



## Second Judicial District Court Washoe County Law Library

### AGENDA

A meeting has been scheduled for the Law Library Board of Trustees on Wednesday, February 3, 2021, at 12:00 PM. **This meeting will be held by teleconference only due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate.**

Members of the public may attend the ZOOM webinar by accessing the following link: <https://washoecourts.zoom.us/j/99484162030?pwd=MEowMmhrNFNmeE9RRFA1cEIVY3Uzd09> **Passcode: 407082.** This option will require a computer with audio and video capabilities. The Board Chair may order the removal of any person whose statement or other conduct disrupts the orderly, efficient or safe conduct of the meeting. Warnings against disruptive conduct may or may not be given before removal. The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks which antagonize or incite others are examples of speech that may be reasonably limited.

**NOTE:** Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another later meeting; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later.

**Accessibility.** In compliance with the Americans with Disabilities Act, those requiring accommodation for this meeting should notify the Washoe County Law Library at (775) 328-3250, 24 hours prior to the meeting

**Time Limits.** Public comments are welcomed during the Public Comment periods for all matters, whether listed on the agenda or not, and are limited to three minutes per person. Additionally, public comment of three minutes per person will be heard during individual action items on the agenda. Persons may not allocate unused time to other speakers.

**Public Comment.** **As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar listed above, via email to [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us) or by leaving a voice message at: (775) 325-6625. Voice messages received will either be broadcast into the record during the meeting, or transcribed for entry into the record. The Board will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on February 2, 2021.**

**Responses to Public Comments.** The Board of Trustees can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters listed or not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Board of Trustees. However, responses from Board members to unlisted public comment topics could become deliberation on a matter without notice to the public. On the advice of legal counsel and to ensure the public has notice of

all matters the Board of Trustees will consider, Board of Trustees may choose not to respond to public comments, except to correct factual inaccuracies, ask for staff action or to ask that a matter be listed on a future agenda. The Board of Trustees may do this either during the public comment item or during the following item: “Board Comment – Limited to Announcements or Issues for Future Agendas”.

Supporting documentation for agenda items provided to the Law Library Board of Trustees is available to members of the public in the lobby of 1 S. Sierra Street, Reno, Nevada 89501, and online at <https://www.washoecourts.com/LawLibrary>. Ms. Emily Reed, Assistant Court Administrator, is the person designated by the Law Library Board of Trustees to respond to requests for supporting materials. Ms. Reed is located at the Second Judicial District Court and may be reached by telephone at (775) 325-6625 or by email at [emily.reed@washoecourts.us](mailto:emily.reed@washoecourts.us).

The agenda will be:

- 12:00 PM
1. Roll Call
  2. Public Comments
  3. Approval of Minutes from Board Meeting of December 2, 2020. For possible action.
  4. Update regarding the Law Library, including Lawyer in the Library Update, Lawyer in the Library recognition, recruitment for open positions, 2020 statistics on volunteers, attendance, and topics covered.
  5. Nomination and Election for Law Library Board of Trustees Officer Positions of President and Secretary. For possible action.
  6. Review and possible adoption of updates to Collection Development Policy. Updates include removing mentions of “Self Help Center,” and modifications to the following sections: II.D. Interlibrary Loan; II.G. Media; and II.M. Gifts and Donations. For possible action.
  7. Recommendation to accept a donation of \$986.89 from the Washoe County Bar Association to purchase awards to recognize and show appreciation for our Lawyer in the Library 2020 volunteers. For possible action.
  8. Board Comment – Limited to Announcements or Issues for Future Agendas
  9. Public Comments
  10. Adjournment

The agenda for this meeting has been posted at the following locations: the Second Judicial District Court Website (<https://www.washoecourts.com/>), the Nevada Public Notice Website (<https://notice.nv.gov/>) and the Washoe County Law Library Website (<https://www.washoecourts.com/LawLibrary>). Pursuant to Section 3 of the Declaration of Emergency Directive 006, the requirement in NRS that notice agendas be physically posted within the State of Nevada has been suspended.

Item 3:

WASHOE COUNTY LAW LIBRARY  
SECOND JUDICIAL DISTRICT COURT

Law Library Board of Trustees

Meeting Minutes

December 2, 2020

1. Roll Call

Board Members present:

Honorable Connie Steinheimer, Honorable Scott Freeman, Mike Kattleman, Cortney Young

Kathi Lutsch, Patricia Halstead, and Honorable Chuck Weller

Judge Weller joined at 11:11 a.m.

Trustee Halstead joined at 11:36 a.m.

