

Minnesota Edocs:

Documentation for the LSTA Grant Project

October 2004 – September 2005

Minnesota Edocs Documentation

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ATTACHMENT A
GOAL 2A.3 MnLINK CAPACITY
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FEDERAL FISCAL YEAR 2004

Submit one electronic copy and one fully signed and dated original and ten copies to:

Jym Wroblewski/LSTA Coordinator/ Grant Administrator/F30
State Library Services & School Technology
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8731

Minnesota LSTA FY2004–Goal 2A.3 MnLINK Capacity Competitive Grant Application Follow the exact form, contents, and pagination provided by State Library Services.

A. Administrative Information: [LDS uses items A: 1-9 for federal reporting. Be specific, direct and concise.]

The below-named applicant hereby applies for a LSTA project grant as established as a priority activity under the Minnesota Five Year Plan, 2003-2007, for the use of LSTA:

1. Applicant institution name and address:

Minnesota Legislative Reference Library
645 State Office Building
100 Reverend Dr. Martin Luther King, Jr. Boulevard
St. Paul, Minnesota 55155

Minnesota Tax ID:
Federal Employer I.D. no.: 41-6007162

Minnesota Tax I.D. no. __004405717__ Federal Employer I.D. no. __41-6007162__

2. Name, title, telephone number and e-mail address of grant administrator and grant coordinator if different:

Robbie LaFleur, Director
651-296-8310
rlafleur@lrl.leg.mn

3a. Project Title: Incorporating Digital State Publications Within MNLINK

3b. Federal Funds Requested: \$19,730

4. Estimated number of people to be served by Project

The incorporation of archived, full-text documents into the Legislative Reference Library's catalog will serve three target populations.

1. Legislators and legislative staff members will have easy access to the full text of state agency publications. Many of the documents were created under a statutory mandate, and this access ensures the documents are available currently and in the future. (The total of legislators and staff is approximately 900; estimate that half of those potential users would access documents. – 450.)
2. Librarians in MNLINK libraries and other libraries will be able to use the cataloging developed by the Legislative Reference Library to add virtual items to their own focused

collections, and link to the full text. For example, a public policy document may be added by an academic library, or a consumer health document chosen by a public library. (An estimate of people served would be the **users of at least the 36 original document depository libraries** around Minnesota.)

3. End users in Minnesota's public, academic, and special libraries, as well as end users at work or at home, will be able to access the full text of state documents easily through the MNLINK gateway. 59% of people in the Upper Midwest were Internet users in 2002, according to the Pew Internet and American Life Project (http://www.pewinternet.org/pdfs/PIP_Regional_Report_Aug_2003.pdf). (Estimate – 59% of the Minnesota population in 2002, **2,969,859**)

5. Identify targeted geographic location to be served; include city, county(s) or statewide:

The primary targeted geographic location is the entire state of Minnesota, although the materials accessible through MNLINK are not limited to users within our state boundaries! The secondary audience is limited only by Web access.

6. Federal Congressional District(s) within area to be served by project:

List by Congressional number: __All Minnesota Congressional districts.

7. Minnesota's LSTA Plan: The Goal number: 2 The Activity letter: A.3

Minnesota LSTA FY2004– Goal 2A. 3 MnLINK Capacity Competitive Grant Application. Follow the exact form, contents, and pagination provided by State Library Services.

Applicant: _____ Minnesota Legislative Reference Library _____

8. Relevance to LSTA Goal & Program Activity:

(“MNLINK Related Projects: Retrospective conversion and cataloging issues, planning and implementation projects”)

The Legislative Reference Library (LRL) staff will investigate cataloging issues and digital management solutions to provide electronic access to the full text of Minnesota depository publications. The solutions will also be relevant to all other libraries that plan to incorporate digital collections within their catalogs. The solutions implemented by the LRL will extend access to the full text of state publications to all public, academic, and special libraries within MNLINK.

9. Project Purpose: (Answer Who, What, When, Where, Why and How?)

Increase access to the full text of state publications through MNLINK, taking advantage of current digital technology.

This project is the foundation of the long-term goal of a new digital state publications system.

Project team members will investigate and solve cataloging and access issues to provide enhanced current and long-term digital access to the full text of Minnesota state agency publications for citizens and decision-makers via MNLINK. Web users expect the full-text of documents to be immediately accessible. This research will solve the cataloging hurdles to providing that access to digital state publications within the Library’s catalog.

This LSTA planning grant will fund an important cataloging element of a larger project of identifying, acquiring, cataloging, disseminating, and preserving state publications. The Legislative Reference Library planning team estimates that the larger planning and implementation process for a new Minnesota Digital State Publications system will be completed in two years, 2005-2006.

The mission of MNLINK is: "All people in Minnesota will have access to a wide array of high quality library services and global information resources in a range of formats whenever, wherever, and however information services are needed." The publications of Minnesota state government agencies have undisputed educational, economic, financial, cultural, and historic value in a democratic society. The addition of full text digital state publications to this portal enhances the value of MNLINK as a tool for current access to government information and for long-term research. Though many state publications are available through the publishing agencies’ own Web sites, the archived LRL electronic copies will enhance access to current users though MNLINK. They will be available indefinitely, long after they may be removed from the publishing agency’s site.

The previous State Document Depository System, administered through DocuComm at the Minnesota Department of Administration, distributed microfiche copies of state publications to 36 depository libraries around the state. The program has ceased; DocuComm no longer exists. Legislative Reference Library staff members continue their statutory mission of acquiring and cataloging state publications, analyzing the process in light of changing to a digital dissemination and preservation

program. With the Minnesota Digital State Publications Collection available via MNLINK, all citizens with a connection to the Web will have the state depository system at hand.

With microfiche of state documents no longer being distributed, the time is appropriate to move to a distribution and preservation system that increases access and takes advantage of current digital technology.

With the aid of this grant, staff members of the Minnesota Legislative Reference Library (LRL) will investigate and solve the technical problems involved in archiving the full text of state publications. They will resolve cataloging issues within the MNLINK Aleph software to facilitate the best retrieval of Minnesota state publications statewide.

From October 2004-March, 2005 LRL staff members will investigate a file management system to store the documents, and decide how to best link the electronic files to the Aleph catalog records. They will develop policies for archiving various digital formats and handling multiple editions. They will develop robust documentation of the project and processes to benefit other libraries considering similar digital projects.

Applicant: ____Minnesota Legislative Reference Library _____

10. Project Activities/Methods

Resolve cataloging issues and determine the best way of representing the Minnesota Digital State Publications Collection within the MNPALS catalog Aleph software for the best retrieval of the documents statewide. Provide complete electronic access to all 2003-2004 publications chosen as Minnesota depository publications by having the non-electronic publications digitized. Document the research, the decisions reached, and the processes that are implemented.

If the grant is awarded, the project will begin in October 2004. The phases below will overlap.

Phase 1 (October-December 2004)

- Research the best practices for file/content management for digital collections used by other libraries, particularly other Aleph libraries (locally, nationally, and internationally). Research the solutions chosen by other states providing electronic state depository systems.
- Schedule meetings and phone conferences with identified experts and stakeholders.
- Research how to convert existing 2003-2004 print Minnesota agency publications to digital format.
- Examine cataloging issues.
- Plan documentation and communication strategies (for final documents and for periodic reporting via electronic lists).

Phase 2 (January 2005)

- Make decisions regarding catalog bibliographic and holdings record formats. Edit catalog records for existing archived documents accordingly (approximately 600).
- Identify 2003-2004 Minnesota agency publications that are not available electronically and complete conversion to digital format.
- Choose the appropriate file/content management solution for management of the digital publications.

Phase 3 (February-March 2005)

- Evaluate future budgetary needs in light of the research and decisions made in Phases 1 and 2.
- Prepare documentation; complete both a one-time report for external distribution and documentation of ongoing processes for Library staff.

Many issues are involved in the scope of this project. The goals of this project can be divided into three areas:

1. Resolve cataloging issues within the MNLINK Aleph software to facilitate the best retrieval of Minnesota state publications statewide.

Issues to be examined and resolved include, but are not limited to:

- Determine how to best incorporate multiple URLs for several editions of a serial. A possible solution is the concept of a “virtual file cabinet,” a link from the catalog record to another Web page listing the various editions available; another could be adding hot links to the Aleph holding record. This issue is tied into the choice and capabilities of the file management software.
- Determine whether URLs should be located within the bibliographic record or within the holding

record.

2. Investigate the most cost-effective processes for converting non-electronic state publications to digital format. Convert remaining non-electronic Minnesota agency publications for 2003-2004.

Issues to be examined and resolved include, but are not limited to:

- How do we make the full text of non-native pdf files searchable? How should OCR processes be handled?

3. Identify an appropriate file management or content management system for the full text of state agency publications. Currently, the Library's archived electronic documents are kept in a simple WINDOWS file structure. This interim solution does not allow for long-term management of the files.

Issues to be examined and resolved include, but are not limited to:

- Is it most cost-efficient to develop an in-house file management system/database, or best to purchase an existing software product? In particular, we will consider DigiTool, digital asset management software from ExLibris. (<http://www.exlibrisgroup.com/digitool.htm>). Since ExLibris provides the Aleph software for the LRL MNPALS catalog, it seems likely the product may integrate well.
- Since the Library's online catalog supplies robust metadata and effective, indexed access to the bibliographic records of state publications, what additional metadata elements are needed for the digital files within a file/content management system? For example, for preservation purposes, it will be important to note the software versions of documents so that they can be converted to newer platforms as needed, to ensure continued access.
- Develop policies for handling various file formats.

The following LRL staff members will have primary responsibility for the project:

David Schmidtke is the Collections Group Manager for the Minnesota Legislative Reference Library and has been with the Library for 7 years. He managed the conversion from PALS to Aleph in 2004 and has a deep familiarity with the software. He also managed the Library's 2003 pilot project to save archived copies of reports mandated by the Legislature to our server. (Details of the pilot project are found at:

<http://www.leg.state.mn.us/webcontent/lrl/scans/scanmandatereport.pdf>) David will be primarily responsible for researching the file management options and scanning options for consideration by the Library project team.

Sarah Quimby is the lead cataloger for the Minnesota Legislative Reference Library. She has been with the Library for 3-1/2 years. Sarah has honed her skills at cataloging electronic documents with workshops and self-study. Sarah will be the staff person most involved with analyzing the structure of the Aleph records and advising the team on how best to incorporate the archived documents and in preparing the project documentation.

Leif Eischen, Information Services Manager, has been with LRL for 13 years. He will be primarily involved in server planning and administration and technical consultation.

Robbie LaFleur, project leader, is the Director of the Minnesota Legislative Reference Library. She has been with the Minnesota Legislative Reference Library for 18 years.

Robert Horton, State Archivist, Minnesota Historical Society, will serve as an advisor and collaborator. His knowledge of electronic documents is important to the project. His participation will also ensure cooperation and avoid duplication of effort between the LRL and the Minnesota

Historical Society.

Other LRL staff members will round out the larger project team. Elizabeth Lincoln (Deputy Director and Head of Reference Services), Carol Blackburn (Reference Librarian), Randi Madisen (Web Services Manager), and Jess Hopeman (Acquisitions Specialist) have 54 collective years of experience with state documents. They will devote an average of 10 hours each. Lisa Knoop, LRL Business Manager, will manage the accounting and administrative monitoring of the project (1 hour/week).

Finally, outside experts will inform the project. They include:

- MNPALS technical staff
- Librarians at the former microfiche depository libraries
- Interested librarians, particularly from CALCO, the Capitol Area Libraries Consortium, and government documents librarians from the MLA/GODORT Round Table.

The full involvement of LRL team members and the expertise of outside consultants will result in a well-documented product that will establish the foundation for widespread, timely access to Minnesota state government publications via MNLINK. This LSTA planning grant will fund an important portion of the long-term goal of identifying, acquiring, cataloging, disseminating, and preserving state publications in a cost-effective digital-based system.

