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2000 Annual Report

Law Library Service to Prisoners

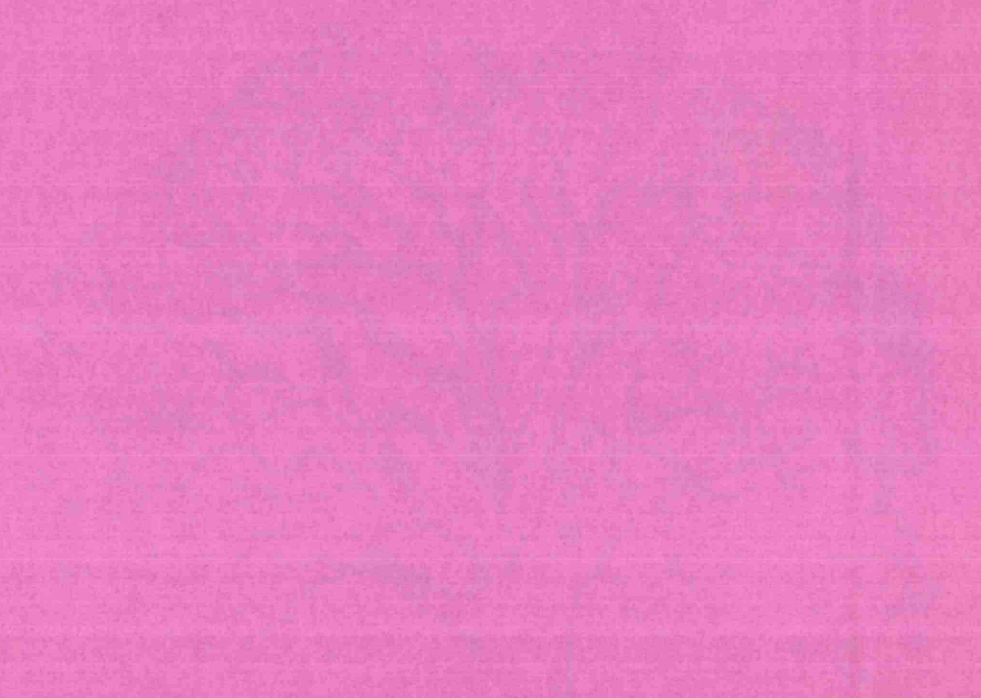


A Year of Growth and Change

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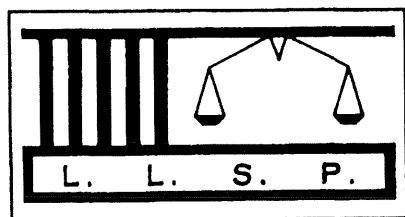
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Law Library Service to Prisoners

2000 ANNUAL REPORT

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2000: A Year of Growth and Change

Bigger and Better: New and Expanded Staff

Law Library Service to Prisoners (LLSP) added a half-time position in 2000 in order to address our increasing workload and to accommodate visits to the new Minnesota Correctional Facility (MCF) at Rush City. We also welcomed two new librarians—Timothy Baland and Stephanie Thorson—to our team. After being short-staffed for several months in early 2000, we are happy to be at a full complement of staff once again.

In order to accommodate our new half-time position, we decided to redesign our workspace. We installed a cubicle and rearranged our photocopiers, filing cabinets, and worktable in a more efficient design.

Drop by and see our new space!

Growth and Change: MCF-Rush City and MCF-Lino Lakes

After an initial tour in 1999, we made a planning visit to MCF-Rush City in 2000 to set up the legal collection and direct the installation of computers for accessing legal materials in the library. Currently, a circuit-riding law librarian visits MCF-Rush City on a monthly basis and answers requests through the mail.

MCF-Lino Lakes, after years of being an evening visit, changed to a daytime visit in 2000. The new daytime visit is working out very well for both staff and inmates, and there are no plans to return to an evening visit. The only remaining evening visit is MCF-Faribault.

