A SUGGESTED MODEL
FOR STATE LAW LIBRARY EVALUATION:
THE MONTANA STATE LAW LIBRARY

January 1979

Consultants:

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I. INTRODUCTION

The Librarian of the Montana State Law Library, Ms. Claire Engel, requested technical assistance from LEAA's Criminal Courts Technical Assistance Project at the American University for the purpose of evaluating certain programmatic and organizational aspects of the Library's operations. Among the factors prompting the request were concerns on the part of the Librarian and the Montana Supreme Court that library needs were deserving of higher priorities in terms of appropriations, that the existing physical facilities could be insufficient for the library's needs and that a potential existed for expanding technical and public services which the library provided.

Ms. Engel requested specific assistance in evaluating the following aspects of the library's operations:

- Reader, Staff and Collection space
- Adequacy of the existing collection
- Staffing and funding needs
- Public and technical services offered by the library
- Existing administrative operations and functions

In addition to these areas, it was decided that the scope of the assistance would be broadened to include a testing of the recently promulgated Standards for State Supreme Court Libraries developed by the Association of American Law Librarians. It was felt that other states law librarians would be interested in seeing how the standards operated in an actual library setting. Along these lines,
this report is being made available to state law librarians in all fifty states and the District of Columbia.

To provide the desired assistance, the consultative services of Professor Donald Garbrecht and Mr. C. E. Bolden were obtained. Professor Garbrecht is a Professor of Law and Law Librarian at the University of Maine Law School in Portland and has extensive experience in all aspects of law library operation. Mr. Bolden is Librarian of the Washington State Law Library and is the current president of the Association of American Law Librarians.

After reviewing extensive background materials prepared by Ms. Engel and her staff, the consultants spent four days on site in Helena, Montana in mid-November of 1978. During this time they interviewed members of the Montana Supreme Court, Ms. Engel and her staff, library users and other involved state staff.

The following report contains a comprehensive analysis of virtually all aspects of the operations of the Montana Law Library, the consultant's recommendations, and a detailed discussion of the Standards for supreme court law libraries and how they relate to the Montana library.
II. ANALYSIS OF EXISTING SITUATION

A. Descriptive Profile

As is true of any library, the State Law Library of Montana has its strengths and weaknesses. These are apparent both in its collection and its administration--more apparent, probably, to an outsider than to those in daily contact with the Library. The suggestions and recommendations made in the report should not be construed as any criticism of the overall quality of the Library administration, services or collection. Rather, the purpose is to offer recommendations designed to remedy weaknesses while maintaining those aspects which have made it an extremely valuable asset to the state government. The Library is supplying a valuable service function and the recommendations made are, hopefully, those which will refine and expand what is basically an excellent operation.

If existing law libraries of any import in Montana were surveyed, only two such libraries would be found: the State Law Library of Montana in Helena and the University of Montana Law Library in Missoula. It would be equally clear that the State Law Library is the only major law library in the central-western portion of the state readily available to the member of the Montana Bar, and has major service responsibilities to attorneys in the eastern half of the state as well.

The State Law Library is a part of the judicial branch of state government and functions under the exclusive jurisdiction and control
of the Montana Supreme Court.\(^1\)

The State Law Librarian is selected and appointed by the Supreme Court which prescribes the duties of such librarian, when not otherwise provided for by law.\(^2\)

The Library is the primary repository of legal research materials for the use of state government. The Law Library is responsible for developing and maintaining a comprehensive, organized collection of Anglo-American legal research materials—including primary research materials for all fifty states and the federal government, as well as secondary materials—for reference, research and study by all branches of state government, as well as the State Bar and the general public. Public service responsibilities include:

1. Legal reference assistance to all levels of Montana courts, with special emphasis on service to the Supreme Court.
2. Legal reference service to the Legislature and its research staffs.
3. Basic legal reference service to the executive and legislative branches of state government.
4. State-wide law library service by supplying photocopied materials to attorneys and public officers throughout the state, as well as inter-library loan service to established libraries.
5. "Ready-reference" assistance to the general public.

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1. Mont. Rev. Codes Ann. § 44-402. Location—board of trustees. The state law library of the state of Montana shall be located in the capitol building at Helena, Montana, and shall be in the immediate custody and subject to the control of a board of trustees, consisting of the chief justice and the justices of the supreme court of the state of Montana.
(6) Advising and assisting other state agencies in the evaluation of needs and acquisition of law books for in-house agency collections.

(7) "Public awareness" programs designed to bring recently published legal materials to the attention of attorneys and judges throughout Montana.

(8) Numerous other general and specialized services including assistance to students and members of the public who are not members of the legal profession.

Library technical service programs encompass all activities concerned with selection, acquisitions, cataloging/classification, and organization of all library materials.

The working library consists of approximately 55,000 volumes—containing an estimated 3,500-4,500 titles—plus loose-leaf services and general miscellany, including a number of in-house systems developed and maintained within the library to facilitate legal research. Approximately 2,166 hardbound volumes were added to the collection during FY 1978, representing 1,061 newly acquired titles and 1,105 volumes added as "continuations" to existing volume sets. In addition, 27,005 microfiche cards were added: 25,438 cards of newly acquired materials and 1,567 cards as "continuations" to existing sets.

The library staff totals 2.4 FTE's, consisting of 1 full-time professional librarian, 1 full-time technician, and .4 clerical assistant. The library size is estimated at 6,900 square feet and General Fund appropriations for the 1977-79 biennium totaled $257,197.
E. Staffing

Unquestionably, the most urgent problem facing the State Law Library—and one which should be addressed immediately and effectively—is the lack of a minimum staffing level. That the Library has a severe shortage of both professional and clerical support staff is not an item for legitimate debate by anyone familiar with library operations and services. Sub-standard staffing levels directly, intensely, and adversely impact all areas of library performance, causing a series of complex and inter-related problems which effectively preclude the desirable level of professional library service. As in any endeavor, business or governmental, adequate staff is essential if the operation is to proceed in an efficient and productive manner.

The present library staff consists of:

- State Law Librarian (professional)
- Library Technician (para-professional)
- one 1/2 FTE clerical (non-professional)
- one potential 1/2 FTE clerical (non-professional)

All of the staff are intensely industrious, well-qualified and devoted to providing the highest level library service which existing conditions will permit. Their dedication, devotion and accomplishments in light of staff limitations can only be described as exemplary. However, unless the staff problem is immediately and aggressively addressed, the level of library service will deteriorate and future growth and development will become difficult, if not impossible.

Presently, the State Law Librarian and Library Technician are under-
utilized, spending time on work that should be performed by less expensive clerical staff. The State Law Librarian, especially, is forced to spend much time on duties normally assigned to clerical personnel at the expense of her professional duties.

Matters which should be of major concern to the Law Librarian, and which only she can properly manage, include the following:

(a) Establish policies consistent with the objectives of the Library.
(b) Represent the Library in the Supreme Court administrative and planning sessions when they concern the Library's operations.
(c) Interview and select applicants for staff positions.
(d) Suggest salary ranges for staff and evaluate performance.
(e) Prepare job descriptions that define duties, responsibilities and requirements of all positions.
(f) Maintain effective communications with and among all staff members and keep them informed about policy matters that affect their work.
(g) Provide for staff participation in interpreting library policies and services to library users.
(h) Establish procedures for all library operations essential for efficient management of the library.
(i) Institute policies and assume overall responsibilities for book selection, acquisitions, organization and maintenance of the Library collection.
(j) Plan, organize and evaluate the Library services.
(k) Assess and plan for space and Library equipment requirements.
(l) Prepare and submit budget requests.
(m) Supervise and direct all Library services.
(n) Prepare a 5 year plan for Library growth and development.

Statistics on staffing guidelines for State Law Libraries and Supreme Court Libraries are generally unavailable. The Standards for Supreme Court Libraries, recently adopted by the Special Interest Section on State, Court and County Law Libraries provide little in the way of meaningful
guidelines. However, staffing levels of other types of law libraries with generally comparable service responsibilities and book collections can and do serve as valuable guides.

A 1977 Statistical Survey of Law School Libraries and Librarians\textsuperscript{3} revealed 15 libraries with book collections comparable in size to the State Law Library of Montana (50,000--60,000 volumes). A comparison of the average staffing level of the 15 surveyed libraries with the actual staffing level of the State Law Library follows:

<table>
<thead>
<tr>
<th></th>
<th>1977 Staffing Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Law Library</td>
</tr>
<tr>
<td></td>
<td>of Montana</td>
</tr>
<tr>
<td>Staff Size (FTE):</td>
<td>1.5</td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
</tr>
<tr>
<td>Non-Professional</td>
<td>1.5</td>
</tr>
<tr>
<td>Total</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>15 Surveyed Law</td>
</tr>
<tr>
<td></td>
<td>School Libraries</td>
</tr>
<tr>
<td></td>
<td>of Comparable Size</td>
</tr>
<tr>
<td>Total</td>
<td>6.80</td>
</tr>
</tbody>
</table>

While those not familiar with law libraries of various types may argue the differences between the goals, objectives and needs of law school libraries as compared with state law libraries, this is to ignore the fact there are many more similarities than differences and that staffing standards of a law school library comparable in size to a state law library will provide a valuable guide for establishing legitimate and productive staffing levels for state law libraries.

\textsuperscript{3} 72 Law Library Journal 318 (1978).
The addition of the staff recommended below, plus a reorganization of existing duties and responsibilities would: (1) increase productivity through better utilization of valuable staff time; (2) provide the opportunity to solve numerous operational problems heretofore unaddressed due to a lack of staff (i.e., extensive and continuing "weeding" of the collection and (3) provide man-power to meet future increased demands for library service as the collection increases and the scope of service expands.

Five new FTE positions should be added to the library staff:

(a) Catalog Librarian (professional)
(b) Reference/Circulation Librarian (professional)
(c) Bookkeeper/Secretary (clerical)
(d) Acquisitions Typist (clerical)
(e) Catalog Typist (clerical)

Both the Catalog Librarian and the Reference/Circulation Librarian should have a Master's Degree in Librarianship and, hopefully, some practical experience, although it need not be in a law library. The Bookkeeper/Secretary should have a sound knowledge of accounting fundamentals and secretarial skills. The need for the Bookkeeper/Secretary will be more fully developed in the discussion of the Library's budget later in this report. The Acquisitions Typist and Catalog Typist can be taught basic library operations relative to their jobs, and need only accurate typing skills.

The organization chart, set forth below, showing the recommended total staff of 8 FTE positions is presented as an example only; there could be many variations. Final staff organization should be in the absolute
discretion of the State Law Librarian.

Appendix A through E are

Classification Questionnaires, and (2) Job Specifications for each new recommended position, as follows:

Appendix A (pp. 82) -- Reference/Circulation Librarian
Appendix B (pp. 94) -- Catalog Librarian
Appendix C (pp. 100) -- Bookkeeper/Secretary
Appendix D (pp. 111) -- Acquisitions Typist
Appendix E (pp. 125) -- Catalog Typist

The Job Specifications are presented as brief illustrative summaries of the major duties involved in the positions recommended. Accurate and detailed descriptions should be prepared by the State Law Librarian. Salaries for new personnel should be at current market levels.

C. Budget

General fund appropriations for the library for the 1977-79 biennium were reported as:


A comparison of 1977-78 general fund appropriations with the 15 law school libraries of comparable size ($50,000 - 60,000 volumes) appearing in the 1977 Statistical Survey of Law School Libraries and Librarians,\(^4\) earlier referred to, reveals the following profile for total budgeted funds, expenditures for books and subscriptions, and staff size:

**1977-78 Budget Comparisons**

<table>
<thead>
<tr>
<th></th>
<th>State Law Library of Montana</th>
<th>15 Surveyed Law School Libraries of Comparable Size</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Budget:</strong></td>
<td>$123,473</td>
<td>$255,777</td>
</tr>
<tr>
<td><strong>Books &amp; Subscriptions:</strong></td>
<td>$85,213</td>
<td>$132,653</td>
</tr>
<tr>
<td><strong>Staff Size (FTE):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional</td>
<td>1</td>
<td>3.76</td>
</tr>
<tr>
<td>Non-Professional</td>
<td>1.5</td>
<td>3.04</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2.5</td>
<td>6.80</td>
</tr>
</tbody>
</table>

The summary figures speak for themselves and need little elaboration. During FY 1978, the staff size of the State Law Library of Montana was 4.3 FTE's under the national average for law school libraries of comparable size. Funds available for books and subscriptions were $47,440 under the same national average and the total general fund appropriation for the State Law Library was less than one-half the same average.

Annual inflationary increases in law materials for the past 6 - 8 years has far exceeded the average rate of inflation. Two recent national surveys of inflationary increases in law book prices reflect the following:

<table>
<thead>
<tr>
<th>Survey</th>
<th>Average Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of California at Davis Law School</td>
<td>15.4%</td>
</tr>
<tr>
<td>Publishers Weekly</td>
<td>15.5%</td>
</tr>
</tbody>
</table>

Any law library is basically a collection of serial publications which must be continuously supplemented and updated, or else they quickly become out of date and virtually useless as current information sources. The major portion of the book budget of any law library is consumed by these "continuations" costs (usually in the 70-80 percent range).

Although the 1979-81 budget request to the Montana Legislature reflects an increased book budget request, the funds required to maintain the current collection (i.e., "continuations costs") are not known with sufficient certainty. It can, however, be speculated with some certainty that a projected 15-17 percent inflation rate will severely restrict funds available for acquiring new additions to the library collection—a fact which

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has apparently existed for some time, although there has been marked improvement in collection development during the past several years.

It should be emphasized that there is no "fat" in the present library budget. All funds currently appropriated for library use will be spent for the purposes intended. Funds should not, and can not, be transferred from the library budget to serve other Supreme Court needs.

Prior to the arrival of the present State Law Librarian, library fiscal records were inadequate to the point of being almost non-existent. Those that are available are unreliable for establishing an accurate cost history upon which to project book budgets for future years.

Often administrators outside the library field do not recognize and appreciate the specialized nature of accounting records and reports which must be maintained in order to insure responsible fiscal control and management of operating budgets. The need for this reliable control is especially important since a major portion of the budget is "pre-spent" as continuations costs, and the balance is suffering from double-digit inflationary increases in law book prices.

Any law library administrator must have daily reliable control of library expenditures. Records and reports designed especially with library operations in mind are essential if the administrator is to responsibly direct the future growth and development of the library.
Existing fiscal management procedures governing library operations need to be simplified and streamlined. They are presently cumbersome, often unreliable due to human error, create obstructions to effective communications, and are generally awkward.

All payment papers, both invoices submitted for payment and return records of payment, are apparently channeled through the fiscal officer in the office of the State Court Administrator. Periodic summary reports from the State Accounting Office are presumably likewise sent to the library via the fiscal officer.

Fiscal control could be substantially enhanced by establishing a direct line of communication between the library and the state office charged with issuing vendor warrants. There should be no intermediary.

Furthermore, as recommended earlier in the report, a bookkeeper, doubling as a badly needed secretary, should be hired to establish internal control bookkeeping systems which will provide the head library with the daily information essential for effective administration, and to verify the accuracy of periodic reports received from the Central State Accounting Office. On numerous occasions, mistakes made due to poor communications or incorrect recording by outside offices of coded invoices submitted for payment have created costly mistakes—both in money and staff time.
Priority consideration should be given to:

(1) Simplifying the fiscal payment and reporting system for the library by establishing a direct line of authority and communication between the law library and the state accounting office or state treasurer for processing all payment papers and records.

(2) Establishing the position of bookkeeper/secretary to perform those types of duties generally described in Appendix C, assuring the integrity and utility of library accounting records and reports. An item of first priority would be to thoroughly review all invoice payments for the past 2–3 years, and establish a reliable historical base of "continuations costs".
D. Physical Facilities

The Montana State capitol is a beautiful and gracious one, offering a pleasant work atmosphere for both staff and visitors. Nevertheless, its design makes it an unusually difficult one for library administration. The library proper is on one floor with a main reading room with access to three sides. There is no possibility of a main reading room with access to all needed materials. Such a situation is not uncommon where a library is inserted into a building designed with other purposes predominantly in mind. While this is to be lamented, little can be done within reason to modify the building; its limitations must be accepted. The solution lies in a new building architecturally designed so as to more specifically accommodate library needs, both present and future. Full participation by the State Law Librarian at the earliest planning stage and continuing through the entire construction period, is absolutely essential.

