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ABSTRACT
         In 1968, a two-year pilot project, called the
Minnesota Interlibrary Teletype Experiment (MINITEX) was undertaken
to test the feasibility of sharing the University of Minnesota's
library resources with patrons of outstate libraries. This report
presents the definitive evaluation for the MINITEX project. The four
elements in the design of the experiment which are responsible for
its success are: (1) The project's objectives were carefully defined
and limited and thus were manageable, (2) By using TWX equipment
MINITEX provided almost instant receipt of request data in a legible
printed record, (3) By having personnel assigned exclusively to
MINITEX service, the project staff could give its immediate and
full-time attention to each request and (4) By selective use of
postal service and United Parcel delivery, a daily pick-up at a
designated hour moved materials to each requesting library without
overnight delays. The report is divided into six sections: (1)
Introduction and History of the Project; (2) Statistics of Services
Rendered to June 30, 1970; (3) Over-all and Unit Costs of MINITEX
Service; (4) Results of the Spring, 1970 User Survey; (5) Appraisals
from Participating Libraries; (6) Evaluation and Conclusions.
Appendix I contains statistics and graphic data. Appendix II contains
letters from representatives of the MINITEX experiment. (NH)

M I N I T E X

(MINNESOTA INTERLIBRARY TELETYPE EXPERIMENT)

Report covering the first 18 months of project operation,
January 1, 1969 through June 30, 1970 -- with findings
based on a detailed analysis of requests handled during the
first year of full operation, July 1, 1969 to June 30, 1970.

by

Edward B. Stanford, Director of Libraries, University of Minnesota

based on data provided by

Alice E. Wilcox, Project Director for MINITEX

September, 1970

MINITEX REPORT

September, 1970

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MINITEX PILOT PROJECT REPORT
covering the period January 1, 1969 to June 30, 1970

A. INTRODUCTION AND HISTORY OF THE PROJECT

 For more than 100 years the University of Minnesota has developed

library collections to meet the teaching and research needs of its faculties

and students. With almost 3 million volumes the University library's

holdings nearly equal those of all other Minnesota colleges combined.

Only one other college library in the state has as many as 250,000 volumes.

With a few exceptions, the library collections in most Minnesota colleges

are limited to the basic books and journals needed primarily for under-

graduate programs. Thus the University Library has the only strong

research collection in a wide range of disciplines in the entire state.

Throughout the years the University Library has permitted patrons

of other libraries, both college and public, to use its resources "in house"

by visiting any of the University's 20-odd libraries where materials more

specialized than are obtainable in these other various libraries, may be

consulted. Considerable use of this privilege has been made by faculty

and students of Twin City area colleges; but distance has made such use

of the University Library by members of out-state college communities

infrequent and difficult. Interlibrary loan services have been used to make

specialized library materials available outside of the metropolitan area;

but traditional national interlibrary loan policies have generally limited

such service to graduate study and faculty research.

In 1968, in an effort to test the feasibility of sharing the University library's resources with patrons of out-state libraries, a two-year pilot project, known as the Minnesota Interlibrary Teletype Experiment (MINITEX) was undertaken, with funds provided jointly by the Louis W. and Maud Hill Family Foundation and the State Department of Education. (See attached article announcing the project.)

A sample group of 11 libraries, representing public and private colleges, junior colleges, and public libraries were initially invited to participate in the experiment. Each library was supplied with a teletype machine and was offered expedited service, including the loan of books and photocopies of journal articles, for the two-year experimental period, with all direct costs of the service borne by the MINITEX grant, at the University.

For the duration of the project the University waived its traditional limitation of interlibrary services to graduate students and faculty members, in order to obtain a more complete assessment of needs that might be met by opening the service to all library patrons, including undergraduates.

In January, 1970 two additional college libraries already financing their own teletype equipment, and two others without their own transmitting machines -- but near at hand to participants with TWX installations -- joined the project.

B. STATISTICS OF SERVICES RENDERED TO JUNE 30, 1970

What were the results of the experiment? During the first six months of 1969 the MINITEX staff at the University handled 7,378 requests. The

HISTORY

University Library Undertakes MINITEX Interlibrary Service Project

EDWARD B. STANFORD
Director of Libraries
University of Minnesota

Following three months of consultation and negotiation the University of Minnesota Library announced in December 1968 the establishment of a two-year pilot project under which it would conduct a demonstration of accelerated lending and copying service to selected libraries in the state, outside of the Twin City metropolitan area.

Known as MINITEX (Minnesota Interlibrary Teletype Experiment) this project was designed to obtain information, from actual experience in expediting interlibrary requests through teletype communication, custom handling, and rapid delivery arrangements, as to the kinds of local library needs that can be effectively met by sharing the University's extensive connections with other libraries, both academic and public.

The two-year project, which will be administered by Mrs. Alice Wilcox of the University Library staff, has been made possible by equal grants totalling $103,200 from the Louis and Maud Hill Family Foundation and from state and federal (LSCA Title III) funds provided through the Library Division of the State Department of Education.

Participating Libraries

The libraries that will participate in the MINITEX experiment were carefully selected to represent private college, state college, junior college, university branch campus, and public library needs for access to the resources of the University Library. They include: Bemidji State College, Duluth Public Library, St. John's University, Mankato State College, Rochester Public Library, University of Minnesota - Duluth, Southwest Minnesota State College, Rochester State Junior College, St. Mary's College, Saint Cloud State College, and the University of Minnesota - Morris.

The purpose of MINITEX, which is a cooperative research and demonstration undertaking, is to obtain cost, volume, and operational data that will provide a basis for developing recommendations for a more long-range state-wide interlibrary service program. By maintaining detailed transaction records, the project will seek answers to the following types of questions:

(a) What kinds of material not presently available in participating libraries can be provided effectively from the University Library, by lending and copying?

(b) What effect will increased off-campus lending of volumes from the University Library have on the Library's service to its own faculty and students?

(c) What volume of requests can be anticipated in a complete state-wide service, assuming rapid location and delivery of materials by a staff exclusively available to handle inter-institutional needs?

(d) What procedural improvements and shortcuts can be introduced to speed the handling time (a major element of delay under the present system) within requesting libraries and within the University Library?

(e) What communication equipment and delivery arrangements can be effectively utilized to reduce the "turn-around time" between initiating requests and receiving needed materials?

(f) What staff, equipment, and delivery costs would be required to finance an eventual statewide enriched service from the University Library to all Minnesota academic and public libraries?

(g) What proportion of interlibrary requests can be met by photocopying, and what proportion requires the loan of original publications?

(h) What guidance could a careful examination of pilot project experience provide in identifying fields of local college library collections that need strengthening?

(i) What implications would such a pilot project reveal for further areas of interlibrary cooperation among Minnesota institutions?

The Network

The service will utilize TWX equipment to speed the filing of citation and verification information to the project center, and will experiment with varying delivery arrangements (e.g., United Parcel) to determine which method will get desired materials to out-state patrons with the least transportation delay.

Each library in the MINITEX network will have its own teletype installation on which requests for books or periodical articles can be instantaneously transmitted to the University Library. Immediately as such requests are received, project personnel will locate the desired publications and mail them directly to the requesting library --usually the same day or within 24 hours. Books will be sent on loan, while magazine articles will be furnished in Xerox copy so the original journals may remain on campus for use by University library patrons.