Minnesota LSTA FY2004– Goal 2A. 3 MnLINK Capacity Competitive Grant Application: Follow the exact form, contents and pagination provided by State Library Services.

Applicant: ___Minnesota Legislative Reference Library ___

11. Project Outputs:

Outputs for end users of MNLINK:

- Easy-to-use catalog records that will efficiently link MNLINK users to the full text of state agency documents.
- Established processes to continue adding digital state publications to the LRL server, with access via the LRL catalog and MNLINK gateway.
- An initial set of Minnesota agency documents available online. These will be the (2003) depository publications that were not filmed (approximately 317) and the 2004 state agency depository publications (739 total in 2003; we anticipate a similar number).
- Documentation of the research undertaken, the decisions reached, and the process developed. This documentation will inform other libraries considering incorporating digital collections in their catalogs.
- Outreach to the library community to create awareness of the availability of full-text documents via MNLINK.

12. Project Outcomes:

Following a focus group meeting on state documents hosted by the Legislative Reference Library in 2001, Larry Kellerman, Librarian at Central Lakes College in Brainerd, conducted a telephone survey of librarians at 19 2-year colleges about the availability and use of state documents on microfiche in their libraries. (Unsurprisingly, the use was low and access was often poor.)

Once this project is complete, we will use the 2001 survey as a base, and survey the same group to measure their awareness of the increased digital access, and their attitudes toward this enhancement.

13. Other Results:

This project will provide a strong basis for continuing with the larger project of identifying, acquiring, cataloging, disseminating, and preserving state publications. The research undertaken, the processes developed, and the additional questions and issues we will encounter will set the stage for further development of the Minnesota Digital State Publications system.

Applicant: ___Minnesota Legislative Reference Library ___

14. Budget: (a. Narrative, b. Summary)

a. Budget Narrative: (Insert an additional page if needed)

A. Personnel: (contractual positions only) Administrative staff costs are in-kind or match only.
David Schmidtke and Sarah Quimby will each spend approximately 10 hours per week during the six months of the project (26 weeks). Robbie LaFleur, Project Leader, will average five hours per week; Leif Eischen 2 hours per week, and Lisa Knoop, one hour per week. Other LRL extended team members (Elizabeth Lincoln, Carol Blackburn, Randi Madisen, and Jess Hopeman) will spend about ten hours each. Total hours = 768

B. Library Materials:

C. Online Resources:

D. Equipment:

E. Furniture:

F. Telecommunications:

G. Telecommunications Equipment:

H. Automation Hardware:

I. Automation Software:

J. Staff Development:

Travel funds are requested for David Schmidtke to attend the ALA-sponsored 2004 LITA National Forum in St. Louis. More information at: <http://www.ala.org/ala/lita/litaevents/2004Forum/2004Forum.htm>) Fortuitously, this forum takes place in the first month of the project. Several sessions will provide practical background on digital projects around the country, and he will have the opportunity to network with colleagues with valuable experience and advice. (Cost, \$1230: registration, \$440; airfare, \$270; hotel, \$520)

K. Supplies:

L. Contractual:

- A half-time reference librarian will be hired for five months (October 2004-February 2005, 21 weeks). This position will partially free the primary project members, David Schmidtke and Sarah Quimby, from reference duties, to work on the project. (21 weeks x 20 hours x \$25.00 = \$10,500)
- \$5,000 of MINITEX contract cataloging is requested. In similar fashion, this will free Sarah Quimby for project work, including editing of existing records for archived publications.
- Outside scanning services are required to digitize the 2003-2004 non-digital publications. The cost estimate is based on figures from ACS, the company with the current state contract. However, several bids will be sought before choosing a vendor for this service.

M. Other: (specify)

Minnesota LSTA FY2004– Goal 2A. 3 MnLINK Capacity Competitive Grant Application

Applicant: _____ Minnesota Legislative Reference Library _____

LSTA Project Name: __Incorporating Digital State Publications Within MNLINK__

b. Budget Summary:

	Federal-LSTA	State Funds	Local Funds	Other	Total
Personnel – Contractual Project Staff*			768 total hours of LRL staff time = \$25,768.30		\$25,768.30
Library Materials*					
Online Resources*					
Equipment* and Furniture					
Telecommunications					
Telecommunications Equipment					
Automation Hardware*					
Automation Software*					
Staff Development	Conference = \$1230				
Supplies					
Contractual*	*MINITEX Contract Cataloging = \$5000 *Back-up reference librarian = \$10,500 *Scanning services: \$3000				
Other*					
Totals	\$19,730				

- **Additional documentation required:** Please include additional information in the budget narrative page.

Minnesota LSTA FY2004– Goal 2A. 3 MnLINK Capacity Competitive Grant Application: Follow the exact form, contents, and pagination provided by State Library Services.

Applicant: __Minnesota Legislative Reference Library __

15. Evaluation: How will the project be evaluated in order to determine that the intended results have been achieved. Describe plan for measuring project results (end user benefits).

If the project is successfully concluded, the following questions should be answered affirmatively. The project director will complete this evaluation.

- Has a solution been chosen to manage the electronic files, making them seamlessly accessible through the Library's catalog, and MNLINK?
- Have the cataloging issues regarding access to the files through the catalog been resolved?
- Have the remaining 2003 and the 2004 non-electronic documents been converted to digital format?
- Have the existing archived publication catalog records been edited?
- Has the documentation been completed?
- Has the Library community been alerted to the availability of archived full text available via the LRL? (This can be verified by messages sent, whether the Library's Web pages have been changed, and whether there have been hits on those Web pages.)
- Do the results of the survey of one audience, librarians at 2-year colleges, indicate that librarians are aware of the improved access and find it of value? (This measurement of outcomes is described in #12, Project Outcomes.)

Minnesota LSTA FY2004–Goal 2A. 3 MnLINK Capacity Competitive Grant Application: Follow the exact form, contents, and pagination provided by State Library Services.

Applicant: _____Minnesota Legislative Reference Library _____

16. Assurances. The applicant assures that it will comply with the following:

- A.** Grant funds shall be used only for purposes for which granted as specified in the approved grant application or approved in an amendment to the original application filed under provisions of the grant agreement. Project may be amended once during the contractual timeline. Programmatic approval by the LSTA Coordinator must be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.
- B.** The Institute of Museum and Library Services (IMLS) and State Library Services, the MN state library administrative agency, requires public acknowledgement of the activities they support with LSTA funds. Your IMLS grant is recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and take steps to extend the award’s impact on the community at large. IMLS has a logo and tag line that should be used in acknowledging IMLS and State Library support. The guidelines for crediting IMLS and the State Library are described below.

“The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, and State Library Services & School Technology, the Minnesota state library agency, supports the (project name) at the (library/agency name) with funding under the provisions of the Library Services and Technology Act (LSTA).”
- C.** Interest on Grant funds shall be limited to the amount allowable by federal rules and regulations, which must not exceed \$100.00 annually on all LSTA federal dollars received. This regulation (45 C.F.R. Section 1183.21(i)) applies to IMLS grants to States and State sub-grants to public libraries, public school libraries, and other agencies that are governed by State and/or Local governments. Interest earned on advances/grant awards made by the State Library Administrative Agencies to universities, hospitals, and non-profit organizations fall into a different category. These entities may keep interest amounts up to \$250 per year for administrative expenses (OMB Circular A-110 C.22 Payment (1)).
- D.** Grantees will be reimbursed on all project costs on a quarterly basis upon filing the quarterly grant payment schedule with project receipts for reimbursement attached. Twenty percent of the project allotment shall be held until final report and grant receipts are received, reviewed and accepted for audit.
- E.** A mid-year narrative report shall be filed at the six month interval of the grant year and a narrative evaluation report indicating project results and a report of grant expenditures shall be submitted to State Library Services & School Technology on forms supplied by the State Library no later than 30 days after the completion date of the project set forth in the grant agreement.
- F.** If participation by a regional library system or a member local governmental unit or member library is discontinued, ownership of the discontinuing system, unit, or member’s assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from this grant, shall revert to the Minnesota Department of Education, State Library Services & School Technology, for reassignment for library services elsewhere.
- G.** The provisions of Title VI of the Civil Rights Act of 1964, (42 USC Sec. 2000d et seq.), its regulations, and all other applicable federal and state laws, rules and regulations.
- H.** The applicant will not advertise for bids, execute any contracts, or purchase any items that will be paid for by grant funds before receiving a fully executed and signed copy of the grant contract.

- I. We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

Date

Board President

Date

Director/Administrator

Submit one electronic copy and one fully signed and dated original to State Library Services & School Technology by 4:00 p.m. on Friday, July 9, 2004.

MID YEAR PROJECT EVALUATION AND EXPENDITURES
LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) GRANT
FEDERAL FISCAL YEAR 2004

Submit one electronic copy and one signed & dated original:

Jym Wroblewski/LSTA Grant Coordinator/Administrator
-F30
State Library Services & School Technology
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8731

Due to State Library by April 15, 2005 – by 4:00 p.m.

Minnesota LSTA FY2004 Mid year Evaluations: Follow the exact form, contents, and pagination provided by the State Library. A separate copy of the mid year report should be completed for each LSTA project funded in the federal FY2004 cycle.

1. Project Title: Incorporating Digital State Publications Within MNLINK

2. Project P.O. #: 43822 (Purchase Order # found on front page of Grant Contract)

3. Name and address of grant recipient:

Minnesota Legislative Reference Library
645 State Office Building
100 Reverend Dr. Martin Luther King, Jr. Boulevard
St. Paul, Minnesota 55155

4. Person Completing Form:

Robbie LaFleur, Director

5. Telephone #: 651-296-8310

6. E-mail address: rlafleur@lrl.leg.mn

7. Narrative report: Briefly describe your progress on meeting the intended purpose of this project. Include: (a) are you making progress according to the goals and objectives of the project proposal? (b) any changes that have occurred and why? (c) any current or anticipated implementation and/or timeline concerns, and (d) how you are addressing problems? Due to time constraints there will be no grant extensions.

From December 2004-February 2005, LRL canvassed state libraries and evaluated a number of electronic document management systems. The research was focused on identifying promising models to emulate in managing electronic files and solving the cataloging issues involved in providing access to electronic state documents via the Library's catalog and through the MNLINK Gateway.

Other states' electronic state document systems range from none at all to robust digital document databases, separate from the library catalog. Some states have decided to focus on web crawlers that would troll state agency websites for .pdfs to point to or have built web directories and GILS (Government Information Locator Services) using agency supplied metadata, bypassing the catalog altogether. Of the states that have developed solutions closest to LRL's vision – using the catalog to access electronic state documents – they have done so using vendors and offsite storage (the OCLC Digital Archive) or proprietary software for use with a particular ILS (the Hyperion system).

LRL reaffirmed that devising a permanent and far-reaching solution to the acquisition, storage, and preservation of electronic state documents is beyond the scope of the LSTA grant. It is a large, complex, important, and expensive endeavor. Such a solution would require buy-in from many state agencies and libraries in the state. This strengthened our focus on solving the immediate issues with our current system of providing access to electronic state documents through our catalog.

Cataloging and file management issues include:

- Too many URLs on a bibliographic record, especially in the case of serials. See ocm12832227 for an example. This system will become unworkable quite soon.
- Agency URLs: should they be represented on the bibliographic record? Agency URLs change, migrate, become broken all too frequently. Currently, MNPALS does not include a link check feature, necessitating a work-around to run a report on broken links. It takes about two hours per month to run this report. Editing broken links takes about nine hours per month. Also, the link check work-around only catches broken links; it does not catch working links that just happen to lead to documents that are not the one described in the bibliographic record (as is the case with many House of Representatives House Research Department documents).
- Adding additional URLs to serial bibliographic records is time-consuming. LRL processes approximately 52 added volume state documents per month.
- The current LRL system of adding archive and agency URLs, with the attendant editing of the bib. record every time an added volume is processed or a link breaks, is against the spirit of the bibliographic record, time-consuming, and increases the chance for errors in editing.
- The archive link on the LRL bib. record is a straight link; we will never be able to migrate or otherwise manipulate our archived files without breaking all the links in the bib. records.

