



CONNECTICUT JUDICIAL BRANCH
LAW LIBRARY SERVICES
2013-2014 ANNUAL REPORT

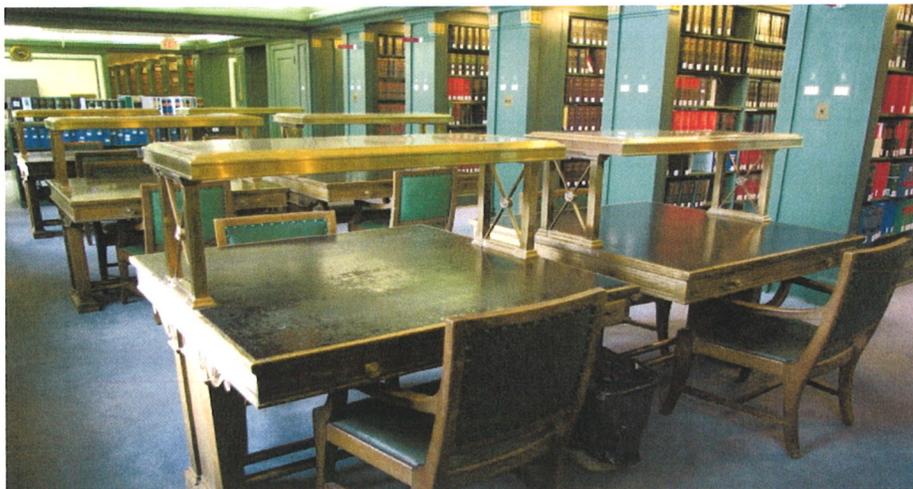


INTRODUCTION

The Law Library Services Unit of the Connecticut Judicial Branch is comprised of thirteen law libraries: twelve are staffed and one is unstaffed. The staffed libraries are located in the Judicial District courthouses in Bridgeport, Danbury, Hartford, Litchfield, Middletown, New Britain, New Haven, New London, Putnam, Rockville, Stamford, and Waterbury, and are open to the public. The patron base includes judges, courthouse personnel, Judicial Branch staff, attorneys, self-represented litigants, and the general public. (See Appendix A for a directory of the staffed law libraries.)

The mission of Law Library Services Unit is *“to provide the courts and the public with access to comprehensive and current legal materials and resources in an efficient and timely manner and to provide bibliographic assistance, legal reference and research guidance to all patrons.”* In addition, the vision states that Law Library Services will strive to *“provide prompt and professional guidance and access to reliable and comprehensive information to individuals who are researching or pursuing legal rights and remedies. This will be accomplished by using the latest technology and maintaining an up-to-date collection of appropriate materials sufficient to meet the needs of its users.”*

The statistics and the numbers in this report only tell part of the story. Numbers do not necessarily reflect the breadth and depth of the dedicated service rendered by the “information experts” – the Judicial Branch Law Librarians. This report details the services, efforts, initiatives, and activities undertaken by Law Library Services to remain responsive, relevant, and essential to the Judicial Branch’s administration of justice, during the Fiscal Year 2013-14. The law librarians are frontline service providers of the Branch. This report will reflect their efforts to meet and respond to the growing and changing needs and demands of patrons, and to continue to support the Connecticut Judicial Branch goal of attaining equal access to justice for all.



The Law Library at Hartford



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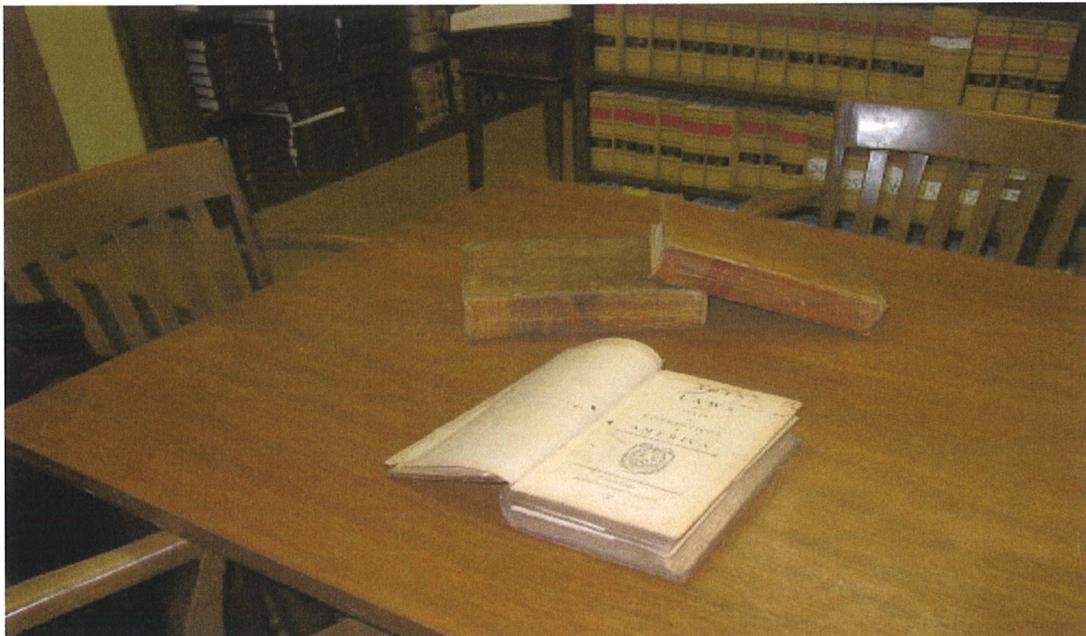
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Law Library at Litchfield



LAW LIBRARY ADVISORY COMMITTEE

Section 11-10b of the Connecticut General Statutes states that the Supreme Court shall adopt policies for the establishment and maintenance of a system of law libraries within the state. Such policies were adopted in June of 1990, and section 5(a) of these policies established a Law Library Advisory Committee. The committee, annually and at such other times as it deems necessary, may report to the Chief Justice and the Chief Court Administrator any recommendations it may have concerning the adequacy of the funding and services provided by the law libraries, whether additions or deletions should be made to the list of law libraries so established, whether amendments should be made to the minimum collection standards for the law libraries, and such other matters as the committee believes are pertinent to the operation of the law libraries.

