

WASHOE COUNTY LAW
LIBRARY COURT HOUSE
**Law Library Board of Trustees
Meeting Minutes**

February 8, 2017

1. Roll Call
Board Members present:
Honorable Connie Steinheimer, Honorable Chuck Weller, Honorable Scott Freeman, Michael Kattelman (late), Clayton Brust, Teresa Mentzer, and Pam Gullihur. Also present was Deputy District Attorney, Stephan Hollandsworth, Law Library Program Manager, Emily Reed and Hannah Kalsman.
2. Public Comments
None.
3. Approval of Minutes from Board Meeting of December 7, 2016: Teresa Mentzer made a motion to approve, Pam Gullihur seconded the motion, unanimous approval.
4. Update regarding the Law Library, including Lawyer in the Library Update, 2016 and 2017 statistics on volunteers, attendance, and topics covered; Law Library Statistics for 2016 and 2017, including statistics on number of patrons and usage; update on UNR Pack Internship

Statistics Attached

Hannah started on January 30th. She is working toward a B.A. in Economics and International Affairs. She has received the presidential scholarship, Millennium Scholarship. She has previously interned at March of Dimes. Funded 120 hours through UNR grant.

Work with Jessica Burgoon, the SJDC through our program has been nominated for the Freedom Award, we will be one of three from Nevada being sent in for consideration.

5. Discussion and update of Lawyer in the Library volunteer recruitment by members of the Board*

Commercial: Colin is working on the commercial. Item sent to Writ regarding hours NNWLA April 19th.

Colin is also working with Judge Flannigan on this. Northern Nevada Women's Lawyers Association has been recruited and are going to help – April 19, 2017. Emily will also reach out to the State Bar. Clayton Brust and Michael Kattelman will reach out to firms for volunteers. Emily will get a list of new tips Lawyers & mentors. New volunteers, Board will

sponsor a lunch at WCBA.

Judge will send Thank You's for extraordinary service throughout the year.

6. Discussion, review, and direction regarding number of computer terminals in the Law Library

Carryover from last time.

Asked Liz Kutch, Shannon Parke, and Max Stovall to use the Law Library computers. They all felt that they were comparable to staff computers in speed. We seem to be able to manage the number of users. Brian will write up anything needed to be added to computer subscriptions.

7. Discussion, review, and direction regarding interlibrary loans with the Nevada Supreme Court Law Library

Policy is attached. No issues. Additionally, we have expanded our Westlaw Access and now have access to many more items.

8. Lexis Nexis Multi Year Plan – discussion and possible approval of new agreement

Motion: To approve the Court (should they wish) to enter into a new multi-year agreement, with the following items discontinued: ■ Defense of Drunk Driving; ■ Medical Malpractice; ■ Representing Child Client; ■ Weinstein's Federal Evidence; Adoption Law and Practice; ■ CSC the Director's Handbook; ■ Jury Instr Damages Tort Actions.

There will also be the following additions: ■ Civil Rights Actions; ■ Employment Discrimination (if required to keep the discounted subscriptions)

Motion to delete and give Emily authority to add items as needed. Motion includes authority to enter new contract.

Honorable Scott Freeman moved, Michael Kattelman seconds the motion, unanimous approval.

9. Board Comment – Limited to Announcements or Issues for Future Agendas

Honorable Scott Freeman will apply to be a Board Member (replacing Judge Stiglich).