Also present were:

Emily Reed, Assistant District Court Administrator, Sarah Bates, Law Librarian, and Lindsay Lindell, Deputy District Attorney

2. Public Comments:

Rost Olsen, Esq., presented his interest in joining the Board of Trustees as an attorney member. Stated that he had a great working relationship with Trustee Kattleman and as such did not wish to take his spot on the board. Trustee Kattleman said that he had a potential solution and Mr. Olsen was asked to remain at the meeting until the agenda item was addressed.

3. Approval of Minutes from Board Meeting of September 2, 2020. For Possible Action.

Judge Steinheimer noted that the date and time as stated for the next board meeting was incorrect in the September minutes. The correct date was December 2, 2020, at 11:00 a.m. Judge Steinheimer made a motion to approve the minutes with that amendment. Chief Judge Freeman seconded the motion. Motion passed unanimously.

Minutes approved as amended.

4. Update regarding the Law Library, including Lawyer in the Library Update, Lawyer in the Library recognition, recruitment for open positions, 2020 statistics on volunteers, attendance, and topics covered. For Possible Action.

The position filled the position of Senior Law Library Assistant. Sheila Mansfield will be taking over that position in January 2021. They are still in the process of filling the vacant position of Law Library Assistant III.

There is now an option to join a waitlist for the Lawyer in the Library program. The number of volunteers as reduced from 64 to 45. Additional information related to the Lawyer in the Library statistics were provided as part of the materials for this meeting.

Due to COVID-19 restrictions there will not be a gathering to honor our Lawyer in the Library volunteers but they will still be recognized.

No action taken.

5. Update regarding the Law Library during the COVID-19 closure and next steps to reopen. For possible action.

The self-checkout kiosk will arrive in January. Lawyer in the Library will remain virtual to ensure social distancing requirements can be met.

Contactless lending will continue as previously approved by the Board of Trustees.

Staff of the Law Library will continue to follow the recommendation of the District Court as set forth in applicable administrative orders as previously approved by the Board of Trustees.

The Board of Trustees was asked to approve the request of staff to continue to mirror the policies of the Washoe County Public Library as it relates to services offered, timelines, and waiver of late fees to the extent possible and as makes sense in the Law Library.

Vote taken. Board Members in favor of approval of request: Judge Steinheimer, Judge Weller, Cortney Young, Kathi Lutsch, Mike Kattleman.

Chief Judge Freeman abstained.

There were no objections. Trustee Halstead was not present for the vote.

6. Board Membership- Nomination and selection of one attorney member and one non-attorney member. For possible action.

Kathi Lutsch applied for the non-attorney member position. Trustee Kattleman made a motion to approve her as the non-attorney member. Chief Judge Freeman seconded the motion. Trustee Lutsch abstained.

Motion passed unanimously.

There were two applicants for the attorney member position. Trustee Kattleman renewed his application and Rost Olsen, Esq., applied as well. Trustee Kattleman stated he wanted to encourage new members and would withdraw his application to serve so that Mr. Olsen could serve in his place.

The board discussed this and requested instead that Mr. Olsen join the sub-committee that Trustee Kattleman is part of.

The Board of Trustees heard public comment on this item from Mr. Olsen who stated that he would join Trustee Kattleman on the sub-committee and would withdraw his application for the attorney position on the Board.

Trustee Kattleman requested that his application be forwarded to the Board of County Commissioners for approval.

Motion was made by Trustee Young and seconded by Chief Judge Freeman. Trustee Kattleman abstained.

The Board of Trustees directed Assistant District Court Administrator Reed to forward the applications to the Board of County Commissioners.

Motion passed unanimously.

7. Status update and discussion about the informational video project about the court system and court procedure for the public. For possible action.

Trustee Kattleman provided an update to the Board and made a motion to add Mr. Olsen and Mr. Silverman to the sub-committee for the project. The motion was seconded by Chief Judge Freeman.

Motion passed unanimously.

8. Discussion and possible approval of next year's meeting dates. For possible action.

Motion to approve the proposed dates was made by Chief Judge Freeman and seconded by Trustee Young.

Motion passed unanimously.

9. Board Comment – Limited to Announcements or Issues for Future Agendas

Trustee Kattleman requested that an update on the informational video be added to the next agenda.

