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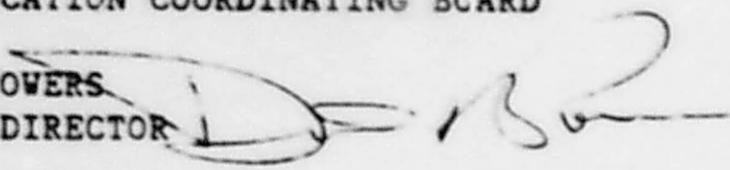
**Minnesota
Higher Education
Coordinating Board**

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MEMORANDUM

AGENDA ITEM: VII-B

TO: HIGHER EDUCATION COORDINATING BOARD
FROM: DAVID R. POWERS
EXECUTIVE DIRECTOR 
DATE: MARCH 11, 1991
SUBJECT: 1990 ANNUAL REPORT ON THE MINITEX
LIBRARY INFORMATION NETWORK

The Coordinating Board, as part of its ongoing review and evaluation of activities, receives status reports on programs under its purview. Attached is a status report on the MINITEX Library Information Network.

BACKGROUND

MINITEX is a publicly-supported network of academic, public, state agency, and special libraries working cooperatively to improve library service for their users. It was started in 1969 as a two-year pilot project funded jointly by the Louis W. and Maud Hill Family Foundation, now the Northwest Area Foundation, and the federal Library Services and Construction Act (LSCA). By 1971, the concept of sharing library resources seemed educationally and economically viable, and the project became a program of the Minnesota Higher Education Coordinating Board with the mission:

"to facilitate resource sharing among academic and other libraries in Minnesota--as well as those in other states--in order to strengthen the library services provided to students, faculty, researchers, and residents of Minnesota and to contribute to cost effectiveness of library services to individual libraries."

Since 1971, the program has been funded by the state legislature. The Minnesota Department of Education Office of Library Development and Services also provides funds to supplement public library participation.

March 11, 1991

In the 20 years since MINITEX has been a program of the Coordinating Board, several objectives have been achieved: production of the MINITEX Union List of Serials (MULS), participation in the Online Computer Library Center, Inc. (OCLC), and contracts of reciprocal agreements with the Wisconsin Interlibrary Loan Service, North Dakota State Library, and South Dakota State Library to extend resource sharing beyond Minnesota's borders. All these developments have helped to make information more available to Minnesota residents. In addition to direct service to participating libraries, MINITEX facilitates resource sharing by providing leadership and expertise to participating libraries and by coordinating planning for interlibrary activities in the region.

The demand for document delivery services continues to increase. In Fiscal Year 1990, MINITEX received 256,473 requests for documents, an increase of 13 percent over the previous year.

FINDINGS OF PLANNING PROCESS

In the past year, the MINITEX Advisory Committee completed a two-year planning process that culminated with its endorsement of a revised statement of the MINITEX Mission, Principles, and Criteria for MINITEX Participation. These can be found in Appendix C of the report. They reflect the traditional principles and goals for MINITEX as a cooperative inter-library network. The Criteria for MINITEX Participation include two main themes:

- o That each library has an obligation to meet approximately 95 percent of its user information needs locally before it turns to the MINITEX document delivery service; no library should use MINITEX as a substitute for adequate local service.
- o That each library has an obligation to have staff with the professional expertise to interact with the MINITEX Office during regular business hours.

The advisory committee recommended that the Coordinating Board adopt the statement found in Appendix C.

In order for MINITEX to be effective, libraries must continue to add new books and journal subscriptions to their collections so they can be shared. As the recent Higher Education Advisory Council report, Academic Library Resources in Minnesota, indicated, however, college and university acquisition of library materials has not kept pace with either the publication of new materials or the increases in enrollments. MINITEX libraries that are the net lenders of materials through MINITEX are purchasing fewer materials than in the past. This issue is particularly acute because the level of state appropriation for MINITEX is not adequate to meet the continuing increase in requests for service from academic and state agency libraries.

The challenge of the next biennium and beyond is to enable MINITEX to provide services effectively and to coordinate planning resource-sharing in the future. The attached report describes the background, services, and administration of MINITEX during Fiscal Year 1990 as well as emerging challenges.

RECOMMENDATIONS

Based on a review of MINITEX activity and planning over the last year, I RECOMMEND THAT:

1. The Higher Education Coordinating Board adopt the Mission, Principles, and Criteria for MINITEX Participation recommended by the MINITEX Advisory Committee.

Rationale: As the demand for MINITEX services exceeds its level of funding, clear guidelines are needed about the respective roles and responsibilities of MINITEX and its participating libraries. The document recommended by the MINITEX Advisory Committee is the result of a two-year process involving many discussions within the committee as well as opportunities for comment by all MINITEX participating libraries. It reflects the consent of the lenders and borrowers of material through MINITEX as to the purposes of MINITEX and the obligations of the libraries.

2. The Higher Education Coordinating Board, in considering institutional readiness as a criterion for program approval, require appropriate library resources will be provided primarily at the local level.

Rationale: Under the current Program Approval application process, an institution must provide documentation concerning its resources, including "existing and new information services needed (e.g., libraries)." Reliance on MINITEX is not an acceptable alternative to providing local library resources essential for the support of an academic program.

