

AGENDA

BOARD OF LAW LIBRARY TRUSTEES of the LOS ANGELES COUNTY LAW LIBRARY

REGULAR BOARD MEETING

Wednesday, December 17, 2025

12:15 PM

MILDRED L. LILLIE BUILDING TRAINING CENTER

301 WEST FIRST STREET

LOS ANGELES, CA 90012-3140

ACCOMMODATIONS

A person with a disability may contact the Board Secretary's office at (213) 785-2511 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

AGENDA DESCRIPTIONS

The agenda descriptions are intended to give notice to members of the public of a brief general description of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Board may take any action that it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action. The President reserves the right to discuss the items listed on the agenda in any order.

REQUESTS AND PROCEDURES TO ADDRESS THE BOARD

Each member of the public has the right to address the Board on agenda items or on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. Public comments will be taken at the beginning of the meeting as Agenda Item 1.0. Members of the public will be called upon at that time. A member of the public will be allowed to address the Board for a total of three (3) minutes for a single item or a maximum of five (5) minutes for all items unless the President grants more or less time based on the number of people requesting to speak and the business of the Board. When members of the public address the Board on agenda items, the President determines the order in which speakers will be called. Persons addressing the Board shall not make impertinent, slanderous or profane remarks to the Board, any member of the Board, staff or general public, nor utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Board Meeting. The President may order the removal (by muting or disconnection of the telephone line) of any person who disrupts or disturbs the orderly conduct of the Board Meeting.

AGENDA MATERIALS

Unless otherwise exempt from disclosure, all materials relating to items on the agenda distributed to all, or a majority of the members of the Board less than 72 hours prior to the meeting shall be made available for public inspection at the time the writing is distributed in the Executive Office of the Law Library.

LAND ACKNOWLEDGMENT

The Los Angeles County Law Library and its Board of Trustees recognize that we occupy land originally and still inhabited and cared for by the Tongva, Tataviam, Serrano, Kizh, and Chumash Peoples. We honor and pay respect to their elders and descendants — past, present, and emerging — as they continue their stewardship of these lands and waters. We acknowledge that settler colonization resulted in land seizure, disease, subjugation, slavery, relocation, broken promises, genocide, and multigenerational trauma.

This acknowledgment demonstrates our responsibility and commitment to truth, healing, and reconciliation and to elevating the stories, culture, and community of the original inhabitants of Los Angeles County. We are grateful to have the opportunity to live and work on these ancestral lands. We are dedicated to growing and sustaining relationships with Native peoples and local tribal governments, including (in no particular order) the:

- ☐ Fernandeño Tataviam Band of Mission Indians
- ☐ Gabrielino Tongva Indians of California Tribal Council
- ☐ Gabrieleno/Tongva San Gabriel Band of Mission Indians
- ☐ Gabrieleño Band of Mission Indians – Kizh Nation
- ☐ San Manuel Band of Mission Indians
- ☐ San Fernando Band of Mission Indians

To learn more about the First Peoples of Los Angeles County, please visit the Los Angeles City/County Native American Indian Commission website at lanaic.lacounty.gov.



CALL TO ORDER

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 CONSENT CALENDAR

- 3.1 Approval of Minutes of the November 19, 2025
Regular Board Meeting
- 3.2 Review of October Financials and List of November Checks and
Warrants
- 3.3 Review and Approval of updated Library Rules of Conduct

4.0 DISCUSSION ITEMS

- 4.1 Recognition of Volunteer Meera Cassorla and presentation of Certificate
of Appreciation for her work with the Conservatorship Clinic
- 4.2 Review and Approval of New Collection Development Policy
- 4.3 Review and Approval of Labib Funk and Associates Proposal to Repair
Hill Street Parking Structure

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator:
Executive Director Katherine H. Chew, with Finance Director Marcelino
Juarez; Employee Organization: SEIU Local 721

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT
(Pursuant to Government Code §54957.1)-Katherine H. Chew

7.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if
requested, may be referred to staff or placed on the agenda for consideration at
a future meeting of the Board.

8.0 EXECUTIVE DIRECTOR REPORT

**9.0 THE NEXT REGULAR MEETING OF THE BOARD OF LAW LIBRARY TRUSTEES IS SCHEDULED
FOR WEDNESDAY, JANUARY 28, 2026.**

POSTED DECEMBER 11, 2025 @ 5:00 PM

POSTED BY DANIEL REINHOLD



**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF LAW LIBRARY TRUSTEES OF
LOS ANGELES COUNTY**

**A California Independent Public Agency Under
Business & Professions Code Section 6300 et sq.**

November 19, 2025

The Regular Meeting of the Board of Law Library Trustees of Los Angeles County was held on Wednesday, November 19, 2025 at 12:15 p.m., at the Los Angeles County Law Library Mildred L. Lillie Main Library Building at 301 West First Street, Los Angeles, California 90012 for the purposes of considering reports of the affairs to the Library, and transacting such other business as might properly come before the Board of Trustees.

ROLL CALL/ QUORUM

Trustees Present:	Judge Mark Juhas Judge Laura Seigle Judge Susan DeWitt Judge Cherol Nellon Susan Steinhauser, Esq. Dan Rosenfeld
Trustees Absent:	Judge Rosa Fregoso
Senior Staff Present:	Katherine Chew, Executive Director
Also Present:	Marcelino Juarez, Finance Director

President Juhas determined a quorum to be present, convened the meeting at 12:15 pm and thereafter presided. Executive Director, Katherine Chew, recorded the Minutes.

1.0 PUBLIC COMMENT

2.0 PRESIDENT'S REPORT

3.0 EXECUTIVE DIRECTOR REPORT

E.D. Chew addressed the Board. She discussed how LA Law Library has been confirmed on the national registry, and received a grant for \$2,050 for a sign depicting that fact. The library will have a celebration for this on 2/27/26. LADWP will be installing LED lighting throughout the library for free, a \$317,000 value. These LED's will also save the library approximately \$16,000 per year in electricity fees. The library is currently putting together highlights for the Board regarding Pro Bono Week. The library has also installed glass for two new rooms, installed new garage doors, and has hired a new Community Resource Specialist. The library has also been working on new city council outreach efforts.

Trustee Steinhauser arrived at 12:18pm.

The library hosted an international guest tour in August. We have new partnerships with the federal courthouse's self help center. E.D. Chew attended the CCCLL meeting in October. Trustee DeWitt mentioned that her court would be having a court common lunch on December 12 at Grand Park.

4.0 CONSENT CALENDAR

- 4.1 Approval of Minutes of the October 22, 2025 Regular Board Meeting
- 4.2 Financials/ Checks & Warrants
- 4.3 Approval of 2026 LA Law Library Holiday Schedule
- 4.4 Approval of 2026 Board of Trustees Meeting Schedule
- 4.5 Review and Approval of Library Policy Concerning Security Gate Alerts for Unauthorized Book Removal

President Juhas asked the Board if anyone would like an item removed from the Consent Calendar. E.D Chew mentioned that she would like to change a sentence on Item 4.5. She would like to change the sentence from “customer services” to “patron services”. President Juhas requested a motion to approve the Consent Calendar. So moved by Vice President Seigle, seconded by Trustee Stainhauser. The motion was approved unanimously 6 – 0.

Trustee Steinhauser asked for clarification about the July 4, 2026 holiday. E.D. Chew stated that since July 4, 2026 will fall on a Saturday, staff members that usually work on Saturdays will have that day off. Staff members that work Monday through Friday, will get the day off on Friday, July 3, 2026.

Trustee DeWitt requested to abstain on the vote to approve the October 2025 Board Minutes due to the fact that she was not present during that meeting. President Juhas requested a motion to approve Item 4.1. So moved by Trustee Steinhauser, seconded by Vice President Seigle. The motion was approved 5 – 0, with Trustee DeWitt abstaining.

5.0 CLOSED SESSION

- 5.1 Conference with Labor Negotiator (G.C. 54957.6). Library Negotiator: Executive Director Katherine H. Chew, with Finance Director Marcelino Juarez; Employee Organization: SEIU Local 721

The Board convened in a closed session at 12:27pm.

6.0 RECONVENE IN OPEN SESSION/ CLOSED SESSION ANNOUNCEMENT

(Pursuant to Government Code §54957.1)-Katherine H. Chew

The Board reconvened in an open session at 1:01pm.

7.0 DISCUSSION ITEMS

- 7.1 Review and Approval of Reference Statistics Update and Proposed Changes to Quarterly Statistical Reporting

Ryan Metheny, Director of Reference & Collections, addressed the Board. He discussed several new categories for the library’s quarterly statistics. These include more detailed data on how patrons are using the library. Walk ins from the court have increased, and we are keeping track of that now. Books used on site are being tracked now in order to measure how print is being used. Vice President Seigle asked how the library tracks walk ins from the court. Ryan responded that those statistics include some guess work, but most patrons let us know.

Trustee Steinhauser asked if these new statistics are being tallied for the purpose of determining future practices. Ryan responded that these additional details could help shape the library’s collection in the future. How much we use print vs. digital, location next to courthouse, etc. Trustee DeWitt mentioned that these statistics could be used for P.R.

Vice President Seigle commented on the huge increase in totals from last year, and some figures had doubled compared to pre pandemic numbers. She asked for the reason behind such a large increase. Ryan responded that this is mostly explained by the patrons' needs. Patron numbers have remained fairly stable, but we count per question. E.D. Chew mentioned that AI becoming more prevalent probably contributed to this rise. AI is not always accurate, and can lead to more questions. Ryan expounded that AI is driving the complexity of questions that the library receives. AI answers most patrons' basic questions, but gives poor information.

Trustee Rosenfeld asked how the library tracks patron feedback. Ryan responded that we have a form for praising the work of library staff, as well as a form for library criticism. E.D. Chew stated that the library's Communications team is working on a brochure depicting positive anecdotes about patrons' experiences at LA Law Library.

President Juhas noted that library members have decreased over time, and asked why that might be. Ryan responded that it may be time to look at the Members Program to see how much value we could bring. Vice President Seigle mentioned that they had discussed providing trial resources in the past.

President Juhas left the meeting at 1:13pm. Thereafter, Vice President Seigle presided.

E.D. Chew stated that we are looking into expanding library members beyond law firms. She would like to start reaching out to other industries and groups. Trustee Rosenfeld suggested giving patrons a short questionnaire regarding their experiences at the library. Trustee DeWitt asked if we have done any advertising for the library's rooms that are available to rent. She suggested advertising on legal websites and journals. E.D. Chew stated that we have not advertised such listings yet, but we are working on a brochure to send out to law firms. Vice President Seigle stated that she is on the LACBA committee, and invited E.D. Chew to come to a meeting to discuss rental options.

Ryan concluded by discussing the stacks and archive statistics. These depict how often people are requesting objects from the library's closed stacks. There were 500 requests made in the last quarter, higher than we anticipated. This shows a demand for paper, as well as rare and historical information.

7.2 Recommendation to establish Trustee Development Committee

E.D. Chew stated that the Board is considering creating a committee from the Trustees for outreach for development and funding. This committee could give staff guidance, in house or out of office. Trustee DeWitt stated that the members of this committee would not be able to do any fundraising, but they could serve as advisors. Trustee Rosenfeld asked if that crosses a line. Trustee DeWitt clarified that fundraising is not permitted, but creating a plan is. She then inquired why a subcommittee would be needed. If staff members would be pitching ideas, decisions to act on those ideas would ultimately come before the Board. Trustee Rosenfeld stated that maybe we should consider hiring a consultant. He asked who our target donors are. Trustee Steinhauser stated that we need a compelling case statement. Who we are, what we do, what funds will be used for, etc. Vice President Seigle stated that we do not just need money, we need a strategic plan for capitol improvement, and our longevity. Someone good at development might not be the same person to raise money for capitol projects.

E.D. Chew stated that we have looked into this. She has been researching individuals who may fit this role. The library's last strategic plan was in place from 2013 – 2018. She stated that it is time for a new strategic plan. Vice President Seigle asked if it makes sense to bring in a new part time or full time development person. She asked if the Friends of the LA Law Library could help with this kind of thing. Trustee Steinhauser stated that the relationship with the Friends was different before. We are expanding fundraising opportunities. The Friends will do the Gala. We will find other resources. Vice President Seigle stated that in house development could work with the Friends. Trustee Steinhauser stated that we need money for a development person. Trustee Nellon suggested perhaps someone with library experience. E.D. Chew stated that the person she has in mind does have library experience.

Trustee Nellon pointed out that Trustee Steinhauser was on the Board during the library's last strategic plan. She asked if Trustee Steinhauser was happy with that plan. Trustee Steinhauser stated that yes, she was happy with that plan. It was done by the E.D. at that time, as well as members of staff. The plan before that was done by an outside person. Trustee Rosenfeld stated that he would like to hear a presentation from a professional. We need a plan, strategic or development, focused on finances. Operating costs and capitol costs. Vice President Seigle pointed out that in the previous plan, fiscal goals were not a highlight. Trustee DeWitt inquired about The California Endowment. Trustee Rosenfeld stated that they are primarily healthcare oriented.

5.0 AGENDA BUILDING

Items not on the posted agenda may be presented by a Trustee and, if requested, may be referred to staff or placed on the agenda for consideration at a future meeting of the Board.

9.0 ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 1:35pm by Vice President Seigle. The next Regular Meeting of the Board of Law Library Trustees is scheduled for Wednesday, December 17, 2025 at 12:15pm.

Katherine Chew, Executive Director and Secretary
Los Angeles County Law Library Board of Trustees

Los Angeles County Law Library

Balance Sheet

As of October 31, 2025

(Provisional and subject to year-end audit adjustments)

	6/30/2025	10/31/2025	YTD
Assets			
Current assets			
Cash and cash equivalents	17,335,752	17,119,709	(216,043)
Accounts receivable	141,158	134,641	(6,517)
Other receivable	1,491,069	1,531,169	40,099
Prepaid expenses	300,944	526,513	225,570
Total current assets	19,268,923	19,312,032	43,109
Noncurrent assets			
Restricted cash and cash equivalents	318,470	318,470	-
Investments	6,720,672	6,821,117	100,445
Capital assets, not being depreciated	803,751	961,257	157,506
Capital assets, being depreciated - net	14,526,255	14,387,431	(138,824)
SBITA assets net of amortization	594,805	594,805	-
Total noncurrent assets	22,963,953	23,083,080	119,127
Total assets	42,232,876	42,395,112	162,236
Deferred Outflows of Resources			
Deferred Outflows of Resources	3,841,763	3,841,763	-
Total assets and deferred outflows of resources	46,074,639	46,236,875	162,236
Liabilities			
Current Liabilities			
Accounts payable	236,318	50,726	(185,592)
Other current liabilities	-	-	-
Payroll liabilities	18,937	18,363	(574)
Total current liabilities	255,255	69,089	(186,166)
Noncurrent Liabilities			
Accrued sick and vacation liability	214,988	212,961	(2,027)
Borrowers' deposit	206,608	210,606	3,998
OPEB liability	3,694,295	3,737,627	43,332
Net pension liability	6,001,413	6,168,081	166,668
SBITA liability	593,460	593,460	-
Total noncurrent liabilities	10,710,764	10,922,734	211,971
Total liabilities	10,966,019	10,991,824	25,805
Deferred Inflows of Resources			
Deferred Inflows of Resources	977,838	977,838	-
Total liabilities and Deferred inflows of resources	11,943,857	11,969,662	25,805
Net Position			
Invested in capital assets	15,330,006	14,387,431	(942,575)
Unrestricted	18,800,777	19,879,782	1,079,006
Total net position	34,130,782	34,267,213	136,431
Total liabilities and Deferred inflows of resources and net position	46,074,639	46,236,875	162,236

Los Angeles County Law Library
Income Statement for the Period Ending October 31, 2025
(Provisional and subject to year-end audit adjustments)

Oct-24 Actual	Oct-25			
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)
662,290	638,921	861,873	222,952	34.9%
51,527	45,651	47,092	1,441	3.2%
0	0	0	0	0.0%
245,866	24,290	19,856	(4,434)	-18.3%
959,683	708,862	928,821	219,959	31.0%
424,426	629,367	552,363	77,004	12.2%
57,463	59,514	52,701	6,813	11.4%
149,999	163,200	125,771	37,429	22.9%
(149,999)	(163,200)	(125,771)	(37,429)	22.9%
96,978	100,415	89,362	11,053	11.0%
25,469	34,523	21,613	12,910	37.4%
4,951	5,457	7,013	(1,556)	-28.5%
6,447	500	1,286	(786)	-157.1%
98	517	2	515	99.6%
16	0	483	(483)	0.0%
9,951	46,275	11,352	34,923	75.5%
189,132	181,697	181,928	(230)	-0.1%
814,932	1,058,266	918,102	(140,163)	-13.2%
144,750	(349,404)	10,718	360,123	-103.1%
17,549	10,000	23,036	13,036	130.4%
0	0	0	0	0.0%
0	0	0	0	0.0%
162,300	(339,404)	33,754	373,159	-109.9%
0	15,000	6,699	8,301	55.3%

Summary:

Income

L.A. Superior Court Fees
Interest
Parking
Library Services
Total Income

Expense

Staff (payroll + benefits)
Electronic Resource Subscriptions
SBITA Interest & Amortizaton Expense
Library Materials
Library Materials Transferred to
Capital Assets
Facilities
Technology & Data
General
Professional Development
Communications & Marketing
Travel & Entertainment
Professional Services
Depreciation
Total Expenses

Net Income (Loss)

Investment Gain (Loss)¹
Extraordinary Income
Extraordinary Expense
Net Income Including Extraordinary Items

Capitalized Expenditures

FY 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	
2,828,648	2,735,622	3,583,009	847,387	31.0%	8,300,000
222,962	187,492	201,462	13,970	7.5%	567,702
0	0	0	0	0.0%	0
424,197	117,553	119,747	2,193	1.9%	472,954
3,475,807	3,040,667	3,904,218	863,551	28.4%	9,340,656
2,168,126	2,617,828	2,373,979	243,849	9.3%	6,436,895
204,470	238,056	183,134	54,922	23.1%	714,169
0	0	0	0	0.0%	0
607,339	652,800	551,746	101,054	15.5%	1,958,400
(607,339)	(652,800)	(551,746)	(101,054)	15.5%	(1,958,400)
406,853	437,097	405,023	32,073	7.3%	1,251,320
76,737	138,394	88,944	50,100	36.2%	414,581
28,632	34,444	33,476	969	2.8%	150,328
14,628	23,784	9,762	14,022	59.0%	44,336
1,450	5,769	1,957	3,812	66.1%	46,030
85	0	591	(591)	0.0%	2,500
20,306	65,350	21,951	43,399	66.4%	171,663
757,373	740,570	749,414	(8,844)	-1.2%	2,265,035
3,678,660	4,301,291	3,868,231	433,060	10.1%	11,496,856
(202,853)	(1,260,624)	35,986	1,296,611	102.9%	(2,156,200)
114,512	40,000	100,445	60,445	151.1%	120,000
0	0	0	0	0.0%	0
0	0	0	0	0.0%	0
(88,341)	(1,220,624)	136,431	1,357,055	111.2%	(2,036,200)
0	15,000	58,845	(43,845)	-292.3%	2,149,806

Comments

Los Angeles County Law Library

Income Statement for the Period Ending October 31, 2025

(Provisional and subject to year-end audit adjustments)

Oct-24	Oct-25			
Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)

FY 2024-25	FY 2025-26 YTD				
YTD Actual	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)	Annual Budget

Comments

Detailed Budget:

Income:

662,290	638,921	861,873	222,952	34.9%	15	FIN	303300	L.A. Superior Court Fees	2,828,648	2,735,622	3,583,009	847,387	31.0%	8,300,000	Increase in filing fee revenue attributed primarily to unlimited civil filing fees.
Interest:															
0	0	0	0	0.0%	15	FIN	311000	Interest - LAIF	4,814	4,888	4,639	(248)	-5.1%	19,890	
50,494	45,000	46,200	1,200	2.7%	15	FIN	312000	Interest - General Fund	213,836	180,000	193,087	13,087	7.3%	540,000	Timing variance.
1,034	651	891	240	36.9%	15	FIN	313000	Interest - Deposit Fund	4,313	2,604	3,735	1,131	43.4%	7,812	Timing variance.
51,527	45,651	47,092	1,441	3.2%				Subtotal	222,962	187,492	201,462	13,970	7.5%	567,702	
Parking:															
0	0	0	0	0.0%	39	FAC	330100	Parking	0	0	0	0	0.0%	0	
0	0	0	0	0.0%				Subtotal	0	0	0	0	0.0%	0	
Library Services:															
33	33	16	(17)	-50.8%	27	CIRC	330150	Annual Designation Fee	1,495	1,393	1,138	(256)	-18.3%	3,009	Timing variance.
14,105	14,105	12,030	(2,075)	-14.7%	25	PS	330140	Annual Members Fee	66,481	65,301	67,357	2,056	3.1%	195,920	
2,427	2,427	2,270	(157)	-6.5%	25	PS	330340	Course Registration	10,485	10,484	8,671	(1,813)	-17.3%	38,950	Timing variance.
2,811	2,800	2,782	(18)	-0.6%	27	CIRC	330129	Copy Center	11,519	11,600	12,461	861	7.4%	31,200	Timing variance.
1,241	1,400	1,016	(385)	-27.5%	27	CIRC	330205	Document Delivery	5,360	5,600	4,802	(798)	-14.2%	13,800	Timing variance.
1,670	1,400	812	(588)	-42.0%	27	CIRC	330210	Fines	8,824	7,050	10,570	3,520	49.9%	20,000	Timing variance.
232,067	567	586	19	3.4%	15	FIN	330310	Miscellaneous	233,158	9,867	4,778	(5,089)	-51.6%	36,500	Timing variance. Delay in Bank of America Visa rebate check.
(8,750)	1,333	120	(1,213)	-91.0%	39	FAC	330330	Room Rental	10,900	5,333	4,875	(458)	-8.6%	16,000	Timing variance.
0	0	0	0	0.0%	23	COL	330350	Book Replacement	0	0	4,230	4,230	0.0%	0	
0	0	0	0	0.0%	15	FIN	330360	Forfeited Deposits	0	0	0	0	0.0%	15,000	
0	0	0	0	0.0%	17	EXEC	330400	Friends of Law Library	75,000	0	0	0	0.0%	100,000	
0	0	0	0	0.0%	25	PS	330420	Grants	0	0	0	0	0.0%	0	
262	225	225	0	0.0%	15	FIN	330450	Vending	975	925	865	(60)	-6.5%	2,575	
0	0	0	0	0.0%	39	FAC	330465	Special Events Income	0	0	0	0	0.0%	0	
245,866	24,290	19,856	(4,434)	-18.3%				Subtotal	424,197	117,553	119,747	2,193	1.9%	472,954	
959,683	708,862	928,821	219,959	31.0%				Total Income	3,475,807	3,040,667	3,904,218	863,551	28.4%	9,340,656	

Expenses:

Staff:

239,809	403,536	342,010	61,526	15.2%	ALL	501000	Salaries (FT)	936,998	1,210,607	1,023,898	186,709	15.4%	3,497,310	Timing variance.	
0	(8,071)	0	(8,071)	100.0%	15	FIN	501025	Staff Vacancy Offset (FT)	0	(24,212)	0	(24,212)	100.0%	(69,946)	
20,951	38,286	28,031	10,254	26.8%	ALL	501050	Salaries (PT)	78,881	114,857	86,073	28,785	25.1%	331,809	Timing variance.	
0	(766)	0	(766)	100.0%	15	FIN	501075	Staff Vacancy Offset (PT)	0	(2,297)	0	(2,297)	100.0%	(6,636)	
15,670	23,477	22,167	1,310	5.6%	15	FIN	502000	Social Security	62,865	70,458	66,067	4,391	6.2%	203,739	Timing variance.
3,665	6,434	5,184	1,250	19.4%	15	FIN	503000	Medicare	14,702	19,309	15,451	3,858	20.0%	55,828	Timing variance.
21,634	38,861	32,536	6,326	16.3%	15	FIN	511000	Retirement	594,788	714,707	699,680	15,027	2.1%	934,922	
41,667	41,667	41,667	(0)	0.0%	15	FIN	511050	Pension Exp (Actuarial)	166,667	166,667	166,668	(1)	0.0%	500,000	Year-end audit JE.
0	0	0	0	0.0%	15	FIN	511100	Pension Exp (Acctg)	0	0	0	0	0.0%	0	
56,345	64,014	51,210	12,804	20.0%	15	FIN	512000	Health Insurance	222,271	256,057	220,542	35,515	13.9%	683,535	On-going vacancy savings.
430	482	426	56	11.7%	15	FIN	513000	Disability Insurance	1,709	1,928	1,687	241	12.5%	5,784	On-going vacancy savings.
4,630	5,536	3,532	2,004	36.2%	15	FIN	514000	Dental Insurance	20,333	22,144	19,914	2,230	10.1%	66,432	On-going vacancy savings.
599	658	564	94	14.3%	15	FIN	514500	Vision Insurance	2,380	2,632	2,277	355	13.5%	7,896	On-going vacancy savings.
187	225	192	33	14.5%	15	FIN	515000	Life Insurance	760	900	762	138	15.3%	2,700	On-going vacancy savings.
0	0	0	0	0.0%	15	FIN	515500	Vacancy Benefits Offset	0	0	0	0	0.0%	0	
1,938	1,879	1,879	(0)	0.0%	15	FIN	516000	Workers Compensation Insurance	7,754	7,516	5,279	2,237	29.8%	23,674	
2,682	0	6,300	(6,300)	0.0%	15	FIN	517000	Unemployment Insurance	2,682	2,500	6,300	(3,800)	-152.0%	10,000	
1,895	1,925	5,424	(3,499)	-181.8%	ALL	514010	Temporary Employment	8,281	6,212	12,322	(6,110)	-98.4%	21,068	Timing variance.	
1,265	0	199	(199)	0.0%	13	HR	514015	Recruitment	2,074	1,250	1,010	240	19.2%	5,000	
0	0	0	0	0.0%	15	FIN	517500	Accrued Sick Expense	0	0	0	0	0.0%	5,000	
0	0	0	0	0.0%	15	FIN	518000	Accrued Vacation Expense	0	0	0	0	0.0%	20,000	
10,833	10,833	10,833	0	0.0%	15	FIN	518500	OPEB Expense	43,333	43,333	43,332	1	0.0%	130,000	Year-end audit JE.
128	300	121	179	59.7%	15	FIN	518550	TMP	1,261	2,900	2,299	601	20.7%	7,000	
97	90	87	3	3.5%	15	FIN	518560	Benefit Administration	387	360	417	(57)	-15.9%	1,780	
424,426	629,367	552,363	77,004	12.2%			Total - Staff	2,168,126	2,617,828	2,373,979	243,849	9.3%	6,436,895		
Library Materials/Electronic Resources Subscription:															
131,727	131,786	99,492	32,294	24.5%	23	COL	601999	American Continuations	448,836	527,144	422,553	104,591	19.8%	1,581,438	Timing variance.
3,837	2,000	4,093	(2,093)	-104.6%	23	COL	602999	American New Orders	14,928	8,000	(975)	8,975	112.2%	24,000	Timing variance.
735	1,968	64	1,904	96.7%	23	COL	609199	Branch Continuations	4,537	7,872	3,254	4,618	58.7%	23,611	Timing variance.
0	25	0	25	100.0%	23	COL	609299	Branch New Orders	0	100	0	100	100.0%	300	Timing variance.
1,478	9,143	9,863	(720)	-7.9%	23	COL	603999	Commonwealth Continuations	76,599	36,572	87,884	(51,312)	-140.3%	109,713	Timing variance.
0	100	0	100	100.0%	23	COL	604999	Commonwealth New Orders	31	400	0	400	100.0%	1,200	Timing variance.
1,254	7,599	2,026	5,573	73.3%	23	COL	605999	Foreign Continuations	22,407	30,396	8,577	21,819	71.8%	91,186	Timing variance.
0	100	0	100	100.0%	23	COL	606999	Foreign New Orders	373	400	0	400	100.0%	1,200	Timing variance.
9,446	9,300	8,382	918	9.9%	23	COL	607999	International Continuations	34,936	37,200	25,997	11,203	30.1%	111,605	Timing variance.
714	500	1,238	(738)	-147.7%	23	COL	608999	International New Orders	2,715	2,000	1,806	194	9.7%	6,000	Timing variance.

12/11/20

12/11/2025

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(Provisional and subject to year-end audit adjustments)

Page 3 of 5

(Provisional and subject to year-end audit adjustments)

37	COM	803205	Services
37	COM	803210	Collateral materials
37	COM	803215	Advertising
37	COM	803220	Trade shows & Outreach
			Subtotal
			Travel & Entertainment
	ALL	803305	Travel
	ALL	803310	Meals
	ALL	803315	Entertainment
	ALL	803320	Ground transportation & mileage reimb.
	ALL	803325	Incidental travel expenses
			Subtotal
			Professional Services
15	FIN	804005	Accounting
17	EXEC	804008	Consulting Services
17	EXEC	804010	Legal
15	FIN	804015	Other
			Subtotal
			Depreciation:
15	FIN	806105	Depreciation - Library Materials
15	FIN	806110	Depreciation Exp - Cap Ex
			Subtotal
			Total Expense
			Net Income Before Extraordinary Items

Comments

Timing variance.

Los Angeles County Law Library

Income Statement for the Period Ending October 31, 2025

(Provisional and subject to year-end audit adjustments)

Oct-24 Actual	Oct-25							FY 2024-25 YTD Actual	FY 2025-26 YTD				Annual Budget	Comments		
	Budget	Actual	\$ Fav (Unf)	% Fav (Unf)					Budget	Actual	\$ Fav (Unf)	% Fav (Unf)				
17,549	10,000	23,036	13,036	130.4%	15	FIN	321000	Investment Gain (Loss) ¹	114,512	40,000	100,445	60,445	151.1%	120,000	Reflects gains/loss if sold at time of report (before maturity)	
0	0	0	0	0.0%	17	EXEC	401000	Extraordinary Income	0	0	0	0	0.0%	0		
0	0	0	0	0.0%	17	EXEC	901000	Extraordinary Expense	0	0	0	0	0.0%	0		
162,300	(339,404)	33,754	373,159	-109.9%				Net Income Including Extraordinary Items	(88,341)	(1,220,624)	136,431	1,357,055	111.2%	(2,036,200)		
Capital Expenditures:																
0	0	0	0	0.0%	39	FAC	161100	Furniture / Appliances (>3k)	0	0	0	0	0.0%	0		
0	15,000	6,699	8,301	55.3%	33	TECH	161300	Electronics / Computer Hardware (>3k)	0	15,000	6,699	8,301	55.3%	530,000		
0	0	0	0	0.0%	39	FAC	164500	Exterior Building Repairs/ Improvements (>3k)	0	0	42,906	(42,906)	0.0%	1,044,806	Upper/lower garage aluminum roll-up door replacement.	
0	0	0	0	0.0%	39	FAC	164000	Interior Improvements / Alterations (>3k)	0	0	9,240	(9,240)	0.0%	575,000	HVAC motor replacement.	
0	0	0	0	0.0%	33	TECH	168000	Computer Software	0	0	0	0	0.0%	0		
0	15,000	6,699	(8,301)	-55.3%				Total - Capitalized Expenditures	0	15,000	58,845	(43,845)	-292.3%	2,149,806		
CalPERS CERBT Trust Fund:																
Beginning Balance									2,730,492							CalPERS CERBT program cost. Investment management cost. Fluctuating market conditions. Distribution from Fund.
Administrative Expense									-62.89							
Investment Expense									-100.19							
Unrealized Gain/Loss									23,634.45							
Distribution																
Ending Balance									2,753,964							

¹ UBS interest/dividend income and gains/losses is consolidated into Investment Gain (Loss) effective FY 2016. It was also moved to "non-operating income" section of the budget as recommended by outside auditors.

Los Angeles County Law Library

Statement of Cash Flows

As of October 31, 2025

(Provisional and subject to year-end audit adjustments)

	10/31/2025	YTD
Cash flows from operating activities		
L.A. Superior court fees	861,873	3,583,009
Parking fees	-	-
Library services	19,856	119,747
Extraordinary income	-	-
(Increase) decrease in accounts receivable	6,944	6,517
(Increase) decrease in other receivable	13,812	(40,099)
Increase (decrease) in borrowers' deposit	738	3,998
Cash received from filing fees and services	903,223	3,673,172
Facilities	(89,362)	(405,023)
Technology	(21,613)	(88,944)
General	(7,013)	(33,476)
Professional development	(1,286)	(9,762)
Communications & marketing	(2)	(1,957)
Travel & entertainment	(483)	(591)
Professional services	(11,352)	(21,951)
Electronic Resource Subscriptions (ERS)	(52,701)	(183,134)
(Increase) decrease in prepaid expenses	47,588	(225,570)
Increase (decrease) in accounts payable	(72,355)	(185,592)
Increase (decrease) in other liabilities	-	-
Cash payments to suppliers for goods and services	(208,580)	(1,156,000)
Staff (payroll + benefits)	(552,363)	(2,373,979)
Increase (decrease) in payroll liabilities	(76)	(574)
Increase (decrease) in accrued sick and vacation liability	(1,708)	(2,027)
Increase (decrease) in OPEB liability	10,833	43,332
Increase (decrease) in net pension liability	41,667	166,668
Cash payments to employees for services	(501,647)	(2,166,580)
Contributions received	-	-
Net cash from operating activities	192,996	350,592
Cash flow from capital and related financing activities		
Library materials	(125,771)	(551,746)
Fixed assets	(6,699)	(58,845)
Capital - Work in Progress (WIP)	(30,281)	(157,506)
Cash flows from investing activities		
Investment	-	-
Investment earnings	47,092	201,462
Net cash increase (decrease) in cash and cash equivalents	77,336	(216,043)
Cash and cash equivalents, at beginning of period	17,360,843	17,654,222
Cash and cash equivalents, at end of period	17,438,179	17,438,179
Reconciliation of Operating Income to Net Cash from Operating Activities		
Operating income	(36,373)	(165,475)
Adjustments for noncash effects:		
Depreciation	181,928	749,414
Extraordinary expense: book write-off		
Changes in operating assets and liabilities:		
(Increase) decrease in accounts receivable	6,944	6,517
(Increase) decrease in other receivable	13,812	(40,099)
(Increase) decrease in prepaid expenses	47,588	(225,570)
Increase (decrease) in accounts payable	(72,355)	(185,592)
Increase (decrease) in other liabilities	-	-
Increase (decrease) in payroll liabilities	(76)	(574)
Increase (decrease) in accrued sick and vacation liability	(1,708)	(2,027)
Increase (decrease) in borrowers' deposit	738	3,998
Increase (decrease) in OPEB liability	10,833	43,332
Increase (decrease) in net pension liability	41,667	166,668
Net cash from operating activities	192,996	350,592

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35,503.85

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2025 - November 30, 2025 (CHECKS)
Account No.: 102001

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 2	SO CAL INDUSTRIES	SECURITY	5,456.18	V010138
November 3	AMAZON WEB SERVICES	OSP	876.79	V010110
	CONSTANT CONTACT	OSP	315.00	V010111
	DELL MARKETING L P	HARDWARE (<3K)	448.98	V010121
November 4	SYNCS AMAZON	COMPUTER SUPPLIE	322.12	V010122
	DELL MARKETING L P	HARDWARE (<3K)	306.20	V010123
	IDEALIST ORG	RECRUITMENT	125.00	V010124
November 6	ODP OFFICE SOLUTIONS, LLC	SUPPLIES-OFFICE	80.53	V010125
November 9	ENVATO MARKET	SOFTWARE (<3K)	72.00	V010126
	MICROSOFT CORPORATION	OSP	29.00	V010139
November 10	LEXISNEXIS MATTHEW BENDER	BOOKS	1,252.53	V010097
	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	1,342.32	V010098
	PROQUEST LLC COUTTS INFORMATION SER	BOOKS	49.63	V010099
	GREY HOUSE PUBLISHERS	BOOKS	638.00	V010100
	LEXISNEXIS ONLINE SERVICES	BOOKS	16,480.00	V010101
	ALM THE LEGAL INTELLIGENCER	BOOKS	449.98	V010102
	NATIONAL HOUSING LAW PROJECT	BOOKS	600.00	V010103
	PRACTISING LAW INSTITUTE	BOOKS	1,476.81	V010104
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	1,187.83	V010105
	THOMSON REUTERS	BOOKS	92,488.44	V010106
	STATE BAR OF WISCONSIN	BOOKS	141.50	V010107
	GOBI LIBRARY SOLUTIONS	BOOKS	2,491.45	V010108
	BRCK INC	TELECOM	892.20	V010112
	SECURITAS SECURITY	SECURITY	4,310.13	V010113
	UPS	BOOKS	106.76	V010114
	DELL MARKETING L P	HARDWARE (<3K)	2,272.72	V010127
	STAMPS.COM	DELIVERY & POSTAG	30.99	V010128
	LOS ANGELES PHOTO BOOTH	PREPAID EXP	159.50	V010140
November 11	ENVATO MARKET	SOFTWARE (<3K)	62.00	V010129
November 14	CONTINUING EDUCATION OF THE BAR CAL	BOOKS	634.36	V010115
	DATA TRACE PUBLISHING COMPANY	BOOKS	529.90	V010116
	LIBRARY OF CONGRESS CDS	BOOKS	600.00	V010117
	PRACTISING LAW INSTITUTE	BOOKS	1,848.18	V010118
	THOMSON REUTERS TAX & ACCOUNTING	BOOKS	939.63	V010119
	WEST ACADEMIC	BOOKS	136.09	V010120
November 15	ENVATO MARKET	OSP	32.38	V010141

139,205.12

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2025 - November 30, 2025 (CHECKS)
Account No.: 102001

Page 2

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 16	RING COM	OSP	19.99	V010142
	T-MOBILE	TELECOM	891.48	V010143
November 17	ISOLVED BENEFIT SERVICES	HR BENEFIT/ADMIN	86.82	V010130
	LA DEPT OF WATER & POWER	ELECTRIC/FIRE	16,635.80	V010131
	NASA SERVICES	BLDG SVCS	658.91	V010132
	ORKIN	BLDG SVCS	140.00	V010133
	PURE PROCESS FILTRATION INC.	BLDG SVCS	1,005.75	V010134
	SECURITAS SECURITY	SECURITY	4,413.93	V010135
	UPS	DELIVERY & POSTAG	13.81	V010136
November 19	SYNCB AMAZON	SUPPLIES-OFFICE	41.25	V010144
	DELL MARKETING L P	HARDWARE (<3K)	323.96	V010145
	DOORDASH	BOARD EXPENSE	143.10	V010146
	ZOOM VIDEO COMMUNICATIONS INC	OSP	223.12	V010147
November 20	SYNCB AMAZON	PREPAID EXP	1,380.00	V010148
	DUO SECURITY LLC	OSP	150.00	V010149
	HOME DEPOT	COMPUTER SUPPLIE	111.84	V010150
	MICROSOFT CORPORATION	OSP	390.00	V010151
	STAMPS.COM	DELIVERY & POSTAG	300.00	V010152
November 21	CHERRY PICK CAFE	SPECIAL EVENTS EX	234.45	V010153
November 22	GOOGLE	SERVICES	1.99	V010154
November 25	LEXISNEXIS MATTHEW BENDER	BOOKS	82,612.80	V010155

248,944.13

LOS ANGELES COUNTY LAW LIBRARY
November 1, 2025 - November 30, 2025 (CHECKS)
Account No.: 108000

Page 1

DATE	PAYEE	FOR	AMOUNT	CHECK NO.
November 10	WILLIAM S HEIN & CO	BOOKS	649.00	033826
	AT&T	TELECOM	614.45	033827
	LANGUAGE PEOPLE INC	OTHER	102.00	033828
	LA PINATA PARTY RENTALS, INC	PREPAID EXP	1,895.55	033829
	NONPROFIT HR SOLUTIONS, LLC	CONSULTING	5,625.00	033830
	NONPROFIT HR SOLUTIONS, LLC	CONSULTING	5,625.00	033831
	CCH INCORPORATED	BOOKS	250.63	033832
November 14	WOLTERS KLUWER LEGAL	BOOKS	219.28	033833
November 17	ABD OFFICE SOLUTIONS	COPY CENTER	1,580.30	033834
	AFLAC REMITTANCE	CAFE PLAN-INSURA	757.04	033835
	FIRST CHOICE ENVIRONMENTAL	REPAIR/MAINT	2,800.00	033836
	GUARDIAN	PREPAID EXP	7,858.08	033837
	LA SPICE LLC	PREPAID EXP	4,793.23	033838
	LIFTECH ELEVATOR SERVICES INC	ELEVATOR MAINT	1,174.00	033839
	METROLINK	TMP	450.00	033840
	CHARTER COMMUNICATIONS	TELECOM	195.27	033841
	WOODS MAINTENANCE SERVICES, INC	JANITORIAL SVCS	175.00	033842
	SEWAH STUDIOS	MISCELLANEOUS	2,050.00	033843
November 18	CALIFORNIA DEPARTMENT OF TAX	USE TAX	650.00	033844
November 20	LA SPICE LLC	PREPAID EXP	634.35	033845
	RASHID ABDUL EL MALIK SR	REFUND	140.00	033846
	COLE HENRY GRODNITZKY	REFUND	84.00	033847
	SAEED NICKBAKHT	REFUND	140.00	033848
	TERESA REAL	REFUND	136.00	033849

38,598.18

MEMORANDUM

DATE: December 17, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recommendation to update Library Rules of Conduct

SUMMARY

We have made several updates to LA Law Library's Rules of Conduct. These updates include rules pertaining to the library's new security gate, filming and photography within the library, as well as several other small changes.