10. Public Comment.

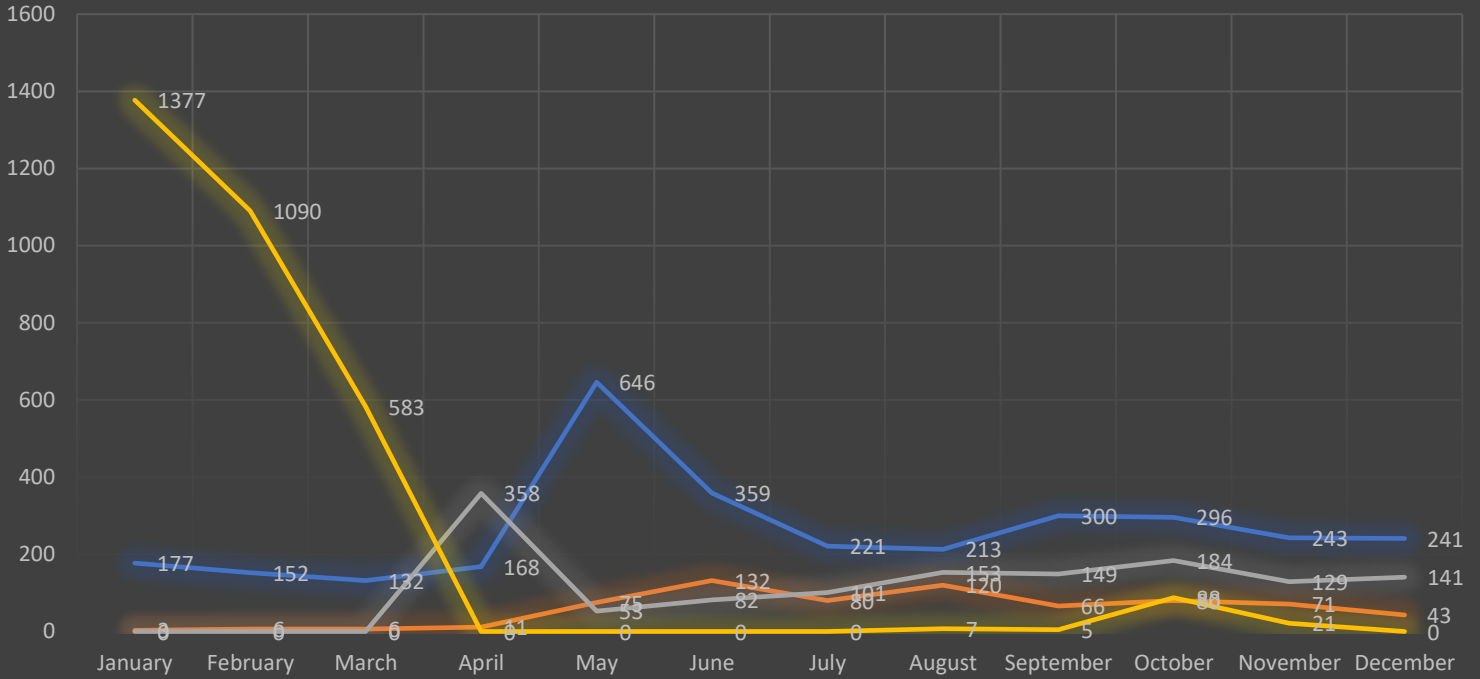
None.

11. Adjournment at 11:40 a.m.

Item 4:

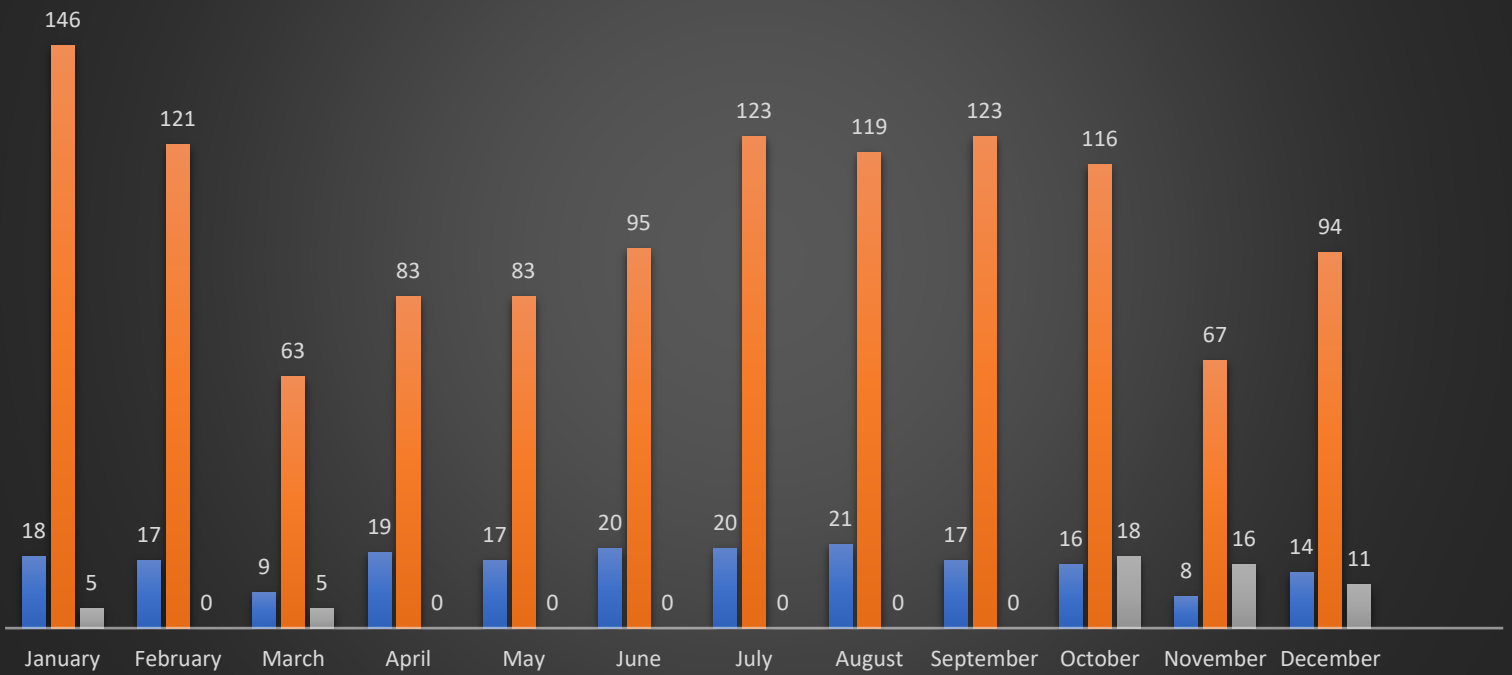
## 2020 Law Library Statistics Summary

— Calls — Emails — Live Chats — In-person



## 2020 Lawyer in the Library Statistics Summary

■ Volunteers ■ Signed up ■ Turned away or Wait-listed





Item 6:

Final Copy

Earlier version with track changes to text.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**POLICY AND PROCEDURE**

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1. **Title: Law Library Collection Development Policy**

2. **Mission of the Washoe County Law Library:**

The mission of the Law Library is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civic organizations, and government entities to help ensure the legal needs of the community are addressed.

The Washoe County Law Library was created by Chapter 380 of the Nevada Revised Statutes and opened its doors in 1915. The Law Library is the main source of legal information for Washoe County and also provides information to other libraries in Nevada through interlibrary loan. The Law Library pursues a full range of legal resources that provide timely, accurate and efficient access to the sources of law, including local, state, and federal government resources. Additionally, the Law Library is a selective depository for U.S. government documents. The combination of resources selected for the Washoe County Law Library is based on user needs, abilities and budget.

3. **Purpose:**

This Collection Development Policy is intended to serve as a guide to the acquisition and retention of materials and a plan for the development of the collection of the Washoe County Law Library. The Law Library's acquisitions policies are based on the needs of the Law Library as well as the needs of the public, courts, and county, and the requirements of the Government Printing Office's depository program.

Procedures Part I of the Policy is a discussion of general collection development principles and definitions that are applied to all types of resources and all subject areas. Procedures Part II is a summary of the levels of collection development with priorities by subject area. Procedures Part III is a summary of the levels of collection development by jurisdiction.

The Washoe County Law Library is constantly growing and changing; therefore, the Law Library's Collection Development Policy must be a "living document" that grows and changes to meet the needs of the Law Library. This Policy will be continuously reviewed and revised as new resources and technologies become available and as the needs of the Law Library demand.

4. **Policy:**

This plan defines the collection policy of the Washoe County Law Library and provides a course of action for the maintenance and expansion of the Law Library's collection in all formats. This policy will frequently be reviewed and revised as new resources and technology become available.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**POLICY AND PROCEDURE**

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**5. Scope and Applicability:**

The policy will assist those responsible for selecting materials for the collection, to be able to designate funds wisely, and build a strong collection, while ensuring equal access to the law.

**6. Definitions:** Not Applicable.

**7. Law:** NRS Chapter 380

**8. Procedures:**

**I. Collection Development Principles**

**A. Responsibility for Selection**

The Law Librarian, with the assistance of the Library staff, is responsible for selecting, acquiring, and maintaining resources for the Law Library. The Law Librarian will solicit and welcome suggestions and recommendations from the staff, public, and legal community for the acquisition and retention of materials.

**B. The Law Library’s Relationship to the Bench, Bar, and Community.**

As one of the largest legal research facilities in northern Nevada, the Law Library recognizes a responsibility to the bench, bar, and community. Everyone is welcome to use the collection and facilities of the Law Library.