During the period covered by this report, as part of an Advisory Committee-directed initiative to plan for the future of the law libraries, Committee members reviewed the results of surveys conducted over a six to seven month period to assess the Law Library Minimum Collection Standards. The members then voted to recommend changes to the policies and standards to the Chief Justice. The suggested revisions reflect the present structure of Law Library Services, taking into consideration the way legal information can be accessed or acquired in the 21st century. The changes reflect a move from emphasis on ownership of materials to providing reliable, sustainable access to information. By offering materials in electronic format and through resource sharing, Law Library Services has strengthened its commitment *“to provide the courts and the public with access to comprehensive and current legal materials...”* Also, in order to serve all patrons, recognizing the differing levels of needs and abilities, the law libraries plan to continue to maintain a balance between print and online resources. The Advisory Committee voted to forward to the Chief Justice the recommendation that the *“Law Library Minimum Collection Standards,”* together with the appended Civil and Criminal Bibliographies of Core Legal Publications, be adopted, as revised. These recommendations were approved by unanimous vote of the Connecticut Supreme Court on June 25, 2014. (See Appendix B.)

The Law Library Advisory Committee members serving during FY2013-14 are listed below:

| Committee Members | |
|---|--|
| Hon. Douglas C. Mintz, Chair | Prof. Darcy Kirk, Law Library Director |
| Hon. James W. Abrams | Hon. William J. Lavery |
| Hon. Henry S. Cohn | Hon. Raheem L. Mullins |
| William H. Clendenen, Jr., Attorney | Eamonn S. Wisneski, Attorney |
| Adam J. Cohen, Attorney | William P. Yelenak, Attorney |
| Ann DeVeaux, Law Library Director | Secretary to the Committee: Deputy Director of Law Library |
| Hon. Jane B. Emons | Services, Ann H. Doherty, Judge Support Services, |
| Prof. S. Blair Kauffman, Law Library Director | Superior Court Operations |

STAFF

Law Library Services is a Connecticut Judicial Branch, Court Operations unit within Judge Support Services. The current staff of Law Library Services consists of sixteen Law Librarians, two Supervising Law Librarians, and the Deputy Director.

**Organizational Chart
Connecticut Judicial Branch
Law Library Services**

Court Operations

Judge Support Services

LAW LIBRARY SERVICES
ANN H. DOHERTY
DEPUTY DIRECTOR

CLAUDIA JALOWKA
SUPERVISING LAW
LIBRARIAN

JEFFREY J. DOWD
SUPERVISING LAW
LIBRARIAN

LAW LIBRARIAN II
Tony Booth (Danbury)
Mary Ann Krivicky (Bridgeport)
Catherine Mazur (Hartford)
Christopher Roy (New Britain)
Karen Townsend (Bridgeport)

LAW LIBRARIAN I
Taryn Agati (Litchfield)

LAW LIBRARIAN II
Roseann Canny (Rockville)
Donna Izbicki (Putnam)
Peter Jenkins (New London)
Michele Penn (New Haven)
Astoria Ridley (New Haven)
Lori Sulmasy (Middletown)
Janet Zigadto (Waterbury)

LAW LIBRARIAN I
Bonnie Gallagher (Middletown)

LAW LIBRARIAN II
Michael Beetham (Stamford)
Pamela Kaufman (Stamford)

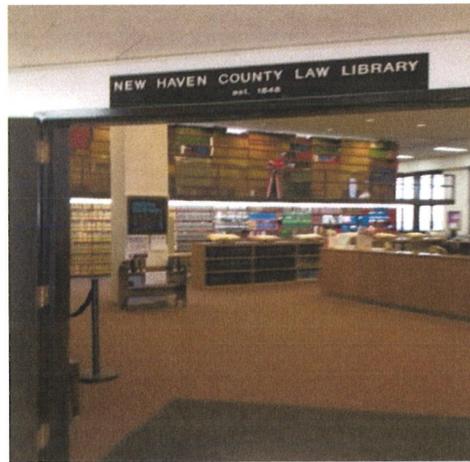


LAW LIBRARY SERVICES – SERVICES AND STATISTICS

For the period July 1, 2013 to June 30, 2014, the Connecticut Judicial Branch Law Libraries report the following totals for the twelve staffed libraries:

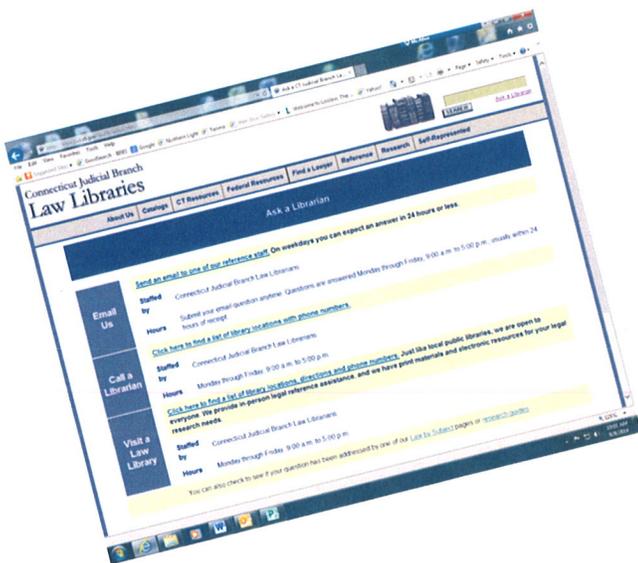
- Door count – 196,632
- Telephone reference responses – 7,981
- Email reference responses – 5,778

