

# MINITEX

## Reference NOTES

A Program of the Minnesota Higher Education Services Office (HESO) at the University of Minnesota-Twin Cities

November 2005

### Inside This Issue

Minnesota Edocs:  
providing expanded  
access to Minnesota  
state documents  
through MnLINK. . . . . 1

University of Minnesota  
Libraries Copyright  
Information  
& Education. . . . . 3

Minnesota Libraries  
in LJ!. . . . . 3

### **Information Bits:**

ELM hands-on and Webinar  
training sessions are already  
scheduled for January and  
February 2006. For more  
information or to register go  
to <http://www.minitex.umn.edu/train-conf/>.

## **Minnesota Edocs: providing expanded access to Minnesota state documents through MnLINK**

*By Sarah Quimby, Information Analyst at the Minnesota Legislative Reference Library*



Minnesota Edocs had its inception in a 2003 Legislative Reference Library pilot project to archive scanned or downloaded copies of mandated electronic state documents on LRL's own server, and to link to those documents through the Library's catalog. While LRL had been linking directly to online state publications for over a decade, we soon realized that having an agency's URL on a bibliographic record in no way assured that a patron would be able to access it at any time in the future, as agencies changed their names, merged, transferred responsibilities, uploaded new documents over old, or administrations left office and took their web pages with them. Permanent statewide access to paper state documents was assured by the distribution of microfiche; by archiving these electronic documents on our own server, we were hoping to ensure a more permanent access to them as well.

This pilot project had just begun when the unforeseen happened: DocuComm, the agency responsible for creating microfiche copies of state documents, outsourced its operations, effectively ending the Minnesota State Document Depository system and casting the future of permanent statewide access to Minnesota government information into doubt. The end of DocuComm gave LRL the added impetus to expand the yet-unnamed pilot project to include all electronic state government documents received by the library.



In the meantime, however, online archiving was beginning to pose several problems for LRL. Our serial bibliographic records were rapidly becoming cluttered with multiple URLs for successive issues. Another problem was that there was frequently not a one-to-one relationship between a paper document and its electronic equivalent: the text might be identical, but the online version might be published broken up into numerous files in a variety of formats. On a grander scale, our digital files lacked any preservation or administrative metadata, and the static link on our

---

bibliographic records meant that we could never migrate those files to another server, unless we wanted to break every archive link in our catalog. It was becoming obvious that LRL needed a system to manage our digital files and the associated metadata.

In 2004, LRL applied for and received an LSTA grant to study and develop a solution to these issues. The conditions of the grant specified that access to our digital files had to be through MnLINK. Because of this stipulation and for philosophical reasons, we did not want to create a separate collection and a separate catalog from scratch: we wanted to be able to use the robust bibliographic metadata already in our catalog to access our digital files. Finally, our funds were extremely limited; we would have no additional budget for software, user fees, or staff time.

These strictures immediately ruled out many of the large, enterprise-class commercial and open-source products available, such as OCLC's CONTENTdm or MIT's DSpace. Our survey of the state libraries in the other forty-nine states uncovered many other interesting and effective solutions, but again, either the financial commitment was too great or LRL's software environment did not match. We were beginning to feel like Goldilocks: OCLC's Digital Archive was too expensive! ExLibris' ALEPH Digital Asset Module only worked for version 17! ePrints required an incompatible software environment!

We also consulted extensively with colleagues from the State Archives, the state Office of Technology, and the University of Minnesota. In doing so, we realized that building a comprehensive, statewide system to preserve and provide access to digital state documents was beyond the scope of LRL's mission. Such a system would require a significant financial investment as well as the support, input, and buy-in of all state agencies. With all of this in mind, we decided to build our own fast, streamlined, inexpensive database that could be linked to from the LRL catalog, store the preservation and administrative metadata, and create a framework of linkages between digital files that could one day be migrated to a larger, more comprehensive document management system.

The database—which we named “Minnesota Edocs”—is built on a structure of three linked tables. The highest level table is the base record, containing the OCLC number of the source bibliographic record, the title, the publisher, and any notes about the bibliographic item. Below the base record is the item record table, which can accommodate any number of item records. The item record contains the Minn. Doc. or Minnesota Publication number, the year/volume (for serials) and/or part title, and any notes about the item. Below the item record is the digital file record, which records information about the individual digital files that make up an item, the source URL, the LRL archive URL, the date archived, the original file format, and file conversion information. Under the covers the data fields are mapped to both MARC fields and Dublin Core elements.

Minnesota Edocs is accessed through a URL on the MnPALS bibliographic record that launches a query of the database using the OCLC number. The search results are output to an html window that displays a simple record (title and publisher) with links to the digital document(s). Most of the descriptive metadata remains in the MARC record and is searchable through MnPALS.