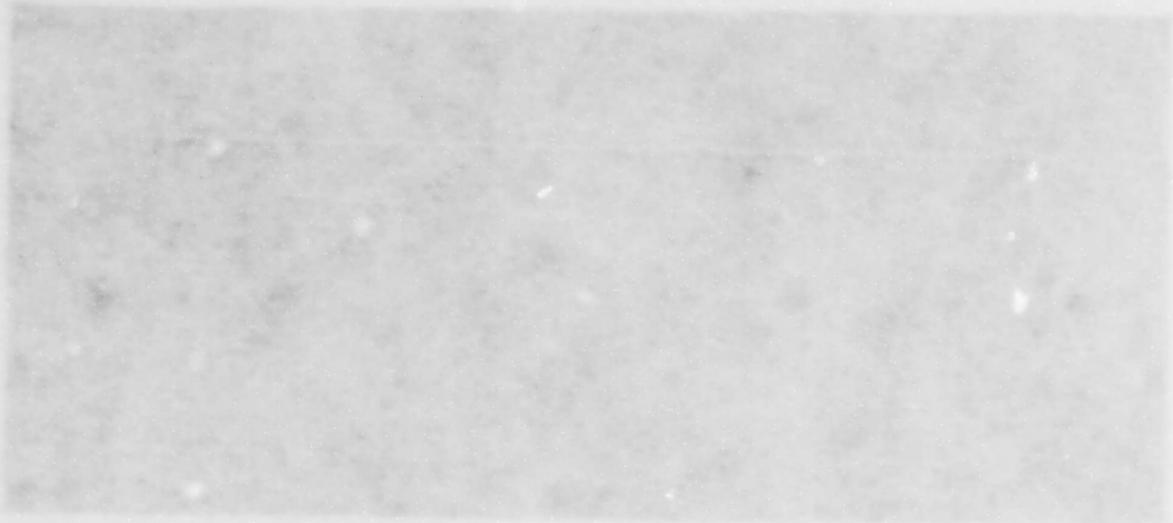
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Attachment

MHECB



*Minnesota
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**MINITEX LIBRARY INFORMATION
NETWORK**

1990 Annual Report

Prepared by the Staff of the
Minnesota Higher Education Coordinating Board

March 11, 1991

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CHAPTER I. INTRODUCTION

The MINITEX Library Information Network (MINITEX) is a publicly supported network of academic, public, state agency, and other special libraries working cooperatively to improve library service by making library resources accessible to residents around the state. The mission of MINITEX is to enhance the effectiveness and efficiency of all participating libraries by expanding their access to local, state, regional, national, and international information resources. This is accomplished by effective delivery of needed information and by sharing library resources, including collections, bibliographic records, and locations, through conventional and innovative procedures and technologies. MINITEX provides students, scholars, and residents of Minnesota and its contiguous states much more cost effective access to a full range of library resources and information than otherwise would be available. Resource sharing through MINITEX will continue to be effective as long as libraries continue to add new books and periodicals to their collections so that they can be shared.

Now in its 22nd year of operation, MINITEX involves more than 200 libraries in Minnesota, North Dakota, and South Dakota. The MINITEX office is located in Wilson Library on the University of Minnesota-Twin Cities campus and provides access to the collections of the University and other participating libraries in the region. MINITEX staff have arranged for reciprocal arrangements with the Wisconsin Interlibrary Services at the University of Wisconsin-Madison campus and the University of Illinois-Champaign-Urbana.

Efficient and cost effective access to information is supported by overnight delivery of materials to participating libraries in Bemidji, Bismarck, Duluth, Ely,

Fargo/Moorhead, Grand Forks, Grand Rapids, Hibbing, International Falls, Mankato, Marshall, Morris, Northfield, Rochester, St. Cloud, Virginia, Winona, and the Twin Cities.

Except for the 1987-89 biennium MINITEX has, throughout its history, increased access to information. In 1987-89, revenue shortfalls resulting from limited appropriations for the program led to restrictions in MINITEX service. To restore full document delivery service, the 1989 Legislature responded to the Board's priority request for MINITEX by appropriating an additional \$610,000 to the base budget for the biennium beginning July 1, 1989. This appropriation enabled MINITEX to reverse some of the program adjustments made in 1987-89, and MINITEX processed an increase in document delivery requests during 1989-90. In addition, MINITEX continues to offer serials exchange and reference services to Minnesota academic and state agency libraries as secondary services on a cost recovery basis.

This report provides background on MINITEX, describes the status of its services in 1989-90, and explains other changes occurring in the program.

CHAPTER II. BACKGROUND

From its origin as a small test project, MINITEX has developed into a major resource sharing program in the Minnesota, North Dakota, and South Dakota and has become a model resource sharing network in the United States and Canada. In 1969, MINITEX was funded jointly by the Louis W. and Maud Hill Family Foundation and state and federal (Library Services and Construction Act Title III) funds. It used the Trans World Exchange (TWX) telecommunications network, United Parcel Service, and first class U.S. mail as a delivery system to test sharing University of Minnesota library resources with 10 representative Minnesota libraries. The project sought answers to three questions:

- Could needed material be provided to Minnesota users outside the metropolitan area in a useful format and in the needed time?
- What would be the comparative cost between sharing and duplicating resources?
- What would be the degree of conflict of interest with primary users at the host library?

By 1971, the resource sharing concept seemed educationally and economically viable, and the project became a program of the Minnesota Higher Education Coordinating Board funded by the legislature. Since then, it has been reviewed and funded as part of the biennial budget process. Since 1971, several milestones have been achieved:

- publication of seven editions of MULS, a Union List of Serials, providing access since 1972 to the magazine and periodical holdings of over 250 participating libraries in the region.
- participation in the Online Computer Library Center, Inc. (OCLC) shared cataloging system since 1976, resulting in over 12.1 million records of 169 MINITEX libraries becoming available online via terminals.

- negotiations of contracts or reciprocal agreements with the Minnesota Office of Library Development and Services (LDS), Wisconsin Interlibrary Services (WILS), and North Dakota and South Dakota state library agencies, and the University of Illinois at Champaign-Urbana.
- automation of MULS by loading it into the Online Computer Library Center online system.
- close working relationships with the Minnesota State University System PALS integrated automation system.
- establishment of the MINITEX Delivery System which picks up and delivers the majority of requests for books and journal articles to 65 participating libraries.

In 1969, the University of Minnesota-Twin Cities campus provided 100 percent of the delivery items. Recently, more items are being provided from other libraries; in 1989-90, 39 percent of the delivered items provided came from outside the University's Twin Cities campus. The University, however, continues to lead American research libraries in the quantity of materials it shares with other libraries.¹

MINITEX participates in the Minnesota State University System Project for Automation of Library Systems (MSUS/PALS), along with state universities, community colleges, state agency libraries, Concordia College (Moorhead), St. Olaf College, Gustavus Adolphus College, St. Mary's College, North Dakota State University, the Legislative Reference Library, and the Minnesota Historical Society Library. State universities, community colleges, and state agency libraries accounted for 36 percent of the total requests received by MINITEX from

¹ARL Statistics, 1988-89 A Compilation of Statistics from the 117 Members of the Association of Research Libraries, Association of Research Libraries (Washington, D.C.)

