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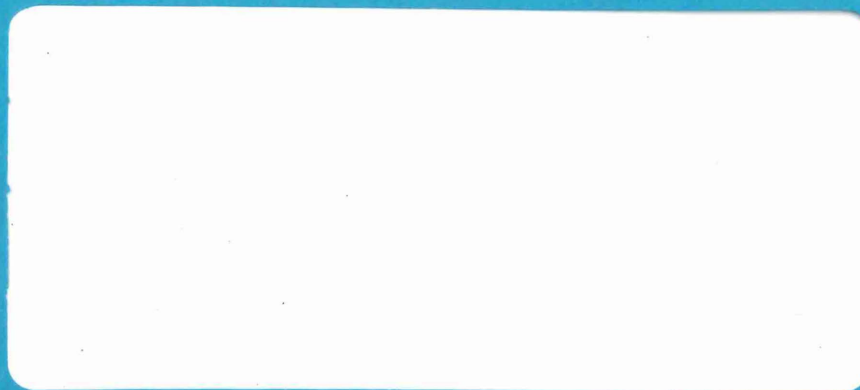
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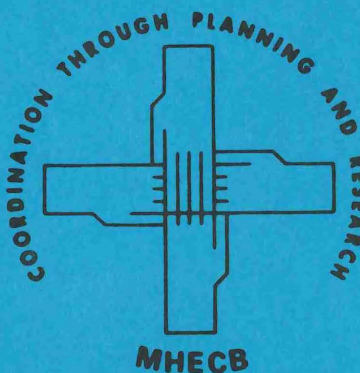
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LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

A STATUS REPORT



MINNESOTA HIGHER EDUCATION COORDINATING BOARD

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MINITEX

November 1980

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

Minnesota Higher Education
Coordinating Board

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MINITEX STATUS REPORT

I. INTRODUCTION

The Minnesota Interlibrary Telecommunications Exchange, MINITEX, is a network of academic, public, governmental and medical libraries working together to share existing resources to better provide information to Minnesota residents. The program, which began in 1969 as a two-year pilot project in resource sharing among 11 Minnesota libraries, has become a library network involving 158 libraries in Minnesota, North Dakota, South Dakota and Wisconsin with five programs: (1) document delivery, (2) a common union list of serials, (3) a telephone reference service, (4) online union catalog and cataloging, and (5) serials exchange. This report describes the background and programs of MINITEX.

II. BACKGROUND

In 1969 MINITEX was jointly funded by the Louis W. and Maud Hill Family Foundation and state and federal Library Services and Construction Act (LSCA) Title III monies as a project using Trans World Exchange (TWX) communication network, United Parcel and first class U.S. mail delivery system to test 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?

By 1971, the resource sharing concept seemed educationally and economically viable, and the project became a program of the Minnesota Higher Education (Commission) Board, funded by the legislature.

Since 1971, several milestones have been achieved: production of the six Minnesota Union Lists of Serials (MULS), participation in the Ohio College Library Center (OCLC) online cataloging system in 1976, and negotiation of contracts or reciprocal agreements with the Office of Public Libraries and Interlibrary Cooperation (OPLIC), Wisconsin Interlibrary Loan Service, North Dakota State Library, and South Dakota libraries to extend resource sharing beyond Minnesota's borders. All these developments have helped to make information more available to Minnesota residents.

Throughout the last decade, several principles have guided the administration of MINITEX:

1. The local library is the most appropriate user service level.

MINITEX is an interlibrary network, and therefore, does not service patrons directly. It is a facilitating agency.

2. The local library is responsible for its own collections, bibliographic records and personnel. It is the responsibility of an academic library to provide the collection to support its educational and research programs and the responsibility of other libraries to provide the collection to support the needs of their clientele. There is no substitute for having needed items available locally; in fact, 95% of library needs should be met at the local level and only exceptional needs (5%) should be referred to MINITEX.

3. Local libraries are responsible for determining their clientele and selecting appropriate services. Screening of requests is done locally by the librarian, not by MINITEX.

