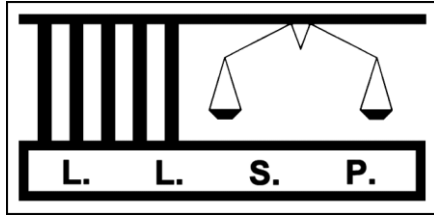


# LAW LIBRARY SERVICE TO PRISONERS

## 2010 ANNUAL REPORT



---

State Law Library, Minnesota Judicial Center, Room G25  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155-6102 (651) 297-4969

### 2010 Index

9619 DOC prisoners (as of 1/1/2010)  
85 prison visits  
7705 estimated miles traveled  
1111 inmate interviews  
1831 individual inmates assisted  
30,302 inmate requests processed  
1039 hours worked by interns and volunteer

**I**ntroduction: 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 at 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.

**H**istory 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 support. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk.

**P**roviding 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.

A small core collection of legal materials 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 2010.** The Department of Corrections strives to make inmate legal research services and materials as consistent and uniform as possible in all Minnesota correctional facilities. Throughout 2010, the staff of LLSP continued working closely with DOC staff to implement this goal. A combination of print and electronic resources provides inmates access to the many important primary legal materials at the institution. The Head of Outreach Services at the State Law Library, Daniel Lunde, visited each prison once during 2010 and discussed issues and problems with the institution librarians. We continued to work closely with DOC librarians and education staff to make the service to inmates as seamless as possible. In a continuing effort to control costs due to high gas prices, the prison visits to Moose Lake and Rush City are combined, with one librarian visiting both correctional facilities in one extended trip. In 2010, we provided 30,302 requested items to 1,831 different inmates.

**Staff, Interns, and Volunteers During 2010.** Joan O, a LLSP volunteer for more than fifteen years, provided many hours of quality service, retrieving and copying legal materials for inmates and DOC staff. College and graduate students in Library Science interned with LLSP this year, as well as recent library school graduates. These included Ruth P, Kelly K, and Mary E. Each intern processed and researched inmate requests, using the skills and concepts learned in the classroom and

applying them to actual inmate questions. LLSP was also assisted in the summer by a STEP-UP high school intern. Our LLSP interns and volunteer worked 1039 hours, and their assistance was invaluable to the work of the program. One of the reasons we were able to accomplish so much was due to the quality of our interns and volunteer. The primary reason for our success, however, is due to the hard work of the program staff: Jean Anderson, Stephanie Thorson, Susan Trombley, and Deb Kitzmann. Because of their dedication and commitment to the program, LLSP accomplished its goals and mission.

**Statistical Highlights for 2010.** LLSP compiles many statistics, some of which are shown in the table, graph and pie chart that follows. A few observations concerning 2010 statistics:

- Oak Park Heights, Minnesota's maximum-security institution with a population of 446 (as of 1/4/2010), and Stillwater, with a population of 1461 (as of 1/4/2010), received the largest numbers of items delivered to inmates (7357 and 6823 respectively).
- Shakopee and St. Cloud correctional facility inmates account for the largest percentage of increases in requests (59.9% and 16.9% respectively).
- Stillwater and Faribault had the largest number of individuals assisted (405 and 336 respectively).
- St. Cloud and Shakopee had the largest percentage increases for individuals assisted (21.1% and 17.3% respectively).
- Faribault and Oak Park Heights had the largest number of on-site meetings with inmates (271 and 229 respectively).
- Oak Park Heights and St. Cloud saw significant percentage increases in on-

site meetings with inmates (31.6% and 18.8% respectively).

**D**ecennial Statistical Comparison. A few observations concerning statistics in 2000 and 2010:

- The number of inmate requests between 2000 and 2010 increased 25.4% (24,171 for 2000 and 30,302 for 2010).
- The number of individuals assisted increased 24.1% between 2000 and 2010 (1476 for 2000 and 1831 for 2010).
- The number of onsite meetings with inmates decreased 40.2% between 2000 and 2010 (1859 for 2000 and 1111 for 2010). This decrease is primarily due to the fact that LLSP

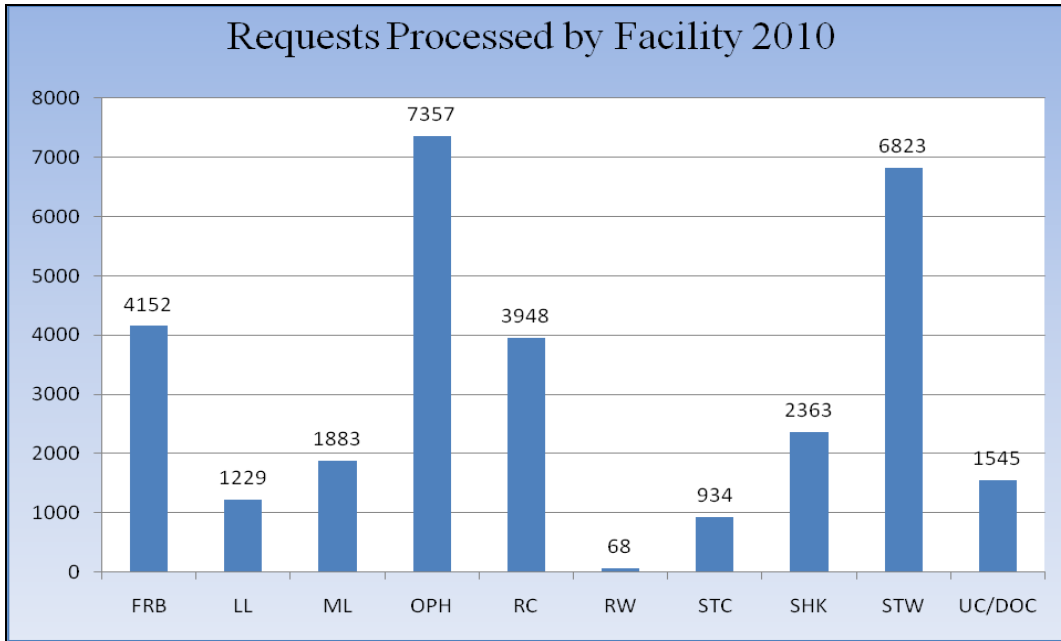
librarians visited Stillwater each week and Oak Park Heights every other week in 2000. We currently visit each primary correctional facility only once each month.

**C**onclusion. Over the course of the past twenty-seven years, it has been a LLSP priority 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.

DECENNIAL COMPARISON: 2000 and 2010			
LLSP ACTIVITIES	2000	2010	Percentage Change 2000 - 2010
Inmate Requests Processed	24,171	30,302	+ 25.4%
On-Site Meetings with Inmates	1859	1111	- 40.2%
Individuals Assisted	1476	1831	+ 24.1%

- **Requests Processed** is the total number of items provided to prisoners.
- **On-Site Meetings with Inmates** is the total number of inmate reference interviews conducted in-person.
- **Individuals Assisted** is the total number of inmates information was provided to, whether in person, by telephone, or through the mail.

## BY THE NUMBERS – LLSP IN 2010



**ABBREVIATIONS FOR CORRECTIONAL FACILITIES USED ABOVE AND BELOW:**

FRB - Faribault, LL – Lino Lakes, ML –Moose Lake/Willow River, OPH – Oak Park Heights, RC – Rush City, RW – Red Wing, STC - St. Cloud, SHK – Shakopee, STW – Stillwater, UC/DOC – Minnesota Under Contract and Department of Corrections Staff