Presently, the library staff is working within space limitations totally inadequate to meet minimum needs. Staff efficiency and productivity suffers accordingly. The necessity for increased staff will acutely compound the problem unless additional work space can be found.

As a general rule, 130 square feet is the minimum recommended for each worker in reference and circulation. Approximately 150 square feet is needed for each person in technical services, since these activities need more room for books being processed and for records stored.

The only additional work space available for library staff use are the two small offices located at the far end of the main reading room—
presently used by the library for technical services functions, and the
other housing two law clerks. Although space for all court functions is
at a premium, these two offices are the only areas available for additional
staff work space. Both offices should be dedicated to library operations
especially since both are located within the library proper. While law
clersks could be located elsewhere in the building from the standpoint of
their duties and responsibilities, it would be poor space management to
consider library work space significantly removed from the library.

The library collection should be severely "weeded" to remove obso-
lete and little-used materials from the main collection, thus freeing
valuable shelf space for expansion and development of a more viable
collection. Presently, little-used materials are occupying valuable shelf
space; however, this can be done only by the head librarian who, to date,
has been unable to do so due to inadequate manpower. Substantial addi-
tional space in the main library could be made by a complete and severe
"weeding". Little-used, but needed, materials should be housed on
inexpensive wooden storage shelves constructed in one of the basement
storage areas presently being used by the library. Storage boxes should
be avoided, if possible, since the books then become virtually
inaccessible.
E. Library Collection

The existing collection contains approximately 55,000 volumes composed primarily of court reports, statutes, periodicals, state legislative materials, federal administrative agency reports and decisions, treatises and related search tools (i.e., indexes, citators, digests, encyclopedias). Within the state, the collection is second in size only to the University of Montana Law Library.

The library has an excellent collection base from which to further develop. The survey revealed the strongest section of the collection to be in the legal and law related periodicals area, while the portion requiring the most attention is the text and treatise area. The present holdings are not to be criticized. Problems that exist are those of completeness, not quality.

1. Court Reports: The library has one set of the National Reporter System, which is its sole source of case law from other states and federal courts, except the U. S. Supreme Court. The official court reports of other states published prior to the National Reporter System have been wisely retained. Current volumes of court reports from other states are part of the excellent exchange program of the library; however, due to space limitations, the exchange volumes received are mailed directly to the University of Montana Law Library.

The collection should have second copies of selected regional reporters, especially the Pacific Reporter. Also, at such time as a new building is constructed, or other space becomes available, the return of the official state reports should be requested from the University Law Library.
The subscription to the Pennsylvania "side reports" was wisely discontinued some time ago. The volumes contain trial court cases which have no precedential value and have little utility to a State Law Library. They should be disposed of by sale, exchange, or donation.

2. **Statutes:** The library's collection of state statutes is complete and current. The active exchange program provides most of this material at no direct cost to the library. Currently, 12 state codes are being purchased. Likewise, current state session laws from all states are received.

The United States Code, Code of Federal Regulations, and Federal Register are presently received as part of the library's federal depository status.

Virtually all state codes received are the annotated editions which are greatly preferred. In addition to providing current statutory law, the annotated set doubles as a partial Shepard's Citator for cases interpreting those sections.

The library's need for statutory material is being effectively met.

3. **Citators:** The library is presently subscribing to the following Shepard's Citators:

   Reporter System
   United States Citations
   Atlantic Citations
   Northeastern Citations
   North Western Citations
   Pacific Citations
   Southeastern Citations
   Southern Citations
   Southwestern Citations
   Federal Citations
   California Reporter Citations
   New York Supplement Citations
States

Arizona Citations
California Citations
Idaho Citations
Illinois Citations
Montana Citations
North Dakota Citations
Oregon Citations
South Dakota Citations
Washington Citations
Wyoming Citations

Miscellaneous

Federal Labor Law Citations
Federal Law Citations in Selected Law Review Citations
Law Review Citations
Restatement of the Law Citations

Few meaningful additions could be recommended to this list since:

(1) The annotated state codes currently received serve, to a considerable extent, as state citators for statutory interpretation.

(2) Shepard's Citators are complete for the National Reporter System—which is virtually the only library source for out-of-state cases.

(3) Cases predating the National Reporter System are used so infrequently that expenditures for state citators to cover this omission would be unwise. Such information could quickly be obtained from other libraries when required.

(4) The "miscellaneous" citators are those which any State Law Library should have, however Administrative Law Citations should be purchased.

At such time as the library re-establishes its collection of state reports, the Citator collection should be re-evaluated with a view to increasing the number of state citators. Prior to that time, any substantial expansion of state citators would appear unwise.
4. **Legal and Law Related Periodicals:** The collection of legal and law related periodicals is of extremely high quality. Considerable knowledge and insight has been exercised in their selection. None of the titles are to be criticized as being inappropriate for a State Law Library.

The 162 periodicals currently being received are as follows:

- Administrative Law Review
- Alabama Law Review
- Albany Law Review
- ALI-ABA Course Materials Journal
- American Bar Association Journal
- American Bar Foundation Journal
- American Criminal Law Review
- American Indian Law Review
- American University Law Review
- Arizona Law Review
- Arkansas Law Review
- Banking Law Journal
- Baylor Law Review
- Boston College Law Review
- Boston University Law Review
- Brigham Young University Law Review
- Brooklyn Law Review
- Business Lawyer
- California Law Review
- California Western Law Review
- Case & Comment
- Case Western Reserve Law Review
- Chicago-Kent Law Review
- Civil Liberties Review
- Cleveland State Law Review
- Columbia Human Rights Law Review
- Columbia Journal of Environmental Law
- Columbia Journal of Law and Social Problems
- Columbia Law Review
- Commercial Law Review
- Connecticut Law Review
- Cornell Law Review
- Corporate Practice Commentator
- Creighton Law Review
- Crime and Delinquency
- Criminal Justice Journal
- Criminal Law Bulletin
- Criminal Law Quarterly
- Current Municipal Problems
- Defense Law Journal
- Dickinson Law Review
- Duke Law Journal
- Duquesne Law Review
- Ecology Law Quarterly
- Emory Law Journal
- Environmental Affairs
- Environmental Law
- Environmental Law Review (annual)
- Family Law Quarterly
- Federal Bar Journal
- Federal Probation
- Florida State University Law Review
- Fordham Law Review
- Georgetown Law Journal
- George Washington Law Review
- Georgia Law Review
- Golden Gate University Law Review
- Gonzaga Law Review
- Harvard Environmental Law Review (annual)
- Harvard Journal on Legislation
- Harvard Law Review
- Hastings Constitutional Quarterly
Hastings Law Journal
Hofstra Law Review
Houston Law Review
Human Rights
Idaho Law Review
Indiana Law Review
Insurance Counsel Journal
Iowa Law Review
Journal of Law and Economics
Judicature
Kentucky Law Journal
Labor Law Journal
Law and Contemporary Problems
Lawyer's Medical Journal
Louisiana Law Review
Loyola Law Review
Loyola of Los Angeles Law Review
Loyola University of Chicago Law Journal
Maine Law Review
Marquette Law Review
Maryland Law Review
Massachusetts Law Review
Medical Trial Technique Quarterly
Michigan Law Review
Minnesota Law Review
Montana Law Review
Natural Resources Journal
Natural Resources Lawyer
Nebraska Law Review
New England Journal on Prison Law
New England Law Review
New Mexico Law Review
New York University: Conference on Labor (looseleaf)
New York University: Institute on Federal Taxation (looseleaf)
New York University: Institute on Securities Law and Regulations (looseleaf)

New York University Law Review
North Carolina Law Review
North Dakota Law Review
Northwestern University Law Review
Notre Dame Lawyer
Ohio State Law Journal
Oil & Gas Law and Taxation, Institute on (annual)
Oklahoma Law Review
Oregon Law Review
Osgoode Hall Law School Journal
Pacific Law Journal
Pepperdine Law Review
Practical Lawyer
Public Land & Resources Law Digest
Rutgers Journal of Computers and the Law
Rutgers Law Review
St. John's Law Review
St. Mary's Law Journal
San Diego Law Review
San Fernando Valley Law Review
Seton Hall Law Review
South Carolina Law Review
Southern California Law Review
Southwestern Law Journal
Stanford Law Review
State and County Administrator
State Court Journal
Supreme Court Review (annual)
Syracuse Law Review
Taxes
Temple Law Quarterly
Tennessee Law Review
Texas Law Review
UCLA Law Review
UCLA - Alaska Law Review
University of Chicago Law Review
University of Colorado Law Review
University of Dayton Law Review
University of Florida Law Review
University of Kansas Law Review
The library is receiving 38 percent of the some 425 titles currently indexed in the Index to Legal Periodicals. The Librarian reports that the number of periodicals received are to be increased to a minimum of 200—that number required by the American Association of Law Schools for law school libraries.

It is generally agreed that legal periodicals are an invaluable source for keeping current on recent legal developments and often provide some of the most in-depth analysis and analyses and appraisals of legal concepts.

The periodical collection reflects the appropriate degree of importance attributed to it by the Librarian and the dedicated efforts made in its development.

Given a limited book budget, any future additions should be current subscriptions to numerous additional titles rather than long back runs of a few. Sources valuable as guidelines for additions would be:

1. Index to Legal Periodicals
2. Shepard's Law Review Citations
3. Index to Periodical Articles Related to Law
Appropriate indexes are, of course, indispensable for the effective use of a periodical collection. In addition to the Index to Legal Periodicals, the library should consider additional indexes, even if many of the titles indexed are not presently in the library collection. The additional indexes would provide references to valuable material which could be easily obtained from the State Library of Montana, the University of Montana or numerous other libraries.

The library should consider adding the following to the collection:

1. Index to Periodical Articles Related to Law
2. Current Index to Legal Periodicals (University of Washington)

There would be little need for such indexes as:

1. Index to Canadian Legal Periodical Literature
2. Index to Foreign Legal Periodicals

5. Looseleaf Services: Looseleaf services are indispensable in any law library requiring quick, complete and extremely current information on specialized legal topics. These services are invariably expensive, but provide information otherwise unavailable with the scope and currentness required.

Presently the State Law Library subscribes to the following services:

BNA
Criminal Law Reporter
Environment Reporter
Family Law Reporter
Government Employee Relations Reporter
The current looseleaf service collection is a minimum one. Attention should be given to selectively expanding the scope of this collection, especially as service to the bar and government.

The following list is suggested as a guide only of those types of services found useful in State Law Libraries. Final determination of which services will be purchased must be the decision of the State Law Librarian:

**ABA**
Mental Disability Reporter

**BNA**
Occupational Safety and Health Act Reporter

**Commerce Clearing House**
Automobile Law Reporter
Bankruptcy Law Reporter
6. **English and Canadian Materials:** The library has an outstanding, and valuable, collection of older English and Canadian primary materials. Subscriptions to the materials were cancelled some years ago due to space and budget limitations. Much of the material was donated to the University of Montana Law Library. This decision provides reasonable access to these materials, while freeing monies and space for urgent State Law Library purposes.

Much of this material is in mint condition. Some is in boxed storage in the basement and some remains on library shelves. These should be removed as part of the recommended "weeding" process. Careful consideration, and expert advice, should be obtained as to the future of these materials. Much of this material can be sold for exchange credit with new and used book publishers. Credit is preferable to cash, as the money is then available for library purposes. Under no circumstances should sale of these materials mean that less money need be appropriated in the regular library biennial budget.
7. **Treatises and Texts:** The survey revealed the treatise collection to be in need of the greatest attention. The problem is one of quantity and scope, not quality. The titles presently contained in the collection are the accepted standard works and are not to be criticized.

However, efforts should be made to broaden the scope and depth of subject coverage, particularly in areas of law which have developed in the last ten to fifteen years. Particular attention should be paid to such areas as civil rights, land use and planning, energy, environmental rights and remedies, class actions, products liability and administrative law.

The acquisitions and book selection process is discussed elsewhere and need not be duplicated here.

While the State Law Librarian is the only person qualified to determine the proper direction for collection development, the following titles are generally recognized as being sufficiently authoritative as to serve as a reasonable guide and standard for State Law Libraries.

The list is not definitive, nor is it intended to be. Neither is it suggested that all titles listed would be proper acquisitions for the State Law Library of Montana. The listing, however, has value as a guide and a fundamentally basic working standard for measuring the existing collection:

**ACCOUNTING**


American Institute of Certified Public Accountants. Accounting Research Division. **Inventory of Generally Accepted Accounting Principles for Business Enterprises.** New York: 1965.
ACCOUNTING (continued)


ADMINISTRATIVE LAW


AGENCY


AUTOMOBILES


Schwartz, Louis E. Trial of Automobile Accident Cases... New York: Matthew Bender, 1958-. 6 v. (looseleaf)


BANKRUPTCY


Collier Bankruptcy Cases. New York: Matthew Bender, 1974-10 v. in 11.

Collier on Bankruptcy. 14th ed. New York: Matthew Bender. 15 v. in 22. (looseleaf)


BANKS AND BANKING


Michie on Banks and Banking. Permanent ed. Charlottesville: Michie. 9 v. in 11.

BUSINESS ORGANIZATIONS


CLASS ACTIONS


COMMERCIAL LAW


COMPUTER LAW


CONFLICTS OF LAW


CONSTITUTIONAL LAW


CONSUMER PROTECTION


Truth in Lending. Brighton, Mass.: National Consumer Law Center, 1971–. (looseleaf)

CONTRACTS


CORPORATIONS


Joint Committee on Continuing Legal Education. ALI-ABA. *Lawyer's Basic Corporate Practice Manual*. 1971. 1 v. (looseleaf)

CORPORATIONS (continued)


CRIMINAL LAW AND PRACTICE


CRIMINAL LAW AND PRACTICE (continued)


EMINENT DOMAIN


ENTERTAINMENT

ENVIRONMENTAL LAW


EQUITY


ESTATE PLANNING AND ADMINISTRATION


ETHICS

A. B. A. Committee on Professional Ethics and Grievances. Opinions of the Committee on Professional Ethics and Grievances...  


EVIDENCE

EVIDENCE (continued)


FAMILY LAW


FEDERAL PRACTICE AND PROCEDURE


FRANCHISING

FUTURE INTERESTS


HORNBOOKS

Entire Series.

IMMIGRATION


INSTRUCTIONS TO JURIES


INSURANCE


JURISPRUDENCE

JURISPRUDENCE (continued)


LABOR LAW


LAW OFFICE MANAGEMENT


LEGAL RESEARCH AND WRITING


LEGAL RESEARCH AND WRITING (continued)


LOCAL GOVERNMENT


MEDICAL JURISPRUDENCE

Gray, Roscoe N. Attorneys' Textbook of Medicine. 3d ed. New York: Matthew Bender, 1950-. 5 v. in 12 (looseleaf)


Louisell, David W. Medical Malpractice. Albany: Bender, 1960-. 2 v.

NATURAL RESOURCES

American Law of Mining. New York: Matthew Bender, 1960-. 5 v. (looseleaf)


NATURAL RESOURCES (continued)


PATENTS, TRADEMARKS AND COPYRIGHTS


PERPETUITIES


PERSONAL INJURY


PERSONAL INJURY (continued)

Personal Injury, Actions, Defenses, Damages. New York: Matthew Bender. 6 v. in 21 plus 2 v. index (looseleaf)


PROBATE


PRODUCTS LIABILITY

Dixon, Marden G. Drug Product Liability. New York: Matthew Bender, 1974-. (looseleaf)


PROFESSIONAL ORGANIZATIONS

PROPERTY


REAL PROPERTY


RESTATEMENTS


Agency, 2d, 1958. 3 v.
Conflict of Laws, 2d, 1971. 3 v.
Contracts, 1932. 2 v.
RESTATMENTS (continued)


Property, 1936-1944. 5 v.
Torts, 1934. 2 v.
Torts, 2d, 1965. 5 v.
Trusts, 2d, 1959. 3 v.

RESTITUTION


SECURITIES


SOCIAL WELFARE


STATUTORY CONSTRUCTION


SURVEYING

TAXATION


Rabkin, Jacob and Mark H. Johnson. Current Legal Forms with Tax Analysis. New York: Matthew Bender. 10 v. in 22. (looseleaf)


TORTS

TORTS (continued)


TRADE REGULATIONS


TRIAL PRACTICE


Bender's Forms of Discovery. San Francisco: Matthew Bender, 1963- . 20 v.