10. Public Comments.
None.

11. Adjournment.

LAWYER IN THE LIBRARY PROGRAM FOR FAMILY, GENERAL & PROBATE PROGRAM

FAMILY LAW

JANUARY –DECEMBER 2016

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 5, 2016	Muriel Skelly	11	4
JAN. 12, 2016	Linda Daykin	11	5
JAN. 19, 2016	Linda Daykin	13	13
JAN. 26, 2016	Travis Clark	11	6
FEB. 2, 2016	Muriel Skelly	12	0
FEB. 9, 2016	Bryan Carpenter	11	0
FEB. 16, 2016	Barbara Gruenewald	11	14
FEB. 23, 2016	Bonnie Mahan	10	1
MAR. 1, 2016	Lisa Fraas	11	0
MAR. 8, 2016	Linda Daykin	13	5
MAR. 15, 2016	Jill Whitbeck & Tehan Slocum	11	0
MAR. 22, 2016	Ray Oster	13	3
MAR. 29, 2016	Muriel Skelly	11	3
APRIL 5, 2016	Muriel Skelly	11	2
APRIL 12, 2016	Melissa Exline	11	0
APRIL 19, 2016	Stephen Scheerer	10	0
APRIL 26, 2016	Muriel Skelly	6	0
MAY 3, 2016	Mark Beguelin	13	0
MAY 10, 2016	Elizabeth Bittner	5	3
MAY 17, 2016	Gary Silverman	11	0
MAY 24, 2016	Tehan Slocum	14	0
MAY 31, 2016	Jonathan King	10	0
JUNE 7, 2016	Travis Clark	14	0
JUNE 14, 2016	Jonathan King	10	0
JUNE 21, 2016	Bonnie Mahan	13	3
JUNE 28, 2016	Jonathan King	13	2
JULY 5, 2016	Tamatha Schreinert	12	3
JULY 12, 2016	Jonathan King	12	8
JULY 19, 2016	Bonnie Mahan	11	0
JULY 26, 2016	Jonathan King	11	0
AUGUST 2, 2016	Travis Clark	13	4
AUGUST 9, 2016	Jonathan King	14	7
AUGUST 16, 2016	Muriel Skelly	9	0
AUGUST 16, 2016	Linda Daykin	9	0
AUGUST 24, 2016	Lauren Berkich	5	0
AUGUST 24, 2016	Jill Whitbeck	4	0
AUGUST 30, 2016	Tehan Slocum	8	0
AUGUST 30, 2016	Caryn Sternlicht	8	0
SEPT. 6, 2016	Gary Silverman	14	0
SEPT. 13, 2016	Travis Clark	10	0
SEPT. 13, 2016	Mark Beguelin	10	0
SEPT. 20, 2016	Muriel Skelly	13	0
SEPT. 20, 2016	Aimee Banales	4	0
SEPT. 27, 2016	Lisa Fraas	12	4
OCT. 4, 2016	Bonnie Mahan	9	0
OCT. 11, 2016	Graeme Reid	11	0
OCT. 18, 2016	Tamatha Schreinert	12	0
OCT. 25, 2016	Bryan Carpenter	9	0
NOV. 1, 2016	Barbara Gruenewald	14	2
NOV. 8, 2016	Travis Clark	4	0
NOV. 8, 2016	Sandra Unsworth	4	0
NOV. 15, 2016	Bonnie Mahan	16	5
NOV. 22, 2016	No Program	0	0
NOV. 29, 2016	Gary Silverman	12	5
DEC. 6, 2016	Jonathan King	14	4
DEC. 13, 2016	Jonathan King	10	0
DEC. 20, 2016	Caryn Sternlicht	12	2
DEC. 27, 2016	Linda Daykin	5	0
TOTAL		601	108

Total Assisted – 601

Total Family Law Turned Away – 108

Lawyer in the Library Program

January-December 2016

(Family Law)

Please check the area(s) of law that were covered with each patron who needed assistance and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	Self Help Center	Law Library Resources	State Bar	Senior Law Project	Other
Adoption – Adult	3							
Adoption – Minor	9	3	4	3	1			
Alimony / Spousal Support	11		1					
Annulment	5		4	3	2			
Appeals to Supreme Court	1		1	1				
Attorney’s Fees	5							
Case Management Conference	2							
Child Custody Jurisdiction	36	2	7	2	2			1
Child Custody / Visitation	101	1	3	6	1	1		1
Child Support	39	2	6	3	3	1		1
Community / Separate Property	8	2	3					
Court Hearings	14		3					
Divorce – Complaint	41	3	3	3				1
Divorce – Joint Petition	22	3	3					
Domestic Partnerships	1							
Domestic Violence / TPO	12							1
Ex Parte Motions	5							
Emancipation	1							
Grandparent’s Visitation	6			1	3			
Guardianship – Adult	5							
Guardianship – Minor Child	9							
Hague Convention								
Indian Child Welfare Act	2							
Joint Petition for Divorce	9		5					
Jurisdiction – Family	7	2			2			
Juvenile Delinquency	3							2
Juvenile Dependency	1							
Legal Separation	1							
Mediation	3							
Military								
Minor Marriage								
Objection to Master’s Recommendation								
Partnership Dissolution								
Paternity	9		1	1				
Post or Pre-Nuptial Agreement	2							
QDRO / Retirement	5							
Settlement Conference	1							
Surrogacy								
Termination of Parental Rights	9							
Trial	4							
Total	395	18	44	23	14	2	0	7

