# 

# Minnesota State Law Library

## 1996

## Annual Report

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

### MINNESOTA STATE LAW LIBRARY

JUDICIAL MINNESOTA CENTER 25 CONSTITUTION AVENUE SAINT PAUL, MINNESOTA 55155

MARVIN ROGER ANDERSON State Law Librarian

March 24, 1997

612-297-2084 Fax: 612-296-6740

Chief Justice A.M. Keith Supreme Court Law Library Committee Associate Justices of the Supreme Court

Dear Chief Justice and Members of the Court:

On behalf of the Minnesota State Law Library (MSLL), I am pleased to submit our 1996 Annual Report. The pages of this report show that even with numerous challenges, 1996 was a banner year for the Library.

Statistics that measure each department's productivity and effectiveness have increased since 1995, with Public Services registering an all-time high of over 31,000 reference requests. Similar significant growth was documented for Outreach and Technical Services. These and other accomplishments occurred in spite of the persistence of escalating prices for resources, changes in personnel, the lack of a skilled computer-services librarian, and other difficulties. Nevertheless, the staff met those challenges in a manner that has strengthened us as a whole.

In the year ahead, in addition to maintaining our high performance standards, the focus will be on (1) reconfiguring staff assignments so that we can develop ways of using technology for providing legal research and (2) sharing what we learn within and beyond the Judicial Center.

This year's Annual Report is divided into two sections. Section I is the year in review. In Section II we have included material that provides another perspective of activities in the year of a full service public law library.

We appreciate the guidance of Justice Anderson on matters before the Supreme Court Law Library Committee. We also thank Sue Dosal, Judith L. Rehak, Janet Warwick, Katherine Hanson, RITO and many others for their support and cooperation throughout the year. Please do not hesitate to contact me if you have any questions or comments.

Respectfully submitted, Marvin Roger Anderson State Low J

State Law Li

Chief Judge Edward Toussaint, Jr., Court of Appeals cc: Associate Judges of the Minnesota Court of Appeals Other Supreme Court Staff and Government Agencies 

### MINNESOTA STATE LAW LIBRARY

### **1996 ANNUAL REPORT**

### TABLE OF CONTENTS

### DEPARTMENT HIGHLIGHTS

### SECTION I: YEAR IN REVIEW

Administration Department	1
Outreach Services Department	2 4
	5 7 8
Technical Services Department    1      Statistical Summary    1	9 1
Miscellaneous	
Publications 1	2 2 3
Conferences, Courses, Institutes, and Workshops         Attended       1         Other Staff Accomplishments       1         Current Staff and Responsibilities       1	4 4 7 8

### SECTION II: SELECTED ACTIVITIES

MSLL Special Events	A-1
Selected Requests for Reference Assistance and MSLL	
Materials	A-2
Selected MSLL Publications	A-3
Law Library Service to Prisoners 1996 Annual Repo	rt
Selected title pages of other publications	
Spring and Fall Showcase Flyers	A-4
Selected Kudos	A-5
MSLL Organizational Chart inside back c	over

### Minnesota State Law Library 1996 Annual Report

### Department Highlights

- Publication of a comprehensive Collection Development Plan identifying resources presently collected in the Library and providing a guide for meeting the legal research/information needs of the Minnesota Supreme Court and other patrons.
- Publication of The Political, Professional and Judicial Career of Lawrence Yetka, the ninth volume in the Library's Minnesota Justice Series.
- County Law Library Program activities increased significantly with 23% more requests handled and nearly triple the number of site visits (17). In addition, nine county law library managers attended a management conference at MSLL to discuss *pro se* litigants, funding, collection development, and service to prisoners.
- The first comprehensive survey of county law libraries since 1991 was completed. Eighty-three counties participated, a 95% rate of return.
- In spite of a 50% personnel turnover, Law Library Services to Prisoners handled 21% more requests.
- Reference and circulation assistance increased substantially this year; in reference we provided answers to over 31,000 questions, a 75% increase from 1995, and we circulated over 9300 library materials, an increase of 17%.
- MSLL purchased a new computer, printer, and a seven slot CD-ROM tower for the many new materials purchased in CD-ROM format. Our Bibliographic Counter now has three CD-ROM computers, two of which have towers. Staff computers were also upgraded, allowing us to better assist patrons.
- The *Docket* series of bibliographies and pathfinders continued to be published, with a record of sixteen new and revised publications in 1996.
- The outsourcing service of the Technical Services Department was recognized by METRONET with an award for an outstanding collaborative project.
- The Technical Services Department for the first time performed on-site cataloging at a county law library. This was made possible by OCLC's introduction of new software for accessing their database via the Internet.



# Section I: Year in Review



### **1996 REPORT OF THE ADMINISTRATION DEPARTMENT**

Administration oversees the operation of all MSLL departments 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 1996**

<u>Collection Development</u>. One of the most important projects of this Administration was completed with the publication of the Library's *Collection Development Plan (the Plan)*. It culminates several years of activity and provides, for the first time, a documented source for identifying materials presently collected in the Library. Along with a statement of the Library's mission, *the Plan* contains annotations indicating what the Library should have, what the Library has, and appendices providing additional information. *The Plan* is designed as a "living document" requiring reviews by the staff every three years. Moreover, as the law changes and as technology offers new ways to disseminate legal information, *the Plan* will be modified so that the Library's collection can continue to meet the legal research/information needs of the Minnesota Supreme Court and other patrons.

<u>MSLL Home Page and Archive of Appellate Court Decisions.</u> Major steps were taken in the creation of a "Home Page" or website for the Library accessible on the Internet. An intern from the University of New South Wales, Australia, joined the staff to put finishing touches on the work. Also, in collaboration with the Office of the Attorney General, Administration began work on the development of a searchable archive of Minnesota appellate court decisions as a database accessible from the Library's Home Page or web site. This will provide electronic users multiple access points to the decisions, beyond what is available from the official court Internet site.

<u>Special Projects</u>. Administration coordinated the formation of an *Everybody Wins - Power Lunch* reading partnership, uniting MJC employees and a third grade class at a nearby elementary school. The partnership is part of a national effort to instill a love of reading among today's youths as a means to build stronger, more educated adults for tomorrow. With 54 MJC employees participating, we have the largest number of reading volunteers in Saint Paul.

<u>Special Events</u>. Administration was involved in planning many special events. Among the most noteworthy were the following: (1) Publishing the ninth volume in the Library's *Minnesota Justice Series*, *The Political, Professional and Judicial Career of Lawrence Yetka;* (2) Hosting the Minnesota Coalition on Government Information's Freedom of Information Day at MJC; (3) Hosting the Minnesota Library Association's Legislative Day; and (4) Organizing the Fall and Spring Showcase Series.

<u>Personnel</u>. A pleasant highlight of the year was a small ceremony to honor four employees with ten or more years of service to the Library. The four honorees were Nancee Downing, Cathy Knoke, Susan Larson and Sara Galligan. Three staff changes occurred. Karen Westwood resigned to become head law librarian at a Minneapolis law firm. Anne Tuveson was hired in the Outreach Services Department to replace Tom DaBruzzi, who transferred Public Services.



### **1996 REPORT OF THE OUTREACH SERVICES DEPARTMENT**

Outreach Services operates 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 <u>Minnesota Statutes</u> 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 Minnesota inmates with better "access to the courts," according to judicial decisions. The program has established core legal collections in seven adult prisons and currently provides regular reference service by two circuit-

riding law librarians who draw upon MSLL resources. The Department of Corrections provides funding for LLSP.

#### ACCOMPLISHMENTS DURING 1996

County Law Library Program (CLLP). A survey of county law libraries was conducted successfully with a 95% return rate. (Libraries were last surveyed in 1991.) A comparison of the two surveys shows that county law library income has risen appreciably. No libraries earned less than \$5000 in 1996, as opposed to six libraries in 1991, and thirteen libraries reported incomes of over \$50,000 in 1996, as compared to seven in 1991. Expenses also rose during this period, and 23 libraries (32%) reported deficits in 1996. (There was no comparable question in the 1991 survey.) Misdemeanor and criminal fines continue to be the primary source of county law library income. As in 1991, current library management rests largely in the hands of court administration and law clerks who are generally uncompensated for library work and spend less than five hours per week managing the library. CD-ROM was a new format added to 49 libraries, and the use of online databases such as WESTLAW declined from 51 libraries in 1991 to 34 libraries in 1996. The 1996 survey included questions on public services, which is an area that needs much improvement. The first step is informing the public about the law library. The most popular method is to list the library on the courthouse directory, which is done for only 37% of the libraries. Library hours are usually limited to courthouse (business) hours, and one library reported that it was closed to the general public!

The CLLP Coordinator was an active member of the Subcommittee on Information Dissemination (Pro Se Implementation Committee, Minnesota Conference of Chief Judges). Products produced for the Subcommittee included (1) a summary of the county law library survey mentioned above, (2) a list of recommended legal materials for non-lawyers, and (3) a discussion draft for county law library minimum public service standards.

The First Judicial District project to create a CD-ROM database of models for judicial law clerk work product was completed. This project was directed by the Dakota County Law Librarian. The CLLP Coordinator can assist other counties and/or judicial districts interested in creating a similar database.

