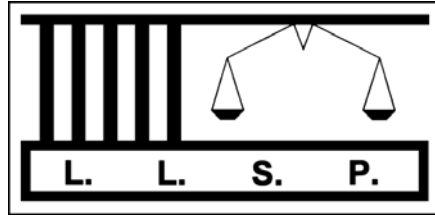


LAW LIBRARY SERVICE TO PRISONERS

2006 ANNUAL REPORT

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2006 Index

8,900 DOC prisoners (December 31, 2006)
82 prison visits
7,042 miles traveled
1,155 inmate interviews
1,672 individual inmates assisted
25,582 items delivered
728 hours worked by interns and volunteers

Introduction: **Law Library Service to Prisoners (LLSP).** The mission of LLSP is to provide law library service to inmates incarcerated in Minnesota. We do this by providing access to legal materials, both at the correctional facilities and the Minnesota State Law Library (MSLL). Circuit-riding prison law librarians, based at MSLL, conduct monthly visits to eight adult correctional facilities to meet with inmates. Questions that cannot be answered on-site using the prison collections of core legal materials are researched at MSLL. Inmates also write or call LLSP for assistance with their legal research. We also provide law library services to Minnesota Department of Corrections (DOC) inmates housed in other facilities, such as county jails, state hospitals, and other states. In addition, we provide law library service to DOC staff.

History of LLSP. LLSP, funded by an inter-agency agreement between the State Law Library and the Department of Corrections, began as a pilot project in 1984, with one librarian visiting five correctional facilities and a part-time clerk providing

photocopying. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk. In 2006, we provided 25,582 requested items to 1,672 different inmates.

Providing Information and Service to Inmates. LLSP provides access to legal research materials for prisoners in several ways: by interview, kite (an internal DOC request form), letter and/or phone.

During the monthly prison visit, any inmate can request an interview with the librarian at the prison library, or a librarian will visit an inmate in a housing unit if the inmate is unable to come to the library. In the course of the interview, the inmate explains what he or she needs, and the librarian responds by providing pertinent legal research material to the prisoner, either at that time or after research is done at the State Law Library. A small core collection of legal materials, however, is available at each of the prison libraries. Each title in the core collection is reviewed annually, as is the collection as a whole, to assure that inmates have access to essential primary legal information at each prison library. By reviewing the core collection, we also determine if it is still the best and most cost-effective way to provide basic legal materials and information to inmates.

The LLSP librarians also provide access to the materials found at the State Law Library, where most of the research is done for

prisoners. MSLL is the second largest collection of legal materials in Minnesota; it not only has a large print collection, but also many online resources, such as Westlaw and Lexis. By using these resources, we are able to provide inmates with information on any legal topic. Having our office space and collection provided by the State Law Library is of great savings to the program.

Overview of 2006. The Department of Corrections is striving to make inmate legal research services and materials as consistent and uniform as possible in all the correctional facilities. Throughout 2006, the staff of LLSP worked closely with DOC staff to implement this new goal. We drafted a new condensed core print collection list to be used in conjunction with a new increased collection of CD-ROM materials that became available at most of the major correctional facilities (only four of the eight major prisons had CD-ROM materials in the past). This combination of print and electronic resources gives the inmate access to primary legal materials at the institution. The Head of Outreach Services, Daniel Lunde, and each of the LLSP librarians visited each prison during 2006 and discussed issues and problems with the institution librarians. LLSP staff also met with the prison librarians at their biannual meetings in Stillwater and Red Wing to discuss the proposed changes in services to inmates. We also worked closely with DOC librarians and education staff to make the transition to the CD-ROM product as seamless as possible.

Staff, Interns, and Volunteers During 2006: Joan O., a LLSP volunteer for more than eleven years, provided many hours of quality service, retrieving and copying legal materials for inmates. Three College of St. Catherine's Library School Masters Degree students (Leslie G., Kerry

W. and Jayne B.), interned with LLSP this year. Each intern processed and researched inmate requests, using the skills and concepts learned in the classroom and applying them to actual questions. LLSP was also assisted by STEP-UP intern, Jordan F., during the summer of 2006. Our interns and volunteers worked 728 hours in 2006 (not including the work done by the STEP-UP intern) - and their assistance was invaluable. One of the reasons we were able to accomplish so much was due to our high-level interns and volunteers.

The primary reason for our success, however, is due to the dedication and hard work of the program staff: Stephanie Thorson, Susan Trombley, Shari Ober and Deb Kitzmann. Shari began working for LLSP at the beginning of July. It was a difficult year, with an extended period without one of the full-time librarians, but LLSP accomplished all of its goals and mission.

Statistical Highlights for 2006. LLSP compiles many statistics, some of which are shown in the table, graph and pie charts at the end of this annual report. A few observations concerning these and other 2006 statistics:

- Oak Park Heights and Stillwater received the largest numbers of items delivered (5782 and 6005 respectively).
- Rush City and MN DOC inmates serving time in those institutions we do not visit account for the largest increases in number of requests (10% and 59% respectively).
- Stillwater and Oak Park Heights had the largest number of individuals assisted in proportion to the total inmate population (31% and 79% respectively).

