

4. ELM Statement (Action)

The report was drafted and shared with the Subcommittee members. As of 12/8, six of the nine members responded with either suggested edits or indicating they agreed with the draft report. Edits were incorporated and the final draft is being sent to Advisory Council members in a separate email message.

This statement requires approval by the MINITEX Policy Advisory Council, after which I will convey it to the Office of Higher Education with recommendation that it be adopted. We will post it on our website and share with local libraries.

*This is the motion at the September 2008 Advisory Council meeting.*

*ROCA MOVED, GJELTEN 2NDED approval of the proposed resolution:*

*\_\_\_\_\_ Moved that the Subcommittee recommend to the full MINITEX Policy Advisory Council that a framework be developed to guide decisions regarding ELM Portal that includes, but is not limited to,*

- A Set of principles related to ELM resources and access,*
- Minimum requirements for participating libraries,*
- Identification of stakeholders involved in the use of the ELM resources,*
- Delineation of roles and responsibilities for participating libraries and stakeholders, including a process for decision making when policy issues develop.*

*This framework should be developed over the coming months and reported back to the Advisory Council at its Dec. 12 meeting.*



*A Program of the Minnesota Office of Higher  
Education and the University of Minnesota*

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

Telephone: 612-624-4002  
800-462-5348  
Fax: 612-624-4508

---

**December 12, 2008**

## **Policy and Participation Framework for the Electronic Library for Minnesota (ELM) by Libraries**

### **INTRODUCTION**

The policy provides a framework for decisions in developing and managing the ELM databases. Further, it defines the requirements and responsibilities for participation by Minnesota libraries in the Electronic Library for Minnesota (ELM) and the ELM Portal ([www.elm4you.org](http://www.elm4you.org)).

The guiding principles for developing ELM policy and operations include the following:

- Sustain the legislative intent for ELM to provide the best possible access to information resources across the spectrum of users statewide.
- Enable flexible and efficient access to ELM resources for individual users, including on-site and remote access.
- Support flexible processes for stakeholder input into the selection and delivery of ELM resources.

The Legislative intent for funding the Electronic Library for Minnesota (ELM) is to provide the best possible access to information resources across the educational spectrum (including K-12, higher education, state government, and public libraries) on a statewide basis. Access is possible both in the library and remotely from home, businesses, classrooms, computer laboratories, or other locations where access to the Internet is available.

Funding for ELM was first appropriated through the Higher Education Committees and the Legislature to the Minnesota Office of Higher Education for MINITEX to license electronic databases to all types of libraries in Minnesota and, through affiliation with those libraries, to individuals in the state. The Legislature appropriated additional funds to the Minnesota Department of Education (MDE) to support ELM licenses for public libraries, K12 school libraries, governmental libraries, and public or private college and university libraries. These additional funds are administered by State Library Services, a division of the Minnesota Department of Education and Minnesota's federally designated state library agency, which contracts with MINITEX to administer the ELM electronic resources on behalf of the State Library Agency and MDE.

The current licenses for ELM databases cover the following Minnesota institutions: school media centers (K-12), college and university libraries, governmental libraries, and those public libraries that are members of regional public library systems,

## ACCESS TO ELM

Available technologies and publisher protocols both support and sometimes restrict the mechanisms used to provide access to ELM databases. There are currently three mechanisms for individuals to access ELM resources:

- A. Library website: Patrons find ELM resources among the e-resources listed on individual library websites. Vendors provide statistics to libraries based on usage of the ELM resources through IP authentication.
  1. Within library facilities, users can connect with ELM resources based on the network address (IP address) of the library workstation.
  2. Public library users who access ELM resources from outside a library facility are asked to authenticate by entering a valid Minnesota public library barcode and, frequently, a 'pin' number. This mode is used by the majority of the Minnesota public libraries to provide their users with remote access to the ELM resources.
  3. K12 school media centers provide students and teachers with authorized passwords for remote access; however, some schools do provide remote access through IP authenticated addresses.
  4. Academic libraries often provide access through their campus network structure, using student and faculty authentication processes; however, some smaller academic libraries either use passwords or do not have remote access to the ELM databases.
- B. MnLINK Gateway: Users may search and access some of the ELM databases via the MnLINK Gateway (<https://www.mnlinkgateway.org>). Some databases may not be Z39.50 compliant which is necessary for access on the Gateway. MINITEX checks regularly with appropriate vendors to determine if a database status has changed. In this context, users are asked to authenticate using a valid Minnesota public library barcode. No vendor statistics are available for this mode of access, beyond compiled data on the overall number of accesses to each of the databases.
- C. ELM Portal (<http://elm4you.org>): The ELM portal was developed in late 2005/early 2006 by MINITEX staff to provide a single point of access for all of the ELM databases. The initial purpose was to demonstrate all the ELM resources at the Minnesota State Fair and when providing workshops and presentations. When the ELM Portal was created, the only method of authentication available was use of the public library barcode as described in Options A and B (above). In January 2008, MINITEX identified an additional mechanism for ELM that would provide easier and more seamless access, while still limiting users to Minnesota residents. By collecting valid IP network addresses associated with Internet Service providers in Minnesota, ELM Portal access via IP authentication was initiated. Minnesota public library bar codes from libraries affiliated with public library systems are the secondary authentication if IP addresses are not recognized. Monthly statistics are broken out by zip codes and cities allowing MINITEX to ensure access is limited to Minnesota residents and to libraries affiliated with a public library system.

