MINITEX REPORT 1978/79

In reviewing Minitex activity for 1978/79, it is clear that document delivery continues to be the core program, in terms of budget, activity level, and focus. The Minnesota Union List of Serials (MULS) program - a bibliographic program - continues to have, as its primary value, support of the document delivery program. Minitex involvement in the participation of Minnesota libraries in the shared-cataloging program of the Ohio College Library Center, through the OCLC-MHECB contract, remains primarily limited to support activities such as training and orientation; nevertheless, this program also makes its contribution to document delivery. The periodical exchange program continues to be a valuable supplement to document delivery. The reference service program also continues to make its contribution to Minitex participants, although it is the only Minitex program that has little relationship to document delivery.

All of these programs were quite active during 1978/79. The MULS and OCLC programs grew substantially. The document delivery program maintained approximately the same level of activity as in 1977/78. Activity in both the periodical exchange and reference service programs declined.

Certain interesting trends were also visible. With regard to document delivery, there is evidence of increasing balance among the participants with regard to both borrowing and lending as well as substantial increase in inter-state activity. The value of MULS is perceptibly increasing, as is its scope - it is clearly a multi-state regional list and it contributes to the development of a national list. OCLC, while primarily a shared-cataloging program, has increasing value for resource sharing and other activities. Furthermore, contribution to OCLC is contribution to a national database, with various regional and statewide possibilities.

With regard to more strictly operational matters, some significant staff changes took place in Minitex during 1977/78. With regard to fiscal matters, the 1977/78 deficit was erased and the budget balanced at the end of 1978/79.

DOCUMENT DELIVERY

The document delivery program continued, during 1978/79, at approximately the same level as the preceding year. There was a marginal increase in both items requested (.5%) and in items provided (.6%). The fill rate (the percentage of requested items that are provided) remained at 88%. Among the items provided, there were more originals and less photocopies than in the preceding year (23% originals and 77% photocopies in 1977/78; 25% originals and 75% photocopies in 1978/79). In addition to the 134,222 requests filled, location information on 348 items not available through Minitex was provided to requesting participants. (See Table B for basic program data.)

Among the participants, the heaviest net borrowers were the private colleges, the state universities, the coordinate campuses of the University of Minnesota, public libraries (except Minneapolis Public), the community colleges, state agencies (except the Historical Society and the State Board of Health), the hospitals, and North and

South Dakota. The heaviest net lenders continued to be Minneapolis Public, the Minnesota Historical Society, the State Board of Health and the Twin Cities Campus of the University of Minnesota. In comparison with last year, many of the heaviest net borrowers (the private colleges, the state agencies, the state universities, and the coordinate campuses of the University of Minnesota) show an increase in lending and decrease in borrowing - an indication of a balancing trend within the system. The almost 6% reduction in items provided from the Twin Cities Campus of the University of Minnesota also suggests that balance is increasing. However, the libraries on the University of Minnesota's Twin Cities Campus continued to provide the vast majority of items shared (71%) and continued to be the most substantial net lender among all participants. (See Table C for a full breakdown of borrowing and lending among the participant institutions.)

A variety of factors seem to be contributing to the modest balancing trend of borrowing and lending activity among Minnesota participants. A particularly significant factor would seem to be the continued growth of shared bibliographic databases (MULS and OCLC) and the increase of regional cooperation within the state. The modest increase in loans of originals in comparison with photocopies (cited above) suggests an increase in the sharing of monographs - quite probably related to the identification of these items in the OCLC database.

With regard to inter-state activity, the balance with Wisconsin continues to be roughly equivalent; however, the Dakotas continue to borrow substantially more than they lend, and the borrowing activity from South Dakota increased more than 600% over 1977/78. (See Table C.) In comparison with 1977/78, there is a continuing increase in inter-state activity, with a substantial imbalance in sharing between Minnesota and the Dakotas. This would seem to have at least two implications. First, Minitex is clearly no longer simply a Minnesota activity. Second, it clearly displays the importance of continuing to address imbalance in the contracts with other states, as has been done in the past with North Dakota and South Dakota.

Several workshops and meetings were sponsored by Minitex during 1978/79 in connection with its document delivery activity. These included training sessions in South Dakota; regional meetings in Minnesota and South Dakota to introduce the new Minitex manual; a program meeting at Gustavus Adolphus College; and the annual meeting in St. Paul, during the MLA Conference, at which Henriette Avram, Director of the Library of Congress network office, spoke. Part of the cost of the program meetings ($3,717.60) was supported by fees paid by attendees. (See Table A.)