GENERAL LAW
JANUARY – DECEMBER 2016

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 6, 2016	Patricia Phair	10	0
JAN. 13, 2016	Richard Williamson	10	0
JAN. 20, 2016	Roger Harada	4	0
JAN. 27, 2016	Bryce Alstead	9	1
FEB. 3, 2016	Mark Liapis	10	2
FEB. 10, 2016	Richard Williamson	4	0
FEB. 17, 2016	Richard Cornell	8	0
FEB. 24, 2016	Chandeni Sendall	9	0
MAR. 2, 2016	Madelyn Shipman	10	6
MAR. 9, 2016	Kevin Karp	10	0
MAR. 16, 2016	Leah Wigren	4	0
MAR. 23, 2016	Roger Harada	6	0
MAR. 30, 2016	Patricia Phair	13	0
APRIL 6, 2016	Madelyn Shipman	4	0
APRIL 13, 2016	No Program	0	0
APRIL 20, 2016	Patricia Phair	8	0
APRIL 27, 2016	Audrey Damonte	1	0
MAY 4, 2016	Patricia Phair	10	0
MAY 11, 2016	Kevin Karp	11	0
MAY 18, 2016	Robert Dotson	8	0
MAY 25, 2016	Joe Gorman & Veronica Carter	14	0
JUNE 1, 2016	Madelyn Shipman & Louise Bernstone	7	0
JUNE 8, 2016	Patricia Phair	2	0
JUNE 15, 2016	Adam Hosmer-Henner	11	0
JUNE 22, 2016	Jennifer Richards	9	0
JUNE 29, 2016	Bryce Alstead	8	0
JULY 6, 2016	Leah Wigren	4	0
JULY 13, 2016	Jennifer Richards	11	0
JULY 20, 2016	Richard Cornell	12	0
JULY 27, 2016	Kevin Karp	11	0
AUGUST 3, 2016	Madelyn Shipman	13	0
AUGUST 10, 2016	Joe Gorman	12	0
AUGUST 17, 2016	Leah Wigren	2	0
AUGUST 24, 2016	Jennifer Richards	8	0
AUGUST 31, 2016	Richard Cornell	12	3
SEPT. 7, 2016	Leah Wigren	12	0
SEPT. 14, 2016	John Samberg	6	0
SEPT. 21, 2016	Bryce Alstead	11	0
SEPT. 28, 2016	Kevin Karp	9	0
OCT. 5, 2016	Jennifer Richards	7	0
OCT. 12, 2016	James Conway	5	0
OCT. 19, 2016	Mark Liapis	9	0
OCT. 26, 2016	Madelyn Shipman	8	0
NOV. 2, 2016	Jennifer Richards	13	0
NOV. 9, 2016	Richard Williamson	12	0
NOV. 16, 2016	Sara Robinson	7	0
NOV. 23, 2016	No Program	0	0
NOV. 30, 2016	John Samberg	10	0
DEC. 7, 2016	Madelyn Shipman	15	0
DEC. 14, 2016	Roger Harada & Adam McMillen	6	0
DEC. 21, 2016	Pete Cladianos	5	0
DEC. 28, 2016	Roger Harada	13	0
TOTAL		433	12