TRIAL PRACTICE (continued)


TRUSTS


UNIFORM COMMERCIAL CODE


UNIFORM LAWS


v. 1-5 Uniform Commercial Code
v. 6 Uniform Partnership Act and Uniform Limited Partnership Act
v. 7 Business and Finance Laws Including Uniform Consumer Credit Code
v. 8 Estate, Probate and Related Laws
v. 9 Matrimonial, Family and Health Laws Including Adoption Act, Divorce Recognition Act, Juvenile Court Act, Reciprocal Enforcement of Support Act
v. 10 Uniform Rules of Criminal Evidence and Moral Penal Code
v. 11 Criminal Law and Procedure Including Criminal Extradition Act, Military Justice Code, Post Con-
UNIFORM LAWS (continued)

viction Procedure Act
v. 12 Civil Procedural and Remedial Laws Including
Declaratory Judgments Act, Contribution Among
Tortfeasors Act
v. 13 Civil Procedural and Remedial Laws Including
Eminent Domain Code, Jury Selection and Services
Act, Rules of Evidence

WATER LAW

Clark, Robert E. Waters and Water Rights: A Treatise on the
Law of Waters and Allied Problems, Eastern, Western,

WORKMEN'S COMPENSATION

Blair, Elmer H. Reference Guide to Workmen's Compensation,
A Quick Retrieval Handbook. St. Louis: Thomas Law Book
Co., 1968. (looseleaf)

Larson, Arthur. The Law of Workmen's Compensation. New York:
Matthew Bender, 1952-. 4 v. in 7 (looseleaf).

ZONING

Anderson, Robert M. American Law of Zoning. 2d ed. Rochester:

New York: Clark Boardman, 1975-. 5 v.

Williams, Norman J. American Planning Law: Land Use and
the Police Power. Chicago: Callaghan, 1974-. 5 v.
F. **Library Standards**

The Consultation Committee was asked to specifically address the Standards for Supreme Court Libraries, adopted June 25, 1977 by the Special Interest Section on State, Court and County Law Libraries of the American Association of Law Libraries.

Unlike the standards promulgated by the American Bar Association (Appendix F) and the Association of American Law Schools, the Standards for Supreme Court Libraries were designed purely as working guidelines to supply some direction and guidance for supreme court librarians in developing their collections and services to meet the needs of library patrons. Unlike the law school standards, they are not used for official accreditation purposes and contain no provisions for enforcement.

In large measure, the State Law Library of Montana meets or surpasses many of the guidelines set forth in the Standards for Supreme Court Libraries. There are, however, some noticeable variances which should be addressed by the State Law Library and the Supreme Court as its governing body. Recommendations and observations appear as Comments under each section of the Standards:
STANDARDS FOR SUPREME COURT LIBRARIES

OFFICIAL DRAFT

Adopted June 25, 1977

PREAMBLE

Believing that the Supreme Court Library is an integral, indeed a vital, part of the judicial system it serves and that the library reflects the action and will of the court system, the members of State and Court Law Libraries of the United States and Canada urge judicial departments in various states and provinces to look more closely at the advantages to be found in providing law librarians a closer role in the planning and implementation of changes in the judicial system.

Such integration of the law librarian into judicial department planning would, it is hoped, enable the law librarian to provide more effective service to the court and to the whole judicial system.

To assure the highest quality of personnel and performance in the pursuit of this aim, State and Court Law Libraries of the United States and Canada propose the following law library standards for state supreme courts, covering both the competence of the law librarian as a professional and the quality of the collections in the law libraries of the courts in the United States and Canada.

It is respectfully suggested that the Chief Justice of each jurisdiction have these standards applied to the law library which serves that court as the research support service for judicial decisionmaking.

PROPOSED OFFICIAL DRAFT

I. GOVERNANCE

A. A Supreme Court Library should be under the direct supervision of a full-time qualified law librarian.

Comment: The State Law Librarian is full-time and very well qualified for the position she holds.

B. The relationship of the law librarian to superiors should be defined by statutes or administrative rule.

Comment: Montana Revised Codes Annotated § 44-402
provides that the State Law Librarian shall be in the immediate custody and subject to the control of the board of trustees consisting of Justices of the Supreme Court. Section 44-403 prescribes that the board of trustees shall make rules and regulations governing the administration of the state law library. These rules and regulations should be periodically and systematically reviewed to ensure the librarian has the authority and control required to produce professional level law library service.

II. PLANNING

A. The head law librarian should be kept fully informed of policy and program developments of the judicial system in order to plan library services to meet changing needs.

Comment: Direct channels of communication between the board of trustees, or chairman of the library committee, and the state law librarian should be established on a formal continuing basis. Apparently, no such program presently exists.

B. From its inception, planning that concerns the Supreme Court Library in any or all of the following areas should involve the head law librarian either as director or advisor: (1) Growth of the collection. (2) Personnel to provide service to users and the collection. (3) Physical facilities. (4) Bibliographic and physical control of the collection and its access.

Comment: The State Law Librarian should have direct and undiluted participation in these areas. Presently, the direct participation by the librarian is at a level less than desirable.
III. BUDGET

A. The budget of a Supreme Court Library should be separate and sufficiently adequate to insure a well-qualified staff and a complete, up-to-date collection, with provision for new acquisitions as needed.

Comment: The budget of the state law library is a program item within the overall budget of the Supreme Court. General funds appropriated for the law library program cannot be presently diverted for use in other programs. The library is drastically understaffed and the 1979-81 budget projection anticipates no additional staffing. The additional staff positions recommended elsewhere within this report are essential and minimal; the 1979-1981 budget request should be amended to address these staff needs. There is also some question as to whether the book budget is adequate to maintain the existing collection at an estimated 15.5 percent inflation rate and still provide reasonable monies for acquiring newly published titles.

B. The preparation, presentation, and management of the budget is a prime function of the head law librarian, working with library staff and/or in concert with other personnel.

Comment: This function is presently performed by the state law librarian.

C. The library expenditure levels set by the American Bar Association and the Association of American Law Schools are relevant guidelines for budgets of Supreme Court Libraries.

Comment: Regulation 8.5 Minimum Library Expenditures of the library standards prescribed by the Association of American Law Schools provides that the library "shall spend at least $60,000 each fiscal year for acquisitions. An adequate portion of that sum shall be spent for the acquisition of titles new to the collection." With the cost of legal publications increasing at a rate of 15-17 percent per year, the $60,000 standard is indeed minimal--unrealistically so. However, it appears that the total book budget for the 1979-1981 biennium will meet this questionable standard.
IV. PERSONNEL

A. The head law librarian should have a degree in law or library science and should meet the certification requirements of the American Association of Law Libraries. (Revised 6/25/78)

Comment: The AALL certification requirements have been met.

B. The law librarian should be paid commensurate with his or her profession, education and experience, taking into consideration the size of the library and staff and extent of responsibilities. (Revised 6/25/78)

Comment: Recognizing (1) the necessity to retain high quality, experienced staff, and (2) the virtually unlimited flow of law librarians from one type of library to another (i.e., law school to state law library) salaries must be established at a level nationally in all types of libraries and not regionally in specific types of libraries. Probably the most reliable and systematically available salary information for law librarians appears in the annual survey of law school libraries and librarians reported annually in the Law Library Journal. The 1977 survey reports salary levels for medium-sized libraries (50,001-100,000) as follows: high, $33,470; median, $24,444; low, $15,500. It is submitted that this survey can serve as a meaningful guide for establishing professional level salaries for head law librarians, not only for law schools but other types of law libraries as well.

C. The law librarian should be the appointing authority for the other staff members.

Comment: Presently performed by the law librarian in consultation with the Supreme Court.

D. Compensation of other staff should be commensurate with the responsibilities assigned, the qualifications, training and experience brought to the position, and the performance of designated duties.

Comment: Other staff salaries appear to be at a level which is reasonably comparable with similar positions in other local libraries.

E. The librarian and staff should be covered by civil service, merit system, or the plan in the state for career state employment. (Revised 6/25/78)

Comment: Staff is presently covered.

F. In the case of a library of 60,000 volumes or more, the librarian where practicable, should be provided with at least the following staff: three professional assistants, qualified through training or experience, with responsibility in the functions of acquisitions, cataloging, reference and administration, and other necessary professional and clerical assistants. (Revised 6/25/78)

Comment: The library staff falls far short of this standard. See other comments relating to personnel recommendations.

V. PHYSICAL PLANT AND FACILITIES

A. The Supreme Court Library should be housed in the same building, or in close proximity to the court so as to achieve the efficient and maximum utilization of space and the potential for convenient access to the law library.

Comment: The state law library is housed in the same building with the Supreme Court.

B. Shelving should be adequate to hold the collection in convenient arrangement for use and allow for expansion of the collection.

Comment: Even considering the additional space to be gained by a drastic weeding of the existing collection, existing linear shelf feet is at best marginal and will become inadequate with reasonable growth and expansion of the collection. Physical limitations of the library restrict further book stack expansion.

C. There should be provision for suitable equipment and work space for administrative, processing and reader assistance tasks of the library staff.
Comment: Equipment and work space for vital staff functions is grossly inadequate and the necessity for increased staff will further compound the problem.

D. Ample attractive work areas and comfortable seats should be should be within easy reach. Good lighting is essential.

Comment: Adequate seating exists, and lighting is good. Due to severe space limitations, there is no conference room, or typing facilities and the photocopy machine is located in the hallway outside the library.
VI. READER SERVICES

A. The library should provide reference service upon request, drawing upon interlibrary loan service from other libraries when necessary.

**Comment:** Excellent reference service is being provided within the limitations of existing staff. Interlibrary loan cooperation with other libraries is excellent.

B. A public card catalog and standard legal bibliographic materials (i.e., indexes, library catalogs and bibliographies) should be available for use of the staff and patrons.

**Comment:** A microfiche catalog of the existing collection is in preparation and approximately 80 percent complete.

C. Floor maps, signs and library guides should be provided to assist patrons in finding their way about the library and into the collection.

**Comment:** Directional devices are adequate.

VII. TECHNICAL SERVICES

A. Acquisition

1. The selection of material added to the collection is the responsibility of the head law librarian and reflects compliance with the collection development policy.

**Comment:** The state law librarian selects all titles to be added to the collection.

2. All materials should be current with respect to continuations, supplements and replacements, sets should be complete, unbroken and multiple copies should be available where heavy usage requires them.

**Comment:** Numerous sets of materials presently shelved in the main library are out of date and should be made current if the decision is made to retain the title, or (2) should be discarded through a systematic "weeding" process of the entire collection, thereby making room for additional growth and expansion of the viable collection.
(3) The library should have available the selection tools appropriate to its needs.

Comment: The library should increase its book selection tools in accordance with recommendations made elsewhere within this report.

(4) Student or law librarians should have the authority to join a

Comment: The state law librarian presently has this authority.

(5) If the library contains material on microfilm, microfiche or on cassette, it should have the necessary hardware for usage.

Comment: Several additional microfiche readers are required to complement the rather extensive microfiche holdings of the library and to make effective use of the COM catalog.

(6) The authority to weed and dispose of unwanted materials should be at the discretion of the head law librarian.

Comment: Presumably, the head law librarian has this authority.

B. Catalog

(1) The collection should be cataloged and classified in a system that makes it possible to retrieve the desired material quickly and easily by both the patron and the staff. National standards for bibliographic records should serve as guidelines.

Comment: The collection is presently being cataloged and classified according to established professional bibliographic standards.

(2) The catalog should be available for use of the staff and patrons.

Comment: The catalog is available for use of staff and patrons.

(3) The library may also maintain a holding (inventory) file and/or visible file to provide service and maintain bibliographic control of the collection.
Comment: The ongoing cataloging process obviates the necessity for visible files.

VIII. COLLECTION

The library should contain the volumes that make it an effective information resource for the clientele and purpose it is organized to support. Standard and recommended lists from professional associations or accrediting agencies are useful guides to this end.

A. Publications of or for special use in the state in which the library is located.

1. The published reports of decisions of all appellate courts (including lower court reports where published).

2. The best available current statutory compilation. This assumes annotated edition if one is available. Also a complete set of older statutory compilations.

3. The session laws and legislative journals.

4. A state digest and legal encyclopedia, if available.

5. Shepard's Citations.

6. All significant local text books and treatises as well as Attorney General Opinions, State Bar Reports, and Form and Practice Books.

7. All legal periodicals and newsletters published in the state.

8. Legislative manual and roster.

9. State administrative code and municipal and county codes, if available.

10. All state and judicial conference reports and any recommendations of state law revision commissions.

B. Publications concerned with Federal law.

1. Reports and decisions of the United States Supreme Court.

(3) Statutes at Large.

(4) A digest of all United States Supreme Court Reports and of all Federal Reports.

(5) Shepard's United States Citations and Shepard's Federal Reporter Citations.


C. General American Publications

(1) The published reports of decisions of the courts of last resort, prior to the National Reporter System.

(2) The National Reporter System complete.

(3) The American Digest System.

(4) The American Law Reports complete.

(5) Current state statutory compilations for as many states as possible.


(7) A broad collection of legal periodical titles which are listed in Index to Legal Periodicals.

(8) Index to Legal Periodicals.

(9) All American Law Institute Restatements.

(10) A basic collection of legal text books and treatises of contemporary value on legal subjects of interest to the clientele of the library.

(11) One legal and one general dictionary, one good form book, and one general encyclopedia.

(12) Shepard's citations for all units of National Reporter System and states covered.

(13) Words and Phrases.

* Revised 6/25/78)
(14) U. S. Law Week, and Criminal Law Reporter.

*(15) One set of loose-leaf or equivalent service in corpora-
tions, securities, commercial law, trade regulations,
and state and federal taxation.


*(17) Uniform Laws Annotated.

D. Optional and English Publications

(1) English reports.

(2) Law Reports complete

(3) Statutes of England

(4) One general legal digest or encyclopedia.

E. Microforms can be regarded as satisfying the collection requirements.

Comment: For an evaluation of the existing
collection, see other relevant portions of this
report.

F. Except for materials of a temporary value, serials publications received
in unbound form should be bound as soon as practicable after receipt
and the collection as a whole should be maintained in a good physical
condition through reconditioning, rebinding or replacement as required.
(Revised 6/25/78)

Comment: Serial publications are currently
being bound as required, although the quality
of binding needs upgrading.

G. Recognized standards for academic law libraries contained in the
Approval of Law Schools, American Bar Association Standards and Rules
of Procedure; and Association of American Law Schools Association
Information should be available in the current editions in all state
Supreme Court libraries. These standards, where applicable, may
offer additional guidelines for Supreme Court libraries. (Revised 6/25/78)

Comment: The standards are available.

* Revised 6/25/78.
The standards for law school libraries as promulgated by the American Bar Association and the American Association of Law Schools are, perhaps as important as the Standards for Supreme Court Libraries. The State Law Library of Montana would meet the ABA standards for accreditation of law school libraries without meaningful exception. A copy of these standards appear as Appendix F. In light of comments, observations, suggestions and recommendations made throughout this report, it is easily discernible that the minimum ABA standards would be meet.

The library standards promulgated by the American Association of Law Schools are more demanding than those of ABA. Yet, the State Law Library of Montana would meet most of the requirements of those standards. A more detailed analysis would produce little in the way of additional meaningful information. It should be noted, however Regulation 8.1 (a) (7) General American Publications, requires "200 significant Anglo-American legal periodical titles." The State Law Library is presently receiving only 162 such periodical titles. A minimum of an additional 38 titles would be necessary to meet this particular requirement.

G. Reference

The staff of the State Law Library is providing a very valuable reference service to all branches of state government, as well as the practicing bar. Included among all her other many and varied functions, the State Law Librarian compiles legislative histories for attorneys outside the Helena area. In addition, standardized ready-reference
requests and requests for instruction in the use of legal materials are quickly met. Approximately 75 percent of reference inquiries come from state government, with the remaining 25 percent from the practicing bar. Reference service to the general public is limited to "quick reference" inquiries as it properly should be.

The reference function is unquestionably one of the most vital functions of any law library. Supplying needed information is the very essence of any library, especially so in law libraries primarily dedicated to governmental use. Also, a broad and well-developed reference service generates a substantial amount of good-will for the library—and indirectly, the Supreme Court—among members of the bar, other branches of state government (especially legislative staffs), and the general public. An energetic, well-trained reference librarian can quickly become the Supreme Court's best "good-will ambassador", and it would decidedly be in the Supreme Court's best interest to assist in obtaining additional staff to expand the reference function.

