

2002

Managing Your Library

Jonathan A. Franklin

University of Washington School of Law, jafrank@uw.edu

Follow this and additional works at: <https://digitalcommons.law.uw.edu/librarians-chapters>



Part of the [Legal Profession Commons](#)

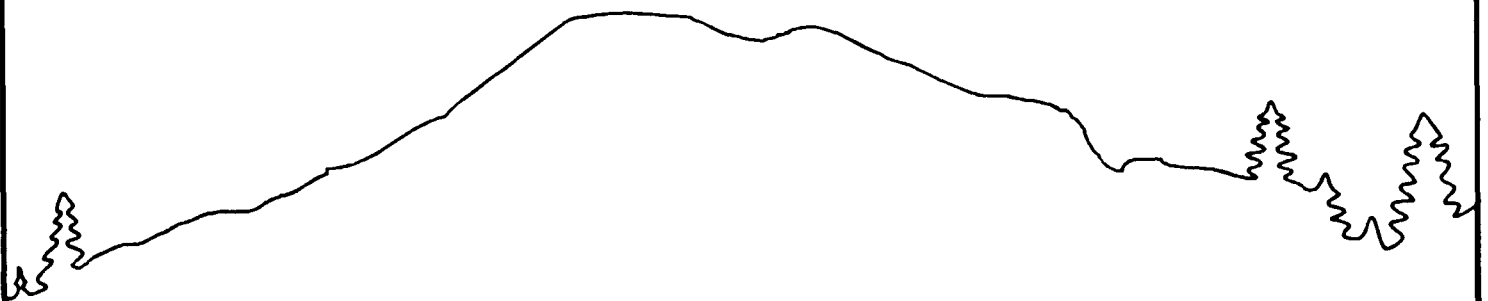
Recommended Citation

Jonathan A. Franklin, *Managing Your Library*, in PENNY A. HAZELTON, JONATHAN A. FRANKLIN, ANN HEMMENS, MARY ANN HYATT, PEGGY ROEBUCK JARRETT, NANCY M. McMURRER, CHERYL RAE NYBERG, AND MARY WHISNER, WASHINGTON LEGAL RESEARCHER'S DESKBOOK 3D 243 (2002).

Available at: <https://digitalcommons.law.uw.edu/librarians-chapters/4>

This Book Chapter is brought to you for free and open access by the Librarians' Publications at UW Law Digital Commons. It has been accepted for inclusion in Librarians' Chapters in Books by an authorized administrator of UW Law Digital Commons. For more information, please contact cnyberg@uw.edu.

Washington Legal Researcher's Deskbook 3d



Penny A. | Jonathan A. | Ann | Mary Ann | Peggy Roebuck | Nancy M. | Cheryl Rae | Mary
Hazelton | Franklin | Hemmens | Hyatt | Jarrett | McMurrer | Nyberg | Whisner

Published by the Marian Gould Gallagher Law Library, Seattle, Washington 2002

Number 12 in the Marian Gould Gallagher Law Library Research Study Series

© Marian Gould Gallagher Law Library

Table of Contents

1	How to Use a Law Library	1
2	The Process of Legal Research	23
3	Fundamentals of Legal Research in Washington	47
4	Washington Practice Materials	93
5	Administrative Materials and Decisions	135
6	Legislative History, Initiatives, and Bill Tracking.....	155
7	Local Government Law	167
8	Historical and Archival Sources	197
9	Indian Law Research in Washington	213
10	Nonlegal Resources	235
11	Managing Your Library	243
	Acronyms and Abbreviations	263
	Index	271

Chapter 1 How to Use a Law Library	1
I. The Basics of a Law Library	1
II. Services	2
III. Collection Organization	4
IV. Locating Items in the Collection	5
A. Library Catalogs	5
B. Searching Online Catalog Records	6
C. Searching Indexing and Abstracting Services	8
D. Legal Research Guides	9
V. Online Searching	10
A. Effective Online Searching	10
B. Evaluating Resources on the Internet	12
VI. Everything Is Online, Right?	13
A. What Is Online?	14
B. What Is Not Online?	14
C. Other Considerations	14
Appendix I: Law Libraries in Washington State	16
A. State Law Library	16
B. County Law Libraries	16
C. Court Libraries	19
D. Academic Law Libraries	19
E. Directories of Washington Libraries	20
Appendix II: Library of Congress Call Numbers	21
Chapter 2 The Process of Legal Research	23
I. Introduction	23
II. Formats of Legal Materials	23
A. Electronic Legal Information Systems	23
B. Print Tools	24
III. Integrating the Use of Print and Electronic Tools in Legal Research Projects	25
IV. Strategies for Effective Legal Research	25
A. Rombauer Framework	26
1. Preliminary Analysis	26
2. Search for Statutes	29
3. Search for Mandatory Case Precedent	30
4. Search for Persuasive Case Precedent	31
5. Refine, Double-Check, and Update	32
B. Conclusion	33
V. Managing Your Legal Research	34

A. General Suggestions	34
B. Note-Taking	34
C. Help! A Dead End!	35
D. When to Stop the Search	35
Appendix I: Research Process: Comparison of Major Legal Research Texts	37
Appendix II: “Here There Be Dragons’: How to Do Research in an Area You Know Nothing About”	38
Appendix III: “Develop the Habit: Note-Taking in Legal Research”	41
Chapter 3 Fundamentals of Legal Research in Washington	47
I. Introduction	47
II. Secondary Sources	48
A. Practice Materials	49
B. Legal Dictionaries	49
C. Encyclopedias, Texts, and Treatises	49
D. Legal Periodicals	50
III. Statutes	53
A. Session Laws	53
B. Codes—The <i>Revised Code of Washington</i> and Its Predecessors	55
C. Annotated Codes	58
1. <i>West’s Revised Code of Washington Annotated</i>	58
2. <i>Annotated Revised Code of Washington</i>	59
D. Electronic Versions of Washington Statutes	60
E. Uniform Laws and Model Acts	62
F. Court Rules	62
IV. City and County Codes	64
V. Administrative Regulations	64
A. <i>Washington State Register</i>	64
B. <i>Washington Administrative Code</i>	65
C. Researching the History of Regulations	66
D. Electronic Versions of Administrative Regulations	68
VI. Case Law	69
A. Official Reports	69
B. Unofficial Reports	70
C. Legal Newspaper	72
D. Electronic Versions of Caselaw	72
E. Unpublished Opinions	73
VII. Case Finding Tools	73
A. Secondary Sources and Annotated Codes	73

B. West Digest System	74
1. Approaches to Using West Digests	74
2. Changes in the Digest System; Updating Digests	76
C. <i>Cumulative Subject Index</i>	77
D. <i>Shepard's Washington Case Name Citator</i>	77
E. West Fax	77
F. Citator Services	77
G. Computer-Assisted Legal Research	77
H. Briefs	78
VIII. Attorney General Opinions	78
IX. Citator Services	79
A. Shepard's in Print	79
B. Electronic Citator Services	82
1. Shepard's on LexisNexis	82
2. KeyCite	83
3. Citators on CD Law	83
4. GlobalCite on Loislaw	83
5. Comparisons and a Caution	83
6. Full-text Searching	84
X. Citation Format	85
Appendix: Washington Courts Style Sheet	88

Chapter 4 Washington Practice Materials	93
I. Introduction	93
II. Encyclopedic Sources	93
A. <i>Washington Practice</i>	93
B. <i>Washington Lawyers Practice Manual</i>	94
III. Subject-Specific Resources	95
A. Deskbooks, Manuals, and Treatises	95
B. Self-Help Sources	96
C. CLE Materials	96
IV. Litigation Aids	97
A. Benchbooks	97
B. Pattern Forms	97
C. Docket Information	97
D. Jury Verdicts, Arbitration Awards, and Expert Witnesses	97
E. Judicial Biographies and Backgrounds	97
V. Ethics Opinions	98
VI. Directories	98

VII. Current Awareness: Bar Publications and Legal Newspapers	99
VIII. Subject List of Practice Resources	99
Chapter 5 Administrative Materials and Decisions	135
I. Introduction	135
II. Administrative Agencies' Functions and Procedures	135
A. Enabling Legislation	135
B. Administrative Procedure Act and Model Rules of Procedure	136
C. Public Records Act	136
D. Bibliography	137
III. Multi-Agency Sources of Administrative Decisions	137
A. CD Law	137
B. LexisNexis	138
C. West Group	138
IV. Agency-Specific Sources	139
A. Accountancy Board	141
B. Administrative Hearings Office	141
C. Auditor	141
D. Banks Division	141
E. Consumer Services Division	141
F. Credit Unions Division	142
G. Ecology Department	142
H. Employment Security Department	142
I. Energy Facility Site Evaluation Council	143
J. Environmental Hearings Office	143
K. Ethics Advisory Committee	143
L. Executive Ethics Board	143
M. Financial Institutions Department	143
N. Fish and Wildlife Department	143
O. Forest Practices Appeals Board	143
P. Governor	144
Q. Growth Management Hearings Boards	144
R. Health Department	144
S. Higher Education Personnel Board	145
T. Human Rights Commission	145
U. Hydraulic Appeals Board	145
V. Industrial Insurance Appeals Board	145
W. Insurance Commissioner	146
X. Judicial Conduct Commission	146

Y. Labor and Industries Department	146
Z. Legislative Ethics Board	147
AA. Liquor Control Board	147
BB. Marine Employees' Commission	147
CC. Personnel Appeals Board	147
DD. Personnel Resources Board	147
EE. Pollution Control Hearings Board	148
FF. Professional Engineers and Land Surveyors Board of Registration	148
GG. Public Disclosure Commission	148
HH. Public Employment Relations Commission	149
II. Retirement Systems Department	149
JJ. Revenue Department	149
KK. Secretary of State	150
LL. Securities Division	150
MM. Shorelines Hearings Board	150
NN. Tax Appeals Board	151
OO. Utilities and Transportation Commission	151
V. Databases	152
Appendix: Administrative Agency Decisions at a Glance	154

Chapter 6 Legislative History, Initiatives, and Bill Tracking 155

I. Introduction	155
II. How a Bill Becomes a Law	155
III. The Process of Researching Legislative History in Washington	156
A. Compiling a Legislative History at a Law Library or on the Internet	156
B. At the State Archives—Files and Records of Legislative Committees, Governors, and Agencies	158
C. House and Senate Journal Tapes	159
D. TVW	159
E. Fee-Based Electronic Products	159
F. Other Government Sources	159
G. Unofficial Sources	160
H. Telephone Numbers and Internet Addresses	160
IV. Sources of Legislative History Documents	160
V. Researching Initiatives and Referenda	161
VI. Legislative Bill Tracking	163
A. News Sources	163
B. Washington State Legislature's Website	163
C. Legislative Digest and History of Bills	163