Total Assisted – 433

Total General Law Turned Away –12

Lawyer in the Library Program
January-December 2016
(General Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to.
Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Abandoned Vehicle	5	1	1		1			1
Animal Law	3					1		
Attorney Malpractice								
Bankruptcy	3	2	1					
Business / Industry	7					3	1	
Civil Litigation	32				2	2	1	1
Civil Procedure (Federal)	1							
Civil Procedure (State)	10				3			1
Civil Rights	6							1
Collections	17				2	1		1
Commercial Law	5		1		1			1
Consumer Law	12				1			2
Contract Law	12	2	2			3		4
Criminal Law & Criminal Defense	35	2	1	1	2	2		2
Elder Law	8	3	4				3	2
Employment / Labor Law	14							1
Health Law / Insurance	6					1		
Immigration Law								
Intellectual Property Law								
Landlord & Tenant	31	6	2			1	1	1
Legal Research Tools	1							
Litigation	6					1		1
Mediation / Arbitration								
Medical Malpractice	2	1	1					
Medicaid	2							
Military Issues	2				1	1		1
Name Change	1							
Native American Law	1							
Neighbor Law	1							
Personal Injury	19				2	3		3
Personal Property / Manufacture Homes	6							1
Real Estate / Foreclosure	38	2	1		1	3		3
SSD / SSI / Appeals	7							1
Student Loans	1							
TANF / Food Stamps								
Taxes State / Federal	2							
Torts	4					1		1
Vehicle Repossession	1							
Victim of Crime	8					1		
Water Law								
Workman's Compensation	2							
Wrongful Termination	1							
Total	302	19	14	1	16	24	6	29

PROBATE LAW
JANUARY – DECEMBER 2016

MONTH	ATTORNEY	# OF PEOPLE WHO ATTENDED	# OF PEOPLE TURNED AWAY
JAN. 16, 2016	Linda Bowman & McClure Wallace	9	0
FEB. 17, 2016	Brian Davenport & Bryce Rader	7	0
MAR. 16, 2016	Ryan Campbell & Brian Davenport	8	0
APRIL 20, 2016	Jack Grellman	7	0
MAY 18, 2016	Natalie Reed	6	0
JUNE 15, 2016	Ryan Campbell & Celeste Luce	10	0
JULY 20, 2016	Jack Grellman & Patricia Halstead	2	0
AUGUST 17, 2016	Joe Gorman	1	0
SEPT. 21, 2016	Natalie Reed & Brian Davenport	3	0
OCT. 19, 2016	David Reese	4	0
NOV. 16, 2016	Jack Grellman & Jennifer Richards	8	0
DEC. 21, 2016	Linda Bowman, Jack Grellman & Joe Gorman	12	0
TOTAL		77	0

Total Assisted – 77

Total Probate Law Turned Away - 0

Lawyer in the Library Program
January-December 2016
(Probate Law)

Please check the area(s) of law that were covered with each patron and indicate any agency(s) they were referred to. Please leave this sheet with a staff member.

Nature of Problem	Number of Patrons	Nevada Legal Services	Washoe Legal Services	VARN	Law Library Resources	State Bar	Senior Law Project	Other
Affidavit of Entitlement for Estate	10				2			2
Cremation								
Creditor's Claim	2	1	1					1
Challenge Will	1							
Estate Planning	4							2
General Administration	4							1
Inventory, Appraisal & Record of Value	2							
Letters of Administration	3							
Letters Testamentary	2							
Medical Records								
Military Issues								
Notice to Creditors	4							1
Notice of Hearing on First & Final Report & Accounting								
Powers and Duties								
Probate Hearings	4	2						2
Publication	2							
Safe Deposit Box								
Set Aside	1							
Summary Administration	4							2
Trust Law	8				1			2
Total	49	3	1	0	3	0	0	13

YEAR-TO-DATE STATISTICS FOR JANUARY-DECEMBER 2016

VISITS

GENERAL PUBLIC	TIME OF DAY	ATTORNEYS/LP	TIME OF DAY
Morning	1697	Morning	223
Late morning	4240	Late morning	450
Afternoon	4950	Afternoon	334
Late afternoon	4254	Late afternoon	182
Evening	1720	Evening	126
VISITS	16,861	VISITS	1315
			TOTAL VISITS 18,176