Site visits were made to Dakota (six times), Goodhue, Houston, Mower, Olmsted, Ramsey, Swift, Stevens, Washington (twice), Wilkin, and Winona counties. Four of the Dakota County Law Library visits were all-day working sessions to complete the above mentioned CD-ROM database. Technical assistance concerning law library management was provided to all 87 Minnesota counties. The number of requests increased significantly: 23% over last year. Besides reference assistance and other patron services provided by MSLL staff, a few illustrations of the type and variety of management activities addressed in 1996 are listed below:

• Distribution of Laws of Minnesota, Minnesota Statutes, Minnesota Rules, and Minnesota

MSLL 1996 Annual Report 3

### Legislative Manual.

- The *CLLP Bulletin* is mailed to 531 county law library board members and other interested parties. In addition to information of interest to county law library managers, the *Bulletin* includes an annual space requirements and price list of resources 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, management of reserve funds, and purchasing materials for other locations, for Anoka, Beltrami, Cottonwood, Dakota, Dodge, Fillmore, Goodhue, Itasca, Jackson, Morrison, Otter Tail, Pope, Ramsey, and Stearns county law libraries.
- Collection development issues, including acquisitions, weeding, buying/selling used books, ordinance management, and alternative formats such as CD-ROM and the Internet, for Anoka, Becker, Beltrami, Chisago, Dakota, Douglas, Goodhue, Hennepin, Itasca, Jackson, Kanabec, Kandiyohi, Lake, Lyon, Mahnomen, Morrison, Mower, Ramsey, Renville, Roseau, St. Louis, Scott, Sherburne, Sibley, Stevens, Washington, Wilkin, Winona, and Wright county law libraries.
- Public services issues, including security concerns and helping inmates and *pro se* patrons, for Anoka, Dakota, Hennepin, Jackson, Washington, and Winona county law libraries.
- Space planning and other long-range goals such as by-law revision and staffing, for Benton, Chisago, Clearwater, Dakota, Goodhue, Hennepin, Kandiyohi, Morrison, Olmsted, Rice, St. Louis, Stevens, Swift, Washington, Wilkin, and Winona county law libraries.
- Technical services, including access to online catalogs, book processing, preservation and disaster planning, for Anoka, Hennepin, Ramsey, and Washington county law libraries.

Nine county law library managers representing Dakota, Hennepin, Lake, Olmsted, Otter Tail, Ramsey, Stearns, Washington, and Wright counties attended the 1996 Annual Conference on County Law Library Management at MSLL on September 20. This session was devoted to seven current issues: (1) county law library participation in the implementation of the *Report of the Minnesota Conference of Chief Judges Committee on the Treatment of Litigants and Pro Se Litigation*, (2) use of law library funds, including the care and handling of reserve funds, (3) impact of electronic resources on collection development and long-range planning, (4) CLLP survey results, (5) management of ordinance collections, (6) law library service to prisoners after *Lewis v. Casey*, and (7) MSLL WWW page. The revised *Manual for Minnesota County Law Library Managers* was distributed at this meeting. The *Manual* is also sent to county law library managers on request.

Law Library Service to Prisoners (LLSP). This program publishes a separate report (reprinted in Section II of this report) that is presented to Department of Corrections personnel at an annual meeting. The number of requests processed rose dramatically by 21%. This was accomplished in spite of personnel changes. Tom DaBruzzi moved into a Public Services position, and Anne Tuveson took over as Outreach Clerk. Ron Hauser replaced Karen Westwood as Outreach Librarian. We were able to meet the increased demand with over 490 hours of volunteer help.

With the help of intern Aida Picardal (from Hamline University's paralegal program), LLSP's bibliography of articles and court decisions discussing law libraries as a means of providing prisoners with "access to the courts" was completely revised this year in light of the recent U.S. Supreme Court's decision in *Lewis v. Casey*, 116 S.Ct. 2174 (1996). LLSP also reviewed its service standards, with the guidance of *Lewis*, in order to better handle our increased workflow.

Another major project was a thorough review of the institutional core collections, resulting in recommendations for CD-ROM resources and a retention schedule. The recommended core collection and retention schedule is included in the *Law Library Service to Prisoners 1996 Annual Report*.

### STATISTICAL SUMMARY OF OUTREACH SERVICES ACTIVITIES

County Law Library Program (0.5 FTE)	1992	1993	1994	1995	1996	
Requests Processed		953	908	916	1128	
Site Visits	17	6	13	6	17	
Law Library Service to Prisoners (3 FTE)						
Requests Processed 15294 16995 17550 15682 18965						
Reference Interviews	1526	1755	1691	1627	1562	
Individuals Assisted*	1153	1186	1186*	1220*	1221*	

\*NOTE concerning "Individuals Assisted": 1994-1996 statistics reflects the actual total number of individuals assisted regardless of where they were housed. 1992-1993 statistics are inflated by counting individuals more than once due to inmate movement between units and prisons.



### **1996 REPORT OF THE PUBLIC SERVICES DEPARTMENT**

Public Services is the most visible part of MSLL. It provides reference assistance; circulates library materials; arranges for interlibrary loans; operates a computerassisted legal research service; provides for MSLL tours and lectures; operates a photocopy and telefacsimile service for patrons outside the metropolitan area; and publishes Loquitur, the MSLL newsletter, as well as the Docket series of library pathfinders and research aides.

### ACCOMPLISHMENTS DURING 1996

<u>Standard Public Services Functions</u>. 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, and use of the Library Conference Room increased this year as more patrons became aware that it was available for patron use. Enhanced service and professionalism were goals worked on and achieved this year in Public Services by improved communication, revised policies and procedures, as well as other methods.

Reference and circulation assistance continued unabated this year; in reference we provided answers to over 31,000 questions, a huge increase of almost 75% from 1995, and we circulated over 9300 library materials, another substantial increase of 17%. Interlibrary loan requests also increased significantly. We filled 217 requests from other libraries, an increase of 8.5%, and requested 46 items from other libraries, an increase of 7%.

<u>Computers</u>. Our Computer-Assisted Legal Research (CALR) service, which provides access to WESTLAW, continued to be a much-needed option for those requiring online legal research. We performed 126 WESTLAW searches, with over 31,000 offline prints, for patrons and staff.

MSLL purchased a new computer, printer, and a seven slot CD-ROM tower for the *many* new materials purchased in CD-ROM format. Our Bibliographic Counter now has three CD-ROM computers, two of which have CD-ROM towers. The computer that has *Index to Legal Periodicals* and the *Minnesota Legal Periodical Index* was moved to the Microform Room. The Reference Desk also has a new state of the art computer for assisting our staff and patrons with reference questions. Another new computer was purchased for one of the Public Services staff members, and the WESTLAW computer was replaced by a more powerful used computer. Setting up all this sophisticated computer equipment took a substantial amount of time and effort, with several glitches and hardware failures. Nevertheless, we accomplished our automation goals with our current staff and were still able to provide excellent reference and circulation assistance, even with the dramatic increase in use of the Library. A computer services librarian, however, would have helped considerably and saved us time, frustration, and, inevitably, money.

By using PALS (our online catalog), a modem (at the Reference Desk), and the Internet, we are now able to provide access to many online catalogs and services. Several older computers with WordPerfect for DOS and one with WordPerfect for Windows have been made available for public use. <u>Photocopy and Telefacsimile Service</u>. The Public Services staff copies and mails photocopies to patrons outside the metropolitan area. Although we charge both for pages copied and postage, in the last year we mailed out almost 6500 pages to our users; the total number of requests for copies was 498. MSLL also sends materials by Federal Express or telefacsimile machine. Usage of the telefax machine increased substantially. We sent out almost 3200 pages, an increase of nearly 11%. Almost 1500 transmissions were either sent or received through the MSLL fax machine.

<u>Presentations</u>. Interest in the new Minnesota Judicial Center and MSLL remained extensive. Hence, many tours, orientations, and presentations were given to patrons during the year. Our weekly tour time was changed to 2:00 p.m. Wednesday, and we actively promoted our willingness to provide presentations, orientations, and tours of MSLL and its collections, by appointment, to any interested party. MSLL also continued its Showcase events in April and October; each Thursday at noon speakers and performers regaled us during those two months.

<u>Graphic and Written Publications</u>. Work continued on public relation items during 1996. Loquitur, the MSLL 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 MSLL. The "Docket" series of bibliographies and pathfinders continued as well, with sixteen new and revised items: Questions and Services; Pathfinder to U.S. Government Publications; Suggested Referrals; Special Collection Room; Photocopying; Minnesota Appellate Court Opinions and Orders; Minnesota Appellate Court Briefs; Looseleafs; Parking/Directions/Book Drop; Citators; Regional Digest Locations; Current State Holdings; The Law and the Law Library; Reserve Collection; Reading Lounge Collection; and Form Books. We have never published as many Dockets in one year. Also the following publications were revised and updated: Minnesota State Law Library Vertical File and Minnesota Sentencing Guidelines: 15 Years Later. Instruction sheets for computer equipment and online services were also created. Work was completed on the career book for retired Supreme Court Justice Yetka. Along with the other publications from Public Services, a substantial amount of time and effort was spent on producing the Collection Development Plan.