**C. The Law Library’s Relationship to Other Northern Nevada Libraries**

The Law Library is located in close proximity to both the Nevada Supreme Court Library in Carson City and the Mathewson – IGT Center and DeLaMare Library at the University of Nevada, Reno. The resources of these libraries affect the Law Library’s acquisitions determinations.

**D. Interlibrary Loan**

The Law Library offers Interlibrary Loan services to its patrons. The Law Library will rely on Interlibrary Loan services to provide needed materials that are not currently in the collection. The Law Library will borrow material for patrons at their request, subject to availability. The requesting patron is responsible for any fees and costs charged by the lending library. Interlibrary loan transactions will be evaluated to determine whether the requested materials should be purchased (if funds are available) by the Law Library.

**E. Selection Criteria**

Selection determinations are based on the following factors:

1. Potential use by the bench, bar and community;
2. Significance of the subject matter;
3. Availability of other materials on the subject;

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

## POLICY AND PROCEDURE

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4. Relevance to the collection;
5. Availability of the material in other sources (e.g., computer systems) or in other law libraries in Nevada
6. Reputation of the author, publisher, or producer;
7. Appearance of the title in important bibliographies, lists, or reviewing media;
8. Current and permanent value;
9. Price;
10. Duplication;
11. Available space;
12. Maintenance.

### **F. Current Materials v. Retrospective Materials**

Current materials are materials in print in their original editions; retrospective materials are those that are out of print or available only in reprint or microform. Although the Law Library may acquire both current and retrospective materials, current materials will be favored over retrospective materials.

### **G. Media**

Information is acquired by the Law Library in the most effective and efficient manner, whether that manner is traditional books and periodicals or online computer databases, microforms, compact discs, or some other format that may be available or become available in the future.

#### **1. Computerized Resources**

When materials are available in traditional formats and computerized media, the decision to purchase one format or the other, or both, is based on frequency of need, convenience of use, need for multiple access, and price.

#### **2. Microforms**

Microfiche may be acquired through the depository library program or the Nevada Legislative Council Bureau.

#### **3. Computer Software**

The Law Library purchases computer software as needed.

#### **4. CD-ROM**

CD-ROM products are selectively acquired by the Law Library when the products provide a unique information source or come packaged with other purchased materials.

### **H. Duplication and Multiple Copies**

Multiple copies and duplication of resources will be avoided unless there is a demonstrated need based on circulation records.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

## POLICY AND PROCEDURE

---

### **I. Languages**

Generally, selection will be limited to English language publications.

### **J. Approval Plans, Standing Orders, and Package Plans**

Approval plans, standing orders, and package plans will be utilized. These plans are designed to ensure that the Law Library receives all of the publications necessary to support the needs of the bench, bar, and community, to obtain the lowest possible pricing, and to reduce administrative expense. All such plans will be narrowly defined to ensure that the Law Library receives only desired publications, and that actual financial benefits are realized.

### **K. Rare Books**

Although the Law Library maintains a small collection of rare books, these materials are most often received as donations and are not purchased from the original acquisitions budget. In selection determinations, considerations of information content and price will have priority over bibliographic value (e.g., a durable reprint will be favored over a valuable, but costly, first edition).

### **L. Government Documents**

In 1980 the Washoe County Law Library became a selective depository of United States government documents; the first depository items were received during that year. The Law Library acquires those publications produced by the government that are relevant to legal research and reference. Selection decisions are guided by the same criteria employed for the selection of nondepository items. Even though a government depository publication may be free of charge, the cost of processing, cataloging, binding, filing, and storage are considered in the selection evaluation.

Decisions concerning the cataloging, classification, retention, and preservation of government depository items follow the same policies and guidelines as all other acquisitions to the collection, except where necessary to comply with the regulations governing the federal depository program. Any depository items weeded from the collection are disposed of in accordance with appropriate regulations.

### **M. Gifts and Donations**

Unconditional and unrestricted gifts and donations of books and materials may be accepted by the Law Library. All donated books or other materials are subject to the selection criteria listed in this policy and may or may not be added to the collection. Any item which is not added may be donated to another institution or discarded. The Law Library may accept restricted donations of funds to purchase materials in specific subject areas.

### **N. Weeding the Collection**

"Weeding" is the process through which materials are removed and withdrawn from the Law Library's collection. Generally, the Law Library will remove from its collection obsolete or outdated materials (that have no historical or research value), worn out or

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

## **POLICY AND PROCEDURE**

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extensively damaged materials (that will also be considered for repurchase), and surplus copies of materials no longer in high demand.

Weeding determinations are based on the following factors:

1. Potential use by the bench, bar, and community;
2. Significance of the subject matter;
3. Circulation record;
4. Availability of other materials on the subject;
5. Relevance to the collection;
6. Current and permanent value;
7. Price;
8. Physical quality;
9. Available space.

