



County Law Libraries Survey 2018

County Law Library Survey

72 Total Responses

About the Numbers

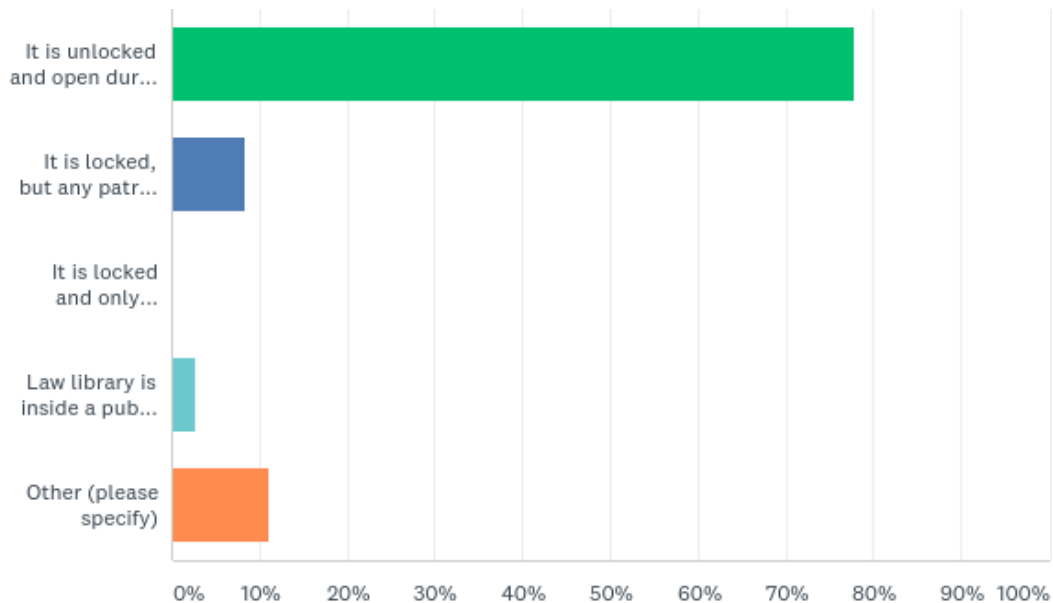
Dakota and St. Louis have more than one location.

Lyon/Lincoln and Chippewa/Lac Qui Parle/Yellow Medicine have joint law libraries

Houston and Waseca do not have county law libraries

14 counties did not respond

When is your library open to the public?



When is your library open to the public?

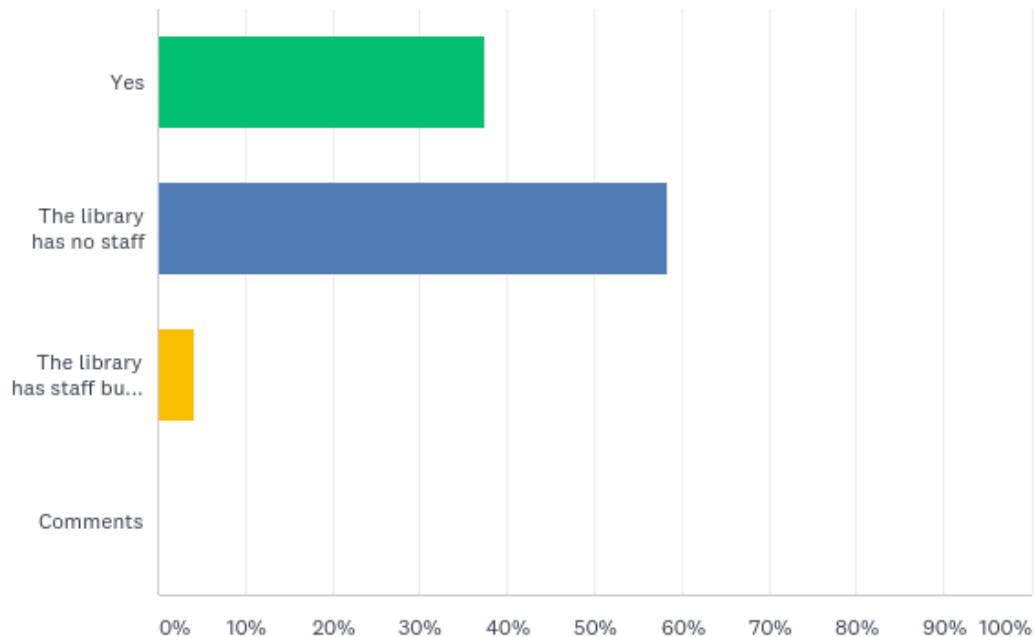
ANSWER CHOICES	RESPONSES	
It is unlocked and open during all hours the courthouse is open.	77.78%	56
It is locked, but any patron (public or attorney) can ask for a key.	8.33%	6
It is locked and only attorneys may request access.	0.00%	0
Law library is inside a public library and is open during public library hours.	2.78%	2
Other (please specify)	11.11%	8
TOTAL		72

When is your library open to the public?

