For this reason, the numbers in the facility statistics section of the above table may not add up to the totals indicated in the "Total Assisted" row.

ON-SITE MEETINGS WITH INMATES

FACILITY	1998	1999	2000	1999-2000 % CHANGE
Stillwater	386	331	416	+25.7
St. Cloud	159	337	320	-5.0
Faribault	473	426	387	-9.1
Lino Lakes	349	218	306	+40.3
Oak Park Heights	202	157	178	+13.3
Willow River / MooseLake	108	60	75	+25.0
Shakopee	119	149	139	-6.7
Rush City			38	
TOTALS	**1796**	**1678**	**1859**	**+10.8**

Note: The numbers for MCF-Willow River/Moose Lake include visits conducted via interactive television. In addition, 220 inmates at MCF-Shakopee received an introduction to the law library conducted by the LLSP Librarian during their orientation process in 2000.

The Minnesota State Law Library:
Law Library Service to Prisoners:
2000 Core Collection and
Recommended Retention Schedule
For Prison Law Libraries

Research and Writing	Retention Codes
1. Black's Law Dictionary, 7th edition	A
2. Legal Research (Elias)	C
3. Uniform System of Citation	C
4. Handbook of Appellate Advocacy	C
5. Guidebook to State Agency Services	C
6. Minnesota Legislative Manual	C
7. Minnesota Legal Research Guide (Soderberg)	C
Primary Sources	
1. Minnesota Reporter, 1978-current	Co
2. Northwestern Reporter Advance Sheets	S
3. MN Supreme Court & Court of Appeals Syllabus of Opinions	M
4. Minnesota Rules of Court	5
5. Minnesota Statutes (every even year)	10
6. Minnesota Statutes Annotated (v. 11, 16, 38/39, 40, 49)	C
7. Minnesota Rules (every odd year)	C
8. Laws of Minnesota (every year)	C
9. DOC Policy Manual (Table of Contents)	C
10a. United States Code Service [Title 42 §§ 1983 (2 vols) & Title 28 §§ 2241-2254 (1 vol)] *OR* 10b. United States Code Annotated [Title 42 §§ 1983-1984 (1 vol) & Title 28 §§ 2254 (1 vol)]	C
11. Federal Civil Judicial Procedure & Rules	5
12. Federal Criminal Code and Rules	5
Finding Tools	
1a. Minnesota Digest 2d *AND/OR* 1b. Dunnell's Minnesota Digest	C
2a. Minnesota Practice (v. 3, 7-11, 14) *AND* Minnesota Civil Practice *OR* 2b. Minnesota Practice (v. 1-3, 7-11, 14-16)	C
3. Shepard's Minnesota Citations	C
4. Federal Habeas Corpus Practice & Procedure	C
5. Post-Conviction Remedies (Manville)	C
6. Prisoners' Self-Help Litigation Manual (Manville)	C
7. Judges Criminal Benchbook	C
8. Constitutional Rights of Prisoners (Palmer)	C
9. Sentencing, Corrections, and Prisoners' Rights in a Nutshell	C

IN GENERAL:

When space becomes a problem in the institution law library, the following guidelines determine which resources are weeded from your collection and which are retained. Older materials can always be requested from LLSP. NOTE: The State Law Library is interested in receiving any weeded materials.

When an institution purchases a resource on CD-ROM, retain the hardbound volumes if space is available. However, supplemental subscriptions to the hardbound set should be cancelled (unless they are included within the price of the CD-ROM subscription.) NOTE: At this point, we are recommending only the purchase of Minnesota Reports and Minnesota Statutes on CD-ROM.

DOC Central has always strongly stated that all facilities should have the same collection. Accordingly, weed resources not on the core collection list first. EXCEPTION: If space is available, retain the legal encyclopedia (American Jurisprudence 2nd Edition or Corpus Juris Secundum) currently on your shelves. These sets have been donated and are supplemented by LLSP.

Explanation of Retention Codes

A = Retain all copies available.
C = Retain current edition or set only.
Co = Retain complete series. If institutions replace this set with CD-ROM and provide multiple access (i.e., four concurrent users), weed the hardbound set in a space crunch. In addition, cancel your supplemental subscription to Minnesota Digest, if applicable.
M = Retain 3 months.
S = Retain only those issues supplementing the hardbound volumes (or CD-ROM).
5 = Retain 5 years.
10 = Retain 10 years. This means the most current and four previous sets. NOTE: Retention of current hardbound set is recommended even for those libraries purchasing the statutes on CD-ROM.

The Minnesota State Law Library: Statistical Summary of 2000 Technical Services Activities

Volumes Added		Serials Received	
Continuations	3592	Continuations	490
Bindery	296	Subscriptions	475
Briefs	99	Standing Orders	9
New Titles	4673	Loose-leafs	34
Volumes Withdrawn	**(12302)	Reporters	44
TOTAL VOLUMES ADDED	**-3642**	Session Laws	17
Microfiche Added		**TOTAL SERIALS**	**628**
GPO	4813		
Briefs	1330		
General	4267	**Exchanges**	
MnDOCS	300	Requests Received	74
TOTAL MICROFICHE	**10,680**	Items Sent	4
		Items Requested by MSLL	69
GPO Shipments		Items Received by MSLL	4
@Electronic Format	257		
Fiche	4813	**Briefs**	
Documents	2196	Bound Volumes Added	99
CALCO	1026	Fiche Produced	1330
TOTAL GPO	**8242**	Briefs Processed *	1454

@This total includes the URLs and web sites as well CD-ROMS. * Includes briefs sets for unpublished opinions.

New Titles Cataloged	**1999**	**2000**	**% Change**	**Catalog Edits**	
Counties	1543	1240	-20 %	On line Catalog Records	11906
MSLL	1359	4544	***+234 %	MULS Records	21

PHYSICAL GROWTH	Depository Collection		General Collection	
	1999	**2000**	**1999**	**2000**
Paper	358	2196	3845	-3642
Fiche	10370	4813	6619	5897
Electronic format	63	207	51	257

**This year we extensively weeded the entire GPO depository collection after several years of neglect. These figures are a result of this project.

*** The increase is due to our cataloging the GPO collection to provide better access to these materials.