The nationwide examination of cataloging practices prompted our file management decision. LRL decided to build its own relational database using an SQL server and place a stable/persistent URL on the bibliographic record. We will devise a database generated URL for each archived document that will remain constant even when documents are migrated to another server. Our decision was based on several factors.

- Cost. LRL does not have funds to purchase and implement software.
- A database will link related digital files. The current system of archiving digital copies in a folder on the LRL archive server ignores relationships between documents, as in issues of a serial. A database will allow us to link all related digital files to one bibliographic record.
- Additional metadata on the database records will help manage the files over time. The bibliographic record provides robust subject and descriptive metadata to access both the paper and digital document, but cannot provide preservation and administrative metadata for the digital document. A database will allow us to link this metadata with the digital document, which is necessary for long-term preservation and storage. The use of preservation and administrative metadata is becoming more and more standard in digital document databases and repositories; using it will allow us to migrate our files more easily, should the opportunity arise.
- Limited staff hours can be used more efficiently. Currently, two staff members are needed to edit the bibliographic record for our added volumes: one to add holdings information and one to add the URL for the archived copy. With a relational database, the URL only has to be added to the database, not the bibliographic record. Archiving the file and linking the URL to the bibliographic record can be done in one step.

LRL staff members continue with system planning (database planning, catalog planning, and workflow planning), individually and in weekly meetings. The goals and objectives *seem* within reach within the allotted time frame, though completing and implementing the internal database by the end of the grant period will be a quite challenging.

8. Evaluation: Briefly describe your progress in measuring project results (to include end user benefits). Include: (a) what you have done to date to implement the project evaluation methodology, (b) information about the project's statistics that you are now collecting, (c) the types of end user benefits that will be documented by the project's end date, and (d) any evaluation problems you are encountering and how you are addressing them.

Evaluation of the results is the most daunting aspect of the project. The concrete results of whether the database is done, implemented, and in use, are easily measured. The original proposal listed a survey to be done of librarians at two-year colleges, to measure their awareness of the increased digital access, and their attitudes toward this enhancement. The surveyed audience may have to change slightly. Depending on when the database and retrospective data entry is completed, we may need to choose a different audience. Given a very short time frame for evaluation (due to the grant deadline), and the fact it is at the very beginning of a school year, it may be difficult to work with this audience.

9. Mid-Year Expenditures on the project from all sources (Information as of 3/31/2005)

	LSTA	State	Local	Other	Total
Personnel					
Library Materials					
On-line Resources					
Equipment and Furniture					
Telecommunications					
Automation					
Staff Development	\$1,073.99				
Supplies					
Contractual*					
Other*					
Total					

*Attach documentation. (Describe items included in the Contractual and/or Other categories – use additional pages as needed).

10. Certification: We, the undersigned certify that the data and information contained in this report are true and correct to the best of our knowledge and belief.

Date

Board President

Date

Library Administrator



Minnesota Edocs: State Government Publications at the Minnesota Legislative Reference Library



With the help of a Library Services and Technology Act (LSTA) grant, awarded through the [Minnesota State Library Services and School Technology](#) division of the Minnesota Department of Education, the Minnesota Legislative Reference Library (LRL) has solved many issues related to the archiving of full text digital state publications and linking to them through the online catalog. The creation of the Minnesota Edocs database will help the Library increase access to state publications to all citizens through the Library's catalog and [MNLINK](#).

In the spring of 2003, LRL began a [pilot project](#) to make digital copies of legislatively mandated reports and link to the copies through the Library's catalog. Many state agency publications are required by law, and each year the Minnesota Legislature requests additional studies and documentation of state government functions. LRL either acquires electronic copies of mandated reports, or scans and archives reports not published electronically, to archive on our own server.

With the demise of the [State Depository program](#) microfiche distribution, this project become even more important and in 2004 was extended to all digital publications meeting the definition of a Minnesota state document. In addition to legislatively required reports, the Library acquires other state agency publications extensively and archives copies of those we receive in electronic format. Links to LRL's archived versions are added to the records in MNPALS, the Library catalog. Links to the agency URLs are included as well, but those links are deleted when agencies no longer maintain the reports on their sites.

Online archiving soon posed several issues for the LRL. Adding multiple links on the bibliographic record for an online document in several parts, or for successive issues of a serial, made the catalog record [cluttered and confusing](#). Frequently there was not a one-to-one relationship between the paper document and the digital document as published by the agency, which could be online in formats not amenable to archiving. The static link on the bibliographic record to the Library's archive file meant that the files could not be migrated to another server without breaking over 1,000 links in the Library's catalog. Finally, no preservation metadata for the electronic files was being recorded.

In 2004 the Library received an [LSTA grant](#) to research and develop solutions to these issues. ([final report](#))

We researched institutional repository software products and the document management systems other states used to manage digital state publications, comparing them to a list of criteria, such as cost, functionality, etc. It soon became obvious that most of the systems mentioned were too large, complicated, and—most importantly—far too expensive for LRL. The nature of many software products also conflicted with LRL's goal of using the catalog and MNLINK to provide access to the documents, since they created a separate collection with a separate catalog. In the end, we concluded that the best system possible, the one most suited to our needs, would be one we built ourselves.

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The resulting [display of the formerly "cluttered and confusing"](#) record.

Examples in the catalog:

[Serial record](#) - click on the "electronic link" section of the record.

[Document in many parts](#) - click on the "electronic link" section of the record - choosing the "Library Electronic Version(s)".

Database details

The Library's Edocs database was developed using commercially available software that includes Microsoft Windows 2000 Server, Microsoft IIS Web server, and Microsoft Access 2000. This system could also be implemented using a variety of open source operating systems, web server software, and database software (one example combination could be Linux, Apache, and MySQL). It is our hope that this system could be emulated and adapted by other libraries considering similar archives of electronic files.

The data tables and data entry application were created using Microsoft Access 2000. Access 2000 will continue to be used for data entry purposes. The data tables will be converted to Microsoft SQL tables for more efficient delivery via the Web server, and for more robust backup capabilities.

Please direct questions regarding the project to [Robbie LaFleur](#), Director, [Minnesota Legislative Reference Library](#).

Please direct all comments concerning issues or legislation
to your [House Member](#) or [Senator](#).

For legislative staff or for directions to the Capitol, visit the [Contact Us](#) page.

[General questions or comments.](#)

11/8/2005

Minnesota Edocs: State Government Publications at the Minnesota Legislative Reference Library

Please take our **short online survey** at: <http://www.leg.state.mn.us/edocs/survey.asp>

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The data tables and data entry application were created using Microsoft Access 2000. Access 2000 will continue to be used for data entry purposes. The data tables will be converted to Microsoft SQL tables for more efficient delivery via the Web server, and for more robust backup capabilities.

Location/Available	MN Legislative Ref. Library Circulating Collection Call #: HJ2053.M6 R462
Location/Available	MN Legislative Ref. Library Internet
Electronic Link	<ul style="list-style-type: none"> • http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf (Library archive copy for 2005 2nd qtr. as of 03/11/2005) • http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf (Library archive copy for 2005 1st qtr. as of 03/11/2005) • http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf (Library archive copy for 2004 4th qtr. as of 10/01/2004) • http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf (Library archive copy for 2004 3rd qtr. as of 06/17/2004) • http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf (Library archive copy for 2004 1st qtr. as of 04/16/2004) • http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf (Library archive copy for 2003 4th qtr. as of 03/11/2005) • http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf (Library archive copy for 2003 3rd qtr. as of 03/09/2004) • http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf (Library archive copy for 2003 2nd qtr. as of 05/21/2003)
Title	Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Portion-of-Title	State operated services dedicated revenue accounts
Publisher	[Minnesota] : Minnesota Dept. of Human Services, 2002-.
Description	v. ; 28 cm.
Published	Began in 2002.

Instead of crowding the bibliographic record screen in the catalog with URLs for many editions of a document (see the 'before,' at left), a link is made to a page listing the editions in our Edocs database. (see the 'after,' below)

Location/Available	MN Legislative Ref. Library Circulating Collection Call #: HJ2053.M6 R462
Location/Available	MN Legislative Ref. Library Internet
Electronic Link	<ul style="list-style-type: none"> • http://www.leg.state.mn.us/edocs/edocs.asp?oclcnumber=55984401 (Library electronic version(s))
Title	Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Portion-of-Title	State operated services dedicated revenue accounts
Publisher	[Minnesota] : Minnesota Dept. of Human Services, 2002-.
Description	v. ; 28 cm.
Published	Began in 2002.
Current Pub Freq	Quarterly, with an annual summary

Minnesota Edocs: State Government Publications
The Library has archived the following electronic versions of this document. There may be other documents available.

[Detail Record](#) [Print Record](#) [Close](#)

Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Publisher: Minnesota Dept. of Human Services

2005 2nd qtr.
<http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf>

2005 1st qtr.
<http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf>

2004 4th qtr.
<http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf>

2004 3rd qtr.
<http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf>

2004 1st qtr.
<http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf>

2003 4th qtr.
<http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf>

2003 3rd qtr.
<http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf>

2003 2nd qtr.
<http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf>

The database listing leads to the various parts of a complex document or the various editions of a serial document.

For more information:

Please direct questions regarding the project to Robbie LaFleur, Director, Minnesota Legislative Reference Library. (rlafleur@lrl.leg.mn) A more detailed report of the Minnesota Edocs project will be completed in October, and available at the Library's Website. <http://www.leg.state.mn.us/lrl/lrl.asp>

September, 2005
This document is online at:
<http://www.leg.state.mn.us/lrl/mndocs/edocs/overview.asp>

**2004 FINAL REPORT AND EXPENDITURES FOR
LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA) GRANT**

Submit one electronic copy and one signed and dated original with an additional paper copy to:

Jym Wroblewski/LSTA Grant Coordinator-Administrator
F30
State Library Services & School Technology
1500 Highway 36 West
Roseville MN 55113-4266

Due to the State Library Agency 30 days after close of the grant program

PH: 651-582-8805; FAX: 651-582-8731

Minnesota LSTA FFY2004-Final Report. Follow the exact form, contents, and pagination provided. A separate report should be completed for each LSTA project for which you received funding. Complete the final report within 30 days from the end date of the agreement period listed on your grant contract.

1. Name and address of grant recipient:

Minnesota Legislative Reference Library
645 State Office Building
100 Reverend Dr. Martin Luther King, Jr. Boulevard
St. Paul, Minnesota 55155

Minnesota Tax ID:
Federal Employer I.D. no.: 41-6007162

Minnesota Tax I.D. no. 004405717 Federal Employer I.D. no. 41-6007162

2. Name, title, phone, fax, and e-mail address of administrator:

Robbie LaFleur, Director
651-296-8310
rlafleur@lrl.leg.mn

3. Name of Project: Incorporating Digital State Publications Within MNLINK

4. Grant was obtained under: *State of Minnesota Five Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds - Fiscal Years 2003-2007 and the LSTA Priorities for FY 2003.*

- a. Federal Project purpose number: To improve library services through the use of technology
- b. LSTA Plan Goal number: 2
- c. LSTA Plan Activity letter: A.3
- d. Federal Congressional District(s) All

5. People Served: Give the actual (real) number of end users directly served by this project.

The incorporation of archived, full-text documents into the Legislative Reference Library's catalog will serve three target populations.

