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MINITEX LIBRARY INFORMATION NETWORK

1993 Annual Report

Minnesota
Higher Education
Coordinating Board

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MINITEX LIBRARY INFORMATION NETWORK

1993 Annual Report

Prepared by the Staffs of the
Minnesota Higher Education Coordinating Board
and MINITEX

April 1994

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EXECUTIVE SUMMARY

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 in Minnesota.

During 1992-93, MINITEX received and processed 309,501 requests from libraries in its three-state region--Minnesota, North Dakota, South Dakota, and reciprocal states, Wisconsin and Illinois. Of these requests, 162,898 book loans and photocopied articles were supplied from the University of Minnesota-Twin Cities Libraries.

Requests received in 1992-93 were nine percent higher than in 1991-92. Studies indicate that, on the average, 61 percent of requests sent to MINITEX were filled within three working days and 85 percent within five days. MINITEX staff believes this improved service effectiveness is a result of the 1989 Legislature's response to the Board's priority request for MINITEX by providing a substantial increase to its base budget for the biennium beginning July 1, 1989. This enabled MINITEX to increase its staffing and replace out-of-date equipment.

Some accomplishments of MINITEX highlighted in the report are:

- Expansion of group purchasing agreements that allow libraries to obtain items cooperatively at significant discounts.
- Provision of administrative support for the loading of licensed electronic reference databases into online library automation systems for users to access.
- Participation in the Online Shared Cataloging Services for 164 libraries, including training more than 500 participants.
- Response to over 1,948 reference questions from Minnesota public libraries under the HECB contract with the Office of Library Development and Services, Minnesota Department of Education.

- Establishment of a Cooperative Collection Management Task Force, which sponsored the first "Selector's Conference" in Minnesota, bringing together library staff who are responsible for selecting library materials to identify cooperative ventures.

- Implementation of new scanner technology to test the feasibility of transmitting printed text directly over high speed telecommunications lines rather than making photocopies.

- Participation in discussions about regional and statewide overflow facilities for little-used materials.

- Enhancement of the MINITEX delivery system by adding more cities and libraries.

As funding continues to remain tight for local libraries and their costs increase faster than inflation, more requests have to be filled outside the three-state region. This affects the MINITEX service program since the MINITEX Library Information Network is made up of the cooperating libraries. MINITEX continues to work with local libraries and other agencies and organizations to improve cooperative resource-sharing efforts in Minnesota. The overall fill rate for document delivery requests in 1992-93 was 86 percent, down one percent from 1991-92.

CHAPTER 1. 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 25th 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 has a reciprocal arrangement with the Wisconsin Interlibrary Services at the University of Wisconsin-Madison campus and the Illinois State Library.

Efficient and cost effective access to information is supported by overnight delivery of materials to participating libraries in Bemidji, Bismarck, Brainerd, 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. Since 1988, MINITEX has offered serials exchange, reference services, and cooperative purchasing services to Minnesota academic and state agency libraries on a cost recovery basis.

This report provides background on MINITEX, describes the status of its services in 1992-93, and explains other changes occurring in the program.

CHAPTER 2. BACKGROUND

From its origin as a small test project, MINITEX has developed into a major resource sharing program in 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:

- Establishment of group purchasing agreements that allow libraries to obtain items cooperatively at significant discounts. This program has resulted in over $566,083 in savings to libraries since Fiscal Year 1988.

- Completed negotiation of a joint agreement to license electronic reference databases on October 1, 1991 and load them into LUMINA (the University of Minnesota -Twin Cities Libraries online automated system), MSUS/PALS (Minnesota State University System PALS Integrated Automation System), South Dakota Library Network, and North Dakota Library Network. This provides significantly enhanced access to information for library users of those networks resulting in greater use of the users' local library collections. These databases index over 2,500 magazines and newspapers. This is a unique agreement in the United States.

- Publication of 10 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 by 164 MINITEX libraries in the Online Computer Library Center, Inc. (OCLC's) shared cataloging system of over 27 million records since 1976.

- 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 106 participating libraries.

In 1969, the University of Minnesota-Twin Cities Campus provided 100 percent of the delivered items. Items now are being provided from other libraries; in 1992-93, 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. In 1992-93, MINITEX staff took 162,898 book loans and photocopied articles from the University Libraries Collections to fill requests for participating libraries.