Other:

- If Court is in session or if any person uses the law library then the room remains unlocked during the remaining courthouse hours on that day. Any person may have access during any courthouse hours to the law library.
- Locked, but anyone can ask for admittance. We also have materials and a computer terminal at the public library.
- 8 am to 4:30 pm Monday - Friday, closed on all County holidays
- Library is open 8AM-4:30PM
- Open, basement of courthouse, courthouse hours
- Yellow Medicine County has minimal library material as the physical library is located in Chippewa County.
- The Lac qui Parle law library has minimal publications as the physical library location is Chippewa County.
- locked but always staffed and accessible except for the lunch hour

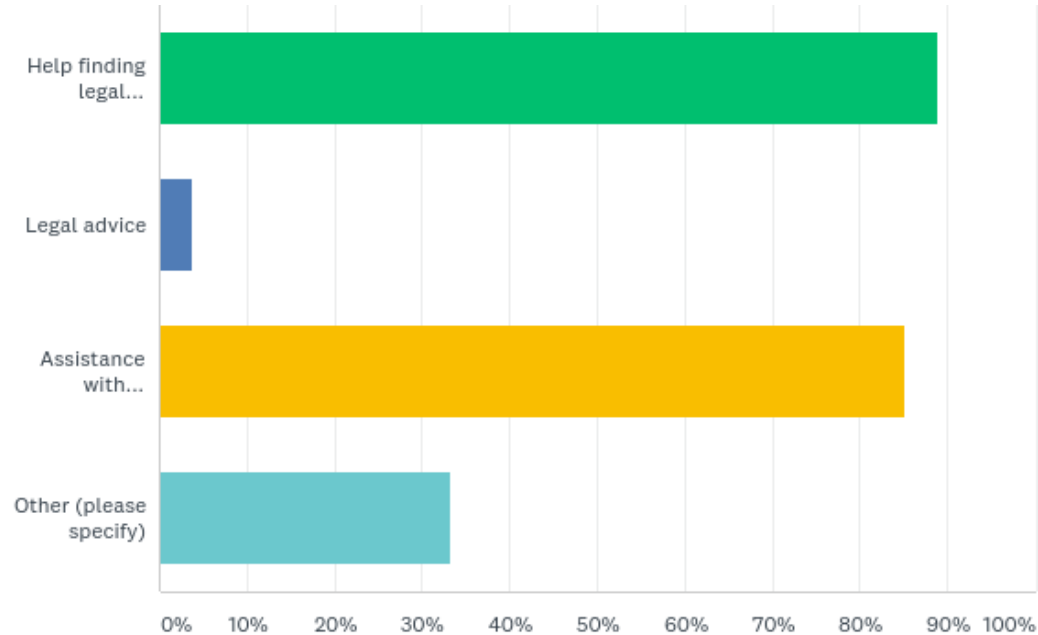
Does your library location have staff available to assist patrons?



Does your library location have staff available to assist patrons?

ANSWER CHOICES	RESPONSES	
Yes	37.50%	27
The library has no staff	58.33%	42
The library has staff but they do not assist patrons	4.17%	3
Comments	0.00%	0
TOTAL		72

What type of assistance does staff provide?



What type of assistance does staff provide?

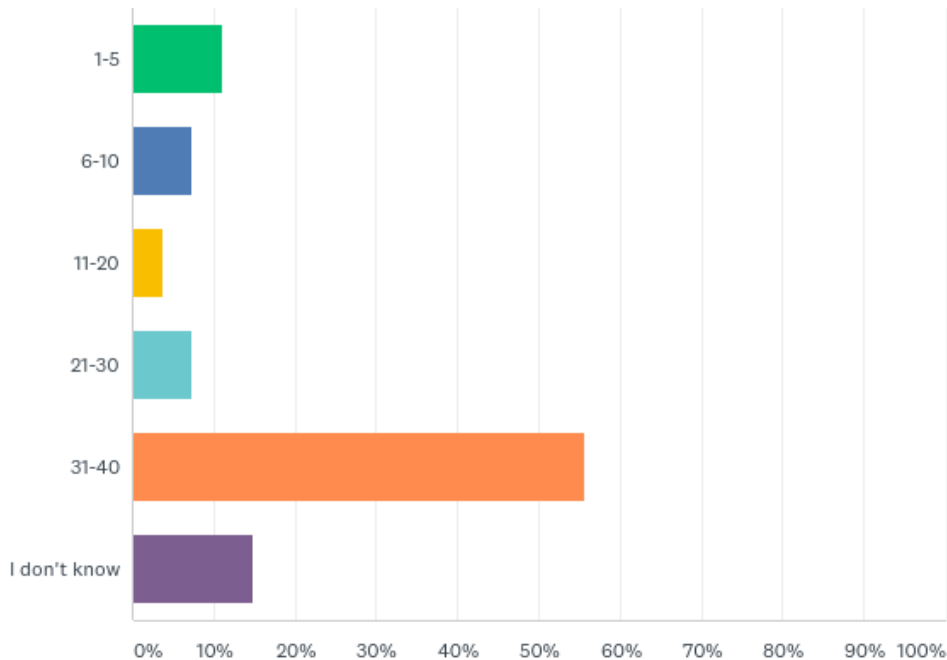
ANSWER CHOICES	RESPONSES	
Help finding legal information/resources	88.89%	24
Legal advice	3.70%	1
Assistance with computers/equipment	85.19%	23
Other (please specify)	33.33%	9
Total Respondents: 27		

What type of assistance does staff provide?

