

Washoe County Law Library Annual Report 2018

The mission of the Washoe County Law Library is to enhance access to justice by (1) providing legal information, education, resources, tools, and materials, in print and digital formats, to those engaged with the justice system, and (2) partnering with the courts, bar associations, legal clinics, civil organizations, and government entities to help ensure the legal needs of the community are addressed. We serve as a first contact for the public when entering the legal system. We answer questions about services available within the courthouse and about the services of other agencies in the area. We continue to offer additional assistance to the self-represented litigants through the Lawyer in the Library program and court approved packets and forms.

I. Funding

The Law Library receives funding from a portion of the District Court filing fees and from County general funds. In Fiscal Year 2018, the Law Library's receipts for District Court filing fees, copier receipts, and fines totaled \$69,078.80. The Law Library's disbursements during Fiscal Year 2018 totaled \$681,992.22.¹ The funds obtained are used to purchase electronic and print items that are made available to the public through the Law Library.

In Fiscal Year 2017, the Law Library was awarded \$2,074.15 from the Washoe County Bar Association to purchase items for the Lawyer in the Library program. The Law Library spent \$1,648.64 of the grant in Fiscal Year 2017 and the remainder was spent on book updates in Fiscal Year 2018.

In Fiscal Year 2018, the Law Library received a \$1,500.00 donation from Beckett, Yott, McCarty & Spann, Attorneys at Law.

Additionally, in Fiscal Year 2019, the Law Library received a \$4,410.00 donation from the Washoe County Bar Association to purchase an additional license for online legal research.

II. Reference and Technical Services

We provide access to legal information through reference and technical services. Reference services are provided to both attorneys and non-attorneys to assist them in finding legal information. We provide access to legal information through print and electronic resources as well as access to historical legal information through microfiche. Between January 1, 2018 and October 31, 2018, approximately 14,186 patrons visited and received assistance at the Law Library, and another 1,783 were assisted over the telephone. We also assist patrons through an "Ask a Librarian" feature on the website and our Lawyer in the Library programs.

¹ This information is provided pursuant to NRS 380.090(2).

Lawyer in the Library is a long running program serving the community where attorneys volunteer to assist members of the public with individual counseling. Between January 1, 2018 and October 31, 2018, our volunteer attorneys assisted more than 1,145 members of the public. After attending Lawyer in the Library, participants are able to purchase any needed Self Help Center forms and packets at the Law Library for \$3.00 each without having to go to a different location. If the participant is unable to pay \$3.00, the packet is provided free of charge.

Additionally, we continue to review and modify the Law Library collection to better meet the needs of our patrons. We continue to update and refine our library catalog to better reflect the collection. This enables patrons to find information quickly and reliably.

III. Collection

The Law Library collection contains 57,153 items. The number of missing items is 272. The total number of items and number of missing items includes all items in the catalog (print, microfiche, video, compact disk, cassette tape, and electronic items).

The Law Library is a Selective Depository Library that receives materials from the Government Printing Office. As a Selective Depository Library, we receive some print and electronic items from the Federal Government free of charge. We are responsible for all print items we receive and are required to maintain them in our Library. We have updated and refined the list of materials that we receive to better fit the needs of the library and our patrons. We continue to receive complimentary subscriptions to the Federal Register. To maintain our status as a Federal Depository Library, we must keep a minimum of 10,000 books that are not part of our Government Printing Office collection.

The Law Library received approximately three donated books.

IV. Personnel

We continue to utilize the same staff in both the Law Library and Self Help Center. By cross training staff, our team has strengthened and we can provide better customer service for our patrons.

Jacqueline Bryant, Esq.	Court Administrator/Clerk of Court
Julie Wise, J.D., P.H.R.	Assistant Clerk of Court
Emily Reed, Esq.	Self Help Center and Law Library Program Manager
Brian Keefe, J.D., M.B.A., M.L.I.S.	Law Librarian II
Nikki Cohn	Senior Law Library Assistant
Elizabeth Beadle	Law Library Assistant III
Julie Brower	Law Library Assistant III
Jessica Burgoon	Law Library Assistant III
Chad Johnson	Law Library Assistant III

V. Board of Trustees

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Stephan Hollandsworth, Deputy District Attorney assigned to the Board of Trustees