D. Meeting Schedule and Bill Status	164
E. Legislative Hotline	164
F. Governor's Office	164
G. LEGLink	164
H. LexisNexis and Westlaw	164
VII. Tips on Using the Legislature's Search Feature	165
Chapter 7 Local Government Law	167
I. Introduction and General Texts on Local Government Law	167
II. Secondary Sources	167
A. Background on Local Governments	167
1. Role of Washington State	167
2. Cities	168
3. Counties	168
4. Special Districts	169
B. Directories	169
C. Practice Materials	170
1. Local Procedure	170
2. Planning and Land Use	171
a. Growth Management Act	171
b. Shoreline Management Act	172
3. Budgets and Taxes	172
4. Employment	173
III. Public Records	173
IV. Primary Sources: Legislative	174
A. State Law	174
1. Washington Constitution	174
2. <i>Revised Code of Washington</i>	174
B. Local Law	174
1. Charters	174
2. City and County Codes	174
a. Washington State Building Code	175
b. Other Uniform Codes	175
3. Ordinances	176
4. Resolutions and Orders	176
5. Legislative History	177
a. Seattle	177
b. King County	177
V. Primary Sources: Administrative	178

A. Rules and Guidance	178
1. Seattle	178
2. King County	179
B. Decisions	179
1. Seattle	180
2. King County	180
3. Kitsap County	181
4. Snohomish County	181
Appendix I: Washington City Codes	182
Appendix II: Washington County Codes	190
Appendix III: Library and Office Directory	193

Chapter 8 Historical and Archival Sources 197

I. Introduction	197
II. Statehood History	197
III. Constitutions and Constitutional Conventions	197
IV. Territorial Session Laws and Codes	198
V. Territorial Legislative Assembly	199
VI. Territorial and Early State Courts	199
VII. Territorial Governors and Gubernatorial Archives	200
VIII. Agency Documents and Archives	201
IX. Other Sources on Washington Government and Legal History	202
X. Washington State Archives	204
A. Collections	205
B. Access	206
C. Finding Aids	206
XI. Unique Collections	208
A. Washington State Bench and Bar Collection	208
B. Pacific Northwest Collection	209
C. U.S. National Archives and Records Administration, Pacific Alaska Region	209
D. Washington State Library	210
XII. Selected Online Resources	211

Chapter 9 Indian Law Research in Washington 213

I. Introduction	213
II. Federal Indian Policy	214
A. Pre-Revolutionary War (Before 1776)	214
B. Treaty-Making and Federal Authority (1776-1828)	214
C. Removal, the End of Treaty-Making, and the Move to Reservations (1828-1887) ..	214

D. Allotment and Assimilation (1887-1934)	214
E. Indian Reorganization (1934-1953)	215
F. Termination (1953-1968)	215
G. Tribal Self-Determination (1968 to Present)	215
III. Indian Law Terminology	216
A. Who Is an Indian?	216
B. What Is an Indian Tribe?	216
C. What Is a Federally Recognized Tribe?	216
D. What Is Indian Country?	216
E. What Is the Federal Trust Responsibility?	217
F. What Is Tribal Sovereignty or Tribal Self-Government?	217
G. What is PL 280?	217
IV. Scope of Federal, Tribal, and State Power over Indians	218
V. Practitioner's Checklist	218
VI. Research Tools	219
A. Research Guides	219
B. Treatises, National in Scope	220
C. Periodical Literature	220
D. Primary Law Sources	221
1. Treaties and Tribal-State Compacts	221
a. Treaties	221
b. Tribal-State Compacts	221
2. Constitutions and Statutes	222
a. Federal	222
b. Tribal	222
3. Court Opinions	223
a. State and Federal Cases	223
b. Tribal Court Cases	223
4. Administrative Rules and Decisions	224
E. Directories and Reference Materials	224
F. Research Tools for Washington Tribes	224
1. Research Guide	225
2. Treatises and Books	225
3. Periodical Literature	227
4. Primary Law	227
5. Directories and Reference Materials	228
VII. Conclusion	229
Appendix I: Washington State Tribal Directory	230
Appendix II: Basic Rules of Jurisdiction in Indian Country (Criminal)	233

Chapter 10 Nonlegal Resources	235
I. Introduction	235
II. Finding People, Organizations, Agencies, and Corporations	235
A. Telephone Numbers and Email Addresses	235
B. Locating a Lawyer	235
1. Washington State	235
2. United States	236
C. Directories of Associations	236
D. Government Directories	237
1. Washington State	237
2. United States	237
3. Other States	238
E. Corporate Directories	238
II. Finding Factual Information	238
A. Almanacs	238
B. Atlases and Maps	238
C. Country Information	239
D. Statistical Sources	239
1. General Sources	239
2. Court Statistics	239
3. Criminal Justice Statistics	240
4. Economic Statistics	240
5. Census	241
6. Advanced Statistical Finding Tools	241
E. Medical Information	241
III. Writing Resources	242
A. Dictionaries and Thesauruses	242
B. Usage Guides	242
C. Quotation Books	242
 Chapter 11 Managing Your Library	 243
I. Managing Your Library	243
A. If Your Firm Has a Librarian	243
B. If Your Firm Does Not Have a Librarian	244
C. Using a Consultant	245
D. How Do You Know When You Need a Librarian?	245
II. Hiring a Librarian	246
III. Selecting Materials	246
A. Questions to Consider	246

B. Selection and Acquisitions Tools	248
C. Publishers on the World Wide Web	249
D. Selecting Legal Databases	249
E. Comparison of Low-Cost Legal Research Services on the Web.....	251
IV. Managing Your Library: A Selected Bibliography	253
A. Books and Serials	253
B. Articles	255
C. Websites	255
V. Library Support Services in King County	255
VI. Document Delivery Services	256
A. Pacific Northwest	256
B. National	257
VII. Legal Publishers and Distributors: A Selected List of Washington, Oregon, and Idaho Legal Publishers	258
VIII. Publishers of Current Washington Legal Periodicals	261
A. Law Reviews	261
B. Legal Newspapers	261
C. Bar Publications	261
D. Index	262
Appendix: Acronyms and Abbreviations	263
Index	271

Introduction

The *Washington Legal Researcher's Deskbook 3d* has been written to assist lawyers, students, librarians, legal assistants, legal secretaries, and members of the public in the complex task of researching legal problems. This book focuses on the law of Washington State and the legal materials that are available to the Washington practitioner. The reader will not find answers to legal questions but rather will find a rich array of information that can help in the process of researching the law.

The importance of legal research certainly cannot be overstated. Lawyers want to give good advice to their clients. If the client's problem is new to the practitioner, chances are good that a review of the legal issues and authority will be necessary. This may plunge the researcher into unfamiliar areas of law.

If it were not enough to want to give good advice, Rule 1.1 of the Washington Rules of Professional Conduct (RPC) requires that a practitioner "shall provide competent representation to a client." This rule requires familiarity with the relevant law through previous knowledge or through conducting adequate research. No Washington State Bar Association ethics opinions interpret this rule regarding the standards for performing competent legal research.

A 1975 California Supreme Court case, *Smith v. Lewis*, 10 Cal.3d 349, 530 P.2d 589 (1975), articulates a standard of care for legal research. The standard requires (1) sufficient research (2) using standard research techniques (3) to obtain readily available authority. The Court found that the defendant lawyer failed to meet this standard of care. Cases

in other jurisdictions have reached a similar result. The Washington Court of Appeals has apparently applied this standard in *Halvorsen v. Ferguson*, 46 Wash. App. 708, 718, 735 P.2d 675, 681 (1986).

A study commissioned by the ABA Section of Legal Education and Admissions to the Bar listed legal research among ten skills necessary for the practice of law. The Task Force identified three specific skills needed for thorough and efficient research:

- 3.1 Knowledge of the Nature of Legal Rules and Institutions;
- 3.2 Knowledge of and Ability to Use the Most Fundamental Tools of Legal Research;
- 3.3 Understanding of the Process of Devising and Implementing a Coherent and Effective Research Design

Task Force on Law Schools and the Profession: Narrowing the Gap, *Legal Education and Professional Development—An Educational Continuum* at 138 ("The MacCrate Report") (1992).

The legal researcher of the twenty-first century cannot rest on the knowledge of legal research tools acquired while in law school or even as recently as two years ago. The computerization of legal information has completely changed the world of legal research and the practice of law. Some recent commentators have even suggested that computerized research is required in order for practitioners to avoid malpractice. See David M. Sandhaus, "Computers Are Required for the Practitioner to Avoid Malpractice," *Wash. St. B. News*, Nov. 1993, at 51; Robert C. Berring, "Technology and the Standard of Care for Legal Research," *Legal Malpractice Rep.*, 1992, at 21. You will find electronic resources noted and discussed throughout the entire *Deskbook*.

The purpose of this *Deskbook* is to provide a broad spectrum of information that would be helpful to the person who must research Washington State law. In the first chapter, Ann Hemmens describes how to use a law library. From using law li-

baries in person to using law libraries without leaving the comfort of your home or office, the tips provided in this chapter will be useful to all legal researchers.

In the second chapter, I review the formats of legal information and outline a strategy to help the legal researcher design a research process or framework. Practical tips for efficient use of legal tools are discussed. If you must research an area of law you know nothing about, the article reprinted in Appendix II will be extremely useful. If taking good notes is your downfall, be sure to read the note-taking article found in Chapter 2, Appendix III. This piece is full of practical hints that can help any researcher create a fine research product.

Chapter 3, written by Mary Whisner, is an excellent review of the most basic and important legal research tools used for researching Washington law. Ms. Whisner reviews secondary sources, statutes, administrative regulations, case law, case-finding tools, attorney general opinions, citator services, and basic citation formats. She includes information about electronic versions of these information tools as well as the printed texts. Every legal researcher should be familiar with the contents of this chapter.

Using one or more of the many excellent handbooks and deskbooks available on Washington law can help the legal researcher quickly and efficiently define the problem and locate the primary sources to answer the question. In Chapter 4, Nancy McMurrer provides annotated descriptions both of broad, multi-topic sources and other, more specific titles listed by subject. This chapter is crucial for the researcher who is not intimately familiar with the wealth of secondary literature available in Washington.

Washington State agencies promulgate a variety of administrative decisions or actions. These are ably discussed in Chapter 5 by Cheryl Rae Nyberg. Pay particular attention to the description of the Administrative Procedure Act and its requirements. Ms. Nyberg discusses each state agency that issues ad-

ministrative determinations and even provides a summary chart of the various sources of agency quasi-judicial actions in order to speed your research.

Never compiled a Washington legislative history? Follow the clear step-by-step directions written by Peggy Roebuck Jarrett in Chapter 6 on legislative history and bill tracking. Clearly our author has had some experience with this awesome task!

