

## NOTICE

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

*(Approved by the Connecticut Supreme Court on January 18, 2018)*

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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 Torrington, 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 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 1<sup>st</sup> 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 1<sup>st</sup>. 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**

*(Approved by the Connecticut Supreme Court on January 18, 2018)*

#### **LAW LIBRARY MINIMUM COLLECTION STANDARDS**

##### **(1) Connecticut Materials**

- (A) Official and commercially published judicial decisions
- (B) Official and commercially published digests
- (C) A citation service, such as Shepard's or KeyCite, or a comparable citation service
- (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

##### **(2) Federal Materials**

- (A) Official or another reporter of the decisions of the Supreme Court of the United States
- (B) All published decisions of the U.S. District Courts, U.S. Courts of Appeal, and U.S. Bankruptcy Courts
- (C) A digest of United States Supreme Court reports, or electronic equivalent
- (D) A digest of federal reports, or electronic equivalent
- (E) A citation service, such as Shepard's or KeyCite, or a comparable citation service
- (F) United States Code Congressional and Administrative News, or a comparable online resource for researching federal legislative history
- (G) United States Code Annotated or United States Code Service
- (H) Federal Register and Code of Federal Regulations
- (I) Federal Cases
- (J) United States Statutes At Large
- (K) United States Treaties And Other International Agreements
- (L) United States Government Manual
- (M) Federal court rules
- (N) Local federal rules and forms for courts within jurisdiction

##### **(3) General National Publications**

- (A) Case law from the courts of last resort in all fifty states
- (B) Decennial Digests, or electronic equivalent

- (C) A citation service, such as Shepard's or KeyCite, or a comparable citation service for the courts of last resort in all fifty states
  - (D) American Law Reports
  - (E) A collection of textbooks, treatises, practice aids, and looseleaf services of contemporary value on legal subjects of interest to the legal community and the public
  - (F) A collection of legal periodicals
  - (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) A legal periodical index, or comparable online service
  - (J) Restatements Of The Law
  - (K) Uniform Laws Annotated
  - (L) Statutory compilations for all fifty states
  - (M) American Bar Association standards and professional ethics opinions
  - (N) The published reports of decisions of the courts of last resort prior to the National Reporter System
  - (O) A collection of general legal and self-help titles on subjects of interest to the public and self-represented parties
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