<u>Projects</u>. It was a year in which the Public Services and other MSLL staff completed many special projects. This year's projects included the following: 1) several sections of books in the Library collection were removed from the shelf and physically cleaned; 2) all of the classified collections of the Library were shelf-read to make sure that all the volumes were in their proper location; 3) the Storage and Retired collections were weeded and shifted to accommodate more volumes; 4) all of the materials in the Reading Room were removed from the shelves and later returned (to move the bookshelves to abide by the Americans With Disabilities Act); 5) the entire Federal collection was shifted; 6) the Reserve Room was weeded and rearranged; and 7) new signs were made for all the rearranged bookshelves.

<u>Staffing</u>. It was a difficult year for staffing in Public Services, with several medical leaves and extended absences, as well as the training of a new employee. Tom DaBruzzi, began work during January as the new Public Services Technician; he works at the Circulation Desk. However, with the assistance of other departmental staff and hard work, we were still able to provide the same high level of assistance our patrons have come to expect.

The Public Services department had two interns working on special projects during 1996. One intern, from the Inver Hills Community College paralegal program, revised *Docket* publications, and the other, a recent Masters Degree graduate of the library school at the University of Wisconsin - Milwaukee, began work on a pathfinder for researching older Minnesota agency regulations.

### STATISTICAL SUMMARY OF 1996 PUBLIC SERVICES ACTIVITIES

Photocopies Requests made	
Pages copied	
Total cost of postage       \$407.93         Total cost to patron       \$4093.43	
Telefacsimile	
Total transmissions       792         Total number of pages sent       3178	
Total received	
WESTLAW	
Number of billable searches         126           Amount of Westlaw usage         19 hours, 7 minutes	
Number of offline prints	
Selected Circulation Statistics *	
Government charge-outs	
Number of items charged out	
Selected Reference Statistics *	
Patron Category % of Questions	
Appellate courts	
Attorney General	
Other government	
Library	
Attorney	
Student9	
Total number of questions	
Interlibrary loan	
Requests from other libraries       217         Requests made to other libraries       46	

\* 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 1996 calendar year.

# MSLL User Groups



**NOTE:** *Student* was included within the *Public* category in 1991. As shown by the charts above, use of MSLL by the general public has increased dramatically in the last five years.



### **1996 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 1996

The continued demand for cataloging services by state government libraries more firmly established this program as an ongoing venture of the Technical Services department. Revenues received from this outsourcing service allowed the Library to make several computer purchases, including two new modern workstations for the OCLC and PALS systems in the Technical Services Department. METRONET recognized the Library's outsourcing program with a collaboration award in May.

<u>Cataloging</u>. In 1996 our catalog librarian cataloged collections at DOT, DNR and monitored cataloging at the Minnesota Trade Office. Contacts were made with several other state agency libraries for cataloging service in 1997. Ongoing county law library cataloging produced a 15% increase in new titles added over 1995. The county cataloging service was also expanded to on-site cataloging with OCLC's introduction of *Passport for Windows*, which provides Internet availability for transfer of catalog records. This enhancement permitted Technical Services staff to catalog the ordinance collections at Washington and Anoka counties by visiting each library for a day and performing all OCLC cataloging via the Internet. A major objective of the Department in 1996 was the replacement of 386 PCs. Two new Pentium workstations were added--one for OCLC operations and one for PALS. Cataloging staff learned the new PALSTAC system and *Windows* 95 used by the new workstations--all systems features are now successfully integrated into cataloging operations.

<u>Government Documents</u>. *File GPO* operations for cataloging government documents were converted to the new PALSTAC system. The *Pathfinder to Government Documents* was revised to include online and Internet resources. One new state agency library (Attorney General) was added to our CALCO Shared Depository Program.

<u>Collection Development</u>. Regarding actual purchasing in 1996, the Library continued buying CD-ROM resources, including another seven slot CD-ROM tower for use at the bibliographic workstation. New CD-ROM titles acquired in 1996 include several state citators from Shepards. Cost increases forced the Library to review all Clark Boardman publications, resulting in cancellation of 21 titles. A major review of the Supreme Court Library's treatises resulted in the transfer of many titles to the main library location as well as cancellation of some duplicated materials.

<u>Gifts and Exchange</u>. Every year we exchange legal periodicals with other members of the American Association of Law Libraries Exchange Program. In 1996 the Library donated 662 titles to other libraries. Also, the newly formed Judicial Education Subcommittee of the MSBA Civil Litigation Section successfully spearheaded an effort to add another copy of all MILE publications to our library. These CLEs are now available for circulation to judges and others around the state.

The MSLL Storage Collection benefitted from several donations this year, including various volumes of Minnesota sessions laws from Dakota County Law Library.

<u>Preservation</u>. The Department continued to bind unique materials for the Special Collections Room. MSLL staff in general was involved in a Library wide cleanup in July, which included dusting and straightening all the books in the Library. A regularly scheduled dusting of our books decreases the deterioration of our physical collections.

Volumes Added		Serials Received	
Continuations	2509	Continuations	490
Bindery	346	Subscriptions	378
Briefs	142	Standing Orders	44
New Titles	982	Loose-leafs	46
Volumes Withdrawn	(1166)	Reporters	90
TOTAL VOLUMES ADDED	2,813	Session Laws	30
Microfiche Added		TOTAL SERIALS	1,078
GPO	10031		
Briefs	1420		
General	5061	Exchanges	
MnDOCS	753	Requests Received	758
TOTAL MICROFICHE	17,265	Items Sent	662
		Items Requested by MSLL	24
GPO Shipments		Items Received by MSLL	. 7
Electronic Format	40		
Fiche	10,031	Briefs	
Documents	2923	Bound Volumes Added	142
CALCO	1938	Fiche Produced	1420
TOTAL GPO	14,932	Briefs Processed *	1783

STATISTICAL SUMMARY OF 1996 TECHNICAL SERVICES ACTIVITIES

\* Includes briefs sets for unpublished opinions.

New Titles Cataloged	1995	1996	% Change	Catalog Edits	
Counties	1353	1559	+15%	On-line Catalog Records 1828	
MSLL	862	633	-26%	MULS Records	37

PHYSICAL GROWTH	Depository Collection General Coll			Collection
	1995	1996	1995	1996
Paper	2819	2923	3407	2813
Fiche	13276	10031	7675	7234
Compact Disk	67	39	10	6

### MISCELLANEOUS

### I. MSLL Special Events

Capitol Area Library Consortium Holiday Luncheon Department of Education *We the People* Mock Trial Competition *Everybody Wins* program Exhibit of prison art from MCF-Shakopee Freedom of Information Day with an awards presentation, reception and Internet demonstrations METRODOCS Plus meeting Minnesota Library Association (MLA) Legislative Day MSLL Spring Showcases:

The Decriminalization of Personal Drug Use by Columbia's Constitutional Court: An Analysis from the Perspective of Comparative Constitutional Law

My Love of Books & Respect for the Worlds of Knowledge and Information; and Everybody Wins! When Adults Read to Children

A Woman in the World of Finance

Native American Sovereignty & Other Issues

The Legal System in Uganda: General Comments, Neutral Observations, and Audience Question/Answer

MSLL Fall Showcases

Fascinating Technology From the Bureau of Criminal Apprehension AIDS Bike Trek to Chicago

Whose Future is the Future of Low-Income Housing?

Music Is in the Air

Family Structure and Family Law in China

The Political, Professional and Judicial Career of Lawrence R. Yetka Book Presentation Take Your Daughters/Sons to Work Day

Ten-Years at MSLL Anniversary Celebration for Sara Galligan, Susan Larson, Nancee Downing and Cathy Knoke

### II. <u>Publications</u>

Anderson, Marvin. Information Apartheid or Information Justice: Which Will It Be?, The National Conference On Legal Information Issues: Selected Essays. AALL Publications Series No. 51 (1996).

\_\_\_. The History of African-American Law Librarians: A Research Agenda. Law Librarianship: Historical Perspectives: AALL Publications Series No. 52 (1996).

\_\_\_\_. On The Road Again: A Guided Tour of Selected Sites On The Information

Super Highway. Manual prepared for the 17th Annual Appellate Judges Conference, Newport, Rhode Island, November 16, 1996.

Collection Development Plan.

Docket Series (1996).

"Citators," "Current State Holdings," "Form Books," "The Law and the Law Library," "Looseleafs," "Minnesota Appellate Court Briefs," "Minnesota Appellate Court Opinions and Orders," "Parking/Directions/Book Drop," "Pathfinder to U.S. Government Publications," "Photocopying," "Questions and Services," "Reading Lounge Collection," "Regional Digest Locations," "Reserve Collection," "Special Collection Room," and "Suggested Referrals."

#### 11. Publications continued

Federal Court Judges [newspaper clippings concerning federal court judges and the federal court system].

Galligan, Sara. "Book Review: Litigating Civil Rights and Employment Discrimination Cases," Legal Information Alert (April 1996).