STAFF RECOMMENDATIONS

Staff recommend the Board of Trustees approve the proposed changes to the library's Rules of Conduct.



USE OF LIBRARY MATERIALS

Users shall not conceal or hide library materials. Pocket parts or loose-leaf pages may not be removed from books except for photocopy purposes in the Copy Center. When copying is complete, the pages used shall be returned promptly to their correct location in the book. It is the patron's responsibility to use library materials in compliance with copyright and other applicable laws.

No materials shall be removed from the library unless they have been properly checked out. Failure to return materials when due may result in payment of fines, replacement costs and administrative costs and/or loss of Law Library privileges. Users should not reshelve their used materials. Materials left unattended for long periods of time, will be reshelved by Law Library staff. Users wishing to keep pulled materials for use later the same day, should place a reserve sign on the items, including a date and time when the user will return to the item(s), or deposit them at the Circulation Desk to be held temporarily.

Library materials shall not be taken into public restrooms and must remain in the main reading room. Patrons reasonably suspected of violating this rule of conduct shall be subject to search of any bags, luggage, backpacks or other items. Refusal to allow such a search will constitute a violation of the rules of conduct and may result in the loss or suspension of library privileges including but not limited to temporary or permanent removal from the library premises..

THEFT, ABUSE AND VANDALISM

The theft, abuse, vandalism, mutilation, marring, marking, defacing, or otherwise damaging of the books, building, equipment, furniture or other objects in the Law Library is prohibited. [California Penal Code 490.5 & 594: Education Code 19910 & 19911]

No materials belonging to the Library may be removed from the premises without being properly checked out. If the alarm on the electromagnetic book gate system is triggered when exiting the Library, please be advised security staff will need to search any bags, backpacks, or briefcases for any Library materials that will need to be referred to the Circulation desk to be properly processed for check out.

USE OF COMPUTERS AND PERSONAL ELECTRONIC DEVICES

Law Library public computers are reserved for legal research and access to the online catalog. Peripheral devices (printers, CD-ROM drives, cameras, keyboards, scanners, etc) may not be attached without prior authorization.

Public computer use is limited to one 2-hour session. Users may only access public computers using their own

library card. To request your library card, please ask any staff member to assist you. Accessing the library computer system, programs or data without authorization is prohibited.

Personal electronic devices may be used in the library provided such use does not disturb other users or take up excessive space or electrical capacity. Personal electronic devices including but not limited to computers, copiers, scanners and printers may be used only if they do not exceed 1.5 amps or a footprint of 2 square feet, make no noise audible to other patrons and pose no other hazard or obstacle to use of the library by others. For example, laptops and silent hand-held scanners are generally permitted, while full-size personal computers, printers and scanners are generally not permitted. As noted above, if the use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Tabletop electrical outlets are provided for patron use. Patrons are not permitted to use any electrical outlets other than those provided on tabletops. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets, and floor outlets, may not be used by patrons..

~~feet away, it is presumed to be disturbing to others. Tabletop electrical outlets are provided for patron use. Due to a very limited number of electrical outlets each user should not connect to more than one outlet at a time. Wall outlets may not be used by patrons without prior express permission.~~

Operating a LAW LIBRARY (except in emergency situations), entering unauthorized or off-limit areas of the library, remaining in the library after closing or during emergency drills or evacuations is prohibited and may result in immediate suspension of library privileges.

Entering or remaining on landscaped areas, areas marked as "Reserved" or "No Trespassing" signs or any portion of the premises when the library is closed (other than for the short-term purpose of returning library materials to the book-drop) is prohibited and may result in immediate removal and/or suspension of library privileges.

Failure to comply with library rules, library signage or the directives of library staff or security personnel, or to cooperate with the staff or security personnel in their enforcement of these rules may result in the loss or suspension of library privileges, including but not limited to temporary or permanent removal from the library premises. Individuals who refuse to leave when requested to do so by staff or security personnel will be subject to arrest for trespassing and prosecution under California Penal Code Section 602.1(b). Any removal or suspension of privileges for more than one day may be appealed upon written request within 10 days of the removal or suspension.

South Bay County Building 825 Maple Ave.,
Room 110
Torrance, CA 90503
424-201-0748

Revised June 2024

The LA Law Library staff welcomes you.

LA Law Library provides public access to legal information. We are here to assist your use of the resources and services offered. Please help us keep the library safe and pleasant for everyone by following these rules of conduct when on Library property.

RESPECT THE RIGHTS OF OTHERS

Users shall respect the rights of other library users and library staff. The Library shall not be used in lieu of an office for the practice of law or any other professional or business activity. Soliciting, harassing, offending, intimidating or disturbing library patrons or staff or intentionally interfering with their ability to conduct library business is strictly prohibited. [California Penal Code 602.1(b)]

PERSONS WITH DISABILITIES

LA Law Library does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request an accommodation for any of the Library’s programs, services, or activities, please inform a staff member of your accommodation request or submit a completed request form. (Forms are available on our website or in person.)

PHOTOGRAPHY

We are delighted our patrons enjoy the library and want to take photos. Filming and photography are permitted in any public space within the library. However, we ask you to please be respectful of your fellow patrons and library staff members who do not wish to be filmed or photographed in the interest of maintaining their privacy.. Please obtain prior permission from any person you'd like to include in your film or photographs. Filming or photographing anyone without prior permission is a violation of the Rules of Conduct.
~~We are delighted our patrons enjoy the library and want to take photos. To protect the privacy of others, however, no photography or filming is permitted on library premises without arrangements and approval in advance. Should you wish to request permission to photograph within a public space or arrange space for private photography sessions, please contact us at 213.785.2511 for assistance. Personal electronic devices may be used to photograph or record content of Library materials, subject to the following Rules:~~

SAFETY AND SECURITY

Users should limit their carry-in items to those materials necessary to accomplish their legal research. For safety and security, the library reserves the right to limit users to one bag and one purse or a briefcase.

- Abide by all posted LA Law Library Patron Expectations for Health and Safety
- Running, jumping or moving faster than the pace of pedestrian traffic is prohibited (whether on foot or operating a personal mobility device).
- Briefcases, backpacks, packages and outer garments may be subject to inspection at any time.
- With the exception of wheelchairs or other mobility devices covered by the ADA, large objects such as carts, luggage, bicycles or parcels that collectively exceed 26" x 19" x 9" are not permitted on library premises, in the library.
- Notwithstanding the above, a patron may bring one personal handcart into the library, provided the cart can be folded or collapsed and is placed entirely under a patron table in the Reading Room within the single, individual space at the table being used by the patron.
- Walkways and aisles shall be kept clear and unobstructed by personal items, including but not limited to, briefcases, packages, backpacks, garments, electric cords and equipment.
- The Law Library is not responsible for, nor shall it have any liability for, the personal items that users bring into the library.
- Security personnel will remove unattended items.The Library is not responsible for the loss or theft of any unattended items.
- To ensure an unobstructed view of patrons within the Reading Room, users may not place, stack or pile materials in a manner that prevents Security Personnel from viewing patron activity or impairs the line of sight from Security Personnel to any patron.

PERSONAL CONDUCT IN THE LAW LIBRARY

In consideration of others, quiet is expected throughout the Library, including in the lobby area. Patrons are not permitted to take phone calls, or video calls, within the library. Users may engage in quiet conversation ~~in-person or by telephone~~ as long as other users are not disturbed. If a conversation or use of a device can be heard by patrons more than 5 feet away, it is presumed to be disturbing to others. Telephone conversations are permitted on the front patio and walkways, provided they do not interfere with ingress, egress or Library operations.

Pagers, cell phones and PDAs should be turned to vibrate or silent mode. Photocopiers/scanners or other equipment should be used as quietly as possible.

Appropriate attire, including shirts and shoes must be worn in the library.

Animals, other than service animals (as defined by law) assisting persons with disabilities, are not permitted in the

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their patron handler at all times and may not cause disruption, noise or damage to Library property. Anyone bringing service animals other than a single service dog into the library is requested to provide written notice in advance so that the library may determine whether the animals can be reasonably accommodated.

Children must be under the control and supervision of a responsible adult at all times.

Beverages in covered, spill-proof containers are allowed. The eating of food and the chewing of gum are prohibited.

The following are not permitted in LA Law Library:

- Smoking, including smoking within 20' of any entrance to the Law Library.
[California Government Code 7597]
- Weapons, including firearms whether open or concealed, with or without permit, unless the carrier is an active peace officer as defined

832.17

- Loitering, sleeping, laying on the Law Library floor or furniture.
- Bathing, shaving, and washing clothes in the library restrooms.
- Soliciting (offering patrons or staff goods or services for sale)

Persons ~~other than~~ who are not Library staff may not pretend or represent themselves to be agents or employees of LA Law Library

Persons ~~exhibiting unruly behavior or a disturbing demeanor that reasonably suggests they are~~

under the influence of alcohol or drugs, ~~except as lawfully prescribed by a physician~~, are not permitted in the library. Persons under the influence of lawfully prescribed medications are welcome so long as the effects of such medication does not cause behavior that will disturb other patrons using library services or interfere with the work of staff.

Persons whose parcels or bodily hygiene or odor is so offensive as to constitute a nuisance or disrupt others' work shall be required to leave the library.

Acts or threats of physical violence, harassment, intimidation, threatening or disruptive behavior, bullying, physical or mental abuse and/or coercion towards patrons or staff will not be tolerated. The Library reserves the right to take action against any individual engaging in such conduct which can include the following: banning from the premises, reporting such conduct to appropriate law enforcement authorities when warranted, and pursuing civil and/or criminal charges and penalties.

MEMORANDUM

DATE: December 17, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Recognition of Volunteer Meera Cassorla with Gratitude for Her Contribution to the Conservatorship Clinic

SUMMARY

On an annual basis, the LA Law Library receives more than 100,000 patron visits and offers free workshops and classes for the community. We are able to provide service to the community with the assistance of dedicated volunteers who give of their time and skills to help so many who cannot afford an attorney and must navigate the legal process alone. Our Conservatorship Clinic is one such program, offering education and free assistance to caregivers wishing to care for a disabled loved one through the petition process.

At 10 years of age, Meera Cassorla has volunteered to help our staff during our Conservatorship Clinic sessions. She has helped with performing important clerical work, organizing documents, passing out important class materials, and using her English/Spanish bilingual skills to greet participants. Her efficiency and helpfulness earned her the nickname “la pequeña secretaria.”

Meera has expressed future ambitions to become either a librarian or lawyer after she completes her education. Staff wish to recognize her contributions to the Conservatorship Clinic and the community.



MEMORANDUM

DATE: December 17, 2025

TO: Board of Law Library Trustees

FROM: Katherine Chew, Executive Director
Ryan Metheny, Director, Reference and Collections

RE: California Freedom to Read Act and Approval of New Collection Development Policy

SUMMARY AND BACKGROUND

The Library maintains the second-largest collection of any public law library in the United States. With a current annual budget of approximately \$2.7 million, the collection encompasses over 1 million volumes of primary and secondary law in physical formats and extensive access to subscription-only electronic resources, giving our patrons the tools they need to research virtually any legal question.

However, the Library last updated its Board-approved collection development policy in 2010. (See 2010 Collection Development Policy, attached.) Since that time, our patrons' needs have evolved, technology has advanced considerably, and the legal publishing industry has undergone major transformations. Additionally, the California Freedom to Read Act (AB 1825) now requires every "public library jurisdiction," as defined, to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. (Educ. Code § 19800 *et seq.*)

The proposed 2026 collection development policy, attached hereto, satisfies the statutory requirements of the Freedom to Read Act. It will allow our patrons to understand the principles that guide the Library's collection decisions, and creates a simple process to challenge the inclusion of a resource in our collection, as required. (See Section I(c), p. 2; Educ. Code § 19802(a).) The policy will also provide stable, clear, and detailed guidance for staff as the Library navigates an increasingly complex legal technology landscape and continues working to provide the best possible value to our patrons.

Overall, the collection development policy aims to provide forward-looking, "future-proofed" guidance while documenting current best practices. Staff



intend to revisit this policy every 5-10 years as legal technology and patron needs continue to evolve. Highlights for the Board's consideration include:

- Practically oriented legal material: As a vital access to justice resource for residents of L.A. County and beyond, the Library strongly emphasizes practice material – books and other resources written for the practicing attorney or self-represented litigant (SRL) – as opposed to academic or general interest legal material. We further aim to purchase material that is accurate, reliable, up-to-date, and likely to be heavily used by our patrons, or that has unique research value that patrons may not be able to access elsewhere. (“General Criteria Applied in Making Selections,” p. 4.)
- Selection of electronic, print, and other formats: The policy provides guiding principles to assess different types of legal research tools, from traditional books to artificial intelligence (AI). Each has specific advantages, disadvantages, and use cases. Print books, for example, continue to provide intuitive, equitable, and effective means to convey complex legal information to all patrons, especially SRLs. Electronic resources, meanwhile, can make legal research faster and more efficient – including through the use of AI – and provide superior convenience through formats such as remotely accessible e-books. Subscriptions to sophisticated legal databases like Westlaw further serve our access to justice role by allowing the Library to provide equitable access to advanced legal research tools to any member of the public. (“Formats Collected,” pp. 4-6.)
- Archiving and digitization: Legal disputes frequently involve researching the law as it was on a certain date in the past, and the Library is one of very few comprehensive public resources for this type of research. The policy details the Library's retention practices, how to weigh the costs and benefits of digitization opportunities, and the principles the Library applies when “weeding” (i.e., cutting down) the collection. It also describes the principles the Library will apply if specific retention practices need to be changed in the future due to space or other constraints. (“Retention, Digitization, and Weeding,” pp. 11-14.)
- Emphases on specific subjects and jurisdictions: The numerical values applied in the appendices quantify how intensely the Library collects print and electronic material for each listed subject and jurisdiction, based on current and likely future patron needs. These numbers help guide not only new purchases but also weeding, retention, donation acceptance, and other collection decisions. They can prove especially helpful in lean budget years by aiding decision-making about how to



allocate limited resources. ("Collecting Levels by Subject and Jurisdiction," pp. 14-15, and Appendices.)

CONCLUSION AND RECOMMENDATION

Staff recommend the Board approve the new collection development policy attached hereto. The policy will satisfy the requirements of the California Freedom to Read Act, help the public understand the Library's collection decisions, and provide ongoing guidance as the Library maintains and evolves its renowned collection of print and electronic resources.



COLLECTION DEVELOPMENT POLICY

(REVISED, APRIL 2010)



LA Law Library
COLLECTION DEVELOPMENT POLICY
(Revised, April 2010)

I. Introduction

A. Vision and Mission Statements

Vision Statement: The LA Law Library is the leader in providing public access to legal information.

Mission Statement: The mission of the LA Law Library is to provide access to legal information through effective, efficient and collaborative services in order to support current and emerging user needs in a dynamic legal environment.

B. Purpose of the Collection Development Policy

The Collection Development Policy supports the vision and mission statements adopted by the Law Library's Board of Trustees. The Policy serves as a guide for selecting and retaining library materials that meet the needs of the Law Library's users, and it is intended to assist library staff in making choices that are consistent and cost-effective. It is also intended to inform library users of the nature of the collection and the basic principles upon which selections are made. The Policy may be amended as trends, needs, and priorities change in the legal community, and as new resources and means of acquiring and maintaining information become available.

C. About the Collection

The LA Law Library was established in 1891 as the Los Angeles County Law Library, and currently operates under California Business and Professions Code, Section 6300 et seq. For nearly 120 years, the Law Library has provided access to legal information and materials for the legal community, government officials, the business community, and the general public, including self-represented litigants. With nearly 1,000,000 volume equivalents (print, media, microfilm and microfiche), the LA Law Library is second only to the Law Library of Congress in its role as the largest public law library in the United States.

The Law Library strives to provide a collection that is authoritative and comprehensive and to acquire and retain resources that adhere to the standards set forth in statements from the American Library Association and the American Association of Law Libraries. As long as print versions of the core collection of primary materials are available, the Law Library will acquire print copies of these titles; if online availability exists, the Law Library will endeavor to make these resources available to its users. Most subject areas, in particular subjects of special interest, will expand or contract according to demand among the Law Library's users for resources in these areas.

The Law Library's comprehensive collection of United States law is both current and historical in nature. It consists of primary law and secondary sources for United States federal, state, and territorial jurisdictions. Secondary materials include practice guides, form

books, and bar association materials. Of particular note in the exhaustive California collection is the most complete print collection of California appellate briefs in the state. As part of its commitment to serve users beyond the confines of its physical location, the Law Library provides access to the electronic versions of U.S. legal materials via links provided in its online catalog and database subscriptions.

The Law Library is a selective depository for both federal and California government documents. The U.S. Government Printing Office (GPO) collection includes print and electronic access to Executive Agency and Congressional hearings and reports. The California materials include legislative history resources, such as Assembly and Senate Journals, bills and analyses, and hearings and committee prints. The Law Library's comprehensive collection of California Voter Ballot Pamphlets, which includes materials from 1908 to the present, is unique.

The Foreign Law Collection contains primary law for more than 300 countries, secondary source and practice material for over 100 countries, and access to foreign law databases. The collection is both in English and native language formats. The Law Library's International collection includes treaties, documents of international bodies, and comparative works on legal systems.

The Law Library collects a broad range of materials to assist the general public in their research, including those self-represented litigants.

D. Responsibility for Selection

The Senior Librarian, Reference and Research Services and Reference and Research staff members work with the Law Library's Senior Director, Library Operations and the Collection Development Coordinator to identify, assess, and select materials, including online resources, for the collection. Subscriptions are evaluated on a regular basis. The Law Library welcomes suggestions and recommendations from its users.