4. Participation in MINITEX should improve or provide additional service to the user. In no case should participation lead to deterioration of service to the user.
5. MINITEX participation should aid in cost effectiveness in individual libraries and allow for improved use of available funding.
6. National standards and protocols (bibliographic, telecommunication, formats, etc.) should be uniformly adopted in the development of any programs or systems. Programs should be developed with flexibility so they can be expanded to integrate with regional or national programs, or support local cooperative activity.
7. To the degree that it is economically feasible, it is appropriate for the network to support access to the communication, delivery and bibliographic systems, but local use of the system and the accompanying costs are the responsibility of the individual library.
8. All functions should support sharing resources.
9. All procedures and functions should be service producing.

In the early years, the program experienced a rapid growth in the number of requests for materials as the number of member libraries increased (attached is a current list of participating libraries) and as libraries (and library users) became aware of the MINITEX services. In 1969, the first year of operation, the University of Minnesota Twin Cities campus provided 100% of the delivered items. More recently, document requests have leveled off, and almost 29% of the delivered items are provided from outside the University Twin Cities campus. However, the University shares more materials with other libraries than any other university library in the country. A brief outline of MINITEX participation, funding, costs and programs since 1969 is attached to this report.

III. PROGRAM ADMINISTRATION

The Coordinating Board contracts with the University of Minnesota for MINITEX services. A staff of 20 plus the equivalent of 20 full-time students work at the MINITEX office in Wilson Library. MHECB staff formulate policy working with a representative advisory committee appointed by the MHECB executive director.

IV. MINITEX PROGRAMS

MINITEX services are delivered to 158 participating libraries through its five component programs. These services complement one another and together provide an example of efficient library cooperation. Following is a description of each program's status.

Document Delivery

MINITEX participants transmit loan and photocopy requests to the MINITEX central office located at the University of Minnesota Wilson Library. The central staff locate and retrieve needed materials from the University of Minnesota Twin Cities Campus libraries, State Law Library, Minnesota State Board of Health, Minneapolis Public Library and Information Center, and Minnesota Historical Society. Requests not filled at these libraries are referred to other participants known to hold the needed material.

Requests which cannot be filled in Minnesota, Wisconsin, North Dakota or South Dakota are referred to the Center for Research Libraries, the Midwest Health Science Library Network, the Library of Congress, National Library of Medicine, National Agricultural Library or the British Library Lending Division. For libraries wanting to pursue requests that cannot be filled from resources available to the network, MINITEX serves as the Minnesota state agency for obtaining locations of needed materials in other states from the National Union Catalog at the Library of Congress.

Rapid delivery gets the needed material to the patron when it is wanted. Commercial buses, parcel service, first class mail, and local couriers provide efficient delivery. Couriers, supported by MINITEX as part of delivery service to areas with concentrations of libraries, also make it easier for libraries to share resources in local arrangements. Seventy-five per cent of the material sought through MINITEX is provided to the local library on the second working day.

During 1979-80, 160,609 document requests were transmitted to MINITEX. 142,137 (88.5%) were delivered to libraries for their patrons; of the 18,472 items that could not be provided:

- 43.8% are not known to be owned
- 41.5% are owned but unavailable (in use or restricted use)
- 9.6% title cannot be verified (citation problem)
- 3.4% missing or lost
- 1.7% not yet received

Each request costs MINITEX \$2.97 to process.

Reference and Information

The back-up reference service helps the librarian provide needed information to patrons--a name, address, statistic, formula, etc. Sometimes this information is available in libraries, sometimes in computer data bases, and sometimes through individuals knowledgeable in the subject area. A toll free WATS telephone line enables librarians to discuss each request directly with MINITEX reference staff. MINITEX staff use all available resources, including the telephone and computer-assisted literature searching of subject data bases to find the answers to a variety of reference questions.

During 1979-80, 3,026 questions were answered by the reference staff.