Six issues of the Minitex Messenger were published in 1978/79. Also during this year, Minitex compiled and issued a Directory of Minnesota Libraries, 1978-79. The Minitex document delivery and reference services manual was completely revised and distributed to all participants.

During 1978/79, $467,419.09 was expended to support the document delivery program, including the related workshops, meetings, and publications. This funding was derived from several sources - MHECB, OPLIC, and North and South Dakota. (See Table A.) This represents an increase of 3% over the preceding year. With regard to unit cost, the increase was only 2%, whether that cost is based on the number of items requested ($3.07) or the number of requests filled ($3.48). (See Table B.)

Recognizing the significant cost increases that Minitex confronted in all major areas - labor, telecommunications, supplies, transport - during 1978/79 and the related activities that are supported from its document delivery budget, the cost of this program is being held at an impressively low level.

Almost three quarters of the total Minitex budget was expended during 1978/79 in the document delivery program. Consequently, it continues to be the core Minitex activity. It also continues to provide substantial value to the participants, the state, and - increasingly - neighboring states. It remains a national model of effective library cooperation.

PERIODICAL EXCHANGE

The periodical exchange program has, in earlier reports of Minitex activity, been treated as a part of document delivery. It is, however, a parallel activity which involves screening and organizing periodical issues discarded by participating libraries, matching these issues against needs identified by participating libraries, and supplying missing issues to requesting libraries. Most of the activity is carried out by the staff of the Gifts and Block Purchases Section of the University Libraries Twin Cities Central Technical Services Department. To support most of this activity, funding is transferred annually from the Minitex budget to the University Libraries Twin Cities budget. In 1978/79, this funding was $6,750. - an increase of 33% over the previous year. (See Table C.) In addition, there are costs related to this program that cannot easily be separated from the Minitex document delivery budget and the University Libraries Central Technical Services budget.

During 1978/79, 216,963 items were handled and 21,538 items were provided to participating libraries. This is a decrease of 8% in items handled and of 11% in items provided in comparison with 1977/78. The cost of the program increased by 33% overall and by 50% in relation to items provided. Even with these increases, the 1978/79 unit cost for items provided was 31¢ each - a remarkably low figure for replacing missing periodical issues. Recognizing that the replacement of missing periodical issues is one of the most difficult and costly library acquisition activities, this program is of significant benefit to the participating libraries. It is difficult to explain why the activity level of this program should have dropped from 1977/78 to 1978/79. This obviously bears watching in future years.

MINNESOTA UNION LIST OF SERIALS

A revision of the second edition of the Minnesota Union List of Serials (MULS) was issued during 1978/79. This edition contained 101,007 titles in 318 libraries - an increase of 10% in number of titles and of more than 6% in libraries represented when compared with the second edition published in 1977/78. (See Table B.) The 276,000 holding locations identified in the revised second edition of MULS are distributed as follows: Minnesota 160,735, North Dakota 58,986, South Dakota 43,789, Iowa 7,810, and Wisconsin 4,680.

During 1978/79, Minitex processed 25,748 update reports from participating libraries, added 1,106 records to the CONSER data file, augmented 1,003 MULS records, and added holdings information to 2,434 MULS records. The South Dakota Union List

of Serials (SDULS), a subset of MULS, was produced under the terms of the MHECB/ South Dakota contract, funded by a Bush Foundation grant. This list includes 51,599 holdings records, located in 29 libraries, 6 of which are Iowa libraries that are members of Colleges of Mid-America. Under contract, work was begun on phase one of a Wisconsin Union List of Serials, including eight libraries. (See Table D.)   A serials management workshop was held at Carleton College as part of the MULS program activity during 1978/79. The MULS budget for 1978/79 was $136,941, an increase of 13% over the preceding year. (See Table B.) .

MULS continues to have a very substantial value to Minitex participants. It contributes significantly to the Minitex document delivery program and local sharing activity by providing up-to-date information regarding each library's serial holdings. It is of value with regard to collection development, retention, and binding decisions in individual libraries and of increasingly critical importance with regard to interstate resource sharing. It has clearly become much more than a Minnesota Union List - a development that parallels the new configuration of Minitex's document delivery activities. MULS continues to contribute to the growth of a national serial database. A third and significantly larger edition of MULS is projected for mid- or late-1980.

OCLC

Sixteen additional libraries established on-line connections with OCLC during 1978/79, under the terms of the HECB-OCLC contract and with the assistance of Minitex. By the end of 1978/79, 66 libraries were participating in OCLC shared cataloging through this mechanism. The new participants include eight academic and five public Minnesota libraries as well as five academic and state agency libraries in South Dakota.