Growth of Online Resources

The Minnesota State Law Library now offers access to Keycite and the *Index to Legal Periodicals* via the Internet instead of CD-ROM. The *Index to Legal Periodicals* provides us with access to citations for articles published in legal journals and law reviews. Keycite allows us to track the history of any published court case and find citations for all of the other cases that examine, discuss, or otherwise refer to the case that we are tracking. We all agree that the online versions of Keycite and the *Index to Legal Periodicals* are faster, more up-to-date, and easier to use than their old CD-ROM and print counterparts.

In addition to resources like Keycite and the *Index to Legal Periodicals*, more and more information is available online, and our staff increasingly relies on the Internet to locate legal resources and information. Inmates are becoming more Internet-savvy too—we frequently get requests for printouts and legal information from specific web sites.

Branching Out: Staff Activities

Our staff continued to be involved in professional activities in 2000. Most notably, Anne Tuveson became the Chair of the Exchange Committee for the Minnesota Association of Law Libraries (MALL). Karen Westwood is on the Education Committee of MALL and remains involved in many other ways as well. Timothy Baland and Stephanie Thorson are both members of the American Library Association.

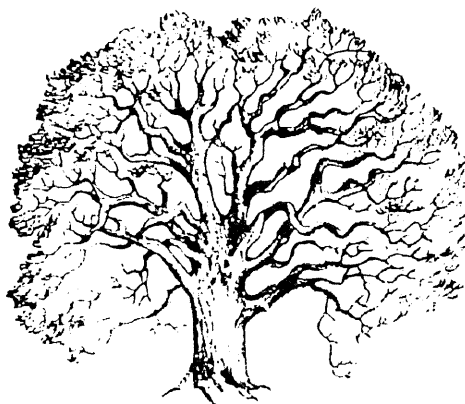
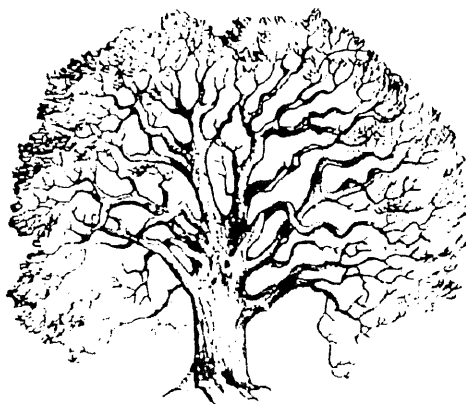
Stay tuned for future developments!