REFERRED BY-GENERAL PUBLIC

REFERRING AGENCY	COUNT
Court	90
Internet	0
Friend	0
Social Agency	40
NLS	0
WLS	0
TOTAL REFERRALS	130

USAGE

ELECTRONIC	COUNT
Circulation of Books	296
Inhouse Usage	2104
Westlaw Searches	20,493
EBSCO	511
Internet/Contexte	941
Email-Ask a Librarian	93
TOTAL ELECT. USAGE	24,438

REFERENCE-GENERAL PUBLIC

REFERENCE QUESTIONS	COUNT
Adoption/Term. Parental Rights	82
Answer to Complaint	56
Appeal	29
Birth Certificate Changes	18
Checking out/renewal of Books	123
Child Support/Custody	321
Copier/Change	1429
Copies of Court Records	82
Criminal Law & Defense	92
Divorce/Annulment	290
Establishing Paternity	35
Evictions-Landlord/Tenant	68
Family Court Packets Sale/Assist	258
Family Court Procedure	740
Firearm Rights	7
Gender Reassignment	3
General Jurisdiction-Civil	86
General Research	432
Guardianship	287
Internet/Contexte	821
Lawyer in the Library Info.	1523
Medical Malpractice	14
Name Change	90
Notary	199
Personal Injury	14
Petition for Judicial Review	61
Probate/Wills/Estate Planning	185
Real Estate/Foreclosure	22
Referral to NLS/WLS Clinics	334
Rogue Title	253
Sealing of Criminal Records	172
Small Claims Procedure	55
Subpoena-Documents/Witnesses	15
TPO/Restraining Order	110
Veterans Rights/Benefits	26
Withdrawal of Counsel	8
Westlaw	246
Other	573
TOTAL	9,159

REFERENCE-ATTORNEYS/LEGAL PROFESSIONALS

REFERENCE QUESTIONS	COUNT
Adoption/Term. Parental Rights	0
Answer to Complaint	0
Appeal	0
Birth Certificate Changes	0
Checking out/Renewal of Books	140
Child Support/Custody	0
Copier/Change	41
Copies of Court Records	3
Criminal Law & Defense	3
Divorce/Annulment	0
Establishing Paternity	0
Evictions-Landlord/Tenant	1
Family Court Packets Sale/Assist	0
Family Court Procedure	0
Firearm Rights	0
Gender Reassignment	0
General Jurisdiction-Civil	0
General Research	60
Guardianship	0
Internet/Contexte	124
Lawyer in the Library Info.	1
Medical Malpractice	1
Name Change	0
Notary	1
Personal Injury	0
Petition for Judicial Review	0
Probate/Wills/Estate Planning	0
Real Estate/Foreclosure	1
Referral to NLS/WLS	0
Rogue Title	1
Sealing of Criminal Records	0
Small Claims Procedure	0
Subpoena-Documents/Witnesses	0
TPO/Restraining Order	0
Veterans Rights/Benefits	0
Withdrawal of Counsel	0
Westlaw	476
Other	76
TOTAL	929
TOTAL REF. QUESTIONS	10,088

REFERENCE-PHONE CALLS

GENERAL PUBLIC	COUNT	ATTORNEY/LP	COUNT
TOTAL	1647	TOTAL	156
TOTAL PHONE CALLS			1803

LAWYER IN THE LIBRARY

PARTICIPANTS	COUNT	PARTICIPANTS TURNED AWAY	COUNT
Lawyer in the Library-Family	601	Lawyer in the Library-Family	104
Lawyer in the Library-General	433	Lawyer in the Library-General	12
Lawyer in the Library-Probate	77	Lawyer in the Library-Probate	0
TOTAL ATTENDANCE	1111	TOTAL TURNED AWAY	116

