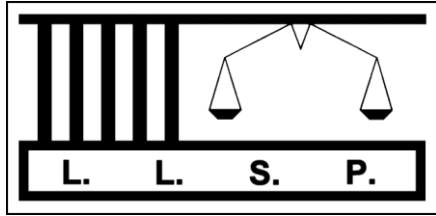


LAW LIBRARY SERVICE TO PRISONERS

2013 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

2013 Index

9452 DOC inmates (as of 1/1/2013)
88 prison visits
8268 estimated miles travelled
1056 inmate interviews
2465 individual inmates assisted
41,366 inmate requests processed
992 hours worked by LLSP volunteer

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

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. After the librarian researches the inmate's question at the State Law Library, pertinent legal research material is provided 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, yet cost-effective, primary legal research materials in each prison library.

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,

Lexis, and HeinOnline. 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 results in great savings to the program. Also, 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.

Overview of 2013. 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 2013, the staff of LLSP continued working closely with DOC staff to implement this goal. LLSP librarians met collectively with DOC librarians and program administrators during their spring meeting at the Department of Corrections main office in St. Paul.

In 2012, we provided 33,822 requested items to 2039 inmates; in 2013, however, LLSP provided 41,366 requested items to 2465 inmates, an increase of over 20% in each category. The number of on-site meetings with inmates also increased, by over 14%, going from 924 in 2012 to 1056 in 2013.

The staff of LLSP also revised and updated its annual publication *Reference Guide: Occupations Impacted by Felony Convictions*, an important resource for inmates; the LLSP librarians also created an informational checklist for inmates: *How to Request Custody/Parenting Time Forms through LLSP*. This checklist simplifies the process for the prisoner and helps LLSP librarians fill inmate requests.

Staff, Interns, and Volunteers During 2013. Joan O, a LLSP volunteer for more than eighteen years, provided many hours of quality service, retrieving and copying legal materials for inmates and DOC staff. Our volunteer worked a total of 992 hours, and her assistance was invaluable to the work of the program. One of the reasons we were able to accomplish so much in 2013 was due to the quality of her work. 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.

In order to keep abreast of important information and resources, the LLSP librarians attended and participated in Continuing Legal Education courses, as well as other informational sessions concerning the sovereignty movement, Innocence Project, drunk driving, criminal law in general, guardian ad litem program, civil commitment, Native Americans, the Indian Child Welfare Act and diversity. The librarians also participated in an orientation and tour of the Dakota County Jail.

Statistical Highlights for 2013. LLSP compiles many statistics, some of which are shown in the tables, graph and pie chart that follows. A few observations concerning 2013 correctional facility statistics follow. All percentages reflect changes from 2012 to 2013.

- Stillwater and Faribault received the largest numbers of items delivered to inmates (10,205 and 6793 respectively).

- Not including Red Wing (which is primarily a juvenile facility), Lino Lakes and Shakopee correctional facility inmates account for the largest percentage of increases in requests (80.1% and 41.4% respectively).
- Stillwater and Faribault had the largest number of individuals assisted (625 and 411 respectively).
- Lino Lakes and Stillwater had the largest percentage increases for individuals assisted (94.3% and 31.3% respectively).
- Stillwater and Faribault had the largest number of on-site meetings with inmates (184 and 164 respectively).
- Lino Lakes and St. Cloud saw significant percentage increases in on-

site meetings with inmates (64.3% and 44.0% respectively).

Conclusion. Over the course of the past thirty years, it has been an 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.

BY THE NUMBERS – LLSP IN 2013

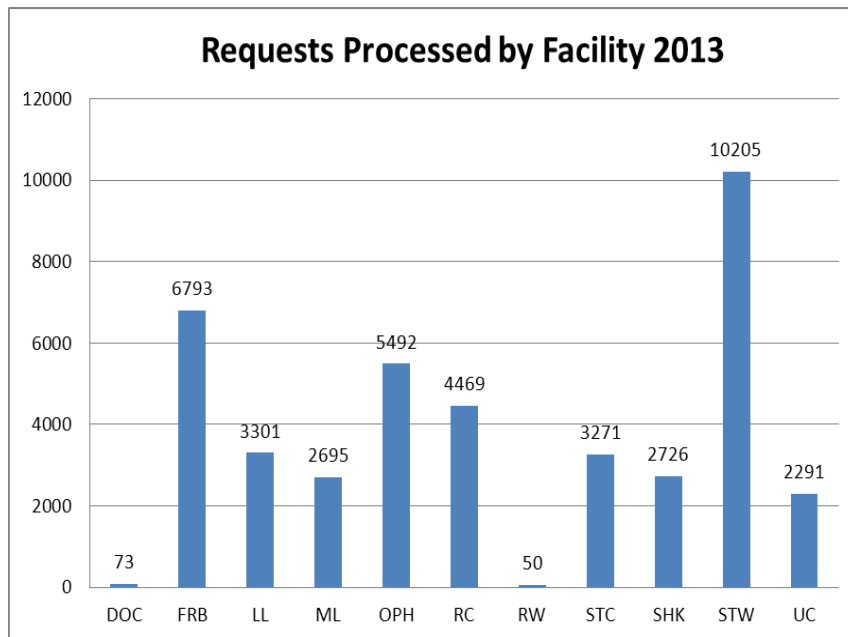
| TEN-YEAR STATISTICAL COMPARISON 2003 - 2013 | | | | |
|--|-------------|-------------|-------------|--|
| LLSP ACTIVITIES | 2003 | 2008 | 2013 | PERCENTAGE CHANGE 2003 - 2013 |
| Inmate Requests Processed | 24,914 | 30,152 | 41,366 | 66.04% |
| On-Site Meetings with Inmates | 1680 | 1145 | 1056 | -37.14% |
| Individuals Assisted | 1504 | 1891 | 2465 | 63.90% |

Inmate 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.

| TWO-YEAR STATISTICAL COMPARISON 2012 - 2013 | | | |
|--|-------------|-------------|---|
| LLSP ACTIVITIES | 2012 | 2013 | PERCENTAGE CHANGE 2012 -2013 |
| Inmate Requests Processed | 33,822 | 41,366 | +22.3 % |
| On-Site Meetings with Inmates | 924 | 1056 | +14.3% |
| Individuals Assisted | 2039 | 2465 | +20.9% |



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