Serials Exchange

In this cooperative program with the University of Minnesota Twin Cities Libraries Gift and Exchange, libraries send duplicate and withdrawn issues of periodicals to MINITEX so that other libraries needing back issues or replacement copies may place requests and receive copies needed for

their collections. Since 1974, librarians have sent 1.5 million items, and over 128,000 of these were provided to other libraries.

During 1979-80, librarians sent in 223,676 items which produced 25,403 needed items for participating libraries at a unit cost of \$1.06 per issue.

Minnesota Union List of Serials (MULS)

MULS is a machine-readable data base which contains over 110,000 entries and other periodical holdings of 350 academic, public, governmental, medical, seminary and other libraries in Minnesota, North Dakota, South Dakota, Wisconsin and Iowa. MULS supports cataloging, resource sharing, and collection development. It is a major contributor to CONSER (Conversion of Serials), a national online data base. Accurate, standardized descriptions of items owned, and knowledge of where each item is held are essential characteristics of the MINITEX bibliographic data bases.

A five-state third edition, which will include 120,000 titles with more than 500,000 holding locations, is currently in production.

OCLC

The Minnesota Higher Education Coordinating Board has a contract with OCLC, Inc., the nation's largest system for computer assisted cataloging, to broker these services in Minnesota and its contiguous states.

In 1975 the Minnesota Council of Academic Library Directors (MCALD) identified two urgent concerns which needed to be addressed to insure effective and efficient delivery of library resources within their institutions and the network: (1) the development of a machine-readable bibliographic data base for library materials use; and (2) the implementation of a systematic cataloging process to reduce costs and improve processing time. The Council formally requested that the Minnesota Higher Education Coordinating Board (MHECB) and MINITEX negotiate an agreement with OCLC, Inc. for services to MINITEX libraries and seek foundation funding to

assist in the implementation. The Coordinating Board submitted a grant proposal and negotiated a contract with OCLC.

The funds provided by the Bush Foundation, \$216,066 in July 1976 and \$134,980 in October 1977, together with \$88,000 of institutional grants from the Kellogg Foundation have assisted in making an online cataloging system available to many MINITEX participants for the purpose of building a MINITEX Minnesota/North Dakota/South Dakota data base of library holdings. Today 86 libraries using 91 terminals participate in the OCLC system. The MHECB/OCLC contract was renewed in 1979. In addition, many participants are adding their retrospective holdings to the data base which will facilitate increased resource sharing among libraries in MINITEX and provide local libraries with additional alternatives to the costly card catalog.

More than 2.8 million holdings records have been entered into the online data file and their information is immediately available on all OCLC terminals. A continuing growth of about one million additional records annually for the next four years is projected.

Computer assisted cataloging by MINITEX libraries improves access to local library resources. At the same time it builds a union catalog of books held in MINITEX libraries. This union catalog of books, like the MULS union list of periodicals, newspapers and serials, allows efficient identification and location of material needed by MINITEX library patrons.

During 1979-80, the staff of 18 new libraries were trained, 19 terminals were installed, and MINITEX librarians created over a million online records of their holdings.

Related Services

MINITEX workshops, seminars and training sessions provide librarians with opportunities to learn from each other and to find new ways to realize the benefits of cooperation in providing service to library patrons.

MINITEX has had workshops on automation, work flow, reference resources, computer assisted cataloging, serials management, library instruction, and computer assisted literature searching.

During 1979-80, MINITEX provided the following:

- 5 OCLC Cataloging Users Group sessions
- 3 OCLC Interlibrary Loan Subsystem workshops
- 1 Reference Resources workshop
- 1 Bibliographic Instruction workshop
- 3 Regional Reference meetings
- 13 Data Base training sessions
- 3 "Everyone's Guide to the Library" courses in cooperation with University Extension
- 241 site visits

Resources beyond Minnesota are accessible to MINITEX. A reciprocal system-to-system arrangement with the Wisconsin Interlibrary Loan Service (WILS) provides access to Wisconsin resources. A contract with the North Dakota State Library shares Minnesota and North Dakota resources, and a contract with the South Dakota State Library similarly permits access to South Dakota library resources.