E. Collaborations with Public and Private Entities.

The Law Library maintains working relationships with a wide variety of legal and non-legal organizations, both public and private, including the Los Angeles County Bar Association, The State Bar of California, the Southern California Association of Law Libraries, the Council of California County Law Librarians, and the American Association of Law Libraries. As a member of the Online Computer Library Center (OCLC), the Law Library makes its online catalog records available to libraries worldwide. The Law Library's collection is also available worldwide through Interlibrary Loan and Document Delivery services.

As the largest public law library in the state, the Law Library cooperates with and assists law libraries in other counties, public libraries, the California State Library, law firms, and academic and private institutions throughout California. Because of the size and scope of its collection, the Law Library also serves individuals and institutions nationwide.

II. Collection Development Principles

A. Selection Criteria

This is not a weighted list. Criteria not arranged in order of magnitude or importance.

- Relevance to the collection
- Current and permanent value
- Significance of the subject matter
- User requests for the material
- Availability of other materials on the subject
- Duplication of existing Library materials
- Potential use, including projected frequency of use
- Appearance of the title in important bibliographies, lists, or reviewing media
- Reputations of the author or editor and the publisher or producer
- Currency of coverage and update frequency
- Availability of alternative formats or sources
- Cost, including continuing and indirect costs
- Availability of technical support
- Maintenance requirements
- Licensing restrictions
- Language
- Format
- Physical quality
- Available space

B. Current and Retrospective Materials

The Law Library's focus is on the purchase of current materials. However, in an effort to complete or expand a particular collection, the Law Library may purchase a retrospective print or media collection or individual historical item. The Law Library also subscribes to online services that provide both current and historical materials. The services selected should offer substantive search capabilities, including Full-Text searching across a wide range of materials.

C. Duplication and Multiple Copies

When there is a demonstrated need based on usage, multiple copies may be purchased. When it is decided that multiple copies are necessary, the Law Library may determine that the title is best duplicated through online and micro formats.

The Law Library generally does not collect reprints that duplicate material in the collection.

The Law Library may purchase multiple copies of California primary legal materials for placement in its branch and partnership locations. In addition, secondary resources, particularly California practice titles, and materials directed at self-represented litigants and the general public, may also be purchased for branch and partnership locations. On occasion, some Federal primary and secondary source materials will be purchased for use in branch and partnership locations.

D. Approval Plans, Standing Orders, and Package Plans

The Law Library subscribes to approval plans, standing orders, and package plans in order to ensure that both domestic and foreign publications are received in a timely manner, with the lowest possible pricing, and with the least impact on administrative expenses.

E. Media

In general, the Law Library acquires information resources in the most effective and efficient manner, regardless of format. In some instances, this Policy specifically states that materials will be acquired in print. However, in choosing a format, the Law Library considers the selection criteria identified in § II.A of this Policy.

Materials that were once available only in print and/or microform are increasingly made available through electronic resources. When materials are available in both print and electronic versions, the decision to purchase one format or the other, or both, is based on usage, convenience of use, the need for multiple and simultaneous access points, storage capacity within the Law Library, and price.

F. Gifts and Donations

The Law Library welcomes gifts of legal and law-related materials. The Law Library accepts donations that conform to the Law Library's Collection Development Policy. The Executive Director of the Law Library and the Law Library Board of Trustees will consider offers of large gifts and respond to the prospective donor accordingly. The Law Library reserves the right to decline gifts that do not conform to its selection guidelines and gift policy.

When gifts are accepted, the Law Library determines the classification, housing, and circulation of these materials. No guarantee can be made that any gift will be a permanent part of the collection. Materials that are part of a gift but do not complement the Law Library's collection may be disposed of, exchanged, or sold. The Law Library retains the right to dispose of gifts at any time and in any manner deemed appropriate. Gifts to the Law Library are tax deductible to the extent provided by law. However, the Law Library will not provide an appraisal or a statement of apparent value. The donor assumes responsibility for the safe shipment of the gift to the Law Library and any costs incurred therein.

The Law Library will consider donor requests for specific titles. The Law Library also accepts monetary gifts to enhance the collection. The Law Library reserves the right to select titles, formats, editions, etc. with donated funds.

The Law Library will acknowledge any gift by sending a "thank you" letter to the donor, and may, upon request, acknowledge the gift through the use of a bookplate or other appropriate form of recognition.

G. Retention

Under the direction of the Senior Librarian, Reference and Research Services, the reference staff continuously reviews the Law Library collection for relevancy and currency. Materials that no longer meet the Law Library's collection needs and standards may be removed and

discarded. Several factors contribute to decisions about the retention of items in the collection. These factors include, but are not limited to:

- Unnecessary duplication
- Physical condition of materials
- Level of use
- Obsolescence
- Space limitations
- Qualitative value

As part of its commitment to ensuring the continuing availability and accessibility of legal materials to individuals and other institutions, the Law Library makes every attempt to maintain materials in print, provide online access where possible, and care for materials that require preservation.

III. Collection Development Policies for Specific Types of Resources

A. Statutory Law

The Law Library collects the *Statutes at Large*, the *United States Code*, the *United States Code Annotated*, the *United States Code Service*, and the *United States Code Congressional and Administrative News*.

The Law Library also collects the official codes and court rules for all fifty states, the District of Columbia, and US territories. Prior editions and replacement volumes of the *United States Code* and all state codes are retained.

The Law Library collects the statutes for California and the session laws for all fifty states and the US territories. The Law Library retains all print editions of *West's Annotated California Codes* and *Deering's California Codes Annotated*. When possible, electronic versions of statutes, session laws, codes and court rules will be made available on the Law Library's public computer terminals.

The Law Library acquires the municipal codes and ordinances for counties in Southern California and other California counties in accordance with demand and availability. When available, municipal codes and ordinances for all cities in Los Angeles County are also collected. Codes and ordinances of other cities may also be acquired as demand warrants. Of special note, the Law Library retains replaced pages for the municipal codes of both Los Angeles City and Los Angeles County.

B. Case Law

The Law Library acquires and maintains a comprehensive collection of federal and state judicial opinions and decisions. Reports of the highest court, intermediate appellate court, and trial courts, if available, for all federal and state jurisdictions are collected in print, microform, media, and online. When they can be obtained, the Law Library collects the official version of these judicial opinions, denominated in print as case law reports or

reporters. If an official version is not published, the Law Library collects the unofficial, commercial version.

C. Records and Briefs

The Law Library collects the records and briefs for the U.S. Supreme Court, the U.S. Court of Appeals for the Ninth Circuit, the California Supreme Court, and the California Courts of Appeal.

The Law Library is a depository for the California appellate courts. As such, it receives and maintains the most complete print collection of California appellate briefs in the state. The Law Library also serves as a depository for the U.S. Court of Appeals for the Ninth Circuit.

The Law Library subscribes to the *U.S. Supreme Court Records and Briefs* on microfiche. In collaboration with LLMC Digital, the Law Library is working to preserve its collection of California records and briefs through a digitization project.

D. Regulatory Law

The Law Library collects a comprehensive collection of federal regulations. Complete coverage of current and prior editions of the *Federal Register* and the *Code of Federal Regulations* are retained in print and microform. The *Code of Federal Regulations* is also available online via the Law Library's public computer terminals.

The Law Library subscribes to the *California Code of Regulations*, the *California Register*, and the *California Regulatory Notice Register* in print and microform. Electronic access is available on the Law Library's public computer terminals. The Law Library acquires print and microform copies of the complete historical holdings of the *California Code of Regulations*, the *California Register*, and the *California Regulatory Notice Register*.

The Law Library collects state administrative codes for all 50 states. Print sets are kept current through either online updates if they are freely available or by subscription to the print updating services.

E. U.S. Territories and Tribal Law

The Law Library's collection of primary legal materials from United States Territories includes charters and constitutions, codes, reports of the highest court, digests, court rules, regulations, and government reports and documents. The acquisition of items such as legal treatises and practice guides for U.S. Territories is guided by user need and the availability of materials.

Materials from Native American Indian tribal governments are also collected in accordance with demand and availability. Tribal law materials acquired by the Law Library include treaties, constitutions, codes, court decisions, court rules, and documents issued by tribal governing bodies.

F. Legal Treatises

The Law Library acquires a wide array of general, multi-jurisdictional, and federal substantive treatises covering most legal subject areas. All authoritative California legal treatises are acquired and preserved. The Law Library may collect single-jurisdictional treatises on subject matters that are timely and relevant to its users' research needs. Multiple copies of any particular title are purchased if usage warrants.

The Law Library may retain one copy of all prior editions of substantive treatises in its collection. Treatises that have been canceled but remain relevant and useful may be retained.

The Law Library acquires Restatements of the Law, and publications of uniform laws and model acts by the National Conference of Commissioners on Uniform State Laws and the American Law Institute, including older editions.

G. Practice Materials

The Law Library acquires a representative collection of general, federal, and multi-jurisdictional practice materials to enable users to handle legal problems encountered in federal and state courts and administrative agencies. The Law Library collects an extensive range of practice materials for California; for other states, practice materials are purchased selectively and according to need. All California jury instructions are collected; jury instructions for states other than California are acquired where available. The Law Library collects a wide variety of continuing legal education materials for California practitioners. Current materials from other states' continuing legal education programs and the American Bar Association are also collected for the benefit of California attorneys and other users who may need access to current legal practices in other states.

H. Self-Help Materials

The Law Library collects materials for a Self-Help Collection in a wide variety of subject areas that are particularly helpful for those representing themselves in legal matters. This collection covers such subject areas as legal research, divorce, landlord/tenant issues, immigration, and small claims. The type of material includes consumer guides, Nolo Press titles, and selected "how-to" publications. The collection also includes print publications in Spanish, Chinese, and other languages as available.

I. Government Documents

Through its participation in government depository programs, the Law Library acquires government publications that are germane to a legal research and reference collection in a variety of formats including print, CD-ROM, electronic, and microfiche. Government documents in print format are integrated into the Law Library's collection. Electronic versions are accessible through links in the Law Library's website, online catalog, and public computer terminals. Decisions concerning the acquisition and preservation of government publications follow the same policies and guidelines as all other acquisitions. The Law Library adheres to all retention policies required by its depository status. In general, the Law Library is not required to keep all government documents received, but retains only those that are deemed beneficial to the collection.

The Law Library participates in the Federal Depository Library Program (FDLP) as a selective depository. The Law Library collects materials from the federal legislative branch, especially those Congressional materials required for legislative history research. Documents from the executive branch and independent regulatory agencies are selectively collected. However, the Law Library attempts to collect regulations, opinions, and procedures from all federal agencies. Documents from the judicial branch, particularly official reported decisions and annual judicial reports and statistics are also added to the collection.

The Law Library participates in the California State Depository Library Program. Under the California Library Distribution Act, the Law Library is required to keep basic legal state documents, including legislative bills, legislative committee hearings and reports, legislative journals, statutes, administrative reports, the California Code of Regulations, annual reports of state agencies, and other materials. The Law Library also receives some general state documents. Of particular interest to those users who wish to research California legislation is the Law Library's collection of Assembly and Senate Journals, and bills and analyses.

As part of its collection of government publications, the Law Library also retains government documents received directly from state and local agencies. Of special note, the Law Library maintains a set of California ballot propositions and voter pamphlets.

J. Journals, Periodicals, and Newspapers

The Law Library subscribes to law reviews published by all ABA accredited law schools and journals covering foreign and international law. The Law Library also collects all major national and local bar association publications and legal newspapers. When available, the Law Library subscribes to electronic versions of periodicals that are accessible on the Law Library's public computer terminals. The Law Library collects Los Angeles County legal newspapers, including the *Metropolitan News-Enterprise* and the *Los Angeles Daily Journal*. Legal newspapers from other national and local metropolitan areas are selectively collected. In its selection of legal newspapers, the Law Library particularly considers the selection criteria of publisher and frequency of publication, and the additional criterion of quality and availability of indexing.

K. Foreign and International Law

The Law Library maintains an extensive collection of foreign, international, and comparative law materials for over 300 countries. In general, the Law Library collects all available primary source material (constitutional documents, statutes, codes, decisions of the highest national courts and selected other courts, regulations, jurisprudence) and standard finding tools for major jurisdictions of the world. For over 100 countries, the Law Library also collects secondary sources, such as practice materials. Topical areas of interest may include civil procedure, commercial law and contracts, constitutional law, family law, intellectual property, labor law, natural resources, taxation, and trade. Materials are collected in both English and native language formats as needs arise. The Law Library subscribes to foreign and international law reviews and journals, and also offers access to foreign law databases.

The Law Library's comprehensive collection of British Commonwealth legal materials includes primary materials for Great Britain and major jurisdictions in Australia, Canada, and New Zealand. The Law Library also collects many treatises and documents in these jurisdictions.

Particular attention is given to acquiring primary legal materials from Mexico. The Law Library collects all available primary source materials and standard finding tools. The Law Library also collects practice materials.

Legal materials from all non-common law countries and systems are collected, according to availability and usage demands.

The Law Library collects international law documents from the United Nations, the World Trade Organization, Hague Conference documents and proceedings, European Union legislation, treaties, official reports, case law, proceedings of international conferences, and treatise materials. The law of the European Union is of particular focus.

The Law Library collects comparative law materials in which the United States is one of the jurisdictions studied or in which the legal systems of other nations are compared. Proceedings and periodical publications of bar associations and legal societies of worldwide scope and importance are collected regardless of language. The Law Library collects general and comparative works on the legal systems and criminal systems of military bodies, and generally recognized standards issued by international or industry-wide organizations. The Law Library also acquires comparative law journals published in the U.S. and throughout the world and major loose-leaf sets, such as *Constitutions of the Countries of the World*.

L. Rare Books and Archives

As a result of its size, scope, and development, the Law Library has obtained rare book materials that address the establishment of the continental United States, its colonies, individual states, and territories. The Law Library maintains a wish list of rare materials that will fill gaps in its Rare Book collection, and will attempt to acquire through purchases, donations, and bequests materials that augment, enhance, and complete this collection.

Also found in the Law Library's Rare Book collection are documents that record the history and development of the legal community and the practice of law in Southern California. Every effort is made to preserve archival records that chronicle the history of the Law Library from its inception in 1891. From time to time, the Law Library may consider housing and making available the historical records and materials of local legal and law library organizations. The Law Library reserves the right to add and remove materials as necessary and practical.

The Law Library provides preservation and appropriate housing for its rare materials. Because of the fragile nature of these materials, they are accessible only with letters of reference and advance permission.

APPENDICES

AMERICAN LIBRARY ASSOCIATION AND AMERICAN ASSOCIATION OF LAW LIBRARIES





Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Related Files

- [ALA Library Bill of Rights \(PDF\)](#)

Related Links

- [Interpretations to the Library Bill of Rights](#)

American Library Association | 50 E. Huron, Chicago IL 60611 | 1.800.545.2433

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The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.* Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the

democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic

society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Related Files

- [Freedom to Read Statement](#)

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- [Adobe Reader](#)

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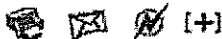


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About ALL

AALL Ethical Principles

Approved by the AALL membership, April 5, 1999

Preamble

When individuals have ready access to legal information, they can participate fully in the affairs of their government. By collecting, organizing, preserving, and retrieving legal information, the members of the American Association of Law Libraries enable people to make this ideal of democracy a reality.

Legal information professionals have an obligation to satisfy the needs, to promote the interests and to respect the values of their clientele. Law firms, corporations, academic and governmental institutions and the general public have legal information needs that are best addressed by professionals committed to the belief that serving these information needs is a noble calling and that fostering the equal participation of diverse people in library services underscores one of our basic tenets, open access to information for all individuals.

Service

We promote open and effective access to legal and related information. Further we recognize the need to establish methods of preserving, maintaining and retrieving legal information in many different forms.

We uphold a duty to our clientele to develop service policies that respect confidentiality and privacy.

We provide zealous service using the most appropriate resources and implementing programs consistent with our institution's mission and goals.

We acknowledge the limits on service imposed by our institutions and by the duty to avoid the unauthorized practice of law.

Business Relationships

We promote fair and ethical trade practices.

We have a duty to avoid situations in which personal interests might be served or significant benefits gained at the expense of library users, colleagues, or our employing institutions.

We strive to obtain the maximum value for our institution's fiscal resources, while at the same time making judicious, analytical and rational use of our institution's information resources.

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Professional Responsibilities

We relate to our colleagues with respect and in a spirit of cooperation.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with the service we provide.

We recognize and respect the rights of the owner and the user of intellectual property.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

ETHICAL PRINCIPLES BACKGROUND INFORMATION

The Special Committee on Ethics was appointed in 1997 by then - President Judy Meadows for the purpose of reviewing the Association's Code of Ethics and proposing any revisions necessary. The Code of Ethics incorporates by reference the ALA Code of Ethics which has been revised twice since the AALL Code was adopted. The Special Committee followed a previous AALL taskforce and other groups in studying possible revisions to the AALL Code of Ethics.

The Special Committee studied the current Code of Ethics and determined that the Code should be replaced. The Committee examined in detail the codes of ethics of other professional associations, including sister library organizations, and wrote articles for *AALL Spectrum* throughout the past year which called attention to the Committee's efforts and mission.

The Committee met in Chicago in May 1998 and drafted much of the proposed Ethical Principles. Committee members added portions later, and the final draft was circulated and discussed extensively at the Annual Meeting in Anaheim. Registrants received copies in their packets, they could record their responses on a flipchart located by the entrance to the Exhibit Area, and they could voice their concerns at the second portion of the Open Forum. Further, members with e-mail addresses received a copy of the proposed Ethical Principles in a message broadcast from AALL Headquarters. The Committee received several responses and considered them carefully. As a result, the Committee revised some of what was circulated to the membership and brought these Ethical Principles to the Executive Board at its Fall 1998 meeting with the suggestion that they be submitted to the AALL membership for approval. The Ethical Principles were submitted to the membership in March 1999 and approved by an overwhelming majority vote.

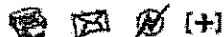
Submitted by: J. Wesley Cochran, Chair

Ethics (Special Committee)

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About AALL

County Public Law Library Standards

July 2008

Approved by the AALL Executive Board on April 2009, Tab 27

Preamble

Believing that the county public law library is an integral and vital part of the legal community it serves, the members of the State, Court, and County Law Libraries Section of the American Association of Law Libraries (AALL) urge county governments, courts and/or governing entities to adhere to the following standards. The members realize that because of the great variance in size and governance among county public law libraries, certain standards will be harder to achieve than others; but it is hoped that these standards will be guidelines for libraries to follow in order to assure the highest quality personnel, collection, and library services in county public law libraries throughout the United States.

I. Governance

- A. The position of the law library within the structure of the governing entity should be defined by law. In addition, the law library should have a written mission and goal statement. The statement should reflect the statutory mandate.
- B. The relationship of the head law librarian to superiors should be defined by written policy. The head law librarian should meet on a regular basis with his or her superiors to report and to receive policy directions.
- C. The head law librarian should be recognized as part of the management team of the library's governing entity and should participate in policy making which affects library operations.
- D. The head law librarian should initiate or take part in all planning and implementing decisions that affect the law library. Illustrations of such activities include the decisions to:
 1. develop and administer the library budget;
 2. build a useful collection;
 3. participate in library or related information networks;
 4. coordinate implementation and upgrades of the library computer network;
 5. hire personnel to assist customers, service the collection, and perform all administrative functions required of the law library;
 6. plan and staff branch libraries, where appropriate;
 7. design and maintain the physical plant; and,
 8. manage all other library operations.

Comment:

The law library should be recognized as a separate unit within its governing entity. In some states the county public law library is part of the judicial

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system. In those states where the county public law library is not a part of the judicial branch, the law library should be recognized under the law as a distinct unit within its governing entity.

The head law librarian should be part of the management team that may include the court administrator, the court clerk and/or other administrative or department heads. The head law librarian should be involved in all planning, and in the implementation of any decisions that affect the law library. The head law librarian must be apprized of decisions affecting the law library, and, in turn must advise the governing entity of the resulting advantages and disadvantages, costs and benefits of such decisions.