- Stillwater and Rush City had the largest number of on-site meetings with inmates (202 and 248 respectively).

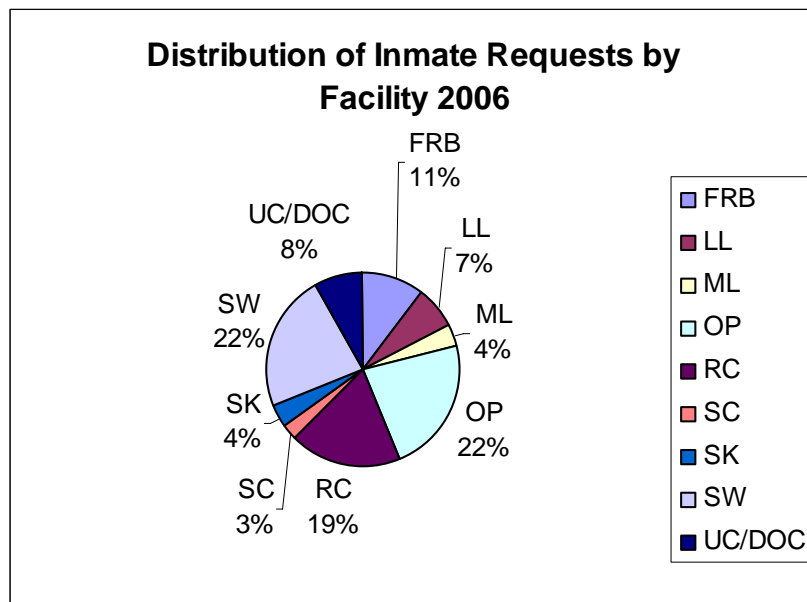
Conclusion. Over the course of the past twenty-three years, a primary LLSP goal has been to provide the best possible service at the least possible cost. We

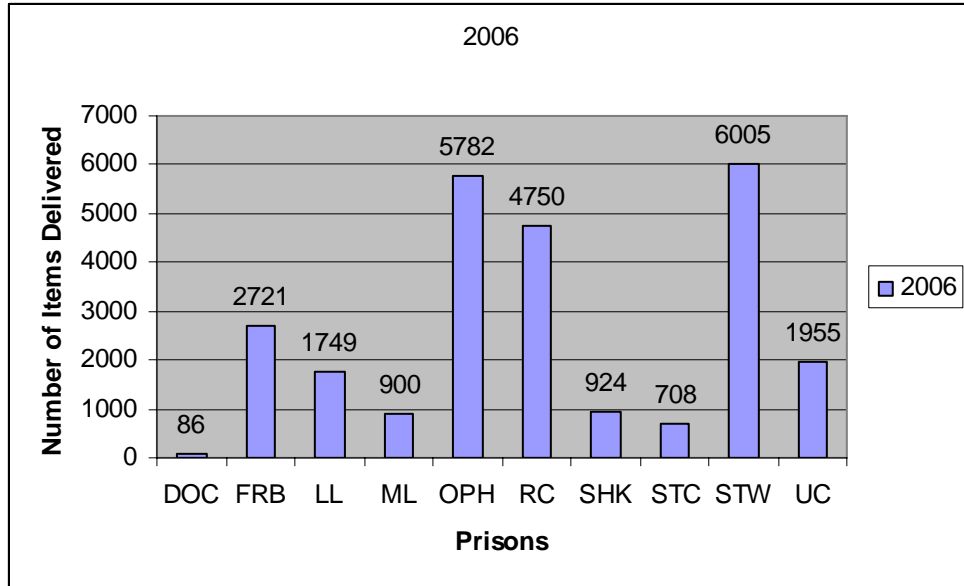
constantly work to keep the program's expenses to a minimum and maximize the resources that are available for the program. We have come to believe that by educating inmates about the resources available to them and providing access to the legal information they request, the work of LLSP diminishes the number of lawsuits filed by Minnesota prisoners.

STATISTICAL SUMMARY

LLSP ACTIVITIES	2006
Requests Processed	25582
On-site Meetings with Inmates	1155
Individuals Assisted	1672

"Requests Processed" quantifies the activities involved in providing law library service to prisoners. "On-site Meetings with Inmates" is the number of inmate reference interviews conducted in-person. "Individuals Assisted" is the total number of people we provide information to whether in-person, by telephone, or through the mail.





Abbreviations for correctional facilities used above: STW – Stillwater,
 STC - St. Cloud, FRB - Faribault,
 LL – Lino Lakes, OPH – Oak Park Heights, ML – Willow River/ Moose Lake, SHK – Shakopee,
 RC – Rush City, UC – Minnesota Under Contract, and
 DOC – Department of Corrections staff