Golden, Barbara, editor. CLLP Bulletin.

\_\_\_\_ Manual for Minnesota County Law Library Managers. Revised Sept. 1996. \_\_\_\_\_. "Minnesota Legal Periodical Index" [computer database].

. "Short on Memory, Long on AALL," 88 Law Library Journal 41 (No. 1, Winter 1996).

\_\_. "On-Line Internet Research" in 1996 TechBook (MCLE).

. Recommended Legal Materials for Non-Lawyers. Novemer 1996.

Law Library Service to Prisoners Selected Bibliography. December 1996. Lunde, Daniel, editor. Loquitur.

Minnesota Sentencing Guidelines: 15 Years Later.

Minnesota State Law Library Catalog of Public Relations Materials (1980 - 1996). Minnesota State Law Library Guide.

Minnesota State Law Library Vertical File.

On the Road to Building a Great Law Library - You Need the Right Tools!

The Political, Professional and Judicial Career of Lawrence R. Yetka.

State of Minnesota Judges [newspaper clippings concerning judges of the state of Minnesota and the state court system].

Westwood, Karen. "Lights! Camera! Action!," 27 American Libraries 43 (No. 1, January 1997).

. "Prison Law Librarianship - A View from Inside," SR-SIS Newsletter 2 (Winter 1997).

Videotape Collection.

#### 111. Presentations Made by Staff

Appellate Judges Conference

Black Mystery Writer's Symposium - Opening Remarks

CLLP Annual Conference

Inmate library clerk training

LLSP Annual Report to Department of Corrections

MALL Annual Meeting - Training the Reference Staff

1996 Midwest Legal Technology Conference (MCLE) - On-Line Internet Research MLA Annual Meeting - Outsourcing Cataloging

Orientations and tours (in addition to the scheduled tour each Wednesday at 2:00) CLLP Conference participants

Court of Appeals law clerks

DFL House Research staff

Elder Learning Institute (of the University of Minnesota) students

Globe Business College students

LLSP Annual Meeting participants

Macalester College's What's News program for inner city students

Minnesota Historical Society Staff

Northeast Metro Community College paralegal students (four times)

Senate Counsel and Research staff

Supreme Court law clerks

Take Your Daughters/Sons to Work Day

### IV. Conferences, Courses, Institutes, and Workshops Attended

AALL Annual Conference **AALL Winter Institute** Black Mystery Writers' Symposium Branch Out Paraprofessional Seminar **CALCO Effective Presentation Skills Workshop Correctional Education Association Regional Conference** Criminal Justice Institute Employee Health and Fitness Day Freedom of Information Day presentation and demonstrations **Government Publications Information Forum** Health Fair Home Page Basics for Librarians LAWLIB Conference on the Internet Legislative Reference Library Orientation MALL Annual Conference MALL Holiday Party at James J. Hill Reference Library, with tours of the J. J. Hill Reference Library and St. Paul Public Library MALL Technical Services SIS Meetings Metamorphosis of Government Information Symposium **METRODOCS Plus** Metronet Annual Meeting Metronet Eyeopeners and Winedowns MINITEX Document Delivery Workshop **MINITEX Technology Fair** MJC Take Your Daughters/Sons to Work Day MLA Annual Meeting MLA Legislative Day MLA Legislative Retreat National Employee Health and Fitness Day OCLC Authority Control Workshop OCLC Format Integration Training OCLC Passport for Windows Training **OCLC User Group Meetings** PALS User Group Meetings Premise Publisher Training Public and Private Information and the Confidentiality of Judicial Data Shepards CD-ROM Product Training Technology Information Policy Roundtable (TIPR) **TCIS Refresher Training** Tour of Stillwater Correctional Institute Voicemail Training Washington County Law Library Fortieth Anniversary WESTLAW I,II and III Training Workshop on Homepage Creation & Design

### V. Other Staff Accomplishments

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

### V. Other Staff Accomplishments continued

Anderson	<ul> <li>Chair, Special Events, University of Minnesota, Archie Givens, Sr. Collection</li> <li>Coordinator, Black Mystery Writers' Symposium</li> <li>Coordinator, Everybody Wins - Power Lunch Reading Program</li> <li>Secretary, Board of Directors, Friends of the Saint Paul Public Library</li> <li>Member, Minnesota Coalition on Government Information</li> <li>Member, Minnesota State Bar Association</li> </ul>
DaBruzzi	Volunteer, Everybody Wins
Downing	Member, American Library Association Member, Correctional Educational Association Member, Minnesota Library Association Member, Special Libraries Association
Galligan	Chair, MALL Government Relations Committee Chair, CALCO Legislative Committee Member, CALCO Automation Committee Member, MJC Take Your Daughters/Sons to Work Day Committee MJC Building Emergency Director Representative, PALS Advisory Group on Government Documents Student Member, ABA
Golden	Co-Chair, MALL Exchange Committee Member, AALL Call for Papers Committee Member, CALCO Automation Committee Member, Information Dissemination Subcommittee (Conference of Chief Judges <i>Pro Se</i> Litigation Implementation Committee) Member, LISP-SIS Nominations Committee Member, MALL Ad Hoc Committee on <i>Pro Bono</i> Services Member, MALL Publications Committee Member, MALL Publications Committee Member, MALL Website Committee Member, SCCLL Standards Committee Member, Minnesota Library Association Member, MSBA Representative, PALS Deans/Directors Executive Committee Volunteer, Everybody Wins Volunteer, MJC Tour Guide
Hauser	Member, Minnesota Library Association
Knoke	Member, Branch Out Committee
Larson	Chair, MALL Placement/Recruitment Committee Member, MALL Archives Committee Member, MJC Court Singers
Lunde	Member, MALL Public Relations Committee Member, Cooperative Collection Development Committee

### V. Other Staff Accomplishments continued

Skrade	Member, PALS Authority Control Committee Member, PALS Cataloging User Group Member, CALCO Cataloging Group Member, CALCO Title Page Committee Member, Employee Health & Fitness Day Planning Committee
Stiebler	Chair, METRODOCS Plus Co-Chair, CALCO Marketing and Publicity Committee Member, Metronet Advisory Committee Member, MALL Newsletter Committee Member, MALL Public Relations Committee Member, MJC Court Singers Member, CALCO Legislative Committee Member, CALCO 2000 Committee Member, MLA Government Documents Roundtable Member, Employee Health & Fitness Day Planning Committee
Tuckwood	Member, MJC Court Singers
Tuveson	Member, MALL Public Relations Committee
Westwood	Chair, MALL Public Relations Committee Member, AALL Publications Policy Committee Member, American Correctional Association

MSLL 1996 Annual Report 17

### MINNESOTA STATE LAW LIBRARY Current Staff and Responsibilities December 1996

1) Marvin Anderson		State Law Librarian	Management and Supervision of entire Library
2) Charles Balenger	*	Public Services, Clerk	Shelving, Looseleaf Filing, Overdues, Photocopying, Circulation
3) Tom DaBruzzi		Public Services, Technician	Circulation, Reference, Photocopying, Interlibrary Loan
4) Nancee Downing	**	Outreach, Librarian	Law Library Service to Prisoners
5) Bill Erlandsen	*	Public Services, Clerk	Shelving, Photocopying
6) Sara Galligan		Head, Technical Services	Supervision, Account Manager, Acquisitions, Serials, Collection Development, Reference, County Cataloging
7) Barbara Golden		Head, Outreach Services	Supervision, CLLP Coordinator, Account Manager, Subject Specialist, Reference
8) Ron Hauser	**	Outreach, Librarian	Law Library Service to Prisoners
9) Deborah Kitzmann	*	Technical Services, Clerk	Serials Check-in, Mail, Processing
10) Cathy Knoke		Technical Services, Clerk	Looseleaf Filing, Bindery, Processing, Shelving, Mail
11) Susan Larson		Public Services, Librarian	Reference, Circulation, CALR, Interlibrary Loan
12) Daniel Lunde		Head, Public Services	Supervision, Account Manager, Reference, Circulation, Subject Specialist, <i>Loquitur</i>
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	Briefs, Filing
16) Anne Tuveson	**	Outreach, Clerk	Law Library Service to Prisoners
17) Janet Watson	*	Account Clerk	Bookkeeping, Administrative Assistant

(\* = Part-time; \*\* = Contract employee)

### **1996 Interns and Volunteers**

Jenny Anderson

### MSLL Intern

MSLL Volunteer

Aimee Blatz

Richard Chenoweth

Ramon Gomez

John Lawson

Joan Overgard

Aida Picardal

Jill Oswald

LLSP Volunteer

LLSP Volunteer

MSLL Intern

LLSP Volunteer

LLSP Intern

MSLL Intern

Kelly Stuart

Nina Platt

Morgan Wilson

LLSP Volunteer

MSLL Intern

Patty Wolf

LLSP Volunteer

IHCC Paralegal Program

IHCC Paralegal Program

Hamline University Paralegal Program

St. Catherine's Masters of Information and Library Science Program

University of New South Wales Masters of Library Science Program

# Section II: Selected Activities

### **A-1**

### **MSLL Special Events**

MSLL Special Events - 1996			
Date	Event/Exhibit		
February	Art Exhibit from Shakopee Minnesota Correctional Facility		
February 13	We the People Mock Trial Competition - Department of Education		
February 29	Legislative Day - Minnesota Library Association		
March 15	Annual Meeting - Law Library Service to Prisoners		
March 15	Observance-Minnesota Freedom of Information Day		
March 15	METRODOCS Plus Meeting		
April 4, 18, 25, 30, May 9	Spring Showcase Series		
April 25	Take Your Daughters/Sons to Work Day		
October	Everybody Wins Program begins		
October 3, 10, 17, 24, 31	Fall Showcase Series		
September 5	10th Anniversary Recognition for MSLL Employees		
September 20	Annual Meeting - County Law Library Program		
December 18	Capitol Area Library Consortium Holiday Luncheon		
December 20	The Political, Professional and Judicial Career of Lawrence R. Yetka Book Presentation		

.