1. Legislators and legislative staff members will have easy access to the full text of state agency publications. Many of the documents were created under a statutory mandate, and this access ensures the documents are available currently and in the future. (The total of legislators and staff is approximately 900; estimate that half of those potential users would access documents. – **450 staff and members.**)
2. Librarians in MNLINK libraries and other libraries will be able to use the cataloging developed by the Legislative Reference Library to add virtual items to their own focused collections, and link to the full text. For example, a public policy document may be added by an academic library, or a consumer health document chosen by a public library. (An estimate of people served would be the **users of at least the 36 original document depository libraries** around Minnesota.)
3. End users in Minnesota’s public, academic, and special libraries, as well as end users at work or at home, will be able to access the full text of state documents easily through the MNLINK gateway. 59% of people in the Upper Midwest were Internet users in 2002, according to the Pew Internet and American Life Project (http://www.pewinternet.org/pdfs/PIP_Regional_Report_Aug_2003.pdf). (Estimate – 59% of the Minnesota population in 2002, **2,969,859**)

Minnesota LSTA FFY 2004-Final Report	(Follow the exact form, contents, and pagination provided.)
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Evaluation Report & Expenditures (LSTA 2004) p.3:System/Library_____

6. Narrative report for project.

A. Project Purpose: See Directions

Increase access to the full text of state publications through MNLINK, taking advantage of current digital technology.

The Minnesota Legislative Reference Library (LRL) solved many issues related to the archiving of full text digital state publications and making them available through MNLINK by creating the Minnesota Edocs database.

Background: LRL completed a successful pilot project in 2003 to make digital copies of a subset of state documents, those required by the Legislature, available through the Library’s catalog. Those that weren’t available digitally from the publishing agency were scanned and archived.

With the demise of the State Depository microfiche distribution, this project became even more important and in 2004 was extended to all digital publications meeting the definition of a Minnesota state document. In addition to legislatively required reports, the Library acquires other state agency publications extensively and archives copies of those we receive in electronic format. Links to LRL’s archived versions are added to the records in MNPALS, the Library catalog. Links to the agency URLs are included as well, but those links are deleted when agencies no longer maintain the reports on their sites.

Online archiving soon posed several issues for the LRL. Adding multiple links on the bibliographic record for an online document in several parts, or for successive issues of a serial,

made the catalog record cluttered and confusing. Frequently there was not a one-to-one relationship between the paper document and the digital document as published by the agency, which could be online in formats not amenable to archiving. The static link on the bibliographic record to the Library's archive file meant that the files could not be migrated to another server without breaking over 1,000 links in the Library's catalog. In addition, no preservation metadata for the electronic files was being recorded.

The LSTA grant was used to research and develop solutions to these issues.

Evaluation Report & Expenditures (LSTA 2004) p.3: System/Library_____

B. Project Activities/Methods: See directions

The primary Minnesota Edocs team consisted of Sarah Quimby, David Schmidtke, Mike Schatz, Ruth Matykiewicz, Leif Eischen, and Robbie LaFleur. Other LRL staff provided valuable background and input during the initial planning phases user interface design phases.

December 2004 to February 2005

David Schmidtke, Sarah Quimby, and Robbie LaFleur researched other states' solutions to the problem of collecting, providing access to, and preserving electronic state documents. We investigated institutional repository software products and the document management systems other states used to manage digital state publications, comparing them to a list of criteria, such as cost, functionality, etc. It soon became obvious that most of the systems currently available were too large, complicated, and—most importantly—far too expensive for LRL. The nature of many software products also conflicted with LRL's goal of using the catalog and MNLINK to provide access to the documents, since they created a separate collection with a separate catalog. Through a series of meetings and evaluation of the options, the Edocs team concluded that the best system possible, the one most suited to our needs, would be one we built ourselves.

March to April 2005

Foundations were laid for our electronic document management database. During these months, weekly meetings of the Edocs team were used to determine the structure and elements of the database, approve the data dictionary, and begin the programming. The database did not create a new catalog from scratch, but harnessed LRL's robust catalog of MARC bibliographic metadata. Descriptive metadata remains in the catalog record; the Edocs database is used to record preservation and administrative metadata. Metadata elements chosen were as close to national standards as possible. After consultation with metadata experts from the State Archives and the Minnesota Department of Enterprise Technology, we chose to use elements of the Western States Dublin Core Metadata Best Practices, Version 2.0 (available at: <http://www.cdphheritage.org/resource/metadata/wsdcmbp/>), which is a set of best practices and metadata elements modeled on Dublin Core, applicable to digitized cultural heritage resources.

May to August 2005

Programming of the Edocs database was completed, tested, and revised. Ruth Matykiewicz was the lead programmer, in technical collaboration with Mike Schatz and Leif Eischen. End user interface screens for the catalog were designed and tested by Mike Schatz. Data input screens were designed and tested by Ruth Matykiewicz. Sarah Quimby and David Schmidtke planned the cataloging workflow changes. Documentation was prepared for all aspects.

August to September 2005

Sarah Quimby, Alissa LaChapelle, and Carol Blackburn completed the retrospective conversion of 1,050 bibliographic records (1,452 item records) for archived digital documents already in the collection.

The Result

We developed our own simple and inexpensive yet still robust electronic document management system. The database did not create a new catalog from scratch, but harnessed LRL's robust catalog of MARC bibliographic metadata. Descriptive metadata remains in the catalog record; the Edocs database is used to record preservation and administrative metadata and to create links between separate URLs (as in the case of serial issues). We solved the cataloging issues our growing archive had presented.

Location/Available	MN Legislative Ref. Library Circulating Collection Call #: HJ2053.M6 R462
Location/Available	MN Legislative Ref. Library Internet
Electronic Link	<ul style="list-style-type: none"> ● http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf (Library archive copy for 2005 2nd qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf (Library archive copy for 2005 1st qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf (Library archive copy for 2004 4th qtr. as of 10/01/2004) ● http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf (Library archive copy for 2004 3rd qtr. as of 06/17/2004) ● http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf (Library archive copy for 2004 1st qtr. as of 04/16/2004) ● http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf (Library archive copy for 2003 4th qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf (Library archive copy for 2003 3rd qtr. as of 03/09/2004) ● http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf (Library archive copy for 2003 2nd qtr. as of 05/21/2003)
Title	● Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Portion-of-Title	State operated services dedicated revenue accounts
Publisher	[Minnesota] : Minnesota Dept. of Human Services, 2002.
Description	v. ; 20 cm.
Published	Began in 2002.

Instead of crowding the bibliographic record screen in the catalog with URLs for many editions of a document (see the 'before,' at left), a link is made to a page listing the editions in our Edoc database. (see the 'after,' below)

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Location/Available	MN Legislative Ref. Library Internet
Electronic Link	<ul style="list-style-type: none"> ● http://www.leg.state.mn.us/edocs/edocs.asp?oclcnumber=55984401 (Library electronic version(s)) ● Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
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Current Pub Freq	Quarterly, with an annual summary

Minnesota Legislative Reference Library

Legislature Home | Library | Edocs Help

Minnesota Edocs: State Government Publications

The Library has archived the following electronic versions of this document. There may be other documents available.

[Detail Record](#) [Print Record](#) [Close](#)

Report to the Legislature : state operated services, dedicated revenue accounts as mandated by Minnesota cession laws, chapter 374, subd. 4.
Publisher: Minnesota Dept. of Human Services

2005 2nd qtr.
<http://archive.leg.state.mn.us/docs/2005/mandated/050158.pdf>

2005 1st qtr.
<http://archive.leg.state.mn.us/docs/2005/mandated/050158.pdf>

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<http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf>

2004 3rd qtr.
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The data tables and data entry application were created using Microsoft Access 2000. Access 2000 will continue to be used for data entry purposes. The data tables will be converted to Microsoft SQL tables for more efficient delivery via the Web server, and for more robust backup capabilities.

C. Project Outputs:

The anticipated outputs from the original grant proposal are shown in red. The final results are in black.

Easy-to-use catalog records that will efficiently link MNLINK users to the full text of state agency documents. Done

Established processes to continue adding digital state publications to the LRL server, with access via the LRL catalog and MNLINK gateway. Done

An initial set of Minnesota agency documents available online. These will be the (2003) depository publications that were not filmed (approximately 317) and the 2004 state agency depository publications. Done. 1,050 bibliographic records (1,452 item records) for archived digital documents are now in the LRL catalog.

Documentation of the research undertaken, the decisions reached, and the process developed. This documentation will inform other libraries considering incorporating digital collections in their catalogs. Done

Outreach to the library community to create awareness of the availability of full-text documents via MNLINK. Done.

- Sarah Quimby gave a presentation on the Edocs project to 12 attendees at the July meeting of MINNTRODOCS, a statewide group of government document librarians, a primary user group.
- Sarah Quimby gave a presentation to eight attendees at the September meeting of CALCO, the Capitol Area Library Consortium.
- Sarah Quimby, Robbie LaFleur, and David Schmidtke discussed the project with approximately 35 attendees of the GODORT (Minnesota Library Assn. Government Documents Round Table) business meeting at the Annual MLA Conference. Also at the conference, handouts were available on the GODORT table in the exhibits area.
- Robbie LaFleur gave a presentation to ninety attendees of the National Conference of State Legislatures NALIT (National Association of Legislative Information Technology) Professional Development Seminar in Rapid City on October 6, 2005. It was part of a panel on "Data Management and Preservation of Digital Records."
- Sarah Quimby wrote an article to appear in the October/November issue of *MINITEX Reference Notes*.
- A message describing the project and encouraging readers to fill out a short survey was sent to targeted electronic mailing lists: MINITEX, for a broad cross-section of Minnesota librarians, MINNTRODOCS, to reach government document librarians; and CALCO, to reach state government agency librarians.
- A project description was published on the LRL Web site, at: <http://www.leg.state.mn.us/lrl/mndocs/edocs/overview.asp>. That overview will be augmented with additional materials, including procedures and workflow, technical

descriptions of the database, and a description of the system architecture.

D. Project Outcomes:

Given the one-year time frame to research issues, devise a solution, program the database, and convert existing digital document records, little time was left to measure post-project changes or results. A survey was drafted to serve two purposes: to inform a broad cross-section of users about the existence of the improved access to digital state documents, and to measure their impressions of its value. The survey results are attached. 29 people responded to the survey. One notable result was that 70% of those who learned of the new method of archiving digital documents felt access to state publications would be increased.

According to our Web site statistics, news of the project had wide dissemination. The survey was attached to an overview of the project and the Minnesota Edocs database. The overview was viewed by 180 people outside of our own network.

Internal LRL outcomes are significant, and contribute to the Library's ability to make digital state documents available in the short term and the long term.

- Adding additional volumes of digital documents takes less time.
- Preservation metadata (which was not previously being captured) will ease migration of the documents to another format or storage system in the future.
- Taking the URLs off the bibliographic record means increased flexibility in storing complicated documents with many parts.

E. Other Results

Evaluation Report & Expenditures (LSTA 2004) p.5: System/Library_____

7. Expenditures on the project from all sources (Breakdown expenditures for all funds used on the project to include LSTA funds):

	Federal-LSTA	State Funds	Local Funds	Member Funds	Other	Total
Personnel – Project staff				856 total hours of staff time = \$28,720.92		\$28,720.92
Library Materials						
Online Resources						
Equipment and Furniture						
Telecommunications						
Telecommunications Equipment						
Automation Hardware						
Automation Software						
Staff Development						
Supplies						
Contractual	MINITEX Contract Cataloging = \$7,490.00 Back-up reference librarian = \$10,479.08 Scanning services = \$385.95					\$18,355.03
Other						
Totals	\$18,355.03					

8. Continuation: See Directions

The primary objective of this project has been completed, but many issues and possible enhancements remain concerning the digital archive of state documents.

- Should LRL's digital archive of state documents be replicated elsewhere to expand access? The archive was purposely constructed to facilitate migration to a larger statewide solution in the future. For example, would the Minnesota Digital Archive be an appropriate partner if the scope of that project is extended to resources other than historical visual resources?
- At this point, the catalog records for the digital state documents remain in the "deep Web," and are not indexed directly via Google or other Web search engines (although Open WorldCat gives indirect access, if a user chose to look at the item within our catalog.) What strategies could be used to make the archived files more widely accessible via the Web?
- Should a mechanism for searching the full text of the documents in the archive be developed?
- Many documents required by the Legislature are provided in print only. The scanned copies in the archives are not searchable in full text. Should statutory language be sought to require submission of required reports in digital format?
- At this point, the Minnesota Legislative Reference Library has a primary responsibility and mandate to acquire reports required by the Legislature. In addition, LRL has the authority to acquire all state publications. Development of systems to acquire state documents more thoroughly would require additional staff and financial resources.
- Should we add a watermark or scanned pdf cover sheet to our digital files? Current technical, staffing, and financial considerations have ruled this out for the time being.