Other:

- Brief advice clinics
- We circulate materials and offer CLE training on Westlaw as well as CLE classes on a variety of subjects
- We only have a very part-time person who puts in 4 hours per week. If individuals come up, he will help them get on the computer and help them find a site they may be search for or refer them to publications available.
- Filling out legal forms
- Self Help Program Attorney available
- Facilitate legal advice/self-help clinics
- As the law clerk/law librarian, I am available to anyone who has non-legal advice questions. There is no separate staff member whose sole position is in the law library.
- We offer clinics where attorneys come in to provide legal advice or assist with forms.
- Note, the law clerk is the staff. There is no independent staff.

How many hours per week is this person (or people if more than 1) available to assist patrons?



How many hours per week is this person (or people if more than 1) available to assist patrons?

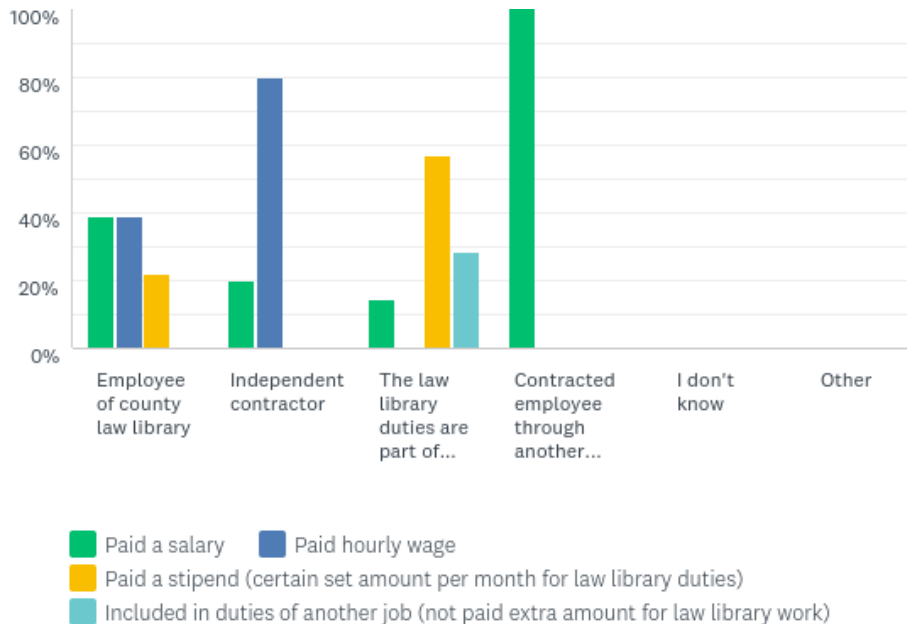
ANSWER CHOICES	RESPONSES	
1-5	11.11%	3
6-10	7.41%	2
11-20	3.70%	1
21-30	7.41%	2
31-40	55.56%	15
I don't know	14.81%	4
TOTAL		27

How many hours per week is this person (or people if more than 1) available to assist patrons?

Comments:

- Actually 42.5 hours per week; our open hours
- Actually we're staffed 45 hours per week
- They work as an "on-call" position. Patrons dial extension and the librarian goes down to assist
- 15 hours in Hibbing Wednesday and Friday - 15 hours in Virginia Tuesday and Thursday
- Our library has signage identifying phone numbers to reach local law clerks in the courthouse to assist patrons of the library. Law clerks are the primary individuals that interact with patrons of the library seeking assistance.
- The staff that helps are court administration staff that are located just across the hall and they will assist patrons with the very easiest of requests and they do so during all regular business hours.
- James Fischer, Attorney at Law helps pro se litigants two Tuesday afternoons a month.
- No full-time library staff but part-time law librarian (a member of judicial staff) is available for assistance at the request of patrons.
- FT law library staff. Attorney advice is only available on Thursdays for about 2 hours.
- Law clerk works in the courthouse and is available during work hours. Patrons call the clerk for assistance.

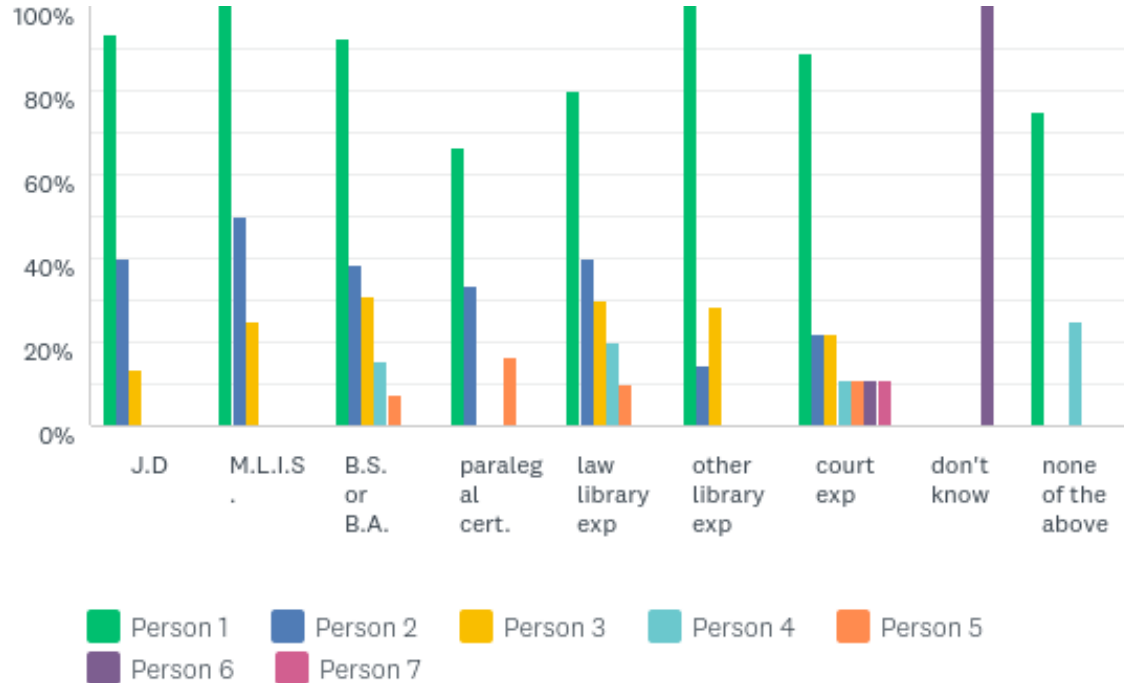
The staff person(s) is(are)