ı



### **A-2**

### Selected Requests for Reference Assistance and MSLL Materials


### **Reference Requests 1991 - 1996**

### Selected Requests for Reference Assistance and MSLL Materials 1996

MSLL is a valuable resource for Minnesota and the United States, as well as 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 a patron in Mexico City for information on how she could obtain permission to use a cartoon found in a Twin Cities newspaper.
- a request from a local patron for information concerning a case in which a six-year old boy was accused of sexual harassment for kissing a classmate.
- a request from a Minnesota patron for *any* laws on hazing.
- a request from a suburban librarian: Are there sentencing guidelines for juveniles?
- a request from a blind patron in **Omaha** for a 1996 session law.

- a request from a patron in **Milwaukee** for the Minnesota regulations on ATMs.
- a request from a local patron: Do you have any books on butterflies and the law?
- a request from a suburban legal aid organization: *How long do misdemeanors stay on your criminal record?*
- a request from a woman who was divorced seventeen years ago: Because my ex-husband did not disclose a pension fund, can he be prosecuted for fraud?
- a request from a patron in Missouri who had received a Minnesota summons to appear in court:
   Can my husband's wages be garnished for not paying a bill she owes?
- a request from a patron at William and Mary Law School: Is there a Minnesota statute that sanctions judges for not clearing their dockets?
- a request from a southern Minnesota patron for the truancy laws in Louisiana and the phone number of the juvenile court in Shreveport, Louisiana.
- a request from a small Minneapolis newspaper for the legal definition of statutory rape.
- a request for information on filing an ethics complaint against a New York attorney.
- a request from an outstate Minnesota patron for the anti-contraception laws from 1873.
- a request from a patron in **San Diego** for a photograph and information on a Minnesota House of Representatives member from 1937.
- a request from an Edmonton, Alberta, patron for information on Minnesota wills statutes.
- a request from a patron in Beaverton, Oregon, for information on Minnesota allodial lands.
- a request from a student in Nebraska for information on animal rights in Minnesota.
- a request from a federal government employee in **Washington**, **D.C.**, for information on a recently retired Minnesota Ninth Judicial District judge.
- a request from a patron in Anaheim, California, for the citation and date of the federal law that gave Civil War veterans benefits.
- a request from a Washington state agency for Minnesota's solid waste rules.
- a request from a Midwestern state police department for Minnesota's sex crimes statutes.
- a request from a hospital in outstate Minnesota for any laws related to smoking in hospitals.
- a request from a patron in San Francisco for a form to be used in a Minnesota district court.
- a request from a national association for the latest polygraph and detection of deception legislation in Minnesota.
- a request from a Minneapolis patron: *Does the state of Minnesota require private school teachers to be licensed?*
- innumerable requests from near (e.g., within the Minnesota Judicial Center) and far for Minnesota and federal tax forms.

## **A-3**

## **Selected MSLL Publications**

- » Law Library Service to Prisoners 1996 Annual Report
- » Selected title pages of other publications

## A YEAR OF EXAMINATION

Law Library Service to Prisoners: 1996 Annual Report

LLSP:

- Helps fulfill "access to the courts" requirements, as well as reducing frivolous litigation and the time and cost of legal actions.
- Incorporates current technology designed to increase efficiency, including interactive televison, Internet and CD-ROMs.
- Tracks important trends in law librarianship and access to court issues.
- Provides training assistance to prison library staff and clerks in law librarianship, including acquisitions, reference and clerk training/evaluation.
- Fosters inmate self-education, positive self-esteem, critical thinking and literacy skills by teaching inmates how to conduct legal research using a multitude of resources.

Makes efficient use of the resources both inside and outside the institutions, thereby eliminating the need for large prison legal collections.

## A

В-

C.+

Α-

B+

# Law Library Service To Prisoners 1996 ANNUAL REPORT

Prepared by

Anne Tuveson Ron Hauser Barbara Golden



STATE LAW LIBRARY MINNESOTA JUDICIAL CENTER 25 Constitution Avenue St. Paul, MN 55155-6102 (612) 297-4969

Layout and design created by Laurie Lund, Desktop Publishing Technician at MCF-Shakopee

## LAW LIBRARY SERVICE TO PRISONERS BASICS

Law Library Service to Prisoners (LLSP) is a cooperative program between the State Law Library and the Department of Corrections developed to provide Minnesota prisoners with better "access to the courts" in accordance with judicial decisions by the United States Supreme Court.

Two librarians visit seven adult correctional institutions on a regular schedule. Legal information is provided to other Minnesota prisoners through the mail and/or by telephone. A library assistant and volunteers help with these prisoner requests. LLSP activities are divided into three major areas:

### Legal Information Service is Our Primary Function

Inmates contact LLSP through kites, phone, U.S. mail and in-person visits. Through correspondence and on-site meetings with inmates, we assist individuals with their legal information needs. We direct inmates to books in the law library at the prison and instruct the inmates on how to do their own legal research. LLSP has developed a series of library guides to assist inmates in researching frequently asked questions. We hand these out during face-to-face interviews and make them available to inmates when we're not there. The librarian uses the collection at the Minnesota State Law Library to do more in-depth research on inmate requests.

### **Education is a Continuing Process**

In addition to educating inmates about legal research techniques and the use of their law libraries, LLSP is involved in other teaching activities. Law library orientation for new inmates is part of MCF-Shakopee's Receiving and Orientation procedure. LLSP has a training program for inmate law library clerks so they can assist fellow inmates when we can't be there. Other formal education programs are presented to inmates and/or staff at the request of the institutions.

### **Promotional and Professional** Activities Support Our Program

LLSP brochures are provided to all facilities to include in Receiving and Orientation materials so that new inmates are acquainted with our services. Membership in professional organizations and attendance at pertinent seminars keep LLSP staff informed of library and corrections issues. Each year LLSP updates its bibliography on access to the courts. In reviewing articles, books and court cases, we track the national trends in providing law library service in correctional settings.



## **1996: A Year Of Examination**

#### The Decision: Bounds Reviewed

The long-awaited ruling on <u>Lewis v. Casey</u> 116 S.Ct. 2174, 135 L.Ed.2d. 606 (1996) finally arrived on July 24th of 1996. For the first time since the landmark decision in <u>Bounds v. Smith</u> 430 U.S. 817 (1977), the U.S. Supreme Court took up the issue of what constitutes meaningful access to the courts for prisoners. <u>Lewis</u> returns to the basics of <u>Bounds</u>. "Access to the courts" is the key concept. Inmates do not have the right to sue over everything. Only law suits that challenge their imprisonment or the length of their sentence (Habeas Corpus), or the violation of their civil rights (Section 1983) are guaranteed access to the courts. Additionally, the inmate must show "actual injury." Just believing that they have received poor legal assistance or inadequate law library services is not enough; they must show that their court access has been injured or harmed.

#### The Response: Service Standards Re-evaluated

As the statistics show, 1996 was a very busy year. Due to a 21% increase in workflow, LLSP refined our service standards to prioritize inmate requests in accordance with <u>Lewis</u>. The purpose of the standards is to make it possible to rank requests so that attention can be given to the most urgent and necessary cases. Top priority will be given to requests related to challenging sentences or conditions of confinement, as outlined in <u>Lewis</u>. Requests outside of this parameter (such as questions about intellectual property or business law) will be answered on an "as time permits" basis, and will,

when possible, include suggestions or outside referrals. In all cases, the inmates will be referred to resources available in their prison law library. Most of the time, LLSP is able to accommodate requests from both priority levels in a timely manner, and we hope to do so in the future. Most inmates will benefit from these service standards as they will be better able to focus on issues that Lewis has determined have merit.

#### In Concurrence: Core Collection Retained

Lewis validated the concept of core collections. LLSP was hard at work in 1996 designing new and more efficient ways to organize the institution core collections with the main goal of making them uniform and compact.

One exciting change to the core collection is the addition of CD-ROM products. This will decrease the amount of space needed for the collection and reduce the theft and destruction of books. For starters, institutions can purchase the **Minnesota Reports** and the **Minnesota Statutes Annotated** on CD-ROM. Hopefully, the future will bring more titles to the inmates in this format.

