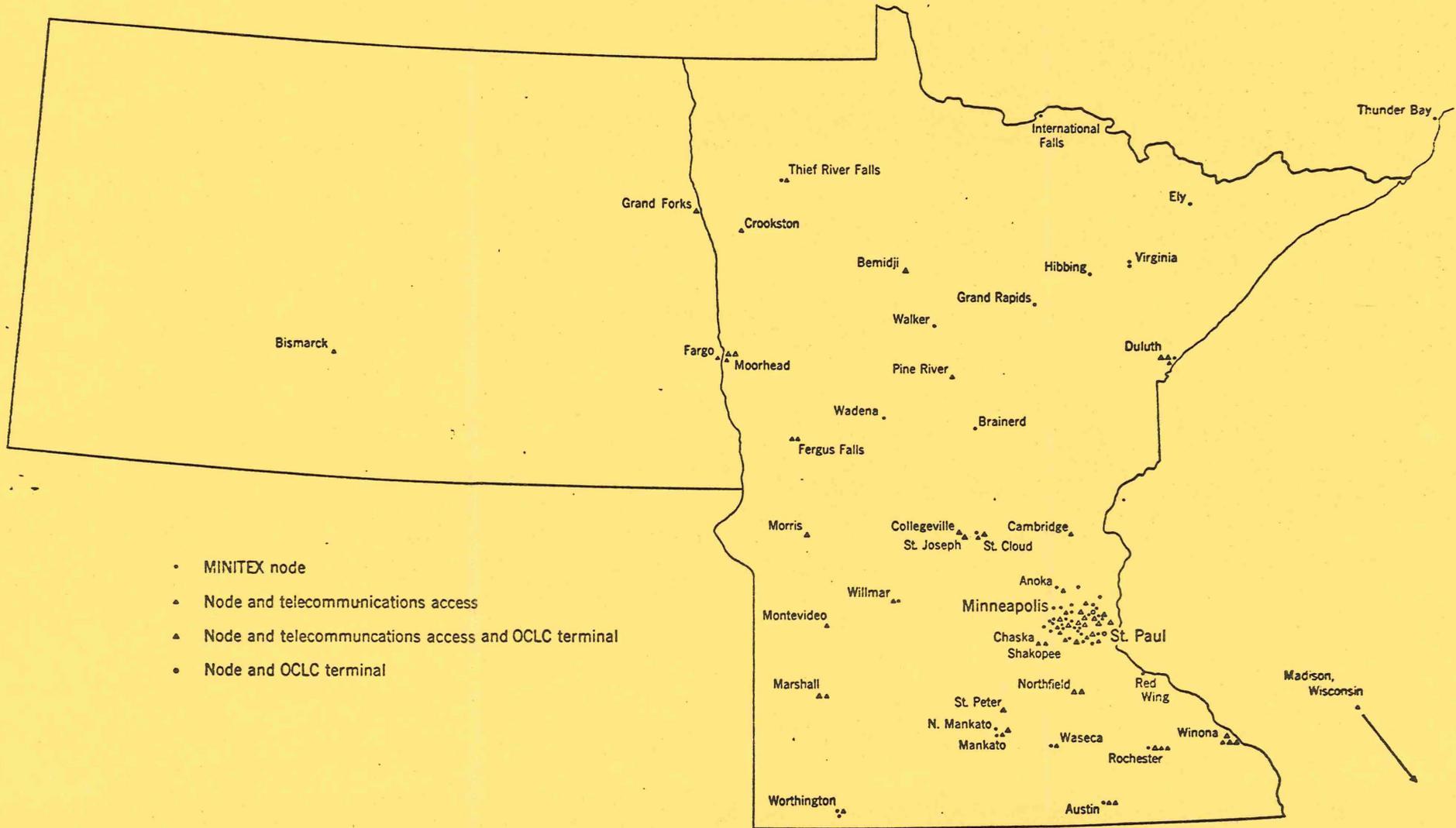


MINITEX NODES AND OCLC TERMINALS



MINITEX

EIGHTH ANNUAL REPORT

JULY 1, 1976 - JUNE 30, 1977

To offer some historical perspective, a brief chronology of events will serve as a prologue to this eighth MINITEX Annual Report.