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	PAID A SALARY	PAID HOURLY WAGE	PAID A STIPEND (CERTAIN SET AMOUNT PER MONTH FOR LAW LIBRARY DUTIES)	INCLUDED IN DUTIES OF ANOTHER JOB (NOT PAID EXTRA AMOUNT FOR LAW LIBRARY WORK)	TOTAL
Employee of county law library	38.89% 7	38.89% 7	22.22% 4	0.00% 0	18
Independent contractor	20.00% 1	80.00% 4	0.00% 0	0.00% 0	5
The law library duties are part of another job (ex. law clerk, county attorney staff)	14.29% 1	0.00% 0	57.14% 4	28.57% 2	7
Contracted employee through another organization (ex. St. Louis)	100.00% 2	0.00% 0	0.00% 0	0.00% 0	2
I don't know	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Other	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0

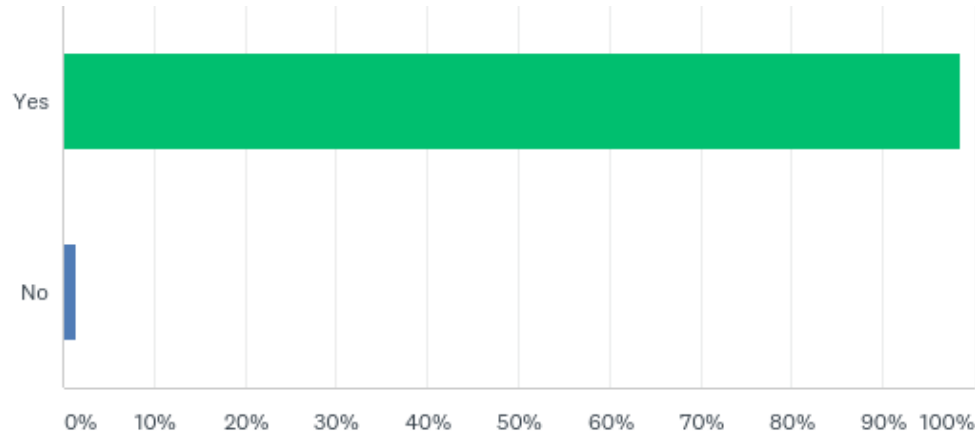
What education or experience does the staff have?



What education or experience does the staff have?

	PERSON 1	PERSON 2	PERSON 3	PERSON 4	PERSON 5	PERSON 6	PERSON 7	TOTAL RESPONDENTS
J.D	93.33% 14	40.00% 6	13.33% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	15
M.L.I.S.	100.00% 8	50.00% 4	25.00% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8
B.S. or B.A.	92.31% 12	38.46% 5	30.77% 4	15.38% 2	7.69% 1	0.00% 0	0.00% 0	13
paralegal certificate	66.67% 4	33.33% 2	0.00% 0	0.00% 0	16.67% 1	0.00% 0	0.00% 0	6
experience working in a law library	80.00% 8	40.00% 4	30.00% 3	20.00% 2	10.00% 1	0.00% 0	0.00% 0	10
experience working in another type of library	100.00% 7	14.29% 1	28.57% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	7
experience working in a court	88.89% 8	22.22% 2	22.22% 2	11.11% 1	11.11% 1	11.11% 1	11.11% 1	9
I don't know	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	100.00% 1	0.00% 0	1
none of the above	75.00% 3	0.00% 0	0.00% 0	25.00% 1	0.00% 0	0.00% 0	0.00% 0	4