Minnesota academic and state agency libraries. Twenty-four percent of the items that could not be retrieved directly by MINITEX staff were provided by the MSUS/PALS libraries in Minnesota. MINITEX continued to receive a growing number of requests from MSUS/PALS libraries as the new MSUS/PALS online interlibrary loan system became available to more libraries in 1989-90. The MSUS/PALS interlibrary loan system is a major benefit to MINITEX because it eliminates the need for paper files, avoids retyping of requests, provides statistical reports, and provides online access to the circulation status of books in those MSUS/PALS libraries using the circulation system. Since it is an automated interactive system requiring constant staff attention to terminals, many MINITEX internal procedures and processes have undergone revision to meet this new automated environment.

All MSUS/PALS libraries participate in the MINITEX network. In addition, the MINITEX regionwide delivery system provides overnight pickup and delivery of materials in cities where it is feasible. Overnight service is available between all state universities; several community college, private college, and public libraries; several libraries in North and South Dakota; and the MINITEX office.

CHAPTER III. MINITEX SERVICES

MINITEX services are delivered to more than 200 participating libraries. The services and functions complement one another in an integrated, efficient library cooperation program. Following is a description of the status of each service during Fiscal Year (FY) 1990, the 1989-90 academic year.

DOCUMENT DELIVERY

A record number of requests, 256,473, were received and processed by the MINITEX document delivery staff in 1989-90. This was 13 percent higher than requests received in 1988-89. The document delivery service provides access to resources throughout Minnesota, North Dakota, South Dakota, Wisconsin, Illinois, the United States, and abroad. The major source of resources is the University of Minnesota-Twin Cities campus, which contributed over 125,471 photocopies and loans to MINITEX participants in 1989-90, a seven percent increase over 1988-89.

MINITEX participants transmit loan and photocopy requests to the MINITEX central office by electronic means, couriers, or the U.S. mail. The central staff retrieve needed materials from the University of Minnesota-Twin Cities campus libraries, Minneapolis Public Library and Information Center, and the Minnesota State Board of Health. Requests not filled at these libraries are referred to other participants known to hold the needed item. Information identifying the libraries that hold each item is found in MULS, in the OCLC shared online catalog, and in local automated library systems. For materials held by the University of Minnesota-Twin Cities campuses, MINITEX uses

LUMINA, the University's online catalog, increasing the efficiency of the location of materials in the University collections.

When requests cannot be filled by participating MINITEX libraries, MINITEX turns first to Wisconsin or the University of Illinois. A reciprocal agreement exists with the Wisconsin Interlibrary Services (WILS). When items are not located in the MINITEX region, requests are referred electronically to the WILS offices at the University of Wisconsin-Madison campus. There is also a reciprocal agreement with the University of Illinois at Champaign-Urbana and the Illinois State Library. In addition, MINITEX refers to sources outside the region, including the Library of Congress, the National Library of Medicine, the National Agricultural Library, and the British Library Document Supply Center.

The MINITEX delivery service transports needed items to requesting libraries. Commercial delivery services, first class mail, United Parcel Service, and local couriers provide efficient delivery. Local couriers, jointly funded by the local libraries and by MINITEX, provide delivery service between libraries in a local area.

In recent years, MINITEX has tried to accommodate the increase in local library automation, including microcomputers and online automated systems, among participating libraries by receiving document delivery requests in a variety of methods. In addition to local couriers, libraries use several electronic methods to send requests to MINITEX and to receive requests from MINITEX. In Fiscal Year 1990, MINITEX received 77,000 requests electronically using the Minnesota State University PALS interlibrary loan subsystem--a 64 percent increase over FY 1989.

Table 1 presents, by the type of library, the number of requests received by MINITEX, and the number of requests that MINITEX refers to those types of libraries. As Table 1 indicates, the academic and state agency libraries, which

TABLE 1. MINITEX STATISTICS, 1989-90

<u>MINITEX Region</u>	<u>Requests Received By MINITEX</u>	<u>Requests Referred By MINITEX</u>
MN Academic and State Agency Libraries		
UM/Twin Cities Campus	24,046	125,767 *
UM/Coordinated Campuses and Institutes	23,305	2,497
State Universities	31,088	9,704
Direct Borrowing	20,050	---
Community Colleges	20,009	1,784
Private Colleges	44,607	19,367
MN Technical Colleges	671	24
MN State Agencies	13,707	2,909
Health Sciences	2,818	807
All Others	2,200	144
Subtotal	182,501	163,003
MN Public Libraries		
Minneapolis Public Library	2,764	11,421 *
All Others	41,902	9,473
Subtotal	44,666	20,894
North Dakota	13,771	6,201
South Dakota	9,902	2,737
<u>Non-Minitex Region</u>		
Wisconsin	5,514	6,910
Illinois	5	5,646
Canada	114	120
Great Britain		10
Library of Congress		6
National Library of Medicine		9
TOTAL	256,473	205,536

INCREASE OF 13% OVER 1988-89

* Physically searched and filled by the MINITEX staff.

SOURCE: MINITEX Library Information Network

receive MINITEX services through the Coordinating Board's appropriation, request more items than any other sector and serve as the resource for an even greater proportion of all MINITEX document delivery requests.