1969--Jointly funded by the Louis W. and Maud Hill Family Foundation (now Northwest Area Foundation) and state and federal LSCA Title III monies, a 2-year pilot project using TWX communication network, United Parcel and first class U.S. Mail delivery system tested sharing University of Minnesota Library resources with 10 representative Minnesota libraries. The project sought answers to three questions:

1. Could needed material be provided to out-state users in a useful format and in the needed time span?
2. What would be the comparative cost between sharing and duplicating resources?
3. What would be the degree of conflict of interest with primary users at the host library?

1971--Resource sharing concept seemed educationally and economically viable and project became a program of Minnesota Higher Education Coordinating (Commission) Board, funded by the legislature. Additional state and federal monies from OPLIC (Office of Public Libraries and Interlibrary Cooperation) funded public library participation.

--Participants agree to share resources with each other.

--Advisory Committee elected by representative groups.

1972--Produced preliminary edition of MULS (Minnesota Union List of Serials).

--Established reciprocal system-to-system arrangement with WILS (Wisconsin Interlibrary Loan Service) to share Minnesota and Wisconsin library resources.

1973--Received \$20,000 OPLIC grant to test statewide cooperative reference service.

--Began on-line bibliographic searching of subject data bases and sponsored general demonstration and training sessions.

1974--Produced 1st edition of MULS in 5 volumes with 71,000 titles including holdings of 120 Minnesota academic, public, governmental agencies, medical, seminary and special libraries.

--Joined CRL (Center for Research Libraries).

--Serial librarians began meeting to share information about new subscriptions and cancellations, and to accept responsibility for binding and retention.

--Periodicals exchange established.

--North Dakota contract signed. Began sharing Minnesota and North Dakota resources.

--Arranged reference weeks in which groups of 5 or 6 librarians from single geographic areas spend a week learning about Twin Cities library resources and how to utilize available services.

--MINITEX Messenger began publication.

--Sponsored meeting with Roderick Swartz of the National Commission on Libraries (NCLIS).

1975--CONSER (National Conversion of Serials) program began with MINITEX as a participant and MULS used as beginning data base.

--Produced North Dakota Union List of Serials.

--Joined MIDLNET (Midwest Library Network) together with OPLIC, Wisconsin State Library, WILS and the Universities of Chicago, Illinois, Indiana, Iowa, Iowa State, Michigan, Minnesota, Northwestern, Southern Illinois, Washington (St. Louis) and Wisconsin.

--Joined Council of Computerized Library Network.

--Began support of local couriers and overnight delivery of shared resources via commercial buses to libraries in Duluth, Mankato, Moorhead, Northfield, Rochester, St. Cloud and Winona.

--"Everyman's Guide to the Library" taught for Continuing Education Department.

1976--\$304,066 Bush and Kellogg Foundation Grants to support Minnesota and North Dakota libraries' participation in OCLC (Ohio College Library Center) received.

--Produced Montana Union List of Serials.

--Catalogers Users Group established and over 100 catalogers trained to catalog on-line on OCLC.

--Arranged with British Library, Lending Division for loan and photocopy services.

1977--34 libraries began cataloging on-line through OCLC, and by August over 100,000 machine-readable records had been input to data base.

--Produced 2nd edition of MULS in seven volumes with 82,252 titles, 50,513 cross reference and 220 holding locations.

--Reference Users Group established.

The purpose of MINITEX is to insure that citizens are provided materials and information in a useful format and in the needed time span. If the local library, the patron's point of contact, does not have the needed item or information, MINITEX assists in providing the communication system, bibliographic access and delivery system which enable state, regional, national and international resources to be used. During 1976/77 through several cooperatives, 375,240 items were shared among Minnesota libraries. Partial activity in Wisconsin and North Dakota add 384,022. This volume of activity is remarkable considering that available statistics suggest that in 1967/68 there were 20,000 interlibrary loan transactions between Minnesota libraries.