Ms. Jarrett shows the novice exactly how to follow the Legislature's process and includes important tips for accomplishing this research chore efficiently and competently. Researching state initiatives can also be problematic; see the tips included by the author.

A completely new chapter on local government law has been researched and written by Mary Ann Hyatt. After an excellent background of the authority and role played by local governments, Ms. Hyatt analyzes the primary and secondary materials for cities, counties, and special districts.

Historical and archival sources of legal information are new in this edition of the *Deskbook*. In Chapter 8, Cheryl Nyberg and Ann Hemmens have tracked down nearly everything you might need from official documents in the territorial and early statehood periods in Washington.

Chapter 9 is also new to the *Deskbook*. With 36 Indian tribes in Washington State, 6 percent of the state's land held by Indians or Indian tribes, and a growth in tribal self-government, every Washington practitioner should know the basics of Indian law. The chapter reviews federal Indian policy and includes a minimal list of federal, state, and tribal resources that can be used in legal research projects.

"Nonlegal Resources" is the title of Chapter 10 written by Peggy Roebuck Jarrett. In a clear and direct style, the author covers sources that will help you find information about people and organizations, locate factual information, and improve your writing skills.

In the final chapter Jonathan Franklin compiles information about legal resources in Washington.

Included here are tips on how to manage your library, hire a librarian, and select materials and research tools for your library. Directories of filing and library service organizations, document delivery services, legal publishers, and Washington legal periodicals complete the informative material found in this section. This chapter will be a great help to those trying to keep their law libraries current and properly managed, to those making decisions about purchases for office libraries, and to those trying to locate legal materials available in the local area.

The *Deskbook's* appendix presents acronyms and abbreviation used throughout this book and that frequently appear in Washington legal materials.

I am very pleased with the high quality of the material you will find within this *Deskbook*. Many thanks to the authors for their tireless work. Special thanks to the general editor, Cheryl Nyberg, who edited all the chapters, created the book's index, and provided the consistency and standard of excellence so necessary for a work like this. Theresa

Knier worked many hours to put our draft material into a final form with a professional touch—thank you! Thanks also to Reba Turnquist who helped update information about publishers, prices, and the like; to the Gallagher Law Library staff for being supportive and helpful; to the law librarianship student interns who helped cover the Reference Office when we needed extra time to write; to various colleagues around the state who responded cheerfully to our requests for information; and, finally, to our library patrons for asking us questions and helping us learn what legal researchers in Washington need to know.

Readers and Washington legal researchers are invited to send comments and suggestions via email to deskbook@u.washington.edu.

Penny A. Hazelton
Seattle, Washington
January 2002

Notes on Using This Book

This section explains citations and references used throughout this book.

Books, Articles, and Legal Citations

The *Deskbook* contains many references to other publications. The authors have used several formats to distinguish categories of material.

Titles of books, periodicals, looseleaf services, CD-ROM products, and similar items generally appear in *italics*. Authors, editors, and compilers are often named and the publisher and year of publication are given. For periodicals and other publications that are issued or updated on a regular basis, the initial year of publication is followed by an open hyphen (e.g., *Washington State Environmental Reporter* (Book Publishing Co., 1974-)).

References to articles include the author(s), the title of the article in quotation marks, and the abbreviated title of the periodical in *italics*. These abbreviations are spelled out in the Appendix: Acronyms and Abbreviations. If the issues of a volume are paginated consecutively, the volume number appears before the title of the publication and the first page number follows the title, with the year of publication in parentheses (e.g., William R. Andersen, "The 1988 Washington Administrative Procedure Act: An Introduction," 64 *Wash. L. Rev.* 781 (1989)). If the issues of a volume are not paginated consecutively, the citation identifies the issue and then the beginning page number (e.g., Nancy Carol Carter, "American Indian Tribal Governments, Law, and Courts," *Legal Ref. Serv. Q.*, No. 2, 2000, at 7). For articles that are available for free on the Internet,

their citations include the Uniform Resource Locators (URLs) (e.g., Eron Berg, "Unpublished Decisions: Routine Cases or Shadow Precedents?," *Wash. St. B. News*, Dec. 2000, at 28, available at <http://www.wsba.org/barnews/2000/12/berg.htm>).

Citations to some legal sources (such as statutes and cases) follow rules set out in *The Bluebook: A Uniform System of Citation*, 17th ed. (Harvard Law Review Association, 2000), with exceptions recommended by the Washington Office of the Reporter of Decisions *Style Sheet*. *The Bluebook* and the *Style Sheet* are described in Chapter 3, Fundamentals of Legal Research in Washington, Section X, Citation Format.

Internet Websites

In less than a decade, the Internet has become a major legal research tool. Thousands of academic, commercial, governmental, organizational, and personal websites contain the text of legal materials and/or guides, indexes, and commentaries on the law. Government agencies at all levels have quickly made the Internet a primary means for communicating with the public.

Throughout this book, URLs identify websites that contain Washington State legal materials. In many cases, "deep links" to pages buried several layers beneath an agency's main homepage have been used to direct readers to the specific location of legal documents and databases. These URLs and the descriptions of website contents were accurate in fall 2001.

Website addresses and contents change frequently, however. If a website address fails and the source is part of the Washington State government, use the "State Agency Index" on Access Washington, <http://access.wa.gov/>, to locate the agency's new URL. Then look for navigation links, a site index, or a search feature to locate specific material. If the source of the website is not part of the Washington State government, pare back the URL to the first slash after the domain name (ending with .com, .edu, or .org). This shortened URL should

take you to the website homepage. For example, the URL for the Gallagher Law Library's collection of legal research guides is <http://lib.law.washington.edu/ref/guides.html>. If you eliminate "/ref/guides.html", you will go to <http://lib.law.washington.edu/>, the Law Library's homepage.

The University of Washington Gallagher Law Library maintains an Internet Legal Resources page, <http://lib.law.washington.edu/research/research.html>, that links to free websites providing Washington State primary law sources, including the constitution, bills, statutes, court opinions, court rules, regulations, administrative agency decisions, and municipal codes. Comparable links for U.S. government sources are also provided. Internet Legal Resources is updated regularly.

LexisNexis and Westlaw

Many chapters describe files and databases found on the two major commercial legal research services, LexisNexis and Westlaw. In some cases, specific libraries and file names are mentioned. For example, Chapter 5, Administrative Decisions and Materials, includes a list of LexisNexis libraries and files containing administrative agency decisions. The reference to "WASH;WAGMHB" includes the LexisNexis library name for Washington (WASH) and a specific file within that library for the decisions of the Growth Management Hearings Boards decisions (WAGMHB). The comparable database on Westlaw is called WA-GMHB.

When no library, file name, or database identifier is given, the researcher may explore several options for finding relevant material. Both services maintain extensive directories of their contents and these directories are available in print and online. The *Westlaw Database Directory* is published annually; the 2001 edition is 842 pages. The online edition is found at <http://directory.westlaw.com/>. The

LexisNexis *Directory of Online Services* is also published annually; the 2001 edition is 736 pages. The "Searchable Directory of Online Sources" is at <http://web.nexis.com/sources/>. The directories are organized by jurisdiction (Washington), type of legal material (Legislation), and subject or practice area (Environmental Law). They also include indexes by title (*Washington Administrative Code*). Users may also contact the customer service representatives to ask about the availability of particular sources and get advice on constructing effective searches. LexisNexis customers may dial (800) 543-6862. The Westlaw Reference Attorneys may be reached at (800) 733-2889.

Because of their expense and complexity, these services are most often used by members of the legal community. Few public law libraries can afford to make these services available. Faculty and students at some colleges and universities may have access to a version of LexisNexis called Lexis-Nexis Academic Universe or a version of Westlaw called Westlaw Campus. These services offer an abbreviated list of certain legal sources, including full-text federal and state cases, statutes, and law reviews. Other users may take advantage of the vendors' credit card options. LexisNexis by Credit Card, http://web.lexis.com/xchange/ccsubs/cc_prods.asp, is available on a "pay as you go" basis. A user may search legal materials (including federal and state cases, constitutions, statutes, court rules, and law reviews). Westlaw's WestDoc program, <http://www.westdoc.com>, allows users with citations to obtain documents by credit card.

Email the Authors

The authors are interested in readers' comments and suggestions. Please contact us by electronic mail at deskbook@u.washington.edu.

Author Biographies

Penny A. Hazelton. Professor Hazelton has been the Director of the Marian Gould Gallagher Law Library at the University of Washington School of Law since 1985. Teaching legal research to law students, law librarianship students (lawyers training to be law librarians), library students, attorneys and judges, legal secretaries, and paralegals has occupied a good part of Professor Hazelton's twenty-five year career. She earned her JD from Northwestern School of Law of Lewis & Clark College and received a Masters in Law Librarianship from the University of Washington in 1976. Professor Hazelton is a member of the Washington State Bar Association and has served as a member and Chair of its Editorial Advisory Board Committee. Professor Hazelton spent five years at the University of Maine and four at the U.S. Supreme Court Library as head of the research services department.

Jonathan Franklin. Jonathan Franklin received an AB in Values, Technology, Science, and Society and an AM in Anthropology, both from Stanford University in 1988, a JD from Stanford Law School in 1993, and an MLL from the University of Washington in 1994. Mr. Franklin spent five years as the foreign and comparative law librarian at the University of Michigan Law Library before coming to the University of Washington Gallagher Law Library as Assistant Librarian for Library Services in 1999. As of 2001, he became Associate Law Librarian at the Gallagher Law Library. He has written and spoken on issues related to format selection of library materials, library organizational structures, and copyright issues. He is an active member of the American Association of Law Li-

braries and the Law Librarians of Puget Sound.

Ann Hemmens. Ann Hemmens received a BA in Psychology from the University of Illinois at Urbana-Champaign in 1988 and a JD from the University of North Carolina at Chapel Hill in 1993. She worked at the Center for Disease Control's National HIV/AIDS Hotline and the North Carolina Department of Health and Human Services Division of Medical Assistance. She earned her MS in Library Science from the University of North Carolina in 2000. She has been a Reference Librarian at the University of Washington Marian Gould Gallagher Law Library since June 2000. Previously, she worked as a reference assistant at the University of North Carolina Law Library and the Law Library of Congress. She is a member of the American Association of Law Libraries, the Law Librarians of Puget Sound, and the North Carolina State Bar Association.

Mary Ann Hyatt. Mary Ann Hyatt received a BA in English from Rhodes College in 1979 and an MLS from Emory University in 1980. She taught research in academic libraries in Georgia and Texas for ten years before attending the University of Washington School of Law. Ms. Hyatt earned her JD in 1993. She headed research services at a large Seattle law firm for three years before coming to Gallagher Law Library as Assistant Librarian for Access Services. Ms. Hyatt serves on the King County Law Library Board of Trustees. She is a member of the Washington State Bar Association, the American Association of Law Libraries, and the Law Librarians of Puget Sound.