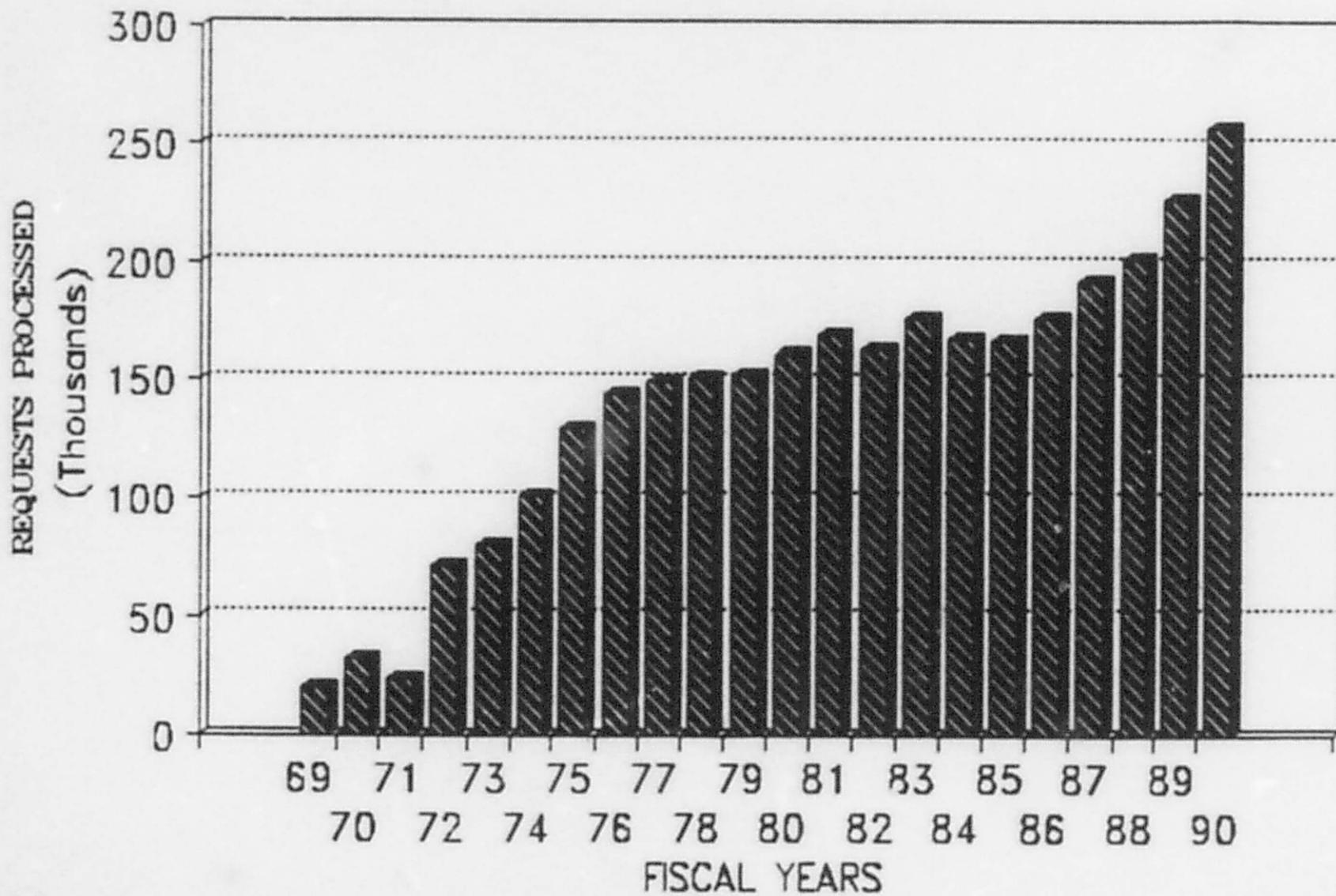
In addition to its own document delivery service, MINITEX continues to assist the State University System in sharing resources among its MSUS/PALS libraries through a Direct Borrowing Service. Books are requested, one library from another, electronically through the MSUS/PALS Interlibrary Loan System. The materials then are moved back and forth between libraries using the MINITEX statewide delivery system. In 1989-90, 20,050 MSUS/PALS library books were transported by the MINITEX delivery system and processed by the MINITEX staff.

With an enhanced appropriation for the 1990-91 biennium, MINITEX added student workers and full-time staff to handle the increased workloads; increased the number of photocopier machines; expanded work hours in the office from 40 to 55 hours per week; and implemented telefacsimile delivery of information needed within 24 hours. Overnight delivery services were extended to more cities, adding the University of Minnesota-Morris, and the community college and public libraries in Ely, Virginia, Hibbing, International Falls, and Grand Rapids. In addition, quality service management techniques were implemented among the MINITEX staff. All these activities have resulted in improved turnaround time for more requests.

Since its inception in 1969, the document delivery service experienced dramatic growth in the number of requests, with some fluctuation from year to year, as shown in Figure 1. In Fiscal Year 1990, MINITEX received and processed the highest volume of document delivery requests in its history.

FIGURE 1

REQUESTS FOR DOCUMENT DELIVERY RECEIVED BY MINITEX, 1969-1989-90



- During 1989-90, 256,473 document delivery requests were received and processed by MINITEX, an increase of 13 percent over 1988-89.

MULS. A UNION LIST OF SERIALS

MULS. A Union List of Serials, was developed in the early 1970s when it became clear that a database identifying the location of serials (periodicals and magazines) was necessary for an efficient resource sharing program. The preliminary edition of MULS listing 38,000 titles was issued in 1972. It grew to be a machine readable database containing over 123,696 titles representing 307,956 periodical holdings in 209 academic, public, government, medical, and other libraries in Minnesota, North Dakota, and South Dakota.

MULS supports cataloging, resource sharing, and collection development. Accurate, standardized descriptions of items owned and information about where each item is held are essential characteristics of the MINITEX bibliographic databases.

The Online Computer Library Center, Inc. (OCLC) houses the MULS records. This is the same service that provides online shared cataloging services to participating MINITEX libraries. Consequently, libraries participating in OCLC for cataloging services have access to the MULS database of titles and holdings from terminals they already own and use. This important database identifying the location of serials (periodicals and magazines) in participating libraries also is available to libraries that do not participate in the online shared cataloging services through online dial access and through a microfiche edition.

During 1989-90, the Advisory Committee recommended to the MINITEX Director that a MULS Task Force be established to prepare recommendations regarding the future of MULS and related issues. The basic issue being addressed is how should MULS be most effectively and efficiently maintained in the future,

since LUMINA and MSUS/PALS are now available online and their libraries hold a substantial portion of the journal and serial titles in MULS. The report is expected to be presented to the June 1991 Advisory Committee.

- During Fiscal Year 1990, the MULS staff received 18,857 updates to the MULS database.