Thanks to the outside funding that has been obtained for this project, the accelerated service provided by MINITEX will be without any charge to patrons. It will not affect the regular Interlibrary Loan service which the University Library has long provided to libraries throughout Minnesota and the U.S. Its unique features, which necessitate special funding, include TWX transmission, the hiring of personnel to handle MINITEX requests exclusively (locating and furnishing publications from any of the 20 libraries on the Minneapolis and St. Paul Campuses, copying and mailing material on a "same-day" schedule), free teletype and copying services, and special record keeping for analyses and evaluation.

It is expected that in addition to the improved service that will benefit the participating libraries, the project will have long-range benefits to all libraries in Minnesota by providing realistic evidence we do not now have as to what types of local library needs can be met by such expedited service from the University, and what magnitude (and sharing) of cost would be involved if a more permanent network arrangement could be undertaken on a state-wide basis, in which any academic or public library could participate.

following year (July 1969 through June 1970) requests totaled 25, 424 -- or

a grand 18-month total of 32, 802 transactions. A depth analysis of these

25, 424 requests handled during the fiscal year 1969-70 shows that 62. 4%

of all college requests were for faculty members and graduate students,

and 18. 6% for undergraduates. Almost two-thirds (63. 6%) of all requests

were to obtain materials for research or teaching; 27. 9% were for graduate

or undergraduate studies.

Use of the service by the two participating public libraries (Duluth and

Rochester) differed significantly both in kind and in volume from use by

college libraries. During the six-month period January through June, 1970,

requests from these public libraries averaged 58 per month, in contrast to

an average of 292 requests per month sent in by college library participants.

Seventy-five per cent of the public library requests were for loans of books,

and 25 per cent were for photocopies of periodical articles. The use

pattern by college libraries was the reverse: 70 to 80 per cent of their

requests were for copies of articles, and 20 to 30 per cent involved the

borrowing of original mate: ils. Because the kinds of books requested

by public libraries were frequently not within the scope of the University

Library's collections, only 73 per cent of public library requests could be

filled immediately, whereas the "success" in filling requests from the

college library group averaged 84 per cent.

For all libraries in the project the failure to supply desired items

immediately averaged just under 20 per cent of all requests. Over half

of these "failures" involved items not owned by the University Library.

12. 5 per cent of these were in use (on Reserve for University courses or

on loan to faculty or student patrons) at the time they were requested.

14. 2 per cent were not immediately found on the shelves (half of these

were located by a second search and sent to the requesting library a few

days later). Among the remaining "failures" a few were at the Bindery,

some were the result of incomplete bibliographic identification, and others

involved materials that do not circulate even to University library patrons.

The "turn-around time" achieved by MINITEX during the year ending

June 30, 1970 was as follows:

23 per cent of all requests were either received by the requesting

library or were reported as unavailable the following work day.

An additional 52. 4 per cent were delivered to the requesting library

the second working day.

This means that 75. 4 per cent of all transactions reached the patron's

local library, if available from the University library's collections,

within 48 hours of the original request transmission.

C. OVER-ALL AND UNIT COSTS OF MINITEX SERVICE

The total cost of the service (including all teletype charges, staff work

in verifying, locating, fetching, copying, shipping, free photocopying, and

postal or United Parcel delivery to the local library) was, for the 1969-70

fiscal year, $52,886. For the 25,424 requests handled during this period

the unit cost, therefore, was $2.08 per request.

During the first six months of the project, before full volume and maximum efficiency in procedures became effective, the unit cost per request was between $2.65 and $2.75. (These costs do not include "participating library" staff costs for verification of needed items, searching local holdings, and transmission of requests.)

These cost figures become increasingly significant when compared with the $15.80 unit cost (excluding teletype costs and labor costs, at the State Library) reported by NYSILL, the New York State interlibrary loan network. NYSILL's average turn-around time is reported to be from 19 to 22 days over-all.

D. RESULTS OF THE SPRING, 1970 USER SURVEY

In order to obtain "consumer feedback" on MINITEX, patrons of participating libraries, who had used the service regularly, were asked to answer a questionnaire designed to test its effectiveness from their point of view.

Among 85 library patrons who filled out these questionnaires, 43 came from college faculty members, 35 from graduate and undergraduate students, and 7 from "other" library patrons. Although several respondents had used the MINITEX service more than one hundred times, the median number of requests per user in this group was 30 for faculty members, 25 for graduate students, and 15 for undergraduate and "other" patrons. By far the majority of requests were for materials needed to further various research studies, with items needed for teaching mentioned as the second most frequent purpose.

The value of the service was indicated by 80 out of 85 respondents

who said they could not have completed their project without the aid

provided by MINITEX. The majority of respondents checked "3 days" as

the time within which most of the materials they requested were received.

(This allows one added day beyond the reported 2-day library receipt time,

for patrons to be notified locally and come in to pick up delivered items.)

78 of the 85 patrons said they received the material they requested. All

said it arrived in time to be of use to them. 77 said they were notified,

and were told, if the material could not be obtained from the University,

the reason it could not be supplied. 43 respondents said their experience

with MINITEX helped them to identify and to recommend books, journals,

or bibliographic tools their own library ought to add to its collections.

64 patrons described MINITEX as a service that they feel is "critically

essential". The remaining 21 labelled MINITEX "desirable" if a way

could be found to fund it on a permanent basis when the present grants

for the initial research experiment expire.

In addition to answering the user questionnaire, a number of individual

respondents added notes expressing more personally their evaluation of

the service. Among these comments were the following:

From a biology professor ----

> MINITEX has been a definite boon to what the small
> college can do. Specifically, (a) I have been saved the
> time to drive to the U and use the facilities; (b) the nature
> of my advanced Biology class requires extensive library
> work and for once we were able to do things we could
> not do before. For example we now have an excellent
> choice of journals to work from which is something

a small, private school - or group of small schools - cannot afford. I would hate to see an excellent arrangement such as this be dropped because of funds. I'm sure, because of the large selection of journals that the U purchases, that many schools would be willing to participate financially. It would be much cheaper than to buy the journals. I heartedly recommend that the means to continue this service be sought after. It is excellent.

From a college instructor working on his Ph.D. ----

MINITEX was especially timely for me in my doctoral research. I would not anticipate as heavy a use in subsequent years. However, the service would be valuable on an ongoing basis and could be feasible, financially, under conditions of selective use. I greatly appreciated the service, for it provided me with reference items not available at ------ College and saved me untold hours of searching on my own. Having the resources of a graduate library at hand is a great boon to our master's program as well.

From a State College graduate student ----

If MINITEX is discontinued this valuable service will be especially missed here at ------ because we don't have an adequate collection of government documents nor do we have depth required for graduate studies in History or Political Science.

From another graduate student ----

I found this service to be extremely useful for my Graduate research work. I certainly would have been greatly restricted if it were not for MINITEX; in a few cases my paper bibliography consisted of approximately 80% of works from the University. I think this service is absolutely essential for Graduate work and I hope it would be continued at least for Graduate students.

From a school teacher writing a Doctoral dissertation ----

For me this program has been a life saver. The local libraries, book stores etc. simply did not have the resources I needed, and my dissertation has not required esoteric material. Having access to the University of Minnesota has saved the necessity of numerous trips, calls, etc.