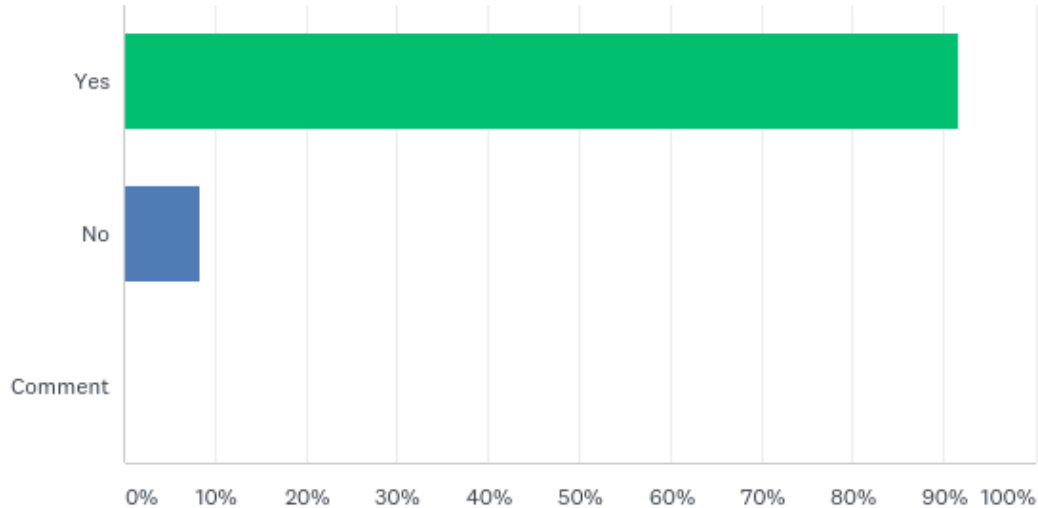
Does your library have a chair and table at which a patron can sit to work?



Does your library have a chair and table at which a patron can sit to work?

ANSWER CHOICES	RESPONSES	
Yes	98.61%	71
No	1.39%	1
TOTAL		72

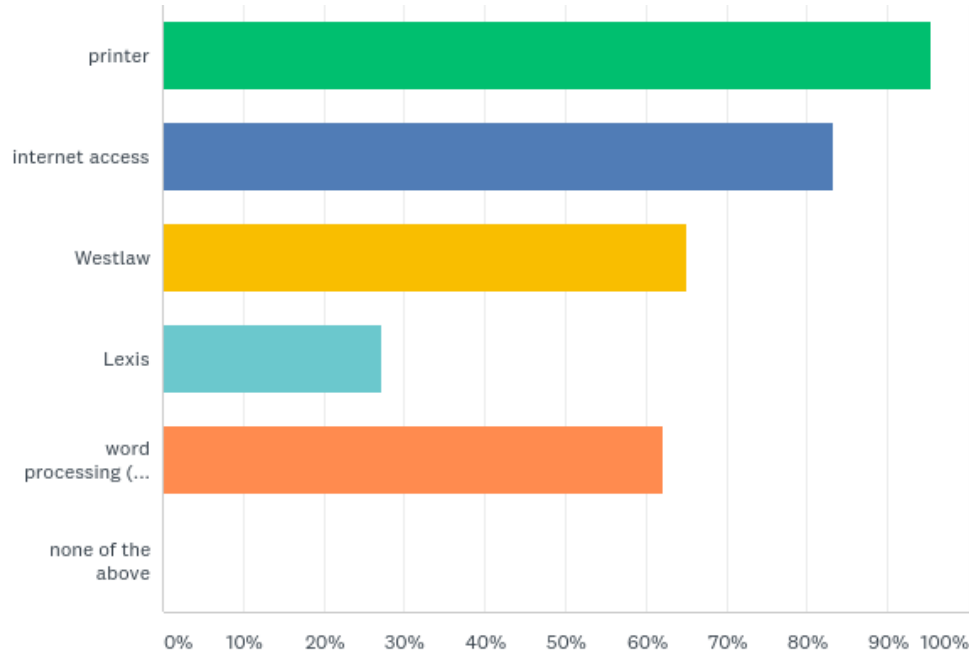
Does your library have a computer? (This computer would be different from the court-provided Self-Help terminal.)



Does your library have a computer? (This computer would be different from the court-provided Self-Help terminal.)

ANSWER CHOICES	RESPONSES	
Yes	91.67%	66
No	8.33%	6
Comment	0.00%	0
TOTAL		72

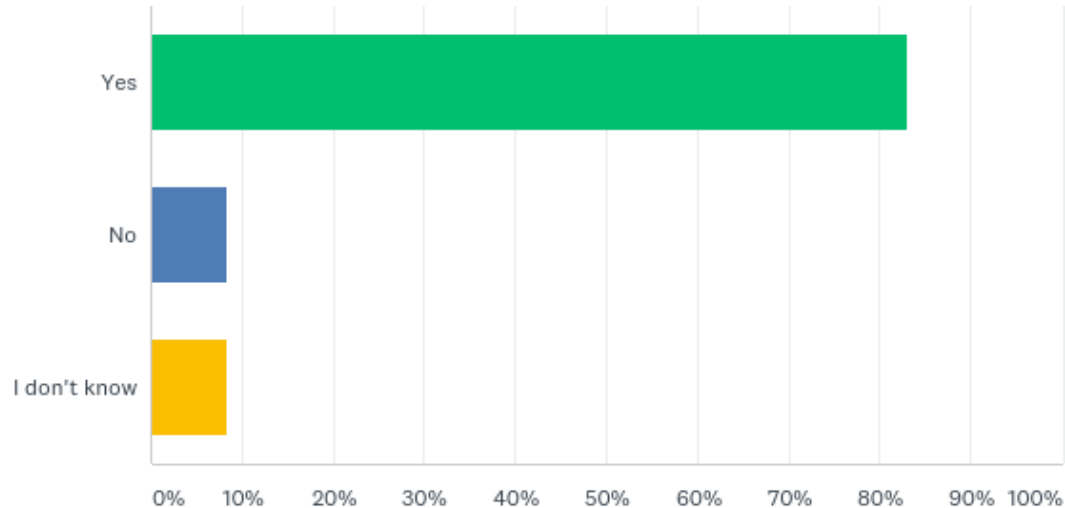
If there is a computer, does it have any of the following?



