



**A Strategic Plan for the
Connecticut Judicial Branch
Law Library Services Unit
2015 - 2020**

Adopted May 15, 2015

TABLE OF CONTENTS

I.	Introduction.....	3
II.	The Strategic Planning Process	4-6
III.	Vision, Mission and Core Strategic Goals.....	7-9
IV.	Objectives and Strategies.....	10-20
V.	Steps Taken.....	21
VI.	Next Steps	21

Appendix

- A. Connecticut Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries
- B. Bibliography of Core Legal Publications to Provide Research Support for Criminal Matters
- C. Bibliography of Core Legal Publications to Provide Research Support for Civil Matters

I.
INTRODUCTION

Section 11-10b of the Connecticut General Statutes states that the Supreme Court shall adopt policies for the establishment and maintenance of a system of law libraries within the state. Such policies were adopted in June of 1990, and section 5(a) of these policies established the Judicial Branch Law Library Advisory Committee.

At the Law Library Advisory Committee meeting held on September 25, 1998, it was determined that the Committee would undertake a review the Connecticut Supreme Court policies for the establishment and maintenance of a system of law libraries. As a result of the review process, it became apparent that a comprehensive approach was necessary to plan for the future of the law libraries. The endeavor to create a formalized strategic plan was undertaken. In February 2000 *A Strategic Plan for the Connecticut Judicial Branch Law Library System* was adopted by the Advisory Committee. A revised strategic plan was approved in September 2007, but not published.

In 2012, after ongoing discussions, the Law Library Advisory Committee, under the direction of Hon. Douglas C. Mintz, Chair, determined that a revised blueprint for the future of the law libraries needed to be drafted, and the strategic plan needed to be updated to effectuate meaningful changes for the Law Library Services Unit. To that end, at the direction of the Law Library Advisory Committee, the librarians held focus group discussions on July 11, 2012.

During the focus group discussions, the law librarians considered the challenge of the Law Library Services Unit remaining relevant and viable. The librarians recognized that Law Library Services is a critical participant in the Judicial Branch's initiatives to provide self-represented parties with more and improved avenues to access court information and law related resources. They discussed that, in order to construct a law library system that functions today and remains integral to the justice system, the law librarians must recognize the need to strengthen and expand their ability to respond to the changing landscape of legal services. Since law librarians are among the frontline service providers of the Judicial Branch, they are key participants in the Branch's successful implementation of access to justice initiatives. The mission of the Law Library Services Unit "*to provide the Courts and public with access to comprehensive and current legal materials in an efficient and timely manner and to provide bibliographic assistance, educational programs, legal reference and research guidance to all patrons,*" supports and works in tandem with the Judicial Branch strategic plan's goal of meeting the needs of the public in attaining equal access to justice. There is no stasis in attaining that stated goal; the effort must be ongoing. The strategic plan formulated for the future of the law library system recognizes the strategic direction of the Connecticut Judicial Branch, and is envisioned to complement and strengthen those ongoing Branch initiatives, while working within the framework of available resources and funds.

II.

THE STRATEGIC PLANNING PROCESS

In January 2012, the Connecticut Judicial Branch Law Library Advisory Committee was directed by Chief Justice Chase Rogers to study and plan for the future of the Judicial Branch law libraries. The Committee Chair, Hon. Douglas C. Mintz, recognized the law librarians as the experts, and requested that the librarians start the planning process by participating in focus group discussions.

Two law librarian focus group sessions were held on July 11, 2012. Prior to meeting, all staff members were requested to start their focus group preparations by considering the following: “If you were to build a law library today, starting from scratch, what would it look like? How would you structure a law library that would continue as a strong and integral part of the Judicial Branch? Think to the future and consider the trends, emerging needs, possible efficiencies, the changing legal landscape.”

Both sessions began with the facilitator repeating the questions staff were asked to consider concerning building a law library from scratch. The facilitator then employed the “affinity diagram” approach to elicit ideas from the individual librarians. Each participant brainstormed as many items as they could think of and recorded them on sticky notes that they were instructed to affix to a wall. Next, all notes were organized by the librarians into subject areas. The subject groupings were named and labeled. Next the facilitator, through a series of questions to the group, reorganized the groupings into broader categories.