### **O. Policies for Specific Types of Resources**

#### **1. Legal Treatises**

Where possible, the Law Library, will acquire and maintain at least a basic collection of general, federal, and Nevada substantive treatises covering major legal subject areas. Redundancy of coverage will be permitted if warranted by the circulation records regarding a particular subject. In general, with the exception of California, the Law Library will not collect single-jurisdictional treatises for states other than Nevada.

One copy of each edition of a legal treatise (along with its most recent pocket part or supplement) will be retained. Superseded single volumes of multivolume sets will be discarded.

Treatises for which upkeep services have been canceled will be marked "no longer updated" and kept on the shelf. They will be reviewed for repurchase or weeding on a regular basis.

#### **2. Practice Materials**

The Law Library will maintain a representative collection of general, federal, multijurisdictional, and Nevada practice materials that will enable patrons to handle most legal problems encountered in federal and state courts and administrative agencies in Nevada. Unless a need is demonstrated, with the exception of California, the Law Library will not acquire practice materials for states other than Nevada. Replication and redundancy will be avoided. Superseded individual volumes of practice materials will not be retained.

#### **3. Directories**

The Law Library will maintain a limited reference collection of current legal directories. Superseded editions of directories will be withdrawn from the collection.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**POLICY AND PROCEDURE**

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**4. Dictionaries**

The Law Library will acquire at least one copy of the latest edition of Black's Law Dictionary for the reference collection.

**5. Citators**

The Law Library will maintain at least one online citator.

**6. Digests**

Digests will be acquired selectively.

**7. Restatements, Uniform Laws, and Model Acts**

The Law Library will maintain a comprehensive collection of the most recent editions of the Restatements, uniform laws, and model acts.

**8. Journals and Periodicals**

The Law Library subscribes to journals and periodicals through Westlaw online and EBSCO.

**9. Looseleaf Services**

The Law Library acquires and maintains looseleaf services that provide materials or subject coverage unique to the collection, or that provide necessary materials more currently and easily than they would otherwise be available. Generally, duplication of services will be avoided unless a need is demonstrated.

Looseleaf subscriptions are evaluated before renewal. Canceled looseleaf services are marked "no longer updated" and are reviewed for weeding on a regular basis.

**II. COLLECTION DEVELOPMENT BY SUBJECT**

The subject area priorities for collection development are dictated by the extent to which items in a particular subject area are used. Given that materials pertaining to family law, legal practice, Nevada law, criminal law, property, and torts circulate most extensively, close scrutiny will be given to new items regarding these subjects in particular.

**III. COLLECTION DEVELOPMENT BY JURISDICTION**

**A. General Jurisdictional Considerations**

The Law Library designates two categories of emphasis for collecting materials from various jurisdictions:

**1. Federal Law of the United States and the State Laws of Nevada**

For these jurisdictions, the following source material will be collected comprehensively: constitutions, session laws, statutes, codes, court rules, court decisions, regulations, attorney general opinions, and legislative history materials. Practice materials, form books,

**SECOND JUDICIAL DISTRICT COURT  
STATE OF NEVADA, WASHOE COUNTY**

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**POLICY AND PROCEDURE**

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and finding tools will be collected in a manner consistent with the policies and priorities described in Parts II and III of this Policy.

**2. The Law of the Remaining 49 States, the District of Columbia, and  
U.S. Territories**

For these jurisdictions, the following primary materials will be made available online: constitutions, statutes, and court decisions.

**9. Approved By:**

**End of Policy**



Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**SECOND JUDICIAL DISTRICT COURT  
STATE OF NEVADA, WASHOE COUNTY**

**POLICY AND PROCEDURE**

**~~I. Introduction~~ 1. Title: Law Library Collection Development Policy**

**~~A. The~~ 2. Mission of the Washoe County Law Library**

The mission of the Law Library is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civic organizations, and government entities to help ensure the legal needs of the community are addressed.

The Washoe County Law Library was created by Chapter 380 of the Nevada Revised Statutes and opened its doors in 1915. The Law Library is the main source of legal information for Washoe County and also provides information to other libraries in Nevada through interlibrary loan. The Law Library pursues a full range of legal resources that provide timely, accurate and efficient access to the sources of law, including local, state, and federal government resources. Additionally, the Law Library is a selective depository for U.S. government documents. The combination of resources selected for the Washoe County Law Library is based on user needs, abilities and budget.

**~~3. B. The Purpose:~~ of the Collection Development Policy**

This Collection Development Policy is intended to serve as a guide to the acquisition and retention of materials and a plan for the development of the collection of the Washoe County Law Library. The Law Library’s acquisitions policies are based on the needs of the Law Library as well as the needs of the public, courts, and county, and the requirements of the Government Printing Office’s depository program.