Peggy Roebuck Jarrett. Peggy Jarrett received a BA in Economics from the University of California, Davis, in 1981 and an MSLS from the Catholic University of America in 1984. She spent seven years working in private law firm libraries in Washington, D.C., and Seattle before joining the Gallagher Law Library staff in 1990. Ms. Jarrett

works as the Library's Government Documents Librarian and as a member of the reference staff. She is active in the Law Librarians of Puget Sound and the American Association of Law Libraries.

Nancy M. McMurrer. Nancy McMurrer received a BA in History/Political Science from Furman University in 1966 and a JD from the University of Virginia Law School in 1969. She practiced with the Office of Chief Counsel, Internal Revenue Service from 1969 until moving to Germany in 1976. She earned her Masters of Librarianship with Law Librarianship Certificate from the University of Washington in 1990. Ms. McMurrer was a Reference Librarian with a law firm in Seattle before joining the reference staff at the University of Washington in 1994. Nancy McMurrer is a member of the Virginia State Bar Association, the American Association of Law Libraries, and the Law Librarians of Puget Sound.

Cheryl Rae Nyberg. Cheryl Nyberg received her BA cum laude in English in 1977 and her MS in Library Science in 1979, both from the University of Illinois at Urbana-Champaign. Before joining the Gallagher Law Library reference staff in 1995, she worked at the University of Illinois Law

Library for fifteen years, principally as government documents and reference librarian. Since 1985, she has authored the *Subject Compilations of State Laws* bibliography series. Her latest book is called *State Administrative Law Bibliography: Print and Electronic Sources* (2000). She was given the Marta Lange/CQ Award for "distinguished contribution to bibliography and information service in law/political science" by the Association of College and Research Libraries in June 2001. Cheryl Nyberg is a member of the American Association of Law Libraries and currently chairs its Access to Electronic Legal Information Committee.

Mary Whisner. Mary Whisner received a BA in Philosophy from the University of Washington in 1977, a JD from Harvard Law School in 1982, and an MLIS from Louisiana State University in 1987. Ms. Whisner clerked for Judge Stephanie K. Seymour of the U.S. Court of Appeals, Tenth Circuit, and practiced law for two years in Washington, D.C. She has been on the reference staff of the Gallagher Law Library at the University of Washington since 1988. Mary Whisner is a member of the American Association of Law Libraries, the Law Librarians of Puget Sound, and the Washington State Bar Association.

Managing Your Library

Jonathan A. Franklin

- ▶ Managing Your Library
 - ▶ Hiring a Librarian
 - ▶ Selecting Materials
 - ▶ Managing Your Library: A Selected Bibliography
 - ▶ Library Support Services in King County
 - ▶ Document Delivery Services
 - ▶ Legal Publishers and Distributors: A Selected List of Washington, Oregon, and Idaho Legal Publishers
 - ▶ Publishers of Current Washington Legal Periodicals
-

11 Managing Your Library

Jonathan A. Franklin

I. Managing Your Library	243
A. If Your Firm Has a Librarian	243
B. If Your Firm Does Not Have a Librarian	244
C. Using a Consultant	245
D. How Do You Know When You Need a Librarian?	245
II. Hiring a Librarian	246
III. Selecting Materials	246
A. Questions to Consider	246
B. Selection and Acquisitions Tools	248
C. Publishers on the World Wide Web	249
D. Selecting Legal Databases	249
E. Comparison of Low-Cost Legal Research Services on the Web	251
IV. Managing Your Library: A Selected Bibliography	253
A. Books and Serials	253
B. Articles	255
C. Websites	255
V. Library Support Services in King County	255
VI. Document Delivery Services	256
A. Pacific Northwest	256
B. National	257
VII. Legal Publishers and Distributors: A Selected List of Washington, Oregon, and Idaho Legal Publishers	258
VIII. Publishers of Current Washington Legal Periodicals	261
A. Law Reviews	261
B. Legal Newspapers	261
C. Bar Publications	261
D. Index	262

I. *Managing Your Library*

A. *If Your Firm Has a Librarian*

The American Association of Law Libraries has 5,000 members and more than 1,300 of them belong to the Private Law Libraries Special Interest Section. Law firm librarians work in every large city in the country and over 20 Seattle firms employ librarians. The larger firms may have several professional librarians while smaller firms may have just one. Some small firms choose to hire professional librarians who work as independent consultants. Law firm librarians and consultants perform a wide array of functions, including reference and research, administration, and training.

Reference service in a law firm setting means referring attorneys, legal assistants, secretaries, and law clerks to the information they want and need. Librarians answer questions ranging from "How do I update the WAC?" to "Where can I find the Telecommunications Act of 1996?" Research service is the more in-depth provision of information, and these activities can be billed to the client. In the course of providing research service, law firm librarians prepare state and federal legislative histories, expert witness bibliographies, and subject bibliographies on legal and nonlegal topics. They frequently update the cases and statutes cited in briefs and memoranda using online citator services, retrieve full-text documents, and find legal and nonlegal statistics. They perform online searches on LexisNexis, Westlaw, and a variety of nonlegal databases. They search CD-ROM databases and retrieve information from the Internet. Whether the subject is business, marketing, engineering, medicine, or law, your firm librarian can find an answer.

Firm librarians also perform several important management functions. These are not as visible to the attorneys who use the librarian's research and reference services, but they are important to the firm's management committee. As well as being expert print, online, and Internet searchers, librarians are also expert seekers of cost-effective information

systems. They keep up-to-date with what is available for free on the Internet, how reliable those websites are, and how they compare to content offered by commercial database vendors. Librarians know the latest prices and pricing plans for LexisNexis, Westlaw, and the new lower-cost alternatives. Since, unlike the vendors, they have no vested interest in one particular system, librarians can advise attorneys on which information provider offers the best resource for a particular question or client.

Cost-effective research means more than finding the answer. It means finding the best answer while using the firm's staff time and money as efficiently as possible. Librarians can save the firm money by using the latest information about available databases, websites, and other products; the setup and access costs for each option; and each service's ease of use. Attorneys simply do not have the time to keep up with trends, costs, and services offered by the myriad of electronic information providers; keeping up in these areas is the librarian's job. Additionally, knowledge of the full array of products also make librarians more proficient researchers, able to provide better answers, faster, and at a lower billable rate than many attorneys.

Keeping up with the continually increasing cost of library materials is another valuable service provided by the librarian. The prices for legal materials have been increasing at a rate substantially above the Consumer Price Index.² In addition, new print titles and database products are always being introduced. A librarian can assist the firm in selecting materials that suit the needs of researchers and the library's budget. The librarian must know the sources, know the entire firm's information needs, and maintain effective working relationships with vendors.

Law firm librarians can provide extensive attorney and staff training on both informal and formal levels. At some firms, the librarians give formal presentations and brown-bag lunches on research strategies and online systems. At other firms, librar-

ians help new attorneys, informally, on a question-by-question basis by stressing the educational component in the answer to the question. For example, a new associate might ask the librarian "How do I update the CFR?" and the librarian's response might help the new attorney understand the differences between the *Code of Federal Regulations* and the *Federal Register*.

In addition to research, budget management, and training, law firm librarians also manage intranets, supervise print and digital brief banks, coordinate records and conflicts management, provide content for the firm's website, develop law firm copyright policies,³ and lead the firm's knowledge management efforts.⁴

Finally, librarians provide law firms with access to a network of libraries and information. Through interlibrary loan, knowledge of local and national resources, and professional contacts, librarians can often get the necessary information to the attorney by the time he or she needs it, even if it is only available outside of the state or country. When information is unavailable through interlibrary loan, specialized email lists and personal connections can help professional librarians find even the most ephemeral sources and citations requested by the firm's attorneys.

B. If Your Firm Does Not Have a Librarian

Many smaller firms do not have a library collection or budget large enough to warrant hiring a professional librarian. However, someone in the firm must pay attention to the library, otherwise the collection of books and subscriptions to websites and CD-ROMs will become a frustrating financial black hole. Someone needs to select new books, update looseleaf materials, and search for missing books. In the absence of a librarian, some firms appoint a library committee or assign responsibility to the office administrator, a legal assistant, or a legal secretary, with oversight by a designated attorney. Centralization of tasks avoids both duplication of effort and

wasteful spending and ensures that important details are not forgotten. Whoever takes on this role should have a reduced workload because these activities can take a great deal of time on a day-to-day basis.

The most important thing to remember about law library maintenance is that legal materials need to be kept up-to-date. Pocket parts or supplements update some resources, while looseleaf pages update others. Attention to detail is important when updating because it is easy to throw out a supplement that is not superseded or to forget to order the latest set of pocket parts. Updating looseleaf sets requires even more work, the removal of old pages and the filing of new ones. Not only must the new pages be filed correctly, but also in rare cases, some firms retain old pages of looseleafs for future reference. Simple systems can and should be developed to keep track of what is ordered, when it arrives, and when the bill is paid. Individual issues of newsletters and periodicals should be recorded upon receipt and can then be routed to interested attorneys. Additionally, if the firm has more than a few attorneys, a manual or computerized checkout system should be instituted to prevent time wasting "office-hunts." Several of the books and articles in the following bibliography provide examples of such library systems.

Choosing which print and electronic resources to order for the library should also be centralized and subject to a firmwide policy. It can be easy for an attorney in a practice group to succumb to the sales pitch of a publisher's representative, so a formalized approval process can prevent impulse and duplicative buying. Examples of questions to ask when developing these policies are:

- Does the firm want to keep all materials paid from the library budget physically in the library, or can an attorney request a book or set of books for his or her office?
- Should court rules and directories come out of the library budget or out of an office supply budget?

- Does each attorney and legal assistant need a copy of the court rules or can several copies be shared?
- Should a committee representing each practice area in the firm or individual department heads approve all new purchases?
- Should topical databases be licensed for practice groups or for the entire firm?
- Who is responsible for reviewing and enforcing new licenses?
- Should each practice area have the same amount to spend?
- Should continuing legal education materials come out of the library budget?

There are no right answers to these questions, but regardless of who orders what, the person in charge of maintaining the library should be notified of all new purchases, including office copies, to ensure the purchase will be updated when necessary.

C. Using a Consultant

Many firms choose to hire a library filing and maintenance service or a professional consultant to assist them in managing their library. In the Seattle area, several individuals and firms provide library maintenance services. For a list, see Section V, below. These businesses and individuals will usually file looseleaves, insert pocket parts, order books and supplements, keep records of purchases, and route periodicals. Consultants, who are usually professionally trained librarians, can set-up systems, train in-house staff on library procedures, build new collections, expand existing ones, and assist with library space planning and moving. Consultants can also provide reference and research services, document delivery, and electronic and print legal research training.