To carry out the mission of the governing entity as well as the law library, the head law librarian should report to and receive direction on policy issues from superiors.

As part of ongoing communication within the governing entity, the law library should prepare and distribute an annual report of its activities. The report should include information about fulfillment of its mission and its participation in the mission of the governing entity.

II. Budget

- A. The budget of the law library should be separate and distinct from the budgets of other operations of its governing entity.
- B. The budget of the law library should be adequate to ensure a complete, up-to-date collection, including print, non-print and electronic resources, with provision for new acquisitions and a qualified staff to maintain an acceptable level of library services described in the standards that follow.
- C. The budget should include but not necessarily be limited to the following categories: 1) personnel costs, including salaries and benefits; 2) publication costs, including upkeep and subscription for both print and alternative formats including access to online electronic services; 3) supplies, equipment and appropriate technologies; 4) binding costs; 5) resource sharing, including networking and online bibliographic utilities; 6) physical space and maintenance; 7) membership in professional organizations, training and travel expenses for law library staff; and 8) such other categories as may be defined by law or practice.
- D. The head law librarian should prepare, justify and manage the law library budget. The law library budget should be given equal priority with other services in the budgetary process of the governing entity. The library's budget request should be defended vigorously by the governing entity.

Comment:

The budget of the law library should be recognized as an integral part of its governing entity's overall budget process. The budget should accurately reflect all costs associated with the operation of the law library, including personnel and technological changes. The head law librarian should have the primary responsibility for preparing, justifying, and managing the law library budget. However, the governing entity should be prepared to defend the law library budget as a vital part of its mission. The governing entity also should be prepared to provide support throughout the fiscal year to ensure the administration of the budget complies with its overall mission and with generally accepted accounting procedures.

III. Personnel

- A. The law library should be staffed during all hours of court operation with professional personnel, qualified through education, training and experience. Staff should have expertise in administration, acquisitions, cataloging, reference, database and Internet searching, instruction, and any other necessary professional skills to meet the goals of the library's mission. The Competencies of Law Librarianship, as established by the AALL may be used as an additional guideline. Sufficient information technology, technical, clerical, and secretarial personnel also should be made available to the law library to support these functions and assist the head law librarian.
- B. The salaries of the head law librarian and all other library personnel should be commensurate with their education, training, experience and the extent of their responsibilities in keeping with similar positions in that jurisdiction.
- C. The head law librarian should select and evaluate other library staff. All library positions, including the head law librarian, should be specifically established within the governing entity's personnel classification system, and covered by the governing entity's personnel policy.
- D. All law library staff should be given the opportunity to pursue a program of professional development that is relevant to the interests of the law library. Such opportunity should include financial assistance.
- E. The library staff should be encouraged to participate in local, regional, and national professional law library associations. The law library's budget should make provision for such membership dues and other related staff development expenses.
- F. The library staff should participate in conferences and online discussion groups as part of an ongoing program of professional development and education.

Comment:

All law librarians should hold a graduate degree in library or information science. A law degree meets the requirements if the librarian possesses substantial law library experience. In addition, the head law librarian should have substantial experience in the management of libraries. Substantial experience means knowledge and practical application gained by the regular performance of duties that are usual to the position involved.

The library and its customers benefit when library staff members improve their skills by participating in institutes, post-graduate courses, online discussion groups and conferences, in-service training, and professional associations. Such continuing education is accepted in all professions, and, in fact, is required in many jurisdictions.

IV. Physical Plant & Facilities

- A. The law library should be conveniently located in or adjacent to the county courts building. Where appropriate, branch libraries should be considered at satellite court houses.
- B. The law library's physical plant must meet various basic structural requirements necessary to adequately house and provide access to informational resources in a variety of formats. Attention should be given to existing building standards and floor loading capacity. Shelving should be arranged in a manner that allows for easy access to the collection. There also should be sufficient shelving or provision to permit adequate space for and growth of the collection.
- C. Space and facilities should be provided for the use and storage of non-print and fragile materials under environmentally sound conditions. Public computers with printers should be made available to access commercial online and electronic services, including the Internet.
- D. There should be suitable and adequate equipment, work space, and

comfortable seating for the library staff and customers. Proper lighting and temperature control including heating, ventilation, air conditioning, and humidity control also should be provided.

- E. There should be suitable and adequate security for the protection of library staff, customers and the collection.
- F. Conference areas, copiers, fax machines, sufficient electrical outlets, and networking capability for computer use and Internet access should be provided in the law library.
- G. Directories, library guides, and other signage to assist customers should be provided.
- H. The law library should meet the requirements of the Americans with Disabilities Act of 1990 as amended.

Comment:

The county public law library and any branch library should be housed in the same building or in close proximity to the courts it serves to provide convenient library access by county officials, judges, court personnel, prosecutor and public defender office staff, attorneys, litigants, the general public and county jail inmates. In counties with large geographical areas, law library service may be extended by a branch library, or, in the alternative, by electronic remote access.

At a minimum, the county public law library should be equipped with photocopiers, fax machines, microform reader-printers, an accessible public phone, any necessary audio-visual equipment, computers (with appropriate word processing and browser software), and any other equipment/hardware/software needed to enhance library services. A crucial component of providing access to electronic information is the baseline need for coordinated connectivity to reliable electronic networks. These network connections, in most circumstances, should be provided and supported by the library's governing entity.

The library should be customer-friendly by providing various directional aids to assist customers in finding their way about the library.

V. Information Services

- A. The law library's mission and goals statement should identify the levels of information service provided to its customers.
- B. The law library should augment its resources through interlibrary loans, cooperative agreements, networks and in-house and remote online electronic services.
- C. Library policies, approved by the governing entity, addressing customer reference assistance, including access to print, non-print and electronic legal information, should be formulated and conspicuously posted advising customers of information services available from the library.
- D. The library should provide access to the Internet for customers. An appropriate use policy may be developed for approval by the governing entity.
- E. The law librarian should have the authority to plan and implement in-house library computer networks linking the library's online catalog, other library files, including technical processing operations, community based legal information resources, and other online information resources into a library web site. This web site should be designed either independently or in conjunction with the library's governing entity, to provide information about the library and its information services, and to maintain relevant links to law-related web sites within its own state/local jurisdiction.

Comment:

The law library should provide access to legal information in a manner that is efficient, economical, reliable, and in accordance with accepted standards and measures of performance. Although some county public law libraries serve narrow constituencies, most libraries maintain collections that not only serve the court and its personnel, but also local government officials, prosecutor and public defender office staff, attorneys, litigants, the general public and county jail inmates.

Libraries must consider the concept of access to legal information versus ownership of materials. The information explosion has made it difficult for any one library to hold all legal information within its walls, however, technology has made it possible for the library to expand its capability to provide access to information not previously available within the library.

Interlibrary loans and strong cooperative agreements or networks among county public law libraries and other libraries provide one approach towards making legal information accessible to all customers of the library.

The library should develop a written reference policy to ensure that the information and assistance provided to customers is appropriate to the situation. This should include service to remote customers as well as customers in the library. The policies should be posted or otherwise advertised so that customers are made aware of the availability of the resources or procedures necessary to access the materials.

VI. Technical Services**A. Acquisitions and Collection Development**

1. Written policies for collection development and selection of print and/or non-print and electronic materials, including criteria for the selection and discarding of materials and the acceptance and disposition of gifts, should be formulated by the head law librarian in consultation with staff and customers, and approved by the library's governing entity.
2. The head law librarian should have the authority to select materials to be added to the collection in accordance with the collection development policies; or to delegate such authority to a qualified staff member.
3. All materials should be current with respect to continuations, supplements, and replacements. Sets should be complete. Multiple copies, in a combination of formats, should be available where heavy usage requires them. All superseded material stored or maintained in the library should be clearly indicated as such and should be retained only if it continues to serve as a useful source of information for customers of the library.
4. The library should acquire and provide access to information in the most appropriate format, print, non-print, and electronic, based on economic, technical, environmental and customer considerations.
5. The law librarian should have the authority to join library or other information networks that can aid in acquiring, sharing, and providing access to information services.
6. The library should have easy access to the appropriate selection tools necessary for informed decision-making when choosing materials for the collection.

Comment:

The law library should have a written collection development policy based upon its defined mission statement. The policy should address access, material, and service for its diverse customer groups; print and alternative formats; selection criteria and responsibility; and collection maintenance issues.

The law library should base its collection development strategies on combinations of traditional and electronic resources. It should be remembered that print is often necessary to allow multiple-customer access or to permit access during online downtime. If core collections of legal materials in print are replaced by electronic services, questions may arise as to whether database availability alone, without prompt and adequate assistance by trained librarians, provides sufficient access to legal information. Whether policies are adopted to provide basic legal information through print or through non-print and electronic sources, the planning and implementation of technology in county public law libraries should take the needs of all customers into account.

The law library should strive to provide access to legal information that is comprehensive as well as authoritative. In addition to the standard primary and secondary sources, every effort should be made to acquire materials to assist and inform pro se litigants and the public of their legal rights and responsibilities.

The head law librarian, as a member of the governing entity's planning team, should take an active role in the acquisition of materials, whether it is actually selecting the materials, or the delegation and oversight of the duty.

Technological developments are having a major impact on the development of law library collections. As a result of developments that already have taken place in information delivery such as microforms, audiovisual, optical media, compact discs, fax machines, online data bases and library automation, the concept of the law library as a depository of books has given way to the actuality of the law library as a total information resource and network. Cooperative networking agreements among county public law libraries and other libraries enable cost effective purchasing and sharing of resources. Participating libraries extend both their research resources and their budgets by not duplicating the purchase of materials.

B. Cataloging

1. The entire collection, including non-print and electronic resources, should be cataloged and classified in a system that promotes quick, easy retrieval of material by both customers and library staff. National standards for bibliographical records should serve as guidelines for cataloging and organizing materials.
2. The law library should join a computer-based library network for cataloging and other library services. Complete holdings information should be included on the records in the cataloging utility to facilitate the electronic exchange and sharing of information.
3. Library catalogs and other files should be generated in electronic formats based upon and compatible with national standards. Whenever possible, existing paper catalogs and files should be converted to electronic ones.

Comment:

Technology has changed the library catalog into a virtual bibliographic

resource allowing the library's staff and customers to determine the availability of sources of information, not only within the library but worldwide.

Manual card catalogs and paper files can no longer be considered adequate systems for accessing legal information given the sophisticated access potential of electronic systems.

It is essential that the library use a cataloging utility and include complete and accurate holdings information so that its customers, staff, and other libraries can gain access to its resources.

The use of cooperative cataloging products and services should be utilized as a means of simplifying and speeding up the cataloging process while keeping its cost down.

C. Collection Management

1. The library's collections including electronic and non-print materials shall be maintained in good physical condition. The library should establish a preservation and disaster preparedness program which addresses such environmental aspects as lighting, air pollution, proper storage, and temperature and humidity control.
2. Serial publications received in unbound form, except those of temporary value, should be either bound or stored in a durable and accessible non-print format.

Comment:

Maintenance of the library collection includes book cleaning, repair and binding. Cleaning is a matter of periodically dusting and cleaning the books, shelves and appropriate non-print and audiovisual materials and equipment. Periodic screening of the collection will permit minor repairs to prevent major problems. Preventive maintenance includes attention to environmental aspects such as lighting, adequate air circulation, air pollution, temperature and humidity. Preservation has two aspects. The first is stopping damage before it starts. The second is the repair of damage already done to prevent further harm and to make the material available for future customers.

VII. County Public Law Library Collection

A. Publications of the county public law library's home state:

1. A complete collection of the published decisions of state courts.
2. Current annotated set of state/local court rules. If space permits, a collection of superseded state/local court rules.
3. Current statutory compilation, annotated if available. If space permits, a complete set of older statutory compilations and superseded volumes of current compilations.
4. A complete set of session laws, including a current session law service, if available.
5. The current state constitution as well as various historical versions of the constitution, and any published debates/proceedings of state constitutional conventions.
6. Local, county and municipal codes, charters, by-laws or ordinances within area served.
7. Current state administrative code, if available
8. Published decisions of state administrative agencies.
9. A complete set of Attorney General opinions.
10. The state legal encyclopedia, if available.

11. Significant state-oriented legal treatises and practice materials.
12. Selected legal periodicals and newspapers.
13. State and local bar publications and ethics opinions.
14. The state digest.
15. A citation service, such as Shepard's or Keycite.
16. State-oriented reference tools including state government manual, legal/social services directories, city and/or county directory.
17. Significant state court publications including, but not limited to, annual reports, judicial statistics, legal forms, policy statements, and bench books.

B. Publications covering federal law:

1. Official or another reporter of the decisions of the Supreme Court of the United States.
2. A U.S. Supreme Court digest.
3. At least one annotated version of the United States Code.
4. U.S. Statutes at Large or other commercial federal session law service.
5. All published decisions of the U.S. District Courts, U.S. Courts of Appeal, and U.S. Bankruptcy Courts.
6. Federal court rules and local rules for courts within jurisdiction.
7. Federal case digest.
8. Federal Register and the Code of Federal Regulations
9. A citation service, such as Shepard's or Keycite, for reports and codes held by the library
10. U.S. Government Manual

C. General United States publications.

1. Units of the National Reporter System, as needed
2. American Digest System units, as needed.
3. Current statutory compilations for contiguous states, as needed.
4. American Jurisprudence 2d and/or Corpus Juris Secundum.
5. American Law Reports and American Law Reports Federal.
6. General legal forms set.
7. ABA/BNA Lawyers Manual of Professional Conduct.
8. American Law Institute Restatements.
9. Uniform Laws Annotated.
10. A basic collection of legal texts, treatises, practice materials and looseleaf services of contemporary value on subjects of interest to the legal community and the public.
11. A broad selection of legal periodical titles.
12. A legal periodical index.
13. A citation service, such as Shepard's or Keycite, for case reporter and code units held by library.
14. Legal reference tools including dictionaries, a thesaurus, judicial biographical and legal abbreviations directories, legal quotations compilations and Martindale-Hubbell Law Directory
15. General reference tools, including an unabridged dictionary, atlas, and statistical abstracts.
16. A collection of general legal and self-help titles on subjects of interest to the public and pro se litigant.

Comment:

The materials recommended above provide the basis for a strong core county public law library collection. The list may be used as a checklist for collection evaluation purposes, but should not be used to limit the scope or development of a collection that meets or exceeds the standards.

Alternative forms of publication or cooperative agreements with libraries within a reasonable geographic area will satisfy the collection requirements if staff is available to assist customers in effectively accessing resources, including remote resources.

It should be noted that it is critically important that a proper mix of print and electronic resources be maintained in county public law libraries. While online technology will provide a fundamental baseline for research platforms of future law libraries, certain print collections will always be needed and should be retained as part of the libraries holdings as a balance against countless deficiencies inherent in today's electronic media.

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ACRL Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections (2008)



<http://www.ala.org/ala/mgrps/divs/acrl/standards/selctransfer.cfm>

Guidelines from Association of College and Research Libraries on selection criteria for moving materials from general collections to special collections.

Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections

Third edition

Approved by the ACRL Board of Directors, July 1, 2008

ABSTRACT

Materials located in a library's general collections may gain, over time, special cultural, historical, or monetary value. Librarians have a responsibility to identify and transfer these materials to a special collections unit to ensure that they remain accessible and that they receive an appropriate level of preservation and security. These guidelines provide an overview of the considerations regarding selection criteria and recommend procedures for an effective transfer policy.

The first edition (1987) of the *Guidelines on the Selection of General Materials for Transfer to Special Collections* was prepared by an ad hoc committee of the ACRL Rare Books and Manuscripts Section (RBMS) chaired by Samuel A. Streit and published in *C&RL News* 48:8 (September 1987). The second edition was approved by the ACRL Standards Committee in 1994 and revised in 1999.

1.0 Introduction to the Guidelines

Many libraries intentionally acquire rare books, serials, ephemera, documents, manuscripts, media (e.g. photographs, sound recordings, moving images), and other rare or unique items. However, virtually all libraries acquire materials that, with time and changing circumstances, become rare and gain special cultural and historical value. These materials may also gain significant monetary value in the marketplace. Librarians have a responsibility to identify the rare and valuable materials currently held in general and open stack collections and to arrange for their physical transfer to a library location that provides an appropriate level of access, preservation, and security. For many libraries the preferred transfer location is the special collections unit.

Some libraries provide environmentally sound and secure storage of rare materials in a location other

than special collections, a location that provides an intermediate level of supervised access. While this transfer option is not addressed in these guidelines, it does require policy decisions similar to those considered here.

For definitions and examples of terminology used in the guidelines, please refer to Section 5.2 Bibliography.

It is worth noting a transfer action related to, but not covered in, these guidelines: the transfer of materials *out* of a special collections unit. Once identified, these items may merit relocation to other protected areas of the library, transfer into the library's general stacks, or they may be deaccessioned and transferred to another institution. (see Appendix I. Transfers from Special Collections to Other Areas in the Library)

2.0 The Selection and Transfer Program

Selection criteria and transfer policies vary from institution to institution and depend on the nature, strength, and use of the general and special collections; staffing; and the physical setting. These guidelines are intended for general use by a range of library types and sizes, provide an overview of the considerations regarding selection criteria, and recommend procedures for an effective transfer policy to a special collections unit.

A successful selection and transfer program relies upon cooperation and coordination at every level of the library organization. In developing the program it is essential to obtain the support and approval of the library's senior administration. The written selection and transfer policy statement--hereafter referred to as the transfer policy--supports the library's mission and philosophical framework and documents the recommended procedures for everyone within the library.

The transfer policy should be written by those who are administratively responsible for the program and should receive functional support from individuals and/or departments within the library responsible for: special collections, collection development, preservation, cataloging, reference, circulation, government documents, gifts, and systems.

2.1 The transfer policy must:

1. promulgate to the public the library's definition of and policy toward rare and special collections [Note 1], justify the measures required to protect rare materials, and describe how implementing these measures will enhance the institution's ability to carry out its mission;
2. establish firm lines of authority to facilitate an effective and expeditious program;
3. list and document the criteria for the selection of items for transfer, which may be influenced by the nature and strengths of the library's general and special collections;
4. set forth clear procedures to implement the transfer process. These should include: selection and approval of transfers, inspection by preservation staff, physical handling and processing, updating bibliographic and circulation records, and maintenance of security throughout the process.

The library may find it helpful to contact professional consultants and colleagues from other libraries to help write the transfer policy, to refine selection criteria, and to inventory the collections. Once completed, the transfer policy should be approved by the library's senior administration and incorporated into the library's overall collection development policy.

3.0 Transfer Policy Procedures

The transfer policy has five procedural phases:

1. identification of materials that fit the selection criteria
2. review and decision to transfer
3. preservation assessment
4. cataloging review and processing, including location changes
5. physical transfer to protected collections, e.g. special collections.

3.1 Identification of Materials That Fit the Selection Criteria

Ideally, a library will systematically inventory large segments of its general collections according to the selection criteria. Few libraries, however, find such a comprehensive assessment possible. More often they choose instead to review materials and records selectively and incorporate identification into an existing library program or function. Other effective approaches include a selective review based on the history of the collection or a review that focuses on the areas of known strength. Many institutions find it worthwhile to solicit suggestions and comments from faculty, students, researchers, professional appraisers, and other experts to aid in the identification of significant materials. The library may also publicize its willingness to consider recommendations from patrons. Regardless of the scope of the identification program, the direct inspection of both individual transfer candidates and their corresponding bibliographic records is essential.

3.1.1 The identification process may include any of the following:

- a. reading the shelves (or the shelf list) in classifications likely to contain candidates for transfer
- b. examining chronological files for early imprints of particular interest and value
- c. producing review lists from the online catalog based on name, title, imprint date, classification, place of publication, literary genre, subject, provenance, or other relevant elements
- d. consulting bibliographies, databases, dealer catalogs, dealer Web sites, and other reference tools.