REQUESTS PROCESSED

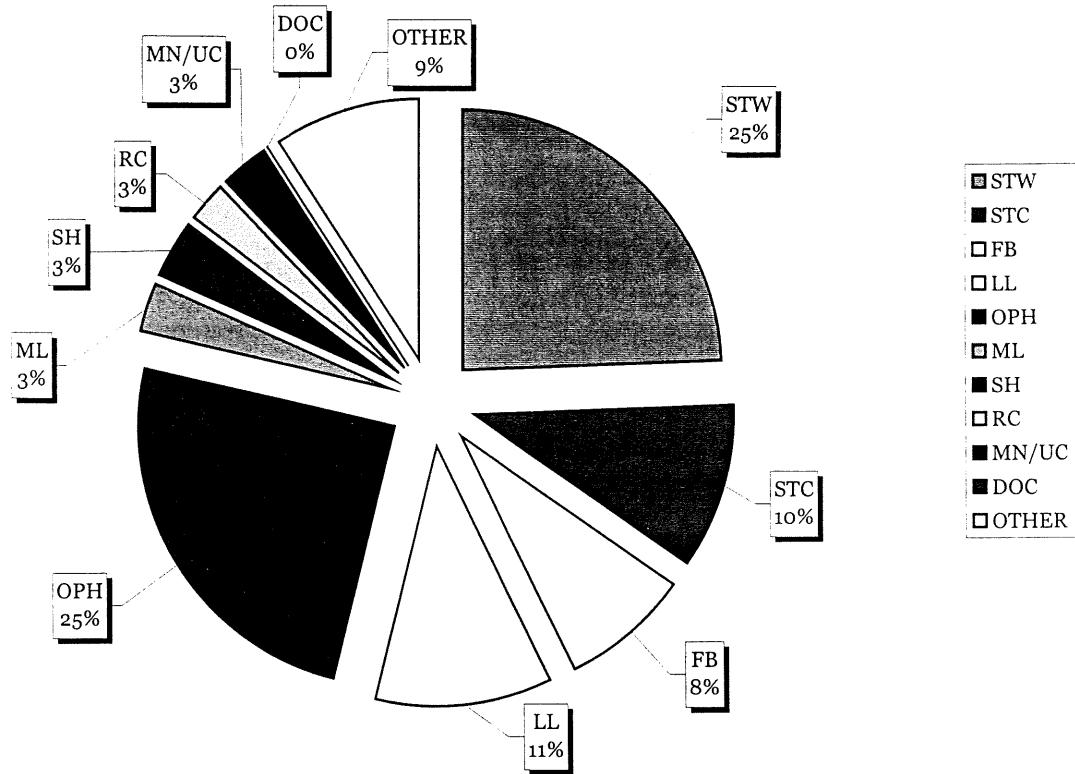
FACILITY	1998	1999	2000	1999-2000 %CHANGE
Stillwater	6257	5940	5922	-.3
St. Cloud	1792	1822	2446	+34.2
Faribault	1753	1573	1972	+25.4
Lino Lakes	1323	2002	2684	+34.1
Oak Park Heights	5131	5745	5927	+3.2
Willow River / MooseLake	1038	948	786	-17.1
Shakopee	442	634	819	+29.2
Rush City			654	
MN Inmates Under Contract	679	681	684	+.4
DOC	63	75	60	-20.0
Other	1535	1151	2185	+89.8
TOTALS	20017	20581	24171	+17.4

Note: "MN Inmates Under Contract" includes Minnesota inmates housed in other states. "Other" includes inmates in facilities not specifically listed above, including county jails. LLSP provides some assistance or referrals to any individual incarcerated in Minnesota as time and policy permit. In 2000 requests were processed from twenty-six county jails. Non-Minnesota prisoners housed in other states are routinely referred to law libraries near their place of incarceration.

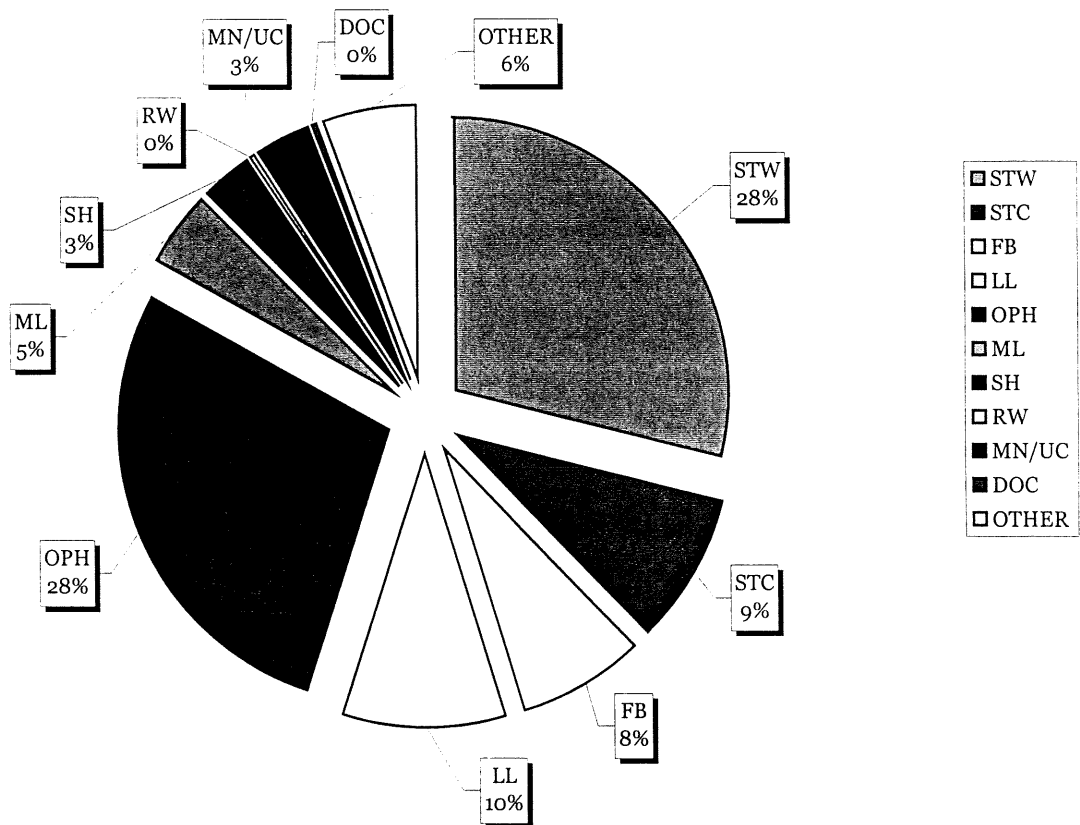
At the beginning of year 2000, Red Wing became a juvenile facility for males. LLSP received one request in 2000, the same as the previous year, from Red Wing.



