

ANNUAL REPORT

LEGISLATIVE REFERENCE LIBRARY

SUBMITTED TO THE
LEGISLATIVE COORDINATING COMMITTEE

LINDA F. WALLACE, DIRECTOR

July, 1977

ADMINISTRATIVE SERVICES UNIT

Responsibilities include policymaking, budgeting, planning, evaluation and overseeing the preparation of reports and publications.

As a result of the reorganization begun a year ago, library personnel and operations now fall into three units: administrative, technical services and user services. Each has defined areas of activity. (See attached organization chart.)

Last October, the position of Reference and Technical Services Librarian was created and the position of Assistant Director was eliminated. Job descriptions now exist. Personnel reviews are conducted on a semi-annual routine.

In the winter of 1977, the directors of the partisan and non-partisan research staffs, the Legislative Audit Evaluative Unit and the Revisor of Statutes were asked to appoint a staff member to serve on the Library Users Advisory Group. The group is expected to facilitate communication to assure that the library staff and services are attuned to the current client needs, and that library patrons are aware of the full range of services provided by the library. The group has met four times. Minutes are available. Tangible benefits have already been derived from these exchanges.

Library Publications:

Recurrent: *LRL Resources*, monthly since 1974.
LRL Checklist, semi-monthly since 1974.
LRL Update, irregular.
LRL Bibliographies, on request.

One Time: *Dutch Elm Disease*, a bibliography, fall 1976.
Descriptive Brochure, fall 1976.
LRL One-Line Search Service, 1977.
*Minnesota Government Agency
Information Resources*, in process.
A Glossary of Library Terms, winter 1977.

USERS SERVICES UNIT

The User Services Unit addresses the information needs of the Legislators and their staff. Responsibilities include: Maintenance of the newspaper clipping files, access to the legislative tapes, circulation of materials and films including interlibrary loan requests.

The following two tables provide a statistical summary of the reference or question answering function of this unit.

Table I describes the number of queries handled. Column one includes ready reference responses which are defined as those questions requiring less than five minutes to answer. Column two sets out the number of questions answered which require more than five minutes. Column three lists the number of questions which were referred elsewhere. The final column gives the daily average. Comparisons with figures for 1976 indicate a 10% increase use of our reference service. Table II simply describes the quantity of service provided various categories of users.

Table 1: NUMBER OF QUESTIONS HANDLED - 1976/77

| <u>Month</u> | <u>Total</u> | <u>0 - 5</u> | <u>5 +</u> | <u>Referred</u> | <u>Average</u> |
|--------------|--------------|--------------|------------|-----------------|----------------|
| January | 476 | 248 | 199 | 29 | 40 |
| February | 274 | 215 | 138 | 21 | 31 |
| March | 621 | 381 | 198 | 42 | 30 |
| April | 528 | 296 | 197 | 35 | 22 |
| May | 550 | 359 | 129 | 62 | 29 |
| June | 357 | 230 | 87 | 40 | 20 |

Table 11: PERCENTAGE OF QUESTIONS ASKED BY DIFFERENT TYPES OF USERS

| <u>Year</u> | <u>Period</u> | <u>Legislative</u> | <u>Executive</u> | <u>Judicial</u> | <u>Public</u> |
|-------------|---------------|--------------------|------------------|-----------------|---------------|
| 1976 | July/Aug/Sept | 64.7 | 16.1 | | 19.2 |
| 1976 | Oct/Nov/Dec | 64.1 | 14.8 | | 21.1 |
| 1977 | Jan/Feb/Mar | 73.3 | 9.6 | | 18.4 |
| 1977 | Apr/May/June | 69.8 | 10.4 | .2 | 19.8 |

Percentages are rounded off.

Below are statistical summaries of our current contents and inter-library loan service activities for fiscal 1976/77.

Since 1975, the library has been providing a current contents service. Photocopies of the Table of Contents pages of periodicals are made. From the pages our patrons request photocopies of articles of interest to them. In 1975 this service was made available only to committee chairmen and their staff, but during the 1976 session the service was offered to all Legislators and staff.

Table III: NUMBER OF ARTICLES REQUESTED THROUGH OUR CURRENT CONTENTS SERVICE

| <u>Period</u> | <u>Requests</u> | <u>Period</u> | <u>Requests</u> |
|---------------|-----------------|---------------|-----------------|
| 1976-75 | | 1976-77 | |
| July/Aug/Sep* | 18 | July/Aug/Sep | 109 |
| Oct/Nov/Dec | 99 | Oct/Nov/Dec | 75 |
| Jan/Feb/Mar | 30 | Jan/Feb/Mar | 330 |
| Apr/May/Jun | 37 | Apr/May/Jun | 337 |
| <u>Total</u> | <u>184</u> | <u>Total</u> | <u>891</u> |

(Increase of 484%)

* Figures available for September only.

