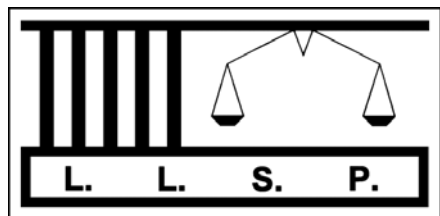


LAW LIBRARY SERVICE TO PRISONERS

2008 ANNUAL REPORT

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St. Paul, Minnesota 55155-6102

2008 Index

9224 DOC prisoners (as of 7-1-2008)
87 prison visits
7384 miles traveled
1,145 inmate interviews
1,891 individual inmates assisted
30,152 inmate requests processed
1403 hours worked by interns and volunteer

Introduction: Law Library Service to Prisoners (LLSP). The mission of LLSP is to provide law library service to inmates incarcerated in Minnesota. We do this by providing access to legal materials, both at the correctional facilities and the Minnesota State Law Library (MSLL). Circuit-riding prison law librarians, based at MSLL, conduct monthly visits at eight adult correctional facilities to meet with inmates. Questions that cannot be answered on-site using the prison collections of core legal materials are researched at MSLL. Inmates also write or call LLSP for assistance with their legal research. We also provide law library services to Minnesota Department of Corrections (DOC) inmates housed in other facilities, such as county jails, state hospitals, and other states. In addition, we provide law library service to DOC staff.

History of LLSP. LLSP, funded by an inter-agency agreement between the State Law Library and the Department of Corrections, began as a pilot project in 1984,

with one librarian visiting five correctional facilities and a part-time clerk providing photocopying support. Today, the staff includes two full-time and one half-time librarians, as well as one part-time clerk.

Providing Information and Service to Inmates. LLSP provides access to legal research materials for prisoners in several ways: by interview, kite (an internal DOC request form), letter and/or phone.

During the monthly prison visit, any inmate can request an interview with the librarian at the prison library, or a librarian will visit an inmate in a housing unit if the inmate is unable to come to the library. In the course of the interview, the inmate explains what he or she needs, and the librarian responds by providing pertinent legal research material to the prisoner, either at that time or after research is done at the State Law Library. A small core collection of legal materials, however, is available at each of the prison libraries. Each title in the core collection is reviewed annually, as is the collection as a whole, to assure that inmates have access to essential primary legal information at each prison library. By reviewing the core collection, we also determine if it is still the best and most cost-effective way to provide basic legal materials and information to inmates.

The LLSP librarians also provide access to the materials found at the State Law Library,

where most of the research is done for prisoners. MSL is the second largest collection of legal materials in Minnesota; it not only has a large print collection, but also many online resources, such as Westlaw and Lexis. By using these resources, we are able to provide inmates with information on any legal topic. Having our office space and collection provided by the State Law Library is of great savings to the program.

Overview of 2008. The Department of Corrections is striving to make inmate legal research services and materials as consistent and uniform as possible in all Minnesota correctional facilities. Throughout 2008, the staff of LLSP worked closely with DOC staff to implement this goal. A combination of print and electronic resources provides inmates access to the many important primary legal materials at the institution. The Head of Outreach Services, Daniel Lunde, and each of the LLSP librarians visited each prison during 2008 and discussed issues and problems with the institution librarians. LLSP staff also met with the prison librarians at a biannual meeting to discuss service to inmates. We continued to work closely with DOC librarians and education staff to make the transition to the electronic resources as seamless as possible. In an effort to control costs with the temporary spike in gas prices, the prison visits to Moose Lake and Rush City were combined, with one librarian visiting both correctional facilities in one extended trip.

In 2008, we provided 30,152 requested items to 1,891 different inmates. The number of requests filled increased 18.6%, and the number of inmates requesting services increased by 5.1%.

Staff, Interns, and Volunteers During 2008. Joan O., a LLSP volunteer for more than thirteen years, provided many hours of quality service, retrieving and copying legal materials for inmates and DOC staff. Six College of St. Catherine's Library School Masters Degree students (Julie M, Dan G, Jean A, Alina P, Guy P, and Lina R) interned with LLSP this year. Each intern processed and researched inmate requests, using the skills and concepts learned in the classroom and applying them to actual questions. LLSP was also assisted by STEP-UP intern, Zachary Jacobs, during the summer of 2008. Our LLSP graduate school interns and volunteer worked 1403 hours, a dramatic increase of 32.7% hours from 2007, and their assistance was invaluable. One of the reasons we were able accomplish so much was due to our high-level interns and volunteers. The primary reason for our success, however, is due to the hard work of the program staff: Shari Ober, Stephanie Thorson, Susan Trombley, and Deb Kitzmann. Because of their dedication, LLSP accomplished all of its goals and mission.