D. How Do You Know When You Need a Librarian?

Librarians provide a wide array of services to law firms, but deciding to hire a librarian, whether full-time or part-time, often comes down to the question of “how much billable time can be saved?” Attorney time currently spent on overseeing the library, meeting with publishers’ representatives, and deciding on purchases and policies can be recovered by hiring a librarian. In addition, a librarian can perform online and manual research for the attorneys, thus saving attorney time and generating a small amount of revenue.

Most law firm librarians do bill time. The rates vary, but usually fall within the range between the highest legal assistant rate and the lowest associate rate. Although a modest amount of revenue can be expected, most firms do not set billing goals for librarians. Most of the librarian’s job is administrative and setting high billable goals discourages taking the time for proper administration of the library. In addition, not all the research done by a librarian can be billed; a common occurrence is to give the librarian a nonbillable project, such as client development, in order to free-up attorney billable time.

There are three signs that a firm is ready for a librarian:

1. when attorneys are spending time doing research that could be done more inexpensively by a librarian,
2. when the size of the collection makes it unmanageable for a nonprofessional, and
3. when the firm licenses multiple databases from different vendors with different search engines.

Along with more cost-efficient research, librarians can efficiently organize and arrange large collections for easy access. They can also create useful brief and memoranda files, form files, and expert witness files. A librarian can also make sure that computerized resources are used in a cost-effective manner by negotiating better licenses and offering training in using the different databases

cost-effectively. The explosion of electronic information means that expert help is the only way to ensure the firm is getting the most for its money.

Law librarians usually have a Master's degree in Library Science. A list of joblines and placement services follows.

II. Hiring a Librarian

For general information about hiring a law librarian, see *AALL Resource Guide #1: How to Hire a Law Librarian*, listed in Section IV, below. To advertise a law librarian position in Washington State, consider these options.

- The Law Librarians of Puget Sound (LLOPS), a chapter of the American Association of Law Libraries, maintains a résumé bank for job seekers and prospective employers. There is not currently a website with employment postings. For information about how to post an opening to the LLOPS email list, see <http://www.aallnet.org/chapter/llops/Committees/employment/employment.htm>.
- The Western Pacific Chapter (WestPac) of the American Association of Law Libraries maintains an email list for all purposes, including posting positions to reach candidates in all of Washington as well as the rest of the northwest. Information about the list is on the web, <http://www.aallnet.org/chapter/westpac/westpac-1.htm>.
- The Pacific Northwest Library Association runs a job website for law, academic, special, and public libraries, <http://www.pnla.org/jobs/index.htm>. This website also lists the address to email job postings.
- The Pacific Northwest Chapter of the Special Libraries Association runs an email list for all purposes, including the distribution of job postings. Information about the list is on the web, <http://www.sla.org/chapter/cpnw/list.htm>.
- The American Association of Law Libraries (AALL) runs a national Career Hotline website,

<http://www.aallnet.org/services/hotline.asp>.

Postings can be submitted at this website for a small fee. Included in this price is a one-month posting in *AALL Spectrum*, the monthly print magazine sent to all AALL members.

III. Selecting Materials

If the firm decides not to hire a librarian, someone in the firm will be faced with selecting which print and electronic research materials to purchase, some of the most difficult decisions in law library management. The range of material available to the Washington practitioner can be overwhelming. Not only are you choosing among publishers, but you are also choosing among technologies.

A. Questions to Consider

When deciding what to select, whether it be print, online, or CD-ROM, it may be useful to ask yourself the following series of questions.

What is your practice area? Different practice areas have different research needs. For example, a family law practitioner may be able to get by with a set of the RCW, a copy of the Washington State Bar Association's *Family Law Deskbook*, and a subscription to the *AEES Bulletin*. A tax practitioner, on the other hand, would need at least one multi-volume federal tax looseleaf service; one state tax looseleaf ser-

Selection Considerations

- Practice area
- Frequency of need
- Demand
- Budget
- Staff
- Space
- Equipment
- Ease of use

vice; and access to cases, administrative rulings, and possibly legislative documents in either print or electronic format.

Do you have what you want when you need it? Are you constantly frustrated because necessary information is not within reasonable reach? Are you

conveniently located near a law library? If you use the same thing over and over again at the local law library, would you save money and time by purchasing it for your office? Does the law library have the material you need? Some attorneys practice in areas requiring very specialized and expensive materials that county, court, and academic law libraries usually do not have.

How much money does the firm want to spend? Keep in mind that almost every legal research tool—whether it is a book, periodical, CD-ROM, or online system—requires updating. Costs are rarely one-time. You must think in terms of ongoing subscriptions.

How much can you spend on staff? Just as you must think in terms of ongoing subscription costs, so must you think in terms of staff resources to update subscriptions, train users, and maintain the technology infrastructure. Just as pocket parts need to be placed into the books and looseleaves must be filed on a regular basis, CD-ROMs must be loaded onto the computer or network and computer equipment needs to be maintained and upgraded.

How much space do you have? Do you have room for both adequate shelving (including room for growth) and computer workstations? Do you expect attorneys to do all computerized research from their desks or in the library?

Do you have the necessary equipment to use online and CD-ROM legal research tools or would you have to purchase some or all of the components? Are you prepared to upgrade when software requirements change?

Are you comfortable with technology? If you bought a CD-ROM product or subscribed to an online service, would you use it? Will you skim documents online and only print or download what you need, or will you print out so many documents that it might be less expensive just to own the books? Are you interested in and willing to take the time to keep up with technological developments? Print sources are still useful and valid choices for many practitioners, so the decision to keep the print or

move to electronic resources is completely situational when both options exist. The one exception to this rule is citators. Regardless of the firm's support for electronic resources, online citators offer so many benefits over print citators—currency, cost, and ease of use—that they should be used whenever feasible.

How many people need to use the chosen material? You might want to consider multiple copies of heavily used items such as court rules and deskbooks.

Do you have a good relationship with sales representatives? Unfortunately, not all sales representatives are equal. Some just want to make a sale, but many do provide valuable services before, during, and after the sale.

Can you purchase cooperatively? Some practitioners share office space and can jointly purchase and maintain library material. If you do not share space, are you located in a building with similarly situated attorneys who might be interested in joint purchases? For online resources, the King County Bar Association and other bar associations offer discounts for certain library resources, including database access. To get the most current information call your bar association or check their website under Member Services.

Do you know the full range of options available for the content you want to access? Before making any purchase, find out as much as possible about other print and electronic possibilities. Read bar publications and look for reviews of legal research tools, particularly on the ease of use of online resources. Talk to your colleagues and find out what they are using and if they are satisfied with the product and with the vendor's customer support. Look through the publishers' brochures that come through the mail. Try out publicly available online and CD-ROM products at local public law libraries. For more specific suggestions in this area, see Section B, Selection and Acquisition Tools, below. If you need professional advice, contact a library consultant who can help you make decisions about

collections, computer-assisted systems, and space planning.

How do you keep track of purchases, review bills, reconcile invoices and statements, and return what you did not order and do not want? A system as straightforward as a notebook or a simple computer program in which you can record date of order, date of receipt, and date of payment will help you make sure your money is being spent accurately, if not wisely.

B. Selection and Acquisitions Tools

Many researchers find out about available material, whether print or electronic, through book reviews, publisher brochures, advertisements in bar publications, conversations with sales representatives and colleagues, or in local libraries. Several extremely useful tools can help you systematically identify published sources and provide the information needed to purchase them.

One very useful tool for the attorney trying to keep costs down is the annual *Legal Information Buyer's Guide and Reference Manual*. Written by Kendall Svengalis, the Rhode Island State Law Librarian, this one-volume book compiles cost-saving tips with comparative reviews of a wide variety of legal publications. Mr. Svengalis discusses the evaluation of materials, supplementation, unsolicited publications, electronic sources, and buying used law books. He reviews hundreds of legal treatises, as well as state and federal primary sources. Although the *Legal Information Buyer's Guide and Reference Manual* is certainly useful for law librarians, it is written for

the practicing attorney. It is available by calling law.com at (800) 628-1160 or by visiting <http://store.law.com>.

Attorneys and librarians alike may find it useful to subscribe to a periodical that covers legal publishing. *Legal Information Alert*, subtitled "what's new in legal publications, databases, and research techniques," is published ten times a year. It includes articles, tips, updates, and a wide variety of book reviews written by law librarians, all

meant to assist readers in making informed, economical choices.

Another useful set of tools is a trio of books: *Legal Looseleafs in Print*, *Legal Newsletters in Print*, and *Directory of Law-Related CD-ROMs*, which, as the titles indicate, are directories of legal materials available in particular formats. They are all annual publications that pull together bibliographic information⁵ on thousands of looseleafs, newsletters, and CD-ROMs. Each directory is organized alphabetically by title and each has a subject index. These books do not review or compare substantive coverage of publications and CD-ROMs,

but they list what is being published, how much it costs, and how to contact the publisher for further information. These three publications are also available in electronic format as LawTRIO. Both the books and LawTRIO are available from Infosources Publishing, 140 Norma Rd., Teaneck, NJ 07666, (201) 836-7062, <http://www.infosourcespub.com/>.

A standard tool for identifying publications is *Books in Print* (R.R. Bowker, annual), which is

Selection and Acquisition Tools

Kendall F. Svengalis, *Legal Information Buyer's Guide and Reference Manual* (Rhode Island LawPress, annual).

Legal Information Alert (Alert Publications, Inc., monthly).

Arlene L. Eis, ed., *Legal Looseleafs in Print* (Infosources Publishing, annual).

Arlene L. Eis, ed., *Legal Newsletters in Print* (Infosources Publishing, annual).

Arlene L. Eis, ed., *Directory of Law-Related CD-ROMs* (Infosources Publishing, annual).

Law Books & Serials in Print: A Multimedia Sourcebook (R.R. Bowker, every odd year, with supplementation in even years).

IndexMaster, <http://www.indexmaster.com> (constantly updated).

available in most libraries and larger bookstores. The same publisher has a more specialized three-volume set titled *Law Books & Serials in Print: A Multimedia Sourcebook* (annual), which most large law libraries own.

One of the greatest challenges in selecting materials is finding books that meet a specific need. For many topics, no entire book has been written. But, a chapter or two on that topic might be included in a book. The challenge is finding that chapter so that you can know which book to order. IndexMaster, <http://www.indexmaster.com>, compiles tables of contents and indexes from thousands of law books, permitting the user to search for relevant books on discrete topics, a far more effective method than selecting on the basis of the title, author, and publisher's advertisement.

C. Publishers on the World Wide Web

Many publishers are taking advantage of the popularity of the World Wide Web (WWW) by creating websites. Some publisher websites are simply advertising, but others have useful features such as the ability to email questions about a certain product or price.