3.1.2 Transfer candidates may also be identified during routine handling associated with the following library functions:

- a. acquisitions
- b. binding
- c. cataloging
- d. circulation and stack maintenance
- e. collection surveys and assessments
- f. reformatting operations (digitization, photoduplication, microreproduction)
- g. gifts and exchanges
- h. identification of materials for off-site storage
- i. interlibrary loan (Note: the scarcity of an item is sometimes revealed when conducting interlibrary searches)
- j. inventory and shelf reading
- k. preparation of exhibitions
- l. preservation
- m. reference
- n. retrospective conversion and/or enhancement of existing cataloging records
- o. weeding

Transfer candidates may also be brought to the attention of library staff by patrons.

Titles identified as candidates for transfer and not yet removed from the circulating stacks can be flagged with a temporary marker, electronically "flagged" in the online catalog record, or some other method of temporary identification can be used to prevent circulation prior to review. If bar codes and other permanent identifiers are not already affixed to transfer candidates, new bar codes/identifiers should not be applied, pending the review and decision to transfer.

3.2 Review and Decision to Transfer

Not every item identified as a possible candidate will be chosen for transfer to special collections. For example, multiple copies of a title should be reviewed carefully to determine whether transfer of one or more copies is appropriate. Or, an item may be in such poor physical condition that it cannot be stabilized using standard conservation treatment, and thus loses its value as a candidate for transfer. In all cases, special collections staff (or staff assigned to this work) - in consultation with bibliographers, subject specialists, preservation staff, or faculty - should decide whether a given item merits transfer or should remain in the general collection.

3.3 Preservation Assessment

Physical changes made to an item after its original publication will diminish its value as a candidate for transfer. For this reason, a preservation assessment focusing on the physical condition of candidate materials should be conducted in consultation with special collections staff. The preservation assessment may occur either prior to the decision to transfer or after, depending on the item, the nature of the item's physical condition, and its anticipated use. For example, candidate items that are damaged or mutilated will require a preservation assessment prior to the transfer decision; the assessment will determine whether or not the damage can be remedied in order to make the item suitable for transfer. Alternatively, the preservation assessment may occur following the decision to transfer if the item has such value that it would be accepted into special collections despite its physical condition.

The preservation assessment will also include a recommendation as to when conservation treatment should occur, either before or after transfer. Treatment decisions should be made in conjunction with special collections staff and will range from minor repairs, stabilization, and protective housing to full conservation of the item.

3.4 Cataloging Review and Processing

Library users must be informed promptly when the location of an item has changed. One way to inform users is to update the catalog records to provide change of location information and adequate description. In some instances complete recataloging will be required. (See Appendix II. Changing Catalog Records)

3.5 Physical Transfer to Protected Collections

Once the decision is made to transfer an item to special collections or another protected collection within the library, it is essential that the physical transfer be completed in a timely manner and that an appropriate level of security be provided during each phase of the transfer procedure.

4.0 Transfer Criteria

The criteria for what is rare or unique are not always obvious; reasons for considering items as valuable candidates for inclusion in a special collection will vary among institutions. The transfer decision should include an evaluation of the special qualities of an item relative to the institution's collection development

policies. Selection for transfer implies that all similar items in the collection (e.g., all books in original bindings printed before 1845) ought to be considered. The constraints of implementing an effective transfer policy are familiar: the institutional mission and the resources needed to carry out that mission (personnel, space, equipment, technology, and budget). The dynamic balance between mission and resources will require a realistic approach and, most likely, compromise.

Still, in most cases a combination of general criteria will apply when evaluating an item for transfer: 1. market value; 2. age; 3. physical and intrinsic characteristics; 4. condition; 5. bibliographic and research value.

It is worth noting that the application of these criteria may vary from one institution to another. The following discussion of criteria is provided for general guidance and is not meant to prescribe what ought to be transferred. (See Appendix III. Sample Transfer Criteria)

4.1 Market Value

Information on the market value and location of books and other materials in the general collections of libraries is readily available on the Internet. Therefore, library materials that have high monetary value are easily identified and especially vulnerable to theft. The transfer criteria will often include a threshold monetary value: the amount that the library defines as a "high" value for an item. Items located in the library's general collections with a market value at or above that threshold should be identified and considered for transfer. [NOTE 2] Additionally, the library's threshold value should be reviewed periodically--for example, every five years--and adjusted as needed.

4.2 Age

The longer an item survives, the more it becomes one of a decreasing number of witnesses to its own time and place, and to the technology of its creation. Examples range from books printed during the hand press era, approximately 1455 to 1855, to fire insurance maps published from 1867 to 1970. Therefore, age can be particularly useful as an initial criterion in identifying candidates for transfer.

Some libraries select a "trigger" date (threshold date) when reviewing materials for transfer, e.g. all items published before 1850 will be reviewed. Given that materials dating from 1900 are now over a century old, it is recommended that libraries relying on pre-set review dates revisit these parameters. It is possible that compelling reasons now exist to adjust the review dates.

An item's age alone is a relative factor in the decision to transfer. There are often other factors related to age which help determine value, such as regional printing history. For example, books and other printed material from a specific geographical location have significant value if published within the first years or decades after printing was established in that locality; these published materials are known as "regional incunables." The publication dates that define regional incunables will vary, for example: Pennsylvania (1685-1695), Texas (1817-1823), Alabama (1815-1825), and Oregon (1846-1856). [NOTE 3]

In addition, the importance of the age of an object is relative to the development of the discipline it documents. For example, special collections that focus on modern science or medicine collect twentieth-century journals containing seminal research articles in those fields.

With regard to technology, mid-nineteenth-century publications may be valuable and scarce if they contain illustrations incorporating early photographic processes. Representatives of new media or technology may also qualify items for transfer. For example, recording media, which went through their

formative stages in the early twentieth century, and "early" computer games are now being preserved at some institutions.

4.3 Physical and Intrinsic Characteristics

Library materials often have physical and intrinsic characteristics that qualify them as candidates for transfer. Some of these features may make them vulnerable to mutilation or theft and, therefore, require that they receive special protection. Library materials with qualifying characteristics for which there is wide, but not always unanimous, agreement include:

- a. decorated end papers, unbound plates, vellum or publisher's bindings, and book jackets (examples of physical characteristics related to the publication process)
- b. library materials with significant provenance or evidence of association
- c. fine press editions
- d. valuable maps, original art, original photographs [NOTE 4], or plates--especially plates with hand-applied or lithographed color--either as issued or as part of extra-illustrated volumes
- e. broadsides, posters, and printed ephemera (examples of library materials in special formats)
- f. materials having local interest, about local history, or by local authors
- g. in-depth, subject-specific collections
- h. books in unusual formats, erotica, or materials that are difficult to replace (examples of library materials requiring security)
- i. books with moveable parts, pop-up books, books having non-standard sizes or shapes (examples of library materials with artistic and/or unique structural characteristics)
- j. items for which five or fewer copies are reported in the national online bibliographic database (OCLC WorldCat) or items for which only one copy is held in the geographic region (examples of library materials that are scarce or rare)
- k. limited editions and small press runs
- l. custom-produced books and handmade books
- m. books and other objects made out of unusual materials
- n. scrapbooks or photograph albums
- o. handwritten or typed materials

4.4 Condition

When reviewing library materials for possible transfer, condition may be the most important criterion, since all other values--market, age, physical/ intrinsic, bibliographic/research--may be greatly affected by condition. Library materials that are badly worn, much repaired, or rebound should not automatically be transferred unless they represent a particularly scarce type of resource or present a compelling example(s) of the transfer criteria. For instance, it is now increasingly difficult for researchers to locate examples of many nineteenth- and twentieth-century printing and binding processes in fine original condition. So many volumes have been rebound that the richness of the decorative art applied to the original bindings and printed endpapers is increasingly difficult to find and study. Therefore, the reviewer must consider whether to transfer copies in less than perfect condition.

If the dust jacket is still present on a general collection copy, it should be retained when transferred. A book's dust jacket frequently contains important information including text, illustrative design, price, series, alternative titles, and biographical information about the author.

4.5 Bibliographic and Research Value

Bibliographic and research values should not be overlooked. For example, careful consideration should be given to reference works and periodicals still needed for general use since they frequently become quite valuable. Reference works and periodicals may be candidates for transfer especially if facsimile or other reprint editions are available to replace them on the open shelves. If the institution's special collections have in-depth holdings on the history of native Americans in the Midwest, for example, reference titles about native Americans published in the late nineteenth to mid-twentieth-century might be considered for transfer.

Federal, state, and local government documents are also receiving attention as their research (and market) value increase. Examples of particularly relevant government documents include: reports of nineteenth-century scientific discoveries and expeditions, government publications containing maps or plates, ethnographic reports, and documents produced during major historical events (e.g. federal regulations for World War II internment camps).

Additional factors that may affect bibliographic and research value include:

- a. market value among collectors and the antiquarian book trade
- b. evidence of censorship or repression
- c. seminal nature of or importance to a particular field of study or genre of literature
- d. production for use by a private group with no subsequent public distribution.

5.0 Selected Readings

The process of developing, refining, and updating a selection and transfer policy is ongoing and complex. It requires vision and good judgment, and profits from wide and informed reading. Although there is no literature dealing with transfer per se, the following Web sites and print publications may assist those charged with forming their library's policies. Several of the sources can be used to determine market value and scarcity. [NOTE 5] In addition to the sources listed below, there are many print and Web-based bibliographies that include reference materials for specific disciplines and topics.

5.1 Web Resources

1. Association of College and Research Libraries (ACRL). January 2006. *Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections*. <http://www.ala.org/ala/acrl/acrlstandards/securityrarebooks.htm> (accessed 16 February 2008).
2. Association of College and Research Libraries (ACRL). January 2003. *Guidelines Regarding Thefts in Libraries*. <http://www.ala.org/ala/acrl/acrlstandards/guidelinesregardingthefts.htm> (accessed 16 February 2008).
3. Council on Library and Information Resources (CLIR). November 2001. *The Evidence in Hand: Report of the Task Force on the Artifact in Library Collections*. <http://www.clir.org/PUBS/reports/pub103/contents.html> (accessed 16 February 2008).
4. Rare Books and Manuscripts Section. Bibliographic Standards Committee. January 2008. *Directory of Web Resources for the Rare Materials Cataloger*. <http://lib.nmsu.edu/rarecat/> (accessed 16 February 2008).
5. Rare Books and Manuscripts Section. Publications Committee. February 2006 (Revision 2005.2). *Your Old Books*. <http://www.rbms.info/yob.shtml> (accessed 16 February 2008).

5.2 Bibliography

1. *Antiquarian Books*, edited by Phillipa Bernard, Philadelphia: University of Pennsylvania Press,

- 1994.
2. *Book Collecting: A Modern Guide*, edited by Jean Peters, New York: R.R. Bowker, 1977.
3. G. L. Brook, *Books and Book Collecting*. London: Andre Deutsch, 1980.
4. John Carter, *ABC for Book Collectors*, Eighth edition, revised by Nicolas Barker. New Castle, DE: Oak Knoll Press, 2004.
5. John Carter, *Taste and Technique in Book Collecting; with an Epilogue*. London: Private Libraries Assoc., 1970 (1977 printing).
6. Roderick Cave, *Rare Book Librarianship*, Second edition revised, New York: R.R. Bowker, 1983.
7. Philip Gaskell, *A New Introduction to Bibliography*. New Castle, DE: Oak Knoll Press, 1995.
8. Geoffrey Ashall Glaister, *Encyclopedia of the Book*, Second edition, introduction by Don Farren. New Castle, DE and London: Oak Knoll Press / British Library, 1996.
9. Jean Peters, *Collectible Books: Some New Paths*. New York: R.R. Bowker, 1979.
10. Lawrence Clark Powell, "Rare Book Code," *College & Research Libraries* 10 (October, 1949): 308.
11. *Standard Citation Forms for Published Bibliographies and Catalogs Used in Rare Book Cataloging*, prepared by Peter VanWingen and Belinda D. Urquiza, Second edition. Washington, D.C.: Library of Congress, 1996.
12. Samuel Streit, "Transfer of Materials from General Stacks to Special Collections," *Collection Management* 7 (Summer 1985): 33-46.
13. Jim Walsh, Barbara Hulyk, George Barnum. *Rare and Valuable Government Documents: A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections*. Chicago: Rare Books and Manuscripts Section [and] Government Documents Round Table [and] Map and Geography Round Table Joint Committee on Government Documents as Rare Books, American Library Association, 1993.

5.3 Appendices

Appendix I. Transfers from Special Collections to Other Areas in the Library

Appendix II. Changing Catalog Records

Appendix III. Sample Transfer Criteria

ACRL Rare Books and Manuscripts Section. Task Force to Review Guidelines on the Selection and Transfer of Materials from General Collections to Special Collections (2005-2008):

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Notes

1. In most cases, a general definition of and policy for rare and special collections are publicized. The selection criteria utilized by the library to identify potential rare and special materials are not publicly announced.
2. The urgency of determining market value for selected library items has increased since the guidelines were last published. Web sales of materials stolen from general library collections have

occurred. Plates, maps, and other graphic materials are also subject to theft. For additional information on the security of special collection materials, see: Association of College and Research Libraries (ACRL). January 2006. *Guidelines for the Security of Rare Books, Manuscripts, and Other Special Collections*. Available online at <http://www.ala.org/ala/acrl/acrlstandards/securityrarebooks.htm>. (accessed 16 February 2008). For a list of publicly reported thefts of rare books and other special collections materials, see: Rare Books and Manuscripts Section. Security Committee. *Security Resources*. Available online at <http://www.rbms.info/committees/security/index.shtml>. (accessed 16 February 2008).

3. Roger J. Trienens, *Pioneer Imprints From Fifty States*. Washington, D.C.: Library of Congress, 1973.
4. This includes library materials containing original photographs often pasted or glued into the item.
5. Web-based resources can provide general guidelines for determining scarcity and value. Library staff are advised to consult rare book, map, and/or manuscript specialists to confirm the assessments.

Appendix I. Transfers from Special Collections to Other Areas in the Library

Items that are not rare or do not require a high level of preservation or security are sometimes located in a library's special collections unit and may merit transfer into other protected areas of the library or into the general library stacks. Examples are: 1) subject collections (e.g. books about the Napoleonic era); 2) donations containing a mixture of rare and non-rare materials; and 3) items that become out-of-scope after changes are made to the collecting emphasis of special collections. While not ideal, the decision to transfer materials out of special collections may also be influenced by space constraints.

It is recommended that the administrator in charge of special collections, in consultation with the collection development and preservation staff, give final approval for materials that are deaccessioned from the special collections unit. Donor records, including existing deeds of gift, should be consulted to determine if there is an obligation for the item to remain in special collections. The impact that the transfer might have on the physical condition of the item once it is relocated to the circulating collections, such as, loss of the dust jacket, added markings and stamps, damage during circulation, possible theft, should also be considered.

Appendix II. Changing Catalog Records

Develop a local procedure that includes: searching the local catalog; examining existing records; updating or replacing bibliographic, item, and holdings records; creating shelf dummies (as needed); and physically remarking materials with new location information. [NOTE: "record" refers to catalog cards, electronic records, or both as applicable.]

- a. Create lists of records to be changed.
- b. Edit catalog records according to local cataloging requirements or standards.

As appropriate, edit catalog records to meet rare book cataloging standards. Consider adding notes for provenance, printers, binding, and citations.

These steps are recommended components for a transfer program. Libraries should strive to incorporate as many of them as feasible given local or outsourcing resources and expertise.

In addition to changing their bibliographic records, some libraries may choose to make a general announcement to their users that they have transferred a broad category of materials to a special collections area. For example, all books published before 1850.

Appendix III. Sample Transfer Criteria

The following is an example of transfer criteria that might be employed by a public research university library established in the mid-nineteenth century and located in the mid-west United States:

- books published in [name of state] prior to 1835
- books published in the U.S. prior to 1850
- materials published prior to 1825
- children's books published prior to 1920
- travel books published prior to 1900
- items published in the Confederate States of America (CSA), 1860-1865
- items published in Africa prior to 1851
- items published in Latin American prior to 1851
- items having market value over \$500.00
- items printed in editions of 100 copies or fewer
- publications by authors formerly residing in [name of city]

If Special Collections does not accept the item for transfer, forward the item to the subject specialist for review.

[ABOUT LIPA](#)[NEWS/ MEETINGS / REPTS](#)[RESOURCES](#)[RELATED PROJECTS](#)

LIPA'S MISSION STATEMENT

The mission of the Legal Information Preservation Alliance (LIPA) is to provide the leadership, the organizational framework, and the professional commitment necessary to preserve vital legal information by defining objectives, endorsing and promoting the use of appropriate standards and models, creating networks, and fostering financial and political support for long term stability.

Systems of government and justice throughout the world are dependent on the preservation of the written records of their activity and on the ability of citizens to access and use that information. Not only government officials, legislators, and judges, but also lawyers, legal scholars, historians, and individual citizens have the need and the right to their written legal heritage. In the broadest sense, these "records" comprise both the primary documents emanating from all branches of government as well as secondary legal compilations and writings that organize, explain, and evaluate them.

Collectively the entire body of legal information constitutes an essential element in the foundation of human society. Throughout history mankind has created progressively more sophisticated methods and often fragile materials for keeping its records. Librarians, archivists, and scholars remain steadfast in their commitment to assure the survival of the written chronicle. Legal texts are among the most important examples of what needs to be preserved.

The evolution of publishing into the electronic environment, while offering significant advantages for textual research, compact storage, and instant wide dissemination of information, has added complexity to age-old concerns with the preservation of information. At this relatively early stage in the electronic era, the digital medium is unstable and still unproven as a long-term means of preserving the written record. Ironically, the relatively unrestricted freedom and technological capability to disseminate text electronically has resulted in unfathomable quantities of digital text issued not only by proven institutions and publishers, but also by anyone who chooses to send it forth via the Internet. Both government and private businesses and institutions have eagerly adopted digital publishing and record-keeping both as ways to save money, time, and space and to promote efficiency and control. In their haste to abandon what they perceive as cumbersome paper records and methods of dissemination, they have too often failed to take into account the long-term preservation of their electronic publications and archives. Neither administrative commitments nor technical solutions have been sufficiently important in their political and business agendas to result in widespread efforts to save what they have produced nor to assure its authenticity. Consequently, without an initiative to preserve it, important electronic could be lost or rendered unreliable.

A number of respected universities and scholarly organizations have launched efforts to bring about national consistency in the preservation of print and electronic legal information. Their endeavors show the need for defining objectives, developing standards, exploring models, creating networks, and fostering financial and political support for long-term sustainability. Up to this point, none of the efforts has concentrated specifically on the preservation of legal information. The goal of LIPA is to provide the necessary organizational framework and professional commitment to coordinate this effort and carry it forward. Nothing less than transmission of the permanent, accurate record of legal knowledge to future generations is at stake.

LIPA Webmaster: Janice Snyder Anderson (anderjan at law.georgetown.edu) | this page last updated: 7/29/2009 11:59:36 AM | AALL

LA Law Library
Collection Development Policy
2026

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I. Introduction

This policy provides principles and guidelines for the development of the collection of informational resources available to patrons of LA Law Library (“the Library”). It shall guide Library staff in the selection of materials for the collection in all formats, as well as in the maintenance, retention, and transition of the collection. This policy will enable the Library to use resources wisely, shape a world-class collection, and inform the community of the nature and purpose of one of the most robust, publicly accessible collections of legal information sources in California, the United States, and the world.

This statement reflects the current needs of the LA Law Library community. As our community’s needs grow and change, this plan will be reviewed and periodically revised.

a. Vision and Mission Statements

“LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.”

Pursuant to this vision, “LA Law Library’s mission is to proactively support people’s needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.”

