

LEGISLATIVE REFERENCE LIBRARY
BIENNIAL REPORT
July 1, 1977 - June 30, 1979

Over the years the Library has evolved into three operational units: Technical Services, Users Services and Administration. This division of functions provides a logical basis for the review of the events and activities of the past biennium.

USERS SERVICES

The Users Services Unit's primary responsibility is to respond to legislative requests for data, facts, information or materials. The average number of inquiries handled per day has increased 27%, from forty-nine in FY 1978 to sixty-two in FY 1979. Of these requests approximately 60% originate with the Legislature, 20% with the executive branch and the remainder with the public.¹

Selective Information Dissemination

In addition to the provision of information and materials in response to specific questions, the Users Services Unit continues to develop methods for selective dissemination of information by which patrons are informed of books, periodicals and other information which may be of interest to them.

For the first time in January and again in June of 1979, the Library distributed "information profile forms" to members, their staffs and legislative commissions. The Library also began sending post cards to notify patrons of books and articles in their interest areas. Between February and July 1979 one hundred twenty-seven requests have been filled in response to these cards. Cards sent and requests received have grown each month.

¹Figures for the public include those using the legislative tape recordings.

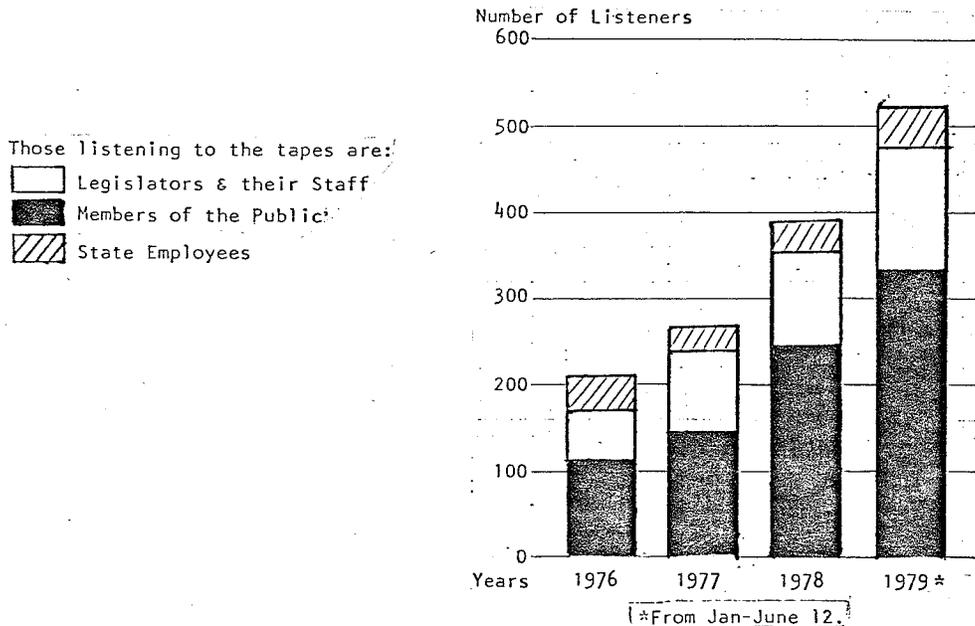
In the late spring of this year, as promised, we re-introduced another patron awareness service: "current contents." This service involves the weekly distribution of contents pages from current periodicals. From these pages, patrons request articles. Patrons select the contents pages they wish to review. To assist patrons in this selection, the Library published LRL Serial Holdings.

Computerized Data Base Bibliographic Search Services

The last biennium also saw the broadening of the Library services to include on-line bibliographic search capability. The Library has access to between eighty and one hundred bibliographic data bases representing many more subject areas. Benefits of this service include the ability to locate the most current citations available and because formulation and execution of a computer search is quick, staff, time, and money are saved. Use of this service has increased steadily. Evaluations provided by users suggest a high degree of satisfaction with results. We plan to promote this service and hope to see its use continue to expand.

Tapes

Of all the services provided by the Library, the use of legislative tape recordings of floor and committee debate has experienced the most growth in both materials and in use.



The Library was assigned responsibility for providing access to these materials by the rules of each house in 1975. Collection and use of these materials was a new experience for the Legislature and the Library. Projection of the number of users and number of tapes which would be generated was impossible. Consequently, equipment to store and service the tapes was collected in a random fashion and in time proved inadequate, ultimately adversely affecting our ability to serve. In the summer of 1978, the Library submitted a proposal to the Rules Committees of each house requesting purchase of a compact storage system to house the recordings, carrels to accommodate the listeners and shelving for the committee books. The proposal was approved. The storage system has been in use since June of 1979. Improvement in accessibility of materials is noticeable. We await the arrival of the carrels and part of the shelving. We expect these changes to positively affect our efficiency and the satisfaction of our clientele.

