

Washoe County Law Library

Annual Report 2020

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 2020, the Law Library's receipts for District Court filing fees, copier receipts, and fines totaled \$64,768.43. The Law Library's disbursements during Fiscal Year 2020 totaled \$664,652.47.¹ 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 2021, the Law Library received a \$1,044.88 donation from the Washoe County Bar Association to purchase awards to recognize and show appreciation for all of our Lawyer in the Library volunteers for the year. The Washoe County Bar Association usually provides a Lawyer in the Library luncheon each year to celebrate our volunteers, however, due to COVID-19, this year that was not an option.

In Fiscal Year 2020, the Law Library received a \$5,000 donation from the State Bar of Nevada for the production of educational videos for self-represented litigants.

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, 2020, and March 17, 2020, approximately 2,909 patrons visited and received assistance at the Law Library, and another 461 were assisted over the telephone. Up to that point in time, we also assisted 15 patrons through an "Ask a Librarian" feature on the website. Due to COVID-19, the Law Library closed to in-person services on March 17, 2020, and since then, the Law Library has assisted patrons via phone, email and live chats. Throughout the pandemic, Law Library staff has answered over 2440 phone calls, 1253 live chats, and 612 emails.

Lawyer in the Library is a long running program serving the community where attorneys volunteer to assist members of the public with individual counseling. As a result of COVID, the two decade long, in-person program was converted to an online, virtual program using the Zoom platform. Between January 1, 2020 and November 30, 2020, our volunteer attorneys assisted more than 957

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

members of the public. Despite the limitations caused by COVID, we found ways to continue to deliver much needed services to the community. We created “how-to” videos to help walk patrons through different steps of the electronic filing process. We partnered with Nevada Legal Services to offer an eviction seminar. We have updated our website to be more useful and navigable, providing more electronic resources during the closure. The District Court website also has available Resource Center forms and packets that can be obtained free-of-charge for members of the public with internet access.

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 55,506 items. The number of missing items is 302. 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. 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 100 donated books and materials.

IV. Personnel

Jacqueline Bryant, Esq.	Court Administrator/Clerk of Court
Emily Reed, Esq.	Assistant Court Administrator
Sarah Bates, MLIS	Law Librarian II
Sheila Mansfield (Jan. 2021)	Senior Law Library Assistant
Elizabeth Beadle	Law Library Assistant III
Jessica Burgoon	Law Library Assistant III
Natalie Villegas	Law Library Assistant III
Kristal Jacobson (Jan. 2021)	Law Library Assistant III

V. Board of Trustees

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