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, Carleton College, Concordia College (Moorhead), St. Olaf College, Gustavus Adolphus College, St. Mary's College, North Dakota State University, the Legislative Reference Library, St. John's University and the College of St. Benedict, Hill Reference Library, College of St.

Scholastica, and the Minnesota Historical Society Library. The state universities, community colleges, state agencies, and several private colleges using MSUS/PALS, accounted for 34 percent of the total requests received by MINITEX from Minnesota academic and state agency libraries. Moreover, 41 percent of the items that could not be retrieved directly by MINITEX staff were referred to the MSUS/PALS libraries in Minnesota to be filled. MINITEX continued to receive a growing number of requests from MSUS/PALS libraries during the 1992-93 year. 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 system. Because MSUS/PALS 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. In addition to MSUS/PALS, MINITEX accesses related PALS systems located in the Mankato area Traverse des Sioux library system, North Dakota and South Dakota. In 1992-93 MINITEX received over 150,000 requests on this electronic system.

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 3. 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) 1993, the 1992-93 academic year.

DOCUMENT DELIVERY

A record number of requests, 309,501, was received and/or processed over the MINITEX Delivery System by the MINITEX document delivery staff in 1992-93. This was nine percent higher than requests received in 1991-92. 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 162,898 photocopies and loans to MINITEX participants in 1992-93, an 11 percent increase over 1991-92.

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. 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 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 system 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. Overnight delivery between the MINITEX office and the WILS office at the University of Wisconsin, Madison, has been started as a cooperative venture.

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 and referring document delivery requests in a variety of methods. It is increasingly interactive with local automated systems to check circulation status and place "holds" on requested items, thereby speeding up the delivery of materials and increasing the fill-rate. In addition to local couriers, libraries use several electronic methods to send requests to MINITEX and to receive requests from MINITEX. In Fiscal Year 1993, MINITEX received 127,720 requests electronically using the Minnesota State University PALS interlibrary loan subsystem--a 26 percent increase over FY 1992.

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

In addition to its own document delivery service, MINITEX continues to work closely with the State University System to assist it in sharing resources among its MSUS/PALS libraries through a direct borrowing service. In 1992-93, 25,926 MSUS/PALS library books and journal articles were transported by the MINITEX delivery system, of which 19,776 were processed by the MINITEX staff. An overnight delivery link was established by MINITEX between Mankato, Moorhead, and St. Cloud to allow academic libraries in those cities to transport photocopied articles and loaned books back and forth. Items 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.

With an enhanced appropriation for the 1991-93 biennium, MINITEX maintained the student workers and full-time staff to handle the increased workloads. Overnight delivery services were extended to Sioux Falls, South Dakota, in order to facilitate the delivery of books and photocopies for Minnesota libraries back and forth between the MINITEX Office and the University of South Dakota, South Dakota State University, Augustana College, Sioux Falls College, Dakota State College, Sioux Falls Public Library, and Brookings Public Library. The South Dakota State Library and MINITEX jointly share the cost for this delivery service.

Since its inception in 1969, the document delivery service has experienced dramatic growth in the number of requests, with some fluctuation from year to year, as shown in Figure 1. In Fiscal Year 1993, MINITEX received and processed the highest volume of document delivery requests in its history.