During the focus group discussions, various thoughts, ideas and opinions were offered by the librarians based on information gathered from research, experience, independent perspectives, and studies. As a result of the discussions, the following broad-based themes emerged:

- Collection
- Role of Librarian
- Staffing
- Training
- Technology
- Facilities
- Collaboration
- Outreach

Taking these topics into consideration, and acknowledging the need to work within the limitations of the Judicial Branch budget, the goals and objectives of the strategic plan are as follows:

Goal I. To acquire or provide access to current legal publications and informational resources in a format and manner sufficient to meet patron needs, while working within the framework of available resources and funds.

Objective - To ensure that the minimum collection standards are met in each law library.

Goal II. To preserve primary and secondary Connecticut legal resources, while working within the framework of available resources and funds.

Objective - To establish a comprehensive, archived print collection of primary and secondary Connecticut legal resources in each law library.

Goal III. To provide adequate staff and enhance professional development, while working within the framework of available resources and funds.

Objective 1 - To determine adequate staffing levels for the Law Library Services Unit.

Objective 2 - To create adequate training opportunities for staff.

Objective 3 - To encourage professional networking.

Goal IV. To participate in the Judicial Branch initiative to update Branch job descriptions, while working within the framework of available resources and funds.

Objective 1 - To create a meaningful measure of job performance and accountability.

Objective 2 - To improve processes for recruitment, selection, management, and retention of qualified staff.

Objective 3 - To create a positive workforce environment that is receptive to change and new challenges.

Objective 4 - To provide staff with realistic job performance expectations and goals.

Goal V. To provide a high quality work environment for staff and patrons, while working within the framework of available resources and funds.

Objective 1 - To establish recommended minimum law library design standards for the law libraries.

Objective 2 - To provide electronic infrastructure and support.

Objective 3 - To provide adequate, comfortable space for staff and patrons to work effectively and efficiently.

Goal VI. To utilize technology to increase work productivity and efficiency, and to optimize access to and delivery of services, while working within the framework of available resources and funds.

Objective 1 - To improve and expand access to online resources and tools.

Objective 2 - To provide and maintain access to reliable, up-to-date technology to meet the diverse needs of both library staff and patrons.

Goal VII. To reconfigure the footprint of existing law library facilities to meet the evolving needs and demands of the Judicial Branch, Law Library Services, and patrons, while working within the framework of available resources and funds.

Objective 1 - To centralize selected collections and services.

Objective 2 - To plan library space to create an environment that improves workflow and productivity, and also accommodates collection, research, interaction, and training needs.

Goal VIII. To promote the Law Library Services Unit as a vital, collaborative Judicial Branch unit – essential for access to justice and quality adjudication, while working within the framework of available resources and funds.

Objective - To increase support for and visibility of the Law Library Services Unit.

Goal IX. To maximize patron service and satisfaction, while working within the framework of available resources and funds.

Objective - To continuously evaluate patron service.

Goal X. To ensure that the resources and services of the Law Library Services Unit are made known to all potential patrons by utilizing various marketing techniques, including educational programs, while working within the framework of available resources and funds.

Objective 1 - To increase patron awareness of and access to resources and services.

Objective 2 - To provide for patron education and instruction.

III.

VISION, MISSION AND CORE STRATEGIC GOALS

The Committee commenced the process of revising the strategic plan with the acceptance of the following principles: a *vision statement* focuses on an ideal future; a *mission statement* focuses on today; *core strategic goals* are broad statements which define the desired end targets that the law libraries will strive to achieve over the next several years. The Committee also acknowledges that the achievement of the stated strategic goals will require planning and prioritization while working within the Judicial Branch budget constraints. What follows are separate statements of the vision and mission as well as core strategic goals of the Law Library Services Unit.