The door count total consists of both patrons who requested reference services, and patrons who utilized the law library resources but did not require assistance from a librarian. The telephone and email reference responses represent assistance rendered to patrons directly contacting a library, or an individual librarian.



Law Library at New Haven

In addition to email reference assistance provided to patrons contacting a particular library or an individual staff librarian, Law Library Services also responded to email reference requests through two additional email services: “Ask a Librarian” service, offered through the Law Library Services web site, and “Ask Us a Question” service, offered through the Judicial Branch web site and managed by the law librarians.



LAW LIBRARY SERVICES – SERVICES AND STATISTICS

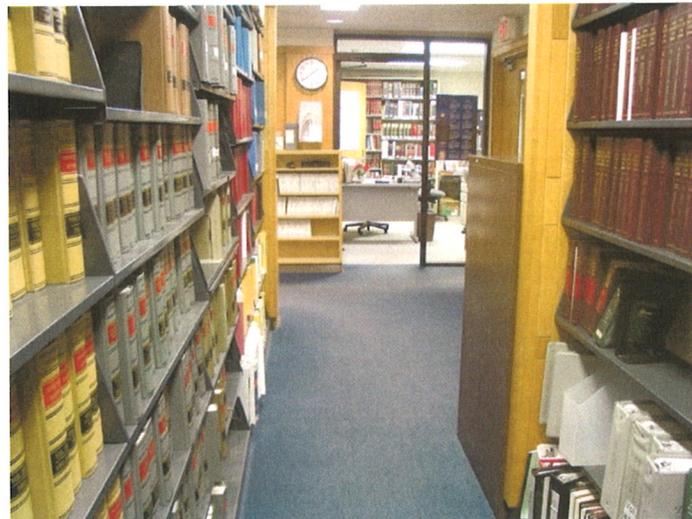
2013-2014: “Ask a Librarian” Email Service – 625 email reference questions were asked and answered by the Judicial Branch Law Librarians. This number represents an increase of approximately 100 reference interactions over the number reported for the period July 2012 - June 2013.

2013-2014: Judicial Branch “Ask Us a Question” Email Service began in August 2013, and the law librarians have managed the service since its inception. Since that time, the law librarians have responded to 2,478 inquiries for information and assistance, covering a wide range of court and law related matters. In addition, a staff librarian compiles and reports monthly statistics concerning the service to the Judicial Branch Web Board.

The law librarians also maintain E-Notification Services through which assigned librarians monitor the Advance Released Opinions from the Connecticut Supreme and Appellate Courts, and releases from selected Bureau of National Affairs (BNA) services: U.S Law Week, Criminal Law Reporter, and Family Law Reporter. Summaries of released opinions are forwarded, via email, to judges, staff attorneys, and other Judicial personnel who signed up for the service and are on a distribution list. Full-text decisions or articles are provided, upon request.

2013-2014: The following requests were filled through the E-Notification Services:

- Advance Release Opinions from the Connecticut Supreme and Appellate Courts - 398
- BNA U.S. Law Week – 15
- BNA Family Law Reporter – 151
- BNA Criminal Law Reporter – 67



Law Library at Danbury



LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

Law Library Services, through its standing committees, was involved in the following services, activities, and initiatives during the report period:

Ask a Librarian Email Service

Purpose: Management and oversight of the Law Library Services' email reference service, "Ask a Librarian." Duties include establishing policies and procedures for the service, providing staff training, scheduling coverage, modifying guidelines, and providing coverage backup, as needed.

2013-2014: The law librarians responded to 625 reference inquiries.

Cataloging and Original Cataloging

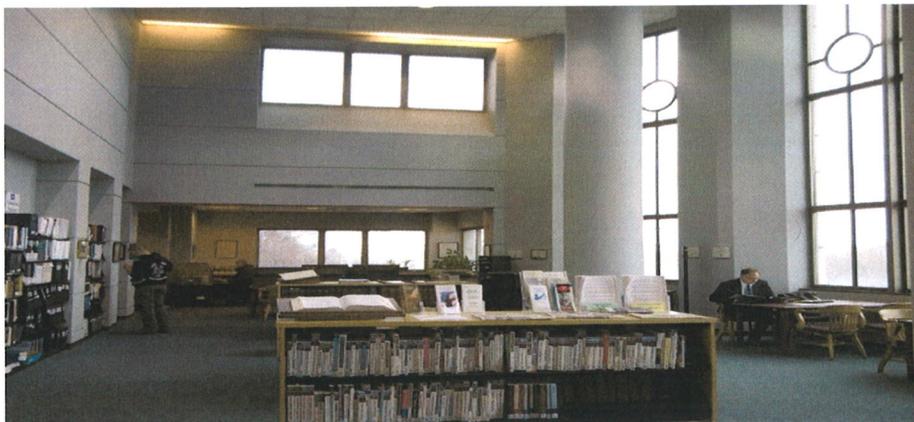
Purpose: Management and maintenance of the online catalog for Law Library Services. Create both copy and original catalog records, as necessary, for inclusion in the online catalog.