2000 REQUESTS PROCESSED



1999 REQUESTS PROCESSED



INDIVIDUALS ASSISTED

FACILITY	1998	1999	2000	1999-2000 %CHANGE
Stillwater	290	362	380	+5.0
St. Cloud	194	199	229	+15.0
Faribault	195	189	209	+10.6
Lino Lakes	160	100	153	+53.0
Oak Park Heights	187	242	246	+1.7
Willow River / MooseLake	104	68	72	+5.9
Shakopee	105	128	130	+1.6
Rush City			51	
MN Inmates Under Contract	26	26	28	+7.7
DOC	19	24	16	-33.3
Other	173	167	218	+30.5
TOTAL ASSISTED	1347	1287	1476	+14.7

Note: "Individuals Assisted" is the total number of persons to whom LLSP provided information in each facility. Due to the movement of inmates between facilities, an individual may have been counted more than once in the facility statistics. If an inmate is transferred from one facility to another and requests information through LLSP from both institutions, then that same inmate will be counted *twice*—once for each facility. However, in the "Total Assisted" row, transferees are counted once. For this reason, the numbers in the facility statistics section of the above table may not add up to the totals indicated in the "Total Assisted" row.

ON-SITE MEETINGS WITH INMATES

FACILITY	1998	1999	2000	1999-2000 %CHANGE
Stillwater	386	331	416	+25.7
St. Cloud	159	337	320	-5.0
Faribault	473	426	387	-9.1
Lino Lakes	349	218	306	+40.3
Oak Park Heights	202	157	178	+13.3
Willow River / MooseLake	108	60	75	+25.0
Shakopee	119	149	139	-6.7
Rush City			38	
TOTALS	1796	1678	1859	+10.8

Note: The numbers for MCF-Willow River/Moose Lake include visits conducted via interactive television. In addition, 220 inmates at MCF-Shakopee received an introduction to the law library conducted by the LLSP Librarian during their orientation process in 2000.

A Tree Grows in Minnesota

Our Roots and a Brief Explanation of Law Library Service to Prisoners

Growth of the Sapling

The Minnesota Department of Corrections and the Minnesota State Law Library (MSLL) collaborated in June of 1984 to form the Law Library Service to Prisoners (LLSP) program. This program was designed to allow LLSP to coordinate all prisoner requests for legal information and to assume the responsibility of providing legal reference service to Minnesota prisoners. LLSP officially began as a six-month pilot project. The philosophy of our program is to emphasize legal information services rather than to establish large prison law libraries.