VISION
OF
THE LAW LIBRARY SERVICES UNIT

THE LAW LIBRARY SERVICES UNIT OF THE CONNECTICUT JUDICIAL BRANCH WILL PROVIDE PROMPT AND PROFESSIONAL GUIDANCE AND ACCESS TO RELIABLE AND COMPREHENSIVE INFORMATION TO INDIVIDUALS WHO ARE RESEARCHING OR PURSUING LEGAL RIGHTS AND REMEDIES. THIS WILL BE ACCOMPLISHED BY USING THE LATEST TECHNOLOGY, BY MAINTAINING AN UP-TO-DATE COLLECTION OF APPROPRIATE MATERIALS, AND BY COLLABORATING WITH JUDICIAL BRANCH UNITS AND OTHER ORGANIZATIONS TO OFFER SERVICES SUFFICIENT TO MEET THE CURRENT AND EMERGING NEEDS OF ITS USERS.

MISSION
OF
THE LAW LIBRARY SERVICES UNIT

THE MISSION OF THE LAW LIBRARY SERVICES UNIT IS TO PROVIDE THE COURTS AND THE PUBLIC WITH ACCESS TO COMPREHENSIVE AND CURRENT LEGAL MATERIALS AND RESOURCES IN AN EFFICIENT AND TIMELY MANNER AND TO PROVIDE BIBLIOGRAPHIC ASSISTANCE, EDUCATIONAL PROGRAMS, LEGAL REFERENCE AND RESEARCH GUIDANCE TO ALL PATRONS.

CORE STRATEGIC GOALS

- I. TO ACQUIRE OR PROVIDE ACCESS TO CURRENT LEGAL PUBLICATIONS AND INFORMATIONAL RESOURCES IN A FORMAT AND MANNER SUFFICIENT TO MEET PATRON NEEDS, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- II. TO PRESERVE PRIMARY AND SECONDARY CONNECTICUT LEGAL RESOURCES, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- III. TO PROVIDE ADEQUATE STAFF AND ENHANCE PROFESSIONAL DEVELOPMENT, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- IV. TO PARTICIPATE IN THE JUDICIAL BRANCH INITIATIVE TO UPDATE BRANCH JOB DESCRIPTIONS, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- V. TO PROVIDE A HIGH QUALITY WORK ENVIRONMENT FOR STAFF AND PATRONS, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- VI. TO UTILIZE TECHNOLOGY TO INCREASE WORK PRODUCTIVITY AND EFFICIENCY, AND TO OPTIMIZE ACCESS TO AND DELIVERY OF SERVICES, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- VII. TO RECONFIGURE THE FOOTPRINT OF EXISTING LAW LIBRARY FACILITIES TO MEET THE EVOLVING NEEDS AND DEMANDS OF THE JUDICIAL BRANCH, LAW LIBRARY SERVICES, AND PATRONS, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- VIII. TO PROMOTE LAW LIBRARY SERVICES AS A VITAL, COLLABORATIVE JUDICIAL BRANCH UNIT – ESSENTIAL FOR ACCESS TO JUSTICE AND QUALITY ADJUDICATION, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- IX. TO MAXIMIZE PATRON SERVICE AND SATISFACTION, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.
- X. TO ENSURE THAT THE RESOURCES AND SERVICES OF THE LAW LIBRARY SERVICES UNIT ARE MADE KNOWN TO ALL POTENTIAL PATRONS BY UTILIZING VARIOUS MARKETING TECHNIQUES, INCLUDING EDUCATIONAL PROGRAMS, WHILE WORKING WITHIN THE FRAMEWORK OF AVAILABLE RESOURCES AND FUNDS.

IV.