On the ELM Portal, resources are grouped by subject and also appear in an alphabetical listing. A special section for kids' and teens' resources was created that includes links to the Research Project Calculator, which was developed by school media specialists and MINITEX staff.

In addition to fast, easy access to all the ELM resources, another outcome was that some K12 schools asked to use the Portal on their webpage with their own authentication, especially for their remote users. MINITEX staff created a template on CD for those libraries that wanted to use this method. In October 2006, seven schools (and districts) from across Minnesota, including the Minneapolis Public Schools,

participated in beta testing of the ELM Portal Templates and are using that method. Others have begun using the templates as well.

## **RESPONSIBILITIES OF STAFF OF LIBRARIES USING THE ELM PORTAL OR ELM RESOURCES**

Each participating library and K12 school library/media center that makes use of the ELM resources is expected to have appropriately trained staff whose responsibilities include following the ELM listserv managed by MINITEX and making other staff throughout the library, public library system, or K12 school media center aware of ELM developments. The library's staff is expected to assume the following responsibilities:

### Access:

- Ensure that the ELM Portal and ELM resources are visible and easily accessible to their patrons/end users via their library website.
- Make the ELM Portal and ELM resources accessible on their website so that users can work effectively with minimal obstacles.
- Whenever the ELM logo is displayed on their website, provide a 'live' connection to the ELM Portal so that a searcher, who clicks on it, will be taken to the Portal.

### Promotion:

- Provide broadest possible access for the greatest number of their users by linking to the ELM Portal and/or ELM resources wherever appropriate on their web pages and through handouts within their libraries and other promotional activities.

### Training and education:

- Provide timely training and tutorials developed by MINITEX staff, vendors, and others for library staff in the school media center, academic libraries, governmental libraries, or in public library branches and local member libraries.
- Provide instruction in the use of ELM resources to end users.
- Staffs should keep up-to-date with new developments and changes in the ELM Portal and ELM resources; read MINITEX communications, including the ELM electronic news list; and participate in MINITEX ELM training and workshops.

## **ADMINISTRATIVE DECISIONS**

**ELM Selection:** The selection of electronic resources for ELM is carried out in conjunction with the MINITEX Electronic Information Resources (MEIR) Task Force. The MEIR Task Force is appointed by MINITEX after consultation with the various funding bodies including Minnesota Office of Higher Education, the State Library Services Director, the directors of the North Dakota State Library and Online Dakota Information Network, and the directors of the South Dakota State Library and the South Dakota Library Network. The MEIR Task Force usually convenes every five years to go through a Request for Proposal process to make recommendations to the MINITEX Director on the content of the Electronic Library for Minnesota. The MINITEX Director, in turn, reviews recommendations with the relevant funding bodies prior to executing license agreements. .

**ELM Operations:** Day-to-day operational decisions are made by MINITEX staff in the course of managing the publisher/vendor contracts and content of the ELM Portal and ELM resources. Since these are funded by state contracts, it is necessary to follow state guidelines concerning the length of contracts and the decisions to contract with various vendors for electronic resources to appear in the Electronic Library for Minnesota (ELM). Additional decisions are made regarding the look and feel of the ELM Portal, on the resolution of ELM support calls and email questions and on developing promotional materials such as brochures, bookmarks and other resources.

**Staff and User Training:** Training on the use of ELM resources is provided by MINITEX staff funded by appropriations from the Office of Higher Education and from federal LSTA funds from the State Library Services of the Minnesota Office of Education. MINITEX staff conducts training via webinars and onsite training and is available to visit individual libraries and library systems throughout the state to provide onsite training.

**ELM Policies:** The MINITEX Director has responsibility for developing policies, and processes to review and implement policies. Depending on the issues, the Director may consult with the MINITEX Program Manager at the Minnesota Office of Higher Education and/or with the Director of State Library Services. The MINITEX Director reserves the right, on decisions that may have direct impact on a library's ability to provide ELM access or that may introduce significant changes for users, to consult with the MINITEX Policy Advisory Council which includes elected and appointed representation from all the types of libraries and the State Librarians of North and South Dakota.

Approved: December 12, 2008

Approved: Minnesota Office of Higher Education: January 6, 2009