By fulfilling this vision and mission, the Library meets its statutory mandate to provide the judiciary, state and county officials, members of the State Bar of California, and all residents of Los Angeles County with access to law books and legal publications. (Cal. Business & Professions Code §§ 6300 *et seq.*) It also fulfills its unofficial motto:

Access to Information = Access to Justice

b. Policy Framework and Principles

The Library strives to provide a collection that is comprehensive for California law practice and self-representation in legal matters, including not only California and federal law materials but also legal materials of other states and territories, foreign jurisdictions, and international bodies, and other significant sources of law. The Library further seeks a collection that is balanced, authoritative, and adheres to the standards and ideals set forth by the larger library community. The following statements are incorporated by reference below:

Name	Author
Library Bill of Rights	American Library Association http://www.ala.org/advocacy/intfreedom/librarybill

Code of Ethics	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-ethical-principles/
County Public Law Library Standards	American Association of Law Libraries, Government Law Libraries Special Interest Section https://www.aallnet.org/about-us/what-we-do/policies/public-policies/county-public-law-library-standards/
Freedom to Read Statement	American Library Association http://www.ala.org/advocacy/intfreedom/freedomreadstatement
Government Relations Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-government-relations-policy/
Preservation Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-preservation-policy/

c. Freedom to Read Act

This policy meets the requirements of the California Freedom to Read Act, Education Code § 19800 et seq., governing public libraries. This Policy shall guide the selection and deselection of library materials. The Library's current and evolving collection meets the broad and diverse interests of the community and respects both the Library's autonomy and specific community needs. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials are provided for the interest, information, and enlightenment of all people, and present diverse points of view in the collection as a whole. The public has a right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. (Educ. Code § 19802(a)(1)(B)-(F).)

Community members may share any concerns regarding library materials and request that library materials be reconsidered for inclusion in the Library's collection by submitting such concerns or request via the Library's Patron Request and Comment Form. Staff shall respond to such request within 30 days with a statement of why such material meets or does not meet the Library's collection development standards, and how the material provided satisfies a need or interest of the Library's diverse community of patrons. (Educ. Code § 19802(a)(1)(A).)

d. Responsibility

The Executive Director of the Library has final responsibility for the development, maintenance, retention, and transition of the Library's collection. The Library's Collection Development team carries out day-to-day selection and maintenance tasks under the supervision of the Director, Reference & Collections. For any major selection, de-selection, retention, weeding, and other collection-related decisions, the Collection Development team makes recommendations to the Executive Director in accordance with this policy, and implements those recommendations as approved. The Collection Development team consists of the Director, Reference & Collections; the Senior Librarian and other Librarians for Collection Development; the Librarian, Global Law & Language Access; and, other staff as assigned.

II. Selection of Materials

a. Process

In cooperation with the Executive Director, Finance, and other departments, the Collection Development team, as part of the Library's annual budget process, proposes annual spend levels for different categories of resources and materials. In preparing the Collection Development budget, the Library takes into consideration: the principles and guidelines contained in this Policy; current and projected Library finances; prior practice; and, any other factors as determined by the Executive Director. The budget is finalized by the Executive Director, and considered and approved by the Board of Trustees before the start of each fiscal year. The Collection Development budget is monitored on a monthly basis, and is subject to mid-year adjustment as approved.

The Collection Development team makes routine selections of resources and materials on a monthly basis in keeping with the budget and this policy. Collection Development works with the Collection Management Services, Finance, and Information Technology (IT) departments to purchase, acquire, process, and maintain the resources and materials selected in order to make them available to our patrons.

The Collection Development team, Executive Director, and other staff and departments as needed, collaborate to carefully consider any major, non-routine purchases, in accordance with the principles in this Policy. Such major purchases may include annual or multi-year agreements with publishers and electronic resource vendors, consortium agreements with other libraries, or other large selections of multiple titles or resources. The Collection Development team makes recommendations for such selections to the Executive Director for final determination, negotiation, and approval.

b. Assessments of Patron Needs

Patron requests for specific titles or resources shall be considered when making selection decisions. Patron requests may be made online through the Library's website using the "Suggest a Purchase" form. In addition, the Collection Development team periodically assesses patron needs through both formal and informal means. Such assessments may include surveys and other opportunities for direct patron input; analysis of user data, including circulation statistics and electronic resource usage data; trends in litigation, the legal system, the local community, and society at large; and, other quantitative and qualitative assessments. Lastly, the Library considers the first-hand experience of librarians and other staff who assist patrons at the Reference Desk and at Library-hosted classes and programs, as one of the best sources of information for assessing patron needs.

c. General Criteria Applied in Making Selections

The Library applies the following general criteria when selecting materials for the collection:

- Practical approach. Material that takes a practitioner-oriented or law for the layperson (self-help) approach is preferred over scholarly/academic approaches.
- Quality, accuracy, and reliability of content.
- Reputable publisher. Strong preference is given to established publishers known for the quality of their publications.
- Authorship. Strong preference is given to qualified authors known for their reputation in their field or for the quality of their previously published work.
- Frequency of updates. Legal materials that are updated frequently to reflect changes in the law are preferred.
- Anticipated usage. Although the Library strives to serve as a comprehensive resource for a wide range of legal research needs, materials that are likely to receive heavier use by our patrons are preferred.
- Uniqueness of content, and availability at other libraries or through other publicly accessible online and in-person resources.

d. Formats Collected

i. Print Books

Print material remains a central part of the value the Library provides to its patrons. National surveys show public library patrons of all ages still use print books at the library at high rates and, in fact, have a strong preference for print when it is available and

convenient.¹ Furthermore, research shows that the human brain comprehends and retains information much more readily when presented in a physical, print format compared to the same information on an electronic screen, regardless of the reader's age or comfort level with electronic research.² Equity and accessibility concerns also weigh in favor of keeping print options available: the “digital divide” persists, and it remains easier and more intuitive for many patrons to read a physical item than use a database or access an e-book.

Print also provides a convenient and effective tool for Reference staff assisting our patrons in-person, as well as a superior means for the preservation of legal information.³ Relatedly, print sources may prove increasingly valuable in coming years as research becomes more artificial intelligence (AI)-driven. Print books may serve as one of a decreasing number of ways to reliably verify research results without resort to AI-generated answers. (See section II(d)(ii), “Electronic Resource (Database) Subscriptions”, below.)

While the Library recognizes the continuing value of print resources, other factors, such as: cost of purchase; such as staff time in acquiring, processing, and maintaining a print resource; availability of shelving space; and, the overall comparative value of the same or comparable material in other formats, including digital, must be considered in making selection decisions.

ii. Electronic Resource (Database) Subscriptions

Access to legal content via database retrieval has many advantages for the Library and its patrons. The maintenance of a collection via electronic resource subscriptions can enable more efficient use of Library resources compared to equivalent print material, including physical space and staff time. The legal profession, meanwhile, has largely transitioned to electronically-enabled research as the primary means of accessing legal information; many attorney patrons come to the Library, at least initially, for the express purpose of accessing popular platforms like Westlaw. Many legal publications, in fact, have transitioned to electronic-only access – a trend that is likely to continue or accelerate in coming years. In addition, recent advances in technology, including AI-enabled research, have the potential to make legal research more efficient for both self-represented litigants and legal professionals.

However, the advantages and efficiencies of an electronic research platform must be weighed against the relative disadvantages and costs of this type of access to material.

¹ See, e.g., Berens and Noorda, “Gen Z and Millennials: How They Use Public Libraries and Identify Through Media Use” (<https://www.ala.org/sites/default/files/advocacy/content/tools/Gen-Z-and-Millennials-Report%20%281%29.pdf>).

² See, e.g., Delgado, et al., “Don't throw away your printed books: A meta-analysis on the effects of reading media on reading comprehension,” *Educational Research Review*, Volume 25, 2018, Pages 23-38 (<https://www.sciencedirect.com/science/article/pii/S1747938X18300101>).

³ AALL Preservation Policy, *infra*.

Electronic resources generally lack the intuitive ease of access and comprehension enjoyed by print materials. (See section II(d)(i), “Print Books”, above). Additionally, database access requires the Library to invest staff time and resources in developing and maintaining IT infrastructure. Electronic resources subscriptions also, by definition, provide only temporary access to material. The Library strongly prefers to collect material which it can offer permanent access to, and preferably exercise ownership over, especially for primary law sources. (See section III, “Retention, Digitization, and Weeding”, pp. 11-14). Meanwhile, cutting edge legal research tools may have serious reliability and accuracy issues, as seen with generative AI technology’s tendency toward hallucinations and misstatements of law.⁴

When considering the purchase or renewal of an electronic resource, in addition to the general criteria outlined above for all content, the Library will prioritize:

- Ease of access and user experience. Superior user experience and efficient, intuitive search functionality are preferred.
- Efficient transmission of material. Fast and easy emailing and downloading of material in usable formats (e.g., a word processor file) is preferred.
- Permanent and continuous access. Electronic resources that are likely to make their content available continuously and for the long-term are preferred.
- Public patron access. Resources that use authentication methods that allow patron access at the Library’s public PC terminals, without individual user credentials, are preferred.
- Privacy protections. Electronic resources that ensure anonymity and protect private user data including search and access history, are preferred.
- Remote access. Authenticated remote access to electronic resources for patrons outside physical library locations is preferred.
- Digital-only. Content needed by patrons that is digital-only, or likely to transition to digital-only format soon, will necessarily be given preference.
- Cutting-edge. Resources that provide demonstrable improvements over current products in overall quality and efficiency of research will be given preference.
- Reliability and accuracy. Preference is given to resources that reliably provide accurate legal information. Generative AI tools or other cutting-edge technology prone to inaccurate statements of law will be assessed carefully under this criterion.

⁴ See, e.g., Magesh, V., et al. (2025). “Hallucination-Free? Assessing the Reliability of Leading AI Legal Research Tools,” *Journal of Empirical Legal Studies*, https://dho.stanford.edu/wp-content/uploads/Legal_RAG_Hallucinations.pdf.

iii. E-Books

An e-book is a book publication made available in electronic form, consisting of text, images, or both, readable on the flat-panel display of computers, tablets, or other electronic devices. National surveys show that e-books are a preferred format for public library patrons,⁵ and the Library's circulation statistics confirm their popularity with our patrons.⁶ Although e-books do not confer the same advantages in comprehension and retention of information as print books,⁷ the advantages of the format – including convenience, ease of use, and familiarity – are clear.

Because of the hybrid nature of the e-book format, the Library will consider the factors considered above for both print books and electronic resource subscriptions when making e-book selections. An additional factor considered will be the practicality of using the specific content in question in e-book versus database format. Generally, practice guides, treatises, and other explanatory material conducive to print book-like browsing by the patron will be preferred.

iv. Other Formats

1. Periodicals (Print and Electronic)

Legal periodicals including law reviews, journals, and legal newspapers provide a valuable current awareness tool to our patrons. The Library maintains access to law reviews published by all ABA-accredited law schools and major journals covering Global Law. The Library also provides access to major national, state and local bar association publications and legal newspapers.

The Library recognizes the value to our patrons of print periodicals, as it does print books, especially when it comes to heavily used publications such as legal industry newspapers. However, the Library weighs this value against the comparative utility and convenience of electronic access to the same content (where available), and budget impact, shelving space, staffing, and other Library constraints.

2. Audio/Visual Content

Audio/visual content can provide important value to our patrons. Attorneys frequently need access to recordings of live Minimum Continuing Legal Education (MCLE) events, and self-represented litigants can benefit from audio/visual explanations of court procedure. However, physical formats for such content, e.g., Compact Discs and DVDs, are quickly becoming obsolete. Where available, the Library prefers electronic access to this content.

⁵ See, e.g., Berens and Noorda, *supra*.

⁶ For example, in fiscal year 2024, patrons borrowed 4,273 print and other physical items vs. 3,927 e-books through the Library's Lexis Digital platform. E-book borrowing surpassed print borrowing in 3 months of the year.

⁷ See, e.g., Delgado, *supra*.

3. Microform

Microform, including microfiche, is no longer collected. However, a significant portion of the older retained collection is available only in microform or microfiche format. The Library will continue to make this material accessible to our patrons unless and until such content can be digitized and made available electronically in permanent and continuous form, subject to weeding and retention guidelines. (See section III, “Retention, Digitization, and Weeding”, pp. 11-14).

4. Online/Digital Resources (Non-Subscription)

This category includes online and digital resources other than subscription databases and e-books. For example, the Library catalogs free websites on a selective, case-by-case basis. Such material may be catalogued only, in order to enable discovery of the URL by patrons, or may be catalogued and printed in-house to add to the physical collection. Alternatively, such content may be made available by the Library via digital repositories where feasible and permitted by law. (See section III(d), “Digitization and Born Digital Materials”, pp. 13-14). The Library may also choose to print material that is acquired in electronic format from vendors or government agencies, e.g., via direct file-share, USB, etc. Resources in these categories may include:

- An online resource that serves to continue a resource in the collection that has transitioned to online-only format.
- An online resource available through a publisher website, to which a publication in the collection refers and which is intended by the publisher to augment a given print or electronic resource with additional content.
- A resource that otherwise fills a gap in the Library’s collection and has no equivalent available in another format.

5. Ephemera

“Ephemera” includes pamphlets, voter guides, tax forms, and other material that deviates from typical legal publication format but that nonetheless meets an important research need. The Library weighs the same factors in determining whether to accept and retain ephemera that apply throughout the collection, weighing the research value of the item and the soft and hard costs incurred by the Library in processing, cataloging, and maintaining such material.

v. Material Available in Multiple Formats

The Library strives to meet the needs and preferences of all its patrons, and recognizes the unique strengths of print, electronic, and e-book formats. However, the Library also recognizes that its resources and funding are limited, and multiple format access to any content is a luxury. In considering whether a given resource should be purchased in more than one format, the Library shall consider:

- Anticipated usage. Generally, multiple format access will be sought only for heavily used materials.
- The collection level of content in question. (See section V, “Collecting Levels by Subject and Jurisdiction,” pp. 14-15, and Appendices.)
- Relative savings available via single format access. Multiple format access to the same content is often provided under a single license agreement with a publisher. As a result, the savings to be realized by switching to single format access may be minimal, and projected budget savings shall be weighed against impact on patrons and staff.

e. Specialized Collections

i. Global Law

Los Angeles serves as a center of global cultural production, as well as a major hub of international commerce, with one of the largest ports in the western hemisphere. It is also a city of immigrants. As a result, many of its residents, businesses, government agencies, and organizations enjoy substantial ties across the globe, and often need to research non-U.S. law. In light of this, the Library has over many decades built up the collection to include a wealth of foreign, comparative, and international law (“Global Law”) resources, and the Library is now proud to feature one of the largest and most renowned Global Law collections in the world.

Through the services of the Global Librarian and other staff, the Library provides research support to law firms, academic institutions, students, and – increasingly – self-represented litigants with Global Law questions. As one of the few institutions with such an extensive and comprehensive collection in this area, the Library often serves as the primary resource for individuals and organizations facing complex cross-border legal issues. Many of the current, historical, and specialized Global Law materials available at the Library are not available to the public anywhere else.

Global materials are selected and retained according to this policy and the Collecting Levels provided in the Appendices. The most frequently used secondary sources on global topics are kept on the Main floor in the Global Reading Room for ease of access and browsing, and to highlight the Global Law collection to the public. The Library’s “Reference Collection and Reserve Status Items,” discussed in section II(f)(ii), below, also includes Global Law resources on selected legal and non-legal topics to support quick access to key information and provide clear explanations of complex foreign, comparative, and international law issues.

ii. Reference Collection and Reserve Status Items

The Reference collection comprises (1) selective legal and non-legal resources intended for rapid determination of information or explanation, and (2) resources to aid reference librarians in the assistance of patrons with specialized or unusual questions.

These resources can include dictionaries, directories, biographical sources, research guides, almanacs, atlases, bibliographies, statistical sourcebooks, and citation manuals for both domestic and Global Law.

Additional copies of frequently used material, such as self-help books, are purchased for the Reference collection and kept on Reserve status for ease of access and to ensure against damage and theft. Reserve items require special sign-out procedures for use in the Reading Room only as described in the Library's reserve items policy.

iii. Self-Help Collection

Self-help materials – legal books and other materials written for non-lawyers – form a vital part of the Collection and provide a primary means of serving Library patrons. Current self-help titles in print are kept in the Self-Help Collection (SHC) section in the Main Reading Room. Select SHC titles may be duplicated elsewhere in the collection, and old editions may be retained (see section III, “Retention, Digitization, and Weeding,” pp. 11-14). The Library places special emphasis on acquiring Spanish and other non-English language self-help materials for the SHC, where available. Self-help material may include ephemera (see section II(d)(v)(6), “Ephemera,” p. 8).

iv. Government Documents

The Library is a selective depository for both federal and California government documents. The Library collects U.S. Government Publishing Office (GPO) material as part of the Federal Depository Library Program (FDLP), including print and electronic access to executive agency and Congressional hearings and reports. The California materials include legislative history resources such as Assembly and Senate Journals, bills and bill analyses, and hearings and committee prints.

Decisions concerning the acquisition and preservation of government publications follow the same guidelines and principles that apply generally to other materials as discussed in section III, “Retention, Digitization, and Weeding,” pp. 11-14. Government documents in print are integrated into the print collection and electronic versions are accessible through links on the Library's website, online catalog, and public computer terminals. (See section II(d)(v)(5), “Online/Digital Resources (Non-Subscription),” p. 8). The Library adheres to all retention policies required by its depository status, which in general require less extensive retention than existing Library practices. (See section III, “Retention, Digitization, and Weeding,” pp. 11-14).

The Library selects a portion of the titles listed on the FDLP's “Suggested Core Collection for Law Libraries,” including materials from the federal legislative branch, especially those Congressional materials required for legislative history research. Documents from the executive branch and independent regulatory agencies are selectively collected although the Library attempts to collect regulations, opinions, and procedures from all federal agencies. Documents from the judicial branch, particularly official reported decisions and annual judicial reports and statistics are also added to the

collection. As the FDLP is currently shifting from a print-focused program to a digital-focused program and a limited print framework, the Library continues to select available limited print distribution materials. The Library was recently honored to be selected as one of the few remaining recipients to limited-distribution print items like the Code of Federal Regulations.

The Library is a selective depository under the California Library Depository Act (CLDA). Under this program, the Library is required to keep basic legal state documents, which include legislative committee hearings and reports, legislative journals, statutes, administrative reports, the California Code of Regulations, annual reports of state agencies, and other legal materials.

As part of its collection of government publications, the Library also retains government documents received directly from state and local agencies. Of special note, the Library maintains a set of California ballot propositions and other elections material. The Library's comprehensive collection of California Voter Ballot Pamphlets, which includes materials from 1908 to the present, is especially unique and valuable. (See section II(d)(v)(6), "Ephemera," p. 8).

v. Rare Books

As one of the premier public law libraries in the U.S., the Library has acquired, through private donations and as a result of its long history, a substantial collection of rare and historic books. This aspect of our collection makes the Library a valuable resource for academic, historical, and other researchers throughout the state, country and the world; and, brings considerable prestige to the Library.

The Library does not have any special policies for the acquisition and retention of rare books. (But, see section III, "Retention, Digitization, and Weeding," below, and section IV, "Donations," p. 14, which apply more frequently to rare book collection decisions.) The Library weighs the same factors in determining whether to accept and retain rare books that apply throughout the collection. The most fragile and/or valuable rare books are kept in the Rare Book Room, access to which is limited to staff only. Use of rare books is subject to the Rare Books Access Policy.

III. Retention, Digitization, and Weeding

The Library recognizes that access to justice for our patrons entails not just the provision of current legal materials but also the retention and preservation of historical materials. Litigating or resolving legal disputes frequently involves researching or applying the law as it was on a certain date in the past. Yet, resources for such research are scarce and often difficult or expensive to access.

Fortunately, the Library currently enjoys the space and resources to retain an extensive historical collection of both primary and major secondary sources. This historical

collection provides an invaluable and unique resource for our patrons and the public at large. Although this policy generally refers to both physical items, digital copies stored on the Library's servers may be retained instead of, or in addition to, print or microform.