In 1973 the Legislative Library became part of a state-wide inter-library loan network, Minnesota Inter-Library Telecommunications Exchange (MINITEX). Because our on-site collection is relatively small we make heavy use of this service. The growth in demand for materials housed in other libraries reflects the growth in use of the Legislative Library.

Table IV: NUMBER OF INTER-LIBRARY LOAN REQUESTS
INITIATED BY LRL

| <u>Period</u> | <u>Requests</u> | <u>% Increase</u> |
|---------------|-----------------|-------------------|
| 7/73 - 6/74 | 215 | |
| 7/74 - 6/75 | 633 | + 215 |
| 7/75 - 6/76 | 1020 | + 161 |
| 7/76 - 6/77 | 2107 | + 206 |

As custodian of the Legislative tapes the library provides storage and listening facilities and maintains the necessary records to assure access to specific debate. Use of the tapes is up 20% over fiscal 1975/76. This year there were an average of 38 users per month; of the 461 listeners in 1976/77, 82% were members of the public, 9% were legislative and 9% were representatives of state agencies. This service continues to be hampered by inadequate storage space, equipment and listening room.

Since 1971, the Legislative Library has been providing Legislators with access to several films. Currently we have three available: "There Ought To Be a Law", acquired in 1971, "Art and Architecture of the Senate and House Chambers", acquired in 1976 and "Legislature Today", acquired in February 1977¹. Circulation for all films averaged 12 per month in fiscal 1977. However, "Legislature Today" has been shown an average of 23 times per month in the five months we have had it. Since we are often required to mail the films out, we are not always able to meet all requests promptly.

Below briefly noted are some other areas in which the library has been active this past year. The first of several planned changes in the procedure for handling the newspaper clippings files were introduced. The clippings are now arranged chronologically and folded with the headlines visible. The simple measures have improved the usability of these unique resources. Circulation procedures were reviewed and simplified. Orientation activities have continued with the aid of a new brochure describing the library and its services.

¹ In June 1977 we ordered two copies of the film, "State Capitol", which depicts the building of the capitol. The copies have not yet arrived. Fifty-seven schools have requested booking dates for the fall semester.

TECHNICAL PROCESSING UNIT

The unit handles all operations relating to the acquisition, cataloging and classification of books and pamphlets and all operations relating to the acquisition and listings of Minnesota government publications under MS 3.195. This year the technical services unit processed 2500 general items, an increase of 20% over 1975/76 and 5700 Minnesota publications, an increase of 16% over 1975/76. The unit regularly prepares two publications - LRL Resources and LRL Checklist.

After a review of our existing procedures and an assessment of our future needs, we decided to reclassify our book and pamphlet collections, integrating them at the same time as we assign Library of Congress class numbers and subject headings. Use of the Library of Congress system will save both time and money by simplifying our cataloging operations, and will also improve reference services by facilitating access to materials in our collection and elsewhere. Prior to reclassification we intend to discard dated and little used materials. We anticipate the discarding of about 2500 items.

The Legislative Library applied for and has received a Bush Grant which will fund our use of the Ohio College Library Center Cataloging data base. This base provides instantaneous on-line access to three million cataloging records and enables us to use cataloging records prepared by others. Access to OCLC will save time, effort and money, and will also speed reclassification.

The Legislative Library is required by law (MS 3.195) to receive and retain 10 copies of all publications prepared by state agencies. Since enactment of the law in 1974, we have received 16,000 items. Two problems continue plaguing this operation:

- 1) The unwillingness of some agencies to fulfill the depository

requirement; and 2) The ever-increasing number of documents received which places a burden on our storage facilities. To facilitate access to these documents the library publishes the LRL Checklist. Late last summer we introduced a new procedure for preparing the Checklist. As a result production time has been cut by a third. In the winter we began to append a subject index to each issue. Users indicate this index greatly improves their access to these materials.

PLANS

To prepare a definite study of library space needs to 1990.

To develop more accurate methods for measuring services and growth.

To familiarize LRL users with our new computerized bibliographic data base services.

To investigate computerized production of LRL Checklist.

To facilitate accurate classification of Minnesota documents, we plan to prepare a file tracing the history of and providing legal cites for Minnesota agencies, divisions, departments, committees, commissions, etc.

To disperse copies of Minnesota documents received under MS 3,195 in excess of two file copies.

To design a more workable and compact system for retaining newspaper clippings.

PROBLEMS

As in the past, our most pressing problem which adversely affects all aspects of service is our lack of efficient space.

We anticipate many problems beginning January 1, 1978 when the new federal copyright law goes into effect. The exact nature and degree of disruption caused for us by this law cannot now be determined. The law does, however, contain specific provisions regulating the photocopying of materials by librarians. This will definitely affect our services. Other provisions, though not directly aimed at librarians, will also place limitations on our use of protected materials.