ONLINE SHARED CATALOGING SERVICES

The Coordinating Board has a contract with OCLC Online Computer Library Center, Inc. (OCLC), the nation's largest system for computer-assisted cataloging, to provide these services in Minnesota and its contiguous states. From its facility in Dublin, Ohio, OCLC operates an international computer network used by more than 11,000 libraries to acquire and catalog books, order custom-printed catalog cards and machine-readable records, request interlibrary loans, maintain location information on library materials, and gain access to their databases. The OCLC database contains 21,430,000 records. In the MINITEX region, 169 libraries contribute to and use information in the OCLC Online Union Catalog. The OCLC database is one of the first sources that libraries in the region check to determine if an item is held at the University of Minnesota or other participating libraries in MINITEX.

Computer-assisted cataloging by MINITEX/OCLC participating libraries improves access to local library resources while it builds an online catalog of books, serials, and other materials held in MINITEX libraries. This online catalog of materials, including MULS, allows efficient identification and location of items needed by MINITEX library patrons.

A library is able to use cataloging records produced by other libraries through cooperative participation as a member of OCLC; this greatly lowers cataloging costs at individual libraries. In addition, as libraries acquire local

automated online catalogs and circulation systems, they can use the same records they input into OCLC by tapeloading them into their local system. The MSUS/PALS database is derived and downloaded from the OCLC database records input by Minnesota MSUS/PALS libraries, as are the South and North Dakota online databases and the CLICNET database of the Twin Cities' private colleges. MINITEX continues to provide a tape processing service to assist those libraries wishing to use their OCLC records to build their library databases.

To support the OCLC activities in Fiscal Year 1990, MINITEX staff conducted 32 workshops for 395 library staff members, 17 individual training sessions for 9 libraries, and visited 36 libraries. Current computer system changes at OCLC necessitate retraining all library personnel who use the OCLC services. As the regional provider of OCLC services, MINITEX will devote considerable staff to this effort in FY 1991.

TABLE 2. PARTICIPATION IN OCLC, 1982-1990

	<u>1982-83</u>	<u>1983-84</u>	<u>1984-85</u>	<u>1985-86</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>	<u>1989-90</u>
Libraries	127	126	159	161	160	165	164	169
Terminals	143	145	191	204	211	214	222	229

SOURCE: MINITEX

OCLC was increasingly available in the region in Fiscal Year 1990:

- 169 MINITEX libraries participated in OCLC using 229 OCLC terminals.
- MINITEX/OCLC participating libraries contributed 986,824 cataloging transactions to the OCLC database, which consists of over 21 million records.

SECONDARY SERVICES

Prior to Fiscal Year 1988, MINITEX provided a telephone reference service and a serials exchange service to all participating libraries. Due to limited funding, these services no longer are supported by the direct MINITEX appropriation, but have been made available on a cost recovery basis.

MINITEX offered a reference service to Minnesota public libraries through contract with the Minnesota Office of Library Development and Services. It also continued to receive and answer questions for three academic libraries and one state agency library that subscribed to the service. Many academic and state agency libraries indicated they could not afford to subscribe to the service even though they needed it. In Fiscal Year 1990, 30 libraries used the service to answer 1,426 questions, 13 percent more questions than received in Fiscal Year 1989.

Through the serials exchange service, libraries send duplicate and withdrawn issues of periodicals and annual reference materials to MINITEX so that other libraries needing back issues or replacement copies can request them for their collections. Issues are provided to requesting libraries for a small charge. Last year, the number of libraries using the service increased 6 percent, from 63 in 1988-89 to 67 in 1989-90, while the number of issues provided increased 43 percent, from 3,485 in 1988-89 to 4,989 in 1989-90. A major reason for the increases is that MINITEX is providing copies of reference volumes which, while not the most recent, are more current than those held by the requesting library.

RELATED SERVICES AND ACTIVITIES

The MINITEX Office administrative staff continued to serve as a joint purchasing agent for participating libraries. Joint purchasing agreements have saved 65 cooperating libraries over \$185,683 since 1988 by implementing and managing group purchases and discount programs with commercial vendors for

such products as 3M security strips, compact disc read-only databases (CD-ROMS), and online database services.

CHAPTER IV. PROGRAM ADMINISTRATION

MINITEX combines the broad higher education perspective of the Coordinating Board with the resources of the University of Minnesota. Coordinating Board staff determine the general policies of the MINITEX program, set the goals and objectives, define services, develop budget requests, contract for major services, and represent MINITEX to the legislature and the public. In fulfilling its responsibility, the Coordinating Board works with an advisory committee appointed by the executive director. The committee met four times in 1990 (see Appendix B for the members of the advisory committee).

The Coordinating Board contracts with the University of Minnesota-Twin Cities campus for MINITEX services. In 1989-90, the University managed the day-to-day operation of the program and services with a staff of 31.9 full-time equivalent employees plus 15.9 full-time equivalent student workers at the MINITEX office in Wilson Library.

Throughout the last decade, several principles have guided the administration of MINITEX. The following principles were endorsed by the MINITEX/HECB Advisory Committee after a two-year planning process and review of the MINITEX mission and goals. They guide the administration of and participation in MINITEX and describe roles of participating libraries.

1. The MINITEX Library Information Network is a publicly-supported network created to enhance local library service by facilitating cooperation and resource sharing among libraries.
2. MINITEX participating libraries are the most appropriate user service levels and are responsible for their own collections, bibliographic records, personnel, determining their clientele, and selecting among MINITEX programs for which they are eligible to enhance services to their users. Libraries are strongly encouraged to strive to provide excellent services to their users. Screening of

document delivery and reference requests sent to the MINITEX office is done locally by the library staff, not by the MINITEX staff.

3. MINITEX participation by a library should improve or provide additional services and increase the availability of other libraries' resources to a library's users. In no case should participation of any library lead to deterioration of service to its users or to other MINITEX participating libraries.
4. MINITEX participation should aid cost-effectiveness in individual libraries, allow for improved use of available funding, and reduce the rate of increase in library costs.
5. MINITEX programs should be developed with flexibility to interface with regional or national programs and/or support local cooperative activity. National standards and protocols (bibliographic, telecommunications, formats, etc.) should be adopted uniformly in the development of any programs or systems.
6. MINITEX staff will support access to communication, delivery, and bibliographic systems to the degree that it is economically feasible, but local use of those systems and the accompanying costs are the responsibilities of the individual library.
7. MINITEX libraries should meet the appropriate standards and guidelines for their type of library.
8. MINITEX participation does not preclude participating libraries from using services available from other agencies or organizations. Libraries are expected to first use locally available resources whenever possible. Libraries are encouraged to participate in other regional or national networks as appropriate.
9. MINITEX participating libraries should adhere to established criteria for participation in the MINITEX Library Information Network.