If there is a computer, does it have any of the following?

ANSWER CHOICES	RESPONSES	
printer	95.45%	63
internet access	83.33%	55
Westlaw	65.15%	43
Lexis	27.27%	18
word processing (ex. Word)	62.12%	41
none of the above	0.00%	0
Total Respondents: 66		

Does your Law Library Board of Trustees meet at least annually?



Does your Law Library Board of Trustees meet at least annually?

ANSWER CHOICES	RESPONSES	
Yes	83.10%	59
No	8.45%	6
I don't know	8.45%	6
TOTAL		71

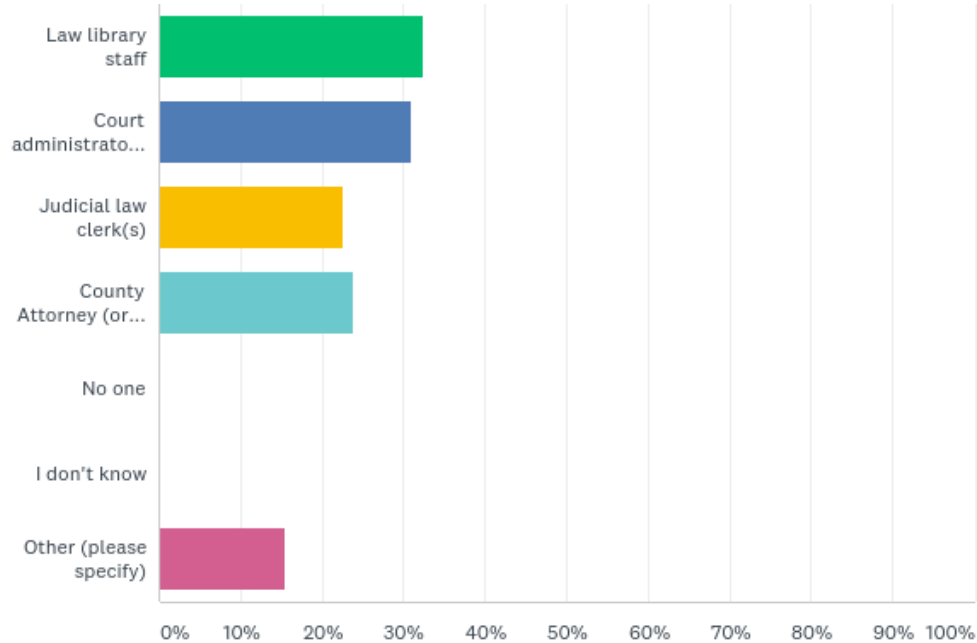
Does your Law Library Board of Trustees meet at least annually?

Comments:

- The Board meets twice annually.
- We have an annual meeting and one special meeting each year.
- Our Board of Trustees meets every two months.
- quarterly
- The Law Library Board of Trustees meets in January, April, July and October each year
- There was no meeting in 2017, but there were meetings in years prior and one in 2018
- Appear to be annual notes, meeting has not been called since I've held the position.

Who oversees the operation of the law library?

(handling bills, maintaining materials, etc.)



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(handling bills, maintaining materials, etc.)

ANSWER CHOICES	RESPONSES	
Law library staff	32.39%	23
Court administrator (or staff from that office)	30.99%	22
Judicial law clerk(s)	22.54%	16
County Attorney (or staff from that office)	23.94%	17
No one	0.00%	0
I don't know	0.00%	0
Other (please specify)	15.49%	11
Total Respondents: 71		

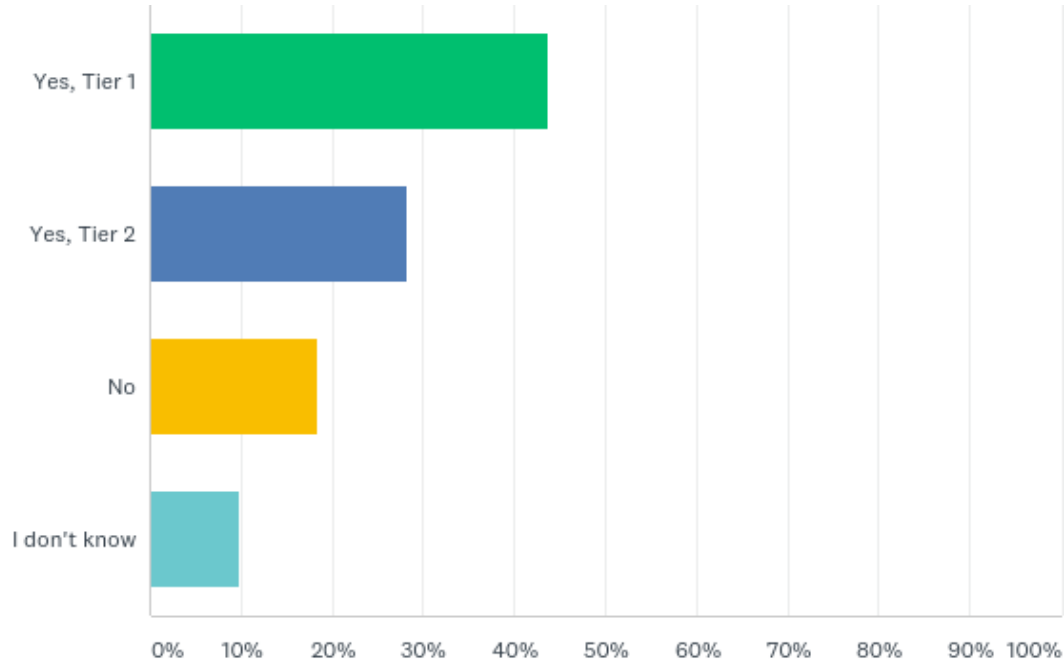
Who oversees the operation of the law library?