TECHNICAL SERVICES

Cataloging

The Library continues to benefit from the use of the Ohio College Library Center data base.² Access to this system, acquired with the assistance of a Bush Foundation grant in the fall of 1977, enables us to use or adapt any of the five million cataloging records it contains. We in turn are responsible for the entry, in approved standardized format of material the Library holdings which are not already entered. Our largest contribution to the system is made by inputting cataloging records for the new publications issued by Minnesota government.³ Through May 1979 we have added 943 new records for Minnesota documents and used the system to catalog an additional 3,570 titles.

Membership in OCLC has facilitated the reclassification of older LRL materials from the unique but limited subject arrangement

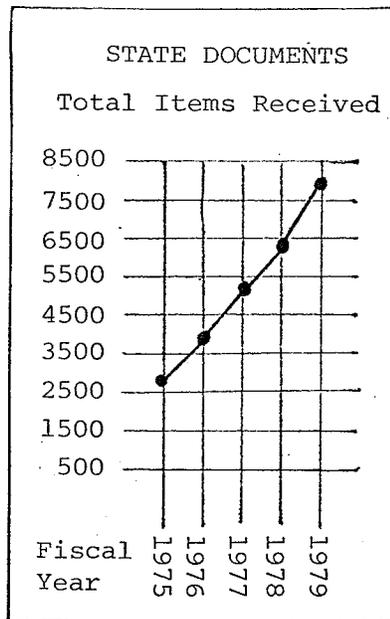
²Known by the acronym "OCLC."

³Cataloging is a library term for the process of providing each item with a unique location symbol and accompanying author, title and subject keys to that location.

developed by the Library's first librarian to the nationally accepted author, title and subject scheme developed and maintained by the Library of Congress. Staff and patrons feel that the reclassification has greatly improved access to materials.

Minnesota Documents

The Technical Services Unit is also responsible for the Library's compliance with the statutes requiring collection of Minnesota documents and the publication of a listing of these. Since we began collecting these materials in the summer of 1973, the number of documents collected each year has increased between twenty and twenty-five per cent.



This continued increase has created storage problems. In June of this year, after four years of negotiation and planning, we began the microfilming of this material. Filming will relieve our storage problem and will assure access to this material at all times.

ADMINISTRATION

Staff

The Library has added no staff in Fiscal Years 1978 and 1979. Library employees consist of four professional librarians, three technicians, two library clerk/technicians and the director. Among the full time employees, 2½ professionals and 1½ technicians are responsible for the provision of Users Services. One and one-half professional employees, 1 technician and 2 library clerks staff the Technical Services Unit. Administrative duties are handled by the director and a ½ technician. Additional clerical support is provided by 5 - 7 part time employees.

An accountant handles the bookkeeping and accounting for several commissions reporting to the Legislative Coordinating Commission and appears on the library personnel roster. Her benefits, salary and personnel requests are handled with the Library's. The arrangement is one of convenience and does not denote supervisory or reporting responsibilities.

Governance

The director reports to the Legislative Coordinating Commission on matters of budget and salary. During the calendar year 1978 questions on these matters were handled through a subcommittee designated for this purpose.⁴ The subcommittee heard the FY 80-81 budget request and FY 79 salary proposal. The subcommittee expressed agreement with the Library's proposed policy regarding access to the Library's film collection. Requests originating from non-legislative sources, schools or other community groups must be channeled through the office of a Legislator. They recommended that services of the Legislative Library are not to be promoted outside of the Legislature without the knowledge and approval of the director. The subcommittee was also involved in obtaining emergency approval from the LCC to microfilm unique legislative documents that had sustained water damage when Room B60 of the Capitol flooded in June of 1978.

⁴Chairman was Sen. Borden, other members were Sen. Ogdahl, Rep. Laidig, and Rep. W. Kelly.

Space

Since 1969, when the Library's first director requested additional space, space has been the Library's number one problem. In late 1978 the LCC subcommittee on the Library's two Senate members were directed by the full subcommittee to look into the possibility of additional space from the Senate. Because of the resignation of Sen. Borden in November no progress was made. The LCC subcommittee on the Library ceased to exist January 1979.