The planning process continued in 1990 with a review of the criteria for participation in the MINITEX Library Information Network. In September 1990, the Committee endorsed a revised statement of criteria that libraries participating in MINITEX should meet. They state the expectations that MINITEX libraries have of each other. The criteria emphasize the responsibility of each library (1) to provide for most of its patrons' needs before turning to MINITEX, and (2) to maintain a qualified staff able to meet the technical and operational demands of

interacting with MINITEX. The underlying assumption is that MINITEX document delivery services should not be used as a substitute for local library service. The revised state of mission and goals and criteria for participation are found in Appendix C.

CHAPTER V. SOURCES OF FUNDING AND PROGRAM COSTS

The MINITEX program is supported through direct appropriations to the Minnesota Higher Education Coordinating Board for service to post-secondary educational institutions and state agency libraries. In addition, the Coordinating Board contracts with the Minnesota Department of Education Office of Library Development and Services (LDS), North Dakota State Library, and South Dakota State Library to provide service to Minnesota's public libraries and designated libraries in North and South Dakota. Table 3 indicates the sources of revenue for the 1990 fiscal year.

TABLE 3. SOURCES OF REVENUE, FISCAL YEAR 1990

Direct Appropriation to HECB	\$ 1,045,000
LDS Contract	320,000
North Dakota Contract	130,180
South Dakota Contract	122,543
Independent OCLC Subscriptions	31,680
Total Operational Revenues	\$ 1,649,403

SOURCE: MINITEX

In Fiscal Year 1990, the MINITEX budget was allocated by MINITEX service. In addition, under the contracts with North and South Dakota, there is a payment to the University of Minnesota for collections development to compensate for the borrowing from those states. The budget for Fiscal Year 1990 is shown in Table 4.

TABLE 4. BUDGET BY SERVICE, FISCAL YEAR 1990

Document Delivery	\$ 1,145,605
MULS	148,380
Reference Services	104,404
OCLC	216,513
Collections Development	34,501
Total Expenditures	\$ 1,649,403

SOURCE: MINITEX

The reference service was supported by a contract with the Minnesota Office of Library Development and Services to serve Minnesota public libraries.

MINITEX has been a low-cost service because of its nature and organization. Because MINITEX is a state program funded through an appropriation to the Coordinating Board and housed at the University of Minnesota-Twin Cities, there are no direct overhead charges to support these costs; thus, they are modest compared to those of other networks. The low cost is also the result of economies of scale, with many library requests being processed daily.

CHAPTER VI. RECENT DEVELOPMENTS AND CHALLENGES

During the first seven months of the current fiscal year (July 1, 1990 through January 31, 1991), the MINITEX Office experienced an eight percent increase in handling requests for books and photocopies from academic and state agency libraries compared to the same period last year.

The MINITEX staff continue to work cooperatively with staffs at the various library computer systems, including the University of Minnesota's LUMINA staff, the MSUS/PALS libraries, and staff in South and North Dakota online catalog systems to link these systems electronically and to use their potential to share existing resources throughout the region. While electronic data bases and request mechanisms have the benefits of speedy processing, statistical reports, and filling and returning requests to the requesting library for their users, they require additional handling and interactive online processing.

The continued pressure on MINITEX to provide more services each year is reflected in the recent Higher Education Advisory Council study of academic library resources.² The study identified the following trends regarding academic libraries in Minnesota:

- Academic libraries expenditures for materials have not kept pace with inflation.
- Enrollments have increased even while fewer books are purchased.
- There are more part-time and adult students. These students often seek library resources off campus.
- The continued introduction of new academic programs and the implementation of quality initiatives require access to quality library and information services.

²The Higher Education Advisory Council, Academic Library Resources in Minnesota: A Report to the Minnesota Legislature, (February 1991).

The study also identified the two strategies that are being used to respond to these trends:

- Increased reliance on resource sharing among libraries; and
- Increased use of electronic technologies.

The trends identified in the study are reflected in MINITEX's current level of activities.

The responsibility for providing adequate local collections and services to answer the questions and needs of users remains with the local library and its administrative body. However, the MINITEX program and the collections of the University of Minnesota-Twin Cities University Libraries have been a "safety-net" for many libraries as they have failed to keep up with increases in the costs of books and periodical subscriptions. Now, resource sharing through the MINITEX Library Information Network appears to be stretched to its capacity.

The challenge before MINITEX is to find innovative ways to develop and implement access to information in a network environment where local library resources are diminished. Possible approaches are:

- cooperative collection development;
- delivery systems to bring materials directly between libraries instead of through the MINITEX Office;
- training programs to ensure that library staffs can make efficient and effective use of new technologies and available resources;
- the use of more technologies to speed transmission of the information over high-speed lines;
- regional and statewide storage facilities for little-used material;
- greater access online to journal citations and databases of needed information; and
- strategic planning for the next 10 years.

It is not clear that MINITEX can provide the leadership and expertise in these efforts without shifting staff, equipment, and space from ongoing resource sharing services to planning and coordination. At the same time, the demand for day-to-day MINITEX services is expected to increase.