(handling bills, maintaining materials, etc.)

Other:

- Law clerk shelves books; court administrator pays bills
- Law clerk shelves books, updates inserts; court administrator pays bills
- we have a custodian who is paid a stipend to do most of the duties; however, all law library board members receive the monthly budgets to monitor and meet multiple times per year to make decisions, etc.
- law librarian
- Day to day it is the staff, but we also have an Executive Committee (Law Library Board Chair, Treasurer, plus librarians) for overseeing library operations.
- Board chair handles bills. Materials are maintained by judicial law clerks.
- Myself, librarian
- law librarian (also the court reporter to the district court judge)
- bills go through County Attorney staff, Self Help Program Attorney maintains materials
- The law librarian
- Myself

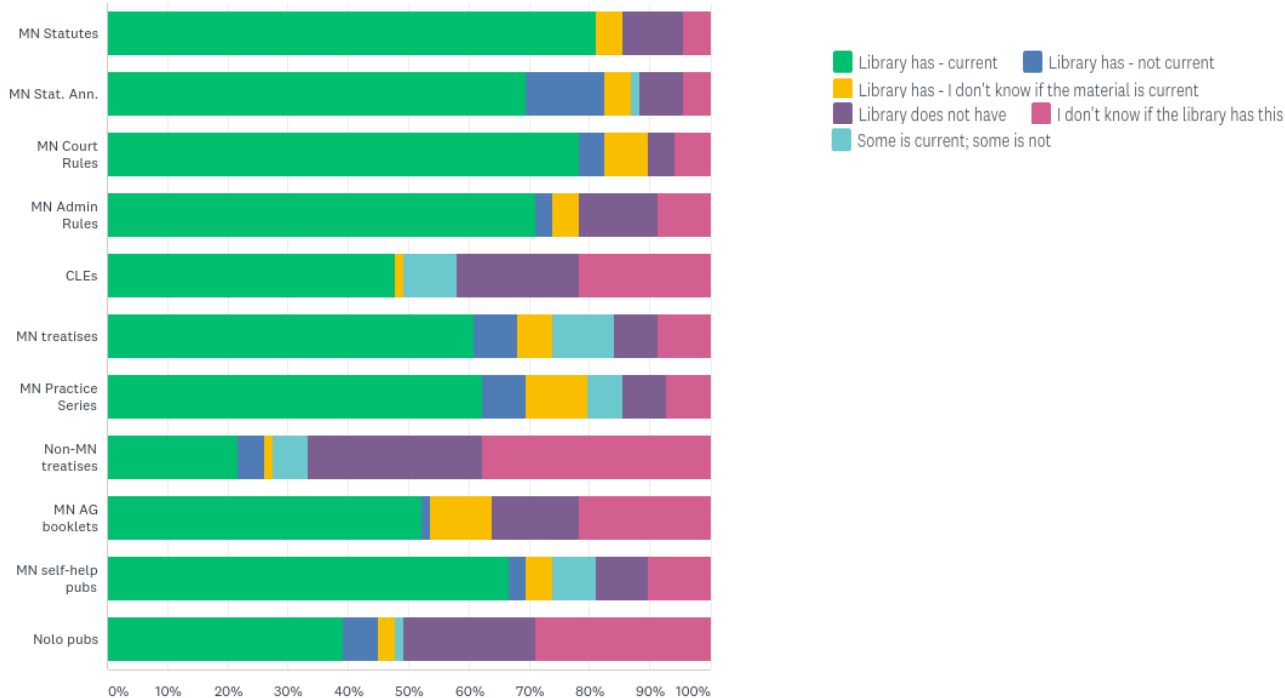
Does your library participate in the State Law Library County Law Library Program (CLLP)?



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ANSWER CHOICES	RESPONSES	
Yes, Tier 1	43.66%	31
Yes, Tier 2	28.17%	20
No	18.31%	13
I don't know	9.86%	7
TOTAL		71

Does your library have any of the following materials?



Does your library have any of the following materials?