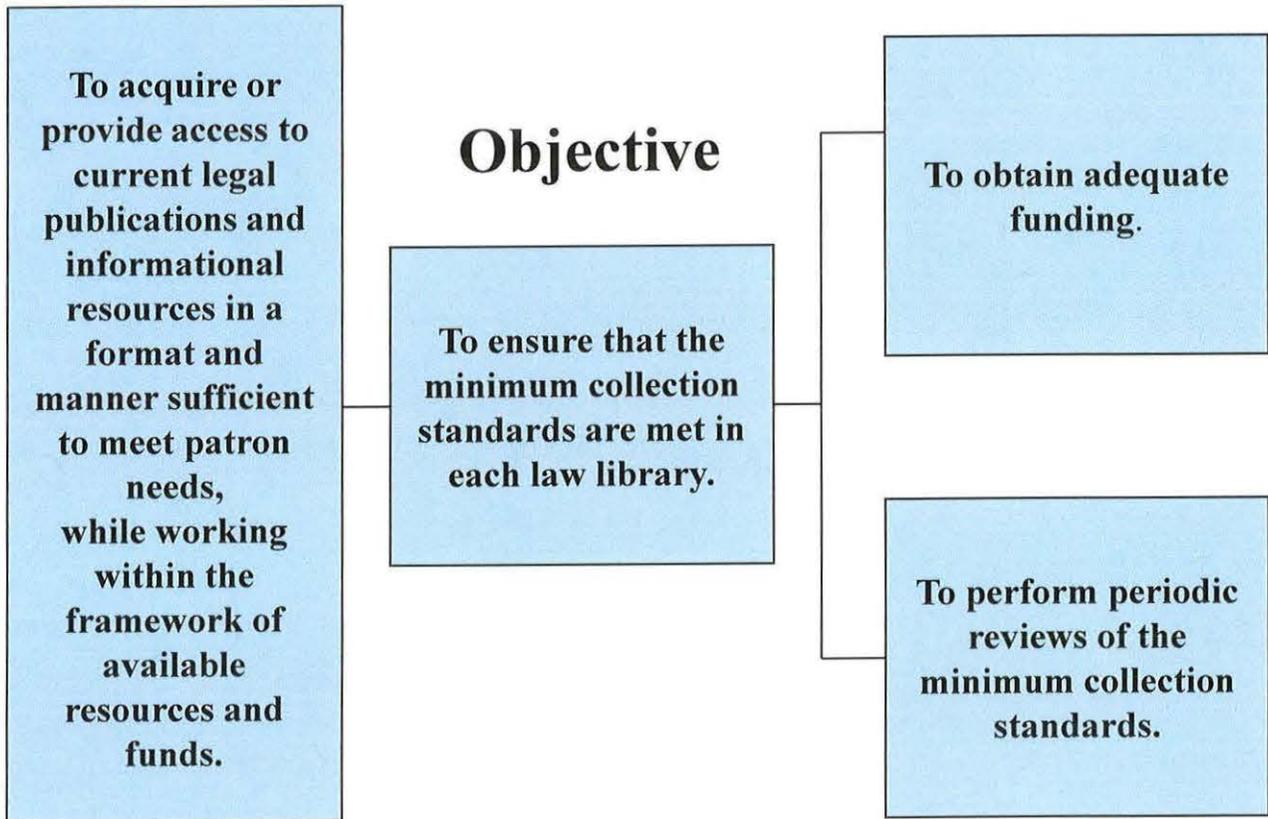
OBJECTIVES AND STRATEGIES

The following are the objectives and strategies which were formulated for each of the ten core strategic goals, while keeping in mind the fiscal constraints facing the Judicial Branch.

Objectives describe what actions need to be undertaken to accomplish the core strategic goals. They are a means for achieving the goals. **Strategies** set forth how the objectives will be met.

Core Strategic Goal I

Strategies



Core Strategic Goal II

To preserve primary and secondary Connecticut legal resources, while working within the framework of available resources and funds.

Objective

To establish a comprehensive, archived print collection of primary and secondary Connecticut legal resources in each law library.

Strategies

To create an inventory of Connecticut materials available in the Law Library Services Unit.

To reconfigure law library space to accommodate a comprehensive archival collection of Connecticut legal resources.

To partner with the Connecticut State Library to acquire needed materials as they become available through donation.

To establish a preservation plan for archived, fragile materials.

Core Strategic Goal III

To provide adequate staff and enhance professional development, while working within the framework of available resources and funds.

Objectives

To determine adequate staffing levels for the Law Library Services Unit.
(1)

To create adequate training opportunities for staff.
(2)

To encourage professional networking.
(3)

Strategies

To review, on an ongoing basis, staffing levels and make recommendations or adjustments accordingly.

To provide ongoing staff development training.

To develop a mentoring program for library staff.

To provide opportunities to attend professional seminars.

To provide opportunities to participate in professional organizations.

Core Strategic Goal IV

To participate in the Judicial Branch initiative to update Branch job descriptions, while working within the framework of available resources and funds.