Procedures Part ~~II~~ of the Policy is a discussion of general collection development principles and definitions that are applied to all types of resources and all subject areas. Procedures Part ~~III~~ is a summary of the levels of collection development with priorities by subject area. Procedures Part ~~III~~~~V~~ is a summary of the levels of collection development by jurisdiction.

The Washoe County Law Library is constantly growing and changing; therefore, the Law Library’s Collection Development Policy must be a "living document" that grows and changes to meet the needs of the Law Library. This Policy will be continuously reviewed and revised as new resources and technologies become available and as the needs of the Law Library demand.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

**4. Policy:**

This plan defines the collection policy of the Washoe County Law Library and provides a course of action for the maintenance and expansion of the Law Library’s collection in all formats. This policy will frequently be reviewed and revised as new resources and technology become available.

**5. Scope and Applicability:**

The policy will assist those responsible for selecting materials for the collection, to be able to designate funds wisely, and build a strong collection, while ensuring equal access to the law.

**6. Definitions:**

Not Applicable.

**7. Law:**

NRS Chapter 380

**8. Procedures:**

**II. Collection Development Principles**

**A. Responsibility for Selection**

The ~~Self Help Center and Law Library Program Manager~~Law Librarian, with the assistance of the Library staff, is responsible for selecting, acquiring, and maintaining resources for the Law Library. The ~~Program Manager~~Law Librarian will solicit and welcome suggestions and recommendations from the staff, public, and legal community for the acquisition and retention of materials.

**B. The Law Library’s Relationship to the Bench, Bar, and Community.**

As one of the largest legal research facilities in northern Nevada, the Law Library recognizes a responsibility to the bench, bar, and community. Everyone is welcome to use the collection and facilities of the Law Library.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

### **C. The Law Library’s Relationship to Other Northern Nevada Libraries**

The Law Library is located in close proximity to both the Nevada Supreme Court Library in Carson City and the Mathewson – IGT Center and DeLaMare Library at the University of Nevada, Reno. The resources of these libraries affect the Law Library’s acquisitions determinations.

### **D. Interlibrary Loan**

The Law Library offers Interlibrary Loan services to its patrons. The Law Library will rely on Interlibrary Loan services to provide needed materials that are not currently in the collection. The Law Library will borrow material for patrons at their request, subject to availability. The requesting patron is responsible for any fees and costs charged by the lending library. Interlibrary loan transactions will be evaluated to determine whether the requested materials should be purchased (if funds are available) by the Law Library.

### **E. Selection Criteria**

Selection determinations are based on the following factors:

1. Potential use by the bench, bar and community;
2. Significance of the subject matter;
3. Availability of other materials on the subject;
4. Relevance to the collection;
5. Availability of the material in other sources (e.g., computer systems) or in other law libraries in Nevada
6. Reputation of the author, publisher, or producer;
7. Appearance of the title in important bibliographies, lists, or reviewing media;
8. Current and permanent value;
9. Price;
10. Duplication;
11. Available space;
12. Maintenance.

### **F. Current Materials v. Retrospective Materials**

Current materials are materials in print in their original editions; retrospective materials are those that are out of print or available only in reprint or microform. Although the Law Library may acquire both current and retrospective materials, current materials will be favored over retrospective materials.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

## **G. Media**

Information is acquired by the Law Library in the most effective and efficient manner, whether that manner is traditional books and periodicals or online computer databases, microforms, ~~and~~ compact discs, or some other format that may be available or become available in the future.

### **1. Computerized Resources**

When materials are available in traditional formats and computerized media, the decision to purchase one format or the other, or both, is based on frequency of need, convenience of use, need for multiple access, and price.

### **2. Microforms**

Microfiche may be acquired through the depository library program or the Nevada Legislative Council Bureau.

### **3. Computer Software**

The Law Library purchases computer software as needed.

### **4. CD-ROM**

CD-ROM products are selectively acquired by the Law Library when the products provide a unique information source or come packaged with other purchased materials.

## **H. Duplication and Multiple Copies**

Multiple copies and duplication of resources will be avoided unless there is a demonstrated need based on circulation records.

## **I. Languages**

Generally, selection will be limited to English language publications.

## **J. Approval Plans, Standing Orders, and Package Plans**

Approval plans, standing orders, and package plans will be utilized. These plans are designed to ensure that the Law Library receives all of the publications necessary to support the needs of the bench, bar, and community, to obtain the lowest possible pricing, and to reduce administrative

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

expense. All such plans will be narrowly defined to ensure that the Law Library receives only desired publications, and that actual financial benefits are realized.