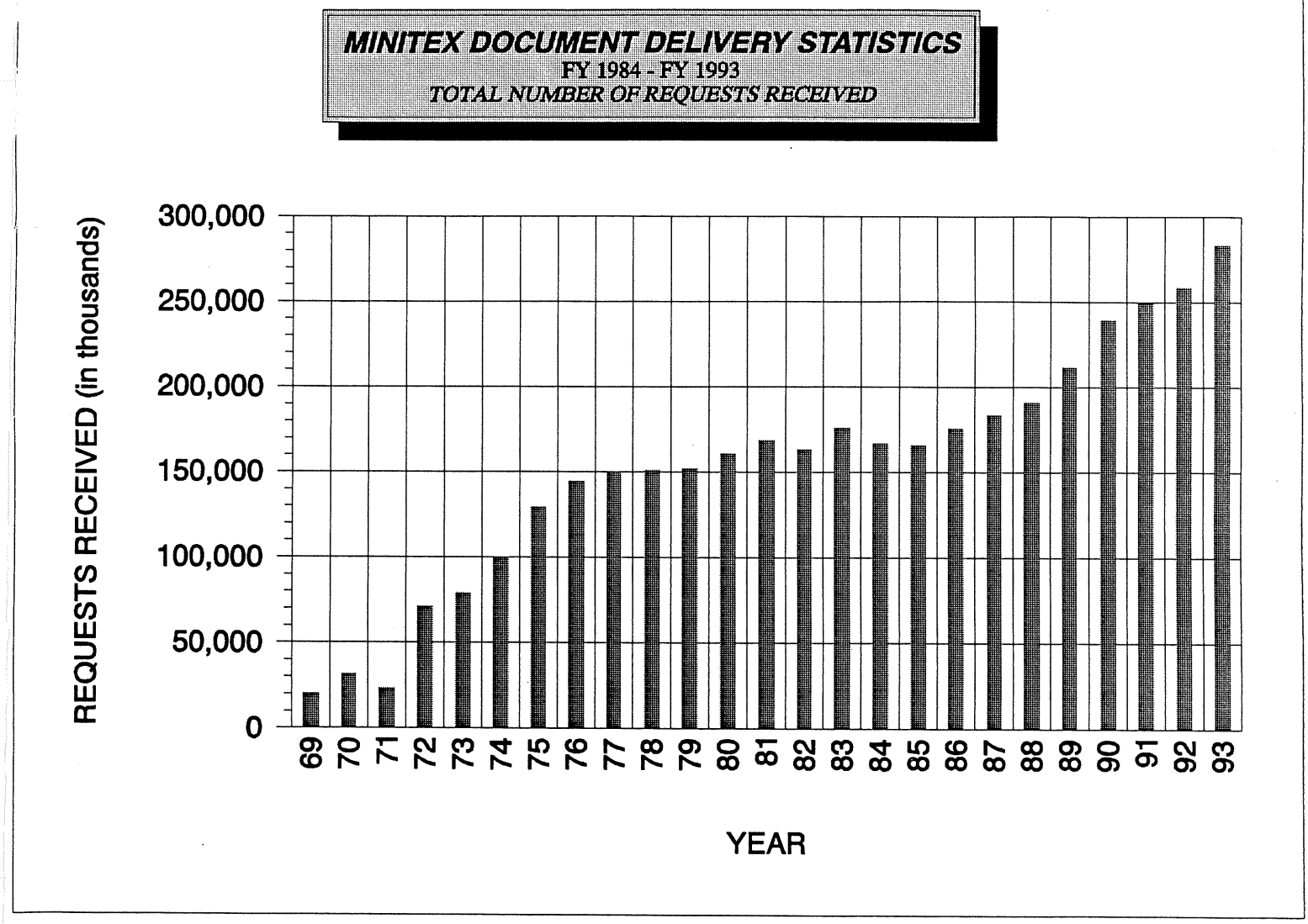
TABLE 1. MINITEX STATISTICS, 1992-93

MINITEX Region	Requests Received By MINITEX	Requests Referred By MINITEX
MN Academic and State Agency Libraries		
UM/Twin Cities Campus	21,102	162,898 *
UM/Coordinated Campuses and Institutes	26,230	2,762
State Universities	42,963	8,174
Direct Borrowing/Direct Delivery	25,926	---
Community Colleges	23,241	2,205
Private Colleges	51,368	20,087
MN Technical Colleges	1,355	43
MN State Agencies	13,464	3,360
Health Sciences	3,665	769
Subtotal	209,314	200,298
MN Public Libraries		
Minneapolis Public Library	3,239	14,126 *
All Others	50,359	11,825
Subtotal	53,598	25,951
North Dakota	17,967	5,242
South Dakota	15,840	4,225
Non-MINITEX Region		
Wisconsin	9,409	15,323
Illinois	3,197	0
Canada	176	370
Great Britain		3
Library of Congress	12,782	9
National Library of Medicine		5
TOTAL	**309,501**	**277,374**

INCREASE OF 9% OVER 1991-92

*Physically searched and filled by the MINITEX staff.

SOURCE: MINITEX Library Information Network


MINITEX DOCUMENT DELIVERY STATISTICS
FY 1984 - FY 1993
TOTAL NUMBER OF REQUESTS RECEIVED
REQUESTS RECEIVED (in thousands)
300,000
250,000
200,000
150,000
100,000
50,000
0
69
70
71
72
73
74
75
76
77
78
79
80
81
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92
93
YEAR

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 has grown to be a machine readable database containing over 131,181 bibliographic records and more than 350,000 periodical holdings in 212 academic, public, governmental, 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 this and other MINITEX bibliographic databases.