MONTHLY STATISTICS FOR JANUARY 2017

VISITS

GENERAL PUBLIC	TIME OF DAY	ATTORNEYS/LP	TIME OF DAY
Morning	59	Morning	10
Late morning	208	Late morning	32
Afternoon	251	Afternoon	18
Late afternoon	258	Late afternoon	14
Evening	93	Evening	18
VISITS	869	VISITS	92
			TOTAL VISITS 961

REFERRED BY-GENERAL PUBLIC

REFERRING AGENCY	COUNT
Court	0
Internet	0
Friend	0
Social Agency	0
NLS	0
WLS	0
TOTAL REFERRALS	0

USAGE

ELECTRONIC	COUNT
Circulation of Books	30
Inhouse Usage	117
Westlaw Searches	1605
EBSCO	0
Internet/Contexte	55
Email-Ask a Librarian	12
TOTAL ELECT. USAGE	1819

REFERENCE-GENERAL PUBLIC

REFERENCE QUESTIONS	COUNT
Adoption/Term. Parental Rights	8
Answer to Complaint	2
Appeal	2
Birth Certificate Changes	2
Checking out/renewal of Books	11
Child Support/Custody	16
Copier/Change	100
Copies of Court Records	5
Criminal Law & Defense	9
Divorce/Annulment	37
Establishing Paternity	3
Evictions-Landlord/Tenant	6
Sale/Assist. Family Court Packets	20
Family Court Procedure	54
General Jurisdiction-Civil	9
General Research	25
Guardianship	51
Internet/Contexte	49
Lawyer in the Library Info.	120
Name Change	9
Notary	17
Personal Injury	2
Petition for Judicial Review	3
Probate/Wills/Estate Planning	8
Real Estate/Foreclosure	5
Referral to NLS/WLS Clinics	13
Rogue Title	7
Sealing of Criminal Records	20
Sexual Orientation	1
Small Claims Procedure	8
Spanish Speaking	2
Subpoena/Documents/Witnesses	1
TPO/Restraining Order	6
Westlaw	12
Other	43
TOTAL	686

REFERENCE-ATTORNEYS/LEGAL PROFESSIONALS

REFERENCE QUESTIONS	COUNT
Adoption/Term. Parental Rights	0
Answer to Complaint	0
Appeal	0
Birth Certificate Changes	0
Checking out/Renewal of Books	19
Child Support/Custody	0
Copier/Change	9
Copies of Court Records	1
Criminal Law & Defense	0
Divorce/Annulment	1
Establishing Paternity	0
Evictions-Landlord/Tenant	0
Sale/Assist. Family Court Packets	0
Family Court Procedure	1
General Jurisdiction-Civil	2
General Research	1
Guardianship	1
Internet/Contexte	6
Lawyer in the Library Info.	0
Name Change	1
Notary	2
Personal Injury	0
Petition for Judicial Review	0
Probate/Wills/Estate Planning	1
Real Estate/Foreclosure	0
Referral to NLS/WLS	0
Rogue Title	0
Sealing of Criminal Records	0
Sexual Orientation	0
Small Claims Procedure	0
Spanish Speaking	0
Subpoena/Documents/Witnesses	0
TPO/Restraining Order	0
Westlaw	44
Other	1
TOTAL	90
TOTAL REF. QUESTIONS	776

REFERENCE-PHONE CALLS

GENERAL PUBLIC	COUNT	ATTORNEY/LP	COUNT
TOTAL	206	TOTAL	19
TOTAL PHONE CALLS			225

LAWYER IN THE LIBRARY

PARTICIPANTS	COUNT	PARTICIPANTS TURNED AWAY	COUNT
Lawyer in the Library-Family	59	Lawyer in the Library-Family	0
Lawyer in the Library-General	38	Lawyer in the Library-General	0
Lawyer in the Library-Probate	5	Lawyer in the Library-Probate	0
TOTAL ATTENDANCE	102	TOTAL TURNED AWAY	0

INTERLIBRARY LOAN PROCEDURES

Background

Interlibrary loan is a process in which a library requests to borrow material from another library or supplies material to another library. The purpose of the interlibrary loan transaction is to meet the informational needs of library users when local resources do not have the items available in their collection. The Law Library of the Second Judicial District Court supports this practice.