While there are probably not many working on advanced degrees away from a University, I would think that the availability of this service would help upgrade teaching and other research locally.

From an undergraduate History major ----

In doing research for papers MINITEX seems imperative, given the number of works available at the ------ Library. Without this system students would have to visit other libraries, most likely quite a distance from ------, in order to obtain the resources they need to produce work which is scholarly and worthy to be submitted to instructors.

Undergraduate comment from a recently established four-year college ----

Thank you for the service this past year. Through MINITEX I've been able to get at some interesting opinion that would have been impossible here at ------. I believe the costs will be less with MINITEX than without it and I'll support the program even if we need to partially pay for the service.

From a private college undergraduate student in Biochemistry ----

The copies of periodical articles I have received through MINITEX have been invaluable in my research. The articles were delivered promptly and I encountered no errors in requesting and receiving an article. If this type and quality of service can be maintained, I can make no suggestions for improvement.

From a professional man not affiliated with a college ----

Since my employer has no budget for "research" I have undertaken my studies on my own. Because I cannot bind a non-research organization to pay for such services does not mean that I do not believe them worth support by universities, community colleges, medical and other professional associations. Having seen such services state-wide in eastern states such as Rhode Island and New Hampshire where the distances are not so great, I believe that in such a large state as Minnesota with many remote communities it can perform even greater service, especially combined with photocopying service and improved indexes in every community; this will enable all libraries and people to share in the concentrated pools of books without requiring either the people or the books to be moved.

From a Professor of Sociology ----

MINITEX was enormously helpful to me this year. For
example, I gave a paper January 7, at the Mayo Clinic, on
abortion, which I never could have done without this help.
fact, I never realized how much more quickly one can
search a topic until I had the advantage of using MINITEX.

Fortunately, our library handled my requests as quickly
as possible, and I was amazed at how fast requests were
processed, here and at the University. Anyone doing
serious teaching, at least some writing, and engaging in
research will find MINITEX service extremely helpful.
I dread the very thought that this service might not be
available to us in the future.

I am willing to write to anyone, or speak to anyone, or
give testimony to anyone, if this would help the legislature
or any foundation to be convinced to finance this project.

Let me know what I can do.

Letter from a MINITEX user to the Hill Family Foundation ----

This is just a note to tell you what incredibly quick
service I received via the "MINITEX" system. I recently
came across an article by M. Nickson, "Provisional List
of Austrian Libraries containing Medieval Manuscripts, "
in the Bulletin of the Institute of Historical Research,
University of London, vol. 31 (1958) 195-202.

Within two days, I received a printout of seven pages.
I think that the idea of multiple-institution use of library
facilities is a big step forward insofar as our common
needs are here in Minnesota.

Congratulations on the part which the Hill Family
Foundation has played in this effort.

E. APPRAISALS FROM PARTICIPATING LIBRARIES

In order to obtain feed-back from Librarians, each of the 15 participating

libraries also replied to a questionnaire designed to appraise the project

from the library point of view.

Individual college libraries reported that from less than 25 per cent

to as high as 50 to 75 per cent of their faculty patrons have used MINITEX

service since it has been in operation. Ten libraries reported that under

25 per cent of their non-faculty members used it, while five reported use

by from 25 to 50 per cent of their non-faculty clientele.

In response to the question "In what ways (if any) has MINITEX failed

to provide satisfactory service", almost all libraries reported "NONE".

All libraries said MINITEX transactions required less than the full

time of one staff member locally; 8 out of 15 checked "less than half-time".

Their estimated median staff cost for MINITEX work was $200 per month

(with a low of $100 and a high of $575).

Twelve of the 15 libraries said MINITEX revealed, as requests for

a given title recurred, items they should acquire locally to meet the needs

of their patrons. All but one library said that MINITEX service identified

for them titles they need not duplicate locally as long as they could use

those in the University's collections (e.g., current periodical titles and

back files of scholarly journals).

Eleven of the 15 libraries rated MINITEX as "Essential", and the

remaining four described it as highly "desirable" if it could be funded as

a permanent service.

More than half of the group cited "copies of periodical articles" as

the most valuable aspect of MINITEX for them. "Access to stronger book

collections" was the second most valuable feature of the project, as

appraised by the librarian.

F. EVALUATION AND CONCLUSIONS

There is no question, from the evidence that has emerged from 18

months of its operation, that MINITEX has been eminently successful, both

as an experiment and as a demonstration of the quality of service that can

be provided, through an interlibrary network, from the University of

Minnesota Library to patrons of libraries out in the state.

The speed of the service (in terms of "turn-around" time), its "batting

average" in supplying needed books and journal articles from the University's

collections, and its unit costs have proved conclusively the feasibility of

such service as a means of providing for out-state scholars library materials

beyond the scope of their local collections.

The few times materials on loan to MINITEX libraries were asked for

by University library students -- and the promptness with which participating

libraries returned such titles when they were recalled -- suggests that

sharing of University library resources with other libraries can probably

be continued and expanded without detriment or serious inconvenience to

the University Library's service to its own patrons.

The MINITEX project clearly has assisted independent study, research,

and teaching in out-state institutions. That it has been appreciated is

evidenced by the testimonials patrons who answered user questionnaires

have volunteered. The demonstration has shown that not only faculty

members and graduate students, but also undergraduates can make

effective use of such a service.

Only two or three limiting factors were observed during this experiment.

There were a few instances where searches involving a large number

of difficult, foreign language citations, presented problems in locating and

identifying desired items. Where intensive bibliographic searches for

materials lacking full citation information are required, it may be preferable

for the scholar to visit the University Library in person, to track down

such elusive publications, using the total array of guides and indexes that

may turn up the desired item.

It was also evident that the full use of a service such as MINITEX

depends on having the teletype close at hand and continuously available in

the library where needs for material originate. Winona State, for example,

which was invited to share the teletype facility experimentally with St. Marys,

across town, made far less use of the service than any of the other colleges

that had TWX transmitting equipment in their own libraries.

Finally, a long distance service for Minnesota, such as MINITEX, can

achieve its full potential only when participating libraries have more complete

information on the resources available at the University library. Such

bibliographic aids as a copy of the University library's card catalog, and

a list of its serial holdings, would greatly facilitate such an interlibrary

service. With these tools at hand locally, requesting librarians could

then identify specific items known to be in the University library's collections,

and could then make their requests in terms of specific titles listed in

these tools.

The main catalog of the University Library has recently been micro-filmed; and it is hoped that, in due course, this tool can be reproduced for acquisition by other libraries in the state. Also, it is hoped that the journal holdings of the University Libraries may eventually be listed in a computer print-out form, so copies of this guide can also be obtained by other libraries.

What has the MINITEX demonstration accomplished that will be helpful in future planning for library service in Minnesota?

The project did not undertake to "reinvent the wheel". It did not bite off more than it could hopefully produce in service. It resisted the temptation to experiment with telefacsimile, which still requires an improved technology and a lower unit cost before it can be economically feasible for regular interlibrary use. And it made no use of computer-based data -- although automation, like telefacsimile, holds high promise for improved interlibrary service applications in the years immediately ahead. Further experimentation in applying the potentialities of data-processing capabilities should be under-taken, in manageable steps, in the future.

