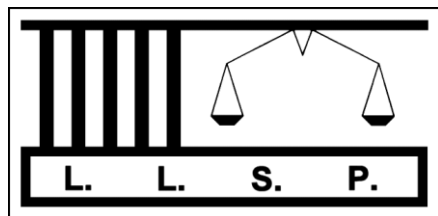


LAW LIBRARY SERVICE TO PRISONERS

2012 ANNUAL REPORT



State Law Library, Minnesota Judicial Center, Room G25
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-6102 (651) 297-4969

2012 Index

9345 DOC prisoners (as of 1/1/2012)
74 prison visits
6796 estimated miles travelled
924 inmate interviews
2039 individual inmates assisted
33822 inmate requests processed
1100 hours worked by intern 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 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 offer 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. After the Librarian researches the inmate's question at the State Law Library, pertinent legal research material is provided to the prisoner.

A small core collection of legal materials 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, yet cost-effective, primary legal research materials in each prison library.

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,

Lexis, PACER and HeinOnline. 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 results in great savings to the program. Also, in a continuing effort to control costs due to 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.

Overview of 2012. The Department of Corrections strives to make inmate legal research services and materials as consistent and uniform as possible in all Minnesota correctional facilities. Throughout 2012, the staff of LLSP continued working closely with DOC staff to implement this goal. LLSP librarians met collectively with DOC librarians and program administrators during their spring meeting at the Faribault Correctional Facility and, once again, at the Minnesota State Law Library in late fall.

In 2011, LLSP provided 35,086 requested items to 1904 inmates. In 2012, we provided 33,822 requested items to 2039 inmates, an increase of 7.1%.

The staff of LLSP also revised and updated its annual publication *Reference Guide: Occupations Impacted by Felony Convictions*, an important resource for inmates, DOC staff and LLSP librarians. LLSP created another document, *LLSP and Prison Library Staff Responsibilities in Providing Law Library Service to Inmates*, to clarify the duties of each party. The section of the *Offender Handbook* that describes the services of LLSP was also updated.

Staff, Interns, and Volunteers During 2012. Joan O, a LLSP volunteer for more than seventeen years, provided many hours of quality service, retrieving and copying legal materials for inmates and DOC staff. One library science graduate student interned with LLSP this year, Maren M. She processed and researched inmate requests, using the skills and concepts learned in the classroom and applying them to actual inmate questions. Our LLSP intern and volunteer worked a combined total of 1100 hours, and their assistance was invaluable to the work of the program. One of the reasons we were able to accomplish so much in 2012 was due to the quality of their work. 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 Kitzmann. Because of their dedication and commitment to the program, LLSP accomplished its goals and mission.

In order to keep abreast of important information and resources, the LLSP librarians met with staff and toured the Minnesota Self-Help Center, a judicial branch office that provides research assistance and access to a wealth of online information, including forms. Our program librarians also met with a Court of Appeals attorney who provided an overview on the topic of appellate practice in Minnesota courts, and Lori Lofrano, the Child Support Liaison for the Department of Corrections, who provided an overview of child support/paternity issues for DOC inmates.

Statistical Highlights for 2012. LLSP compiles many statistics, some of which are shown in the table, graph and pie chart that follows. A few observations concerning 2012 correctional facility statistics follow.

All percentages reflect changes from 2011 to 2012.

- Stillwater and Faribault received the largest numbers of items delivered to inmates (7599 and 5881 respectively).
- Not including Red Wing (which is primarily a juvenile facility), St. Cloud and Willow River/Moose Lake correctional facility inmates account for the largest percentage of increases in requests (51.1% and 13.3% respectively).
- Stillwater and Faribault had the largest number of individuals assisted (476 and 372 respectively).
- St. Cloud, Faribault, and Willow River/Moose Lake had the largest percentage increases for individuals assisted (38.7%, 8.8%, and 8.8% respectively).

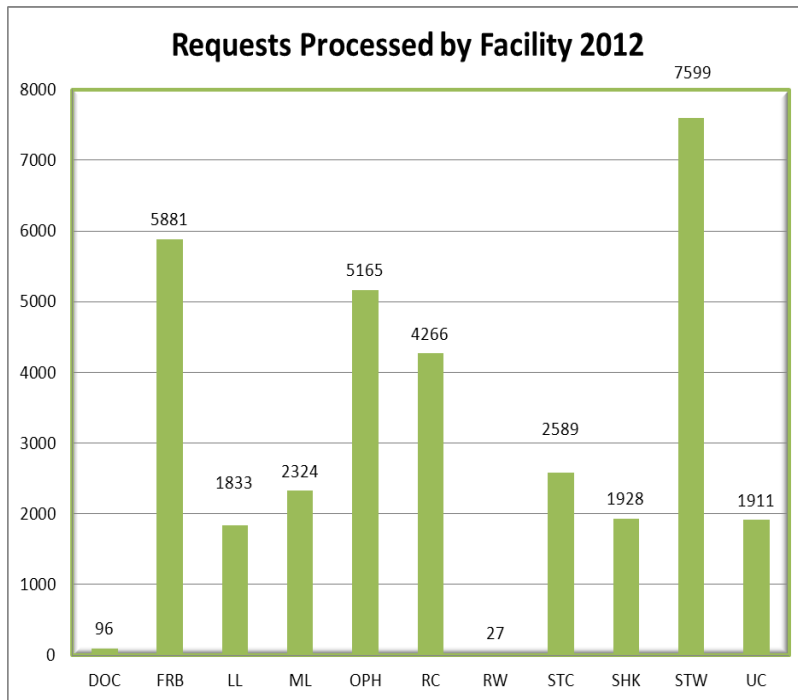
- Faribault, Stillwater and Oak Park Heights had the largest number of on-site meetings with inmates (156, 156 and 137 respectively).
- St. Cloud and Rush City saw significant percentage increases in on-site meetings with inmates (1150% and 17.7% respectively).

Conclusion. Over the course of the past twenty-nine years, it has been a LLSP priority 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.

TEN YEAR STATISTICAL COMPARISON 2002 - 2012				
LLSP ACTIVITIES	2002	2007	2012	Percentage Change 2002 - 2012
Inmate Requests Processed	23,617	25,429	33,822	+43.2%
On-Site Meetings with Inmates	1520	1120	924	-39.2%
Individuals Assisted	1562	1799	2039	+30.5%

- **Requests Processed** is the total number of items provided to prisoners.
- **On-Site Meetings with Inmates** is the total number of inmate reference interviews conducted in-person.
- **Individuals Assisted** is the total number of inmates information was provided to, whether in person, by telephone, or through the mail.

BY THE NUMBERS – LLSP IN 2012



ABBREVIATIONS FOR CORRECTIONAL FACILITIES USED ABOVE AND BELOW:

FRB - Faribault, LL – Lino Lakes, ML – Moose Lake/Willow River, 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