Between 1972, when MULS was first issued, and 1983, the number of records in MULS grew to exceed the capacity of the computerized system used to produce MULS. The 1985 Minnesota Legislature appropriated $200,000 to the Coordinating Board to automate MULS and put the MULS database online, making it more cost effective for the libraries with holdings in MULS to use the system for resource sharing. The Online Computer Library Center, Inc. (OCLC) was chosen as the system to house 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) owned by participating libraries also is available to libraries that do not participate in the online shared cataloging services through online dial access and through an annually produced microfiche edition.

The first loading of MULS data into the OCLC system took place in August 1987. A second tape was loaded during October 1988, completing the tapeloading process. In 1992-1993, MULS staff held five training sessions for 35 library staff members in 28 libraries in the region on using and maintaining MULS online and provided additional training and through telephone support. During Fiscal Year 1993, the MULS staff received 9,386 updates to the MULS database, an increase of 282 percent. Each MULS library was contacted in 1992-93 to urge staff to update their holdings; a great majority of the libraries responded. MULS staff worked closely with local library staff to assist them in their updating efforts. As libraries using OCLC begin inputting and updating their own serial holdings in the OCLC, they will send fewer updates to the MINITEX Office.

ONLINE SHARED CATALOGING SERVICES

The Coordinating Board has a contract with OCLC, the nation's largest system for computer-assisted cataloging, to provide these services in Minnesota, North Dakota, and South Dakota. From its facility in Dublin, Ohio, OCLC operates an international computer network used by almost 17,000 libraries to 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 over 29 million records and identifies over 500 million holding locations internationally. In the MINITEX region, 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 with their local system. The MSUS/PALS database is derived and tapeloaded from the OCLC database records input by Minnesota MSUS/PALS libraries, as are the South and North Dakota online databases and the database of the Twin Cities' private college libraries. MINITEX continues to provide a tape processing service to assist those libraries wishing to use their OCLC records to build their own library databases.

Beginning in November 1990 and extending through 1993, OCLC has been implementing various phases of its new, upgraded system called the PRISM Service, a redesign of the OCLC Online System that had been developed in the 1970's.

TABLE 2. PARTICIPATION IN OCLC, 1985-1992

	1985-86	1986-87	1987-88	1988-89	1989-90	1990-91	1991-92	1992-93
Libraries	161	160	165	164	164	162	163	164
Terminals	204	211	214	222	229	237	237	248

SOURCE: MINITEX

OCLC was increasingly available in the region in Fiscal Year 1993.

- 164 MINITEX libraries participated in OCLC using 248 OCLC terminals.
- MINITEX/OCLC participating libraries contributed 519,216 cataloging transactions to the OCLC database, which consists of over 29 million records. Of this number 29,889 were contributions of original cataloging. These cataloging transactions provide access to items owned in the MINITEX region through OCLC, local online systems, and catalog cards.
- 58 workshops were offered and were attended by 500 participants.

ADDITIONAL SERVICES AND ACTIVITIES

The MINITEX Office administrative staff continued to serve as a joint cooperative agent for participating libraries. Joint purchasing agreements have saved 150 cooperating libraries over $566,083 since 1988 by implementing and managing group purchases and discount programs with commercial vendors for such products as 3M security strips, bar code labels, compact disc read-only databases and hardware (CD-ROMS), bibliographic software, online database services, and library office products. In 1992-93, $183,932 was saved by libraries using MINITEX's group purchasing and discount services.

Prior to Fiscal Year 1988, MINITEX provided a telephone reference service to all participating libraries. In FY 1993, Minnesota public library systems referred 1,948 reference questions to the MINITEX Office because they were not able to find answers in their own collections. This was a four percent decrease over questions referred in FY 1992. The MINITEX reference staff relied heavily on the collections of the University of Minnesota Libraries and Minneapolis Public Library and Information Center. Data from each reference referral are entered into a database. By identifying resources used in answering questions on a same or similar topic, staff time is saved by utilizing past research efforts.

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 and special sets are provided to requesting libraries for a small charge. Last year, 150 libraries used the service, and 1,981 issues and 1,835 special sets were provided by MINITEX.