Minnesota LSTA FFY 2004-Final Report (Follow the exact form, contents, and pagination provided.)

Evaluation Report & Expenditures (LSTA 2004) p.6: System/Library_____

9. Attachments: Attach to this form any materials relevant to this project evaluation, such as survey questions, comparative statistics, news clippings, testimonial letters, reports, and reactions from participants or residents of the community. If your project resulted in bibliographies, brochures, handbooks, A.V., catalogs, etc. please attach a minimum of three copies of each item.

Attachments:

- Survey Results
- Screen shot of project overview from LRL Web site, at:
<http://www.leg.state.mn.us/lrl/mndocs/edocs/overview.asp>
- System Documentation: A Description of the Architecture of the Edocs System

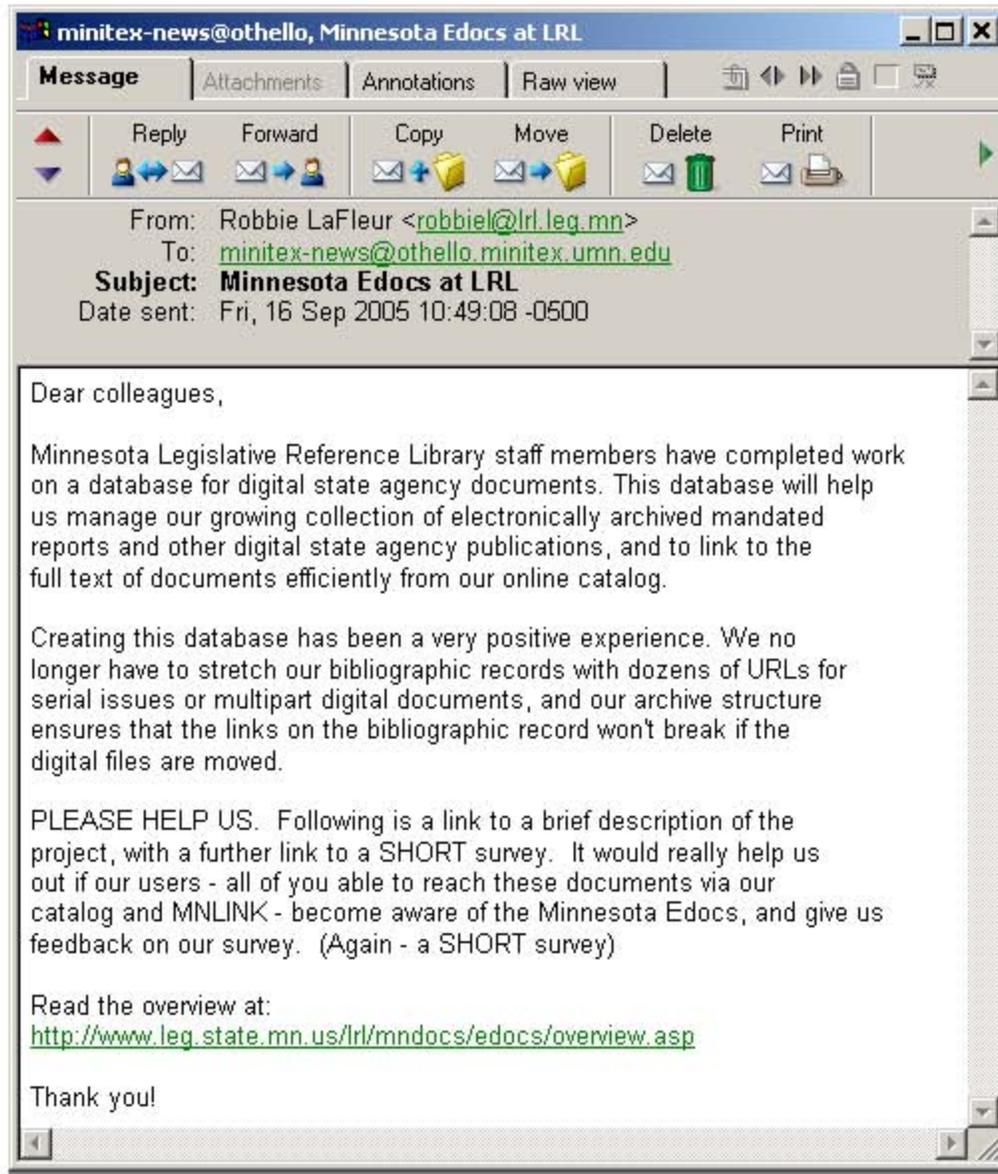
10. Signatures: We, the undersigned certify that the data and information contained in this report are true and correct to the best of our knowledge and belief.

Date Library Board President/School Superintendent/University Dean
Director, Legislative Coordinating Commission

Date Library Director/Media Specialist

FFY2004 Final Report due to the State Library Agency by 4:00 p.m. Monday, October 31, 2005.

This message was distributed to the MINITEX electronic mailing list. A similar message was sent to the MINNTRODOCS electronic mailing list targeting government documents librarians, and to the CALCO electronic mailing list, targeting state government agency librarians.



Minnesota Edocs Survey Results

The results from 24 respondents are noted below, with LRL comments in red.

Quick Survey!

Thank you for reading the Edocs project overview. This survey is intended to gauge whether respondents are aware of the Minnesota Legislative Reference Library's Edocs database, and whether they feel it will help make the full text of state documents in the Library's collection more accessible to citizens.

Deadline: September 30. (The survey was available from September 16-30, 2005.)

24 results total

1. Do you currently have access to the State Document Depository Program microfiche (1981-2003) in your institution? :

Yes = **11**

No = **12**

I don't know = **1**

If yes, how frequently have you used, or helped a library patron to use, the microfiche in the past five years?

Not at all = **3**

1-5 times = **3**

5-10 times = **1**

More than 10 times = **5**

2. Have you used the North Star state government portal to search for documents from state agencies?

Yes = **19**

No = **5**

If you have used the North Star portal, rate your satisfaction with the access to relevant documents through the North Star search engine.

The North Star search engine has been confusing and difficult to use. = **5**

The North Star search engine has sometimes led me to the information I need. = **9**

The North Star search engine usually leads me to the information I need. = **5**

Almost always, I have been able to easily identify the information I need through the North Star search engine. = **0**

This question was asked because the North Star search engine is the most likely path chosen by users to find a document from a Minnesota state Agency. However, in the experience of LRL librarians, the results of a North Star search are often too extensive, and don't lead directly to the most significant reports. We wondered about the experience of others. One respondent commented, "Truth is, it's easier to search from Google and retrieve pages in North Star than to start there."

3. Given the growing number of full text digital state documents that are indexed, archived, and linked from LRL's catalog, are you likely to use the LRL catalog (which is also available via the MNLINK portal) to search for agency publications?

I would not use LRL's catalog as an access point for state agency publications. = **0**

I will be more likely to search the LRL's catalog and MNLINK for state agency publications. = **14**

I already use LRL's catalog to search for state agency publications. = **10**

It was rewarding to see the number of respondents (41%) who already favor the LRL catalog to find Minnesota state documents.

4. Do you think that access to the full-text archive of state publications via LRL's catalog will increase access to and use of state agency publications?

Choose the statement that most closely matches your reaction.

The new system will not affect access to and usage of Minnesota state publications. = **0**

The new system will somewhat increase access to and usage of Minnesota state publications. = **7**

I think the new system will greatly increase access to and usage of Minnesota state publications. = **17**

70% of those who learned of the new archiving procedures felt access to state publications would be increased.

Name and e-mail address: (This information is optional, and would only be used to respond to questions in the comments sections of the survey.)

Name

E-mail address

Type of Library in which you work:

Public = **8**

Academic = **10**

K-12 = **0**

Special = **6**

I don't work in a library = **0**

Are you a government documents librarian?

Yes = **8**

No = **16**

Archiving decisions for digital documents and documents scanned from paper

Prior to September 2005, digital documents were treated as additional copies of the paper document, with differences between digital and paper either ignored or dealt with on a case-by-case basis. After the implementation of Minnesota Edocs in September 2005, these digital documents were treated as the separate documents that they are. Adding an entirely new stream of digital documents to the acquisitions and collections workflow necessitated the addition of a new set of guidelines and procedures, below.

Electronic files will be collected and accepted in any electronic format, as long as the document as a whole fits the definition of a state document.

All non-.pdf files will be converted to .pdf when practical, UNLESS the functionality of the document would be changed or compromised. Examples: sound files, moving images, Excel spreadsheets that have mathematical formulae built into them, and databases. These formats will be archived in their original format whenever possible. A .pdf is a snapshot of the document, a continuation of previous microfiche practice.

Mandated documents received in paper, that have no electronic equivalent, will be scanned and archived as an image .pdf, with the exception of items that are not amenable for scanning (such as large-format maps).

If a document is not mandated and has no digital equivalent, it will not be scanned unless there is overwhelming public interest in the document.

Documents that have been identified as state documents will receive a “Minnesota Publication” note in the 599 55 field of the MnPALS bibliographic record. Example:

599 55 \$m Minnesota Publication \$n 05-0999 (for monographs)
599 55 \$m Minnesota Publication \$n 05-1000 \$y (2005) (for serials).

Minnesota Publications which have received a number but were not archived (because of scanning/archiving difficulties) will receive an addition to the 599 55 \$m Minnesota Publication note: NOT ARCHIVED. Example:

599 55 \$m Minnesota Publication \$n 05-0999. NOT ARCHIVED. (for monographs)
599 55 \$m Minnesota Publication \$n 05-1000 \$y (2005 NOT ARCHIVED). (for serials).

These “NOT ARCHIVED” notes will ONLY be added at the end of the year, when it is clear that a digital version is not going to be released, or when it is clear that it will never be scanned. The “NOT ARCHIVED” note will NOT be added during current cataloging.