Roots: The More Things Change, the More They Stay the Same

All prisons have small core collections consisting of primary Minnesota legal materials and selected treatises regarding inmate rights and criminal law. The Department of Corrections purchases and maintains the legal collections in prison libraries with the guidance of a list that we compile of recommended core collection materials.

In 1985, a single circuit-riding law librarian visited the five state prisons then in existence and helped inmates with their legal research. We have certainly expanded since 1985! Today, two full-time and one half-time librarians visit a total of eight state prisons. The fundamental core

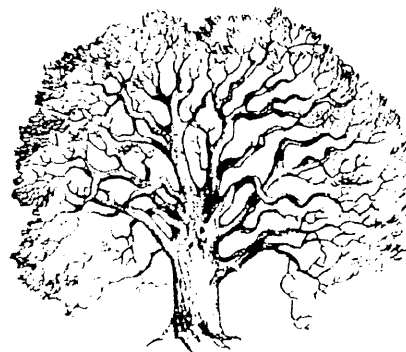
of our service, however, remains the same. We are still meeting with inmates in person and helping them to find and use legal information.

During on-site meetings, we conduct reference interviews and educate inmates on how to use their legal collection. Questions which cannot be answered by the prison collections are researched at MSLL. In addition to providing reference and research assistance, we train inmate law library clerks so they can assist other inmates when we are not on site.

Leaflets

LLSP brochures are available to all prisons for distribution during inmate orientation. This brochure is designed to alert the inmates to our services and to inform them of the legal materials available in their prison library. We are also a part of the orientation process at MCF-Shakopee.

We maintain our involvement with national corrections and library organizations to keep us informed of changes in our profession.



LLSP's Core Collection

The Heart of Our Tree

The Core Collection

LLSP established the core collection to assist Minnesota Correctional Facilities in providing law library materials that allow inmates adequate access to courts. The core collection list contains the titles that we recommend the institutions acquire and maintain.

In addition to the core collection, there are a number of resources that are useful in providing law library service. Some of these, such as the legal encyclopedias *American Jurisprudence 2nd Edition* or *Corpus Juris Secundum*, were provided through donations, and are kept current through donated supplements. These items represent no cost to the correctional facilities, yet add value to the collections, and are accepted as space permits.

The ***Recommended Retention Schedule*** helps Minnesota Correctional Facilities with space constraints to know which materials are most important to their collection. As always, LLSP staff will

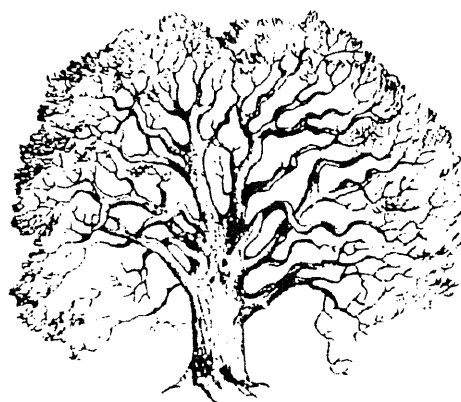
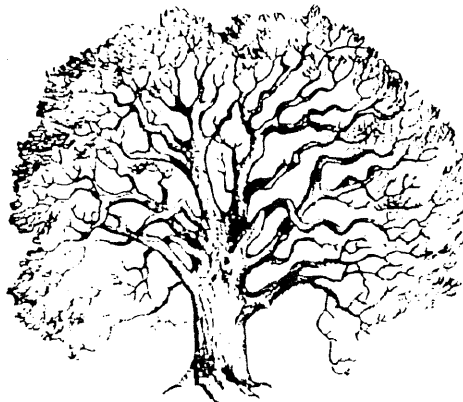
be happy to consult on the content of the collections.

Recommended Changes

We are recommending the following changes to the 2000 Core Collection of legal materials in prison libraries.

First, the DOC Custody Classification Manual has been superseded by DOC Policy 202.100: Classification System. Old copies of the DOC Custody Classification Manual should be removed from the shelves and discarded.

