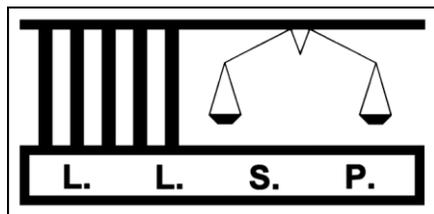


LAW LIBRARY SERVICE TO PRISONERS

2009 ANNUAL REPORT

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St. Paul, Minnesota 55155-6102

2009 Index

9353 DOC prisoners (as of 7-1-2009)
83 prison visits
7520 estimated miles traveled
1,085 inmate interviews
1,764 individual inmates assisted
30,191 inmate requests processed
1,271 hours worked by interns and volunteer

Introduction: Law Library Service to Prisoners (LLSP). The mission of LLSP is to provide law library service to inmates incarcerated in Minnesota. We do this by providing access to legal materials, both at the correctional facilities and the Minnesota State Law Library (MSLL). Circuit-riding prison law librarians, based at MSLL, conduct monthly visits at eight adult correctional facilities to meet with inmates. Questions that cannot be answered on-site using the prison collections of core legal materials are researched at MSLL. Inmates also write or call LLSP for assistance with their legal research. We also provide law library services to Minnesota Department of Corrections (DOC) inmates housed in other facilities, such as county jails, state hospitals, and other states. In addition, we provide law library service to DOC staff.

History of LLSP. LLSP, funded by an inter-agency agreement between the State Law Library and the Department of Corrections, began as a pilot project in 1984,

with one librarian visiting five correctional facilities and a part-time clerk providing photocopying support. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk.

Providing Information and Service to Inmates. LLSP provides access to legal research materials for prisoners in several ways: by interview, kite (an internal DOC request form), letter and/or phone.

During the monthly prison visit, any inmate can request an interview with the librarian at the prison library, or a librarian will visit an inmate in a housing unit if the inmate is unable to come to the library. In the course of the interview, the inmate explains what he or she needs, and the librarian responds by providing pertinent legal research material to the prisoner, either at that time or after research is done at the State Law Library. A small core collection of legal materials, however, is available at each of the prison libraries. Each title in the core collection is reviewed annually, as is the collection as a whole, to assure that inmates have access to essential primary legal information at each prison library. By reviewing the core collection, we also determine if it is still the best and most cost-effective way to provide basic legal materials and information to inmates.

The LLSP librarians also provide access to the materials found at the State Law Library, where most of the research is done for

prisoners. MSLL is the second largest collection of legal materials in Minnesota; it not only has a large print collection, but also many online resources, such as Westlaw and Lexis. By using these resources, we are able to provide inmates with information on any legal topic. Having our office space and collection provided by the State Law Library is of great savings to the program.

Overview of 2009. The Department of Corrections is striving to make inmate legal research services and materials as consistent and uniform as possible in all Minnesota correctional facilities. Throughout 2009, the staff of LLSP worked closely with DOC staff to implement this goal. A combination of print and electronic resources provides inmates access to the many important primary legal materials at the institution. The Head of Outreach Services at the State Law Library, Daniel Lunde, visited each prison once during 2009 and discussed issues and problems with the institution librarians. We continued to work closely with DOC librarians and education staff to make the service to inmates as seamless as possible. In a continuing effort to control costs because of high gas prices, the prison visits to Moose Lake and Rush City are combined, with one librarian visiting both correctional facilities in one extended trip. In 2009, we provided 30,191 requested items to 1,764 different inmates.

Staff, Interns, and Volunteers During 2009. Joan O, a LLSP volunteer for more than fourteen years, provided many hours of quality service, retrieving and copying legal materials for inmates and DOC staff. Several college and graduate students from College of St. Catherine's Library School Masters Degree students interned with LLSP this year, as well as recent library school graduates (Jean A, Lina R, Laura C, David C, Kelly K, Barb G, and

Mary E). Each intern processed and researched inmate requests, using the skills and concepts learned in the classroom and applying them to actual questions. LLSP was also assisted by STEP-UP intern, Rachel B, during the summer of 2009. Our LLSP interns and volunteers worked 1271 hours, and their assistance was invaluable to the work of the program. One of the reasons we were able accomplish so much was due to our high-level interns and volunteers. The primary reason for our success, however, is due to the hard work of the program staff: Jean Anderson, Stephanie Thorson, Susan Trombley, and Deb Kitmann. Because of their dedication, LLSP accomplished its goals and mission.