V. CONCLUSION

Resource sharing is an efficient and important way of supplementing local resources and improving service to library patrons, but it is not intended to replace local collections. Individual collections are the heart of all libraries and all resource sharing activity. The local library is the patron's first choice and the most appropriate place for library service. Every Minnesota library needs a basic collection to support its mission and recurring local needs. Support of individual libraries will enable them to develop the collections which best serve their communities.

The collection development capability of individual libraries is enhanced by the MINITEX program of resource sharing for lesser-used items, cooperative processing, and statistical documentation of use. MINITEX facilitates resource sharing among Minnesota libraries, supplements local collections, and enables libraries to provide service which they could not offer independently.

APPENDIX A

MINITEX Participating Libraries

Minnesota Academic Libraries

Anoka Area Voc-Tech Institute
Anoka-Ramsey Community College
Augsburg College
Austin Area Voc-Tech Institute
Austin Community College
Bemidji State University
Bethany Lutheran College and Seminary
Bethel College
Bethel Theological Seminary
Brainerd Community College
Carleton College
College of St. Benedict
College of St. Catherine
College of St. Scholastica
College of St. Teresa
College of St. Thomas
Concordia College, Moorhead
Concordia College, St. Paul
Dakota County Area Voc-Tech Institute
Fergus Falls Community College
Freshwater Biological Institute
Golden Valley Lutheran College
Gustavus Adolphus College
Hamline University
 Bush Memorial Library
 Law Library
Hennepin Technical Center, North
Hennepin Technical Center, South
Hibbing Community College
Hormel Institute, Univ of Minn.
Inver Hills Community College
Iron Range Regional Center
Itasca Community College
Lakewood Community College
Luther-Northwestern Seminary Libraries
Macalester College
Mankato Area Voc-Tech Institute
Mankato State University
Dr. Martin Luther College
Mesabi Community College
Minneapolis College of Art and Design
Minneapolis Community College
William Mitchell College of Law
Moorhead State University
Normandale Community College
North Central Bible College
North Hennepin Community College
Northland Community College
Rainy River Community College
Red Wing Area Voc-Tech Institute
Rochester Community College
Rochester Regional Center

Minnesota Academic Libraries

St. Cloud Area Voc-Tech Institute
St. Cloud State University
St. John's University
St. Mary's College
St. Mary's Junior College
St. Olaf College
St. Paul Seminary
Southwest State University
United Theological Seminary of the
 Twin Cities Library
University of Minnesota-Biomedical Library
University of Minnesota-Law Library
University of Minnesota-St. Paul Campus Library
University of Minnesota-Wilson Library
University of Minnesota-Crookston Technical
 College
University of Minnesota-Duluth Campus Library
University of Minnesota-Duluth Health
 Sciences Library
University of Minnesota-Morris
University of Minnesota-Waseca Technical
 College
Vermilion Community College
Wadena Regional Center
Willmar Community College
Winona State University
Worthington Community College
916 Area Voc-Tech Institute

Minnesota State Agency Libraries

Crime Control Planning Board
Legislative Reference Library
Minnesota Department of Education
Minnesota Department of Public Welfare
Minnesota Department of Transportation
Minnesota Office of Economic Opportunity
Minnesota Energy Agency
Minnesota Historical Society
Minnesota Pollution Control Agency
Minnesota State Board of Health
Minnesota State Law Library
Minnesota Zoological Garden
Office of Attorney General
Office of Public Libraries and Interlibrary
 Cooperation

Minnesota Public Libraries

Anoka County Library
Austin Public Library
Carver County Library System
Crow River Regional Library
Dakota County Library System