2013-2014: The committee worked on drafting guidelines for cataloging standards and procedures for staff. The committee Chair also provided training to members on how to create new catalog records.

Group Purchasing

Purpose: Coordinate purchasing of titles system-wide for law libraries. Contact and negotiate with vendor for discounts. Address any problems with purchases. Process billing for group purchases, and oversee distribution of material.

2013-2014: 18 publications were processed as group purchases resulting in a savings of \$11,969.01 over the publisher list price.



Law Library at Middletown



LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

Interlibrary Loan (ILL)

Purpose: Coordinate and process interlibrary loan requests submitted by the law librarians for patrons. Provide access to and monitor OCLC ILL system. Serve as contact with lending and/or borrowing institutions.

2013-2014: 63 interlibrary loan requests were initiated, 48 filled, 3 cancelled, and 12 requests went unfilled. Of the 48 requests filled, 41 were loans of material from participating libraries, and 7 requests were filled by providing copies of materials.

Intranet & Blog

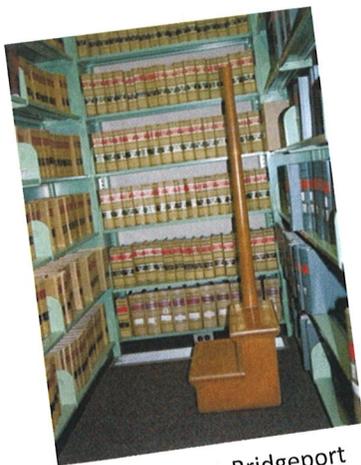
Purpose: Create and maintain an intranet page and blog for law library staff to share information, news, and resources. Site consists of administrative information and reference resources. Develop criteria for intranet content and blog postings, and establish an archiving procedure for the blog.

2013-2014: News, announcements, and useful information were posted periodically by Committee members to share with staff.

Legal Research Guides

Purpose: Create and update existing legal research guides (pathfinders), and establish standards for formatting, editing, and publishing, both in print and online. Identify appropriate legal topics to create new legal research guides. Oversee management of the staff assignment schedule for continual updating of the guides.

2013-2014: There are 71 published legal research guides. 44 guides were updated, and 1 new guide was created.



Law Library at Bridgeport



Law Library at New Haven



Law Library at Waterbury



LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

Marketing

Purpose: Develop and increase awareness of Law Library Services' resources and services through publications, programs, exhibits, special events, and the Internet. Provide programming to target patron groups. Create an outreach component to attract new and non-traditional users. Foster a working relationship with other libraries.

2013-14: The Marketing Committee, as it has for the past five years, prepared, ordered, and distributed 3,101 Judicial Branch, Law Library calendars for the years 2013 and 2014, in four sizes ranging from 5"x7" pocket size to 2'x3' poster size. These calendars have proven to be very useful and popular with court personnel, as well as the general public.

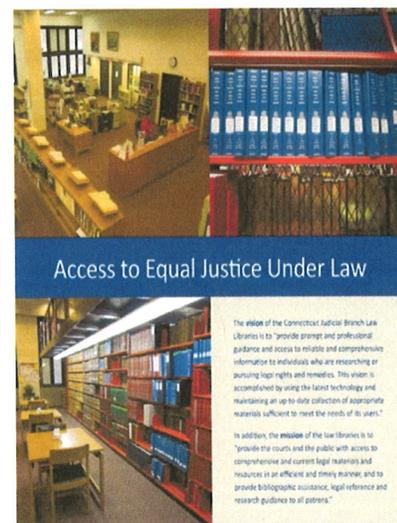
The committee created and distributed two instructional palm cards:

1. "Basic Information on Pretrial Procedure,"
2. "Annulment."

In the Spring of 2014, the Marketing Committee entered a competition sponsored by the Connecticut Library Association by submitting a narrative on the theme "Connecticut Libraries Change Lives". The law libraries' entry focused on "access to equal justice under law". The committee's entry was selected. A poster was created (pictured on the right), and displayed, together with other public library posters, at an event held at the Legislative Office Building on April 16, 2014. Additional "Access to Justice Under Law" posters were distributed to all the courthouse law libraries in celebration of Law Day 2014.

During the reporting period, the Marketing Committee was responsible for posting notices and announcements about Law Library Services' programs and services on Conntech, the Connecticut public library listserv.

At the request of the Connecticut State Library Director of Library Development, 8,450 Law Library Services' bookmarks were packaged by the Marketing Committee, and forwarded to the State Library for distribution to 169 public libraries throughout Connecticut.



Judicial Branch Law Libraries
www.jud.ct.gov/lawlib

LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

New Attorney Program

Purpose: Develop, coordinate, and present the “*Connecticut Legal Research & Courthouse Resources for New & Experienced Attorneys*” program. Work with Judicial District courthouse personnel and other Court Operations units to schedule and present two to three programs each year. Explore option of developing future programs on legal research and services targeting attorneys.

2013-2014: In the Fall of 2013, programs were offered at the Superior Courts in Putnam, Middletown and Stamford. The number of registered attendees for the three presentations was 69.

Outreach & Training

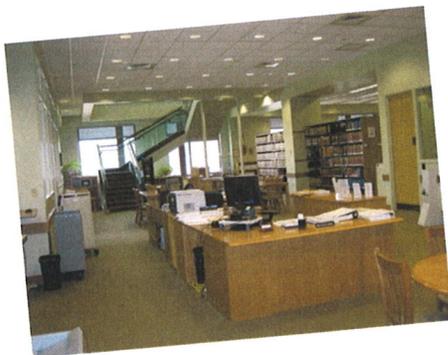
Purpose: Develop and provide training programs and instructions in multiple formats to present patrons with basic information concerning library services, court procedures, and legal research.