LLSP has also devised a very helpful Recommended Retention Schedule of Core Collection Materials (see back page). When space becomes a problem in an institution

law library, the librarian can use these guidelines to determine which resources can be weeded and which need to be retained.

Although the <u>Lewis</u> ruling may change the strategy inmates use when filing a lawsuit, it should not have an effect on institution law libraries. Every collection has sufficient materials under Lewis, and inmates will still have access to additional materials through Law Library Service to Prisoners.





### A LOOK AT THE NUMBERS

The number of requests handled by LLSP staff reached a new high in 1996. This was primarily caused by the continued rapid growth of MCF-Faribault and MCF-Willow River/Moose Lake as well as a significant increase of requests from MCF-Lino Lakes. "Other" also rose significantly although not up to 1994 levels. Upon examination, we note that a large percentage of the requests came from previous MCF prisoners who have re-entered the system.

We handled this large increase in requests in spite of a period of personnel changes. Tom DaBruzzi left the position of Outreach Services Clerk and was replaced by Anne Tuveson. Ron Hauser replaced Karen Westwood as Outreach Librarian. Outreach Services has always depended on our hard-working volunteers to help us fulfill requests. In 1996, they logged in approximately 370 hours. We would like to extend thanks to our current volunteers John, Joan, Patty, and Ramon. We also thank Kelly and Richard who volunteered many hours this past year and Bill Erlandson from the Library's Public Services Department for copy and shelving assistance. Outreach Services is also grateful to intern Aida Picardal from Hamline University's Paralegal Program, who completed 120 hours of research and drafting for our annual bibliography.

LLSP ACTIVITIES	1994	1995	1996	1995-1996 ± %
Requests Processed	17550	15682	18965	+20.9
On-site Meetings with Inmates	1691	1627	1562	-4.0
Individuals Assisted	1186	1220	1221	0

### **Statistical Summary**

"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 people we provided information to whether in-person, by telephone or through the mail. (NOTE: 1994 and 1995 figures have been adjusted to reflect the actual number of individuals assisted regardless of where they were housed.)

## **INSTITUTION STATISTICS**

Requests Processed	1994	1995	1996	1995-1996 % Change
Oak Park Heights	6601	5614	5346	- 4.8
Stillwater	5666	4350	5870	+ 34.9
St. Cloud	927	1102	969	- 12.1
Lino Lakes	868	840	1520	+ 80.9
Shakopee	282	274	440	+ 60.6
Faribault	810	1329	1712	+ 28.8
Red Wing	36	5	8	+ 60.0
Willow River/Moose Lake	108	565	1298	+ 129.7
Housed Out-of-State	579	728	397	- 45.5
DOC Staff	37	27	60	+ 122.2
Other	1636	848	1345	+ 58.6
TOTALS	17550	15682	18965	+ 20.9

"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 or referrals to any individual incarcerated in Minnesota as time and policy permit. In 1996 we processed requests from 13 county jails, three federal institutions, and three state hospitals, as well as requests from inmates in workhouses and on house arrest. "Other" also includes requests from non-Minnesota prisoners housed in other states. We routinely refer these inmates to law libraries near their place of incarceration. Prisoners from nine other states contacted us in 1996.

Individuals Assisted	1994	1995	1996	1995-1996 % Change
Oak Park Heights	206	230	187	-18.7
Stillwater	370	339	304	-10.3
St. Cloud	145	151	128	-15.2
Lino Lakes	116	128	138	+7.8
Shakopee	67	69	69	0
Faribault	107	153	182	+19.0
Red Wing	3	2	3	+50.0
Willow River/Moose Lake	21	44	93	+111.4
Housed Out-of-State	25	25	22	-12.0
DOC Staff	20	14	22	+57.1
Other	208	139	153	+10.1
TOTAL INDIVIDUALS***	1186	1220	1221	0

"Individuals Assisted" is the total number of people LLSP provided information to within each institution or category. Due to inmate movement between prisons and categories, an individual may have been counted more than once in the institution/category statistics. \*\*\*Persons who have moved between institutions and/or categories are only counted once in TOTAL INDIVIDUALS. (NOTE: 1994 and 1995 figures have been adjusted to reflect actual numbers as described above.)

On-site Meetings with Inmates	1994	1995	1996	1995-1996 % Change
Oak Park Heights	409	293	209	-28.7
Stillwater	483	449	413	-8.0
St. Cloud	269	323	211	-34.7
Lino Lakes	234	169	215	+27.2
Shakopee	101	113	88	-22.1
Faribault	195	273	318	+16.5
Moose Lake		7	108	+1442.8
TOTALS	1691	1627	1562	-4.0

For MCF-Willow River/Moose Lake, 1996 was the first full year of meetings with inmates. This number includes visits conducted via ITV (Interactive Television). In addition, 180 MCF-Shakopee inmates received law library instruction by the Outreach Librarian during their orientation process in 1996.

### REQUESTS PROCESSED BY INSTITUTION TOTALS: 1995=15682; 1996=18965





1996



"Other" includes prisoners housed in facilities not listed elsewhere, e.g., jails. "Other DOC" includes Red Wing, DOC Staff, and Minnesota Inmates Housed Out-of-State.

#### Core Collection for Institution Law Libraries

Retention

Code	s
Research and Writing	
1. Black's Law Dictionary A, EC	2
2. Legal Research (Elias) EC	
3. Uniform System of Citation EC	
4. Handbook of Appellate Advocacy (	
5. Guidebook to State Agency Services (	
6. Minnesota Legislative Manual	C
7. Minnesota Legal Research Guide	_
(Soderberg)	2
Drimon ( Courses	
Primary Sources 1. Minnesota Reporter, 1978-current Co	~
• •	
2. Northwestern Reporter Advance Sheets	S
3. MN Supreme Court & Court of Appeals	
Syllabus of Opinions	
<ul> <li>5. Minnesota Statutes (every even year) .</li> <li>6. Minnesota Statutes Annotated (v. 11, 16,</li> </ul>	
	_
38/39, 40, 49) ( 7. Minnesota Rules (every odd year) (	
<ul> <li>8. Laws of Minnesota (every year)</li></ul>	
10. DOC Custody Classification Manual	
11a. United States Code Service [Title 42 §§ 1983 (2 vols) & Title 28 §§ 2241-2254 (1	
vol)] OR	
b. United States Code Annotated [Title 42]	
§§ 1983-1984 (1 vol) & Title 28 §§ 2254	
(1 vol)]	
12. Federal Civil Judicial Procedure & Rules	
13. Federal Criminal Code and Rules	
14. Federal Sentencing Guidelines Manual	
14. Tederal Gentehenig Guidelines Manual	0
Finding Tools	
1a. Minnesota Digest 2d AND/OR	
b. Dunnell's Minnesota Digest	С
2a. Minnesota Practice (v. 3, 7-11, 14) AND	
Minnesota Civil Practice	
OR	
b. Minnesota Practice (v. 1-3, 7-11, 14-16)	С
3. Shepard's Minnesota Citations	
4. Federal Habeas Corpus Practice &	
Procedure	С
5. Post-Conviction Remedies (Manville) (	Ċ
6. Prisoners' Self-Help Litigation Manual	
(Manville)	С
7. Rights of Prisoners (Mushlin)	С
8. Sentencing, Corrections, and Prisoners'	
Rights in a Nutshell	С

### Recommended Retention Schedule of Core Collection Materials 2/97

#### 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 only recommending the
purchase of Minnesota Reports and
Minnesota Statutes on CD-ROM in that order.

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 your institution does not

subscribe to Dunnell Minnesota Digest and space is available, retain the encyclopedia (American Jurisprudence or Corpus Juris Secundum) currently on your shelves. These donated sets 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.
- EO = Acquire every other edition.
- 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. Retention of current hardbound set is recommended even for those libraries purchasing the statutes on CD-ROM.

For assistance in ordering, contact: Law Library Service to Prisoners, State Law Library, Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155-6102. PHONE: 612-297-4969.

■THE NATIONAL CONFERENCE ON LEGAL INFORMATION ISSUES: SELECTED ESSAYS

Edited by Timothy L. Coggins

#### AALL Publications Series No. 51



Sponsored by The American Association of Law Libraries

> Published by FRED B. ROTHMAN & CO. Littleton, Colorado 80127 1996

### INFORMATION APARITHEID OR INFORMATION JUSTICE: WHICH WILL IT BE?

MARVIN R. ANDERSON State Law Librarian Minnesota State Law Library

#### Introduction

Black America has a lot at stake in the national information infrastructure or the information superhighway. It is not just the promise of a vast network of intersecting technologies with near limitless voice, data and video communications that has gotten black America's attention. For many it is the commitments of government and industry that the economic, educational and social opportunities arising out of the construction and implementation of the highway will be available to all Americans on an equal basis.

Like many African-Americans I am encouraged by these pledges. Everyone wants to see the information superhighway in its best light. I want to believe that the field is wide open with all sorts of niches being filled with the creative skills, talents and resources of the black community. However, miles of empty road still separate the promise and commitments from reality. And, despite expressions of good intentions, a growing number of African-Americans have doubts that the destinations of fairness, equality and nondiscrimination in the development of and access to the information superhighway will be attained ever, even if it is in the best interest of America.