Process

1. If there is a need for an item that the Law Library does not have in the collection the Law Library staff will attempt to locate and request the material from another library. Patrons may place an interlibrary loan request in person, by contacting the Law Library Reference Desk 775-328-3250, or by submitting an email request on our website under “Ask a Librarian” located at www.washoecourts.com. Patrons must have a valid law library card and no outstanding fines or loans to request material through interlibrary loan.
2. Law Library staff requires a complete bibliographic citation for the item, this also applies to copies of articles or sections of a publication which the Law Library does not own. An example of a citation may include the following information; Author, title, edition, year, section, and/or page number. By supplying a detailed citation the supplying library is able to quickly locate and ship the item out. An incomplete citation may result in a delay in receiving the item.
3. The Law Library will contact local libraries first along with libraries that do not charge for interlibrary loans. If the material is not available locally, the library staff will access www.WorldCat.org; a free online catalog with collections worldwide. Once the item is located the Law Library staff will contact the lending library to inquire about the process to submit an interlibrary loan request to their organization.
4. Law Library staff may be asked to submit requests through The Online Computer Library Center (OCLC) system. The Law Library does not subscribe to the interlibrary loan section of OCLC; therefore interlibrary loan requests will be sent by email or through the lending library’s website. Some libraries ask that an American Association of Libraries ILL Request Form be completed to request material.
5. The interlibrary loan request should include the name of Law Library staff submitting the request, the mailing address, and the email address of Law Library staff. Any special instructions such as particular edition or rush delivery should be included in the request. It is important to ask if there will be a charge associated with the loan.
6. If there is a cost to borrow the material, the Law Library staff will inform the patron of the cost and ask the library user if he/she wishes to proceed with the request. If the library user agrees to pay the charge for the loan, ask the lending library to include an invoice within the shipment. When the shipment arrives give the patron the invoice. The patron will contact the lending library and submit payment to them.
7. The loan period is determined by the lending library. The normal loan period is two weeks unless otherwise specified by the supplying library. The supplying library may recall the material at any time. If the library user requests additional time on the loan, the Law Library staff will communicate with the lending library to request an extension. If the extension is granted, the Law Library staff will inform the library user of the new due date. If the extension is denied, the material is to be returned immediately to the Law Library.
8. The Law Library is assuming responsibility of material received by the supplying library. The item shall be returned in the same condition as it was received. The library user will be charged for any damage or replacement costs of the item. Upon the return of the item to the Law Library, the Law Library staff will inspect the item to check for any damage. When shipping the item back to the lending library, the material shall be securely packaged to avoid any damage that may occur during shipping.
9. Library users are required to adhere to the Law Library’s Interlibrary Loan Procedures. Repeated violations of these guidelines resulting in lost or damaged books, or not returning the books in a timely matter will result in the suspension of interlibrary loan service for the library user.

Lending Libraries

The Law Library of the Second Judicial District Court has a standing relationship with the lending libraries listed below.

Nevada Supreme Court Library
201 S. Carson Street, Suite 100
Carson City, NV 89701-4702
(775) 684-1640

<http://lawlibrary.nvcourts.gov>
reference@nvcourts.nv.gov

UNR Knowledge Center Library
Main Interlibrary Loan Division
(775) 682-5636

<http://guides.library.unr.edu/interlibraryloan>
docdel@unr.edu

Elko County Law Library
720 Court Street
Elko, NV 89801
775-738-3066

<http://www.elkocountylibrary.org/use/law-library>

Supreme Court Law Library

237 Don Gaspar

Santa Fe, New Mexico
87501

Tel.505-827-4850

Fax.505-827-4852

<http://www.supremecourtlawlibrary.org/>
libref@nmcourts.gov

Santa Clara City Public Library
Central Park Library
2635 Homestead Road
Santa Clara, CA 95051
Interlibrary Loan Dept:
408-615-2900

<http://santaclaraca.gov/government/departments/library>
<mailto:library@santaclaraca.gov>

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