Daniel Boorstin, the Librarian of Congress, was nicely succinct when he said, "The whole point of library work is to put the needed object--book, periodical, map or recording, or its intellectual substance into the hands of the user."¹ Accurate, timely information is essential to the educational process, supports the research necessary for a healthy economy, enhances the quality of life, and is critical to the political function of a free society. More than ever, society needs information. At the same time, libraries are constrained in their ability to perform adequately and the public is increasingly concerned about library cost and efficiency. Resource sharing is a means by which some of society's information needs can be efficiently met.

RESOURCE SHARING

As a facilitator, MINITEX serves as the agency and provides the mechanism for library and information resource sharing. It supports a telecommunication network so that libraries can easily transmit messages. It

¹Chronicle of Higher Education, March 28, 1977, p. 5.

develops bibliographic data bases which show where items are held, and supports a delivery system so that material may move freely between libraries. It convenes user groups to assist library personnel in the utilization of available resources and services for their patrons. All of these have been developed with vertical mobility. Any subset of the program can be broken down to serve metropolitan or multi-county libraries locally, or expanded to link networks regionally or nationally. Most of Minnesota's regional or subject consortia use the MINITEX communication system, bibliographic data bases and/or delivery system. The structure has required strict adherence to national bibliographic standards, but has allowed innovative flexibility in the communication and delivery systems.

The volume of shared activity among Minnesota, North Dakota and Wisconsin libraries continues to grow. While the list is not exhaustive, the following table demonstrates the volume of activity among library cooperatives.

MINNESOTA

CALCO	
Capitol Area Library Council	5,000*
CLIC	
Cooperating Libraries in Consortium	27,091
ECOL	
Environment Conservation Library of Minnesota	8,358
Libraries of the Consortium of the Minnesota Seminary Faculties	1,200*
MELSA	
Metropolitan Library Service Agency	19,857
Minnesota Chapter, Midwest Health Science Library Network and TCBC	48,076*
OPLIC	
Office of Public Libraries and Interlibrary Cooperation	29,974

Regional Public Libraries (excluding MELSA and Traverse des Sioux)	43,970*	
Traverse des Sioux	2,060	
TRI College University	17,664	
MINITEX		
Document Delivery	149,104	
Periodicals Exchange	<u>22,786</u>	
	375,240	375,240
NORTH DAKOTA		
North Dakota State Library	26,484	26,484
WISCONSIN		
WILS		
Wisconsin Interlibrary Loan Service	87,538	
Wisconsin State Library Reference & Loan	80,000*	
Regional Public Libraries	<u>190,000*</u>	
	357,538	<u>357,538</u>
		<u><u>759,262</u></u>

*estimated

The three-quarter million shared items represent only library-to-library transactions. They do not begin to tabulate the many transactions where individuals, because of reciprocal borrowing agreements and book or union catalogs, have gone directly to a holding library for needed materials.

Special note should be made of the periodical exchange, a joint project of the University and MINITEX. Libraries and individuals contribute their duplicate and discarded periodical issues by the thousands. By using the existing delivery system and checking want lists submitted by the participating libraries, nearly 100,000 needed issues or volumes have been provided to libraries at little or no cost to the network. Don Osier, the genial University Gifts and Exchange Librarian, is the genius who makes the exchange work.

OCLC

Certainly the highlight of the year was OCLC (Ohio College Library Center) activity. \$304,066 in Bush and Kellogg Foundation grants provided the seed monies to assist 33 Minnesota and North Dakota libraries to join OCLC through the Minnesota Higher Education Coordinating Board (MHECB)/MINITEX contract. In a series of workshops and on-site sessions, over 100 catalogers were trained to do on-line cataloging. These librarians were taught ISBD (International Standard Bibliographic Description) and MARC cataloging formats for books, non-print material and serials. They probably had more hours of cataloging instruction than most students receive in graduate library school.

In the past year, over 100,000 records have been input into the OCLC system and MINITEX is well on its way toward developing a data base of monographs. Increasingly this data base, like MULS, will give resource sharing options when the local library does not have needed materials. The local library may serve as surrogate and obtain the item for a patron, or, if convenient, the patron can go directly to the holding library. Minnesota's regional library systems are making great progress in adopting reciprocal agreements. Bibliographic data bases and reciprocal borrowing arrangements are mutually supportive. The OCLC archival tapes offer great potential for a variety of print and microform catalogs which will enhance and disperse access to Minnesota holdings. Libraries are also finding the 3,000,000 plus record OCLC data base valuable for selection purposes and resource sharing beyond the network.