The ideal will be to have the digital archive version be as close as possible to the paper document (or, for born-digital items, the original digital document). There are some

documents that differ substantially between paper and online (or original and archive). Decisions on these items are made on a case-by-case basis based on available technology. Examples:

- Reports that are published in book format in paper but published online as an .html page linking to separate .pdf files for each chapter. These files will be archived in separate files, as they were published online, but will be linked via the Minnesota Edocs database and given one Minn. Pub. number. *Prior to Sept. 2005, these types of documents had their separate parts combined into one .pdf file. In a few cases we archived the separate parts separately in a subfolder in the archive directory.*
- Reports that have been published in paper with accompanying volumes (executive summaries, appendices, etc.) where only the main report is available online. These files will be archived in separate files as they were published, and linked via the Minnesota Edocs database. Whether or not to scan paper-only parts will be decided on a case-by-case basis. If they are scanned, they will be archived separately and linked via the Minnesota Edocs database. *Prior to Sept. 2005, the paper-only documents were scanned and all the .pdf files combined under one Minn. Pub. number. Another solution was to only archive the file for the main report and make a note in the \$z of the 856 of the bib. record (\$z Library archive copy for main report as of 03/02/2005).*
- Reports that have been published in paper, with a note pointing to extensive supplementary materials that are only available online. (ocm55676318, Report to the Legislature of the Electronic Real Estate Recording Task Force). These files will be archived in separate files as they were published and linked via the Minnesota Edocs database. Whether or not to scan paper-only parts will be decided on a case-by-case basis. If they are scanned, they will be archived separately and linked via the Minnesota Edocs database. *Prior to Sept. 2005, these instances were dealt with this in two ways: by making a separate folder in the electronic archive directory linking to all of the separate appendices; we have also just archived the website (in .html). Or we have just ignored the supplements (ocm55730416, Economic forecast).*
- Reports that have been published in paper with one date, and then uploaded to the Internet with another date. We will check to make sure that the online version (or version with the later date) is another printing (content identical), not another edition (where the content has been changed). If the content is identical, use the later version, with notes in the document database; if the document is a new edition, catalog anew or use the scanned version of the paper document in the database. *Prior to Sept. 2005, we scanned the paper version and used that as our electronic archive version.*
- Reports that have been published with one agency name (or title), then uploaded to the Internet with another agency name (or title) but with identical text. The

publication Economic Forecast (ocm55730416) is the most egregious offender in this category. A report published online by the Dept. of Education but in print under its earlier name, Dept. of Children, Families & Learning, falls into this category as well. We will follow the guidelines proposed in the CONSER Workgroup Draft Report on single v. separate records (section 2B) at: <http://wwwtest.library.ucla.edu/libraries/cataloging/sercat/conserwg/> . If the content of the paper and online versions are identical but the title (and/or issuing body) differs, use a single bib. record (with adequate 246 and 5xx notes). If the paper and electronic differ significantly in content, or if the item goes from print to electronic-only, etc., then make a separate record. *Prior to Sept. 2005, we ignored the discrepancy.*

- Online-only “documents” that were assembled by LRL from a number of different digital files (ocm56519412, Minn. Pub. 04-0357, the drafting documents for the state science standards). These files will be archived separately and linked via the Minnesota Edocs database, with Minnesota Publication numbers assigned as staff see fit.
- Paper and online documents which are completely different, such as Fast Food Facts, which is a paper pamphlet and an online database. There is no equivalency here. These items will be cataloged separately.

There will be no effort at this time to convert image files to text files via optical character recognition. While it is a future goal to convert these documents to text in order to have the full text searchable, it is not feasible at this time.

Most state documents are copyright-free. LRL will operate under the assumption that if a document is available for free online and easily downloadable then copyright is not an issue. Consultant’s reports are generally copyright-free as part of the contract with the agency. For state agency publications that do bear a copyright notice, LRL will archive it if it is freely online. We also discussed the possibility of just archiving the cover page image for those items that really are copyrighted.

Workflow

The Legislative Reference Library's Minnesota Edocs URLs will NOT be added to OCLC's WorldCat. The reasoning behind this decision is that LRL is not able to add URLs to records they did not contribute; therefore Edocs URLs cannot be added to WorldCat in a comprehensive fashion. Edocs URLs will be available via MnPALS and MnLink.

The agency's original URL will continue to be used in ACQ, the Legislative Reference Library's in-house acquisitions database. In the absence of an agency's original URL, the archive URL will be used and not the Edocs URL. This conforms to the structure of the ACQ database, where every issue/item has a separate item record.

LRL staff will enter the Edocs URLs into the MnPALS bibliographic record for the items cataloged by MINITEX. The reasoning behind this is that the Edocs pages will be unavailable until the OCLC number is pasted into the database. Since there is a 1-3 day lag between MINITEX uploading the bibliographic records and LRL's receipt of them, there is a chance that a patron could click on the URL and get an error page. Or get titles that don't match the bib. record.

Workflow procedures

Minnesota Edocs

Ongoing data entry procedures
August 26, 2005

1. Archive the document, as normal. Paste the agency or archive URL into ACQ, as normal. If the document is published online in parts, make a directory in the archive.leg.state.mn.us file, name it after the Minn. Pub. number, and archive the parts in that folder. See <http://www.budget.state.mn.us/budget/capital/2004/final/index.shtml> and its archive, 03-0489 for an example.
2. Open up Minnesota Edocs: from the Windows Start menu, select Programs>>Databases>>Minnesota E-docs. Enter your initials in the “Enter your initials” box, and click on the “Click to add records” button.
3. Is the document a monograph or an added volume? For monographs, see number 4. For added volumes, go to number 25. Or is it a monograph with two or more Minn. Pub. numbers (like a main report and an executive summary)? Go to number 25.
4. Monograph: Leave the OCLC number field blank. The OCLC number will be added after the document is cataloged.
5. Title: Transcribe the title directly from the digital document. End with a period. If there is no title, assign one and enclose it in square brackets. Use ISBD punctuation, but do not include the author. This field will be verified after the item is cataloged.
6. Publisher: Transcribe the publisher (but not the place of publication or the year.) Do not end with a period. This field will be verified after the item is cataloged.
7. Click on the Add/Edit button.
8. Minn. Pub. No.: Enter the Minnesota Publication number.
9. If the document is NOT mandated, click on “Mandated” to remove the checkmark.
10. Alternate or Part Title: For such alternate or part titles as “Executive summary,” “Teacher’s guide,” etc. See also the directions for added volumes, number 25 below.
11. Item Notes. Here is where you record any differences between the paper and the electronic document, such as “Originally published in paper under title, ...” or “Online version published on March 31, 2005; originally issued in paper on February 28, 2005. Text identical.”

12. Under the “Digital files” bar (green), click on “Add/Edit” to add the archive URL. See Number 46 below for documents that are published online in two or more parts.

13. SortID: This field is populated automatically; the only reason you’d change it is to change the order in which a list of items sorts.

14. Date Acquired: Enter the date the document was archived, found on the printout of the electronic archive web folders, or in the “Library archive copy as of ...” note. The default is the current date. This field is required.

15. Original format: Choose the format that the digital document was originally published. If the document was scanned from paper, choose “Paper.” This field is required.

16. Digital File Title. This is where you will record the titles of the digital files that make up one item record, such as “Chapter 1,” “Introduction,” “Attorney General’s Opinion.” See also number 46 below.

17. Archive URL: Paste the archive URL into this field. This field is required.

18. Source URL: Paste in the URL from which you downloaded the original document. See also number 46 below. If the document was scanned from paper leave “NA” in this field.

19. Conversions: This is where you record information about how, and to which format, a digital document was converted.

20. File Format Version: Choose the version you converted the document TO. For scanned items, choose Adobe 3.x PDF.

21. Date Converted: The date you converted the document.

22. Conversion note: Any notes concerning the process, such as “Document converted from Microsoft Word,” or “Three .pdf files combined into one.”

23. When you are finished entering data, click on the “Close Digital File Record” button and then the “Close Item” button. This will save the records.

24. Click on the “New Records” button, or “Close.”

25. For added volumes and monographs with several parts:

For added volumes: Go back to the first Edocs screen and select the OCLC number from the drop-down menu. This will bring up the proper record. Go to 26 below.

For monographs in several parts: Leave the OCLC number blank and enter the title and publisher information according to nos. 5-6 above. Choose a Minn. Pub. number and click on the “Add/Edit” button.

26. Here, each Minn. Pub. number gets a separate item record.

27. Minn. Pub. No.: Add the Minn. Pub. number.

28. Year/Volume: If there is a year and/or volume, or a mix of both—as will be the case for most serials—add it. Add years before months and dates before volume numbers. Use v. for volume, pt. for part, and no. for number. For other abbreviations, see Appendix B of the AACR2. Generally, you will be adding here what is put on the call number label and MnPALS item record; don’t add extraneous information like publication dates.

29. Alternate or Part Title: if the document has an alternate or part title, like “Executive summary” or “Teacher’s guide,” put it here.

30. Item Notes. Here is where you record any differences between the paper and the electronic document, such as “Published in paper under variant title, ...” or “Online version published on March 31, 2005; originally issued in paper on February 28, 2005. Text identical.”

31. If the document is mandated, click on the “mandated” button.

32. Under the “Digital files” bar, click on the “Add/Edit” button.

33. If there is more than one digital file, go to number 46.

34. SortID: This field is populated automatically; the only reason you’d change it is to change the order in which a list of items sorts.

35. Date Acquired: Enter the date the document was archived, found on the printout of the electronic archive web folders, or in the “Library archive copy as of ...” note. The default is the current date. This field is required.

36. Original format: Choose the format that the digital document was originally published. If the document was scanned from paper, choose “Paper.” This field is required.

37. Digital File Title. This is where you will record the titles of the digital files that make up one item record, such as “Chapter 1,” “Introduction,” “Attorney General’s Opinion.” See also number 46 below.

38. Archive URL: Paste the archive URL into this field. You can copy it either from the bibliographic record or directly from the archived document itself. This field is required.

39. Source URL: Paste in the URL from which you downloaded the original document. See also number 46 below. If the document was scanned from paper leave “NA” in this field.
40. Conversions: This is where you record information about how, and to which format, a digital document was converted.
41. File Format Version: Choose the version you converted the document TO. For scanned items, choose Adobe 3.x PDF.
42. Date Converted: The date you converted the document.
43. Conversion note: Any notes concerning the process, such as “Document converted from Microsoft Word,” or “Three .pdf files combined into one.”
44. When you are finished entering data, click on the “Close Digital File Record” button and then the “Close Item” button. This will save the records.
45. Click on the “New Records” button, or “Close.”
46. For items made up of several digital files: Enter the item record information, as in nos. 7-11 above. Under the “Digital files” bar, click on the “Add/Edit” button.
47. SortID: This field is populated automatically; the only reason you’d change it is to change the order in which a list of items sorts.
48. Date Acquired: Enter the date the document was archived, found on the printout of the electronic archive web folders, or in the “Library archive copy as of ...” note. The default is the current date. This field is required.
49. Original format: Choose the format that the digital document was originally published. If the document was scanned from paper, choose “Paper.” This field is required.
50. Digital File Title. This is where you will record the titles of the digital files that make up one item record, such as “Chapter 1,” “Introduction,” “Attorney General’s Opinion.” Transcribe it from the title page of the file directly, if possible. If there’s no title page, use the file name (Chapter 1, Dept. of Finance, Akeley Police Department, etc.). If there’s no discernable title, assign one and enclose it in square brackets.
51. Archive URL: Paste the archive URL into this field. You can copy it either from the bibliographic record or directly from the archived document itself. This field is required.
52. Source URL: Paste in the URL from which you downloaded the original document. If the document was scanned from paper leave “NA” in this field.

53. Finish entering the data and click on the “Close Digital File Record” button and then the “Close Item” button. This will save the records.

54. Click on the “New Record” button to save the record and begin again, or click on the “Close.” button.

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Retrospective Data Entry Procedures
August 25, 2005

1. Open WebPALS in a browser window.
2. Open up Minnesota Edocs: from the Windows Start menu, select Programs>>Databases>>Minnesota E-docs. Enter your initials in the “Enter your initials” box, and click on the “Click to add records” button.
3. Open up the MnPALS GUI cataloging module.
- 4 Using the printout of the electronic archive web folders, choose a MINN. DOC. /Minn. Pub. number and look it up on WebPALS. If it is a serial, highlight it and leave it alone (for the time being). If there is a file on the printout that is NOT a MINN. DOC./Minn. Pub. number, highlight it and leave it alone. If the item has not yet been cataloged into MnPALS, highlight it and leave it alone. Also highlight it leave it alone if there is a <dir> in front of the MINN. DOC./Minn. Pub. number instead of a file size.
5. Copy the OCLC number from WebPALS. (It’s in the “System number” field near the bottom of the page.)
6. Open the record in the MnPALS GUI cataloging module: Click on the green binoculars on the lower toolbar, and paste the OCLC number, prefaced with an “ocm”, in the “Utility number” field. This will bring up the bibliographic record.
7. In Minnesota Edocs, paste the OCLC number in the “OCLC number” field, THIS TIME LEAVING OFF THE “ocm.”
8. Copy the title only from the WebPALS record (corresponding to \$a and \$b of the 245 field) and paste it into the title field in Minnesota Edocs. Do not include the author, the virgule, or anything like [electronic resource] or [computer file]. **Do** include square brackets if the entire title is enclosed in them. End the field with a period. This field is required.