Minnesota Public Libraries

Duluth Public Library
East Central Regional Library
Great River Regional Library
Hennepin County Library
Kitchigami Regional Library
Lake Agassiz Regional Library
Marshall-Lyon County Library
Minneapolis Public Library and
Information Center
Nobles County Library and Information
Center
Northwest Regional Library
Ramsey County Public Library
Rochester Public Library
St. Paul Public Library
Scott County Library System
Traverse des Sioux Library System
Viking Library System
Virginia Public Library
Washington County Library
Western Plains Library System
Winona Public Library

Other Minnesota Libraries

Abbott-Northwestern Hospital Library
Bethesda Lutheran Hospital Library
Children's Hospital Library
Fairview Hospital Library
Golden Valley Health Center Library
Hennepin County Medical Center
James J. Hill Reference Library
Lutheran Deaconess Hospital Library
Mayo Clinic Library
Mercy Medical Center Library
Methodist Hospital Library
Mounds-Midway School of Nursing
Mount Sinai Hospital Library
National Water Quality Laboratory
North Central Forest Experiment Station
North Memorial Medical Center Library
Ramsey County Medical Society/United Hosp.
St. John's Hospital Library
St. Joseph's Hospital Library
St. Louis Park Medical Center Library
St. Mary's Hospital Library
St. Paul Ramsey Hospital
U.S. Fish and Wildlife Service
Unity Hospital Library
Veteran's Administration Hospital
Walker Public School

North Dakota Libraries

North Dakota State Library
North Dakota State University
University of North Dakota-Chester Fritz Lib
University of North Dakota-Harley E. French
Medical Library

South Dakota Libraries

Alexander-Mitchell Public Library
Black Hills State College
Dakota State College
Northern State College
Rapid City Public Library
Sioux Falls College
Sioux Falls Public Library
South Dakota School of Mines and Technology
South Dakota State Library
South Dakota State University
University of South Dakota, Springfield
University of South Dakota-
I.D. Weeks Library
University of South Dakota-
Lommen Health Sciences Library

Wisconsin Library

Wisconsin Interlibrary Loan Service-
University of Wisconsin

Canadian Library

Lakehead University Library

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APPENDIX B

MINITEX Financial Statement
July 1, 1979 through June 30, 1980

INCOME

MN Higher Education Coordinating Board	\$475,000
Office of Public Libraries in Cooperation	95,786
Office of Public Libraries in Cooperation	48,214*
North Dakota	40,000*
South Dakota	20,000
South Dakota	20,000*
Wisconsin Union List of Serials	13,750
Wisconsin Union List of Serials	35,750*
Iowa Union List of Serials	35,750*
MULS	<u>1,485</u>
	<u>\$785,735</u>

EXPENDITURES

DOCUMENT DELIVERY		\$476,641
Personnel & Fringe Benefits	\$267,088	
Communications	89,480	
Delivery	50,886	
Photocopy	36,468	
Supplies & Equipment	24,757	
Travel & Meetings	3,586	
Memberships	1,600	
Lost Books	1,279	
Messenger & Publications	1,497	
MULS		182,823
Personnel & Fringe Benefits	\$149,400	
Supplies & Equipment	9,583	
Production	23,716	
Communications	124	
REFERENCE		36,876
Personnel & Fringe Benefits	\$ 29,848	
Communications	4,049	
Supplies & Equipment	1,966	
Mail	200	
Photocopy	403	
Travel & Meetings	285	
Searches	125	
OCLC		37,876
Personnel & Fringe Benefits	\$ 26,785	
Travel & Meetings	6,230	
Photocopy, Documentation & Mail	3,427	
Communications	940	
Supplies & Equipment	434	
Participation Fee	60	