Studies indicate that it is only the libraries that plan to save that do save money in automation. Therefore, the Bush/Kellogg grant recipients agreed to impose on themselves a five-year study of their cataloging costs

and consequently the library directors spent two days at a workshop on "Using Automation" with Barbara Markuson, Executive Director of INCOLSA. The approach was that if you don't use automation it will probably use you. At the same workshop Donald King, of King Research, the firm which is analyzing MINITEX 1976 interlibrary loan transactions as part of the NCLIS (National Commission on Libraries and Information Sciences) Interlibrary Loan project, spoke on "Using Statistics". The program set a framework for the data that participants will be receiving from the NCLIS study. At another workshop, Jim Kennedy, Executive Director of AMIGOS, spent two days with the directors discussing retrospective catalog conversion and use of OCLC archival tapes. One never ceases to be amazed at the willingness, generosity and graciousness of network people to share their experience and expertise.

ADVISORY COMMITTEE

The Advisory Committee spent considerable time formalizing its role and structure. On April 1, 1977, the document attached as Appendix A was approved by MHECB. MINITEX is different from most networks in two ways. First, it is not a membership organization, but rather is a subsidized program of MHECB. This naturally leads to an atypical form of governance which is, nevertheless, beneficial. MHECB has been responsive to and supportive of the suggestions of the Advisory Committee and certainly useful in directing the staff and sharing responsibility.

Secondly, many networks were formed in order to provide some sort of cooperative cataloging service, a response to continually accelerating cataloging costs. In fact, a number of networks were formed to broker OCLC services. MINITEX, however, was started to share resources and has built its data bases (MULS and OCLC) to improve user access to needed materials.

BLLD, REFERENCE SERVICE, MULS

Brief mention should be made of three items. This was the first full year of activity with the British Library, Lending Division. By careful screening of the requests, we have gone from a 42% to 95% fill rate. In September, 1976, Mary Rae Oxborrow, Document Delivery Librarian, visited Boston Spa while visiting in England and gained further knowledge of their resources and procedures. This new resource has been particularly helpful in obtaining 1073 articles from infrequently held scientific serials and conference proceedings. It has enormously increased the titles available to MINITEX participating libraries.

There was an 18% increase in the number of reference questions received. Staff changes and vacancies earlier in the year unfortunately weakened the service, but Reference is again well staffed and in the last quarter saw its use increase 31% over the fourth quarter of the previous year. 52.5% of the questions were submitted by public libraries.

MULS activity included adding Montana titles and holdings and producing the Montana Union List of Serials. One third of the Little Magazines of Wisconsin were coded and added to the data base. The holdings of 18 community colleges and seven additional Minnesota public libraries were also coded. Processing was completed for the second edition of MULS and production of the seven volume, hard copy, soft cover edition including 82,252 titles, 50,513 cross references and added entries, and the holdings of over 220 Minnesota, North Dakota and Wisconsin libraries will be completed in August. We continue as a participant of CONSER and during the year modified and added a MULS symbol to 1417 records, added the MULS symbol to an existing record 1492 times; and added 1576 original records to the data file.

CONCLUSION

1976/77 has been a challenging year. Networking, as a process of sharing ideas and progress, requires a great deal of human interaction. It is a privilege to work with the many participating librarians. Learning new skills and cooperative decision-making requires patience, but it is very rewarding. Andrea Honebrink joined the MINITEX staff as Reference Services Coordinator. The 48 full and part-time staff are competent, cheerful, and committed to helping students, scholars, researchers and citizens obtain material and information. They are a joy to work with.

The focus of many national meetings has been defining the bibliographic components of the emerging national library network. Working with many other network folk and national leaders has been an honor.

Three concerns will require attention in 1977/78:

1. Impact of the new copyright law and its demand for improved selection skills to provide needed collections locally;
2. Ability of libraries to meet people's needs for information and to effectively use funds so as to ensure libraries' continued role as providers of free information to a free society;
3. Responsibility to provide library personnel with training which may improve skills and proficiency and also increase job satisfaction.

