

LLSP and Prison Library Staff Responsibilities in Providing Law Library Service to IPs

To assure that staff of the Law Library Service to Prisoners program and the prison law librarians provides the best possible service to IPs, we recommend the following responsibilities for both LLSP and prison library staff.

LLSP Responsibilities:

LLSP staff will...

1. Provide materials that are not available in the prison core collection.
2. Encourage IPs to use legal services available within the prison law library and its core collection.
3. Assist with legal research.
4. Respond to additional kites, as needed, when prison law clerk is not available, during facility lockdown, or during prison librarian absences.
5. Mail court-deadline responses weekly and other responses every two weeks, based on the date that LLSP receives the requests and on the page/item limitations set by LLSP.
6. Inform prison librarians when LLSP staff is on vacation.
7. Inform prison librarians of LLSP program or staff changes.

Prison Law Librarians Responsibilities:

The prison library staff will...

1. Provide all materials that are available in the prison core collection.
2. Encourage IPs to use legal resources available in the prison law library and its core collection.
3. Send kites at a minimum 2 to 3 times per week to LLSP.
4. (If aware of an IP's pending court date) highlight that information on the kite or have the IP make that information prominent on the kite.
5. Send a courtesy e-mail message to LLSP if librarian will be out for any length of time (week or more) and have a backup person mail kites to LLSP.
6. Inform LLSP of any facility lockdowns or law clerk changes that may affect visits or LLSP workload.
7. Assist with coordinating virtual visits to prison housing units, if needed.
8. Advertise LLSP program and virtual visits.

Attachment B

Materials That LLSP Provides to IPs

LLSP provides legal materials that are available in the Minnesota State Law Library's collection. LLSP will not provide non-legal materials or pay for materials outside of the collection in order to fill a request from an IP.

In general, if a requested item contains information concerning case, statutory, or regulatory law, it will be considered legal information and will be provided to IPs. If it contains information about pending legislation or contains information concerning the legal research process, it will be provided.

We provide the same service and materials to all IPs, unless we are directed by the DOC not to provide certain materials to specific IPs.

Examples of Legal Materials Provided to IPs:

- Constitutions and statutes
- Case law from the United States courts, as well as all states
- Regulations of federal and state agencies
- Court rules
- Ordinances
- Attorney general opinions
- Secondary legal materials (such as legal treatises, law reviews, etc.)
- Commentary on all the primary law materials
- Forms (when available) for U.S., Minnesota, and other state courts
- Addresses for legal and governmental agencies
- Appellate briefs for Minnesota and U.S. Supreme Courts (as available)

Specific Materials Not Provided - Per DOC

- Uniform Commercial Code (UCC) materials (including lien requests)
 - Exception:
 - If given documented permission from DOC administration or wardens
- DOC policies
 - Exception:
 - If the request is from an "under contract" IP (who is not housed at one of the eight primary facilities), LLSP will provide specific policies. Other IPs must obtain policies from their facility library.
- DSM (Diagnostic and Statistical Manual)