1999 performance report : juvenile recidivism in Minnesota.

will be transcribed as:

1999 performance report : juvenile recidivism in Minnesota.

The all-terrain vehicle law of 2003 / John Helland.

will be transcribed as:

The all-terrain vehicle law of 2003.

Learning matters [electronic resource] : impacting learners, families, communities, children, citizens, schools / Minnesota Department of Education.

will be transcribed as:

Learning matters : impacting learners, families, communities, children, citizens, schools.

9. Copy the publisher from the WebPALS record (corresponding to the \$b of the 260 field; or, everything between the colon and the comma in the publisher field) and paste it into the "Publisher" field of Minnesota Edocs. This field is required.
10. In Minnesota Edocs, in the Minn. Pub. line, click on the Add/Edit button.
11. If the document is NOT mandated, click on "Mandated" to remove the checkmark.
12. Click on "RetroConversion" to put a check mark in the RetroConversion box.
13. In the Minn. Pub. No. field, enter the MINN. DOC./Minn. Pub. number. This field is required.
14. If the document is a serial, enter the year, month, volume, or whatever in the Year/Volume field. If there is a combination of years and months, enter the year before the month. Enter dates before volumes. Leave this field blank if there is no year or volume.
15. If the document has a part title, like "Appendix," "Executive summary," "Teacher's Guide," or the like, put it in the "Alternate or Part Title" field. Likewise, if the document is a serial and has a slightly different title from the "Title field," put this in the "Alternate or Part Title" field as well. Otherwise, leave this field blank.
16. The item notes field is where notes about the item are recorded, like "Published in paper under variant title,..." or "Online version published on March 31, 2005; originally issued in paper on February 28, 2005. Text identical." You probably won't be using this field in retrospective data entry.
17. Under the "Digital files" bar (green), click on "Add/Edit" to add the archive URL.

18. SortID: This field is populated automatically; the only reason you'd change it is to change the order in which a list of items sorts.
19. Date Acquired: Enter the date the document was archived, found on the printout of the electronic archive web folders, or in the "Library archive copy as of ..." note. The default is the current date. This field is required.
20. Original format: For the vast majority of retrospective data entry documents, the original format will be unknown, so choose "Unknown." If you happen to know that the document was scanned from paper, choose "Paper." This field is required.
21. Digital File Title. This is where you will record the titles of the digital files that make up one item record, such as "Chapter 1," "Introduction," "Attorney General's Opinion." Since most of our retrospective files were combined into one .pdf file, you probably won't be using this one much for retrospective data entry.
22. Archive URL: Paste the archive URL into this field. You can copy it either from the bibliographic record or directly from the archived document itself. This field is required.
23. Source URL: For the vast majority of retrospective data entry documents, the source (original) URL will be unknown, so leave "NA" as the default. If you happen to know the source URL, paste it in.
24. File Format Version, Date Converted, and Conversion Notes: these fields are where information about file conversions are noted, such as if a document was converted from Word to .pdf.
25. When you are finished entering data, click on the "Close Digital File Record" button and then the "Close Item" button. This will save the records.
26. Click on the "Open Web Page" button. This will display the record in a browser.
27. Scan for errors; then copy and paste the URL in the browser window into an 856 field in the bibliographic record. Add a \$z Library electronic version(s) after the \$. Do not end with a period and erase the date.
28. Save the MnPALS record.
29. On the printout, cross out the number you've just completed.
30. In Edocs, click on the "New Record" button to save the record and begin again, or click on the "Close button."


[Display Options](#) | [Bookbag](#) | [Exit](#)
[Help](#)
[Libraries and Collections](#)
[Search individual MnPALS Catalogs](#) | [Basic Searches](#) | [Advanced Searches](#) | [Results List](#) | [Current Searches](#)

You are searching: LRL Catalog

[Add to Your Bookbag](#)
[Save/Mail](#)

 Choose view: [Full View](#) | [Brief View](#) | [MARC Names](#) | [MARC tags](#)

Record 1 out of 1

[◀ Previous Record](#)
[Next Record ▶](#)

Location/Available	MN Legislative Ref. Library Circulating Collection Call #: HJ2053.M6 R462
Location/Available	MN Legislative Ref. Library Internet
Electronic Link	<ul style="list-style-type: none"> ● http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf (Library archive copy for 2005 2nd qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf (Library archive copy for 2005 1st qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf (Library archive copy for 2004 4th qtr. as of 10/01/2004) ● http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf (Library archive copy for 2004 3rd qtr. as of 06/17/2004) ● http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf (Library archive copy for 2004 1st qtr. as of 04/16/2004) ● http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf (Library archive copy for 2003 4th qtr. as of 03/11/2005) ● http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf (Library archive copy for 2003 3rd qtr. as of 03/09/2004) ● http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf (Library archive copy for 2003 2nd qtr. as of 05/21/2003)
Title	● Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Portion-of-Title	State operated services dedicated revenue accounts
Publisher	[Minnesota] : Minnesota Dept. of Human Services, 2002-.
Description	v. ; 28 cm.
Published	Began in 2002.
Current Pub Freq	Quarterly, with an annual summary
General-Note	Title varies slightly.
Physical-Form	Also available via the Internet.
General-Note	LIBRARY KEEPS TEN YEARS IN PAPER.
General-Note	MINN. DOC. NO. 02-0441 (2002) ; 03-0089 (2003 2nd qtr.) 03-0282 (2003 3rd qtr. NOT FILMED). Minnesota Publication 05-0217 (2003 4th qtr.) ; 04-0204 (2004 1st qtr.) ; 04-0276 (2004 3rd qtr.) ; 04-0414 (2004 4th qtr.) ; 05-0199 (2005 1st qtr.) ; 05-0198 (2005 2nd qtr.).
Subject	● Minnesota. Dept. of Human Services -- Appropriations and expenditures.
Subject	● Special funds -- Minnesota.
	● Budget -- Minnesota.
	● Fiscal policy -- Minnesota.
Subject	Mandated by 2002 Minn. Laws Chap. 374 Art. 9 Sec. 2 Subd. 4. Internet resource.
Author	● Minnesota. Dept. of Human Services.
Browse Call Number	● HJ2053.M6 R462
System-Number	ocm55984401
Record-Id	002917696
Format	<Electronic Serials> <Serial> <Nonperiodical> <Govt Publication> <Electronic Resource>

[◀ Previous Record](#)
[Next Record ▶](#)


[Display Options](#) | [Bookbag](#) | [Exit](#)
[Help](#)
[Libraries and Collections](#)
[Search individual MnPALS Catalogs](#) ▾ [Basic Searches](#) | [Advanced Searches](#) | [Results List](#) | [Current Searches](#)

You are searching: LRL Catalog

[Add to Your Bookbag](#)
[Save/Mail](#)

 Choose view: [Full View](#) | [Brief View](#) | [MARC Names](#) | [MARC tags](#)

Record 1 out of 1

[◀ Previous Record](#)
[Next Record ▶](#)

Location/Available	MN Legislative Ref. Library Circulating Collection Call #: HJ2053.M6 R462 i
Location/Available	MN Legislative Ref. Library Internet i
Electronic Link	http://www.leg.state.mn.us/edocs/edocs.asp?oclcnumber=55984401 (Library electronic version(s))
Title	Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Portion-of-Title	State operated services dedicated revenue accounts
Publisher	[Minnesota] : Minnesota Dept. of Human Services, 2002-
Description	v. ; 28 cm.
Published	Began in 2002.
Current Pub Freq	Quarterly, with an annual summary
General-Note	Title varies slightly.
Physical-Form	Also available via the Internet.
General-Note	LIBRARY KEEPS TEN YEARS IN PAPER.
General-Note	MINN. DOC. NO. 02-0441 (2002) ; 03-0089 (2003 2nd qtr.) 03-0282 (2003 3rd qtr. NOT FILMED). Minnesota Publication 05-0217 (2003 4th qtr.) ; 04-0204 (2004 1st qtr.) ; 04-0276 (2004 3rd qtr.) ; 04-0414 (2004 4th qtr.) ; 05-0199 (2005 1st qtr.) ; 05-0198 (2005 2nd qtr.).
Subject	Minnesota. Dept. of Human Services -- Appropriations and expenditures.
Subject	Special funds -- Minnesota.
	Budget -- Minnesota.
	Fiscal policy -- Minnesota.
Subject	Mandated by 2002 Minn. Laws Chap. 374 Art. 9 Sec. 2 Subd. 4. Internet resource.
Author	Minnesota. Dept. of Human Services.
Browse Call Number	HJ2053.M6 R462
System-Number	ocm55984401
Record-Id	002917696
Format	<Electronic Serials> <Serial> <Nonperiodical> <Govt Publication> <Electronic Resource>

[◀ Previous Record](#)
[Next Record ▶](#)

**Minnesota Edocs: State Government Publications**

The Library has archived the following *electronic* versions of this document. There may be other documents available.

[Detail Record](#)[Print Record](#)[Close](#)**Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.**

Publisher: Minnesota Dept. of Human Services

2005 2nd qtr.

<http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf>

2005 1rst qtr.

<http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf>

2004 4th qtr.

<http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf>

2004 3rd qtr.

<http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf>

2004 1rst qtr.

<http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf>

2003 4th qtr.

<http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf>

2003 3rd qtr.

<http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf>

2003 2nd qtr.

<http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf>

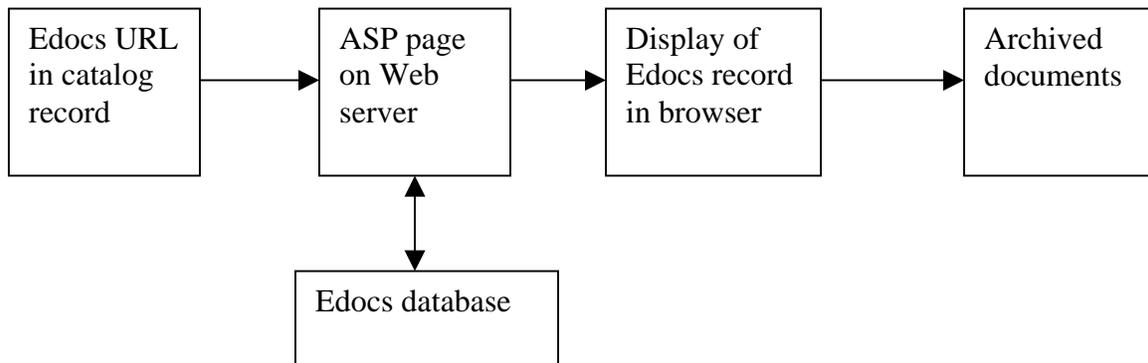


Minnesota Edocs: State Government Publications

The Library has archived the following *electronic* versions of this document. There may be other documents available.

OCLCNumber	55984401
Title	Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.
Publisher	Minnesota Dept. of Human Services
Minn. Pub. No.	05-0198
Year/Volume	2005 2nd qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2005/mandated/050198.pdf
Minn. Pub. No.	05-0199
Year/Volume	2005 1rst qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2005/mandated/050199.pdf
Minn. Pub. No.	04-0414
Year/Volume	2004 4th qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2004/mandated/040414.pdf
Minn. Pub. No.	04-0276
Year/Volume	2004 3rd qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2004/mandated/040276.pdf
Minn. Pub. No.	04-0204
Year/Volume	2004 1rst qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2004/mandated/040204.pdf
Minn. Pub. No.	05-0217
Year/Volume	2003 4th qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2005/mandated/050217.pdf
Minn. Doc. No.	03-0282
Year/Volume	2003 3rd qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2003/mandated/030282.pdf
Minn. Doc. No.	03-0089
Year/Volume	2003 2nd qtr.
Archive URL	http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf

System Documentation: A Description of the Architecture of the Edocs System



The catalog record contains a URL pointing to an ASP page on our Web server. The URL contains the file path for the ASP page, and the parameter needed to retrieve the correct record from the Edocs database:

<http://www.leg.state.mn.us/edocs/edocs.asp?oclnumber=0105090708>

Path = <http://www.leg.state.mn.us/edocs/edocs.asp>
Parameter = ?oclnumber=0105090708

The ASP page passes the parameter to the database. [The database needs to be located on a server that is accessible to the Web server – either on the same server, or on a server that can be mapped to the Web server.] Because there are two one-to-many relationships that need to be represented in the Edocs display, we used MSDataShape to connect to the database and provide the ability for the SQL string to retrieve and group related records from the tables. Our resulting SQL string looks like this:

```
SHAPE {SELECT * FROM tblEDocs WHERE OCLCNumber = '0105090708'}  
APPEND (( SHAPE {SELECT * FROM tblItems ORDER BY ChronologyEnumeration  
DESC} as Items APPEND ({SELECT * FROM tblDigitalFiles ORDER BY SortID} AS  
Digitalfiles RELATE ItemID TO ItemID)) RELATE DocumentID TO DocumentID)
```

The retrieved data elements are then positioned on the display page using standard ASP.