2013-2014: The committee met twice during the report period, and worked to develop plans for new and improved outreach programs and projects, including offering in-library training on electronic legal research databases, and creating video tutorials for posting on the Judicial Branch web site.

Self-Represented Parties Information Series Videos

Purpose: Develop and create slidecasts regarding court procedures for self-represented parties. Oversee maintenance of existing videos to ensure that content is kept up-to-date.

2013-2014: 3 slidecasts were created or revised and posted on the Judicial Branch web site, as part of the Self-Represented Parties Information Series: *Financial Affidavit Short Version*, *Application For Waiver of Fees/Appointment of Counsel Family*, and *Appearance Form*.



Law Library at Stamford



LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

Staff Professional Development

Purpose: Identify and provide professional development programming to expand and strengthen staff's professional skills. Comprised of two Sub-Committees: 1) Education, and 2) Training.

- **Education Sub-Committee**

Coordinate Annual Staff Development Program. Track professional education opportunities pursued and offered by staff. Compile statistical information.

2013-2014: A program on housing court issues and procedures was presented by Dana Guiliano, Deputy Housing Court Clerk, Waterbury. Two sessions were planned and coordinated by the Committee. The Annual Staff Development Program was held in June 2014. Attorney Michael Bowler, Statewide Bar Counsel, presented a program on attorney grievance procedures in Connecticut. Two roundtable discussion sessions followed on pre-selected topics of interest to the law librarians.

2013-2014: Staff attended 527.25 hours of training/staff development programs.

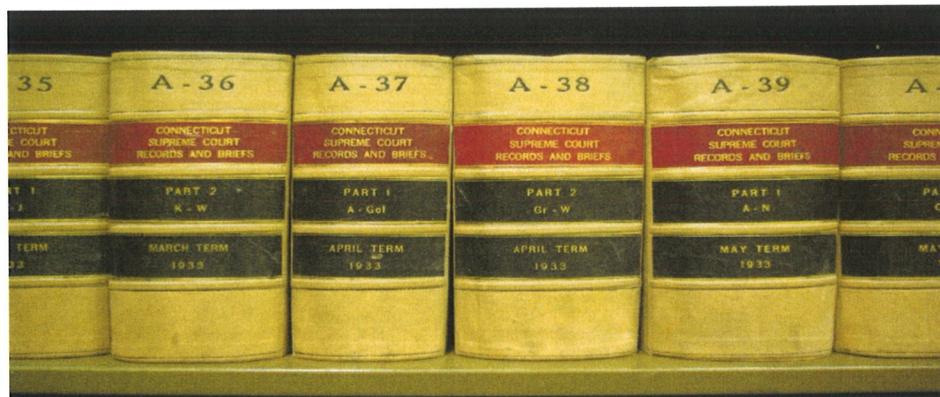
- **Training Sub-Committee**

Ensure that all staff has adequate training on electronic programs (legal research and office management). Develop webinar tutorials for refreshing skills.

2013-2014: 101 hours of programs or training sessions were presented by Committee members for library staff. In addition, training was offered to other Judicial Branch personnel, either in a group setting, or one-on-one. The groups attending training sessions included newly appointed Superior Court Judges, Supreme and Appellate Court Legal Research Clerks, Superior Court Legal Research Clerks, and Judicial Branch Legal Services staff.

11 group training sessions on electronic resources were conducted.

5 one-on-one training sessions were conducted for Superior Court Judges.

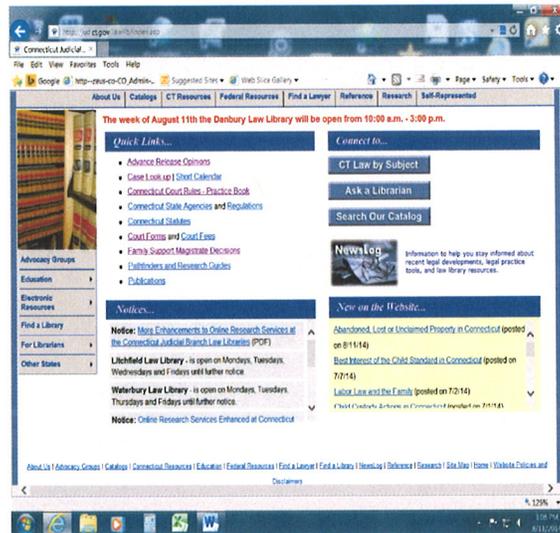


LAW LIBRARY SERVICES – COMMITTEES AND SERVICES

Web Page

Purpose: Create and update law library web site content. Periodically review the law libraries' web pages for accuracy, completeness, and usability. Create links to legal information helpful to the courts and the public. Identify the need for changes, additions, or deletions, including links, and submit requests for change to the web developer.

2013-2014: 8 periodic web site link checks were conducted during the reporting period; 38,045 links were checked in total.



NewsLog (Sub-committee of Web Page Committee)

Purpose: Maintain the NewsLog on the Law Library Services web site. Provide advance release decision postings. Locate and post up-to-date information about Connecticut legislative developments, online legal research tools, new law library resources, and other topics of interest to the Connecticut legal community. Offer RSS feed so subscribers may receive notices and announcements as they are posted.



LAW LIBRARY SERVICES – ADDITIONAL ACTIVITIES AND SERVICES

During the time period covered by this report, the law librarians participated in additional assignments, activities, and services.