MINITEX was successful because it focused on a service that could be provided with present, workable arrangements, and that are within realistic support levels for library service in Minnesota.

Four elements in the design of the experiment -- which will be essential ingredients in any service that may succeed MINITEX -- are responsible for its success. These are:

(1) The project did not try to "be all things to all people". Its objectives were carefully defined and limited -- and thus were manageable. It did not try to embrace all types of service to all libraries at once.

(2) By using TWX equipment MINITEX provided almost instant receipt of request data in a legible printed record (as opposed to providing citations orally by telephone or depending on mail schedules to get requests to the University Library).

(3) By having personnel assigned exclusively to MINITEX service, the project staff could give its immediate and full-time attention to each request, from its receipt all the way through to getting it on its way -- thus avoiding the waiting and multiple handling that would have resulted, had the staff had other library duties or been dependent on other departments, such as copying, shipping, or messenger service, to complete each transaction.

(4) By selective use of postal service and United Parcel delivery, where each was most effective, a daily pick-up at a designated hour moved materials to each requesting library without overnight delays.

This report on MINITEX comprises the definitive evaluation for the project, as the experiment approaches the end of its two-year authorized period of operation.

This report does not include specific recommendations for action. Such recommendations are, however, being developed, and will be presented to the University Administration and to the Minnesota Higher Education Coordinating Commission, to provide a basis for the formulation of proposals for a successor service to be funded in part by the state legislature, with a share of the cost to be borne by participating libraries.

Following the text of this report are two Appendices.   The first one

contains the statistical and graphic data upon which the report is based.

Appendix II contains letters received from officers representing the

various institutions and libraries that have been served by the MINITEX

experiment.

                                    Respectfully submitted,

                                    Edward B. Stanford
                                    Director of University Libraries
                                    University of Minnesota

MINITEX REPORT

APPENDIX I

STATISTICS AND GRAPHIC DATA ON THE MINITEX PROJECT

MINITEX

REQUESTS SUBMITTED

January 1, 1969 to June 30, 1970
(the first 18 months of operation)

MANKATO STATE COLLEGE	6305
ST. MARY'S COLLEGE	4417
UNIVERSITY OF MINNESOTA, MORRIS	4122
BEMIDJI STATE COLLEGE	3097
SOUTHWEST MINN. STATE COLLEGE, MARSHALL	3041
ST. CLOUD STATE COLLEGE	2670
UNIVERSITY OF MINNESOTA, DULUTH	2478
ROCHESTER STATE JUNIOR COLLEGE	1968
ST. JOHN'S UNIVERSITY	1617
ROCHESTER PUBLIC LIBRARY	1062
DULUTH PUBLIC LIBRARY	854
CARLETON COLLEGE	625 *
ST. OLAF COLLEGE	356 *
ST. TERESA, COLLEGE OF	100 *
WINONA STATE COLLEGE	90 *
	32,802

*These four institutions were added as participants January 1, 1970, so their use figures only represent six months instead of 18 months.

Carleton and St. Olaf had their own teletype already available when they joined MINITEX.

St. Teresa and Winona State shared the teletype at St. Mary's, as an experiment to determine whether sharing of TWX equipment at another library is feasible.

MINITEX REQUESTS   JULY 1, 1969–JUNE 30, 1970

MONTH	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
BEMSC	112	16	73	250	211	189	154	335	288	392	220	183	2423
CARNF							11	141	99	150	141	83	625
DULPL	62	82	87	59	60	37	42	63	47	68	39	67	713
MANSC	238	205	76	643	540	346	425	726	466	683	515	465	5328
ROCJC	6	6	74	72	51	50	351	211	49	134	84	62	1150
ROCPL	52	78	57	88	68	42	109	61	31	46	39	92	763
STCSC	146	162	60	154	224	85	200	343	139	351	149	170	2183
STJON	111	33	94	81	112	116	82	47	152	132	119	113	1192
STMAR	99	19	180	288	388	184	284	573	814	401	137	219	3586
STONF							9	30	58	148	55	56	356
STTER							2	3	33	17	2	43	100
SMSCM	12	14	33	181	214	162	211	360	219	468	307	75	2256
UMDUL	119	77	70	152	163	81	225	169	199	322	164	137	1878
UMMOR	39	58	86	130	387	171	330	428	249	438	282	183	2781
WINSC							4	7	10	31	11	27	90
TOTAL	996	750	890	2098	2418	1463	2439	3497	2853	3781	2264	1975	25424

MINITEX REQUESTS JULY 1, 1969 — JUNE 30, 1970

LIBRARY	TOTAL REQUESTS	TYPE			STATUS					PURPOSE									
		PHOTOCOPY	LOAN	MICROFILM	FACULTY	GRAD. STUD.	COL. STUD.	H.S. STUD.	OTHER	COL. COURSE	H.S. COURSE	TEACHING	GRAD. STUDY	RESEARCH	WRITING	RECREATION	GEN. INF.	REPLACE.	EXT. COURSE
BEMSC	2423	1761 72.5%	662 27.5%		1422 58.7%	599 24.7%	395 16.3%		4	225 9.3%		133 5.5%	249 10.3%	1600 66.0%	33	8	46	129	
CARNF	625	456 73.0%	169 27.0%		133 21.3%	13 2.1%	471 75.4%	6	2	350 56.0%	6	28 4.5%		233 37.2%	5	1	1	1	1
DULPL	713	134 18.8%	579 81.2%		81 11.3%	4 .6%	18 2.5%	8	602 84.4%	18 2.5%		19 2.7%	2	167 23.4%	40	9	458		
MANSC	5328	4445 83.5%	873 16.5%	10	1945 36.6%	2304 43.2%	1062 19.9%	6	11	878 16.5%		465 8.7%	1356 25.4%	2172 40.8%	83	5	103	266	18
ROCJC	1150	877 76.2%	273 23.8%		426 37.0%		723 62.8%		1	32 2.8%		92 8.0%	18 1.6%	957 83.2%	6	4	22	3	
ROCPL	763	238 31.2%	525 68.8%		58 7.6%	164 21.5%	116 15.2%	60	365 47.8%	47 6.2%	17	21 2.8%	68 8.9%	326 42.8%	24	27	197	24	12
SMSCM	2256	1704 75.6%	544 24.4%	8	1373 58.3%	19 .8%	856 38.0%		8	265 11.6%		254 11.3%	58 2.6%	1406 62.6%	187	17	63	3	3
STCSC	2183	1831 83.9%	334 16.1%	18	1183 54.1%	630 28.8%	367 16.8%		3	292 13.4%		257 11.8%	408 18.7%	1027 47.0%	49		30	117	3
STJON	1192	815 68.4%	377 31.6%		783 65.7%	44 3.7%	350 29.4%	2	13	362 30.2%	1	478 40.1%	63 5.3%	284 23.8%		3			
STMAR	3586	3154 88.0%	431 12.0%	1	1167 32.5%	246 6.9%	2173 60.6%			595 16.6%		277 7.7%	62 1.7%	2581 72.0%	45	2	12		12
STONF	356	303 85.2%	53 14.8%		133 37.4%		223 62.7%			222 62.5%			1	131 36.8%	2				
STTER	100	77 77.0%	23 23.0%		48 48.0%	34 34.0%	18 18.0%			50 50.0%		4 4.0%	28 28.0%	14 14.0%	2	1	1		
UMDUL	1878	1236 65.9%	640 34.1%	2	966 51.5%	341 18.2%	535 28.5%		36	249 13.3%		69 3.7%	229 12.2%	1208 65.0%	38	3	27	25	20
UMMOR	2781	1589 57.1%	1189 42.9%	3	1367 49.1%	73 2.6%	1323 47.6%	4	14	892 32.1%		226 8.1%	56 2.1%	1374 49.4%	54	53	115	5	6
WINSC	90	62 69.0%	28 31.0%		65 72.2%	25 27.8%				1 1.1%		2 2.2%	13 14.5%	61 67.9%	11	2			
TOTAL	25424	18682 73.4%	6700 26.4%	42 .2%	11150 43.8%	4496 17.8%	8630 33.9%	86 .3%	1059 4.2%	4478 17.6%	24 .1%	2325 9.1%	2611 10.3%	13551 53.3%	579 2.3%	133 .5%	1076 4.2%	573 2.3%	74 .3%