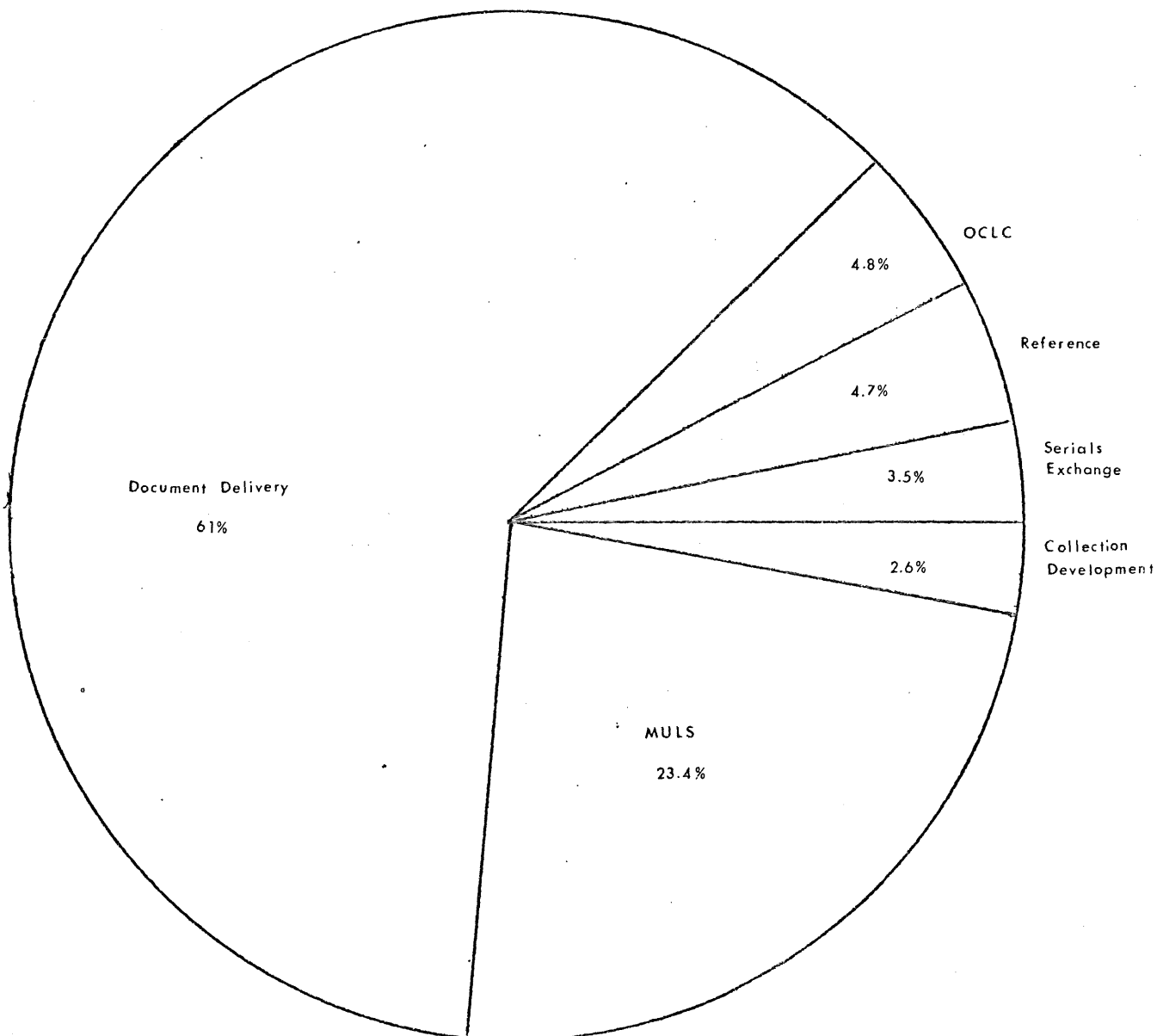
COLLECTION DEVELOPMENT	20,000
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SERIALS EXCHANGE PROGRAM	<u>27,000</u>
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\$781,216

*funds not yet received based on yearly legislative appropriation and contracts.