It is important to remember that you can often get legal materials from someone other than the publisher. For example, used law book vendors sell large sets of reporters and digests for well under the cost of a new set. The Svengalis book cited above has a whole chapter on used book vendors.

AcqWeb includes a law-specific publisher list, <http://acqweb.library.vanderbilt.edu/acqweb/pubr/law.html>, and a more general publisher list, <http://acqweb.library.vanderbilt.edu/acqweb/pubr.html>.

Findlaw, recently purchased by Thomson, also includes a list of publishers, <http://www.findlaw.com/04publications/index.html>, though it is less comprehensive than AcqWeb. Although slightly dated, a list of foreign vendors of legal materials is available at <http://www.uiowa.edu/~lawlib/vendors/>.

The past ten years have seen numerous legal publisher mergers. It is often difficult to determine who currently publishes a book, even if you know who published it in the past. Along with trying to contact the publisher on the spine or the publisher listed in the advertisement or book, you might try Rob Richards' "Legal Publishers' List: Corporate Affiliations of Legal Publishers," <http://www.colorado.edu/Law/lawlib/ts/legpub.htm>.

Finally, the American Association of Law Libraries, Committee on Relations with Information Vendors (CRIV), addresses problems ranging from vendors who send unsolicited books to those whose billing statements are confusing. After dealing with a vendor directly and not getting what you need, consider contacting CRIV, <http://www.aallnet.org/committee/criv/>.

D. Selecting Legal Databases

During the 1980s and 1990s, there were two major players in the legal database market: Westlaw and LexisNexis. Since the explosion of the Internet and the dot-com boom, numerous other players have entered the market, including VersusLaw and Loislaw, who compete on the basis of price. These new vendors are not yet truly comparable to LexisNexis and Westlaw because they lack the vast number of databases and the integration of secondary sources, primary sources, citators, and nonlegal information all in one place. At the same time, some of these new services offer quite a bit at a low cost and are worth considering if you are looking for a database primarily for case law and possibly statutory law. Given the speedy evolution of the legal database market, it is quite possible these guidelines will not hold true in six months, not to mention six years.

Along with high cost full-featured databases, such as LexisNexis and Westlaw, and lower-cost databases, such as Loislaw and VersusLaw, many publishers, such as CCH and BNA, are placing their content on the web, even when that content appears in other vendors' databases. The reason

for this is that content is not the only important thing when choosing a database. Usability is often just as important. An impossible-to-navigate database with flawed search logic is worse than no database because it gives the researcher false results. Companies like BNA and CCH are creating websites that offer features specific to their products, for example, creating a hierarchy designed interface for searching a complex looseleaf, rather than one designed for searching large numbers of cases. Ask for a free trial before subscribing to any database.

One cannot ignore free websites because they offer a great deal of information. While free websites can be life savers, before relying on the information you find on a website, ask yourself

- how reliable the source is,
- how up-to-date the site is,
- how reliable the search engine on the site is, and
- whether the site tells you what it does and does not include.

As a general rule, librarians tend to trust sites in the .gov domain most, .edu slightly less, and .org (when it is not the issuing party) and .com the least.

Finally, some resources, such as annotated state codes, are just plain easier to use in print! The combination of the hierarchical organization of the document with the clean layout in the print product makes it easier to use unless you are searching for a particular term that has not been indexed. In addition, for something like the state code, it is not cost efficient to pay a per search fee for something an attorney uses so frequently. If you expect you will use the resource on a regular basis, consider either a print product or a flat fee contract that will not increase in future years if you use it extensively.

In conclusion, when evaluating a free or fee

website, a CD-ROM, or a print product, here are a few things to consider:

- Can the attorneys who will be using it navigate and retrieve successful results when compared to the print product or comparable electronic product?
- How easy would it be for an attorney to use the product and not get the most current information? Does the product require having to check an obscure website or find a three-page standalone pamphlet for the latest updates?
- Can the attorneys do everything they want to do with the product, such as printing, downloading, emailing, etc.?
- Are the materials as up-to-date, or more up-to-date, than comparable products? This issue is important when comparing high-cost providers with low-cost providers and when comparing online services to CD-ROMs.
- Does the vendor define the scope of each database and update the scope on a regular basis so that you can determine both the earliest materials and the most recent materials in the database, as well as any materials that are excluded for one reason or another?
- Are there hyperlinks between the various legal materials so that you can easily get from the secondary source to the case cited in the secondary source? Is this feature important to the users?
- How would you be billed for using the resource? If it is a frequently used resource, it might make more sense to have it in print, CD-ROM, or on a flat-fee contract. If it is an infrequently used resource, it might make more sense to rely on the online version rather than having to pay for an expensive book or CD-ROM.

E. Comparison of Low-Cost Legal Research Services on the Web⁵

Name	CD Law
Contents	Washington State constitution, <i>Annotated Revised Code of Washington</i> , Washington cases (coverage from the <i>Territorial Reports</i> , 1854), <i>Washington Administrative Code</i> , <i>Washington State Register</i> , court rules, domestic relations court forms, attorney general opinions, various administrative agency opinions, legislative history materials, various city and county codes, WSBA ethics opinions, sentencing guidelines, corporate records, and the <i>U.S. Code</i> .
URL	http://www.cdlaw.com/
Cost	per month: for solo practitioners, \$75; add Shepard's, \$105; must call for other pricing options.
Notes	Free 2-week trial period. Multiple databases may be searched simultaneously; current awareness service ("HeadsUp") for caselaw in 8 topical areas with delivery by email; built-in "citesearch" function finds cases citing displayed case or RCW section.
Name	Fastcase
Contents	U.S. Supreme Court (from inception), Courts of Appeals (1950 or from inception), state appellate courts (1950), <i>U.S. Code</i> , <i>Code of Federal Regulations</i> , most state codes, SEC filings. Washington materials include appellate decisions (1950), <i>Revised Code of Washington</i> .
URL	http://www.fastcase.com
Cost	No specific pricing is yet available. Spokesmen state cost will be comparable with other similar services.
Notes	Product (in fall, 2001) is in beta testing phase. Commercial launch is planned for early 2002. Star pagination for official reporters. Additional databases and advanced searching and sorting features are promised.
Name	Lawprobe, Inc.
Contents	Federal and state caselaw is from VersusLaw (see below). State appellate courts (dates vary), federal and state court rules, some state codes and regulations. Washington materials include caselaw from 1935, <i>Revised Code of Washington</i> , and <i>Washington Administrative Code</i> .
URL	http://www.lawprobe.com/
Cost	\$40 per month; \$180 for 6 months, prepaid (\$30 per month); or \$300 prepaid per year (\$25 per month).
Notes	Introductory offer of 7 days access for \$10. Links are provided to free websites for <i>U.S. Code</i> and <i>Code of Federal Regulations</i> . Links also provided for IRS and bankruptcy materials.
Name	Loislaw.com
Contents	Federal caselaw, including U.S. Supreme Court, Courts of Appeals, and selected district and bankruptcy court opinions (the latter two for an additional cost); Supreme Court rules; <i>U.S. Code</i> ; and state acts, codes, administrative codes, caselaw, court rules, some additional materials like administrative decisions, attorney general opinions, CLE materials, and deskbooks. Some state materials available only for additional payment. Aspen Publishing Co. treatises in eight specific subject areas (additional cost). Washington materials include current acts, RCW,

caselaw from 1925, WAC, *Washington State Register*, attorney general opinions, court rules, WSBA deskbooks, and CLE materials (additional cost).

URL <http://www.loislaw.com>

Cost Many different plans. Costs range from \$79 per month to \$200 per month for basic plans, with several add-on options.

Notes Free 10-day trial period. Multiple databases may be searched simultaneously. A current awareness service, "Law Watch." Subscriptions include a citation research service, "GlobalCite."

Name **National Law Library**

Contents U.S. Supreme Court; Courts of Appeals (1950 or from inception; 2d Cir. from 1924); *U.S. Code*; federal court rules; state appellate courts (from 1950); and some state codes, constitutions, and court rules. Washington materials include appellate courts (1950) and *Revised Code of Washington* (none of Washington materials are current to 2001).

URL <http://www.itislaw.com>

Cost Several plans for single or multiple jurisdictions, from \$25 to \$75 per month. Transactional fees run from \$2.95-\$4.95 per search.

Notes Built-in check for case validity, called CaseCite, runs the case citation as a search. Tables of contents provided for codes and court rules. Free email newsletter about new databases and user hints.

Name **QuickLaw America**

Contents Federal caselaw (U.S. Supreme Court, Courts of Appeals); federal court rules; public laws; USC; CFR; state caselaw; and some state codes, administrative codes, and court rules. Some legal resources from Canada, United Kingdom, European Union, Australia, Africa, and the Caribbean are included in the product directory.

URL <http://www.qlamerica.com/index.html>

Cost Per transaction cost is \$5. Contact the company for flat rate prices.

Notes Free 14-day trial period. US Topical databases are available (presently contain federal law and Illinois law resources). Content of foreign law areas varies. Canada, for example, includes cases, statutes, news sources, and secondary materials; Australia includes case law and a few secondary sources.

Name **RegScanLaw**

Contents U.S. Supreme Court (1900), Courts of Appeals (1930; 9th Cir. from 1941; 11th Cir. from 1981; D.C. Cir. from 1950), a few federal district courts, state appellate courts (dates vary, Washington from 1935), *U.S. Code*, and *Code of Federal Regulations*.

URL <http://law.regscan.com>

Cost \$24.95 per month.

Notes Introductory month charge is \$9.95. Multiple caselaw databases may be searched together. Advance Sheets feature searched up to most recent 4 weeks of cases. Must run case citation as a

search for case validity. When searching the *U.S. Code*, can choose one jurisdiction and all citing cases are retrieved.

Name	TheLaw.net Corporation
Contents	Federal caselaw (U.S. Supreme Court, Courts of Appeals, a few District Courts) and state caselaw. Provides links to websites using the service's software.
URL	http://www.thelaw.net/
Cost	\$345 per year for a single subscription. No monthly option; annual subscription translates to about \$28.75 per month. Thirty-day, full-refund trial period.
Notes	Multiple caselaw databases may be searched simultaneously. Software provides pull-down menus that are essentially a directory of websites containing particular types of legal documents or information.

Name	VersusLaw
Contents	U.S. Supreme Court (1900), Courts of Appeals (mostly from 1930 except 9th Cir. from 1941 and courts established later), several District Courts, state caselaw, a few tribal courts' decisions, and news sources (including magazines, newspapers, and journals). Washington materials include caselaw from 1935.
URL	http://www.versuslaw.com
Cost	\$8.95 per month, per attorney in the firm for caselaw databases. "V. News," containing new sources costs \$29.95 per month. US Legal Forms provides forms for download and order at a cost per document. The cost per month for USC and/or CFR is \$15 for one, \$25 for both. CFR Update service sends a daily email with all changes to a CFR title for \$15 per month.
Notes	Current awareness service ("AdvanceLinks"), emails new cases in 7 topical areas. Multiple federal or state caselaw databases may be searched simultaneously. A nonsubscriber may search and retrieve the document hit list without having to log onto VersusLaw.