CURRENT FULL-TIME STAFF

Director-----Linda F. Wallace

Reference Librarian-----Patricia Conley

Reference and Technical-----Shawn P. Duffy
Services Librarian

Assistant for Minnesota-----Zona De Witt
Documents

Sr. Library Technician II-----Karla Holmquist

Library Technician II-----Janie Peterson

Library Technician II-----Patricia James

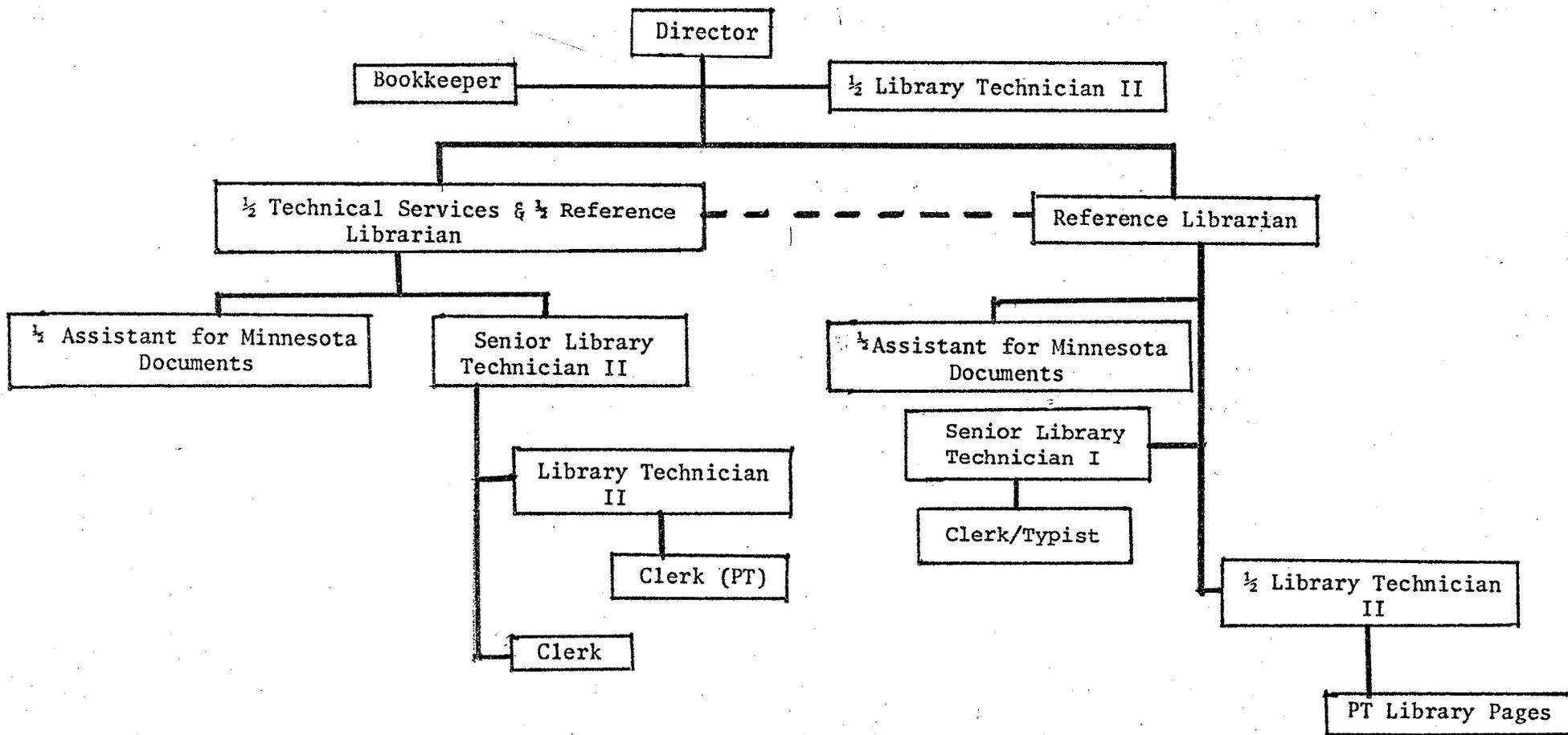
Sr. Library Technician I-----Helen Whipple