APPENDIX A. MINITEX PARTICIPATING LIBRARIES, 1990

LIBRARIES RECEIVING MINITEX SERVICES DIRECTLY

Minnesota Academic Libraries

Alexandria Technical College
Anoka Technical College
Anoka-Ramsey Community College
Arrowhead Community College
 Hibbing Campus
 Itasca Campus
 Mesabi Campus
 Rainy River Campus
 Vermillion Campus
Augsburg College
Austin Technical College
Austin Community College
Bemidji State University
Bethany Lutheran College
Bethany Lutheran Seminary
Bethel College
Bethel Theological Seminary
Brainerd Community College
Carleton College
College of St. Benedict
College of St. Catherine
College of St. Scholastica
Concordia College, Moorhead
Concordia College, St. Paul
Dakota County Technical College
Faribault Technical College
Fergus Falls Community College
Freshwater Biological Institute
Gustavus Adolphus College
Hamline University
 Bush Memorial Library
 Law Library
Hennepin Technical College/North
 Campus
Hennepin Technical College/South
 Campus
Inver Hills Community College
Lakewood Community College

Luther-Northwestern Seminary
 Libraries
Macalester College
Mankato Technical College
Mankato State University
Dr. Martin Luther College
Mayo Clinic Library
Metropolitan State University
Minneapolis College of Art and
 Design
Minneapolis Community College
Moorhead State University
Natural Resources Research
 Institute
Normandale Community College
North Central Bible College
Northland Community College
Northeast Metro Technical College
Northwestern College
Pillsbury College
Red Wing Technical College
Rochester Community College
Rochester Technical College
St. Cloud Technical College
St. Cloud State University
St. John's University
St. Mary's College
St. Olaf College
St. Paul Bible College
St. Paul Seminary
St. Paul Technical College
Southwest State University
United Theological Seminary of the
 Twin Cities
University of Minnesota - Biomedical
 Library
University of Minnesota - Freshwater
 Biological Institute
University of Minnesota - Law
 Library
University of Minnesota - St. Paul
 Campus Library

University of Minnesota - Wilson
Library
University of Minnesota - Crookston
University of Minnesota - Duluth
Campus Library
University of Minnesota - Duluth
Health Sciences Library
University of Minnesota - Morris
University of Minnesota Technical
College - Waseca
William Mitchell College of Law
Willmar Community College
Winona State University
Worthington Community College

**Minnesota State Agency
Libraries**

Iron Range Research Center Library
Fire Information Research and
Education Center
Minnesota Attorney General's Office
Minnesota Criminal Justice
Program Library
Minnesota Department of
Administration, Intertechnologies
Library
Minnesota Department of Education
Minnesota Department of Energy
and Economic Development
Minnesota Department of Health
Minnesota Department of Human
Services
Minnesota Department of Jobs and
Training
Minnesota Department of Natural
Resources
Minnesota Department of Public
Welfare
Minnesota Department of Revenue
Minnesota Department of
Transportation
Minnesota Historical Society
Minnesota Legislative Reference
Library
Minnesota Office of Library
Development Services
Minnesota Pollution Control Agency
Minnesota State Law Library

Minnesota Zoological Gardens
Minnesota Center for the Arts

Minnesota Public Libraries

Anoka County Library
Austin Public Library
Carver County Library System
Dakota County Library System
Duluth Public Library
East Central Regional Library
Great River Regional Library
Hennepin County Library
Kitchigami Regional Library
Lake Agassiz Regional Library
Marshall-Lyon County Library
Minneapolis Public Library and
Information Center
Montevideo Public Library
Pioneerland Library System
Ramsey County Public Library
Red Wing Public Library
Rochester Public Library
St. Paul Public Library
Scott County Library System
Traverse des Sioux Library System
Viking Library System
Virginia Public Library
Washington County Library

Other Minnesota Libraries

Abbott-Northwestern Hospital
Library
Bethesda Lutheran Hospital Library
Fairview Hospital Library
Fairview-Deaconess Hospital Library
Hennepin County Medical Center
James J. Hill Reference Library
Methodist Hospital Library
Midway Hospital Library
North Memorial Medical Center
Library
St. Mary's Hospital Library
U.S. Environmental Protection
Agency
U.S. Fish and Wildlife Service
Veteran's Administration Hospital

North Dakota Libraries

Dickinson State University
North Dakota State School of Science
North Dakota State Library
North Dakota State University
University of Mary
University of North Dakota - Chester
Fritz Library
University of North Dakota -
Harley E. French Medical Library
University of North Dakota -
Thormodsgard Law Library
Veteran's Memorial Public Library

South Dakota Libraries

Alexander Mitchell Public Library
Augustana College
Black Hills State University
Dakota Wesleyan University
Dakota State University
McKenna Hospital Medical Library
Northern State University
Rapid City Public Library
Rapid City Regional Hospital
Sioux Falls College
Sioux Falls Public Library
South Dakota School of Mines and
Technology
South Dakota State Library
South Dakota State University
University of South Dakota - I.D.
Weeks Library
University of South Dakota - Law
Library
University of South Dakota -
Lommen Health Sciences Library
Veteran's Administration Medical
Center

Wisconsin Libraries

Wisconsin Interlibrary Services -
University of Wisconsin
Wisconsin Reference and Loan
Library

Canadian Library

Lakehead University
(shares Canadian documents with
MINITEX participants)

**OTHER LIBRARIES RECEIVING
OCLC SERVICES THROUGH
MINITEX**

Minnesota

Arrowhead Library System
Cargill
General Mills
Hennepin County Law Library
Hibbing Public Library
Honeywell (8 libraries)
International Falls Public Library
Pillsbury Company
UNISYS Corporation (2 libraries)
Walker Art Center
3M

North Dakota*

Alfred Dickey Public Library**
Bismarck State College**
Dickinson Public Library**
Fargo Public Library**
Grand Forks Public Library**
Jamestown College**
Mandan Public Library**
Mayville State University
Minot Public Library**
Minot State University**
State Historical Society of North
Dakota**
Trinity Bible College
Valley City State University**
Valley City Public Library**
Williston Community Library

South Dakota*

Brookings Public Library
Huron College**
Mitchell Public Library
Mount Marty College**
National College

North American Baptist Seminary**
Oglala Lakota College
Presentation College
Sinte Gleska College
South Dakota Historical Research
Center**
Sturgis Public Library

* Libraries may also receive MINITEX document delivery service through their state library.