It was sheer joy to read "Pieces of the Prairie" in the August, 1977, Minnesota Monthly. Paul Gruchow, extolling life in western Minnesota, says,

"I can get any book I want from my local library within a few days. My local drug store carries more daily newspapers than does any corner store in the Twin Cities. I live within ten minutes of daily commercial air service, although I never hear the sound of a jet. My paycheck is written by computer just like yours. My local grocery store sells papayas and alfalfa sprouts and capers just like yours."

Request Data for FY 1976/77

Filled	87.7%
Photocopy	77.3%
Loan	22.7%
Filled in 24 hours	72.3%
Filled at U of M, TC Campus Libraries	79.5%
Filled at other locations	20.5%

CLIC (Cooperating Libraries in Consortium)	6072
WILS (Wisconsin Interlibrary Loan Service)	6058
MPLIC (Minneapolis Public Library & Information Center)	1948
State Universities	1901
State Agencies	1285*
North Dakota	1233
BLLD (British Library, Lending Division)	1073
Minnesota Historical Society	1039*
TCBC (Twin Cities Biomedical Consortium)	1022
Other Private Colleges	1018
Other U of M Campuses	857
Mayo Clinic	820
ACK (Alternate Card Katalog)	803*
Other Public Libraries	753
CRL (Center for Research Libraries)	238
SPPL (St. Paul Public Library)	162
Other	477
	<hr/> 26,759

Source of Requests

University	34,668	23.2%
Private Colleges	33,812	22.7%
State Universities	24,937	16.7%
Public Libraries	15,122	10.2%
Community Colleges	11,597	7.8%
North Dakota	8,111	5.4%
State Agencies	7,892	5.3%
WILS	6,374	4.3%
TCBC	2,886	1.9%
Special Libraries	1,117]	
Area Vocational Technical Institutes	865]	
Mayo Clinic	610]	
Federal Agencies	438]	2.5%
Seminaries	241]	
Post-Secondary Reg. Centers	232]	
High School	105]	
Canadian Library	97]	
	<hr/> 149,104	100%

*Processed by MINITEX staff

SUMMARY OF MINITEX EXPENDITURES FOR FY 1976/77

Deficit brought forward [FY 1974/75 + 1975/76]			\$ 76,837.58*
Communications		\$ 77,329.90	
Photocopy		30,979.94	
Delivery		32,242.43	
Supplies & Equipment		5,513.42	
Meetings & Travel		2,377.27	
CLR		448.09	
Collection Development		370.57	
Lost Books		591.32	
Memberships		225.00	
Personnel & Fringe Benefits		223,542.90	
Reference Service			
Personnel	\$15,631.76		
Communication & Postage	3,298.82	18,930.58	
MULS			
Personnel & Fringe	\$66,747.92		
Production	22,684.80	89,432.72	
OCLC			
Personnel & Fringe	\$12,533.63		
Workshops & Meetings	6,283.40	18,817.03	
		<u>\$500,801.17</u>	<u>\$500,801.17</u>
TOTAL EXPENDITURES			<u>\$577,638.75</u>

SUMMARY OF MINITEX INCOME FOR FY 1976/77

MHECB		\$350,000.00	
OPLIC		120,000.00	
North Dakota		32,500.00	
Montana		28,500.00	
INFORM		2,805.25	
HEA Grant		3,918.00	
University of Wisconsin		4,350.00	
CLR		10,000.00	
Sales of MULS		1,690.00	
Sale of Telephone Device		250.00	
Book Replacement		134.40	
North Dakota Health Sciences		573.13	
Card Sales UPI		5,509.30	
Communication Rebate		411.30	
Workshop Registration		12,135.88	
TOTAL INCOME		<u>\$572,777.26</u>	<u>\$572,777.26</u>
ACCOUNT BALANCE			<u>- \$4,861.49*</u>

*The 1974 - 76 Deficit Brought Forward (\$76,837.58) and the Negative Balance (\$4,861.49) are caused by differing expenditure and payments schedules of contracts and grants.

APPENDIX A

MINITEX ADVISORY COMMITTEE

MINITEX Program: A service program of the Higher Education Coordinating Board (HECB) established to facilitate improved planning for and sharing of library resources.