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MINITEX

REPORTS ON REQUESTS NOT IMMEDIATELY FILLED

JULY 1, 1969 – JUNE 30, 1970

LIBRARY	NOT OWNED	NON-1 CIRC.	VOLUME MISSING	IN USE–RECALLED	BINDERY	CHECK CITATION	TOTAL	SENT LATER	% REQUESTS FILLED
BEMSC	482	21	60	56	16	50	685	94	75.4
CARNF	138	11	16	11	6	13	195	17	71.5
DULPL	134	19	39	33	4	2	231	48	73.3
MANSC	556	39	196	97	110	108	1106	209	83.9
ROCJC	138	25	44	33	9	14	263	39	81.6
ROCPL	137	20	35	48	1	6	247	44	73.4
SMSCM	287	32	67	60	34	34	514	90	81.2
STCSC	247	24	62	54	21	30	438	95	84.3
STJON	111	35	30	44	14	14	248	48	83.2
STMAR	354	40	96	80	26	36	632	90	84.9
STONF	29	4	5	10	7	8	63	12	85.7
STTER	12	1	7	5	1		26	9	83.0
UMDUL	206	46	53	63	20	18	406	86	83.0
UMMOR	314	54	97	118	17	36	636	162	83.0
WINSC	5	2	1	2	1	1	12	2	88.9
TOTAL	3150 55.2%	373 6.6%	808 14.2%	714 12.5%	287 5.0%	370 6.5%	5702	1045 18.4%	

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MINITEX EXPENSES

July 1, 1969 to June 30, 1970

|	
TWX	$13,846.19
POSTAGE AND TRANSPORTATION	2,790.50
PHOTOCOPYING	4,926.25
EQUIPMENT AND SUPPLIES	2,760.66
SALARIES	28,563.17
	$52,886.77

PROCESSED REQUESTS	25,424
UNIT COST	$2.08

Benefits Received per Participating Library from MINITEX 7/1/69 - 6/30/70

Library	Requests	% of Total	Cost of Service Received
MANKATO State College	5,328	20.95	$11,082
ST. MARY'S College	3,586	14.10	7,460
U. of Minn., MORRIS	2,781	10.93	5,786
BEMIDJI State College	2,423	9.53	5,040
S/W Minn. State College, MARSHALL	2,256	8.87	4,694
ST. CLOUD State College	2,183	8.58	4,540
U. of Minn., DULUTH	1,878	7.38	3,906
ST. JOHN'S University	1,192	4.68	2,480
ROCHESTER Junior College	1,150	4.52	2,392
ROCHESTER Public Library	763	3.00	1,588
DULUTH Public Library	713	2.80	1,484
CARLETON College	625*	2.45	1,300
ST. OLAF College	356*	1.40	740
College of ST. TERESA	100*	.39	208
WINONA State College	90*	.35	188
TOTALS	25,424	100.00	$52,888

*These data reflect only 6 months of participation, as the libraries were not added as participants until January 1970.