H. Cataloging and Classification

Prior to the hiring of the present State Law Librarian, a serious detriment to the library was the lack of an adequate guide to the collection. The rudimentary card catalog begun by previous librarians, and continued without uniformity or consistency, quickly became completely unusable.
The most immediate and important task facing the new State Law Librarian was the complete replacement of these makeshift guides with a card catalog adhering to professional cataloging and classification standards, with all materials classed in one of the accepted current classification schedules. Not only is such a catalog essential as a guide to patrons, but it is also necessary to prevent the duplicate ordering of materials or the frustrating spending of time trying to determine whether books under consideration are already in the collection. The State Law Librarian quickly recognized that an item of first priority was the cataloging and classification of the existing collection.

Classification aims to relate all materials on the same subject, to provide an easily identifiable shelf location, and in its simpler form to allow patrons to find all material on the same subject together on the shelf. Basically, the two major classification systems available are the Los Angeles County K Classification and the Library of Congress K Class. The librarian properly recognized that the LC system, while probably the more complex of the two and, at least in the beginning, will not apparently bring together related materials, was to be preferred over the Los Angeles County classification. Numerous benefits and work products available through the Library of Congress would be derived from adoption of that system, and continued standardization would be assured.

Funded with LEAA monies, the library contracted with Blackwell North American to pull from its data base bibliographic information on
legal materials contained therein. From this compilation, a microfiche catalog for the State Law Library of Montana has been approximately 80 percent completed, with 20 percent remaining uncataloged--plus some final "house cleaning."

The library staff is to be commended on their serious and dedicated efforts in addressing what was probably the most serious problem facing the State Law Librarian upon her arrival some two years ago. Although the backlog of the existing collection is approximately 80 percent cataloged, it is unrealistic to assume that the cataloging and classification function can continue on a professional and expanding basis without additional staff, as recommended elsewhere.

While the merits of a COM (Computer-Output Microfilm) catalog is an item of legitimate debate among librarians, there can be no dispute that it is a more flexible guide to the library collection than is the standard card catalog. The space savings obtained by having the catalog on microfiche are obvious. In addition, duplicate sets of the microfiche catalog can easily be made for distribution to district court libraries throughout Montana, should this be deemed advisable; also, at some future date, hard copy book catalogs could be generated from the same fiche. The decision of the State Law Librarian to adopt the microfiche catalog was indeed a wise one, and her choice is to be strongly commended.
I. Acquisitions

Commendably, the State Law Library has a written, reasonably well-defined acquisitions policy to guide and direct the future growth of the collection. A copy of that acquisitions policy appears at the end of this section.

As the library collection expands, and the demand for professional level services increases, any library acquisition policy must be periodically reviewed to ensure that it reflects the increased responsibilities. In addition, any established book selection policy, whether written or unwritten, should ensure that all newly published law titles quickly come to the attention of the librarian through such standard book selection aids as the following:

(1) Law Books in Print, supplemented by Current Law Books Published
(2) Current Publications in Legal and Related Fields, or the Rothman Green Slip Service, an earlier listing of titles which later appear in Current Publications. 8
(3) Current Acquisitions Lists from other Libraries
(4) The Weekly Record
(5) LC Proof Slips for KF Titles, if available from the state library at modest or no cost; otherwise, the expense is not justified.

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8 Current Publications, at a cost of $60 per year, would, in the large majority of instances, meet the needs of the law library as well as the Green Slip Service costing $400 per year. Although the "green slips" provide a more convenient method of ordering books--assuming they may be legally used as orders in Montana--their main purpose is a quick reporting of newly published law titles, and for this purpose the additional expenditure of $340 could hardly be justified.
(6) Publisher's fliers and catalogs
(7) Book reviews

Currently, the Law Library relies most heavily on Law Books in Print, Current Law Books Published, book reviews published, and publishers' blurbs. Consideration might be given to broadening the selection tool base.

Serial control records are presently being maintained in an accurate and professional manner through the standard Kardex system of recording supplementation and serial publications as received. This system provides an accurate record of materials received as well as missing items which must be claimed. The recording of serial publications on the Kardex is not yet complete, but substantial progress has been made and is continuing.
LIBRARY ACQUISITIONS' POLICY

August 1978

GOAL

The goal of the State Law Library of Montana is to select, acquire, organize, maintain and make accessible materials of a legal nature, print and nonprint, which will satisfy the informational and educational needs of the Supreme Court, the Legislature, employees of the State, members of the State Bar of Montana, and the public.

SELECTION

Responsibility for selection

Final responsibility for the selection of books, periodicals, and other materials rests with the law librarian. Suggestions for purchases are encouraged from the users and the staff and are given serious consideration.

Factors

1. Expressed or anticipated interest in the subject.
2. Contemporary significance and/or permanent value of the title to the collection.
3. Scope and depth of the existing subject collection.
4. The authority of the author (no author's works will be excluded from the collection solely because of his/her personal history, political affiliation, race, sex or cultural background).
5. The authority and reputation of the publisher or producer.
6. The technical excellence and durability of the format.
7. Availability of the same title or information elsewhere.
8. Appearance of the title in special bibliographies or indexes.

An item need not meet all these criteria in order to be acceptable. When judging the desirability of materials, any combination of standards may be used.

POLICIES BY FORMAT OF MATERIAL

Books
1. Hardback and paperbacks. When there is a choice, hardback
books are preferred to paperbacks.

**Serials**
Periodicals. Periodicals are purchased for one or more of the following reasons:
1. To provide current information not yet covered in book form.
2. To supplement and enhance the total collection.
3. To serve the staff as book selection aids and professional reading.
Accessibility of contents through indexes, cost of the subscription in relation to possible use, and availability of the title in nearby libraries are special considerations in the acquisition of periodicals.

Other. The library will attempt to acquire leading legal serials of value to legal research.

**Microforms**
Microforms will be obtained whenever possible for materials which require large amounts of space but are not heavily used.

**Government Documents**
Federal documents. As a selective federal depository, the library will choose most classes of publications of a legal nature to be received automatically from the Government Printing Office. Items will be selected in conformity with the overall selection policy.

Montana. The library will collect materials of a legal nature.

Other States. Session laws and codes (preferably annotated) will be acquired. Other publications will be treated as books or serials rather than as a unique documents collection.

**WEEDING**
Book discarding is an integral part of collection development and maintenance. It is through the process of selection and weeding that a vital, useful, and well-kept collection is maintained.
In general, the same criteria apply to weeding as are used in the selection of new materials. Additional considerations are physical condition, the number of copies, and research value.

**REPLACEMENTS**
The law library will not automatically replace all materials withdrawn because of loss, damage, or wear. The same criteria that apply
in original selection will apply to replacement with particular attention
given to the following:
   1. The demand for the specific title.
   2. The continued value of the particular title.
   3. The availability of newer or better materials in the field.
   4. Number of copies held.

DUPICATION

Multiple copies of titles may be obtained when there is an expressed
need. Duplication should be kept to a minimum but materials should be
in sufficient supply to make the library a dependable source for most of the
users most of the time.
J. Circulation

Formal circulation policies have been established for both court and non-court library patrons.

Court personnel may borrow bound journals and treatises by filling out paper circulation cards which ideally list call number, date due, volume number, title, borrower, address and telephone number. (See: page 69). Frequently, however, only a portion of this information is supplied and it is often in handwriting which is difficult to read. These slips are left at the circulation desk where they are filed. Materials other than treatises and bound journals may be checked out by signing these out in the court check-out notebook.

Non-court personnel may borrow only bound law reviews and treatises which must be returned within five days. An individual circulation card, as described above, is filled out for each volume checked out of the library.

Due to limited staff, the circulation desk is unmanned and the check-out process is totally "self-service". While the circulation policy may be too restrictive to afford maximum utilization of the collection, it is understandable in light of recent losses and inadequate staff. At such time as additional staff is available, the present circulation policy should be reevaluated and liberalized.

Experience has shown that judges, law clerks, and attorneys are quite impatient with having to fill out numerous lines before taking a book from the library. The check-out procedure could be simplified,
while still retaining control, if the patron's activity is restricted to merely a signature and phone number. This would involve providing a book card with each book, each card carrying identification information about the book. The cost of preparing such cards and affixing card pockets to each volume could be a major expenditure for the backlog already in the collection; however, it could be easily accommodated for new books received as part of the technical services process. Perhaps through work-study funds, students could begin inserting cards in pockets in the volumes presently in the collection. The project would provide a more accurate, concise and current control of circulation.

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Date Due</th>
<th>Volume Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Borrower</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

K. **Photocopying Services**

The Library presently has a Xerox 4500 located in the hallway outside the library proper. The location is quite inconvenient for library use, but space limitations leave no alternative. Any new judicial building being considered should specifically provide for a single room for photo-
copying activities located within the library complex.

"Self-service" photocopying service is available to local attorneys at a cost of 5 cents per page, a rate that is too low to recover operating costs, especially since library staff bills attorneys, at bi-monthly intervals, for copies made. Out-of-town attorneys are charged 15 cents per page for which the library donates staff time and absorbs mail costs. While it is commendable that the State Law Library is photocopying and mailing materials to attorneys throughout the state, it is questionable whether continuing this mail order service at 15 cents per page is justified in terms of mail and staff costs. The Directory of Reproductive Services indicates that many libraries have now instituted a minimum service charge of $1 plus 10-15 cents per page copied. It is doubtful that a price increase of this type would decrease the demand for photocopy service from busy, cost-conscious attorneys.

State agencies are not charged for copies made; rather, such costs are absorbed as part of normal library service operations costs.

L. Binding

The binding of current periodicals and the rebinding of selected worn volumes has received substantial attention by the library staff and appears to be under control. While a number of older volumes have heavily worn bindings, their limited use probably does not warrant the cash outlay of monies best spent elsewhere.
Present binding services are provided by a private corporation under state contract at a cost of approximately $5 per bound volume. However, the volumes are "casebound" and not sewn. The binding is of a marginal, if not substandard, quality. Efforts should be made to have the current binder upgrade the quality of binding or other alternatives should be explored for handling library binding requirements.

Any extensive rebinding program for older volumes should be delayed until such time as more pressing needs of the library are met. At present, it appears the binding budget for 1977-78 is adequate to preserve the current collection.

M. Exchanges

The State Law Library presently has ongoing exchange agreements for Montana Reports, the Revised Codes of Montana and Montana Session Laws for similar material from other states. Session Laws for current years are presently being received from all 50 states pursuant to the exchange agreement and the great majority of state codes are similarly received, with only a very small number requiring purchase.

While the library exchanges Montana Reports for similar materials from other states, the state court reports received on exchange are mailed directly to the University of Montana Law Library in Missoula.

Some years ago, due to stringent space restrictions, all official state reports prior to the beginning of the National Reporter System were shipped to the Law Library at the University of Montana for storage. The State Law Library now relies totally on the National Reporter System
for case law from other states.

At such time as a new building becomes a reality, or additional space in the existing building becomes available, efforts should be made to obtain the return of the official reports from the University, maintain the ongoing exchange agreements, and add the new volumes to the collection of the State Law Library as received.

The State Law Library has a complete collection of session laws from all other states either in microfiche or hard copy. Current hardbound volumes of session laws received pursuant to the exchange agreement are retained only until the microfiche form is available and then are discarded.

The exchange program is being administered in an excellent fashion. It should unquestionably be continued and expanded as long as the materials for exchange purposes can be obtained by the State Law Library without the expenditure of library funds. With the library's limited operating budget, it would be unwise to consider purchasing materials for exchange purposes.

N. Library Hours

The State Law Library is staffed from 8:00 a.m. - 6:00 p.m., Monday through Friday. It is anticipated that the hours will be extended from 6:00 p.m. - 10:00 p.m., Monday through Friday should the additional one-half time clerk be hired.
After-hour access to the library is provided in the most casual manner by obtaining a key to the library from the security desk located in the capitol building lobby. The key is available virtually upon a request and no effort is made to determine whether the person obtaining the key is an attorney or has a legitimate need for library access. Furthermore, in numerous instances, the door is left unlocked by the person obtaining the key, thus making the library accessible to anyone who may care to enter.

This lack of security has resulted in substantial book losses with accompanying replacement costs. Efforts should be made immediately to tighten library security during those hours when the library is not staffed. It may well be advisable for the Supreme Court, by rule, to restrict after-hour access to the library to state officers, or their staff, who require access as part of their official duties. Re-keying of the library doors should also be done as soon as possible.

O. Records and Briefs

Current appellate briefs filed in cases heard by the Montana Supreme Court are not bound and are individually shelved in the main library. The binding of briefs was discontinued in the 1960's and has not been reinstated. The State Law Librarian reports the briefs are little used by the practising bar or court personnel -- a somewhat surprising fact in light of the substantial use appellate briefs receive in many supreme court and state law libraries.

A project is presently underway to microfilm briefs and records of
Montana Supreme Court cases from the earliest territorial period to date. Presently, the microfilming program has been completed to approximately 1900, although none are presently available for use. The microfilming program has been in operation for approximately one-two years.

If, in fact, the appellate briefs are little used, they should be removed from the valuable shelf space they are presently occupying in the main library to some less desirable storage area. It would further be desirable to physically attach together all briefs filed in a particular case by either "flush-out binding" or, plastic or metal fasteners.

As portions of the microfilming project are completed, copies of the microfiche should be filed in the State Law Library as a permanent depository item.

P. **Depository Status**

Pursuant to P.L. 92-368, enacted August 10, 1972, the State Law Library of Montana became a selective depository for U. S. government publications. The depository status has resulted in the library's acquiring a very complete collection of federal governmental documents at little or no cost other than the staff time required to service and maintain the collection. The State Law Librarian has shown extremely good judgment in selecting only those items appearing in the *List of Classes of United States Government Publications Available for Selection by Depository Libraries*. All of the items presently received by virtue of the depository status are those items any state law library would require, including
federal administrative agency opinions and decisions and federal statutory materials. A representative list of the materials currently, or soon to be, received is set forth below. Few meaningful additions could be made to this list from materials presently available which would enhance law library service:

Selected Federal Documents Received Pursuant to Selective Depository Status

Civil Aeronautics Board. Reports.
Federal Communications Commission. Federal Communications Commission Reports.
Federal Communications Commission. Federal Communications Commission Reports, (weekly)
Civil Service Commission. Digest of Significant Decisions.
Environmental Protection Agency. Legal Compilation, Statutes and Legislative History, Executive Orders, Regulations, Guidelines and Reports.
Federal Power Commission. Opinions and Decisions. (bound volumes)
General Accounting Office. Index-Digest of Published Decisions of Comptroller General.
Government Printing Office. Assistant Public Printer (Superintendent of Documents). Monthly Catalog. (monthly)
Interior Department. Decisions of Department of Interior. (bound)
Securities and Exchange Commission. Decisions and Reports.
Treasury Department. Customs Bulletin.
Treasury Department. Internal Revenue Service. Internal Revenue Bulletin. (biweekly)
Treasury Department. Internal Revenue Service. Index-Digest Supplement System: Service 1, Income Tax.
Treasury Department. Internal Revenue Service. Index-Digest Supplement System: Service 2, Estate and Gift Tax.
Congress. Congressional Directory.
Congress. Congressional Record (bound) (potentially available on microfiche)
Congress. Congressional Record (daily) (potentially available on microfiche)
Congress. Public Bills and Resolution--House and Senate (potentially available on microfiche)
Congress. House and Senate Reports on Public Bills (unnumbered-unbound) (potentially available on microfiche)

Q. Library Paging

Until some months ago, the library provided a personal, time-consuming paging system for attorneys working in the library. Very expensive staff time was being spent searching for patrons who may or may not have been working in the library. That procedure has since been changed to one of accepting the phone calls and posting a notice of its receipt on a bulletin board above the telephone located in the main library. While this is
less expensive in staff time than searching the library stacks for an attorney, it is still wasteful of extremely limited staff time. Regular staff duties must cease while the message is taken and posted. It is not at all uncommon for state law libraries, county law libraries, and bar association libraries to install electronic paging systems. However, these systems are not inexpensive and there are definitely library programs which should receive priority for the limited funds available.