© 1996 Marvin R. Anderson

### Law Librarianship: Historical Perspectives

Edited by

Laura N. Gasaway Michael G. Chiorazzi

#### AALL Publications Series No. 52



Sponsored by the American Association of Law Libraries

> Published by Fred B. Rothman & Co. Littleton, Colorado 80127 1996

### The History of African-American Law Librarians: A Research Agenda

Marvin Roger Anderson

State Law Librarian Minnesota State Law Library, Saint Paul

#### MEMORANDUM

To: Colleagues

From: Marvin Roger Anderson, Member, Special Committee on the History of Law Librarianship (SCHLL)

Re: History of African-American Law Librarians and AALL; It's Time to Be Like Eliza.

I am writing for your help on a fascinating project sponsored by the SCHLL that is too big for one person to handle. Before making my request, here is some background information on the project.

\*. The author wishes to thank Barbara Golden, Lolly Gasaway, Deborah Mayo-Jefferies and Karen Westwood for their help and assistance in preparing this chapter.

#### 17TH ANNUAL APPELLATE JUDGES CONFERENCE NEWPORT, RHODE ISLAND

### ON THE ROAD AGAIN: A GUIDED TOUR OF SELECTED SITES ON THE INFORMATION SUPERHIGHWAY

#### Marvin R. Anderson

State Law Librarian Minnesota State Law Library 25 Constitution Avenue Saint Paul, MN 55155 tel: (612) 297-2084 fax: (612) 296-6740 marvina@courts.state.mn.us

With the Assistance of

Tom DaBruzzi Public Services Minnesota State Law Library

Heather M. Loomis Hamline University ParaLegal Program

November 16, 1996



# Collection Development Plan

Minnesota State Law Library St. Paul, Minnesota 1996



## DOCKET SERIES

"Title of Individual Docket"



## The following *Dockets* were either written or revised in 1996:

- Citators
- Current State Holdings
- Form Books
- The Law and the Law Library
- Looseleafs
- Minnesota Appellate Court Briefs
- Minnesota Appellate Court Opinions and Orders
- Parking/Directions/Book Drop
- Pathfinder to U.S. Government Publications
- Photocopying
- Questions and Services
- Reading Lounge Collection
- Regional Digest Locations
- Reserve Collection
- Special Collection Room
- Suggested Referrals



612-297-2087 FAX 296-6740

25 Constitution Avenue • St. Paul, Minnesota 55155-6102



Prepared for a Workshop on County Law Library Management held October 12, 1984 at the Minnesota State Law Library, St. Paul. Rev. 10/86; 8/87; 8/88; 8/89; 10/90; 10/91; 10/92; 10/93; 10/94; 11/95; 9/96

**COUNTY LAW LIBRARY PROGRAM** 

#### LAW LIBRARY SERVICE TO PRISONERS SELECTED BIBLIOGRAPHY

#### December 1996

The following bibliography lists articles and court decisions that describe law library services in correctional settings. In general, it includes representative materials that address different elements of prison law library service and that give practical guidance in setting up or providing these services. *Lewis v. Casey* (#37) is now the benchmark Supreme Court decision on this topic. Earlier cases are included if they conform to the principles of *Lewis*.

The first section of the bibliography is an alphabetical list of selected articles and books. The second section is a chronological list of selected court cases. Cases were selected to include programs implemented in different types of facilities (jails, prisons, state hospitals, etc.) as well as those serving different populations of inmates within a correctional setting (illiterate inmates, protective custody, etc.) A table of cases and subject index follows Part II.

#### PART I

#### ALR Annotations:

Director, Jerald J. "Relief Under Federal Civil Rights Acts to State Prisoners Complaining of Interference With Access to Courts," 23 ALR Fed 6.

"Sufficiency of Access to Legal Research Facilities Afforded Defendant Confined in State Prison or Local Jail," 23 ALR 4th 590.

American Association of Law Libraries, Contemporary Social Problems Special Interest Section. Standing Committee on Law Library Service to Institution Residents. <u>Recommended</u> <u>Collections for Prison and Other Institution Law Libraries</u>. Chicago: AALL, 1990.

Also published as <u>Correctional Facility Law Libraries: An A to Z Resource Guide</u>. College Park, MD: American Correctional Association, 1991.

- American Civil Liberties Union Foundation. National Prison Project. <u>Status Report: State Prisons and</u> <u>the Courts</u>. Washington, D.C.: ACLU, January 1995. [Updated on Internet (1/17/97) <<http://www.erols.com/npporg/status.htm>>
- American Correctional Association. <u>Standards for Adult Correctional Institutions</u>. 3d ed. Standards 3-4262 through 3-4264, 3-4256. College Park, MD: 1990.
- American Correctional Association. <u>Standards for Adult Local Detention Facilities</u>. 3d ed. Standards 3E-01 through 3E-03, 3D-18. College Park, MD: 1991.
- Flores, Arturo A. "Bounds and Reality: Lawbooks Alone Do Not a Lawyer Make," 77 Law Library Journal 275-287 (1984-85).
- Flores, Arturo A. <u>Manual for Prison Law Libraries</u>. 2d ed. (AALL Publication Series no. 36). Littleton Co.: Rothman, 1989.
- George, James B. "Legal Status of Prisoners," 4 <u>American Bar Association Standards for Criminal</u> <u>Justice</u> sec 23-2.3 (2d ed. 1981).
- Hill, Song. "Casey v. Lewis: The Legal Burden is Raised; The Physical Barrier is Spared." 25 <u>Golden</u> <u>Gate University Law Review</u> 1-32 (Spring 1995).

Minnesota Justices Series

No. 9

### THE POLITICAL, PROFESSIONAL AND JUDICIAL CAREER OF LAWRENCE R. YETKA

edited by the staff of the Minnesota State Law Library

Minnesota State Law Library Saint Paul, Minnesota

December, 1996

## **A-4**

## Spring and Fall Showcase Flyers









The Minnesota State Law Library Spring Showcase Presents:





The Decriminalization of Personal Drug Use by Colombia's Constitutional Court: An Analysis from the Perspective of Comparative Constitutional Law





By Michael R. Pahl Supreme Court Law Clerk

*Mr.* Pahl was a Visiting Fulbright Scholar and Professor of Comparative Constitutional Law at Universidad Javerian, Bogota, Columbia, 1994-1995.



### THIS PROGRAM HAS BEEN APPROVED FOR 1.0 CLE CREDIT!!

LOCATION: Auditorium - Ground Floor Minnesota Judicial Center 25 Constitution Avenue St. Paul, MN 55155

at Noon Thursday April 4, 1996

















# Library Showcase Spring 1996



IN OBSERVANCE OF NATIONAL LIBRARY WEEK'S THEME, "LIBRARIES CHANGE LIVES," THE MINNESOTA STATE LAW LIBRARY PRESENTS...

## "MY LOVE OF BOOKS & RESPECT FOR THE WORLDS OF KNOWLEDGE AND INFORMATION"

A personal reminiscence of the power of books & libraries

## BY CYNTHIA LEHR

Chief Staff Attorney of the Minnesota Court of Appeals

### AND



# "EVERYBODY WINS!

How to participate in a Power Lunch by reading to young children in public school, Head Start or day care during your lunch hour

## BY MARY TREACY OF METRONET

Noon, Thursday, April 18, 1996 Reading Lounge, Minnesota State Law Library

> FOR MORE INFORMATION CALL 297-2086 Minnesota Law Library 
> Minnesota Judicial Center 25 Constitution Ave 
> St. Paul, MN 55155



Library Showcase Spring 1996

# A WOMAN IN THE WORLD OF FINANCE

Presented by Judge Dorothy McClung of the Minnesota Tax Court



Many women think the world of finance is for men...

...but did you know that women have a natural bent for finance? Come and hear how YOU can master your financial future!

Noon, Thursday, April 25, 1996 Reading Lounge, Minnesota State Law Library

> FOR MORE INFORMATION CALL 297-2086 Minnesota Law Library 
> Minnesota Judicial Center 25 Constitution Ave 
> St. Paul, MN 55155

## LIBRARY SHOWCASE SPRING 1996



**PRESENTED BY** 

## **BILL LAWRENCE OWNER & PUBLISHER,** *NATIVE AMERICAN PRESS*

Noon, Tuesday, April 30, 1996 Minnesota Judicial Center Auditorium

> FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library 
> Minnesota Judicial Center 25 Constitution Ave 
> St. Paul, MN 55155

Library Showcase Spring 1996

LIBYA

CONCO

SUDAN

Du

TANZ

Zambia M

BOTS

ETHIOPI,

# The Legal System in Uganda:

General Comments, Neutral Observations, and Audience Question/Answer

Featuring...

# Dan Kiiza

Court Administrator, Uganda Judiciary, and former Uganda Trial Judge;

Currently a Hubert Humphrey Fellow at the University of Minnesota, working in affiliation with the Minnesota State Court Administrator

Noon, Thursday, May 9, 1996 Reading Lounge, Minnesota State Law Library

> FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library 
> Minnesota Judicial Center 25 Constitution Ave 
> St. Paul, MN 55155

# MSLL Library Showcase Fall 1996

# MSLL presents its October slate of events for your Thursday lunchtime enjoyment. All sessions begin at noon.

October 3 Vicki Tobin, Criminal Justice Trainer and Employee Development Specialist for the Bureau of Criminal Apprehension, will describe AFIS, the new automated fingerprint identification system. This event will be held in the Ground Floor Auditorium.