INCOME ALLOCATION BY PROGRAM



APPENDIX D

MINITEX DOCUMENT DELIVERY STATISTICS 1979/80

	Items Requested	%	Items Provided	%
University of Minnesota (27,751)				
Twin Cities	9,210	5.7	99,432*	70.0
Coordinate Campus	18,541	11.5	2,224	1.6
AVTI's	944	.6		
Community Colleges	10,650	6.6	292	.2
Federal Agencies (1,003)				
No Central Forest Exp Station			37*	-
Other	1,003	.6	99	.1
High School	184	.1		
Hospitals	4,708	2.9	659	.5
J.J. Hill Reference Library	2,967	1.9	1,051	.8
Mayo Clinic	682	.4	860	.6
Post-Secondary Regional Ctrs	90	.1		
Private Colleges	28,210	17.6	8,932	6.3
Public Libraries (21,647)				
Minneapolis Public Lib & Info Ctr	646	.4	7,782*	5.5
Other	21,001	13.1	1,329	.9
Seminaries	332	.2		
State Agencies (10,738)				
MN Historical Society	184	.1	662*	.4
State Board of Health	598	.4	299*	.2
State Law Library	23	-	8*	-
Other	9,933	6.2		
State Universities	25,001	15.6	6,472	4.6
Wm Mitchell School of Law	157	.1	78	-
**Canada	76	-	32	-
**North Dakota	11,280	7.0	2,028	1.4
**South Dakota	6,845	4.3	1,138	.8
**Wisconsin Interlibrary Loan Service	7,344	4.6	6,913	4.9
**Berkley			31	-
***Center for Research Libraries			299	.2
National Libraries			123	.1
****British Library, Lending Division			1,397	1.0
Total	160,609		142,137	

MINITEX Serials Exchange Program received 223,676 items; provided 25,403.

% of requests filled	88.5	142,137
% of requests for copy	75.4	107,169
% of requests for loan	24.6	34,968
% filled at U of M, Twin Cities Campus	69.9	99,432
% processed by MINITEX staff	76.1	108,180
% processed by Minnesota participants	15.5	21,996
% processed by contract and reciprocal agrmt	7.1	10,110
% processed by purchase/membership	1.2	1,696

*retrieved and processed by MINITEX staff

**contract or reciprocal agreements

***memberships

****purchase/membership

note: Veterans Administration Hospital with 1,225 requests is both a medical and a federal library.

APPENDIX E

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MINITEX PROGRAM HISTORY JANUARY 1969 to JUNE 30, 1980