CHAPTER 4. PROGRAM ADMINISTRATION

MINITEX combines the broad higher education perspective of the Higher Education 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 1993 (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 1992-93, the University managed the day-to-day operation of the program and services with a staff of 36.3 full-time equivalent employees plus 15.5 full-time equivalent student workers at the MINITEX office in Wilson Library.

MINITEX continues to be guided by a statement of the MINITEX Mission, Principles, and Criteria for MINITEX Participation. The statement includes 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 Higher Education Coordinating Board adopted this statement in March 1991. The revised mission, goals, principles, and criteria for participation are found in Appendix C of this report.

CHAPTER 5. 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 1993 fiscal year.

TABLE 3. SOURCES OF REVENUE, FISCAL YEAR 1993

Direct Appropriation to HECB	$ 1,208,000
LDS Contract	354,200
North Dakota Contract	133,851
South Dakota Contract	131,170
Independent OCLC Subscriptions	47,040
Miscellaneous Income	44,040
Total Operational Revenues	**$ 1,918,301**

SOURCE: MINITEX

In Fiscal Year 1993, 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. North Dakota chose to allocate funds which were used specifically for continuing education. The budget for Fiscal Year 1993 is shown in Table 4.

TABLE 4. BUDGET BY SERVICE, FISCAL YEAR 1993

Document Delivery	$ 1,362,567
MULS	123,611
Reference Services	123,091
OCLC	275,340
Collections Development	29,692
North Dakota Continuing Education	4,000
Total Expenditures	**$ 1,918,301**

SOURCE: MINITEX

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.

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

CHAPTER 6. RECENT DEVELOPMENTS AND CHALLENGES

MINITEX received an increase of 71 percent from the legislature for each year of the 1994-1995 biennium. The majority of these funds are for access to telecommunications technologies including licensing agreements for the use of on-line reference and full-text databases as well as for the electronic transmittal of materials. In addition, funds were provided to support increased demand for current services in document delivery and to enhance the efficiency of current equipment and services, and to coordinate the collection development decisions of participating libraries.

MINITEX's intent is to facilitate development of the "library of tomorrow" which will have both print, media, and electronic resources available for its customers to use in the library or from remote access points. Libraries will become doorways to global information resources and will continue to develop services to assist library customers to access those resources. The demand for traditional MINITEX services continues to accelerate even as MINITEX, libraries, state agencies, and other organizations in Minnesota move toward integrating electronic technologies and as the federal government's plans for an information superhighway take shape.

TRADITIONAL ACTIVITIES

During the first eight months of the current fiscal year (July 1, 1993 through February 28, 1994), the MINITEX staff has continued to receive a steady increase in document delivery requests from libraries, up seven percent compared to the same period in 1992-93.

In January 1994, MINITEX staff began accepting requests for titles in non-print format including audio cassettes, videocassette, recordings, compact disks and other media desired by patrons of local libraries. Currently, this is being operated as a pilot project to evaluate procedures and

policies. Only those libraries willing to lend their media to other libraries can send media requests to the MINITEX Office.

Libraries in Minnesota and the region continue to stretch available funds to subscribe to new electronic files while trying to purchase and maintain print based materials. Most budgets are static or reduced through inflation, and libraries continue to reduce their holdings in magazine or serials subscriptions in order to purchase newly published books.

With appropriations from the Minnesota Legislature, MINITEX funded an 800 number to LUMINA, the on-line system with the holdings of the University of Minnesota Libraries, Twin Cities. This provides access to the LUMINA menu of the University from which other libraries' catalogs can be searched. Available are catalogs of the Big Ten Institutional Libraries, the Twin Cities Private College Consortium (CLIC) libraries, and MSUS/PALS libraries. Through MSUS/PALS, users can access the holdings of the University of California and over a dozen other major libraries in the United States and Canada.

MULS, the MINITEX Union List of Serials, was made accessible to all library users, not just library staff, when it was made available through MSUS/PALS; other library systems, including LUMINA, will be loading MULS later in 1994. This extends the serials holdings information for 137,148 unique titles in over 240 libraries in the MINITEX region to public access terminals in MINITEX libraries and to anyone with a microcomputer and modem.