As an alternative to receiving attorneys phone calls and posting a message, it may be that library patrons should be informed that no longer will personal calls be received in the State Law Library; however, if they expect messages, a public phone in the Library is available to them to contact their office. A policy of this type would totally free the limited staff from "personalized answering services" and allow the time to be used for more productive library duties.

R. Interlibrary Communications

The State Law Librarian has established an excellent interlibrary communications program with law libraries, not only at the University of Montana in Missoula, but with libraries in the Northwest and other parts of the country as well. This program has resulted in the library being able to obtain through interlibrary loan, or by phone, quick and accurate information required by the Supreme Court or other library patrons. Considerable effort has been dedicated in developing and expanding this program. These efforts are now bearing fruit. The program is an excellent one and should be continued and expanded.
III. SUMMARY OF RECOMMENDATIONS

- Existing statutes, rules and regulations governing the State Law Library should be re-examined by the Supreme Court in consultation with the State Law Librarian. The statutes and regulations should be amended as necessary to accurately describe the goals, objectives, operations and responsibilities of the Library, and the Supreme Court should actively support the Librarian in achieving these objectives.

The rules and regulations should guarantee a direct and continuing channel of communications between the Supreme Court and the Librarian relative to all policy or program developments of the judicial system potentially impacting on library services.

- Library staff should be increased to the recommended level of 7.5 FTE's by adding the following positions:

  (a) 1 professional reference/circulation librarian
  (b) 1 catalog librarian
  (c) 1 secretary/bookkeeper
  (d) 2 clerk typists

The present staff level is far below the minimum recommended and is totally inadequate to meet existing workload demands. All areas of library service are adversely affected. Solutions to numerous library problems have effectively been precluded. These problems will become more complex and costly in their solution if further delayed--especially as service demands increase.

- An organization of recommended library staff should be established along the lines recommended. Detailed job descriptions should be prepared, setting forth the duties and responsibilities of existing and recommended staff positions.

- An amended budget request should be made to the 1979 Legislature for funds to:

  (a) increase staff FTE's to the recommended level,
(b) provide additional funds for the book and equipment budget.

The existing book budget appears considerably below the national average for libraries of comparable size (50,000–60,000 volumes) as evidenced by the 1978 Survey set forth in the report. The treatise portion of the collection should receive priority treatment in collection development. Basic equipment purchases—such as typewriters—have not been budgeted, and are badly needed.

Work space for library staff is far below recognized minimum standards, and productivity suffers accordingly. Additional work space should be permanently assigned to the Library, especially both offices located at the end of the main library. This additional space, while not solving the problem, will afford some essential relief. A small work space area might be established on the library mezzanine level for the secretary/bookkeeper; however, the area would be totally inadequate for cataloging, acquisitions or reference functions.

The library collection should be severely "weeded". Considerable material presently occupying valuable, and limited, shelf space should be summarily discarded as being worthless; other materials should be moved from the main collection to storage shelves in the basement, freeing additional shelf feet for growth and development of the more heavily used collection.

The "weeding" process will require time and thought; it can only be done by the Librarian. Careful consideration, and expert advice as to value, are necessary to determine the proper disposition of the English and Canadian materials presently in basement storage and on library shelves.

Current level emphasis on cataloging and classifying the collection should be continued.

Consideration should be given to:

(a) discontinuing totally a "message receiving" service for library patrons;

(b) increasing photocopying charges to more closely approximate a reasonable cost recovery.

As increased staffing needs are met, liberalization of exist-
ing circulation policies should be reconsidered.

- Tighter security controls relative to evening and weekend access to the library should be established by rule or regulation. Present procedures are ineffective to protect the library collection and still provide reasonable access to those with legitimate needs.

- The quality of library binding should be re-examined. It is, at best, marginal, and higher standards should be required.

- Additional cooperation in areas of mutual interest should be undertaken with the University of Montana Law School Library.
APPENDIX A

Illustrative Specifications for

Recommended Position of Reference/Circulation Librarian
**Questionnaire**

**Official Title of Position**

Library Specialist

**Usual Working Title of Position**

Reference Librarian

**Regular Schedule of Hours of Work**

<table>
<thead>
<tr>
<th>Time</th>
<th>From</th>
<th>To</th>
<th>Total Hrs. per Wk.</th>
<th>Explanation of shift(s), if any:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mon.</td>
<td>8 am</td>
<td>5 pm</td>
<td>40</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Tue.</td>
<td>8 am</td>
<td>5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>8 am</td>
<td>5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td>8 am</td>
<td>5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td>8 am</td>
<td>5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td>0-</td>
<td>0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td>0-</td>
<td>0-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Length of Lunch Period**: 1 hr.

**Place of Work or Headquarters**

Readers' Services

**Is your work [ ] Full-Time? [ ] Part-Time? [ ] Year-round?**

- Seasonal
- Temporary

**If work is seasonal, temporary, or part-time, indicate part of year or proportion of full-time:**

**Do you receive any maintenance (room, meals, laundry, etc.) in addition to your cash salary? [ ] Yes  [ ] No**

---

**Time**

**Direct activities of reader services division including reference and circulation departments; coordinate services with other departments.**

**5%**

**Responsibility for providing reference services to all patrons of the law library specifically, but not limited, to persons from offices listed below. Provide specialized instruction in legal research techniques to users of the law library.**

- Supreme Court Offices
- Court of Appeals Offices
- Attorney General Offices
- Legislative Committees and Staffs
- Governor's Office
- State government agencies, commissions, and boards
- State Library, all other libraries in Washington and from other states
- County prosecuting attorneys, city attorneys
- Other states' legislatures and government offices
- Residents of Washington correctional institutions
- Public

**8%**

**Responsibility for the supervision of day-to-day activities of the entire law library, when the Director is away from office, in accordance with established policies and procedures, exercising considerable judgment in the interpretation of these policies.**

(Continued on attached sheet)
2% Assist the Director in formulating and developing plans to promote improved
library services to Supreme Court; assist Director in consultation with
county law libraries in Washington, for improving services on county level.

2% Prepare specific legal bibliographies for use by Supreme Court and court
personnel.

2% Prepare reports to assist Director in preparation of budget requests.

1% Develop library surveys, studies, and statistics as required for use in
planning for future growth, and for other purposes.

3% Supervise interlibrary loan program with all other libraries in Washington and
throughout the United States.

1% Supervise personnel responsible for maintenance of entire collection for
accessibility and completeness.

1% Assist Director in personnel selection and employee evaluation; responsi-
sibility for training new personnel in readers' services.

2% Evaluate existing materials and services; recommends new materials and
services to Director for purchase.

2% Evaluate existing policies and procedures and recommends changes to
Director. Assist Director in implementing new policies.

1% Deliver talks before groups of legislative researchers, students, and
others on legal research and use of law library services, as required.

4% Conduct automated law searches (computer); supervise trainee in auto-
mated law searches.

1% Supervise candidate for law librarianship degree during annual field-work
course, in the law library; prepares evaluation of candidate's success
during field-work.

1% Participate in professional association activities.

1% Maintain statistics of daily division output to measure quantity of services.

1% Perform other work as required by Director.
Typewriter

Computer terminal

4. What are the nature and extent of instructions you receive regarding your work?
Requests from law library readers, by telephone, and by correspondence from persons and
offices listed in no. 10 (Work Performed) and from Director who also receives requests from
these persons. General and infrequent direct instruction from Director.

5. What are nature and extent of the check or review of your work?
Regular review of incoming work by Director including frequent discussions on how to
improve service to readers. Quality of work product can be measured and tested by
increased volume of incoming work, and comments of readers.

6. Describe your contacts with departments other than your own, with outside organizations, and with the general public.
Each person requesting information is a contact and our function is to provide information
or assistance in the use of materials. Contacts with other librarians and agencies are for
purpose of cooperation in providing information to readers. Difficulties are scarce.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date___________________________Employer's Signature__________________________

STATIONMENT OF GENERAL SUPERVISOR

7. Comment on statements of employee. Indicate any exceptions or additions.
Duties correct as stated.

8. What do you consider the most important duties of this position?
Legal reference service.

9. Does this position involve typing?
☐ No
☐ Yes — Give % of time spent in typing

20. Does this position involve shorthand?
☐ No
☐ Yes — Give % of time spent in taking shorthand.

________________________________________________________________________
Date___________________________General Supervisor's Signature__________________________

STATIONMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

11. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's degree from accredited college or university.</td>
<td>Certification by American Association of Law Libraries.</td>
</tr>
<tr>
<td>Masters degree from accredited library school.</td>
<td></td>
</tr>
<tr>
<td>Minimum of 5 years in a major law library with experience in all areas of library operations—acquisitions, cataloging and classification, circulation and reference.</td>
<td></td>
</tr>
</tbody>
</table>

12. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statement with which you disagree.

Description accurate.

Position already classified as Library Specialist in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

Date___________________________Department Head's Signature__________________________
DEFINITION OF WORK

Directs major division of library, library program of unusual magnitude or complexity, or group of services; or is responsible for specific areas of competency requiring extensive specialized training and/or experience.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

- Directs work of fiscal services, legislative reference, library development programs or other comparably complex library activity or program.

  Assists in making decisions on selection, acquisitions, ordering and maintenance of all law materials necessary to serve all branches of state government, the state bar, other libraries, and the general public throughout the state.

  Prepares preliminary budget estimates for division or program.

  Assists in personnel selection and performance evaluations.

  Coordinates work of divisions or programs and of the professional staff administering these services.

  Assists in formulating policies and programs.

  Regularly evaluates service or program and recommends necessary policy change.

  Prepares reports and correspondence concerning a division or program.

  Assists in developing programs to more efficiently serve library's clientele.

  Maintains regular coordinating contacts with other libraries and agencies of state government.
Consults with librarians, library trustees, governmental officials, and others on problems connected with establishment, improvement and administration of law libraries.

Makes library surveys and evaluates administrative policies; analyzes existing situations and recommends improvements.

 Represents State Law Librarian in contacts with public, professional organizations and conferences, as necessary; talks before interested groups; participates in professional organization activities.

Performs other related work as required.

**KNOWLEDGE AND ABILITIES**

Knowledge of principles and techniques of professional library administration, organization and procedures; purpose, objectives, programs and activities of library.

Knowledge of techniques of effective supervision and management.

Knowledge of library budgets and finance.

Knowledge of problems and policies involved in various phases of library operations, methods and procedures; public relations principles and practices.

Ability to plan, organize and direct the work of a major division, library program, consultative services, or group of activities.

Ability to analyze professional, administrative and operational problems and make recommendations for their solution; anticipate and recommend needed changes in methods and procedures.

Ability to establish and promote cooperative relations with public officials, civic groups and individuals.

Ability to coordinate, supervise and train personnel.

Ability to compile data, and make surveys and prepare reports.

Ability to speak and write effectively.
MINIMUM QUALIFICATIONS

A Master's degree in Library Science from an accredited library school.

AND

Four years of experience as a professional librarian directing a major library division or program; experience in a state, county or law school library comparable in size and service responsibilities to the Washington State Law Library is highly desirable.
**QUESTIONNAIRE**

**Library Technician III—Circulation**

**Periodicals Librarian**

- **Regular Schedule of Hours of Work**
  - **Total Hrs. per Wk.** 40
  - **N/A**

**Place of Work or Headquarters**

- **Temple of Justice**

- **Time**
  - **WORK PERFORMED**
  - **2%**
    - Assume responsibility for major portion of circulation functions, including calling in overdue material, of State Law Library. Assists patrons in obtaining needed material through use of such library aids as the public card catalog, Index to Legal Periodicals, Index to Canadian Legal Periodicals, and Periodical Articles Related to Law. Receives requests for information by telephone, mail or personal requests from justices and staff of Supreme Court, Court of Appeals, private and public attorneys, law schools, college and university libraries, federal courts, state agencies and legislative staff, as well as out of state libraries, especially from Idaho, Montana, Oregon, California and Alaska.

  - **15%**
    - Supervise all activities of Periodical Reading Room and treatise collection, including responsibility for training and supervision of part-time assistant, whose primary responsibility is filing loose-leaf services.

  - **8%**
    - Provide certain basic reference functions as required, referring patrons to librarians for professional services.

  - **7%**
    - Assist in compiling periodicals for binding according to established standards, and provide supervision and guidance to Library Technician II—Court of Appeals in this function, as required.

  - **5%**
    - Maintain Current Index to Legal Periodicals file, and all microfilm and microcard collections.

  - **1%**
    - Assist in compiling statistics measuring extent of use of library collection.

(Continued on attached sheet)

**Name and Title of Your Immediate Supervisor:**

- **Library Specialist**

**Page Clerk**
1% Assist patrons in use of library equipment, as required.

1% Perform other duties as required.
4. What are the nature and extent of instructions you receive regarding your work?
   Established Library procedures are followed. Specific instructions are given on special
   requests or assignments.

10. What are nature and extent of the check or review of your work?
    Daily discussion with Library Specialist. Comments from Library patrons is an indication
    of satisfactory work performance.

16. Describe your contacts with departments other than your own, with outside organizations, and with the general public.
    By requests for library materials from law firms, attorneys, law school libraries, college
    libraries, corporation libraries, other state agencies, federal courts and courts of lower
    jurisdiction.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date: ___________________ Employer's Signature: ___________________

STATEMENT OF GENERAL SUPERVISOR

11. Comment on statements of employee. Indicate any exceptions or additions.
    Statement of duties is accurate.

12. What do you consider the most important duties of this position?
    Circulation and interlibrary loan services.

13. Does this position involve typing?
    ☐ No
    ☑ Yes — Give % of time spent in typing

14. Does this position involve shorthand?
    ☐ No
    ☑ Yes — Give % of time spent in taking shorthand.

Date: ___________________ General Supervisor's Signature: ___________________

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

20. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basically those qualifications established for Library Technician III as</td>
<td></td>
</tr>
<tr>
<td>established by Dept. of Personnel specifications, with law library experience being</td>
<td></td>
</tr>
<tr>
<td>highly desirable.</td>
<td></td>
</tr>
</tbody>
</table>

22. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statement with which you disagree.

Description accurate.

Position already classified as Library Technician III in accordance with specifications
adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance
with Dept. of Personnel Compensation Plan.

Date: ___________________ Department Head's Signature: ___________________
DEFINITION

Perform specialized paraprofessional library media tasks under general direction, involving acquisitions, cataloging, circulation, or reference work in the state library system. May serve as first assistant to a professional librarian and may supervise other technicians and clerical staff.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform the highest level paraprofessional work within the state library system. Incumbents must have a comprehensive knowledge of library procedures, policies and work relating to both print or non-print materials, under the general direction of a professional librarian. Incumbents will often be in charge of a library function such as acquisitions, or circulation, and supervise activities of lower level positions.

TYPICAL WORK

Organizes work assignments and schedules the work of subordinate personnel; trains and assists subordinate personnel in becoming familiar with library operations and routines; assists other employees and patrons in the use of various library files, records and bibliographic tools, referring them to a librarian for professional services;

Searches and verifies complex book and serial orders using Library of Congress catalogs, the National Union Catalog and similar bibliographic identification tools;

Assists patrons in finding answers to general reference and bibliographic questions using basic tools of the library unit, and referring patrons to librarians for professional services;

Answers correspondence and questions pertaining to circulation, reference, cataloging and acquisitions, under general direction, interpreting policy and regulations;

Assists professional staff in public relations tasks;

May assume functional responsibilities in the absence of supervising professional librarian;
Supervises circulation and interlibrary loan operations; book acquisition unit, serials acquisition unit, or a small branch library;

Performs other duties as required.

**KNOWLEDGE AND ABILITIES**

Knowledge of: library policies and procedures; cataloging and reference techniques; library reader services; acquisition procedures; various book titles and authors; technical and general interest periodicals.

Ability to: use and explain library tools and services; supervise work of others; deal courteously with the public; follow general instructions and interpret procedures.

**MINIMUM QUALIFICATIONS**

B. A. degree with a minor in librarianship.

OR

A.A. Degree in library technology and two years experience equivalent to Library Technician I or II.