Clerk Typist-----Barbara Babine

Clerk Typist-----Vicki Larson

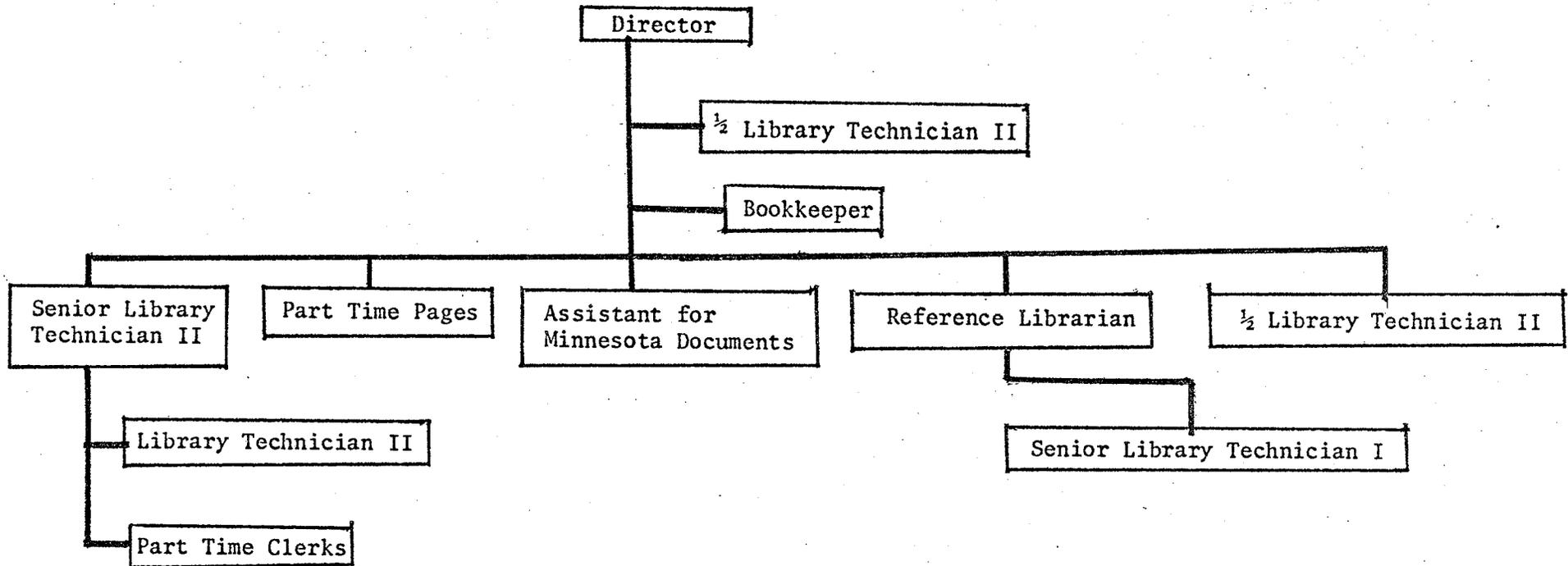
Part-Time Staff-----4 Library Pages

LRL LIBRARY STAFF ORGANIZATION



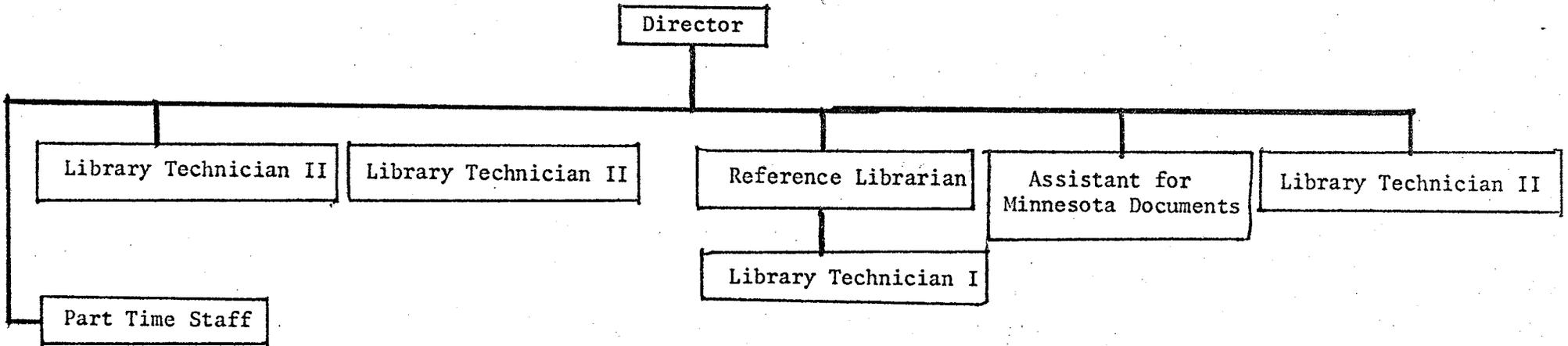
July 77

LRL LIBRARY STAFF ORGANIZATION



July 76

LRL LIBRARY STAFF ORGANIZATION



July 75