Mentoring

The current Law Library Services Strategic Plan provides for mentoring of staff. In February 2014, two law librarians were appointed to positions in Law Library Services. The Supervising Law Librarians and two staff librarians conducted formal mentoring sessions to assist the new hires in their transition to state service.

2014: The mentoring program provided 23 hours of training, instruction, and guidance to assist the newly hired law librarians in their first months of employment. Individual mentoring, one-on-one, continues during the probation period.

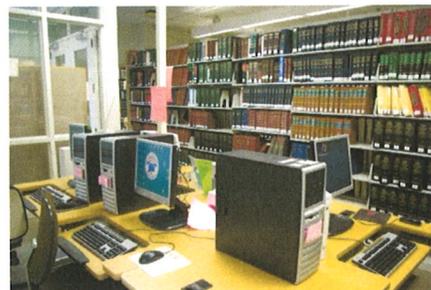
Collaborative Activities

Access to Justice (ATJ) Workgroup on Libraries and Access to Justice

2014: In January 2014, the Access to Justice (ATJ) Commission approved the creation of the ATJ Workgroup on Libraries and Access to Justice. The Workgroup was formed to conduct outreach to public librarians and academic librarians, with a goal of developing an ongoing program of training, information sharing, and, when possible, resource exchange. The Workgroup also works to foster partnerships with legal aid providers and pro bono attorneys, and hopes to utilize public library space to conduct free legal information and legal assistance programs for the public. A Judicial Branch Supervising Law Librarian serves as one of three co-chairs of the Workgroup. Two additional Law Library Services librarians are members of the Workgroup. Surveys were conducted polling public librarians, courthouse law librarians, law school librarians, and the staffs from Judicial Branch Court Service Centers and Public Information Desks, seeking information concerning public libraries and legal reference services. One goal of the Workgroup is to hold “justice fairs” at several locations around the state for public librarians to attend and to obtain information about reliable sources of law-related materials in order to assist their patrons.



Law Library at New Britain



Law Library at New London

LAW LIBRARY SERVICES – ADDITIONAL ACTIVITIES AND SERVICES

Public Service and Trust Commission - Access to Facilities Implementation Committee

A law librarian is a member of this committee, which works to improve access to Judicial Branch facilities. To date this committee has surveyed Judicial facilities concerning accessibility, signage, and directions. The librarian is also an active member of the Subcommittee on Online Directions and General Information.

2013-2014: Revised and improved online directions to Judicial Branch facilities were posted on the Branch web site. Templates for courthouse signage were created.

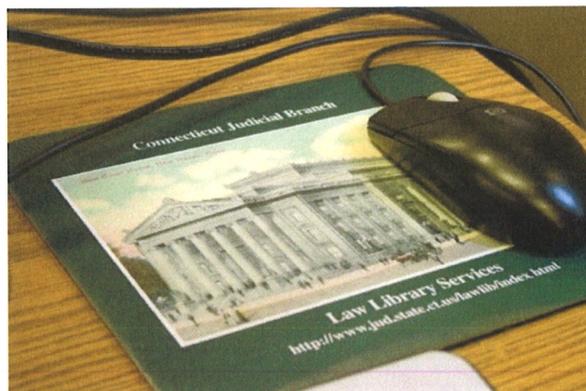
Joint Services Workgroup

The workgroup is composed of five staff members from Law Library Services and five staff members from Court Service Centers/Public Information Desks. The mission of the workgroup is to foster ongoing communication and cooperation among those Judicial Branch units by inventorying the services provided by each, recommending which entity is the most appropriate to provide the service, considering whether a particular service should be offered by more than one entity, and identifying and implementing methods for coordinating, complementing, and sharing information about services.

2013-2014: The Committee hosted a focus group discussion with staff from all units in July 2013. The group compiled a comprehensive list of services offered by the law libraries, the Service Centers, and the Information Desks. Gaps were identified, and “wish lists” were drafted. Also, as a result of the focus group discussions, it was determined that a brochure detailing the services of all units would be helpful. The Committee drafted an informational flyer which will be finalized and distributed sometime in the next fiscal year.

Judicial Branch Web Board

A Supervising Law Librarian serves as a member of the Superior Court Operations Division Web Board. The Web Board coordinates and oversees the posting and updating of all of the information and material provided by the Superior Court Operation Division on the intranet for court staff and on the Internet for the public. The board meets at least quarterly to ensure coordination and collaboration between units within the Division.



SUMMARY OF LAW LIBRARY SERVICES STATISTICS AND NUMBERS FY2013-2014

| | |
|--|-------------|
| Patron Statistics | |
| Door Count | 196,632 |
| Telephone reference responses | 7,981 |
| Email reference responses | 5,778 |
| E-Notification Services | |
| Advance Release Decisions | 398 |
| BNA U.S. Law Week | 15 |
| BNA Family Law Reporter | 151 |
| BNA Criminal Law Reporter | 67 |
| Group Purchases | |
| Publications ordered | 18 |
| Total Savings over publisher list price | \$11,969.01 |
| Interlibrary Loan | |
| Requests initiated | 63 |
| Requests filled | 48 |
| Requests cancelled | 3 |
| Requests unfilled | 67 |
| Research Guides | |
| Published research guides | 71 |
| Updated research guides | 44 |
| New research guide | 1 |
| Marketing | |
| Calendars distributed | 3,101 |
| Palm cards created | 3 |
| Bookmarks distributed | 8,450 |
| New Attorney Program | |
| Total presentations | 3 |
| Total attendees | 69 |
| Self- Represented Parties Information | |
| Slidecasts created | 3 |
| Education and Training | |
| Hours training attended | 527.25 |
| Hours staff training provided | 101 |
| Group training sessions conducted | 11 |
| One-on-one training sessions conducted | 5 |
| LLS Web Page | |
| Periodic link checks | 8 |
| Total number of links checked | 38,045 |
| Mentoring | |
| Hours mentoring provided | 23 |