Additional appropriate library technology experience may be substituted year for year for required education.
APPENDIX B

Illustrative Specifications for
Recommended Position of Catalog Librarian
**Questionnaire**

**Social Security Number:** 000-00-0000

**Local Name:**

**First Name:**

**Middle Initial:**

**a. Commission, Board, or Department:**

**b. Division or Institution:**

**c. Section or Other Unit of Division or Institution:**

**d. Place of Work or Headquarters:**

---

**Official Title of Position:** Librarian II

**Regular Working Title of Position:** Cataloger

**a. Regular Schedule of Hours of Work**

<table>
<thead>
<tr>
<th>Mon.</th>
<th>8 am</th>
<th>5 pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>8 am</td>
<td>5 pm</td>
</tr>
<tr>
<td>Thr.</td>
<td>8 am</td>
<td>5 pm</td>
</tr>
<tr>
<td>Fri.</td>
<td>8 am</td>
<td>5 pm</td>
</tr>
<tr>
<td>Sat.</td>
<td>8 am</td>
<td>5 pm</td>
</tr>
<tr>
<td>Sun.</td>
<td>8 am</td>
<td>5 pm</td>
</tr>
</tbody>
</table>

| Total Hrs. per Wk. | 40 |

**b. Explain rotation of shifts, if any:** N/A

**9. Place of Work or Headquarters:**

**Technical Services**

**b. Is your work 0 Full-Time? 0 Part-Time? 0 Year-round?**

**Seasonal? 0 Temporary?**

If work is seasonal, temporary, or part-time, indicate part of year or proportion of full-time: N/A

**c. Do you receive any maintenance (room, meals, laundry, etc.) in addition to your cash salary? 0 Yes 0 No**

---

**Describe below in detail the work you do. Use your own words, and make your description so clear that persons unfamiliar with your work can understand what you do. Attach additional sheets if necessary.**

**30%** Classify and catalog all types of law library material, including descriptive cataloging and assignment of subject headings, utilizing appropriate professional tools such as the Library of Congress Subject Headings List, Los Angeles County Law Library legal classification schedule, Library of Congress classification schedules, and the American Library Association Anglo-American Cataloging Rules.

**8%** Supervise and check work of Library Technician I-Cataloging, for consistency and accuracy.

**8%** Assist with training and instruction of Library Technician I-Cataloging, in basic cataloging and classification.

**10%** Revise and maintain public and shelf-list catalogs; file cards in accordance with American Law Library filing rules.

**2%** Revise and maintain subject headings list and classification schedules to conform with Library of Congress standards.

**2%** Consult and assist in determining policy within Technical Services area, especially relating to cataloging and classification.

**20%** Provide patron advisory service and legal reference assistance of a less complex nature.

**4%** Compile bibliographies, as required.

**1%** Select material to fill information requests from other libraries, as required.

(Continued on attached sheet)

---

**Name and Title of Your Immediate Supervisor:**

**Chief of Technical Services**

**Library Technician I-Cataloging**

---

**21. Give the names and payroll titles of employees you supervise, if five or fewer. If you supervise more than five employees, give the number under each title. If you supervise no employees, write "none."**
Typewriter 30%  
Xerox 1%  
Audio-visual 1%  

10. What are the nature and extent of instructions you receive regarding your work?  
Operates with high degree of independence, with direct instruction from Chief of Technical Services in unusual or complex circumstances.

11. What are the nature and extent of instructions you receive regarding your work?  
To ensure a high degree of standardization and accuracy, cataloging is double-checked by Chief of Technical Services. In all other areas, Librarian II-Cataloger exercises considerable independent judgment in accordance with established professional library standards.

12. Describe your contacts with department other than your own, with outside organizations, and with the general public.  
Routinely assist in circulation, interlibrary loan and reference departments.

**CERTIFICATION:** I certify that the above answers are my own and are accurate and complete.  
____________________________  
Employee's Signature.

STATEMENT OF GENERAL SUPERVISOR

1. Comment on statements of employee. Indicate any exceptions or additions.  
Duties stated accurately.

12. What do you consider the most important duties of this position?  
Cataloging and classification.

3. Does this position involve typing?  
☐ No  
☐ Yes — Give % of time spent in typing 30%  

29. Does this position involve shorthand?  
☐ No  
☐ Yes — Give % of time spent in taking shorthand.

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

1. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.  

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, general:</td>
<td>Basically those qualifications established for Librarian II as established by Dept. of Personnel specifications, with law library experience being highly desirable,</td>
</tr>
<tr>
<td>Education, special professional:</td>
<td></td>
</tr>
<tr>
<td>Experience, length in area and kind:</td>
<td></td>
</tr>
<tr>
<td>Licenses, certifications, or registrations:</td>
<td></td>
</tr>
<tr>
<td>Social knowledge, abilities, and skills:</td>
<td></td>
</tr>
</tbody>
</table>

1. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.  

Description accurate.  
Position already classified as Librarian II in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

____________________________  
Department Head's Signature.
5% Assist patrons in use of card catalog, specialized indexes, and other reference tools.

5% Create and develop public displays and exhibits for promotion of new acquisitions or material of specific interest.

1% Participate in professional organization activities.

1% Assist in the collection of statistics regarding use and inventories of library materials, facilities and holdings.

1% Assist in card catalog reproduction, as required.

1% Assist patrons in use of library equipment, as required.

1% Assist in production of library or other professional publications, as required. Substitute for absent personnel at both the reference and circulation desks, as required. Perform other duties as required.
DEFINITION OF WORK

Performs varied professional librarian duties in connection with selecting, cataloging, circulating, or reference use of books and other library materials; or other professional duties in one of the various library operations or programs.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Catalogs and classifies all types of legal materials, including descriptive cataloging and assignment of subject headings; supervises and revises work of library technicians relative to cataloging functions; revises and maintains public and shelf-list catalogs and files cards in accordance with established professional standards; revises and maintains subject headings lists and classification schedules.

Provides reference and reader advisory services.

May assist in book selection.

Performs varied professional library work in one or more library programs or departments.

Assists in preparation and editing of professional library material for publication.

Participates in professional organization activities.

Consults and assists in determining policy within operation or department.

Compiles bibliographies.

Assists readers in use of card catalog, specialized indexes, reference tools and other library resources.

Performs other related work as required.
KNOWLEDGE AND ABILITIES

Knowledge of: principles of professional library administration and organization; techniques of selection, classification, cataloging, reference and research, standard library procedures.

Ability to: establish, use and explain library facilities and services; perform various library duties requiring independent judgment and action; provide public service; create and maintain effective relationships.

MINIMUM QUALIFICATIONS

AND

One year of experience as a professional librarian; experience requirement may be waived based on outstanding academic achievements in library school, exceptional personal qualifications, references and interviews.
APPENDIX C

Illustrative Specifications for

Recommended Position of Bookkeeper/Secretary
Accountant II

1. Regular Schedule of Hours of Work

<table>
<thead>
<tr>
<th>Mon.</th>
<th>From 8 am to 5 pm</th>
<th>Total Hrs. per Wk.</th>
<th>40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues.</td>
<td></td>
<td>Explain rotation of shifts. If any: N/A</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sat.</td>
<td></td>
<td>Hours of &quot;On-Call&quot; Time N/A</td>
<td></td>
</tr>
<tr>
<td>Sun.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20 % Working independently, maintains a full professional accounting system as required by the Washington State Policies and Regulations manual and the Office of Fiscal Management, including reconciliation of all Agency accounting data with OFM financial status report monthly. Preparation of all journal vouchers for inter-agency reimbursement and adjustments.

3 % Advises Director of fiscal condition of State Law Library, including preparing specialized and detailed internal financial statement showing monthly expenditures, adjustments, expenditures year-to-date, expenditure projections and allotment balances.

3 % Supervises work of Accounting Assistant II, especially the supervision of specialized internal fiscal control system developed specifically for law libraries and designed to insure fiscal integrity and control of projected expenditures, both continuing and non-continuing, as well as other functions unique to special libraries.

20 % Develops original cost estimates for compilation of the agency's biennial budget request. Works closely with the Director in preparing the final budget request and serves in a routine liaison capacity with OFM and legislative representatives during the legislative session involving the budget needs of the agency, referring non-routine or policy questions to the Director. Prepares estimates of allotments and allotment amendments. Confers with Director on all budgetary matters.

1.5 % Handles agency payroll accounting. Responsible for interpretation of retirement program, insurance programs and other fringe benefits provided by the State. Checks all computerized print-outs for correct data. Prepares all monthly, quarterly and annual payroll reports. Attends all training sessions pertaining to any update or changes in the payroll system.

continued on attached sheet
11. Machines or equipment used regularly in your work. Give percent of time spent in operation of each:

- Calculator: 75%
- Typewriter: 1%
- Xerox: 1%

4. What are the nature and extent of instructions you receive regarding your work?
Consultation with the Director where agency policy is involved. Work closely with Office of Fiscal Management on any new developments in accounting or budgeting process. Routinely works with a high degree of independence.

5. What are nature and extent of the check or review of your work?
Monthly analyses of financial status with agency Director. Follow up on any requests by Director for pertinent information. Subject to state audit. Periodic review by Director of general policies and standards.

6. Describe your contacts with departments other than your own, with outside organizations, and with the general public.
In the course of my work I am in contact with many agencies: General Administration, Purchasing, Personnel/Payroll, Printing, Communications, Buildings and Grounds, Insurance Benefits, Office and Fiscal Management. Little contact with public except vendors.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date ___________________________  Employee’s Signature ___________________________

STATEMENT OF GENERAL SUPERVISOR

17. Comment on statements of employee. Indicate any exceptions or additions.
Duties correct as stated.

18. What do you consider the most important duties of this position?
Accounting and fiscal control.

19. Does this position involve typing?
☐ No
☒ Yes — Give % of time spent in typing

20. Does this position involve shorthand?
☐ No
☒ Yes — Give % of time spent in taking shorthand.

Date ___________________________  General Supervisor’s Signature ___________________________

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

21. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, general:</td>
<td>Basically, those qualifications established for Business Manager—Accountant II as established by Department of Personnel specifications, with law library experience being highly desirable.</td>
</tr>
<tr>
<td>Education, special or professional:</td>
<td></td>
</tr>
<tr>
<td>Experience, length in years and kind:</td>
<td></td>
</tr>
<tr>
<td>License, certification, or registration:</td>
<td></td>
</tr>
<tr>
<td>Special knowledge, abilities, and skills:</td>
<td></td>
</tr>
</tbody>
</table>

22. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statement with which you disagree.
Description accurate.


Date ___________________________  Department Head’s Signature ___________________________
Responsible for all requisitions and purchases for the agency, cost analysis and comparative pricing. Interpretation of State Department of Purchasing vendor contracts.

Maintains a current inventory of all equipment belonging to the Law Library, takes inventory annually, adding new purchases and disposing of unserviceable equipment according to State regulations.

Meets with salesmen and vendors of routine office equipment and advises Director on proposed purchases.

With the Accounting Assistant II, analyzes any problems concerning vendor billings and accounts.

Acts as general housekeeper for the agency, working closely with the Department of Buildings and Grounds in effecting special cleaning projects, repairs, matters pertaining to security and fumigation.

Establishes procurement and inventory procedure for expendable supplies, including storage and disbursement.

Maintains all policy and payroll manuals by updating material.

Records manager for agency; supervision over selecting and processing library documents for storage in State Archives.

Performs other duties as required by the agency Director.
DEFINITION OF WORK

Performs specialized phases of accounting and budgeting work; has responsibility for accounting and budgeting activities, including systems procedures, and supervision of subordinate staff for fiscal unit or small agency.

Positions at this level may independently perform advanced professional accounting in the handling of state and/or federal program funds or accounts auditing. May also, within a headquarter's fiscal section, supervise a staff of employees of lower classification who perform one or more such functions as payroll, labor distribution, cost accounting, accounts payable or accounts receivable.

KNOWLEDGE AND ABILITIES

Knowledge of: theory and practice of accounting; principles of cost accounting; modern office methods.

Ability to: apply and adapt established accounting methods to a variety of accounting transactions; assemble, analyze and prepare reports and statements of complex financial data; train and supervise employees of lower classification.

MINIMUM QUALIFICATIONS

(a) A Bachelor's degree including 12 semester (or 18 quarter) hours of college-level accounting; or (b) a minimum of 12 semester (or 18 quarter) hours of college-level accounting from a college or university, business college, extension or correspondence school.

AND

One year of professional accounting or auditing experience.

Note: Education option (a) may be required for certain positions.

Certification as a Certified Public Accountant may be substituted for the minimum qualifications.
**Official Title of Position**
Secretary II

**Usual Working Title of Position**
Secretary

**Regular Schedule of Hours of Work**

<table>
<thead>
<tr>
<th>Mon.</th>
<th>6 a.m. - 5 p.m.</th>
<th>Total Hrs. per Wk.</th>
<th>40*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues.</td>
<td>8 a.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>8 a.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu.</td>
<td>8 a.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri.</td>
<td>8 a.m. - 5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Length of Lunch Period</td>
<td>1 hr.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5%**
Take and transcribe both personal & machine dictation for correspondence, reports, etc.

**5%**
Compose and type letters of general nature for Director's or own signature; answer routine correspondence in Director's absence.

**2%**
Answer telephone and screen callers for Director; answer general information calls or transfer to other staff members where appropriate; receive visitors in the office; make appointments where necessary.

**1%**
Keep Director informed of deadlines for projects, important items needing his attention, appointments, meetings, etc.

**20%**
Assemble information for "Weekly Acquisitions List", type, photocopy, assemble, and distribute.

**10%**
Maintain distribution records for Session Laws, Washington Reports, Washington Appellate Reports, and Legislative Journals. Responsible for distribution of these materials by printer and in-house distribution. Handle sale of Session Laws and Journals to private individuals and firms, maintaining records of monies received and distribution made.

**5%**
Accumulate employees' leave records for each month, compute leave status, type permanent individual records, type leave summary for Director and payroll department.

*Continued on attached sheet*

---

1. Name and Title of Your Immediate Supervisor:
Director,

12. Give the name and payroll title of employees you supervise. If five or fewer. If you supervise more than five employees, give the number under each title. If you supervise no employees, write "none." None
2% Set up and maintain correspondence and subject files for Library matters.

1% Relay information between Director and other staff members as necessary.

2% Assist in gathering research materials for Director and others.

1% Arrange transportation and accommodations for Director for business meetings, conventions, etc.

10% Assist in performing computer searches on the Legislative Information System for RCW, WAC, Constitution, Attorney General Opinions, and Washington Reports. Involves taking information from requester, setting up search strategy, running search, getting results to the requester.

2% Maintain records for and supervise loan of Temple keys for all Temple staffs, and for temporary "after-hours" use by other state agencies.

2% Relay requests from other agencies or individuals for materials needed, information requests, etc., to proper staff members.

10% Assemble information for "Selected Recent Acquisitions" list, type, prepare forms for printing request, have printed, distribute.

2% Assist in assembling materials for bibliographies for Director, Judges, or others; typing and distributing as necessary.

2% Collect circulation and loan statistics, compute totals, and type permanent record.

2% Maintain Supreme Court Docket, marking changes, etc., as necessary.

1% Set up and maintain Judicial Council files as permanent historical record.

3% Shepardize Advance Sheets to the Washington Reports and Washington Appellate Reports, type cards for each citation, distribute.

3% Type cards for the Current Index to Legal Periodicals file.

3% Determine proper citations for West Key Cards, mark appropriately and distribute.

2% Read through Publisher's Weekly and Weekly Record, marking items of possible interest for Director's consideration in acquisitions selection.

(continued)
1% Establish, type and maintain files for Washington State Bar Association publications for Library and interested Judges.

1% Maintain Director's sets of Court Rules and RCWAs, by filing new loose-leaf pages or new pocket-parts as published.

1% Assist occasionally in Library by answering telephone, helping patrons find needed materials, assisting patrons in use of Library equipment, etc., as needed.

1% Perform other work as required.
1. Use equipment used regularly in your work. Give percent of time spent in operation of each:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriter</td>
<td>60 %</td>
</tr>
<tr>
<td>Photocopy</td>
<td>4 %</td>
</tr>
<tr>
<td>Dictaphone</td>
<td>4 %</td>
</tr>
<tr>
<td>Calculator</td>
<td>0 %</td>
</tr>
<tr>
<td>Computer terminal</td>
<td>0 %</td>
</tr>
</tbody>
</table>

2. What are the nature and extent of instructions you receive regarding your work?

New projects of an involved or long-term nature require specific instructions. Routine matters and established projects generally require no specific instructions unless a serious problem arises. New projects, similar to old or finished ones, generally do not require specific instructions.

3. What are the nature and extent of the check or review of your work?

Director sees most correspondence, all reports and statistics typed or maintained, except general letters for my signature. Leave records and records maintained for distribution of published materials are subject to audit.