Dates	Participants	Funding	Communications	Delivery	Biblio/MULS	Biblio/OCLC	Doc. Delivery	Serials Exchange	Training/Skills Development	Governance	Reciprocal Arr/Contracts/Memberships	Access to Resources	Grants
Ja-Del1969	11		11 TWX				19,993						\$25,800 Hill
Ja-Del1970	15		11 TWX				31,359						\$25,800 OPLIC \$25,800 Hill \$25,800 OPLIC
Ja71-Je71	16	\$25,000 U of M State Coll Bd	12 TWX				23,576						
J171-Je72	43	\$150,000 HECB \$ 95,731 OPLIC	34 TWX		MULS prelim.ed 3 mols 38,000 titles		71,353			5 elected Advisory 4 ex of) sory Annual Meeting	WILS (Wisconsin- reciprocal)	Participants agree to share re- sources Wisconsin	
J172-Je73	66	\$150,000 HECB \$ 95,246 OPLIC	42 TWX 15 MERITTS				79,254		Reference Workshop	Annual Meeting			
J173-Je74	90	\$248,600 HECB \$135,246 OPLIC	50 TWX 15 MERITTS WATS phone Messenger	5 couriers			100,111		3 Reference Weeks 2 Online subj. search workshops	7 elected Advisory 4 ex of) sory Annual meeting		CRL ACM expmt. (6 mos)	\$20,000 OPLIC
J174-Je75	136	\$248,600 HECB \$ 72,000 OPLIC \$ 21,500 NoDak	52 TWX 15 MECC	7 couriers	ACK* MULS 1st ed. 5 vols 71,000 titles 120 libraries		129,118	145,000 rec'd 10,068 provided	5 Reference weeks 7 Reference days	Annual meeting	North Dakota (contract) MIDLNET, OCLN (memberships) CONSER(participant)	No Dakota	
J175-Je76	146	\$350,000 HECB \$120,000 OPLIC \$ 21,500	52 TWX 15 MECC	7 couriers	NDULS MULS fiche ed.		144,436	216,623 rec'd 25,259 pro'd	4 Everyman's Guide to the Whole Library (U of M Extension course)			BLLD	
J176-Je77	146	\$350,000 HECB \$120,000 OPLIC \$ 32,500 NoDak \$ 28,500 Mont.	52 TWX 15 MECC	7 couriers	ULMS (Mont.) MULS Fiche ed.	31 libraries 34 terminals 100,000 holdings	149,104	226,820 rec'd 25,259 pro'd	6 OCLC training Wkshps 2 OCLC cat user groups OCLC auto/stats wkshp 6 Everyman's Guide...	10 elected Advisory* 7 Advisory mtgs Annual meeting		National Libraries; LC,NLM,NAL	\$216,000 Bush \$ 88,000 Kellogg
J177-Je78	150	\$400,000 HECB \$135,000 OPLIC \$ 30,000 NoDak	50 TWX 15 MECC 1 UCC 1 TI	7 couriers	MULS 2nd ed. 7 vols 90,000 titles 200 libraries SDULS	56 libraries 53 terminals 1 million holdings	151,299	236,868 rec'd 24,135 pro'd	8 OCLC training wkshps 12 regional copyright 3 Cat. Users Group mtg OCLC Workflow workshop 3 Ref. Users Group mtg 6 Everyman's Guide...	6 Advisory mtgs Annual meeting	South Dakota (contract)	So Dakota	\$139,980 Bush (including \$25,000 for SD Union List of Serials)
J178-Je79	154	\$425,000 HECB \$135,000 OPLIC \$ 30,000 NoDak \$ 33,325 SoDak \$ 48,750 Wisc	44 TWX 15 MECC 3 UCC 4 TER	8 couriers	MULS 2nd ed. rev-fiche 101,007 titles 318 libraries	66 libraries 72 terminals 1,800,000 hodlings	152,007	216,963 rec'd 21,538 pro'd	6 OCLC training wkshps 3 cat users groups 3 regional mtgs 1 SD training mtg 2 ref users support 2 data base trng mtgs 6 Everyman's Guide...	5 Advisory mtgs Annual Meeting		Colleges of Mid America	\$ 32,469 NSF
J179-Je80	158	\$475,000 HECB \$144,000 OPLIC \$ 40,000 NoDak \$ 40,000 SoDak \$ 49,500 WULS \$ 35,750 IULS	35 TWX 15 MECC 3 UCC 12 300/1200 terms. 2 OCLC	8 couriers	Adding Iowa & Wisc holdings 3rd ed. in 1980 375 libraries 110,000 titles MULS Manual	84 libraries 91 terminals 2,800,000 holdings	160,609	223,676 rec'd 25,403 pro'd	5 OCLC Cat Users Group 3 OCLC Ill Wkshps 1 Ref Resources Wkshp 1 Bib Instruction Wkshp 3 Regional Ref mtgs 13 database training 3 Everymon's Guide... 241 site visits	5 Advisory mtgs			

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STATE OF MINNESOTA

HUMAN RIGHTS STATEMENT

The Minnesota Higher Education Coordinating Board has committed itself to the policy that there shall be no discrimination on the basis of race, creed, color, sex, age, handicap or national origin in its programs, activities or employment policies as required by Title IX of the Education Amendments of 1972, Rehabilitation Act of 1973, and other applicable laws, regulations and executive orders.

Inquiries regarding compliance may be directed to Office of Personnel and Affirmative Action, Minnesota Higher Education Coordinating Board, 400 Capitol Square, 550 Cedar Street, St. Paul, MN 55101, (612) 296-3974.

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Coordinating Board**

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