CONCLUSION

LAW LIBRARY SERVICES – NOW AND LATER

This report not only serves as a vehicle of accountability, but is also intended to cultivate an appreciation for the vital role Law Library Services plays in supporting the Judicial Branch's endeavors to fully and fairly serve those seeking access to justice. The law librarian focus group discussions of July 2012, and the subsequent reports, provided the blueprint to follow in planning the future of Law Library Services. This report is intended both to show progress made on the plans for the future, and also to provide a panoramic view of the diverse talents, expertise, activities, and services of the Judicial Branch law librarians. In the coming year, Law Library Services will continue to expand involvement in programs and initiatives in order to meet the challenges of accurate, timely information delivery, and to assist the Connecticut Judicial Branch in its ongoing efforts to provide access to equal justice under the law.



Connecticut Judicial Branch Law Libraries

**ADMINISTRATIVE OFFICE
90 WASHINGTON STREET
HARTFORD, CT 06106
TELEPHONE: 860-706-5145
WEB: www.jud.ct.gov/lawlib
EMAIL: askalibrarian@jud.ct.gov**



APPENDIX A

**CONNECTICUT JUDICIAL BRANCH
LAW LIBRARY SERVICES
DIRECTORY**

Bridgeport

Ms. Mary Ann Krivicky
Ms. Karen Townsend
Law Library at Bridgeport Courthouse
1061 Main Street
Bridgeport, CT 06106
Telephone: 203 579-7244
Fax: 203 579-7298
email: maryann.krivicky@jud.ct.gov
karen.townsend@jud.ct.gov

Danbury

Mr. Tony Booth
Law Library at Danbury Courthouse
146 White Street
Danbury, CT 06810
Telephone: 203 207-8625
Fax: 203 207-8627
email: george.booth@jud.ct.gov

Hartford

Ms. Catherine Mazur
Law Library at Hartford Courthouse
95 Washington Street
Hartford, CT 06106
Telephone: 860 548-2866
Fax: 860 548-2868
email: catherine.mazur@jud.ct.gov

Litchfield

Ms. Taryn Agati
Law Library at Litchfield Courthouse
15 West Street
Litchfield, CT 06759
Telephone: 860 567-0598
Fax: 860 567-4533
email: taryn.agati@jud.ct.gov

Middletown

Ms. Lori Sulmasy
Ms. Bonnie Gallagher
Law Library at Middletown Courthouse
One Court Street
Middletown, CT 06457
Telephone: 860 343-6560
Fax: 860 343-6568
email: lori.sulmasy@jud.ct.gov
bonnie.gallagher@jud.ct.gov

New Britain

Mr. Chris Roy
Law Library at New Britain Courthouse
20 Franklin Square
New Britain, CT 06051
Telephone: 860 515-5110
Fax: 860-515-5111
email: christopher.roy@jud.ct.gov



New Haven

Ms. Astoria Ridley
Ms. Michele Penn
Law Library at New Haven Courthouse
235 Church Street
New Haven, CT 06510
Telephone: 203 503-6828
Fax: 203 789-6499
email: astoria.ridley@jud.ct.gov
michele.penn@jud.ct.gov

New London

Mr. Peter Jenkins
Law Library at New London Courthouse
70 Huntington Street
New London, CT 06320
Telephone: 860 442-7561
Fax: 860 442-9416
email: peter.jenkins@jud.ct.gov

Putnam

Ms. Donna Izbicki
Law Library at Putnam Courthouse
155 Church Street
Putnam, CT 06260
Telephone: 860 928-3716
Fax: 860 963-7531
email: donna.izbicki@jud.ct.gov

Rockville

Ms. Roseann Canny
Law Library at Rockville Courthouse
69 Brooklyn Street
Rockville, CT 06066
Telephone: 860 896-4955
Fax: 860 875-3213
email: roseann.canny@jud.ct.gov

Stamford

Ms. Pam Kaufman
Mr. Michael Beetham
Law Library at Stamford Courthouse
123 Hoyt Street
Stamford, CT 06905
Telephone: 203 965-5250, ext. 4522
Fax: 203 965-5784-6568
email: pamela.kaufman@jud.ct.gov
michael.beetham@jud.ct.gov

Waterbury

Ms. Janet Zigadto
Law Library at Waterbury Courthouse
300 Grand Square
Waterbury, CT 06702
Telephone: 203 591-3338
Fax: 203 596-4317
email: janet.zigadto@jud.ct.gov

Administrative Offices

Ms. Ann H. Doherty, Deputy Director
Ms. Claudia Jalowka, Supervising Law Librarian
Mr. Jeff Dowd, Supervising Law Librarian
90 Washington Street
Hartford, CT 06106
Telephone: 860-706-5145 (Doherty)
860-706-5152 (Jalowka)
860-706-5144 (Dowd)
Fax: 860-706-5086
email: ann.doherty@jud.ct.gov
claudia.jalowka@jud.ct.gov
jeffrey.dowd@jud.ct.gov



APPENDIX B

The Connecticut Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries

(Approved by the Connecticut Supreme Court on June 25, 2014)