Statistical Highlights for 2009. LLSP compiles many statistics, some of which are shown in the table, graph and pie charts at the end of this annual report. A few observations concerning these and other 2009 statistics:

- Stillwater, with a population of 1460 (as of 1/10), and Oak Park Heights, Minnesota's maximum-security institution with a population of 443 (as of 1/10), received the largest numbers of items delivered to inmates (7067 and 6749 respectively).
- Faribault and Willow River/Moose Lake correctional facility inmates account for the largest percentage of increases in requests (50.8% and 26.7% respectively).
- Stillwater and Oak Park Heights had the largest number of individuals assisted (424 and 378 respectively).
- Faribault and Willow River/Moose Lake had the largest percentage increases for individuals assisted (38.2% and 5.6% respectively).

- Faribault and Stillwater had the largest number of on-site meetings with inmates (251 and 179 respectively).
- Faribault and Oak Park Heights saw significant percentage increases in on-site meetings with inmates (34.9% and 14.4% respectively).
- The number of inmate requests between 1999 and 2009 increased 46.7% (20,581 for 1999 and 30,191 for 2009).
- The number of individuals assisted increased 37.1% between 1999 and 2009 (1287 for 1999 and 1764 for 2009).
- The number of onsite meetings with inmates decreased 35.3% between 1999 and 2009 (1678 for 1999 and 1085 for 2009). This decrease is primarily due to the fact that LLSP librarians visited Stillwater and Oak

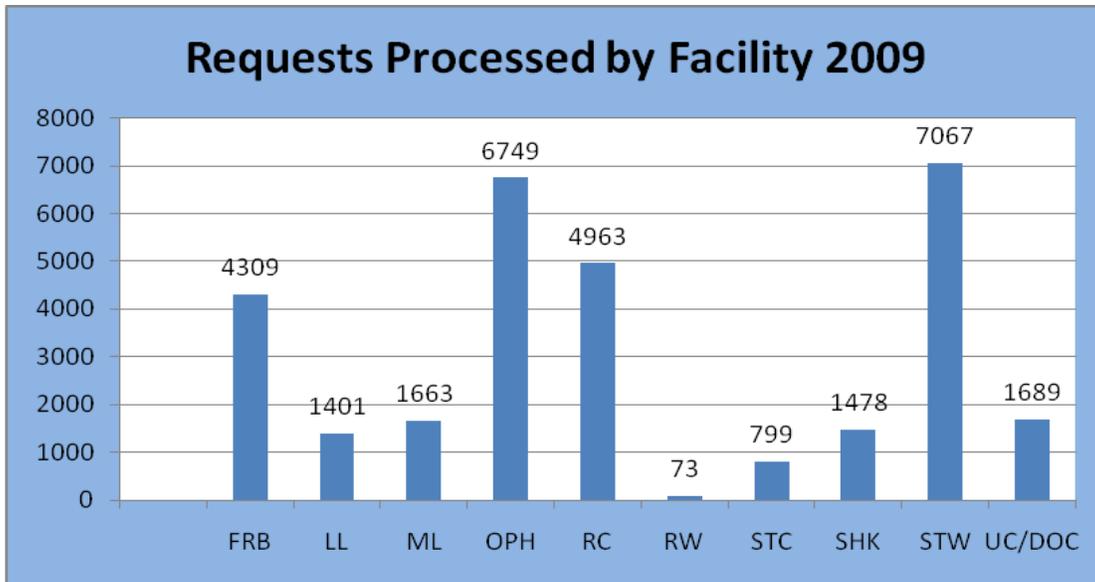
Park Heights twice each month in 1999. We currently visit each primary correctional facility only once each month.

Conclusion. Over the course of the past twenty-six years, a primary LLSP goal has been to provide the best possible service at the least possible cost. We constantly work to keep the program's expenses to a minimum and maximize the resources that are available for the program. We have come to believe that by educating inmates about the resources available to them and providing access to the legal information they request, the work of LLSP diminishes the number of lawsuits filed by Minnesota prisoners.

10-YEAR STATISTICAL COMPARISON: 1999 to 2009			
LLSP ACTIVITIES	1999	2009	1999 - 2009 CHANGE
Inmate Requests Processed	20,581	30,191	+46.7%
On-Site Meetings with Inmates	1678	1085	- 35.3%
Individuals Assisted	1287	1764	+37.1%

- **Requests Processed** quantifies the activities involved in providing law library service to prisoners.
- **On-Site Meetings with Inmates** is the number of inmate reference interviews conducted in-person.
- **Individuals Assisted** is the total number of inmates we provide information to, whether in person, by telephone, or through the mail.

BY THE NUMBERS – LLSP IN 2009



ABBREVIATIONS FOR CORRECTIONAL FACILITIES USED ABOVE AND BELOW:
 FRB - Faribault, LL – Lino Lakes, ML – Willow River/ Moose Lake, OPH – Oak Park Heights,
 RC – Rush City, RW – Red Wing, STC - St. Cloud, SHK – Shakopee, STW – Stillwater,
 UC/DOC – Minnesota Under Contract and Department of Corrections Staff