Objectives

To create a meaningful measure of job performance and accountability.
(1)

To improve processes for recruitment, selection, management, and retention of qualified staff.
(2)

To create a positive workforce environment that is receptive to change and new challenges.
(3)

To provide staff with realistic job performance expectations and goals.
(4)

Strategies

To review professional responsibilities and duties currently performed by library staff to maintain a high level of service.

To collaborate with Human Resources to adopt revised job descriptions that reflect the changing needs and demands of the position of courthouse law librarian.

To recognize and respond to the impact of existing and emerging technologies on job tasks and performance.

To conduct ongoing evaluations of job responsibilities and the evolving demands and service needs of patrons.

Core Strategic Goal V

To provide a high quality work environment for staff and patrons, while working within the framework of available resources and funds.

Objectives

To establish recommended minimum law library design standards for the law libraries. (1)

To provide electronic infrastructure and support. (2)

To provide adequate, comfortable space and equipment for staff and patrons to work effectively and efficiently. (3)

Strategies

To review, on a periodic basis, the minimum law library design standards and make recommendations or adjustments accordingly.

To improve the law library intranet.

To create a Law Library Services Technology Committee.

To acquire adaptive technology equipment.

To survey each law library to determine needs.

To survey patrons as to their needs.

To prioritize and implement suggested initiatives.

Core Strategic Goal VI

To utilize technology to increase work productivity and efficiency, and to optimize access to and delivery of services, while working within the framework of available resources and funds.

Objectives

**To improve and expand access to online resources and tools.
(1)**

**To provide and maintain access to reliable, up-to-date technology to meet the diverse needs of both library staff and patrons.
(2)**

Strategies

To conduct needs assessment.

To provide wireless internet connection at all courthouse law libraries.

To optimize accessibility and management of the Law Library Services' web page.

To utilize computer based programs to facilitate remote training and staff conferencing.

Core Strategic Goal VII

To reconfigure the footprint of existing law library facilities to meet the evolving needs and demands of the Judicial Branch, Law Library Services, and patrons, while working within the framework of available resources and funds.

Objectives

**To centralize selected collections and services.
(1)**

**To plan library space to create an environment that improves workflow and productivity, and also accommodates collection, research, interaction, and training needs.
(2)**

Strategies

To create a depository to house archived materials and/or special collections.

To conduct remote reference services from a designated law library.

To create conference areas in the law libraries.

To create computer training areas to conduct outreach training programs.

To create areas to conduct group meetings and presentations.

Core Strategic Goal VIII

To promote the Law Library Services Unit as a vital, collaborative Judicial Branch unit – essential for access to justice and quality adjudication, while working within the framework of available resources and funds.

Objective

To increase support for and visibility of the Law Library Services Unit.

Strategies

To develop an effective marketing plan to educate the public as to the vision, mission, and strategic plan of the Law Library Services Unit.

To develop organized outreach efforts.

To promote ongoing dialogue with judges to ensure that the law libraries continue to meet their needs.

To coordinate information about patron needs with the law library resources and services.

Core Strategic Goal IX

To maximize patron service and satisfaction, while working within the framework of available resources and funds.

Objective

To continuously evaluate patron service.

Strategies

To find innovative ways to meet the needs of varied constituencies, taking into account changes in technology, demographics, and service demands.

To foster collaboration with external entities, including bar associations, legal service providers, advocacy organizations, and public libraries.

To conduct periodic surveys and provide suggestion boxes both at the libraries and on the Law Library Services' web page.

To participate in collaborative initiatives with Judicial Branch units and with external entities to expand services providing access to justice.

Core Strategic Goal X

To ensure that the resources and services of the Law Library Services Unit are made known to all potential patrons by utilizing various marketing techniques, including educational programs, while working within the framework of available resources and funds.

Objectives

**To increase patron awareness of and access to resources and services.
(1)**

**To provide for patron education and instruction.
(2)**

Strategies

To disseminate information to local and state bar associations for possible inclusion in their newsletters.

To distribute information regarding the law library services, resources, and personnel to public libraries.

To ensure access to library materials for individuals with disabilities.

To develop training and educational programs about using resources in the libraries.