1. Law libraries are established in the Judicial Districts of Danbury at Danbury, Fairfield at Bridgeport, Hartford at Hartford, New Britain at New Britain, Litchfield at Litchfield, Middlesex at Middletown, New Haven at New Haven, New London at New London, Stamford/Norwalk at Stamford, Tolland at Rockville, Waterbury at Waterbury and Windham at Willimantic and Putnam.
2. Access to current legal publications shall be provided at each of the above-mentioned law libraries in a format and manner sufficient to meet the needs of the user, including but not limited to print, electronic or microform format. Each law library shall have as a minimum the materials specified in Appendix A.
3. All law libraries shall be open to the public from 9:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of state holidays, unless otherwise posted, and such times as they may be closed due to adverse weather conditions, staff shortages, or as may be ordered by the Chief Court Administrator.
4. In accordance with generally accepted library science principles and practices, law libraries shall provide reference, circulation, bibliographic instruction, computer-assisted research, interlibrary loan, document delivery, computer printer, photocopier, and microform reader-printer services to the courts and citizens of the state at all times the libraries are open and staffed. These services shall be provided free of charge, except that a reasonable fee shall be charged for the photocopier, computer printer, document delivery, and microform reader-printer services.
5.
 - (a) A law library advisory committee, consisting of thirteen members, is hereby established. The members of the committee shall be appointed by the Chief Justice for a term commencing on the date of their appointment and expiring three years after the July 1st following their appointment. The Chief Justice shall designate from among the members of the committee a chairperson and a vice chairperson who shall act in the absence of the chairperson, each for terms of one year commencing July 1st. The Deputy Director of Law Libraries shall attend all meetings and act as Secretary to the Committee.
 - (b) The committee shall meet at least annually and more often if its business so dictates. Meetings may be called by the chairperson on the chairperson's own motion or on the request of any three members of the committee.
 - (c) The committee, annually and at such other times as it deems necessary, may report to the Chief Justice and the Chief Court Administrator any recommendations it may have concerning the adequacy of the funding and services provided by the various law libraries, whether additions or deletions should be made to the list of law libraries so established, whether amendments should be made to the minimum collection standards (Appendix A) for the law libraries, and such other matters as the committee believes are pertinent to the operation of the law libraries.
6. These policies shall be published annually in the Connecticut Law Journal.



APPENDIX A
To the Connecticut Supreme Court
Policies for the Establishment and Maintenance
of a System of Law Libraries
(Approved by the Connecticut Supreme Court on June 25, 2014)

(1) **Connecticut Materials**

- (A) Official and commercially published judicial decisions
- (B) Official and commercially published digests
- (C) Shepard's Connecticut Citations
- (D) Official session laws
- (E) Official and commercially published statutory compilations
- (F) Administrative code and published agency decisions
- (G) Official and commercially published practice books
- (H) Bar association ethics opinions, Statewide Grievance Committee decisions and the Rules of Professional Conduct
- (I) Local charters and ordinances for towns in the judicial district in accordance with C.G.S. 7-148a
- (J) A comprehensive collection of Connecticut textbooks, treatises, looseleaf services, form books, and practice aids
- (K) A collection of Connecticut legal newspapers, law reviews, and journals
- (L) Records and briefs of cases heard in the appellate courts of the state
- (M) Proposed bills, legislative bulletins, list of bills, file copies, calendars, public acts, and journals for the current session
- (N) Transcripts of the House and Senate proceedings and the public hearings
- (O) Attorney General Opinions
- (P) Current state constitution, and various historical versions of the constitution



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(2) **Federal Materials**

- (A) United States Reports or Supreme Court Reporter or United States Supreme Court Reports, Lawyers' Edition
- (B) Federal Reporter, Federal Supplement, Federal Rules Decisions and bankruptcy cases
- (C) A digest of United States Supreme Court report, or electronic equivalent
- (D) A digest of federal reports, or electronic equivalent
- (E) Shepard's United States Citations, Shepard's Federal Citations, and Shepard's Bankruptcy Citations or a comparable citator service
- (F) United States Code Congressional And Administrative News
- (G) United States Code Annotated or United States Code Service
- (H) Federal Register and Code of Federal Regulations
- (I) United States Reports, Supreme Court Reporter, and United States Supreme Court Reports, Lawyers' Edition
- (J) Federal Cases
- (K) United States Statutes At Large
- (L) United States Treaties And Other International Agreements
- (M) United States Government Manual

(3) **General American Publications**

- (A) Case law from the courts of last resort in all fifty states
- (B) Decennial Digests, or electronic equivalent
- (C) Shepard's citations for the courts of last resort in all fifty states or a comparable citator service



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- (D) American Law Reports
 - (E) A collection of textbooks, treatises, and practice aids of contemporary value on legal subjects of interest to the clientele of the library
 - (F) A collection of the legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices
 - (G) A legal encyclopedia, two law dictionaries, a general dictionary, a medical dictionary, and a general reference collection
 - (H) A basic form set, a general pleading, a general evidence and a general trial practice set
 - (I) An index to legal periodicals
 - (J) Restatements Of The Law
 - (K) Uniform Laws Annotated
 - (L) Statutory compilations for all fifty states
 - (M) A collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library
 - (N) American Bar Association standards and professional ethics opinions
 - (O) The published reports of decisions of the courts of last resort prior to the National Reporter System
 - (P) A collection of general legal and self-help titles on subjects of interest to the public and self-represented parties
- (4) **Core legal publications to provide research support for criminal matters***
*A bibliography of recommended titles is available at the law libraries.
- (5) **Core legal publications to provide research support for civil matters***
*A bibliography of recommended titles is available at the law libraries.