Statistical Highlights for 2008. LLSP compiles many statistics, some of which are shown in the table, graph and pie charts at the end of this annual report. A few observations concerning these and other 2008 statistics:

- Stillwater, the State's largest close-security institution for adult male offenders with a population of 1400, and Oak Park Heights, Minnesota's maximum-security institution with a population of 431, received the largest numbers of items delivered to inmates (7786 and 6714 respectively).
- Willow River/Moose Lake and Shakopee correctional facility inmates

account for the largest percentage of increases in requests (110.4% and 45.7% respectively).

- Oak Park Heights and Rush City had the largest number of individuals assisted in proportion to the total inmate population (88.9% and 39.0% respectively).
- Stillwater and Rush City had the largest number of on-site meetings with inmates (206 and 198 respectively).
- Moose Lake and Oak Park Heights saw significant percentage increases in on-site meetings with inmates (45.7% and 18.8% respectively).

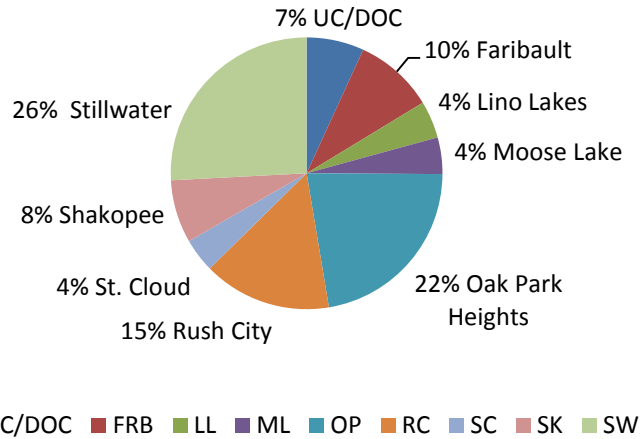
Conclusion. Over the course of the past twenty-five years, a primary LLSP goal has been to provide the best possible service at the least possible cost. We constantly work to keep the program's expenses to a minimum and maximize the resources that are available for the program. We have come to believe that by educating inmates about the resources available to them and providing access to the legal information they request, the work of LLSP diminishes the number of lawsuits filed by Minnesota prisoners.

STATISTICAL SUMMARY 2008

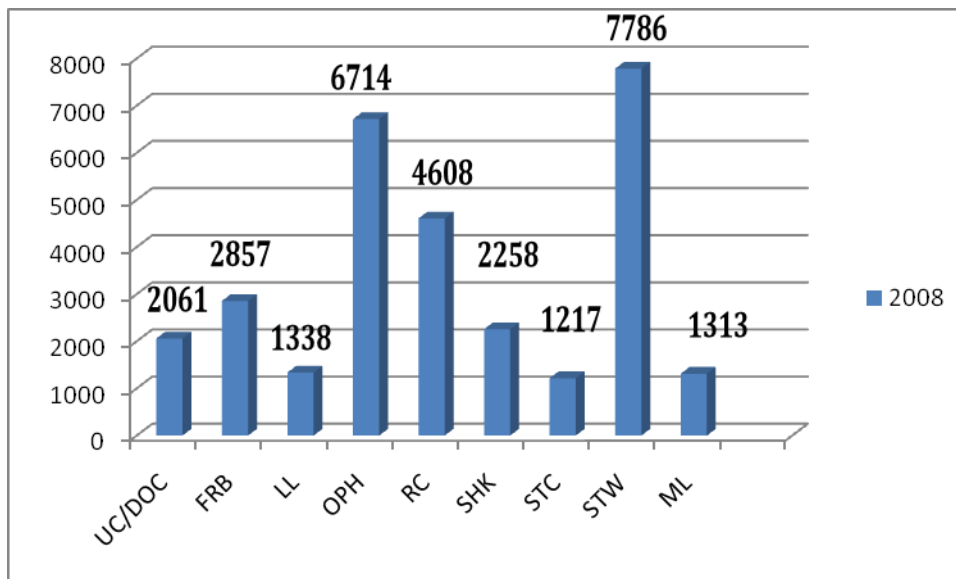
LLSP ACTIVITIES	2008	% INCREASE
Inmate Requests Processed	30, 152	18. 6 %
On-site Meetings with Inmates	1145	2.2 %
Individuals Assisted	1891	5.1 %

"Requests Processed" quantifies the activities involved in providing law library service to prisoners. "On-site Meetings with Inmates" is the number of inmate reference interviews conducted in-person. "Individuals Assisted" is the total number of people we provide information to, whether in-person, by telephone, or through the mail.

Distribution of Total Inmate Requests by Facility 2008



Total Requests Processed by Facility 2008



Abbreviations for correctional facilities used above:

UC/DOC – Minnesota Under Contract and Department of Corrections Staff,
 FRB - Faribault, LL – Lino Lakes, OPH – Oak Park Heights, RC – Rush City, SHK – Shakopee,
 STC - St. Cloud, STW – Stillwater, ML – Willow River/ Moose Lake