4. Describe your contacts with departments other than your own, with outside organizations, and with the general public.

Frequent contact with all other offices of the Supreme Court, numerous other agencies of local and state government, law firms, and other libraries and professional associations at Director's request.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date: ___________________________  Employer's Signature: ___________________________

STATEMENT OF GENERAL SUPERVISOR

11. Comment on statements of employee. Indicate any exceptions or additions.

Duties correct as stated.

12. What do you consider the most important duties of this position?

General typing and office administration.

13. Does this position involve typing?

☐ No  ☑ Yes—Give % of time spent in typing  60 %

14. Does this position involve shorthand?

☐ No  ☑ Yes—Give % of time spent in taking shorthand  4 %

Date: ___________________________  General Supervisor's Signature: ___________________________

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

21. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, general:</td>
<td>Basically those qualifications established for Secretary II as established</td>
<td></td>
</tr>
<tr>
<td>Education, special or professional:</td>
<td>by Dept. of Personnel specifications with law library experience highly</td>
<td></td>
</tr>
<tr>
<td>Experience, length in years and kind:</td>
<td>desirable.</td>
<td></td>
</tr>
<tr>
<td>Licenses, certificates, or registrations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special knowledge, abilities, and skills:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

22. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statement with which you disagree.

Description accurate.

Position already classified as Secretary II in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

Date: ___________________________  Department Head's Signature: ___________________________

23. 0
Performs administrative and office management duties in addition to secretarial functions for a professional or administrative superior.

**DISTINGUISHING CHARACTERISTICS**

Positions allocated to this class are delegated administrative and office management functions for the program concerned. These positions may be characterized as personal assistants to professional or administrative superiors who are charged with administration of a specific program or programs.

Office management responsibilities of the incumbent frequently include organization and coordination of clerical and secretarial services for the program(s) and may involve direct supervision of one or more subordinate clerical personnel. Public relations is a major factor for positions at this level since they involve frequent contact with the general public and various officials, both public and private, requiring complete knowledge of the supervisor's activities, and the basis for the implication of the program(s) concerned.

**EXAMPLES OF WORK**

- Takes and transcribes dictation; acts, within general limits, for supervisor in his absence;
- Performs delegated administrative duties within defined areas;
- Establishes procedures for, supervises, and coordinates work of subordinate office staff to facilitate programs with which incumbent's supervisor is charged;
- Keeps supervisor informed of significant and important items requiring his review or action; obtains information from staff members, relays assignments, calls attention to deadlines, and obtains progress reports; maintains frequent contacts for supervisor with public and private executives;
- Composes and dictates or types letters and narrative and statistical memoranda and reports; assembles and summarizes information and data for use by supervisor;
DEFINITION

Performs administrative and office management duties in addition to secretarial functions for a professional or administrative superior.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are delegated administrative and office management functions for the program concerned. These positions may be characterized as personal assistants to professional or administrative superiors who are charged with administration of a specific program or programs.

Office management responsibilities of the incumbent frequently include organization and coordination of clerical and secretarial services for the program(s) and may involve direct supervision of one or more subordinate clerical personnel. Public relations is a major factor for positions at this level since they involve frequent contact with the general public and various officials, both public and private, requiring complete knowledge of the supervisor's activities, and the basis for the implication of the program(s) concerned.

EXAMPLES OF WORK

Takes and transcribes dictation; acts, within general limits, for supervisor in his absence;

Performs delegated administrative duties within defined areas;

Establishes procedures for, supervises and coordinates work of subordinate office staff to facilitate programs with which incumbent's supervisor is charged;

Keeps supervisor informed of significant and important items requiring his review or action; obtains information from staff members, relays assignments, calls attention to deadlines, and obtains progress reports; maintains frequent contacts for supervisor with public and private executives;

Composes and dictates or types letters and narrative and statistical memoranda and reports; assembles and summarizes information and data for use by supervisor;
Receives and screens public by telephone and in person; makes appointments; arranges for transportation and accommodations;

Reads and distributes incoming mail; retains more important correspondence for own or supervisor's attention and routes balance to appropriate employees; reads outgoing mail prepared by others for form, content, and agreement with policies;

Sets up and maintains files of correspondence and records;

Prepares agenda for meetings, e.g., advisory boards, division heads, etc., notifies conferees, attends meetings, takes notes of significant parts of discussion, and prepares minutes;

Performs other work as required.

**KNOWLEDGE AND ABILITIES**

Knowledge of: office practices, procedures, and appliances; business English and letter writing; punctuation; spelling; organization of state government; standard practices and procedures in budget preparation and control, purchasing, personnel management and office management.

Ability to: type rapidly and accurately; learn, apply, and interpret laws, policies, and procedures; use good judgment in evaluating situations and making decisions; understand and follow directions; prepare correspondence and reports independently; maintain effective public relations.

**MINIMUM QUALIFICATIONS**

Three years of clerical, typing or stenographic experience.

One year of college or business school course work may be substituted for one year of experience.
Illustrative Specifications for
Recommended Position of Acquisitions Typist

20% Photocopy materials for internal library needs and patrons requests, mailing materials as required. Maintain records of copies made for billing purposes. Prepare photocopy invoices, write receipts for monies received, and forward funds to Accounting Assistant for deposit with State Treasurer.

12% Maintain library exchange program. Prepare original correspondence referring more complex problems to Chief of Technical Services.

10% Type all correspondence for Chief of Technical Services—some from shorthand dictation. Also type most of the library correspondence for Library Technician III—Acquisitions.

9% Contact, as required, other libraries, state agencies, and book dealers for information or assistance in ordering specific titles.

(Continued on attached sheet)
16. Describe your contacts with departments other than your own, with outside organizations, and with the general public.
Direct contact with most library personnel, other departments of Supreme Court, and patrons of Library while Xerographing.

17. Comment on statements of employee. Indicate any exceptions or additions.
Duties stated accurately.

18. What do you consider the most important duties of this position?
Bibliographic search and preparation of book orders.

19. Does this position involve typing?

☐ No
☐ Yes — Give % of time spent in typing

35 %

20. Does this position involve shorthand?

☐ No
☐ Yes — Give % of time spent in taking shorthand.

1 %

Certification: I certify that the above answers are my own and are accurate and complete.

[Signature]

Date: ________________

Statement of General Supervisor

Statement of Department Head or Other Administrative Officer

1. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

Basic Qualifications

- Basically those qualifications established for Library Technician I as established by Dept. of Personnel specifications, with law library experience being highly desirable.

Additional Desirable Qualifications

- [List of qualifications]

2. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statements with which you disagree.

Description accurate. Percentage of typing time closer to 15% than 35%.
Position already classified as Library Technician I in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

[Signature] Department Head’s Signature

[Signature] General Supervisor’s Signature
8% Substitute, as required, for Library Technician III-Acquisitions and Library Technician II-Court of Appeals, performing most duties of either position.

7% Custody of petty cash funds, and maintain records for state audit purposes.

5% Assist in filling interlibrary loan requests, as required.

3% Substitutes at circulation desk as required, assisting patrons in locating requested material, referring them to librarians for professional services.

1% Perform other duties as required or assigned.
DEFINITION OF WORK

Performs complex advanced paraprofessional library/media tasks involving acquisitions, cataloging, circulation, or reference work within the state law library system. Must exercise considerable judgment.

Positions in this class perform paraprofessional work within the state law library system involving acquisitions, cataloging, circulation or reference work for both print and non-print materials. Assignments are distinguished from the I level in that incumbents have a functional responsibility as opposed to detailed repetitive work within an activity. Will often act as lead worker over clerical and Library Technician I positions. Close supervision is available from a professional librarian and the work is reviewed periodically.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)


Makes advanced bibliographic checks on materials requested for purchase utilizing standard legal bibliographic tools; submits orders to vendors.

Maintains and oversees library exchange agreements for legal materials with out-of-state and foreign country libraries.

Assists patrons with reference requests involving bibliographic searching for legal materials, referring patrons to librarians for professional services.

Under general supervision, may maintain periodical and other serial subscriptions and initiate renewals as subscriptions expire, maintains standing orders, processes claims, and validates invoices for payment.
Under general supervision, maintains branch Court of Appeals libraries, providing all acquisitions and general library duties.

Assumes major responsibility for all binding of periodical and serial publications.

Catalogs books and non-book materials, which meet standard classification criteria, following procedures established by professional librarians.

Substitutes temporarily for Library Technician III, as required, in circulation acquisitions, and limited reference under direct supervision of professional librarians.

Assists in supervision of circulation and interlibrary loan operations of a branch library.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: general library procedures and techniques; general office procedures.

Ability to: learn quickly; supervise work of others; use proper English in conversation and written communication; understand written and oral instructions; organize work; use office machines.

MINIMUM QUALIFICATIONS

An Associate of Arts degree in Library Technology, or equivalent formal education in library technology.

OR

Completion of a formal education program in library technology from an accredited community college or vocational institute, plus 1 year library experience related to acquisitions, cataloging, circulation or reference work at a level comparable to that required for a Library Technician I.

OR

Successful completion of accredited Clerk-Typist, Secretarial, or other equivalent formal education program in business office practices, plus 2 years library experience related to acquisitions, cataloging, circulation or reference work at a level comparable to that required for a Library Technician I.
OR

Three years library experience related to acquisitions, cataloging, circulation or reference work in a library at a level comparable to that required for a Library Technician I.
Illustrative Specifications for
Possible Reorganization of Duties for
Existing Position of Library Assistant-Acquisitions
Library Technician III

Acquisitions Clerk

1. Official Title of Position

<table>
<thead>
<tr>
<th>TIME</th>
<th>WORK PERFORMED</th>
<th>LEAVE BLANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. 8 am - 5 pm</td>
<td>35% Responsible for maintaining all acquisition records for both serial publications and book orders. Verify each publication received against serial records and book order files to ensure accuracy of items received. Note receipt of all publications on appropriate acquisition records. Note on each publication the Library of Congress or Los Angeles County Law Library classification number as required, the date received, and the library property stamp. Tally number of volumes received daily as basis for establishing size and rate of growth of library collection. Forward material to appropriate department for further processing.</td>
<td></td>
</tr>
<tr>
<td>Tue. 8 am - 5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed. 8 am - 5 pm</td>
<td></td>
<td></td>
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<tr>
<td>Thu. 8 am - 5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri. 8 am - 5 pm</td>
<td>20% Responsible for verifying accuracy of invoices for all library acquisitions. Maintain fund encumbrance records for new orders, liquidating each encumbrance as invoices are verified for payment and forwarded to Accounting Assistant II.</td>
<td></td>
</tr>
<tr>
<td>Sat. 8 am - 5 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun. 8 am - 5 pm</td>
<td>20% Survey periodically all serial records and order files, claiming acquisitions ordered but not received within a reasonable time. Operating with a high degree of independence, resolves problems through original correspondence or telephone conversations with dealers or publishers, referring especially difficult or unique problems to Chief of Technical Services.</td>
<td></td>
</tr>
<tr>
<td>Length of Lunch Period: 1 hr.</td>
<td>5% Train, counsel, and advise Library Technician II—Court of Appeals and Library Technician I—Acquisitions as required. Substitutes in either position during absence of staff member. (Continued on attached sheet)</td>
<td></td>
</tr>
</tbody>
</table>

Name and Title of Your Immediate Supervisor:

Chief Technical Services

II. Give the names and payroll titles of employees you supervise, if five or fewer. If you supervise more than five employees, give the number under each title. If you supervise no employees, write "none." None
13. Machine or equipment used regularly in your work. Give percent of time spent in operation of each:

- Typewriter: 10%
- Postage meter: 5%
- Xerox: 3%

4. What are the nature and extent of instructions you receive regarding your work?

According to established standards and procedures, performs paraprofessional duties with a considerable degree of independence. Direct supervision by Chief of Technical Services in solving unusual or complex problems.

5. What are nature and extent of the check or review of your work?

Normal duties receive only cursory review, with most being performed independently. Periodic review of serial records by Chief of Technical Services and direct review taken on unusual or complex problems.

16. Describe your contacts with departments other than your own, with outside organizations, and with the general public.

Daily direct contact with all library departments, other departments with Supreme Court, book dealers and publishers, and the general public while substituting at reference or circulation desk.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date: ___________________________  Employer's Signature: ___________________________

STATEMENT OF GENERAL SUPERVISOR

1. Comment on statements of employee. Indicate any exceptions or additions.

Duties accurate as stated.

18. What do you consider the most important duties of this position?

Maintain serial control records, order files, and claiming items not received.

3. Does this position involve typing?

☐ No  ☑ Yes — Give % of time spent in typing 10 %

26. Does this position involve shorthand?

☐ No  ☑ Yes — Give % of time spent in taking shorthand.

General Supervisor's Signature: ___________________________

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

1. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basically those qualifications established for Library Technician III as established by Dept. of Personnel specifications, with law library experience being highly desirable.</td>
<td></td>
</tr>
</tbody>
</table>

1. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies or statement with which you disagree.

Description accurate.

Position already classified as Library Technician III in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

Department Head’s Signature: ___________________________
5% Substitutes at reference desk as required--i.e., 2-3 hours per week, supplying limited reference assistance, referring patrons to librarian for professional assistance.

5% Open and distribute mail to appropriate department, retaining all publication records as part of the acquisition process.

5% Responsible for overseeing proper deposit of daily out-going mail, and maintain postage meter register.

3% Assist in complex bibliographic search for book orders utilizing standard acquisitions tools as the Cumulative Book Index, Law Books in Print, Books in Print, New Serial Titles, Law Books Published, Monthly Catalog, etc.

2% Perform other duties as assigned.
DEFINITION OF WORK

Performs specialized paraprofessional library media tasks under general direction, involving acquisitions, cataloging, circulation or reference work in the state law library system. May serve as first assistant to a professional librarian and may supervise other technicians and clerical staff.

Positions in this class perform the highest level paraprofessional work within the state law library system. Incumbents must have a comprehensive knowledge of library procedures, policies and work relating to both print or non-print materials, under the general direction of a professional librarian. Incumbents will often be in charge of a library function such as acquisitions, or circulation, and supervise activities of lower level positions.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Assists in organizing work assignments and schedules of subordinate personnel; assists in training subordinate personnel in becoming familiar with library policy, operation and routine; assists other employees and patrons in the use of various library files, records and bibliographic tools, referring them to a librarian for professional services.

Assists patrons in finding answers to basic reference and bibliographic questions using standard library tools, referring patrons to librarians for professional services.


Answers inquiries pertaining to circulation, interlibrary loan, basic reference, cataloging and acquisition, under general direction of a librarian, interpreting policy and regulations.
May assume functional responsibilities in the absence of supervising librarian.

Assists professional staff in public relations tasks.

Assumes responsibility for circulation and interlibrary loan operations, supervising and training subordinate personnel where applicable.

Assumes responsibility for acquisition procedures, maintaining all serial and book order records; periodically surveys all acquisitions records, claiming materials ordered but not received; resolves problems through independent actions with vendor, referring especially difficult or unique problems to a librarian.

Assists in compiling periodicals and serials for binding according to established standards, providing supervision and guidance to subordinate library technician relative to binding, as required.

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES**

Knowledge of: library policies and procedures; cataloging and reference techniques; library reader services; acquisition procedures; general office procedures.

Ability to: organize and supervise work of others; use and explain library tools and services; use proper English in conversation and written communications; deal with the public effectively and courteously; use office machines; follow general instructions and interpret procedures.

**MINIMUM QUALIFICATIONS**

An Associate of Arts degree in Library Technology, or equivalent formal education in library technology, plus 1 year library experience related to acquisitions, cataloging, circulation or reference work at a level comparable to that required for a Library Technician II.

OR

Completion of a formal education program in library technology from an accredited community college or vocational institute, plus 2 years library experience related to acquisitions, cataloging, circulation or reference work at a level comparable to that required for a Library Technician II.

OR

Successful completion of accredited Clerk-Typist, Secretarial, or other
equivalent formal education program in business office practices, plus 3 years library experience related to acquisitions, cataloging, circulation or reference work in a library at a level comparable to that required for a Library Technician II.

Four years library experience related to acquisitions, cataloging, circulation or reference work in a library at a level comparable to that required for a Library Technician II.
APPENDIX E

Illustrative Specifications for
Recommended Position of Catalog Typist
**4%** Prepare cataloged and uncataloged materials for release, type catalog circulation and serial control record cards according to established professional standards.