Second, We recommend that prison libraries purchase the 2000 *Minnesota Judges Criminal Benchbook*. Although many prison libraries, following our suggestion, purchased the 1997 edition last year, the 2000 edition is greatly revised, expanded, and more up-to-date than its 1997 counterpart. Luckily, the 2000 edition remains competitively priced.



2000 Core Collection & Recommended Retention Schedule For Prison Law Libraries

Research and Writing	Retention Codes
1. Black's Law Dictionary, 7 th edition	A
2. Legal Research (Elias)	C
3. Uniform System of Citation	C
4. Handbook of Appellate Advocacy	C
5. Guidebook to State Agency Services	C
6. Minnesota Legislative Manual	C
7. Minnesota Legal Research Guide (Soderberg)	C

Primary Sources

1. Minnesota Reporter, 1978-current	Co
2. Northwestern Reporter Advance Sheets	S
3. MN Supreme Court & Court of Appeals Syllabus of Opinions	M
4. Minnesota Rules of Court	5
5. Minnesota Statutes (every even year)	10
6. Minnesota Statutes Annotated (v. 11, 16, 38/39, 40, 49)	C
7. Minnesota Rules (every odd year)	C
8. Laws of Minnesota (every year)	C
9. DOC Policy Manual (Table of Contents)	C
10a. United States Code Service [Title 42 §§ 1983 (2 vols) & Title 28 §§ 2241-2254 (1 vol)] OR	
b. United States Code Annotated [Title 42 §§ 1983-1984 (1 vol) & Title 28 §§ 2254 (1 vol)]	C
11. Federal Civil Judicial Procedure & Rules	5
12. Federal Criminal Code and Rules	5

Finding Tools

1a. Minnesota Digest 2d AND/OR	
b. Dunnell's Minnesota Digest	C
2a. Minnesota Practice (v. 3, 7-11, 14) AND Minnesota Civil Practice OR	
b. Minnesota Practice (v. 1-3, 7-11, 14-16)	C
3. Shepard's Minnesota Citations	C
4. Federal Habeas Corpus Practice & Procedure	C
5. Post-Conviction Remedies (Manville)	C
6. Prisoners' Self-Help Litigation Manual (Manville)	C
7. Judges Criminal Benchbook	C
8. Constitutional Rights of Prisoners (Palmer)	C
9. Sentencing, Corrections, and Prisoners' Rights in a Nutshell	C

IN GENERAL:

When space becomes a problem in the institution law library, the following guidelines determine which resources are weeded from your collection and which are retained. Older materials can always be requested from LLSP.

NOTE: The State Law Library is interested in receiving any weeded materials.

When an institution purchases a resource on CD-ROM, retain the hardbound volumes if space is available. However, supplemental subscriptions to the hardbound set should be cancelled (unless they are included within the price of the CD-ROM subscription.) **NOTE: At this point, we are recommending only the purchase of Minnesota Reports and Minnesota Statutes on CD-ROM.**

DOC Central has always strongly stated that all facilities should have the same collection. Accordingly, weed resources not on the core collection list first.

EXCEPTION: If space is available, retain the legal encyclopedia (*American Jurisprudence 2nd Edition* or *Corpus Juris Secundum*) currently on your shelves. These sets have been donated and are supplemented by LLSP.

Explanation of Retention Codes

A = Retain all copies available.
C = Retain current edition or set only.
Co = Retain complete series. If institutions replace this set with CD-ROM and provide multiple access (i.e., four concurrent users), weed the hardbound set in a space crunch. In addition, cancel your supplemental subscription to *Minnesota Digest*, if applicable.

M = Retain 3 months.
S = Retain only those issues supplementing the hardbound volumes (or CD-ROM).

5 = Retain 5 years.
10 = Retain 10 years. This means the most current and four previous sets.

NOTE: Retention of current hardbound set is recommended even for those libraries purchasing the statutes on CD-ROM.

For ordering assistance, contact: Law Library Service to Prisoners, State Law Library, Minnesota Judicial Center,
25 Constitution Avenue - G25, St. Paul, MN 55155. PHONE: 651-297-4969.