- **October 10** Theresa Lippert, an Editor at West Publishing Company, will discuss her participation in the AIDS Bike Trek to Chicago.
- October 17 The Court Singers will perform *MADrigals*, and Fred Grittner, Supreme Court Administrator and Clerk of Appellate Court, will play acoustic guitar and sing.
- □ October 24 Robert Peterson, a volunteer with Habitat for Humanity International, will present Whose Future Is the Future of Low-Income Housing?
- □ October 31 Jenny Yue, a Court of Appeals Law Clerk, will speak on the topic *The Family Structure and Family Law in China*.

After October 3, all presentations will be held in the Law Library Reading Lounge.

#### For more information: call 297-2086

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

## FASCINATING TECHNOLOGY FROM THE BUREAU OF CRIMINAL APPREHENSION:

Come hear about the latest in law enforcement technology: AFIS (Automated Fingerprint Identification System)



Featuring...

## **VICKI TOBIN**

Criminal Justice Trainer and Employee Development Specialist for the Bureau of Criminal Apprehension

> Noon, Thursday, October 3, 1996 Ground Floor Auditorium Minnesota Judicial Center

FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library = Minnesota Judicial Center 25 Constitution Ave = St. Paul, MN 55155

Join us for a first-hand account of this Spring's...

# AIDS BIKE TREK TO CHICAGO



as seen through the eyes of ...

# THERESA LIPPERT

Participant in the Bike Trek for AIDS and Editor at West Publishing Company

Noon, Thursday, October 10, 1996 Law Library Reading Lounge Minnesota Judicial Center

FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library 
Minnesota Judicial Center 25 Constitution Ave 
St. Paul, MN 55155 1.00

## MUSIC IS IN THE AIR ...

Let your lunchhour be filled with euphony and harmony

Featuring...

## THE COURT SINGERS.

performing delightful MADrigals,



and

## FRED GRITTNER,

Clerk of the Appellate Courts & Supreme Court Administrator, skillfully playing acoustic guitar and singing lively songs.

Noon, Thursday, October 17, 1996 Law Library Reading Lounge Minnesota Judicial Center

FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library 
Minnesota Judicial Center 25 Constitution Ave 
St. Paul, MN 55155

# WHOSE FUTURE IS THE FUTURE OF LOW-INCOME HOUSING??



presented by...

# **ROBERT PETERSON**

Volunteer with Habitat for Humanity International

Noon, Thursday, October 24, 1996 Law Library Reading Lounge Minnesota Judicial Center

FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library = Minnesota Judicial Center 25 Constitution Ave = St. Paul, MN 55155

# FAMILY STRUCTURE AND FAMILY LAW IN CHINA





presented by...

# **JENNY YUE** Minnesota Court of Appeals law clerk

Noon, Thursday, October 31, 1996 Law Library Reading Lounge Minnesota Judicial Center

FOR MORE INFORMATION CALL 297-2086 Minnesota State Law Library 
Minnesota Judicial Center 25 Constitution Ave 
St. Paul, MN 55155 

## A-5

## **Selected Kudos**



LINKING TWIN CITIES AREA LIBRARIES AND MEDIA CENTERS

March 20, 1996

Marvin Anderson and Staff Minnesota State Law Library 25 Constitution Avenue St. Paul, MN 55155

Dear Marvin and Friends:

Many thanks to you, Marvin, and to all of the members of the State Law Library Staff who welcomed yet another flock of information enthusiasts at last Friday's Freedom of Information Day ceremony. Your gracious welcome always makes us feel at home. Far more important, the willingness of the staff to maintain the spirit of openness speaks volumes about your commitment to freedom of information within the judicial center. That commitment was evident to participants and audience alike!

As always, you conducted the ceremony with aplomb and dignity appropriate to the award, the speaker, and the issue. The librarians present feel a particular pride that you represent us so ably.

I've been thinking about that 10 year celebration, but a few months away! We'd better get our heads together soon if we are to pull that off in the style to which we have become accustomed.

You should know that we've received several queries about the Freedom of Information Award and the event -- mostly because of John Finnegan's national award. Apparently they announced at the Library of Congress event that he could not be present because he was at the Minnesota awards ceremony. That got the point across better than any PR we could have generated!

Please extend to all of your staff the deep appreciation of the thundering herd that descended on the Library. Noisy and thoughtless of your patrons as we may seem at the moment, we DO understand the efforts everyone makes to roll out the red carpet and rise above the commotion we cause! We'll see that you get a copy of the tape of the event so you can see just how good it really was!

Sincerely,

Mary Treacy for the Minnesota Coalition on Government Information The school, public, academic, and special libraries of Metronet salute

# Cataloging Outsource Service

## Capitalizing on Collaboration

for

*Third Annual Recognition May 20, 1996* 

# **I**Metronet

linking twin cities area libraries and media centers

Ę

Metronet Governing Board Patrice Bataglia • Wilma Behm • Toni Carter • Jack Cole • Ursula Dimler Margaret Langfeld • John Madden • Patricia Parker • Myra Peterson

## CATALOGING OUTSOURCE SERVICE

Purpose:	To allow for the efficient cataloging of records in state agency libraries and alleviate the backlogs of collections cataloging.
Major partners:	Minnesota State Law Library MINITEX State Agency Libraries
Time period:	An initial meeting to discuss a partnership occurred in July, 1995, with implementation of cataloging services over the last year.
Activities:	Two catalogers visit requesting state agency libraries to perform cataloging services. One cataloger is on the permanent staff of the Minnesota State Law Library. The other cataloger was hired in early 1996 by MINITEX. A librarian at the state law library makes an initial contact with the requesting library. Contract terms are agreed to and a plan is developed for implementing onsite cataloging for the agency. The catalog librarian at the state law library monitors the work performed by the MINITEX cataloger and also performs cataloging services for outsourcing customers as time permits.
Outcomes:	The cataloging collaboration is still being tested and may have long term viability as more state agencies assign funds to address cataloging backlogs. An unintended outcome of the project, but a highly beneficial one, is the opportunity to take some time to train staff of the requesting library to perform cataloging functions. Also, the ability to establish quality cataloging for difficult items creates a future model that state agency staff may refer to after the conclusion of the outsourcing project. One lesson learned from the project is that non-librarians (i.e., funding administrators) may demand much reassurance and productivity measurements to guarantee that investment in such a project will really pay off.
Measuring	Work performed is carefully monitored. Another measure will be the number of customers who
impact:	continue to request the service a backlogs begin to rebuild. Any further outsourcing of functions where human resources are scarce and a library cannot afford to hire a full-time staff member may prove the ultimate success. Sharing of human resources through outsourcing programs is a win-win solution for small libraries.
Resources:	Expertise and flexibility of the people involved. MINITEX's efforts to conquer University restraints involved in the formation of new staffing programs. The adaptability and expert cataloging skill of the catalogers involved, their abilities to adapt to new cataloging materials and environments are critical. The customer's partnership in the program to "set up" the work area and to convince their administration for funding is an absolute necessity.
Informing	The state law library advertises outsourcing to county law libraries and state agency libraries. The
others:	library is working on a strategy to introduce its program to law firm libraries.
For more information:	Sara Galligan, Minnesota State Law Library, 612-297-2089
Submitted by:	Sara Galligan

٠.

Date: <u>8/27/96</u> Department: <u>LIBRARY</u> ME TATE Med 9/4/ TO: NANCY DOWNING

### **INMATE KITE**

Inmates are encouraged to communicate with staff at all levels. If your subject is simply a message to a particular staff member, and no answer is required, you may write to anyone. If your message requires an answer, your kite should be directed to the appropriate staff person, who can best answer your message. If you do not know who that person is, ask your cell hall Sergeant or Lieutenant. If you send a kite requiring an answer to the wrong staff member, it will be returned to you with the proper staff member's name noted in the response section.

Inmate: MICHAEL SMITH	
Date: 8/27/96	Work Area TU

Other Staff you have seen concerning this problem

**MESSAGE:** 

I WISH TO EXPRESS MY SINCERE GRATITUDE FOR THE ASSISTANCE YOU'VE GENEROUSLY GIVEN. I MUST ADMIT THAT AT FIRST I THOUGHT I HAD FUST BEEN WRITTEN OFF. WHAT A PLEASANT SURPRISE TO FINALLY RECIEVE JUST THE MATERIALS  $\mathcal{T}$ NEE DED ! THANK YOU

Michael Smith (Use Reverse Side If Necessary)

1

Recid 2/15/96 Karen, thank you for the papers about Parent (5) in Preson and effects on children. We Won!! May God Bless you for your bundness Sincerely Worgiel A Spield

## MINNESOTA STATE LAW LIBRARY

## ORGANIZATIONAL CHART



(\* = Part-time; \*\* = Contract employee)

12/96