The URL for the Archived Documents are stored in the database, and displayed in link tags on the display in the browser window. The archived documents must be on a publicly accessible server. An example of an archived document link:

<http://archive.leg.state.mn.us/docs/2005/other/050306.pdf>

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

Key:
 Type; T=Text, DT=Date/Time, D=Date, Autonum=system supplied record id, M=Memo, N=Numeric, Y/N=True or False
 Req=Required Field, if Y may not be null, if N then no data entry required

BASE RECORD							
DocumentID	Key field - Primary	autonum	Y				
OCLC Number	OCLC number	T	N	59009848	Number must be unique.	source (Label: Source) p. 43 Repeatable. Many recommendations in the WSDCMBP, including that a Relation field be used in conjunction.	035 (MnPALS only)
Title	Title of work	T	Y	The Cat in the Hat	Copy and paste from Bib. record.	title (Label: Title) p. 18	245 \$a : \$b

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
BASE RECORD							
Publisher	Publisher of work	T	Y		Copy and paste from Bib. record. Omit initial articles in publisher name (from the WSDCMBP Guidelines).	publisher (Label: Publisher) p. 28	260 \$b This is a transcription field; it will read whatever is on the item, such as "Admin Minnesota," or occasionally , "The Program; The Committee." "
Notes	Notes regarding peculiarities of item	M	N	Document contains multiple parts in different formats			

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

BASE RECORD							
Create Date	Date record was created	DT	Y		System supplied		
User ID	User creating record	T	Y	Sarahq	Must be in list of valid users with rights to add records		
Last Update	Date record was last edited	DT	Y		System supplied		
Last User ID	Last user to edit the record	T	Y				

Dublin Core elements are taken from the Western States Dublin Core Metadata Best Practices, Version 2.0.
<http://www.cdpheritage.org/resource/metadata/wsdcmbp/> Page numbers refer to pages in that document.

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

ITEM RECORD							
DocumentID	Linking field	N	Y				
ItemID	Key field - Primary	Autonom	Y				
Minn. Pub. number	Minn. Pub. Number	T	Y	05-0001 03-0001	2 characters before dash, 4 characters after. Not unique.		599 55 \$n
Mandated	Is this item mandated?	Y/N	Y		Default is Yes.		
Description/Alt. Title <i>"Alternate or Part Title"</i>	Description or different title.	T	N	For monographs in several parts, or serials with distinct titles. "Appendix." "Vol. 1"			246 May or may not be present on the bib. record.
Chronology/Enumeration <i>"Year/Volume"</i>	Chronology/Enumeration of item	T	N	v. 1, v. 2; 1989, 1990, 1991, etc.	Taken from the bib. record		
Retro Conversion	Was the item part of retroactive conversion?	Y/N	Y		Default is No.		
Item Notes	General notes	M	N				
Create Date	Date record was created	DT	Y		System supplied		

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

ITEM RECORD							
User ID	User who created record	T	Y		Must be in list of valid users with rights to add records		
Last Update	Date record was last edited	DT	Y		System supplied		
Last User ID	Last user to edit the record	T	Y				

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

Digital File Record							
DigitalFileID	Key field - Primary	Autonum	Y				
ItemID	Linking Field	N	Y				
Description <i>“Digital file title”</i>	Description of item	T	N	For documents published in several digital files. “Appendix,” “Executive summary,” “Vol. 1,” “Chapter 1,” “Governor’s recommendations”			
Archive URL	The URL to get to the document stored on the archive server	T	Y	http://www.archive.leg.state.mn.us/docs/2004/mandated/abc.pdf	Copied from web browser address bar. Validate for correct host name (www.archive.leg.state.mn.us).	identifier (Label: Resource Identifier) p. 42	856 \$u (On retrospective records. Bib. records can have more than one 856 field.)

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
Digital File Record							
Original Format	Original file format of document that publisher produced	T	Y	PDF, HTML, Paper, Access, Word, Excel, Unknown	Drop down list. Limited to list. PDF is default.	format (Label: Format) p. 38. The WSDCMBP recommends using format terms from the Internet Media Type (MIME) list at: http://www.iana.org/assignments/media-types/	
Date Acquired	Date item was converted or harvested or saved	D	Y		Default is current system supplied date.	dateDigital (Label: Date Digital) p. 34 Recommended format: YYYY-MM-DD	
Source URL	Source URL	T	Y	Agency URL (not clickable) for example http://www.state.mn.us/documents/doc1.htm	Must enter URL or "NA" NA is default.		856 \$u (URLs on bib. records are frequently updated when agency URL changes.)

Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

Digital File Record							
Sort ID	Number for sorting	N	Y	2	Next number after last number used should be entered automatically. Must be unique within Item record.		

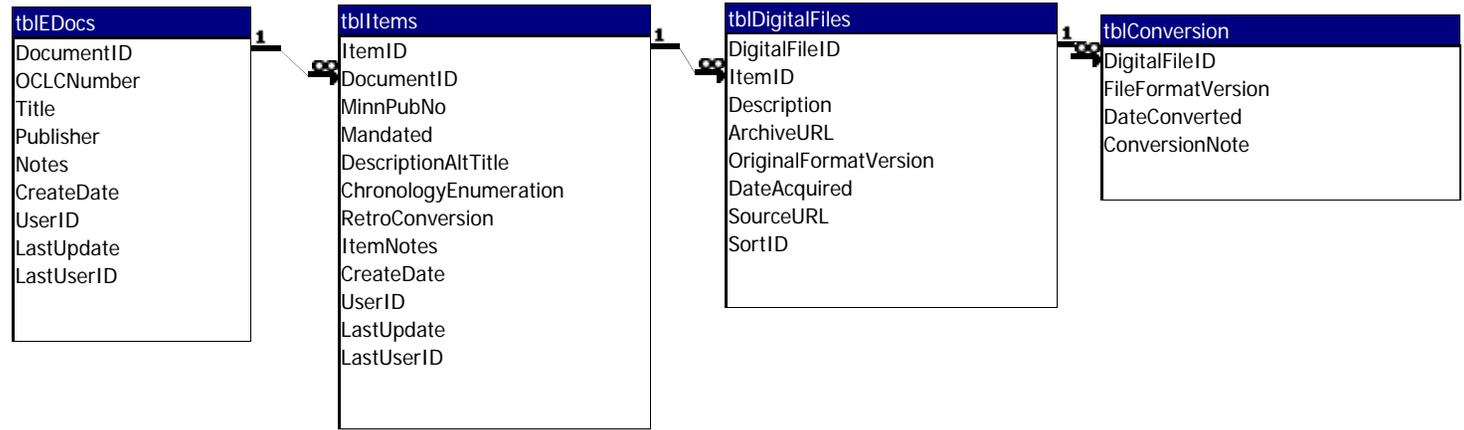
Electronic Documents Data Dictionary

Field Name	Definition	Field Type	Req	Example(s)	Validation Rules	Dublin Core Mapping	MARC tag Mapping
------------	------------	------------	-----	------------	------------------	---------------------	------------------

Conversion Record							
DigitalFileID	Linking field	N	Y				
File Format & Version	File format and version	T	Y	Acrobat 3.x PDF Acrobat 6.x PDF	Dropdown list. Limited to list.	format (Label: Format) p. 38. The WSDCMBP recommends using format terms from the Internet Media Type (MIME) list at: http://www.iana.org/assignments/media-types/	
Date Converted	Date file was converted	D	Y	09/01/2005			
Conversion Note	Notes about conversion abnormalities	M	N	What work was involved to record this data? Any changes or loss of functionality.		digSpecs (Label: Digitization Specifications) p. 40 Many recommendations in the standard.	

Relationships for EDocsData

Tuesday, August 30, 2005



Minnesota E-Docs

File Edit Insert Records Window Help

frmOperator : Form

Minnesota E-Docs

Clear fields to start over

Please enter your initials:

To add new records:

To find a record:

Select MN Pub. number

Select OCLC number

Exit

version 1.4

Form View

NUM

Minnesota E-Docs		Delete Base Record and Related Items	New Record	Open Web Page	Close
OCLC Number	<input type="text" value="55984401"/>	Notes			
Title	<input type="text" value="Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4."/>				
Publisher	<input type="text" value="Minnesota Dept. of Human Services"/>				
Items:		Move Items to Another Record			<input type="button" value="▲"/>
Minn Pub No	Year/Volume	Alternate or Part Title		Add/Edit	
▶ 03-0089	2003 2nd qtr.			Add/Edit	
03-0282	2003 3rd qtr.			Add/Edit	
05-0217	2003 4th qtr.			Add/Edit	
04-0204	2004 1rst qtr.			Add/Edit	
04-0276	2004 3rd qtr.			Add/Edit	
04-0414	2004 4th qtr.			Add/Edit	
05-0199	2005 1rst qtr.			Add/Edit	<input type="button" value="▼"/>
CreateDate	<input type="text" value="8/31/2005"/>	UserID	<input type="text" value="sq"/>	LastUpdate	<input type="text" value="8/31/2005"/> LastUserID <input type="text" value="sq"/>

Minnesota E-Docs [Delete Base Record and Related Items](#) [New Record](#) [Open Web Page](#) [Close](#)

OCCLC Number [Notes](#)

Title

Publisher

Minn Pub No	Year/Volume
<input type="text" value="03-0089"/>	<input type="text" value="2003 2nd qtr."/>
Alternate or Part Title <input type="text"/>	
Item Notes <input type="text"/>	

[Close Item](#)

Mandated

RetroConversion

Digital Files:

Archive URL	SortID	
<input type="text" value="http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf"/>	<input type="text" value="1"/>	Add/Edit
<input type="text" value="*"/>	<input type="text"/>	Add/Edit

Create Date	User ID	Last Update	Last User ID
<input type="text" value="8/31/2005"/>	<input type="text" value="sq"/>	<input type="text" value="8/31/2005"/>	<input type="text" value="sq"/>

CreateDate UserID LastUpdate LastUserID

Minnesota E-Docs		Delete Base Record and Related Items	New Record	Open Web Page	Close
OCLC Number	55984401			Notes	
Title	Report to the Legislature : state operated services dedicated revenue accounts as mandated by Minnesota session laws, chapter 374, subd. 4.				
Publisher	Minnesota Dept. of Human Services				
▶ Minn Pub No	Year/Volume				
03-0089	2003 2nd qtr.				
Alternate or Part Title					
Item Notes		<input checked="" type="checkbox"/> Mandated <input checked="" type="checkbox"/> RetroConversion			
Digital Files:					
▶ Sort ID	Date Acquired	Original Format			
1	5/21/2003	Unknown	Close Digital File Record		
Digital File Title					
Archive URL					
http://archive.leg.state.mn.us/docs/2003/mandated/030089.pdf					
Source URL					
NA					
Conversions:					
	File Format Version	Date Converted	Conversion Note		
▶		8/31/2005			
CreateDate	8/31/2005	UserID	sq	LastUpdate	8/31/2005 LastUserID sq