In recent months we have attempted to address our space problem. Staff and materials have been rearranged, more efficient equipment purchased, older and dated materials withdrawn from the collection.⁵ Plans are being made to store little used but potentially valuable materials in the State's record center and the microfilming of Minnesota documents has begun.

We do not know how successful these measures will be in forestalling the immediate crisis. We are hopeful that if we retain the space we are currently using, we can hold our own for a while. However, libraries by their nature expand. Despite all our efforts to minimize growth and efficiently utilize space, we will need additional space before too long.

The Future

The following list includes some changes which we will be making and some which we will evaluate, examine, discuss and perhaps implement during the next biennium.

We received an appropriation to facilitate the production of the LRL Checklist using output from our cataloging data base (OCLC). This change will eliminate many repetitious manual operations and will produce a more complete publication which will provide author, title and multiple subject access for each newly listed volume. Currently checklist items can be located by use of an issuing agency index or a very limited subject index. We expect new production of the Checklist to be in operation in

⁵These items are sent to the gifts and exchange division of the U of M libraries where they are distributed to other libraries within the State.

January 1980. We must first determine if we can, with existing staff, provide full and timely Library of Congress cataloging for all items appearing on the Checklist.

We also plan to look into the possibility of using hard copy produced from our cataloging records by OCLC to supplement our selected annotated accessions list, LRL Resources. If this were done users would have a listing of all new materials added to the Library over a given period of time.

OCLC may also make it feasible for us to produce our card catalog on microfiche or perhaps even to maintain these records on-line. This arrangement would eliminate many technical and time consuming manual tasks performed by both clerical and professional staff members, as well as providing access to up-to-date library holdings at remote terminals or with microfiche.

We will be looking into the cost efficiency of using the OCLC sub-system as a vehicle for interlibrary loan request and as a method of facilitating orderly record keeping. If the use of and interest in computerized bibliographic data base searching continues to grow we expect to expand our search capacity to include additional data bases.

We have been collecting data for the publication of an annotated list of recurrent statistical publications issued by Minnesota Government Agencies.

By the summer of 1980 we hope to have moved all of our materials which are currently stored in B60 Capitol. B60 adjoins the garbage dump, leaks, floods, maintains a tropical 98 degrees, is inhabited by rodents and paper eating rats, and is off limits to the cleaning crews. This is not suitable for the storage of paper.⁶

As always we will be watching for additional space and looking for better ways to utilize the space we now have.

⁶See Sue Hoberg (State Archivist), Legislative Reference Library Storage Conditions. (A Memo) June 6, 1978. Available at the Library.

Publications

On-going

LRL Checklist (Bi-weekly)
LRL Resources (Quarterly)
LRL Update (Semi-annually)

One Time *

LRL Serials Holdings: List of select periodicals, tabloids, and newspapers received by the Legislative Reference Library with annotations and indexed by subject. Winter 1979.

Preliminary Bibliography of Materials on the Minnesota Legislature, October 1977.

Glossary of Library Terms for the Joint Committee on Libraries.

Minnesota State Government Information Resources Director, December 1977.

Energy: A Select List, August 1977.

Initiative & Referendum Briefing Packet, 1979.

The D.C. Amendment: A Briefing Packet., 1979.

Reports *

Library Space: Conditions and Needs, Summer 1978.

* Available upon request.

STAFF ROSTER-FULL TIME*

Linda F. Montgomery, Director
Patricia M. Conley, Reference Librarian
Daniel R. Gjelten, Reference Librarian
Bruce C. Willms, Technical Services Librarian
Zona DeWitt, Library Research Specialist
Janie Peterson, Technician
Helen Whipple, Technician
Michele Gorr, Reference Assistant/Technician
Sidnie Ross, Library Clerk/Technician
Vacant, Library Clerk/Technician

* As Of June 30 1979

NAME _____

OFFICE ADDRESS _____

PHONE _____

Committee Assignments:

Topical Interest Areas:

Materials On:

Duration:

Topical Interest Areas:	Materials On:				Duration:	
	Minnesota	Other States	National	General	Immediate (Exp. date)	On-going
<u>EXAMPLE</u> Education-Handicapped Children		X			6-79	
Other:						

1979 Interest Profile

We would appreciate it if you would let us know of new areas of concern as they evolve.
Thank you.



Legislative Reference Library
111 State Capitol
296-3398

The following items are now available:

They will be held until
Please call if you'd like us to route
them to you.



Legislative Reference Library 111 State Capitol

The following item(s) have come to our attention:

The library does *not* plan to buy this. If you want us to
borrow a copy, return this card.



Legislative Reference Library 111 State Capitol

The following article has come to our attention:

If you want a copy return this card.