IV. Managing Your Library: A Selected Bibliography

The following bibliography includes recent books and articles on managing the law firm library. For a discussion of resources useful in the selection of library materials, see Section III.B, Selection and Acquisition Tools, above.

A. Books and Serials

AALL Publications Series. Briefs in Law Librarianship Series (F.B. Rothman, 1997-). Discusses the results of surveys in a brief and practical format with useful bibliographies, but often based on fairly small sample sets including many academic law libraries.

1. *Survey on Job Descriptions* (1997)
2. *Survey on Legal Research Instruction* (1998)
3. *Survey on Emergency Preparedness Planning* (2000)
4. *Survey on Electronic Reference* (2001)

AALL Resource Guides (American Association of Law Libraries, 1998-). Address practical issues in a brief newsletter format, often addressing issues relevant to law firms.

1. *How to Hire a Law Librarian* (1998)
2. *Expanding Roles for Law Librarians* (1998)
3. *Space Planning for Law Libraries* (1998)
4. *Collection Rebalancing for Law Libraries* (1998)

5. *The Internet as a Legal Research Tool* (2000)
6. *Negotiation in Law Libraries* (2000)
7. *Using the Library as a Marketing Resource* (2001)
8. *Changing Roles of Law Librarians* (forthcoming)

Biennial Salary Survey (American Association of Law Libraries, 1995-). Compiles the results of a biennial national salary survey based on several criteria, including geography, position, type of institution, etc.

Richard A. Danner, *Strategic Planning: A Law Library Management Tool for the 90's and Beyond*, 2d ed. (Glanville Publishers, 1997). Explains the strategic planning process with practical step-by-step instructions, forms, and examples. (Law Library Information Report, Vol. 11)

Laura N. Gasaway, Bruce S. Johnson & James M. Murray, *Law Library Management During Fiscal Austerity* (Glanville Publishers, 1992). Addresses a variety of cost-saving and revenue-generating measures that are applicable to many types of law libraries. However, it is somewhat dated in dealing with electronic resources issues. (Law Library Information Report, Vol. 12)

Patrick E. Kehoe, Lovisa Lyman & Gary Lee McCann, eds., *Law Librarianship: A Handbook for the Electronic Age* (F.B. Rothman, 1995). Explores all aspects of law librarianship, including several chapters on various aspects of law firm library management. (AALL Publications Series No. 47)

Legal Information Alert (Alert Publications, 1984- , ten per year). Surveys recent issues in library management, particularly database evaluation and selection. Includes book reviews.

Legal Information Management Index (Legal Information Services, 1984- , bimonthly with annual cumulation). Indexes articles of relevance to law library managers.

Library Management Briefings (Library Specialists, 1997-98, quarterly). Discusses practical and theoretical issues of interest to law library managers. Continues *Legal Information Management Reports* (1989-96).

Managing the Law Library (Practising Law Institute, 1988- , annual). Surveys a dozen practical and theoretical hot topics in law library management, focusing on the firm library perspective.

Julius J. Marke & Richard Sloane, *Legal Research and Law Library Management* (Law Journal Seminars-Press, 1990-). Addresses research and management issues. Updated every six months.

Catherine A. Pennington, ed., *Planning the Small Law Office Library* (American Bar Association, Section of Law Practice Management, 1994). Discusses logistics of setting up a small firm library in a pre-Internet context. Includes practical appendices and checklists of easy things to miss.

Carol A. Roehrenbeck, Sally H. Wise & Eileen B. Cooper, *Complying with the ADA: Law Library Services and Facilities* (Glanville Publishers, 1997). Summarizes implications of the ADA for private and public law libraries, including aspects of planning and enforcement. Also reprints relevant laws, forms, and guidelines. (Law Library Information Report, Vol. 20)

Thomas M. Steele, Miriam A. Murphy & Martha E. Thomas, *A Law Library Move: Planning, Preparation and Execution* (Glanville Publishers, 1994). Discusses the practical aspects of moving a law library. (Law Library Information Report, Vol. 18)

Trends in Law Library Management and Technology (Fred B. Rothman & Co., 1987- , bimonthly). Explores practical aspects of law library management from both an academic and law firm perspective, often addressing personnel issues. Includes book reviews.

B. Articles

Robert C. Berring, "The Paperless Chase: Don't Throw Out the Librarian with the Library," *California Lawyer*, June 2000, at 50.

Mae M. Clark & Donna Alsbury, "Back to the Future: Predicting Materials Costs by Analyzing Past Expenditures," 92 *Law Library Journal* 147 (2000). <http://www.aallnet.org/products/2000-15.pdf>

Cheryl Gritton, "New Realities, Old Budgets," *AALL Spectrum*, Nov. 2000, at 20. http://www.aallnet.org/committee/pr/Articles/Nov1_2000.htm

Sheri Lewis, "Leadership Skills for the Law Library Manager: AALL Institute," *AALL Spectrum*, Sept. 1997, at 16.

Kent Milunovich, "Issues in Law Library Acquisitions: An Analysis," 92 *Law Library Journal* 203 (2000). <http://www.aallnet.org/products/2000-18.pdf>

Michael Saint-Onge, "Technology Plan in Libraries: Managing the Future," *Legal Information Alert*, March 1997, at 10.

Karen Silber, "Every Library Is Special and So Is Its Collection Development Policy," *AALL Spectrum*, Dec. 1999, at 10. http://www.aallnet.org/products/pub_sp9912.pdf

C. Websites

Law Library Resource Xchange (LLRX), <http://www.llrx.com>. Discusses all aspects of law librarianship, including occasional articles on law library management and cost-containment.

AALL Private Law Libraries Special Interest Section Newsletter, <http://www.aallnet.org/sis/pllis/newslett/newsletter.html>. Includes articles and discussions about a wide range of issues of importance to law firm librarians.

V. Library Support Services in King County

Note: Please check with each provider for specific prices and services.

Amy Eaton
12232 SE 200th St.
Kent, WA 98031
(253) 859-3562
lawlibraryservices@yahoo.com
(short-term law firm consulting)

Falken Information Services
Linda Falken
P.O. Box 1090
Clinton, WA 98236
(360) 321-3020
Fax: (360) 321-2590
falkinfo@whidbey.com
(research, management & consulting)

David Gaarder
6546 23rd NW
Seattle, WA 98117
(206) 985-3882
daveallen2000@hotmail.com
(looseleafing, database searching, Westlaw, Lexis, Internet)

Vicky Hayes
(206) 525-7840
hayesvc2001@yahoo.com
(library filing)

I.B. Documents
Cory Chigbrow
1005 Boat St.
Seattle, WA 98105
(206) 633-2350
Fax: (206) 633-2479
ibdocs@ibdocuments.com
<http://www.ibdocuments.com/>
(research & document delivery services)

Information Design

Jane Cargill
21516 86th Ave. W
Edmonds, WA 98026
(425) 774-0445
(law library administrative services, Internet services)

INFOPROS

Michael Spindler
P.O. Box 17183
Seattle, WA 98107
(206) 224-7543
mspin8@yahoo.com
(systems networking, software, databases & general research)

Madigan Library Services

Amy Madigan
11702 Greenwood Ave. N #303
Seattle, WA 98133
(206) 367-9212
amadigan@email.msn.com
(research, management & consulting)

Professional Library Services

Janis Creim
2200 Sixth Ave., Ste. 500
Seattle, WA 98121
(206) 728-7028
Fax: (206) 443-3942
pls@ov.net
<http://www.plsd2k.com>
(library filing, management, consulting & document imaging)

Wordwise

Heather & Phillip Burger
P.O. Box 10308
Bainbridge Island, WA 98110
(206) 780-8532
Fax: (206) 780-1066
burgerwise@aol.com
(library filing, research & writing)

VI. Document Delivery Services

Note: Some of these organizations do research for a fee in addition to document delivery. Some organizations limit the types of documents they provide. Please check with each provider for prices and services.

A. Pacific Northwest

Attorney's Information Bureau
C-603 King County Courthouse
Seattle, WA 98104
(206) 622-1909

Attorney Services

Boley Law Library
Northwestern School of Law
10015 SW Terwilliger Blvd.
Portland, OR 97219
(503) 768-6705
<http://www.lclark.edu/~lawlib/attysvc.html>

Fairchild Record Search

P.O. Box 1368
Olympia, WA 98507
(360) 786-8775
(800) 547-7007
<http://www.recordsearch.com/>

Gonzaga University

School of Law Library
721 N. Cincinnati St.
Spokane, WA 99202-3528
(509) 328-4220 ext. 3755
Fax: (509) 323-5882

I.B. Documents

Cory Chigbrow
1005 Boat Street
Seattle, WA 98105
(206) 633-2350
Fax: (206) 633-2479
ibdocs@ibdocuments.com
<http://www.ibdocuments.com/>
(research & document delivery services)

King County Law Library

W621 County Courthouse
516 Third Ave.
Seattle, WA 98104
(206) 296-0940
Fax: (206) 205-0513
http://www.kccll.org/document_delivery300.htm
(limited to KCLL subscribers)

Seattle Public Library

International Business Information
800 Pike St.
(temporary location – see <http://www.spl.org> for
new address in 2002-03)
Seattle, WA 98101-3922
(206) 386-4645
(Asia-Pacific emphasis with a secondary emphasis
on Europe and the Americas)

TC Legal Services LLC

916 NW 59th St.
Seattle, WA 98107
(206) 782-2203
Fax: (206) 782-0595
tclegal@seanet.com
(legal document courier)

Unisearch

1780 Barnes Blvd. SW
Tumwater, WA 98512
(800) 722-0708
<http://www.unisearch.com/>

University of Washington

Gallagher Law Library
Copy & Send
1100 NE Campus Parkway
Seattle, WA 98105
(206) 616-2370
Fax: (206) 685-2165
copysend@u.washington.edu
<http://lib.law.washington.edu/copy&send/copy&send.html>
(document delivery only)

University of Washington

Health Sciences Library and Information Center
Document Services, T227
Seattle, WA 98195
(206) 543-3436
<http://healthlinks.washington.edu/hsl/docservices/lds-na.html>

University of Washington Libraries

Resource Sharing Service
2nd Floor, Suzzallo Library
Seattle, WA 98195-2900
(206) 543-1878
(800) 324-5351
Fax: (206) 685-8049
<http://www.lib.washington.edu/rss/>

Washington State Law Library

Temple of Justice
Olympia, WA 98504-0751
(360) 357-2136
<http://www.courts.wa.gov/library/docdel2.cfm>

B. National

For a brief list of legal document delivery providers,
see http://www.docdel.net/Law_and_Litigation_Support.html and http://www.aallnet.org/chapter/caucuses_document_suppliers.asp.