The Library retains material according to the following principles and guidelines. Material that does not fall within these principles and guidelines is periodically weeded from the collection.

a. Primary Law

The Library emphasizes the retention of primary law as an essential service to our patrons. Statutes, legislative materials, statutory codes, court rules, and administrative codes are retained for every year received regardless of jurisdiction (domestic or global). Superseded or replaced pages from loose-leaf binders are retained for high-priority titles, such as California administrative code, where no other method of retaining complete annual records is feasible. The Library generally avoids duplicate copies of retained primary law, except for high-usage California materials.

The Library also retains Los Angeles-area municipal and county codes. This includes the retention of superseded or replaced pages from loose-leaf binders where no other method of retaining complete annual records of a local jurisdiction's law is feasible.

Except for California and U.S. Supreme Court case law, the Library retains only one copy of court reporters per jurisdiction (domestic or global), preferring an officially designated reporter. Where an official reporter is available, parallel reporters are not collected. If multiple non-official reporters exist in print, the Library may retain one non-official reporter for the collection. The Library may rely solely on regional reporters where other options are unavailable.

b. Secondary Law

While not as important as primary law, prior editions of major secondary sources can serve important research functions. For example, important case law may cite a secondary source as it existed at the time that case was decided. The Library retains such sources according to the following guidelines. Duplicate copies of secondary sources are not retained, except for heavily used California materials.

California secondary sources issued annually are retained subject to the Library's shelving capacity and may be limited to selected topics and publications (see section III(c), "Long-Term Space Constraints," below). Current practice is to maintain one archival copy of annual titles. Loose-leaf or other materials issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

Secondary sources from the Ninth Circuit, jurisdictions within the Ninth Circuit, and New York issued annually are retained every three (3) years. Loose-leaf or other materials

issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

Secondary sources from other state, federal, and global jurisdictions issued annually are retained every five (5) years. Loose-leaf or other materials issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

c. Long-Term Space Constraints

The Library and its patrons have been fortunate to have sufficient shelving space to accommodate the longstanding retention policies described above. However, this may not always be the case. While publishers transition some print materials to digital only formats, other print materials are now issued more frequently than before, although often in softbound or other formats less conducive to long-term preservation. How different print formats and publications will be emphasized by legal publishers in future years remains quite uncertain.

If modifications to these retention guidelines prove necessary, the Library will generally follow the levels of emphasis described in section V, “Collecting Levels by Subject and Jurisdiction,” pp. 14-15, and Appendices. Primary law from all jurisdictions will continue to be emphasized, with secondary sources being prioritized at a lower level according to jurisdiction and subject, as indicated above and with reference to the Collecting Levels in the Appendices to this policy.

d. Digitization and Born Digital Materials

While the preservation of print items in their original format is generally preferred, sometimes the best preservation decision is to “reformat,” i.e., scan or digitize the content and discard the original physical item. This saves shelving space while still preserving the intellectual content of the material. Digitization, with or without complete reformatting, can also allow for greater convenience access content via online repositories. In addition, select materials collected by the Library are “born digital,” i.e., provided to the Library by a vendor or agency as electronic files. The Library may choose to invest in digital repositories for such items in the future, if feasible and permitted by law and any licensing agreement with the publisher. (See section II(d)(v)(5), “Online/Digital Resources (Non-Subscription),” p. 8).

The Library has previously undertaken a major digitization project involving the Library’s extensive California appellate briefs collection. The Library will continue to make these digitized briefs publicly available. For other digitization projects that may be undertaken, or for born digital materials selected for preservation, the Library will apply the Collecting Levels and other principles and guidelines described in this Policy, keeping in mind both the long-term costs to the Library of maintaining digital repositories, and the benefits to our patrons of making such material available digitally. It is strongly preferred

that any digitization project undertaken with an outside partner require, as part of the agreement, that the Library retain ownership of the digital files created.

e. Weeding

In addition to the regular weeding of materials that do not meet the retention guidelines in this section, the Library may also choose to remove from the collection other material according to the following criteria:

- Duplication of content available elsewhere.
- Physical condition, including presence of possible contaminants including mold that could endanger staff or patron health, or spread to other items in the Collection.
- Current and projected usage.
- Obsolescence of information versus historical, archival, or other likely research value.
- Current and projected shelving space constraints.
- Other measurements of qualitative value, using the general criteria and collecting levels applied for selection of materials in section V, "Collecting Levels by Subject and Jurisdiction," pp. 14-15, and Appendices.

IV. Donations

The Library appreciates donations of law books and other legal materials. The Collection Development team will carefully consider any donated materials and make a recommendation to the Executive Director to accept or decline such donation, in whole or in part. The same criteria that generally apply to collection development decisions as described in section II(c), "General Criteria Applied in Making Selections," p. 4, apply to the Library's decision to accept a donated item (e.g., authorship, anticipated usage, uniqueness of content, etc.). In addition, the Library will consider the physical condition of donated items in determining whether to accept. If accepted, the Library will determine the location, classification, and circulation of donated material, and retains the right to dispose of donated items at any time deemed appropriate. The Library will not appraise the monetary value of any donation.

V. Collecting Levels by Subject and Jurisdiction

The Library selects material for the collection by subject and jurisdiction according to a tiered system of emphasis ("Collecting Levels"), based on patron needs and other factors described in section II, "Selection of Materials," pp. 3-11.

The Library assigns Collecting Levels to geographical jurisdictions based upon the additional factors of: (a) population size of the jurisdiction; (b) proximity to California, or Los Angeles County for local materials; (c) magnitude of economic contacts, e.g.,

volume of trade with California or the U.S. as a whole; and, (d) developed legal profession, i.e., stable legal institutions and established legal publishers that disseminate laws and legal publications.

The Appendices that follow provide complete charts listing the Collecting Levels for each subject and jurisdiction that is collected.

The Library's Collecting Levels are as follows:

1 – Basic. The collection provides sources sufficient to introduce the area of law. Few selections are made beyond basic works, including self-help material and renowned authors in the field.

2 – Selective. The collection provides essential information on the area of law. Includes a useful selection of self-help material, treatises and other secondary sources but less than required to fully support the practice of law in the area or address all potential needs for self-represented patrons.

3 – Practice. Extensive collection that fully supports the practice of law, as well as the needs of self-represented litigants and other researchers in the area. The collection includes a wide range of self-help material, treatises and practice materials, reference works, and primary law but avoids duplication and aims for efficiency in addressing a wide range of patron needs.

4 – Comprehensive. The collection strives for completion such that practitioners and other researchers can find material for virtually any research need within the area. The collection aims to include all recognized self-help books, treatises, practice guides, reference works, and primary law.

Appendix 1: Subject – Federal, National and Multi-State

<u>Subject</u>	<u>Collecting Level</u>
Constitutional law	4
Encyclopedias, law dictionaries, treatises, restatements, etc.	4
Law reports and related materials (federal and regional case reporters)	4
Procedure (civil, appellate, administrative)	4
Statutes and administrative regulations	4
Labor law, collective bargaining, employment law, labor standards	3
Banking, secured transactions (inc. cryptocurrency)	3
Bankruptcy, creditors' rights, etc.	3
Common law, equity	3
Conflict of laws	3
Congressional documents, legislative history	3
Contracts	3
Corporations, mergers & acquisitions, partnerships, agency, etc.	3
Criminal law, criminal procedure	3
Damages	3
Education	3
Environmental law	3
Intellectual property, copyright, trademark, patent, etc.	3
Legal composition, legal profession and practice, legal ethics, etc.	3
Native American law (federal Indian law)	3
Property, real property, mortgages, etc.	3
Public health	3
Public property, eminent domain, zoning	3
Public welfare, public assistance	3
Securities	3
Tax law (income tax, sales tax, tariffs, public finance, etc.)	3
Torts, negligence, strict liability, etc.	3
Trusts and trustees	3
Water law, riparian rights	3
Estate planning	3
Family law, conservatorship, divorce, etc.	3
Local government	3
Regulation of industry, trade, and commerce, occupational law, etc.	3
Succession, probate law and practice, decedents' estates, etc.	3
Art law	2
Drug laws	2
Insurance	2
Juvenile justice, juvenile courts	2
Military law, national defense	2
Personal property	2
Restitution, quasi-contracts, etc.	2
Workers' compensation, unemployment insurance, etc.	2
Non-law subjects (accounting, medicine, forensics, etc.)	1

Appendix 2: Jurisdiction – U.S. State and Local/Territorial

<u>Jurisdiction</u>	<u>Collecting Level</u>
California	4
Local jurisdictions, within County of Los Angeles	4
Arizona	3
Delaware	3
Florida	3
Nevada	3
New York	3
Oregon	3
Texas	3
Washington	3
All other U.S. states and the District of Columbia	2
Local jurisdictions, within California (not in County of L.A.)	2
Local jurisdictions, outside California	1
Territories of United States (Puerto Rico, etc.)	1

Appendix 3: Global Law – Subjects (Comparative and International Law)

<u>Subject</u>	<u>Collecting Level</u>
Commercial law and trade	2
Comparative law, generally	2
Constitutional law	2
Encyclopedias, law dictionaries, treatises, etc.	2
Family law	2
Human rights	2
Intergovernmental organizations inc. United Nations, European Union, World Trade Organization	2
Procedure (civil, appellate, administrative)	2
Treaties	2
Contracts	1
Corporations	1
Criminal law	1
Environmental law	1
Intellectual property	1
Labor law	1
Polar law	1
Property	1
Religious law	1
Space law	1
Taxation	1
Torts	1
Trusts & estates	1
All other subjects	Minimal

Appendix 4: Global Law – Jurisdictions

<u>Jurisdiction</u>	<u>Collecting Level</u>
Canada	2
Mexico	2
United Kingdom	2
Other G7 Nations (inc. France, Germany, Italy, Japan)	2
BRICS Nations (Brazil, Russia, India, China, South Africa)	2
Other major Pacific Rim nations (inc. those in East Asia, Southeast Asia, Oceania, Central America, South America)	2
All other jurisdictions	1

MEMORANDUM

DATE: December 17, 2025

TO: Board of Law Library Trustees

FROM: Katherine H. Chew, Executive Director

RE: Review and Approval of Labib Funk and Associates Proposal to Repair Hill Street Parking Structure

DEMAND FOR PARKING IN DOWNTOWN LOS ANGELES

LA Law Library has operated a free- standing parking structure located on its property at the corner of 1st Street and Hill Street until 2022 when it was deemed inoperable and in need of repairs. Prior to 2022, the structure served as a convenient and popular location for patrons and others to park when visiting the Library, government buildings, and nearby courthouses. The parking structure was managed and licensed to a third party, with the Library generating supplemental revenue by collecting a base license fee and a percentage of the parking revenue.

Trends in downtown Los Angeles indicate that the parking structure remains a vital financial asset with the potential to provide a substantial return on investment if it is repaired. Recent City Council plans to increase metered parking rates and extend times of operation confirm that, even after post pandemic changes in “return to the office” work patterns, available parking downtown is still in demand. New development in the entertainment and tourist sectors is also expected to provide an opportunity for additional revenue if the parking structure is fully operational.

According to an online LA Times article of October 6, 2025 by Hannah Fry ([Parking will soon cost more in L.A.: What you need to know - Los Angeles Times](#)), “Parking in Los Angeles is about to get more expensive after city leaders approved extended paid-parking hours and issued the first rate increase across thousands of metered spaces in more than a decade.” The City Council also unanimously approved charging for parking on Sundays and extending the hours that motorists will pay to park in metered spots. Meters in busy nightlife locations will need to be fed up until midnight; in all other on-street areas, parking is not free at metered spots until 8 p.m. There is limited metered parking available in the civic center district, and the Library’s parking structure is one of only a few garages in the area with eighty parking spaces.

According to a Arts and Culture Report prepared by the DTLA Alliance, a coalition of over 2000 property owners in the downtown civic center district, the hospitality, entertainment, and tourism sectors are predicted to grow in the coming years with the World Cup and NBA All Star games scheduled in 2026, the Super Bowl in 2027, and the Olympics and Paralympics in 2028. Part of the expected transformation of the downtown district includes events at Grand Molina Park, the Disney Concert Hall, and nearby museums and theatres—all within walking distance or in close proximity to the Library’s Hill Street parking structure (See [Arts & Culture Report | Business | Downtown LA](#)).



Predicted growth in downtown Los Angeles suggests that investing in repairs to the parking structure could yield much needed funding in the short term, and help to assure future financial stability in the long term. The unique location of the parking structure is a valuable asset that can generate a reliable stream of passive revenue with minimal maintenance costs without detracting from staff's mission to offer access to legal information free of charge to the community.

DISCOVERY WORK FOR NECESSARY REPAIRS

In 2024, Staff began efforts to consult with various structural engineering companies to conduct a discovery assessment and recommend viable and cost-effective methods to repair the parking structure. The budgeted amount for retaining a civil engineering firm to perform discovery work was budgeted as \$60,000. Staff consulted three potential professional civil engineering companies: Post Tension Repairs (March 2024); All Star Post Tension (October 2024); and most recently, Labib Funk and Associates (LFA) (September 2025).

In March 2024 Post Tension Repairs began initial discovery work on the structure but after the firm requested two extensions to the contract period, it did not complete the discovery work before the contract term expired. As a result, Staff determined it would be necessary to pursue other professional consultants. The Library was not charged for the incomplete initial discovery work.

In October 2024 staff sought a proposal and estimate from All Star Post Tension. This firm recommended installing an external support system by drilling holes into existing concrete beams with intermediate supports to be attached to the ceiling of the parking structure. The estimated cost was \$413,700 with an additional \$168,550 for traffic coating on the top slab. All Star Post Tension arrived at this total estimate of \$582,250 (\$413,700 plus \$168,550) based on a visual inspection and walk through on the site only. There was no charge for this initial estimate. It is important to note, however, that the firm did not perform concrete testing as part of its initial recommendation. It is anticipated that the estimate of \$582,250 may increase and more time will be required for a more in-depth assessment should the Board choose to retain further services from this civil engineering firm.

In September 2025 staff consulted Labib Funk and Associates (LFA) for a third proposal and estimate. LFA recommended a more comprehensive three phase analysis to determine the best solution for repairs. Phase 1 and Phase 2 involved the following activities: site visit for visual inspection of the concrete slab; review of existing structural drawings and reports of the building; compiling a summary of findings and potential methods of repair; preparing a materials testing plan to explore the materials existing properties of the exterior walls, slabs, columns, and footings; assessing the structure and removal of finishes to expose the structure for non-destructive testing; and developing a concept retrofit plan. Staff agreed to move forward with Phase 1 and Phase 2. The costs to complete this discovery work was as follows: Phase I - \$3,800; Phase 2 - \$10,000; Material testing - \$22,570.00.



At the September 24, 2025 board meeting, LFA gave a presentation concerning its recommended Phase 3 of the assessment. The cost of completion of this phase was \$25,000. Phase 3 involved providing a design for a new fiber reinforced polymer (FRP) on the bottom and top of the existing slab to retrofit the existing slab. This last phase also included preparing construction documents to develop initial design parameters with a Project Architect and plans to facilitate the permitting process. After the presentation, the Board approved moving forward with Phase 3 to complete the assessment so that LFA could make final recommendations to the Board for repairs. The total amount for LFA to complete the professional consultation (Phases 1, 2 and 3) was \$61,370.00, \$1,370.00 over the budgeted amount of \$60,000 that was carried over from year to year for discovery work.

LFA FINAL RECOMMENDATIONS FOR REPAIR AFTER COMPLETION OF PHASE 3:

Prior to completing Phase 3, LFA estimated that repairs might cost up to \$884,000, depending on the type of retrofitting and waterproofing needed. LFA has now completed Phase 3 and provided staff with an estimated cost for repairs using the new fiber reinforced polymer design. After consulting with various contractors and experts, LFA consulted with TTS Engineering, Inc. as the proposed firm to do the work. TTS Engineering, Inc. has determined that the cost to do the work will be far less than the \$884,000 originally quoted. Instead, the total cost for the repairs and retrofit for the parking structure would be approximately \$628,000.00. This estimate is \$128,000.00 over the original budgeted amount of \$500,000 that the Board has set aside in the Capital Projects budget and carried over from year to year since the structure became inoperable in 2022.

TTS Engineering anticipates that the total time to complete the work would be approximately 45 working days to install the fiber reinforced polymer system, and another 15 working days to complete waterproofing. The firm advises they are prepared to move forward with the work should the Board approve its proposal.

GOVERNANCE RESOLUTION OF AUGUST 26, 2013-PURCHASING POLICY

In accordance with Section 2. Purchasing Policy of the Board's Governance Resolution of August 26, 2013, the Library shall "secure professional services based upon demonstrated competence, professional qualifications and suitability for the project in general. Although not determinative, the Library should also consider the cost of professional services. A negotiated contract for purchasing professional services is an alternative purchasing procedure other than competitive bidding when such a contract is in the best interests of the Library and is in compliance with the Library's policies and procedures where permissible under state law. (Governance Resolution of August 26, 2013, Section 2. Purchasing Policy, C. 2. Other Purchases, c. Exceptions)

The procurement of civil engineering consulting services is considered a professional service. Staff have sought the technical expertise and knowledge from Post Tension Repairs, All Star Post Tension, and LFA concerning viable repair solutions for the parking structure on 1st and Hill streets. In accordance with the purchasing policies set forth in the Governance Resolution of August 26, 2013, it is not necessary to rely upon competitive bidding procedures in selecting a civil engineering firm to repair the structure.



RECOMMENDATION:

The Library should secure the professional services of a civil engineering firm to repair the parking structure based on demonstrated competence, professional qualifications, and suitability for the project in general. Although not determinative, the Library should also consider the cost of professional services offered between the civil engineering firms consulted thus far.

Two of the three civil engineering firms have been responsive to staff's requests for discovery work to propose a cost-effective method of repair of the parking structure as follows:

All Star Post Tension Proposal:

The estimated cost from All Star Post Tension, without including additional costs for concrete testing and permits, is \$582,250. It is anticipated that this firm would need additional time to confirm the initial proposal is an accurate estimate of the total costs to repair the structure. It is unknown the exact cost of installing the proposed external support system. All Star Post Tension provided its estimate and proposal based solely on observations from a visual inspection during a site walk-through. It is expected the cost using this method will increase as the estimate did not contemplate materials testing or permitting expenses.

LFA Proposal:

LFA has demonstrated competence, professional qualifications, and suitability for the parking structure repairs. Established in 2003, LFA describes itself as a structural/civil/shoring/EBM engineering company that is focused on providing service-oriented and cost-conscious construction. In 2016, LFA merged with Burnett + Young Shoring Engineers, the premier shoring design firm in the Greater Los Angeles area. In 2018, LFA started its Civil Engineering division and is experienced in both New Design and Renovations & Seismic Retrofits. With over 80 engineers on staff, the company has the ability to deliver projects of any size. Commercial projects of LFA include large projects such as the INTUIT Dome and NFL Media Headquarters in Inglewood, and the Lakers and LA Clippers Training Centers in El Segundo and Playa Del Rey. They have also worked on smaller projects such as the Annenberg Petspace in Playa Vista and the Potrero Heights Senior and Community Center in Montebello.

LFA has now provided its estimated cost of the work for \$628,000 through the services of TTS Engineering, Inc. This is \$128,000 above the budgeted amount of \$500,000. The work is expected to be completed within 45 working days for the installation and 15 working days for waterproofing.

Of the two responsive civil engineering firms consulted, staff have concluded the LFA proposal to repair the parking structure presents the most viable option in terms of cost and time to complete the work. This firm is ready to proceed with the work as the project manager, with TTS Engineering, Inc. as the subcontractor to perform the work. They are prepared to submit the necessary documentation for city permits. Staff therefore recommend that the Board approve LFA as the project manager and TTS Engineering Inc. as the contractor to repair the Hill Street parking structure for the cost of \$628,000.