To see examples of Minnesota Edocs in action, search either the MnLINK Gateway <http://www.mnlinkgateway.org> or the Legislative Reference Library's catalog at <http://lrl.mnpals.net/> using the keyword search “edocs.asp”. Choose any record and click on the URL labeled “Library electronic version(s).” To date, we have archived nearly 1500 item records, in a variety of formats and configurations, linked to over 1000 bibliographic records. By building Minnesota Edocs, we have solved the problems of preservation and access and have built a foundation for permanent access to electronic state information. It is our hope that this system could be emulated and adapted by other libraries considering similar archives of electronic files. For more information, please see the Legislative Reference Library's Minnesota Edocs website at:

<http://www.leg.state.mn.us/lrl/mndocs/edocs/overview.asp>

---

## University of Minnesota Libraries Copyright Information & Education

<http://www.lib.umn.edu/copyright/>

When it comes to copyright, do you feel confused, naïve, in the dark? If so, the University of Minnesota Libraries Copyright Information & Education site is the place for you to go. To some extent we may all get a bit confused and befuddled when it comes to copyright issues and libraries. This site, with its Copyright Decision Map and other tools, helps to clarify and clear up certain issues and questions we have surrounding copyright.

The Copyright Basics section of the site summarizes specific copyright concerns like exclusive rights, the types of works covered by copyright, copyright notices, and why copyright is important. There is also a section on Fair Use, which covers the “four factors of fair use” that include 1) the purpose and character of the use, 2) the nature of the copyrighted work, 3) the amount of substantiality of the portion of the work used, and 4) the effect on the potential market for or the value of the work. The section on Fair Use includes a Tool Kit that offers a Fair Use Analysis Tool and a Fair Use Analysis Worksheet available in PDF.

Of special note is the section titled Library Use and Copyright. Conditions are highlighted regarding permission for general use in libraries. These include, but are not limited to, if the material is in the public domain (this site also includes an informative section on public domain), if the copyright holder has given permission for use, or whether or not a governing contract or license agreement allows the use. The Copyright Decision Map, one of the several interactive tools available at this site, will help you determine if a work is eligible for copyright, if a work is in the public domain, if the intended use is fair use, how to request permission for use, and what alternatives you might have when denied use. The Copyright Decision Map is available at <http://www.lib.umn.edu/copyright/map.phtml>.

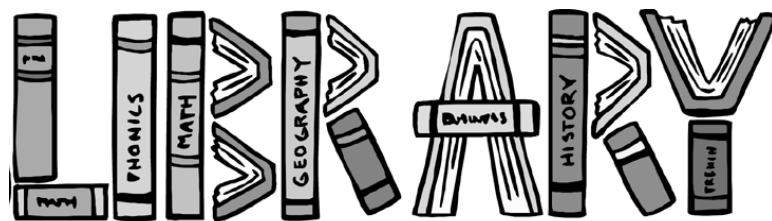
If you have a copyright question and you're not sure where to go, be sure to try the Copyright FAQ. Some common questions that are answered here are: May I copy a journal article for my students? What if it's digital? If works do not bear any copyright notice, are they protected by copyright? What are E-reserves and how does copyright apply? For answers to these and more relevant copyright-related questions, go to <http://www.lib.umn.edu/copyright/FAQ.phtml>.

## Minnesota Libraries in LJ!

Lake Agassiz Regional Library (LARL) is featured in the October 1, 2005, issue of *Library Journal*, in an article titled “The New Library.” In 2004 they developed and piloted “Library LINK Sites, complete with small browsing collections and access to the regional catalog in an existing community site” for rural areas in their region.

St. Paul Public Library is featured in the September 15, 2005, issue of *Library Journal*, in an article titled “Saint Paul's Strategic Plan.” It highlights a new 5-year vision of the library at the end of their 10-year strategic plan, including what the library learned, visions and goals, and more.

The full-text of both of these articles can be easily accessed through the ELM databases *MasterFILE Premier*, *Academic Search Premier*, or Gale's *Professional Collection*.



---

## REFERENCE NOTES

MINITEX Library Information Network

University of Minnesota, 15 Andersen Library

222 21st Avenue South, Minneapolis, MN 55455-0439

Reference Phone . . . . . 612-624-4150, WATS 800-462-5348  
Reference Fax. . . . . 612-624-4508  
Staats, Beth . . . . . 612-624-7873, fried004@umn.edu  
Parker, Mary . . . . . 612-624-1024, m-park1@umn.edu  
Main Website . . . . . www.minitex.umn.edu  
Reference Email . . . . . ref@othello.lib.umn.edu  
Office Hours . . . . . Mon-Fri., 8:00 a.m. - 4:30 p.m.  
Reference Intake Form . . . . <http://www-minitex.lib.umn.edu/reference/refdb/index.asp>

*The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership, and a lifetime of learning, and State Library Services & School Technology, the Minnesota state library agency, supports MINITEX Reference Services under the provisions of the Library Services and Technology Act (LSTA).*

---

MINITEX Library Information Network  
University of Minnesota  
15 Andersen Library  
222 21st Avenue South  
Minneapolis, MN 55455-0439



*A Program of the Minnesota Higher Education  
Services Office at the University of Minnesota*

A large, decorative graphic in the bottom left corner of the page. It consists of several overlapping, curved, light blue shapes that form a partial circular or arc-like pattern, extending from the bottom left towards the center of the page.