Minitex held three four-day training workshops for new OCLC participants. Eighty-three staff members in 43 libraries were trained in OCLC's new interlibrary loan system. Minitex also sponsored three program meetings during 1978/79, related to significant database issues - closing the card catalog, retrospective conversion of bibliographic records to machine-readable form, and bibliographic standards. Part of the cost of these program meetings ($1,816) was supported by fees paid by attendees.

During 1978/79, $22,920 was expended by Minitex to support the OCLC program, including training, coordination, and acquisition by Minitex from OCLC of history tapes of the bibliographic and holdings records contributed by all of the libraries participating under the MHECB-OCLC contract.

The primary value of OCLC participation to individual libraries continues to be the benefits that are derived from shared cataloging - reduction in the need for local original cataloging, reduction in cataloging time, cost savings associated with card production and sorting. In addition, resource-sharing benefits are being achieved due to the participating libraries' abilities to access other participating libraries' records in the database (see the discussion above, under document delivery). These benefits are likely to be enlarged as the database grows and as the OCLC interlibrary loan module is expanded and utilized. (In this connection, it should be noted that, by the end of the 1978/79, 1,600,567 holdings records had been added

to the OCLC database by libraries participating under the MHECB-OCLC contract. This represents approximately 3.5% of the total holdings records in the OCLC database. This includes not only current cataloging by these libraries but substantial retrospective record conversion by several of them.)

As OCLC develops further subsystems and makes them available - acquisition and serials control are planned for the near future - the value to participants should increase. During 1979/80, Minitex plans to provide training sessions in the use of these subsystems. OCLC has allocated 14 additional terminals to libraries participating under its contract with MHECB for 1979/80. As in its other major program areas, the Minitex-OCLC program is clearly more than simply a Minnesota program.

REFERENCE SERVICE

During 1978/79, Minitex responded to 2,973 reference questions - a decline of 10% from the 1977/78 activity level of 3,319. The budget for reference service activity was increased by 25%, from $23,309. in 1977/78 to $29,060. in 1978/79. This yields a unit-cost increase of 39% - from $7.02 in 1977/78 to $9.77 in 1978/79. (See Table B.) In addition, Minitex carried out 53 on-line information searches for participating libraries during 1978/79, on a cost-recovery basis.

The reference service program is, among all Minitex programs, the least related to its basic document-delivery activity. The reference program also displays the lowest volume of activity, the highest unit cost, and the highest rate of increase among Minitex programs. In addition, the cost of this program is not fully identified, because the service could not be provided without the substantial Wilson Library reference collection, a very costly collection to assemble and maintain. This collection is, of course, supported by the University of Minnesota Twin Cities Libraries. The value of this program has been attested to by librarians in participating libraries, not simply on the basis of specific information provided but with regard to advice concerning search strategies.

MINITEX STAFF

During 1978/79, three appointed staff (Lois Upham, Robert Wilson, Peggy Hughes) left Minitex and four new staff (Cecelia Nelson Boone, Anita Anderson, Mark Swanson, Mary Jankiewicz) were added. The departure of Lois Upham, who contributed so much to Minitex and its programs, was a particular loss. Ms. Upham left to pursue a doctoral program. The 17 full-time appointed staff and the supporting part-time student staff worked with great enthusiasm, energy, and efficiency during 1978/79.

FISCAL ISSUES

As the attached fiscal summary clearly demonstrates (see Table A), Minitex has concluded the year with a balanced budget. The 1977/78 deficit, which was largely caused by cash-flow problems, has been eliminated. Minitex, consequently, enters the new year quite sound fiscally.

Looking ahead to 1979/80 and beyond, document delivery clearly remains the core Minitex program. During 1979/80, the bulk of Minitex's budget and activity will be devoted to this program. Furthermore, the basic contour of the program - primary dependence on the Twin Cities Campus Libraries of the University of Minnesota - will undoubtedly continue. Most of the other Minitex programs - MULS, periodical exchange, OCLC training and orientation - will continue primarily as support activities to this basic function. Two trends, however, suggest a significant potential alteration in this role: 1) the increasing interaction with neighboring states; 2) the growth of machine-readable bibliographic databases, through the MULS and OCLC activities. These, in turn, raise a number of other issues. Is Minitex truly becoming a regional, rather than a state, program? How does this affect its role, planning, and governance structure? Who owns or controls the use of the bibliographic data gathered through the Minitex and Minitex-related programs? Is it the contributing libraries, MHECB, Minitex, or some other entity? What is the long-term role of Minitex and MHECB with regard to library development in the state, the region, and the nation? These questions need to be effectively addressed by MHECB, Minitex-participant libraries, and Minitex in the months and years ahead.