MINITEX staff has been working on several innovative ways to improve collaboration and cooperation in the region and to further develop activities implemented in the past year. A list of magazine titles being considered for cancellation by participating libraries in MINITEX is planned to be added to the MULS file in Summer, 1994. This will assist the region's libraries developing procedures for checking on-line when considering magazine titles to cancel or to add to their collections.

The MINITEX Director appointed a Cooperative Collection Management Task Force that is identifying and implementing activities for effective collaboration among libraries in the three-state region. As a result, a "Selector's Conference" was held in September 1993, bringing together librarians responsible for selecting and weeding library materials to identify approaches to maintaining the best possible regional collection of materials through cooperation.

The MINITEX Cooperative Purchasing Program continued to expand to reach the K-12 school libraries in the region, resulting in significant discounts for the K-12 schools. Staff continued to explore additional products and services that could be provided centrally at a savings for individual libraries.

ELECTRONIC TECHNOLOGIES

With funding from the 1993 Legislature, MINITEX negotiated an extension of its contract with Information Access Company (IAC) allowing libraries to subscribe to the IAC databases at a significantly reduced cost. This makes available full-text files for approximately 1300 of the 2500 magazines indexed in the IAC on-line reference databases. Full text means that only the text of magazine articles are displayed without any of the tables, photographs, graphs, etc. that may be in the printed document. One of the objectives of this project is to determine the advantages and disadvantages of having this truncated version of a printed document available on-line. MINITEX staff, with appropriate review and recommendations from participating libraries, will decide whether to continue the contract.

MINITEX funds also are supporting computer storage devices for MSUS/PALS and providing similar support to the University of Minnesota Libraries. With IAC databases and their use growing monthly, there is increasing strain on computer resources. In response, MINITEX has been exploring remote access to these databases.

No one knows whether the availability of full text files on-line will result in a decrease in interlibrary loan demands. MINITEX is establishing a study group to evaluate the impact of having the reference files available. Results from the University of California system indicate that undergraduates tend to define the world of information by what is on the terminal even if items listed are held on a different campus. Having these files accessible seems to increase demand for information across the board, rather than decrease it. In Minnesota, State University students and faculties find IAC databases with the print magazine titles owned by the local library "highlighted" on the screen, directing the user to the local collection rather than borrowing from other libraries. This has resulted in increased use of existing local collections.

MINITEX staff continue to use the Ariel service with a number of libraries, including the University of Minnesota-Duluth, North Dakota State University, Lakehead University in Thunder Bay and the University of Winnipeg in Manitoba over Internet, a high-speed backbone network covering the United States through various research institutions' computer centers. Ariel is a service that uses a microcomputer and scanner technology to scan directly from a printed page and transmit the material to another location.

MINITEX, in partnership with the University of Minnesota's Computer Information Service, has funded a VERONICA server at the University. A VERONICA is an "index to GopherSpace" that significantly enhances the user's efficiency in searching many on-line databases. There were only five identified publicly-accessible VERONICAs in the world as of June 1993 and all of them are very busy. The VERONICA server is made possible by an appropriation from the Minnesota Legislature to the Minnesota Higher Education Coordinating Board for the MINITEX program. Thus, this server gives preferential service to those with Internet addresses within Minnesota. Others are welcome to use any excess capacity of this server but Minnesota users will have first access.

MINITEX is funding several research and development projects with the University of Minnesota putting on-line, through Internet:

- Information stored on U.S. Government CD-ROMs (including census data as well as other government documents), and
- ERIC database produced by the U.S. Department of Education (containing journal articles and abstracts of documents in the field of education, updated monthly).

These databases are in the public domain. However, though there may not be copyright charges, there may be costs involved in maintaining and accessing the system statewide.

The rapid advancement of electronic files and the growth of the Internet continue in the MINITEX region. More libraries are becoming automated, increasing current user demands for information and attracting people into the library who previously made little use of the library. All this results in more interlibrary loan and MINITEX document delivery as demands continue to grow at a rate of 6 percent through the first seven months of FY 94.

CONCLUSIONS

MINITEX initiatives were designed to assist the MINITEX staff in planning for the next century and for the library of the future. The challenge facing MINITEX is to be effective as a provider of services as well as a coordinator of planning for the future. Expectations for MINITEX to provide service and leadership will only increase as telecommunications systems allow for an expansion of distance education opportunities around the state.