**3%** Prepare new and continuing acquisitions for processing, including material with appropriate sets of cards on file.

**8%** After processing, alphabetize catalog cards and file in shelf-list and subject portion of public catalog under the supervision of Librarian II—Cataloger.

**2%** Order Library of Congress catalog cards for all acquisitions; when received check all cards for accuracy against original orders and specific title. Reorder cards as required.

**1%** Perform minor book repair.

**1%** Process and mail Union List catalog cards monthly to Pacific Northwest Bibliographic Center at University of Washington.

**5%** Responsibility for catalog card reproduction for all cards not available through the Library of Congress...i.e., original cataloging.

**1%** Responsibility for updating and ensuring accuracy of periodicals shelf-list.

**8%** Under close technical supervision of Librarian II—Cataloger, assist in basic cataloging and classification of materials and maintenance of subject heading list.

(Continued on attached sheet)
11. Operate or maintain: 
- Typewriter, 45% 
- Xerox machine, 10% 
- Audio-visual machine, 3%

12. What are the nature and extent of instructions you receive regarding your work? 
Exercise judgment in performing duties in accordance with established standardized procedures. Direct instruction from Librarian II-Cataloger or Chief of Technical Services in unusual or complex cases.

13. To ensure a high degree of standardization and accuracy, catalog cards are double-checked by Librarian II-Cataloger or Chief of Technical Services. Other duties performed independently.

14. Describe your contact with departments other than your own, with outside organizations, and with the general public. Substitute for absent personnel in circulation, interlibrary loan and reference desks, as required.

CERTIFICATION: I certify that the above answers are my own and are accurate and complete.

Date: ___________________________  
Employee's Signature: ___________________________

STATEMENT OF GENERAL SUPERVISOR

17. Comment on statements of employee. Indicate any exceptions or additions. 
Duties stated accurately.

18. What do you consider the most important duty of this position? Preparation of catalog cards and processing books for circulation.

19. Does this position involve typing?  
☐ No  ☐ Yes — Give % of time spent in typing  

20. Does this position involve shorthand?  
☐ No  ☐ Yes — Give % of time spent in taking shorthand. 

Date: ___________________________  
General Supervisor's Signature: ___________________________

STATEMENT OF DEPARTMENT HEAD OR OTHER ADMINISTRATIVE OFFICER

21. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind rather than the qualifications of the individual who now occupies it.

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
<th>Additional Desirable Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education, general:</td>
<td>Basically those qualifications established for Library Technician I as established by Dept. of Personnel specifications, with law library experience being highly desirable.</td>
</tr>
<tr>
<td>Education, special or professional:</td>
<td></td>
</tr>
<tr>
<td>Experience, length in years and kind:</td>
<td></td>
</tr>
<tr>
<td>Licenses, certificates, or registrations:</td>
<td></td>
</tr>
<tr>
<td>Special knowledge, abilities, and skills:</td>
<td></td>
</tr>
</tbody>
</table>

22. Comment on the above statements of the employer and the supervisor. Indicate any inaccuracies or statement with which you disagree. Description accurate. 

Position already classified as Library Technician I in accordance with specifications adopted by State Dept. of Personnel, copy attached. Salary rate set in accordance with Dept. of Personnel Compensation Plan.

Date: ___________________________  
Department Head's Signature: ___________________________
7% Substitute for absent personnel at circulation and reference desk; participate in circulation operation; assist patrons in locating materials; answer basic information questions, referring patrons to librarians for professional services.

5% As required, prepare and assist in processing materials for interlibrary loans, contacting other libraries for information or assistance as necessary.

1% Assist in the collection of statistics regarding library use.

1% File loose-leaf materials, as required.

1% Assist in production of library or other professional publications, as required.

1% Assist patrons in the use of library equipment, as required.

1% Perform other work as required.
DEFINITION OF WORK

Performs advanced paraprofessional library/media tasks involving acquisitions, cataloging, circulation, or reference work, following prescribed or standardized methods where judgment must be exercised.

Positions in this class perform paraprofessional work within the state law library system involving acquisitions, cataloging, circulation or reference work for both print and non-print materials. Assignments are distinguished by the degree and nature of supervision provided. Incumbents must understand library policies and procedures but are given specific instructions regarding their assignment and assistance with unusual or difficult problems.

EXAMPLES OF WORK PERFORMED (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Under technical direction, prepares uncataloged materials for release, types catalog cards, circulation and serial control records according to established standards; matches materials with appropriate sets of cards on file.

Under technical direction, files catalog cards and updates periodical shelf-list records.

Orders Library of Congress catalog cards for materials, assures accuracy of cards received, and reorders as necessary; prepares catalog cards not available through the Library of Congress.

Under technical direction, makes searches for requested books, periodicals or other materials and does basic bibliographic checking.

Performs minor book repair.

Under close technical supervision, assists in simple basic cataloging functions.

Receives requests for photocopies of materials, locates appropriate materials, and makes distribution of copies.
Contacts other libraries for information or assistance.

Participates in circulation operations; assists patrons in locating materials.

Answers basic information questions, referring patrons to librarians for professional services.

Performs other related duties as assigned.

**KNOWLEDGE AND ABILITIES**

Knowledge of: general office procedures; general library procedures and techniques highly desirable.

Ability to: learn quickly; use proper English in conversation and written communications; understand written and oral instructions; organize work; use office machines.

**MINIMUM QUALIFICATIONS**

Completion of a formal education program in library technology from an accredited community college or vocational institute, or any equivalent formal education in library technology.

**OR**

Successful completion of accredited Clerk-Typist, Secretarial, or other equivalent formal education program in business office practices, plus one year of meaningful related work experience; experience requirement may be waived based on outstanding scholastic achievements, exceptional personal qualifications, references and interviews.
Standards for Law School Libraries

as Adopted by

The American Bar Association

and the

American Association of Law Schools
LIBRARY

601 The law school shall maintain and administer a library adequate for its program.

(a) In order to inform applicants for accreditation of procedures and important facets of law library operations relating to adequacy, the Consultant may prepare appropriate memoranda.

(b) The Dean and the Law Librarian shall maintain a current written plan for implementation of law library support for the law school program as developed in its self-study.

602 (a) The law school library shall contain:

(i) all publications listed in Library Schedule A, attached as Annex II,

(ii) those other materials that are reasonably necessary for the proper conduct of its educational program,

(iii) all publications listed on Library Schedule B, attached as Annex III, except those that are readily accessible to and available for use by students and faculty in another library facility. All arrangements for such sharing of collections shall be adequate to insure ease of access and availability of the materials when and where needed.

(b) The Council is delegated the authority to revise the Library Schedules from time to time.

603 (a) All materials necessary to the program of the law school shall be current with respect to continuations, supplements, and replacements.

(b) All sets of materials necessary to the program of the law school shall be complete and unbroken except when early volumes of a set are either unavailable or are available only at an excessive price. A set is not complete unless it includes all supporting materials, including indices, desk books, digests, finding tools,
and citators published as a part of the set or generally available for use with the set.

(c) All periodical and other materials of long-term value shall be permanently bound as soon as practicable after their receipt. A reasonable binding program shall be required in order to keep materials in usable condition.

(d) If the library contains any materials in microform, tape, or similar form, it shall provide the necessary viewing and listening equipment in an area suitable for its use. If items in Schedule A are held exclusively in microform, adequate equipment shall be provided to make hard-copy printouts readily available.

(e) The library shall contain additional sets of more commonly used materials whenever necessary for efficient use by the faculty and students.

(f) The library shall be kept current with respect to new publications and new forms of publications.

(g) For purposes of this Section, all items in Library Schedules A and B shall be among those deemed necessary to the program of the law school.

The law school library must be a responsive and active force within the educational life of the law school. Its effective support of the school's teaching and research programs requires a direct, continuing and informed relationship with the faculty and administration of the law school. The law school library shall have sufficient administrative autonomy to direct its growth, development and utilization to afford the best possible service to the law school.

(a) The dean, law librarian, and faculty of the law school shall be responsible for determining library policy, including the selection and retention of personnel, the selection of acquisitions, arrangement of materials and provision of reader services.

(b) The budget for the law library shall be determined as part of, and administered in the same manner as, the law school budget.

(c) The selection and retention of the law librarian shall be by the dean and faculty of the law school.
The law library shall be administered by a full-time law librarian whose principal activities are the development and maintenance of the library and the furnishing of library assistance to faculty and students, and may include teaching courses in the law school.

(a) The law librarian should have a degree in law or library science and shall have a sound knowledge of library administration and of the particular problems of a law library.

(b) The law library shall have a competent staff, adequate to maintain library services, under the supervision of the law librarian.
Annex II

LIBRARY SCHEDULE A

I. National Materials—General
   American Digest System
   Corpus Juris and Corpus Juris Secundum and
   American Jurisprudence, Second
   Shepard's Citations, U.S. and Federal
   Words and Phrases
   ALR Complete
   Restatements
   Uniform Laws Annotated, Master Edition

II. Federal Materials
   U.S. Reports, Supreme Court Reporter, United
   States Supreme Court Reports, Lawyers
   Edition
   Federal Reporter Complete
   Federal Supplement
   Federal Rules Decisions
   Tax Court Reports
   Federal Digest and Modern Federal Practice
   Digest and Federal Practice Digest, Second
   Statutes at Large, current from 1950
   U.S. Code, any annotated edition, with supplemental service from 1950
   Code of Federal Regulations
   Administrative Agency Reports for at least those agencies whose work is relevant to courses in the school
   Attorney General Opinions

III. State in Which the School is Located
   Official State reports of the State and, for any period during which official reports were not published, one additional copy of the National Reporter System units containing the reports of that State.
Specialized reports whose subject matter is particularly relevant to the educational program of the law school.

Session law, complete
Latest code or other statutory compilation with the session law service, if any
Earlier state codes, if available
Attorney General Opinions
Administrative code or similar publication, if any
Local digests and encyclopedias, if any
Form and practice books
CLE materials
Shepard's Citations

IV. Additional Materials
National Reporter System, complete
Shepard's regional reporter citations
Reporters prior to the National Reporter System for 20 selected states whose case law is significant in the educational program of the school

V. Specialized reports whose subject matter is particularly relevant to the educational program of the law school

VI. Texts, Treatises, Loose-leaf Services
Generally recognized texts and treatises and loose-leaf services for subjects relevant to the educational program of the law school

VII. Reviews and Journals
Publications of the State Bar Association (or Associations) and continuing legal education programs conducted in the State
The American Bar Association Journal, complete, and the publications of the ABA sections, exclusive of newsletters, current from the date of application for approval
Publications of the American Bar Foundation, current from the date of application for approval
Annex III

LIBRARY SCHEDULE B

Federal Materials
Federal Cases
Board of Tax Appeals
Federal Register

Other States
Statutes, in current compilation, of those states
whose statutory law is significant in the educational program of the school

English
All England Selected Reprints and All England Reports or Law Reports Complete
Halsbury's Laws of England
Halsbury's Statutes of England
English and Empire Digest
Approval of Law Schools

All publications by approved law schools in the State, complete.

An additional twenty publications of recognized national significance, complete from at least 1950.

Specialized journals whose subject matter is particularly relevant to the educational program of the school.

Index to Legal Periodicals

Legal Newspaper, if published in the area.
1. Admission Requirements

1.1 Special students. Students with lesser college experience than normally requisite may be acceptable in rare cases as "special students" if they are at least 23 years old and if their experience and training have equipped them to engage successfully in law study despite the insufficiency of their previous formal education.

1.2 Members of the Bar. Members of the Bar may be enrolled for courses in a member school without being classified as "special students" so long as no academic credit is granted.

1.3 Foreign students. Applicants whose pre-legal studies have occurred outside the United States should be evaluated comparably with American students, in terms of duration, scope, and quality of previous training and experience.

1.4 Evaluation of foreign pre-legal education. Generally, evaluation of foreign pre-legal studies should be done by submitting the record of a foreign applicant for evaluation by an acceptable college or university as though the applicant were seeking advanced standing in that institution's undergraduate program.

1.5 Transfer following disqualification. In appropriate cases, a member school may admit a student dismissed from another school on account of low scholarship provided that

(a) the admitting school has reason to believe that the prior performance of such student does not indicate a lack of capacity to complete satisfactorily his law study in the admitting school, and

(b) such students do not constitute a substantial portion of the admitting school's enrollment.
materials for and programs of continuing education for the bar and judiciary and of education about law and legal institutions for secondary and postsecondary students is an appropriate and useful professional activity.

8. Library

8.1 Collection.

a. The library of a member school should contain at least the following volumes if it is to achieve the very lowest level of adequacy.

Publications of or for special use in the state in which the school is located.

1. The published reports of decisions of all appellate courts (including lower court reports where published).

2. The best available current statutory compilation. This assumes an annotated edition if one is available.

3. The session laws.

4. A state digest and legal encyclopedia, if available.

5. Shepard's Citations.

6. All significant local text books and treatises of current value as well as available Attorney General Reports, State Bar Reports, and Form and Practice Books.

Publications concerned with Federal Law.

1. The reports of decisions of the United States Supreme Court.

2. One complete annotated edition of federal statute with service.

3. Statutes at Large.

4. A digest of the United States Supreme Court Reports and a digest of all Federal Reports.

5. Shepard's United States Citations.

General American publications.

1. The published reports of decisions of the courts of last resort, prior to the National Reporter System, in at least nineteen states in addition to the state in which the school is located.

2. The National Reporter System complete, including the New York Supplement, provided that if the decisions of the United States Supreme Court included in the Supreme Court Reporter, are available in one of the other regular sets of these decisions, the Supreme Court Reporter may be omitted.

3. The American Digest System.

4. The American Law Reports (complete with digests, etc.).

5. Current state statutory compilations for twelve states in addition to the state in which the school is located.


7. Two hundred significant Anglo-American legal periodical titles.

8. Index to Legal Periodicals.

9. All American Law Institute Restatements.

10. Texts in each substantive field selected from the Lists of the Association of American Law Schools Libraries Study Project or equivalent bibliographical list.

11. One legal dictionary of recognized worth.
12. One unabridged general dictionary.

13. One general encyclopedia of recognized worth.


15. Shepard's Citations for all units of the National Reporter System.


*English publications.*

1. English reports, Full Reprint.

2. Law Reports complete.


4. One general legal digest or encyclopedia.

*Other Publications.*

One set of the loose-leaf or equivalent services in Corporations, Securities, Commercial Law, Labor Law, Trade Regulation, and State and Federal Taxation.

b. All publications referred to in (a) above, should be complete from the beginning. If they are provided with a current service, the service should be maintained. Should some volumes of a publication not be immediately available or only at a disproportionately heavy cost, their acquisition may be postponed if the missing materials are likely to become available later at a reasonable price. Their non-acquisition may be excused if in all probability they will remain unprocurable at reasonable prices in the future. In such cases, some other publication of substantially equivalent worth for the collection may be substituted.

c. Except for materials of temporary value, serial publications received in unbound form should be bound as soon as practicable after their receipt. The collection as a whole should be maintained in good physical condition through reconditioning, rebinding, or replacement as required.
d. **Minimum Collection.** Each member school shall maintain a library collection containing at least 60,000 volumes.

e. **Microtext.** If there is equipment that makes the legal materials important to the curriculum and research interests of the law school's program reasonably accessible to the student and the faculty, a portion of the required minimum library holdings may be in the form of microtext materials.

8.2 **Physical Plant: Library Space.**

a. Well-lighted, ventilated, and adequately heated space for reading should be located and arranged to permit convenient supervision by the staff and effective use of the materials by the students and faculty. The space for reading should be sufficiently large to permit the open shelving of those parts of the library collection that are in general use; the stacks in which the balance of the collection is shelved should be so located that the entire resources of the library are always readily accessible.

b. Seating accommodations, with generous table or desk space, should be available at any one time for 65 percent of the student body (or of the more numerous of its divisions, if it maintains separate sessions for full-time and part-time students). Carrels should be provided for students doing extended legal research.

c. An up-to-date catalog of the library resources should be maintained in an accessible location in the library.

d. Adequate work space should be provided for processing library material.

e. Nothing herein should be construed as a bar to the use of electronic or mechanical devices.

3 **Librarian and Staff.**

a. The librarian should have both legal and library education and he should have met the certification requirements of the American Association of Law Libraries.