	Total	Document Delivery	Reference	MULS	OCLC	Serial Exchange
Income:						
*MN Higher Ed. Coord. Board	$425,000					
Office of Pub. Lib. & Int. Lib. Cop.	135,000					
*North Dakota	30,301					
Wisconsin Union List	48,750					
*South Dakota	8,325					
Sale of MULS	7,639					
Workshops	6,357					
Reference Searches	722					
Total Income	$662,094					
Expenditures:						
Personnel and Fringe	392,151	275,797	20,811	74,353	14,440	6,750
**Communications	80,198	73,418	6,780			
**Delivery	55,312	55,312				
**Photocopy	34,088	32,517			1,571	
Supplies & Equipment	12,948	12,948				
Meetings and Travel	6,979	6,979				
Workshops	7,387		1,469		5,918	
Books	2,240	2,240				
Collection Development	3,925	3,925				
Messenger and other publications	3,333	3,333				
Memberships	1,600	1,600				
Production	60,139			60,139		
Telephone & equipment	3,441			2,450	991	
Total Expenditures	663,741	468,069	29,060	136,942	22,920	6,750
Net deficit	(1,647)					
Income from 1977-78	1,651					
1978-79 Net Income	4					

*Receivables as of 6-30-79
  MHECB $48,664
  North Dakota   301   end of year contract balancing
  South Dakota   8,325   end of year contract balancing

**Payables as of 6-30-79
  Purolator Corp. $565
  Western Union   220
  Photoduplication   4

TABLE B

PROGRAM DATA

		1977/78	1978/79	Difference
I.	**Document Delivery**			
1.	Requests	151,229	152,009	.5%+
2.	Filled	133,375	134,222	.6%+
3.	Cost	$454,560	$467,419	3%+
4.	Unit Cost			
	per request	$3.00	$3.07	2%+
	per fill	$3.41	$3.48	2%+
II.	**Periodical Exchange**			
1.	Processed	236,868	216,963	8%-
2.	Filled	24,135	21,538	11%-
3.	Cost	$ 5,070	$ 6,750	33%+
4.	Unit Cost	$ .21	$ .31	50%+
III.	**MULS**			
1.	Titles included	92,011	101,007	10%+
2.	Libraries included	300	318	6%+
3.	Cost	$121,697	$136,941	13%+
IV.	**Reference Service**			
1.	Reference questions	3,319	2,973	10%-
2.	Cost	$ 23,309	$ 29,060	25%+
3.	Unit cost	$7.02	$9.77	39%+

TABLE C

INTERLIBRARY BORROWING AND LENDING

	1977/78 Requests(%)	1977/78 Loans(%)	1978/79 Requests(%)	1978/79 Loans(%)
AVTI's	711(.5%)	19(-)	744(.5%)	0(-)
Community Colleges	12,466(8.2%)	116(.1%)	11,056(7.3%)	221(.2%)
Federal Agencies	679(.4%)	21(-)	956(.6%)	161(.1%)
High Schools	85(-)	0(-)	51(-)	0(-)
Hill Reference Library	1,403(.9%)	799(.6%)	2,761(1.8%)	1,231(.9%)
Hospitals	3,673(2.4%)	847(.6%)	3,573(2.4%)	752(.6%)
Mayo Clinic	532(.4%)	782(.6%)	534(.4%)	967(.7%)
Mitchell College of Law	180(.1%)	111(.1%)	157(.1%)	119(.1%)
Post-Secondary Regional Ctrs.	85(-)	0(-)	195(.1%)	0(-)
Private Colleges	29,754(19.7%)	7,886(5.9%)	26,894(17.7%)	8,826(6.6%)
Public Libraries				
Minneapolis Public Library	790(.5%)	1,416(1.1%)	616(.4%)	1,816(1.4%)
Other	16,424(10.9%)	1,547(1.2%)	17,122(11.3%)	855(.6%)
Seminaries	233(.2%)	218(.2%)	170(.1%)	480(.4%)
State Agencies				
MN Historical Society	89(-)	1,042(.8%)	143(.1%)	988(.8%)
State Board of Health	241(.2%)	1,347(1%)	250(.2%)	892(.7%)
State Law Library	---	---	24(-)	54(-)
Other	9,343(6.2%)	337(.3%)	7,929(5.2%)	1,131(.8%)
State Universities	24,087(16%)	2,975(2.2%)	22,767(15%)	5,266(3.9%)
University of Minnesota				
Coordinate Campuses	20,505(13.6%)	1,795(1.3%)	19,055(12.5%)	2,521(1.9%)
Twin Cities Campus	11,080(7.3%)	101,344(75.9%)	10,967(7.2%)	95,431(71.1%)
North Dakota	9,196(6.1%)	1,576(1.2%)	10,114(6.7%)	1,866(1.4%)
South Dakota	1,319(.9%)	16(-)	8,086(5.3%)	425(.3%)
Wisconsin	8,312(5.5%)	7,419(5.6%)	7,777(5.1%)	7,515(5.6%)
Canada	132(-)	61(-)	66(-)	46(-)
Ctr. for Research Libraries	---	288(.2%)	---	67(-)
National Libraries	---	18(-)	---	122(.1%)
British Library Lending Div.	---	1,357(1%)	---	2,201(1.6%)