FORMAT REQUESTED

73.4 %

PHOTOCOPY

.2 %

MICROFILM

26.4 %

LOAN

PATRON STATUS

18.6 %
GRADUATE
STUDENTS

43.8 %
FACULTY

4.2 %
OTHERS

.3 %
HIGH SCHOOL
STUDENTS

33.1 %
COLLEGE
STUDENTS

PURPOSE

17.6 % COLLEGE COURSES

53.3 % RESEARCH

10.3 % GRAD STUDY

9.1 % TEACHING

4.2 % GENERAL INFORMATION

2.3 %   REPLACEMENTS

2.3 %   WRITING

.5 %   RECREATION

.3 %   EXTENSION COURSES

.1 %   HIGH SCHOOL COURSES
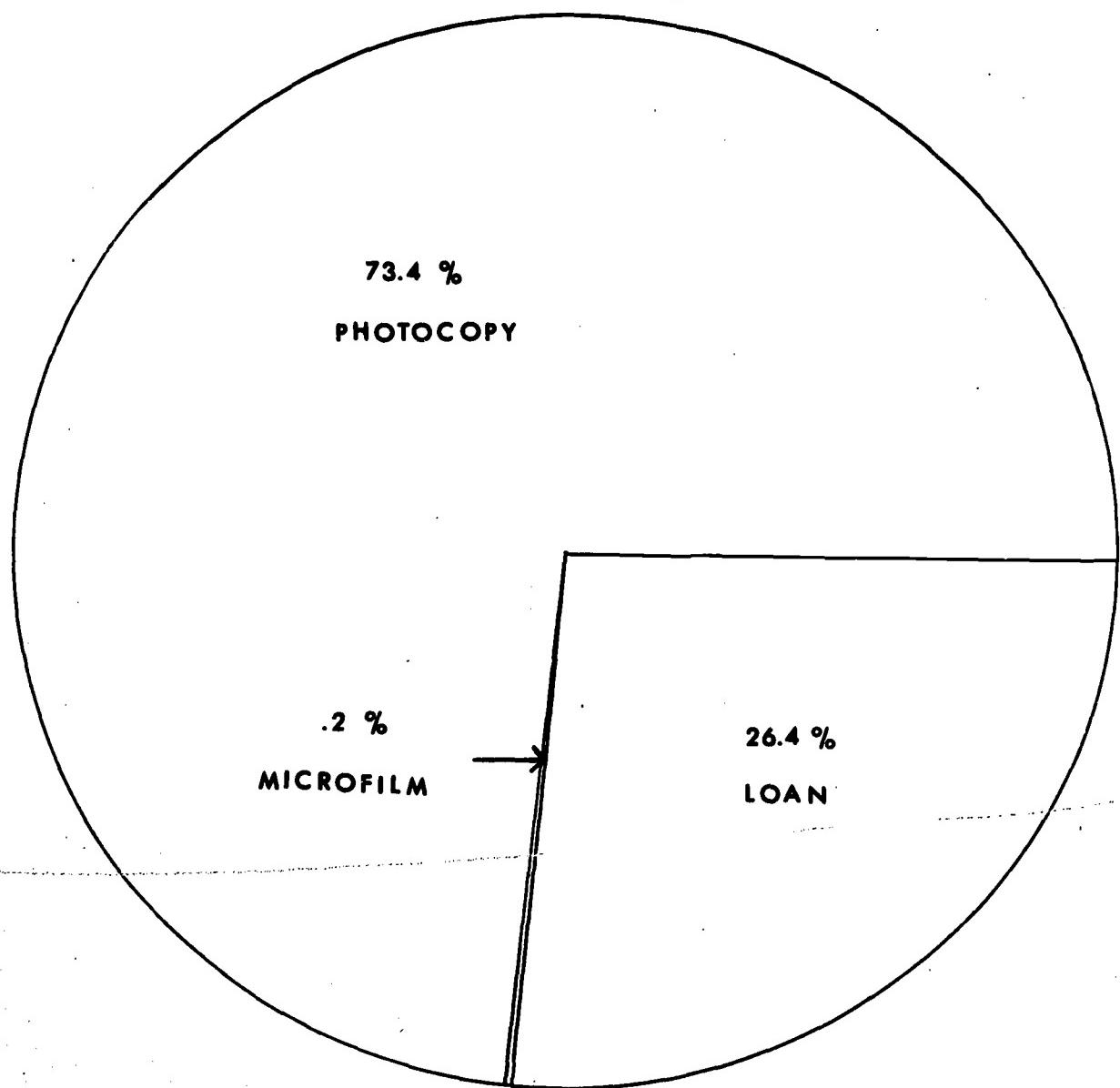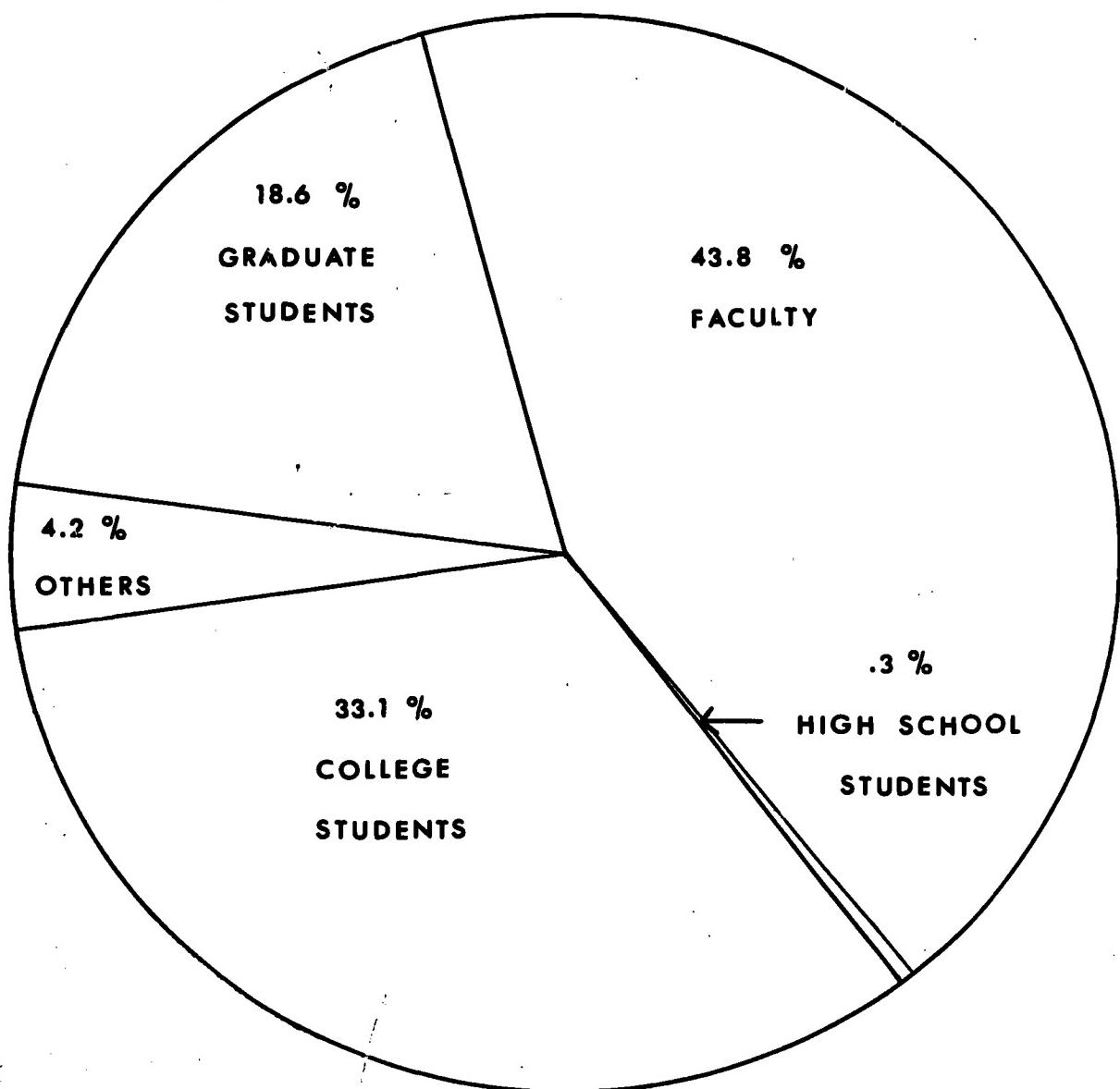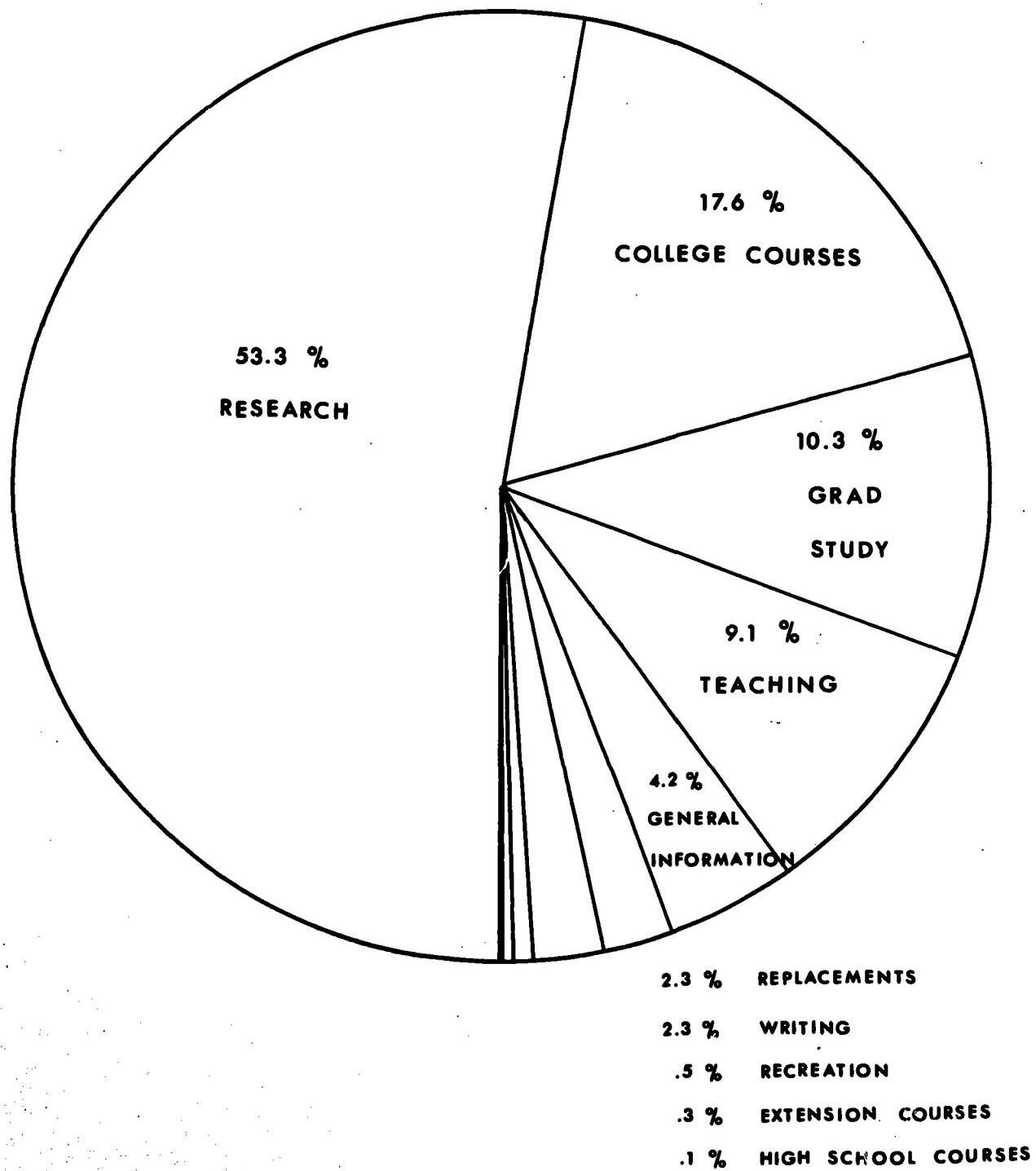
APPENDIX II