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### **L. Government Documents**

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Decisions concerning the cataloging, classification, retention, and preservation of government depository items follow the same policies and guidelines as all other acquisitions to the collection, except where necessary to comply with the regulations governing the federal depository program. Any depository items weeded from the collection are disposed of in accordance with appropriate regulations.

### **M. Gifts and Donations**

Unconditional and unrestricted gifts and donations of books and materials may be accepted by the Law Library. All donated books or other materials are subject to the selection criteria listed in this policy and may or may not be added to the collection. Any item which is not added may be donated to another institution or discarded. The Law Library may accept restricted donations of funds to purchase materials in specific subject areas.

### **N. Weeding the Collection**

"Weeding" is the process through which materials are removed and withdrawn from the Law Library's collection. Generally, the Law Library will remove from its collection obsolete or outdated materials (that have no historical or research value), worn out or extensively damaged materials (that will also be considered for repurchase), and surplus copies of materials no longer in high demand.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

Weeding determinations are based on the following factors:

1. Potential use by the bench, bar, and community;
2. Significance of the subject matter;
3. Circulation record;
4. Availability of other materials on the subject;
5. Relevance to the collection;
6. Current and permanent value;
7. Price;
8. Physical quality;
9. Available space.

## **O. Policies for Specific Types of Resources**

### **1. Legal Treatises**

Where possible, the Law Library, will acquire and maintain at least a basic collection of general, federal, and Nevada substantive treatises covering major legal subject areas. Redundancy of coverage will be permitted if warranted by the circulation records regarding a particular subject. In general, with the exception of California, the Law Library will not collect single-jurisdictional treatises for states other than Nevada.

One copy of each edition of a legal treatise (along with its most recent pocket part or supplement) will be retained. Superseded single volumes of multivolume sets will be discarded. Treatises for which upkeep services have been canceled will be marked "no longer updated" and kept on the shelf. They will be reviewed for repurchase or weeding on a regular basis.

### **2. Practice Materials**

The Law Library will maintain a representative collection of general, federal, multijurisdictional, and Nevada practice materials that will enable patrons to handle most legal problems encountered in federal and state courts and administrative agencies in Nevada. Unless a need is demonstrated, with the exception of California, the Law Library will not acquire practice materials for states other than Nevada. Replication and redundancy will be avoided. Superseded individual volumes of practice materials will not be retained.

### **3. Directories**

The Law Library will maintain a limited reference collection of current legal directories. Superseded editions of directories will be withdrawn from the collection.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

#### **4. Dictionaries**

The Law Library will acquire at least one copy of the latest edition of Black's Law Dictionary for the reference collection.

#### **5. Citators**

The Law Library will maintain at least one online citator.

#### **6. Digests**

Digests will be acquired selectively.

#### **7. Restatements, Uniform Laws, and Model Acts**

The Law Library will maintain a comprehensive collection of the most recent editions of the Restatements, uniform laws, and model acts.

#### **8. Journals and Periodicals**

The Law Library subscribes to journals and periodicals through Westlaw online and EBSCO.

#### **9. Looseleaf Services**

The Law Library acquires and maintains looseleaf services that provide materials or subject coverage unique to the collection, or that provide necessary materials more currently and easily than they would otherwise be available. Generally, duplication of services will be avoided unless a need is demonstrated.

Looseleaf subscriptions are evaluated before renewal. Canceled looseleaf services are marked "no longer updated" and are reviewed for weeding on a regular basis.

### **III. COLLECTION DEVELOPMENT BY SUBJECT**

The subject area priorities for collection development are dictated by the extent to which items in a particular subject area are used. Given that materials pertaining to family law, legal practice, Nevada law, criminal law, property, and torts circulate most extensively, close scrutiny will be given to new items regarding these subjects in particular.

Policy Area:	Law Library
Effective Date:	
Revised Date:	01/29/2021
Review Date:	

## **III.V. COLLECTION DEVELOPMENT BY JURISDICTION**

### **A. General Jurisdictional Considerations**

The Law Library designates two categories of emphasis for collecting materials from various jurisdictions:

#### **1. Federal Law of the United States and the State Laws of Nevada**

For these jurisdictions, the following source material will be collected comprehensively: constitutions, session laws, statutes, codes, court rules, court decisions, regulations, attorney general opinions, and legislative history materials. Practice materials, form books, and finding tools will be collected in a manner consistent with the policies and priorities described in Parts II and III of this Policy.

#### **2. The Law of the Remaining 49 States, the District of Columbia, and U.S. Territories**

For these jurisdictions, the following primary materials will be made available online: constitutions, statutes, and court decisions.

### **9. Approved By:**

**End of Policy**