Boalt Express

Boalt Hall Library
University of California, Berkeley
Berkeley, CA 94720-7210
(510) 642-0950
Fax: (510) 642-9122
bex@law.berkeley.edu
<http://www.law.berkeley.edu/library/services/bex/index.html>
(document delivery & research service)

BNA Plus

Bureau of National Affairs
1231 25th St. NW
Washington, DC 20037
(202) 452-4323
(800) 452-7773
<http://www.bna.com/bnaplus/>

Federal Document Retrieval

5161 River Rd.
Building 4
Bethesda, MD 20816
Seventh Floor
Washington, DC 20002
(202) 789-2233
(800) 548-2269

LexisNexis Document Solutions

P.O. Box 2969
Springfield, IL 62708
(800) 634-9738
<http://www.lexis-nexis.com/documentolutions/>
(UCC/corporate filings)

Research Information Service

701 Pennsylvania Ave. NE, Ste. C100
Washington, DC 20004
(202) 737-7111
(800) 542-3320

Thomson Financial Securities Data

5161 River Rd.
Bethesda, MD 20816
(800) 638-8241
<http://www.tfsd.com/>

Washington Document Service

1023 15th St. NW, 12th Floor
Washington, DC 20005
(202) 628-5200
(800) 728-5201
<http://www.wdsdocs.com/>

Washington Service Bureau, Inc. (CCH)

1015 15th St. NW, 10th Floor
Washington, DC 20005
(202) 312-6600
(800) 955-5219
<http://www.wsb.com/>

WestDoc

<http://www.westdoc.com/>

**VII. Legal Publishers and Distributors:
A Selected List of Washington,
Oregon, and Idaho Legal Publishers**

For legal publisher email addresses and websites, see <http://acqweb.library.vanderbilt.edu/acqweb/pubr/law.html>.

For the latest information about legal publishing mergers and which companies own which publishers, see <http://www.colorado.edu/Law/lawlib/ts/legpub.htm>.

For postal addresses, check the publisher's website at AcqWeb or consult the latest edition of the *Legal Information Buyer's Guide and Reference Manual*.

A.N.P. Publishing

P.O. Box 3948
Federal Way, WA 98063
(253) 952-4000
(800) 422-5539

Attorneys Eagle Eye Service, Inc.

P.O. Box 7418
Bellevue, WA 98008-1418
(425) 747-5242
<http://ourworld.compuserve.com/homepages/cmarr/>

Book Publishing Co.

201 Westlake Ave. N.
Seattle, WA 98109
(206) 343-5700
(800) 537-7881
<http://www.bpcnet.com/>

Catalyst Publications, Inc.

P.O. Box 2485
Kirkland, WA 98083-2485
(425) 827-9909
Fax: (425) 822-3430
cfox@isomedia.com
<http://www.wflr.com>

CD Law, Inc.

P.O. Box 17910
Seattle, WA 98107
(800) 524-2316
<http://www.cdlaw.com>

Code Publishing Company

P.O. Box 51164
Seattle, WA 98115-1164
(206) 527-6831
<http://www.codepublishing.com/>

Courtlink

13427 NE 16th St., Ste. 100
Bellevue, WA 98005
(425) 974-5000
(800) 774-7317
<http://www.courtlink.com>

Davis Wright Tremaine

2600 Century Square
1501 Fourth Ave.
Seattle, WA 98101
(206) 622-3150
<http://www.dwt.com>

Electronic Handbook Publishing

24106 NE Sixth Place
Sammamish, WA 98074-3621
(425) 836-0598
sdwyer@washingtonstateyearbook.com
<http://www.washingtonstateyearbook.com>

Erickson Publications LLC

2725 106th Place SE
Bellevue, WA 98004
(425) 637-9913

International Self-Counsel Press, Inc.

1704 N. State St.
Bellingham, WA 98225
(360) 676-4530
(877) 877-6490 (US)
(800) 663-3007 (Canada)
<http://www.self-counsel.com/>

Jury Verdicts Northwest

P.O. Box 1165
Seattle, WA 98111
(425) 774-0530
Fax: (425) 778-4502
jvn@juryverdictsnw.com
<http://juryverdictsnw.com/>

King County Bar Association

Bank of California Bldg.
900 Fourth Ave., Ste. 600
Seattle, WA 98164-1005
(206) 624-9365
<http://www.kcba.org>

Northwest Women's Law Center

3161 Elliott Ave., Ste. 101
Seattle, WA 98121
(206) 682-9552
<http://www.nwwlc.org>

Oasis Press (PSI Research)

P.O. Box 3727
Central Point, OR 97502
(800) 245-6505
<http://www.psi-research.com/oasis.htm>

Peanut Butter Publishing

2207 Fairview Ave. E.
Houseboat 4
Seattle, WA 98102
(206) 860-4900

William J. Price

Karr Tuttle Campbell
1201 Third Ave., Ste. 2900
Seattle, WA 98101-3028
(206) 224-8053
<http://www.karrtuttle.com/>

U. S. Government Bookstore

915 Second Ave.
Rm. 194 Federal Bldg.
Seattle, WA 98174
(206) 553-4270
Fax: (206) 553-6717
seattlebks@gpo.gov
<http://bookstore.gpo.gov/locations/seattle.html>

University of Washington

School of Law
Continuing Legal Education
1100 NE Campus Parkway
Seattle, WA 98105
(206) 543-0059
<http://uw.uwcle.org>

University of Washington Press

P.O. Box 50096
Seattle, WA 98145-5096
(206) 543-8870
(800) 441-4115
<http://www.washington.edu/uwpress/>

VersusLaw, Inc.

2613 - 151st Pl. NE
Redmond, WA 98052
(425) 250-0142
Fax: (425) 250-0157
<http://www.versuslaw.com/>

Wallingford Press

5125 SW Macadam, Ste. 200
Portland, OR 97201
(503) 223-2520

Washington Law Institute

1001 Fourth Ave. Plaza, Ste. 3200
Seattle, WA 98154-1003
(206) 726-9337
<http://www.wlaw.com>

Washington Law School Foundation

see University of Washington, School of Law, Continuing Legal Education

Washington Professional Publications

P.O. Box 1147
Bellevue, WA 98009
(425) 451-0130

Washington State

Office of Administrator for the Courts

1206 S. Quince St.
P.O. Box 41170
Olympia, WA 98504-1170
(360) 753-3365
<http://www.courts.wa.gov>

Washington State

Office of the Code Reviser

Legislative Bldg.
P.O. Box 40551
Olympia, WA 98504-0551
(360) 786-6777
Fax: (360) 586-6480
<http://slc.leg.wa.gov/default.htm>

Washington State

Office of the Secretary of State

Legislative Bldg.
P.O. Box 40220
Olympia, WA 98504-0220
(360) 753-7121
<http://www.secstate.wa.gov>

Washington State Bar Association

2101 Fourth Ave., 4th Floor
Seattle, WA 98121-2330
(206) 443-WSBA
(800) 945-WSBA
<http://www.wsba.org>

Washington State Trial Lawyers Association

1809 Seventh Ave., Ste. 1500

Seattle, WA 98101-1328

(206) 464-1011

<http://www.wstla.org>

Washington Journal

1402 Third Ave., Ste. 314

Seattle, WA 98101

(206) 515-9540

<http://www.wajournal.com>

**VIII. Publishers of Current Washington
Legal Periodicals**

A. Law Reviews

Gonzaga Law Review

Gonzaga University School of Law

Spokane, WA 99220-3528

(509) 328-4220 ext. 3716

<http://www.law.gonzaga.edu/borders/review/default.htm>

Pacific Rim Law & Policy Journal

University of Washington

School of Law

1100 NE Campus Parkway

Seattle, WA 98105

(206) 543-6649

<http://www.law.washington.edu/PacRim>

Seattle University Law Review

900 Broadway

Seattle, WA 98122

(206) 398-4271

<http://www.law.seattleu.edu/>

Washington Law Review

University of Washington

School of Law

1100 NE Campus Parkway

Seattle, WA 98105

(206) 543-4069

<http://www.law.washington.edu/WLR/>

B. Legal Newspapers

Daily Journal of Commerce

83 Columbia St.

Seattle, WA 98104

(206) 622-8272

<http://www.djc.com>

C. Bar Publications

Bar Bulletin

King County Bar Association

Bank of California Bldg.

900 Fourth Ave., Ste. 600

Seattle, WA 98164-1005

(206) 624-9365

<http://www.kcba.org>

De Novo

WSBA Young Lawyers Division

2101 Fourth Ave., 4th Floor

Seattle, WA 98121-2330

(206) 442-WSBA

(800) 945-WSBA

<http://www.wsba.org>

Trial News

Washington State Trial Lawyers Association

1809 Seventh Ave., Ste. 1500

Seattle, WA 98101-1328

(206) 464-1011

<http://www.wstla.org>

Washington State Bar News

2101 Fourth Ave., 4th Floor

Seattle, WA 98121-2330

(206) 442-WSBA

(800) 945-WSBA

<http://www.wsba.org>

(note: various WSBA sections also have publications)

D. Index

Current Index to Legal Periodicals

Gallagher Law Library
University of Washington
1100 NE Campus Parkway
Seattle, WA 98105
ATTN: Muriel Quick
(206) 543-4097
Fax: (206)685-2165
cilp@u.washington.edu
<http://lib.law.washington.edu/cilp/cilp.html>

¹ This chapter is heavily based on the Managing Your Library chapter in the *Washington Legal Researcher's Deskbook*, 2d (1996), which was written by Peggy Roebuck Jarrett. Kristy Moon provided extensive assistance in the updating of addresses and other information in Sections V through VIII.

² "During the period from 1973 to 1996, for example, when the Consumer Price Index showed an increase of

25%, the average cost of legal serials rose 495%." Kendall F. Svengalis, *Legal Information Buyer's Guide and Reference Manual 2001*, at 13 (Rhode Island LawPress, 2001). Approximately 95% of a law office's library materials are considered serials because so many treatises get pocket parts or looseleaf pages that are paid for on an annual basis, just like a law review. *Id.*

³ See, for example, "AALL Model Law Firm Copyright Policy," http://www.aallnet.org/about/model_law.asp; "AALL Guidelines on the Fair Use of Copyrighted Works by Law Libraries," http://www.aallnet.org/about/policy_fair.asp.

⁴ Although many of these topics are beyond the scope of this chapter, they are discussed extensively in the references in the bibliography at Section IV, below.

⁵ Prepared by Nancy McMurrer for Bridge the Gap. (Updated June 18, 2001.) Reprinted with permission. The latest version is available at <http://lib.law.washington.edu/ref/lowcostcalr.html>.