** Periodical holdings are listed in MULS.

APPENDIX B. MINITEX ADVISORY COMMITTEE, 1990

City and County Libraries

Judith Keller Taylor
Rochester Public Library

State Agency Libraries

Pat Fenton
Minnesota Department of Trade and
Economic Development

State Universities

Tom Peischl
Mankato State University

Regional System Libraries

Tom Scott
Plum Creek Library System

Technical Colleges

Dick Blasjo
Dakota County Technical College

Community Colleges

Pamela Reiersen
Normandale Community College

County Libraries

James Wells
Washington County Library

Private Colleges

Michael Haeuser
Gustavus Adolphus College

**University of Minnesota
Coordinate Campuses**

Nan Wilhelmson
University of Minnesota - Waseca

**University of Minnesota -
Twin Cities**

Thomas Shaughnessy
University of Minnesota - Twin Cities

Neighboring States

Jane Kolbe
South Dakota State Library

Patricia Harris
North Dakota State Library

Ex-Officio

Bill Asp
Minnesota Department of Education
Office of Library Development and
Services

William DeJohn
MINITEX

APPENDIX C. MINNESOTA LIBRARY INFORMATION NETWORK

[Endorsed by the MINITEX/HECB Advisory
Committee on September 27, 1990]

The MINITEX Library Information Network (MINITEX) is a publicly-supported network of academic, public, state agency, and special libraries working cooperatively to improve library service for their users.

The MINITEX program is funded by the Minnesota Legislature through the Minnesota Higher Education Coordinating Board (MHECB). Programs for Minnesota public libraries are funded through a contract with the Minnesota Office of Library Development and Services. Libraries in North and South Dakota participate in MINITEX programs through contracts between MHECB and the North and South Dakota State Libraries. MINITEX programs are coordinated by the MINITEX staff located at the University of Minnesota-Twin Cities Libraries, which fills the majority of requests sent to the MINITEX Office.

MISSION

The mission of the MINITEX Library Information Network is to enhance the effectiveness and efficiency of participating libraries by expanding their access to local, state, regional, national, and international information resources. This is accomplished by effective delivery of needed information and by sharing library resources including collections, bibliographic records, and reference services through conventional, and innovative means.

The goal of the MINITEX staff is to facilitate resource sharing activities of participating libraries by providing:

- Delivery of materials and information;

- Access to bibliographic records and other information in electronic format;
- Leadership and expertise to participating libraries and other public bodies to further inter-library cooperation, innovation, and the effective use of emerging technologies to improve services;
- Forums for ongoing planning of inter-library activities and cooperation with groups and agencies with similar goals and activities and establishing a planning framework for inclusion of participants in state, regional, national and international networking;
- Training, continuing education and professional development for library staff members relevant to the mission of MINITEX so libraries can serve their users more efficiently and effectively.

PRINCIPLES

The following principles guide the administration of and participation in the MINITEX Library Information Network (MINITEX) and describe roles of participating libraries.

1. The MINITEX Library Information Network is a publicly-supported network created to enhance local library service by facilitating cooperation and resource sharing among libraries.
2. MINITEX participating libraries are the most appropriate user service levels and are responsible for their own collections, bibliographic records, personnel, determining their clientele, and selecting among MINITEX programs for which they are eligible to enhance services to their users. Libraries are strongly encouraged to strive to provide excellent services to their users. Screening of document delivery and reference requests sent to the MINITEX office is done locally by the library staff, not by the MINITEX staff.
3. MINITEX participation by a library should improve or provide additional services and increase the availability of other libraries' resources to a library's users. In no case, should participation of any library lead to deterioration of service to its users or to other MINITEX participating libraries.
4. MINITEX participation should aid cost-effectiveness in individual libraries, allow for improved use of available funding, and reduce the rate of increase in library costs.

5. MINITEX programs should be developed with flexibility to interface with regional or national programs and/or support local cooperative activity. National standards and protocols (bibliographic, telecommunications, formats, etc.) should be adopted uniformly in the development of any programs or systems. Standards relating to online catalogs and online circulation systems are considered by the MINITEX/LDS Joint Standards Task Force and recommended for adoption to appropriate advisory committees.
6. MINITEX staff will support access to communication, delivery, and bibliographic systems to the degree that it is economically feasible, but local use of those systems and the accompanying costs are the responsibilities of the individual library.
7. MINITEX libraries should meet the appropriate standards and guidelines for their type of library.
8. MINITEX participation does not preclude participating libraries from using services available from other agencies or organizations. Libraries are expected to first use locally available resources whenever possible. Libraries are encouraged to participate in other regional or national networks as appropriate.
9. MINITEX participating libraries should adhere to established criteria for participation in the MINITEX Library Information Network.

CRITERIA FOR MINITEX PARTICIPATION

These criteria are the expectations for each library participating in MINITEX.

"Library" is defined as an agency having a bibliographically-organized collection of materials such as books, periodicals, pamphlets, maps, and audio-visual materials; such collections should be available to users for reference information and for reading, listening, and/or viewing. A library should be staffed with trained personnel to assist users in locating and securing materials and information. Each participating library is expected to have at least one full-time professional librarian to administer the library service program.

- A. Each participating local library is responsible for providing its own collections, bibliographic records, and personnel to support its institution's programs or to serve its community of users.

The MINITEX Document Delivery Program should not be considered a substitute for local ownership of needed resources. Infrequent and/or supplemental information needs should be referred to the MINITEX office (approximately five percent) and 95 percent of user information needs should be met by their own library and/or library system. The figure of 95 percent was chosen to protect the value of the Network so there is more equal sharing of resources throughout the Network and no one library abuses its participation in the Network.

Participation in the MINITEX Library Information Network does not diminish the responsibility of each library's appropriating authority to provide adequate financial support to meet current and ongoing collection and operational needs.

- B. Each participating library is expected to have a designated staff member for day-to-day operations and for contact with the MINITEX office. The library's staff is expected to interact with the MINITEX staff during regular business hours and to perform the following responsibilities:

- Share resources consistent with library policies, including collections, bibliographic records, reference support;
- Update and maintain cooperatively-developed Network information (for example, serials holdings in MULS and information in the MINITEX directory, and, for OCLC participants, current cataloging);
- Abide by MINITEX policies and protocols, such as verifying requests in MULS (and OCLC, if a user), and using approved forms and communications systems; and
- Keep up to date with new developments and changes in the Network and participate in MINITEX training/retraining opportunities.

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