LETTERS FROM OFFICIALS REPRESENTING THE VARIOUS INSTITUTIONS

AND LIBRARIES THAT HAVE BEEN SERVED BY

THE MINITEX EXPERIMENT

Winona, Minnesota 55987

Telephone (507) 457-2110

June 2, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

This is to endorse the principle of the MINITEX operation which is termi-
nating this year. Winona State College would like to continue to parti-
cipate in such a venture and I am sure that Mr. Jacobsen, our librarian,
would do his best to promote the continuance of the service by whatever
means would be at our disposal.

I feel that this kind of service from the University is most important not
only in the actual service it provides the student and faculty, but in the
fact it demonstrates to tax payers and others that we are endeavoring to use
all of our resources as close to the maximum as possible.

Sincerely yours,

R. A. DuFresne, President

RAD:hmm

OFFICE OF THE PRESIDENT

June 18, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 56466

Dear Dr. Stanford:

Saint Mary's College very much appreciates having been a part of the
MINITEX experiment. For us, it was far more than an experiment. It
was a new opening to resource materials for faculty and students alike.
The use to which the service was put -- 4,367 requests to date to the
University of Minnesota library -- gives some indication of our satis-
faction with the service. With a student-faculty body of roughly
1,100, the request figure approaches four requests per potential user.

If the MINITEX service were to be continued on a basis either wholly
or partially funded by the participating institutions, we very likely
would continue the service. The "very likely" in that sentence expresses
the uncertainties of budgetary approval rather than any degree of
question concerning the value of the MINITEX service. Quite simply, it
was of very great value in a unique fashion. I could hardly say more.

Sincerely,

Brother George Pahl, F.S.C.
President

BGP:md

cc: Mrs. Jean Brose, Librarian

2 June 1970

E. B. Stanford, Director
University of Minnesota Libraries
499 O. Meredith Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Ed:

I should like to take this opportunity to express my opinion of the
MINITEX program. As you well know, prior to the initiation of
MINITEX, we at UMM were most concerned about improved ways to enable
us to utilize the resources of the Twin Cities Campus Libraries. A
number of approaches were discussed and some arrangements were made.
I should like to indicate, however, that the MINITEX operation has
been a distinct improvement over any means that we have considered
previously. It not only provides us with access to libraries on the
Twin Cities Campus, but other libraries in the state as well. In
addition, of course, it enables us to share whatever we might have
that is not available at the other participating libraries. In
other words, the MINITEX operation has been a tremendous success in
our judgment. The comments that I have heard from our librarians, faculty,
and our non-faculty members have been most complimentary. We have utilized
the service heavily and will, I am sure, continue to do so. I would
appreciate you passing along our sincere thanks to the Hill Foundation
and to the federal agency and program that has been financing the project.
From our point of view, it has been money extremely well spent.

There is no question that I would support most strongly a continuance of
the present arrangement or something quite similar. Hopefully, such a
program can be established on a permanent basis. Quite frankly, I do
not consider MINITEX as an additional service that it would be nice to
continue for the convenience of all concerned, but rather, I consider it
a necessity. I would be most pleased to support whatever efforts can be
mounted for continuing a MINITEX-like program.

Sincerely,
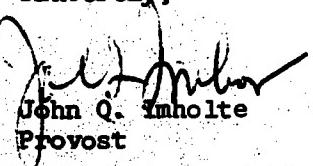
John Q. Imholte
Provost

pt

cc: Russ DuBois

BEMIDJI STATE COLLEGE   BEMIDJI, MINNESOTA 56601

PRESIDENT'S OFFICE   June 23, 1970
218-755-2011

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

Bemidji State College feels very fortunate in being able to
participate with the University of Minnesota in the Minitex
program. We feel that it was very beneficial to both our
students and faculty, and we would like to see the program
continued in the future.

In the event that you do approach the HECC with a recom-
mendation or approach the Legislature for a special appro-
priation to continue Minitex, rest assured that you would
have our support.

We also feel that participating in such a program provides
our faculty and students with greater opportunities for
library service and that it enables us to have access to a
greater number of library books than we can afford to have
in our library.

                              Sincerely yours,

                              R. D. Decker
                              President

RDD:mk
cc: Les Mattison, Director of Libraries, BSC

MANKATO STATE COLLEGE

June 23, 1970

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota   55455

Dear Dr. Stanford:

The highly positive reactions of our faculty and students to
the services provided through the Minitex reflect the value of
having improved access to the broad range of periodicals held
in the university collection. The acceptance of this program
has, as I am sure you know, made Mankato State College the
largest user of the service in terms of requests for material.

We share your interest in exploring how this service might be
continued and would be prepared to participate in determining
how this might be accomplished under joint university and
college funding. Assuming such inter-institutional undertaking
would result in a proposal agreeable to all participating
institutions, we would be prepared to commit funds for
continuation of the service.

Sincerely,
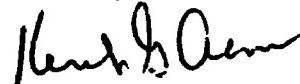
Kent G. Alm
Executive Vice President

KGA/pmw

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College of Saint Teresa

June 29, 1970

Winona, Minnesota 55987

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Wilson Library
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

I have just returned from an extended off-campus stay.
Your letter about MINITEX was on my desk. I am happy to
reply to it immediately.

We are very pleased with the services which MINITEX has
enabled us to share. I have asked our librarian for her
comment on MINITEX and she writes:

> "This is a wonderful service. We were permitted
> to take part recently on account of the tri-
> college cooperation program."

The MINITEX program has been of value to our entire faculty
and student body, both our own students and those exchange
students we have with Winona State College and Saint Mary's
College.