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF THE MATERIAL IS CURRENT	SOME IS CURRENT; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Minnesota Statutes (2016 maroon set with 2017 updates, official statutes provided by CLLP program)	81.16% 56	0.00% 0	4.35% 3	0.00% 0	0.00% 0	10.14% 7	4.35% 3	69
Minnesota Statutes Annotated (large maroon set, from Thomson-West, updated annually)	69.57% 48	13.04% 9	4.35% 3	1.45% 1	0.00% 0	7.25% 5	4.35% 3	69
court rules volume (blue 2018 edition from Thomson-West)	78.26% 54	4.35% 3	7.25% 5	0.00% 0	0.00% 0	4.35% 3	5.80% 4	69

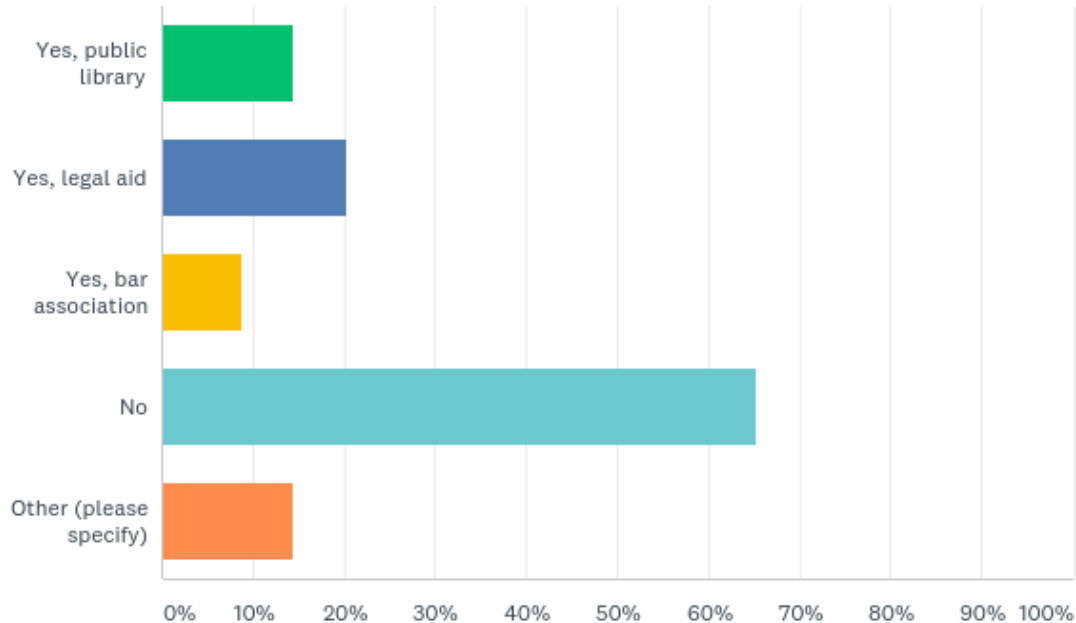
Does your library have any of the following materials?

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF THE MATERIAL IS CURRENT	SOME IS CURRENT; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Minnesota Rules (administrative regulations, grey 2017 set, provided by CLLP program)	71.01% 49	2.90% 2	4.35% 3	0.00% 0	0.00% 0	13.04% 9	8.70% 6	69
Continuing Legal Education materials	47.83% 33	0.00% 0	1.45% 1	8.70% 6	0.00% 0	20.29% 14	21.74% 15	69
Minnesota treatises (ex. Minnesota Family Law Practice Manual, Minnesota Civil Practice, Dunnell Minnesota Digest, Minnesota Misdemeanors: DWI, Traffic, Criminal, and Ordinance Offenses)	60.87% 42	7.25% 5	5.80% 4	10.14% 7	0.00% 0	7.25% 5	8.70% 6	69

Does your library have any of the following materials?

	LIBRARY HAS - MATERIAL IS CURRENT	LIBRARY HAS - MATERIAL IS NOT CURRENT	LIBRARY HAS - I DON'T KNOW IF THE MATERIAL IS CURRENT	SOME IS CURRENT; SOME IS NOT	I DON'T KNOW IF THE MATERIAL IS CURRENT	LIBRARY DOES NOT HAVE	I DON'T KNOW IF THE LIBRARY HAS THIS	TOTAL
Minnesota Practice Series (some or all volumes)	62.32% 43	7.25% 5	10.14% 7	5.80% 4	0.00% 0	7.25% 5	7.25% 5	69
Non-MN specific treatises	21.74% 15	4.35% 3	1.45% 1	5.80% 4	0.00% 0	28.99% 20	37.68% 26	69
Minnesota Attorney General free booklets	52.17% 36	1.45% 1	10.14% 7	0.00% 0	0.00% 0	14.49% 10	21.74% 15	69
self-help materials that are MN-specific	66.67% 46	2.90% 2	4.35% 3	7.25% 5	0.00% 0	8.70% 6	10.14% 7	69
Nolo publications	39.13% 27	5.80% 4	2.90% 2	1.45% 1	0.00% 0	21.74% 15	28.99% 20	69

Does your library partner with another organization for expanded services?



Does your library partner with another organization for expanded services?

ANSWER CHOICES	RESPONSES	
Yes, public library	14.49%	10
Yes, legal aid	20.29%	14
Yes, bar association	8.70%	6
No	65.22%	45
Other (please specify)	14.49%	10
Total Respondents: 69		

Does your library partner with another organization for expanded services?

Other:

- We are in discussions with the Windom City Library for space for a law library in the city library, but forward progress is not expected because the city library already does not have enough space.
- we have a partnership with Legal Assistance of Olmsted County to offer family, financial and criminal expungement brief advice clinics.
- Court
- courts other organizations offering legal programs CAIR, VLN, etc
- Joint law library with Lincoln County
- Unsure. Our library partners with the district for self-help but I do not believe that we partner with any other organizations.
- District Court, CAIR, VLN
- contracted attorney for self help services 2 afternoons a week
- We partner with legal aid for clinics. We partner with public library to offer hours where the Director goes to the public libraries once a week from 5-7.