Program Management: For management of the program, HECB sub-contracts with the University of Minnesota. Ultimately HECB is responsible for policy decisions, accountability, inter-state and inter-agency contracts, evaluation and legislative liaison for the program.

Program Participants: In accordance with the enabling legislation for the MINITEX program and conditional on the availability of sufficient funding, any post-secondary institution in Minnesota recognized as legitimate by MHECB may participate in the program by agreeing to observe the conditions and responsibilities of participation. Participation by public libraries and regional library systems is supported by an annual payment from the Office of Public Libraries and Inter-Library Cooperation, Minnesota Department of Education. After consultation with the advisory committee, other institutions, libraries or agencies may participate in the program through contracts for services, reciprocal agreements or by agreement to secure access to unique, rare or otherwise inaccessible resources.

Advisory Committee: The MINITEX advisory committee shall advise HECB and the University of Minnesota on program goals, policies, budget, management and evaluation. The members of the committee are drawn primarily from the user membership of the program as follows:

<u>Voting Members</u>	<u>Ex-Officio</u>
(1) AVTIs	Director of MINITEX
(1) Community Colleges	UM Administration
(1) State Universities	HECB-IIPP
(1) University of Minnesota- Coordinate Campuses	Director of OPLIC-MDE
(1) University of Minnesota- Twin Cities	
(1) Private Colleges	
(1) State Agency Libraries	
* (1) Regional Library Systems	
* (1) County-Public Libraries	
* (1) City-Public Libraries	

In any given year, no more than two of members marked () may be from metropolitan Twin Cities (seven county).

Associate Members: For consideration of items relating to out-of-state members of the MINITEX network, representatives of contract participants may be invited to sit with the advisory committee.

Membership Selection: Consistent with the user representation of the committee, the representative voting members shall be selected for two-year terms (concurrent with the legislative biennium) by the directors or designated representatives of the constituent member libraries for each respective group. Committee members need not be library directors. The precise method of selection may be determined by each group.

Officers: The committee shall annually select from its voting membership a chairman and secretary who shall serve for no more than two consecutive years. The chairman shall be responsible for calling meetings, setting agenda, presiding at meetings, appointing necessary subcommittees and representing the committee when needed. The secretary shall be responsible for keeping an official record of meetings and actions of the committee.

Subcommittees: As necessary, the chairman with the approval of the advisory committee may establish subcommittees to work on tasks or topics for the committee. Members of such subcommittees need not be limited to members of the committee.

Regular Meetings: The advisory committee shall meet at least three times each year and more frequently as necessary by the call of the chair.

Quorum: For the purpose of taking official action, a quorum shall consist of a simple majority of voting members of the committee.

Open Meeting: All meetings of the committee shall be open meetings and meeting materials shall be considered public documents unless inhibited by privacy or other legal constraints. Access to information about committee meetings and action may occur through the secretary or director of MINITEX. All participating members of the MINITEX network shall receive timely notice of meetings, committee minutes and annual reports of the program.

Systems Communication: Members of the MINITEX advisory committee shall be responsible for assuring the communication of committee concerns and actions to the library/media directors of their membership group and to the central administration of their membership group. Members shall also be responsible for polling those library/media directors for their views on concerns and actions while in each institution the library/media director shall be responsible for assuring the communication of MINITEX advisory committee concerns and actions to the respective local administration.

Meeting of Participants: At least once each year HECB/MINITEX shall convene a meeting for participants in the MINITEX program to report on the status of current operations, future plans and financing of the program.

Advisory Committee Membership: Jim Marshall, Hennepin County AVTI; Patricia Loving, Lakewood Community College; John Berling, St. Cloud State University; Kathryn Rynders, University of Minnesota-Waseca; Eldred Smith, University of Minnesota-Twin Cities; Forrest Brown, St. Olaf College; Linda Wallace, Legislative Reference Library; Marlys O'Brien, Kitchigami Regional Library; Margaret Bosshardt, Marshall-Lyon County Library; and Robert Rohlf, Hennepin County Library. Ex-Officio members are: Alice Wilcox, MINITEX; Peter Roll, University of Minnesota; David Laird, Minnesota Higher Education Coordinating Board; and Bill Asp, OPLIC.