I feel personally and as President of the College that our
institution benefits and, in fact, needs such service continued.
I will support a proposal to establish it as an ongoing inter-
library program!

Very sincerely yours,

Sister M. Joyce Rowland, O.S.F.

Office of the President
507 452·9302

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ROCHESTER STATE JUNIOR COLLEGE
ADMINISTRATION BUILDING
ROCHESTER, MINNESOTA 55901

July 7, 1970

OFFICE OF THE PRESIDENT

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Those of us at Rochester State Junior College, including
students, faculty, and administration, who have been
involved with MINITEX have been extremely pleased with
the service which we have received. We certainly would
like to continue with the services it provides and we
will find a way to finance it through our Annual Budget.
We trust that the HECC will agree to support a pro-
posal to establish MINITEX as an ongoing interlibrary
program.

Sincerely,

Charles E. Hill
President

CEH-dp

ST. OLAF COLLEGE
SIDNEY A. RAND, President
NORTHFIELD, MINNESOTA 55057

June 30, 1970

Mr. E. B. Stanford
Director of Libraries
University Libraries
Wilson Library
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

In reply to your letter of June 16th with regard to the
MINITEX experiment, may I say that St. Olaf College is
pleased with the results of the experiment to date and
are enthusiastic for its possibilities in the future.

From January to June, 1970, St. Olaf College processed
356 requests in connection with MINITEX. The service
was excellent and with few exceptions, the material was
available on short notice. Both student and faculty
have made use of this service and we have found it to be
completely satisfactory. It makes available to our people
materials which they otherwise would not be able to use.
We are grateful to have been included in the project.

Yours sincerely,

Sidney A. Rand
President

SAR: jj

June 24, 1970

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota   55455

Dear Dr. Stanford:

    Your letter to participants in the Minnesota Interlibrary
Teletype Experiment (MINITEX) has been received.

    As our records and your records will show, we feel that
we have made good use of MINITEX. However, we also feel that
it has not developed to its highest potential in use for ser-
vicing our academic community. This is an internal communica-
tions situation with us as with others. It is growing and
developing.

    We are interested that this pattern of interconnect or an
improved version continue to be available to us. Hence, we urgent-
ly request that this be considered by you and others involved in
the decision-making process relative to this service.

    It will be our intention to attempt to be a party to contin-
uing to have this service available to the St. Cloud State College
academic community.

                                    Sincerely,
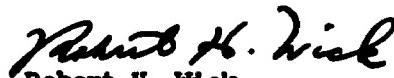
                                    Robert H. Wick
                                    President

RHW:jmk

SOUTHWEST MINNESOTA STATE COLLEGE

MARSHALL, MINNESOTA

July 9, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
University Libraries
Wilson Library
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Pursuant to receiving your letter of June 18, we have reviewed the use of MINITEX at Southwest. Following is our evaluation.

We have concluded that MINITEX has been a useful service for our faculty and students. While today the faculty have been greater users of the service, it is our expectation that as we move into our senior year, students on the junior and senior level will increase their use of the service. Furthermore, the service seems to us to become more critical as we develop our programs.

Concerning budget for the MINITEX service, it is viewed as a relatively inexpensive way to have access to the University of Minnesota collection. With us, as with perhaps other colleges in the service, budgeting this fiscal year (1970-71) could be a challenge, but we believe that we could budget in succeeding years if the cost to our individual institution is not excessive.

In general, we would support any project which would continue this service for our College. If further information from us would be helpful in your plans, please do not hesitate to let me know.

Sincerely,
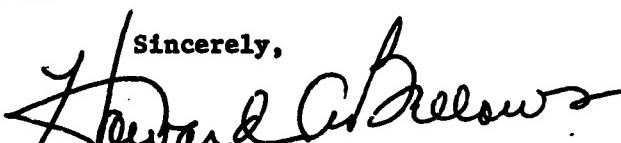
Howard A. Bellows
President

HAB:mh

cc: Dean Shane
    Dr. Harrison
    Mr. Robson
    Mr. Hunter

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UNIVERSITY OF *Minnesota*

Office of the Academic Dean

Dr. E. B. Stanford
Director, University Library
499 O. Meredith Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Provost Darland and others in administration and on the faculty of the
Duluth Campus join me in urging that MINITEX be re-established as soon
as possible after this year's termination. We would hope for State
funding and would contribute as much as possible for such service. This
has been an extremely helpful library resource in relation to serving
our Graduate students and those seniors who work on special projects.
It is also important for the attraction and retention of our faculty
members who are engaged in research projects in that it speeds up refer-
ence service for them.

Anything you can do to promote funding for continuation of this project
will be appreciated by all of us.

Sincerely,

T. W. Chamberlin
Academic Dean

TWC/aw
cc: Provost R. W. Darland
    R. L. Heller
    D. A. Vose
    R. Johnson

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CARLETON COLLEGE

NORTHFIELD, MINNESOTA

THE PRESIDENT

June 24, 1970

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

Since Howard Swearer will not take office until July 15,
I am responding to your recent letter to him regarding MINITEX.

Our librarian reports that from January - March 1970,
the first three months of our membership in MINITEX, we had 135
transactions. He believes this is a considerable usage in view
of the depth of our collection and our prior membership in the
Associated Colleges of the Midwest and their Periodical Bank.
Mr. Bruce reports that both students and faculty were very pleased
with the extentions of service the library was able to offer.

As to our support of your proposal, Mr. Bruce has given
you his indications of library support; they are his opinions only
and do not necessarily reflect those of the College. While his
reflection of faculty and student opinion is accurate, I believe
it would be improper to commit the institution to financial support
until we see the kind of program that is involved with its price
tag. While we are interested in having the service continued,
because undergraduates gain as they do in no other program, we can-
not claim that it is essential in a list of priorities until there
is something more definite to measure.

Mr. Bruce feels the opinions already passed along to you
from students and faculty accurately reflect campus sentiment. It
is hard for me to go beyond that at this time. I am sorry not to
give you a more positive answer.

Yours sincerely,
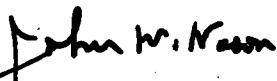
John W. Nason

JWN:lr
cc: Mr. Robert K. Bruce

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SAINT JOHN'S UNIVERSITY

COLLEGEVILLE, MINNESOTA

PRESIDENT

30 June 1970

Dr. E. B. Stanford, Director
University Libraries
University of Minnesota
Wilson Library
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Thank you for your letter
of 18 June 1970 regarding our experiences with the MINITEX service.

During the year and a half that we have participated in the MINITEX service
we have been able to obtain many materials for the faculty and students very
quickly from the University. However, I am advised that because the service
was free, many more requests were made for photo-copies of articles and peri-
odicals for personal use than would have been requested had there been a
charge.

If in the future the costs of teletype service and photocopy charges are to
be borne by the individual participating institution, it will be necessary
to charge patrons for Xerox copies obtained from the University of Minnesota
just as we do for copies made on our own Xerox machine. Therefore, unless
the costs for teletype service are prohibitive, Saint John's University
would want to support a proposal to have a MINITEX-like service from the
University continued.

I hope the above will help you with your recommendations to the HECC.

Thank you again for writing us regarding the MINITEX service.

Sincerely yours,

Colman J. Barry, O.S.B.