APPENDIX A. MINITEX PARTICIPATING LIBRARIES, 1993

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
Crown College
Dakota County Technical College
Duluth 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
Hibbing Community College
Hutchinson-Willmar Regional Technical College
Inver Hills Community College
Itasca 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
North Hennepin Community College
Northland Community College
Northwest Metro Area Vo Tech
Northeast Metro Technical College
Northwest Technical College
- Detroit Lakes
- East Grand Forks

Northwestern College
Pillsbury College
Pine Technical College
Rainy River Community College
Red Wing Technical College
Riverland 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

South Central Mankato 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 - Hormel Institute
University of St. Thomas
Vermillion Community College
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
Metropolitan Council
Minnesota Attorney General's Office
Minnesota Criminal Justice Program Library
Minnesota Department of Administration, Intertechnologies Library
Minnesota Department of Education
Minnesota Department of Trade 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 State Planning Agency
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 Aggasiz Regional Library
Marshall-Lyon County Library
Minneapolis Public Library and Information Center
Montevideo Public Library
Nobles County Library
Northwest Regional Library
Pioneerland Library System
Ramsey County 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
Winona Public Library

Other Minnesota Libraries

Abbott-Northwestern Hospital Library
Bethesda Lutheran Hospital Library
Children's Hospital
Fairview Hospital Library
Fairview-Deaconess Hospital Library
Hazelden Foundation
Hennepin County Medical Center
James J. Hill Reference Library
Methodist Hospital Library
Midway Hospital Library
Minneapolis Institute of Art
North Memorial Medical Center Library

Northwestern College of Chiropractic
St. Mary's Hospital Library
St. Paul Ramsey Medical Center
U.S. Environmental Protection Agency
U.S. Fish and Wildlife Service
Veteran's Administration Hospital

North Dakota Libraries

Bismarck Schools
Dickinson State University
Huron College
Jamestown College
Mayville State College
Minot Public Library
Minot 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
Valley City Public Library
Valley City State University
Veteran's Memorial Public Library

South Dakota Libraries

Alexander Mitchell Public Library
Augustana College
Black Hills State University
Brookings Public Library
Dakota Wesleyan University
Dakota State University
Ellsworth Air Force Base
Huron College
Mayville State University
McKennan Hospital Medical Library
Minot Public Library
Minot State University
Mitchell Public Library
Mount Marty College
National College
North American Baptist Seminary
Northern State University
Oglala Lakota College
Presentation College
Rapid City Public Library
Rapid City Regional Hospital
Sinte Gleska College
Sioux Falls College
Sioux Falls Public Library
Sioux Valley Hospital
South Dakota Historical Research Center
South Dakota School of Mines and Technology
South Dakota State Library
South Dakota State University
Southwest Area Vo Tech
Sturgis Public Library
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

Alliant Techsystems, Inc.
Arrowhead Library System
Bakken Library
Cargill
Federal Reserve Bank of Minneapolis
General Mills
Hennepin County Law Library
Hibbing Public Library
Honeywell (8 libraries)
Minneapolis Art Institute
Medtronic
Minnesota Professional School of Psychology
Paramax Systems Corporation

Pillsbury Company
Red Wing Public Library
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
Mandan Public Library
Minot AFB
North Dakota State Hospital
State Historical Society of North Dakota
Trinity Bible College
Williston Community Library

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

APPENDIX B. MINITEX ADVISORY COMMITTEE, 1993

City and County Libraries

Judith Keller Taylor
Rochester Public Library

State Agency Libraries

Pamela Newsome
Department of Transportation

State Universities

John Berling
Winona State University

Regional System Libraries

Tom Scott
Plum Creek Library System

Technical Colleges

Lynette Olson
Pine Technical College

Community Colleges

Pamela Reierson
Normandale Community College

County Libraries

James Wells
Washington County Library

Private Colleges

Jean Walstrom-Haley
University of St. Thomas

University of Minnesota-Twin Cities

Thomas Shaughnessy
University of Minnesota - Twin Cities

Neighboring States

Jane Kolbe
South Dakota State Library

Bill Strader
North Dakota State Library

Ex-Officio

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

William DeJohn
MINITEX

Ann Kelley
Minnesota Higher Education Coordinating Board

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 Dakota 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 interlibrary cooperation, innovation, and the effective use of emerging technologies to improve services;

- Forums for ongoing planning of interlibrary 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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MINITEX Library Information Network

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DEMCO

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Coordinating Board

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