TABLE D

LIBRARIES ADDED TO MULS 1978/79

MINNESOTA

1.	Crime Control Planning Board	St. Paul
2.	Freshwater Biological Institute	Navarre
3.	Golden Valley Lutheran College	Golden Valley
4.	Minneapolis College of Art and Design	Minneapolis
5.	Minnesota Energy Agency	St. Paul
6.	Minnesota Zoological Gardens	Apple Valley
7.	North Central Bible College	Minneapolis
8.	North Central Forest Experiment Station	St. Paul
9.	U.S. Fish and Wildlife Service	Twin Cities

SOUTH DAKOTA

1.	Augustana College	Sioux Falls
2.	Alexander Mitchell Library	Aberdeen
3.	Black Hills State College	Spearfish
4.	Dakota State College	Madison
5.	Dakota Wesleyan University	Mitchell
6.	Huron College	Huron
7.	Mount Marty College	Yankton
8.	National College of Business	Rapid City
9.	North American Baptist Seminary	Sioux Falls
10.	Northern State College	Aberdeen
11.	Rapid City Public Library	Rapid City
12.	Presentation College	Aberdden
13.	Sioux Falls College	Sioux Falls
14.	Sioux Falls Public Library	Sioux Falls
15.	South Dakota School of Mines and Technology	Rapid City
16.	South Dakota State Library	Pierre
17.	South Dakota Historical Resources Center	Pierre
18.	South Dakota State University	Brookings
19.	University of South Dakota	Vermillion
20.	University of South Dakota, Health Science Library	Vermillion
21.	University of South Dakota, Law Library	Vermillion
22.	University of South Dakota	Springfield
23.	Yankton College	Yankton

IOWA

1.	Briar Cliff College	Sioux City
2.	Buena Vista College	Storm Lake
3.	Dordt College	Sioux City
4.	Morningside College	Sioux City
5.	Northwestern College	Orange City
6.	Westmar College	LeMars

LIBRARIES IN PROCESS OF BEING ADDED TO MULS 1978/79

MINNESOTA

1. Minnesota Office of Economic Opportunity   St. Paul
2. Minnesota Pollution Control Agency   St. Paul

WISCONSIN

1. Department of Public Institutions   Madison
2. Division of Handicapped Services   Madison
3. Division of Library Services   Madison
4. Milwaukee Public Library   Milwaukee
5. Reference and Loan Library   Madison
6. University of Wisconsin   Madison (41 holding libraries)
7. University of Wisconsin   Milwaukee
8. Wisconsin State Historical Society   Madison

TABLE E

MINITEX LIBRARIES ADDED TO OCLC SYSTEM 1978/79

MINNESOTA

1.	Dr. Martin Luther College	New Ulm
2.	Hibbing Community College	Hibbing
3.	Itasca Community College	Grand Rapids
4.	Macalester College	St. Paul
5.	Mesabi Community College	Virginia
6.	Minneapolis Public Library & Information Ctr.	Minneapolis
7.	North Central Bible College	St. Paul
8.	Rainy River Community College	International Falls
9.	Ramsey County Public Library	St. Paul
10.	St. Paul Public Library	St. Paul
11.	Vermillion Community College	Ely

SOUTH DAKOTA

1.	South Dakota State Historical Resource Ctr.	Pierre
2.	South Dakota State Library	Pierre
3.	University of South Dakota	Vermillion
4.	University of South Dakota Health Science Library	Vermillion
5.	University of South Dakota Law Library	Vermillion