To develop and distribute legal research guides and self-help materials.

V.

STEPS TAKEN

After reviewing the reports from the July 11, 2012 focus group discussions, the Law Library Advisory Committee held a meeting on May 31, 2013. At that time, the Chair of the Committee, Hon. Douglas C. Mintz, recognized that a necessary first step in planning for the future of the law libraries was to review the Judicial Branch Law Library Minimum Collection Standards. Judge Mintz requested that the law librarians be involved in the initial review of the Standards and the appended civil and criminal bibliographies. In addition, Judge Mintz suggested that a survey of Superior Court judges, legal research clerks, and bar members would also be useful in determining what materials should be included in the final recommendations for the Minimum Collection Standards.

Surveys of all groups were conducted and the results were reviewed and discussed by the Committee. The Committee then voted to forward the recommendation to the Chief Justice that “*The Connecticut Supreme Court Policies for the Establishment and Maintenance of a System of Law Libraries*” and the “*Law Library Minimum Collection Standards,*” together with the appended Civil and Criminal Bibliographies of Core Legal Publications, be adopted, as revised. The Supreme Court approved the recommended revisions by unanimous vote on the June 25, 2014.

VI.

NEXT STEPS

This strategic plan for the Law Library Services Unit is built on the foundation of the sound, collective vision of the future of the law libraries voiced by the librarians through the July 2012 focus group discussions. The plan creates a blueprint that values and utilizes the existing library resources while considering the needs, demands, and operational imperatives of the future. Timelines and work plans need to be implemented in order to keep the libraries moving forward and remaining responsive, relevant, and essential to the Judicial Branch’s business of administering justice.

APPENDIX A

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

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

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

APPENDIX A

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

LAW LIBRARY MINIMUM COLLECTION STANDARDS

(1) Connecticut Materials

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

(2) **Federal Materials**

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

(3) **General American Publications**

- (A) Case law from the courts of last resort in all fifty states
- (B) Decennial Digests, or electronic equivalent
- (C) Shepard's citations for the courts of last resort in all fifty states or a comparable citator service
- (D) American Law Reports
- (E) A collection of textbooks, treatises, and practice aids of contemporary value on legal subjects of interest to the clientele of the library

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

(4) **Core legal publications to provide research support for criminal matters***

*A bibliography of recommended titles is available at the law libraries.

(5) **Core legal publications to provide research support for civil matters***

*A bibliography of recommended titles is available at the law libraries.

APPENDIX B

Bibliography of Core Legal Publications to Provide Research Support for Civil Matters*

*This bibliography includes recommended titles which may be available through ownership or reliable online access.

Administrative Law

Pierce, Richard J. *Administrative Law Treatise*. 5th ed. Austin, TX: Wolters Kluwer Law & Business, Aspen Publishers, c2010. 3 vols. [updated annually]

Bankruptcy Law

Collier on Bankruptcy. Alan N. Resnick and Henry J. Sommer, Editors-in-Chief. 16th ed. New Providence, NJ: LexisNexis, c2009- 28 vols. [looseleaf updating]

OR

Collier Bankruptcy Manual. Alan N. Resnick and Henry J. Sommer, Editors-in Chief. 4th ed. New Providence, NJ: LexisNexis, 2011- 4 vols. [looseleaf updating]

Business Organizations

American Law Institute. *Principles of Corporate Governance: Analysis and Recommendations*. St. Paul, MN: American Law Institute, c1994. 2 vols. [updated annually]

Cavitch, Zolman. *Business Organizations with Tax Planning*. New York, NY: LexisNexis, 1997- 16 vols. [looseleaf updating]

OR

Cox, James D. and Thomas Lee Hazen. *The Law of Corporations*. 3rd ed. Eagan, MN: West c2010. 4 vols. [updated annually]

Convicor, Richard G. and Louis B. Schatz. *Connecticut Limited Liability Company Forms and Practice Manual*. Brooklandville, MD: Data Trace Legal Publishers, c1995- 2 vols. [annual looseleaf updating]

Ford, Marilyn J Ward. *Connecticut Corporation Law & Practice*. 2nd ed. New York, NY: Wolters Kluwer Law & Business, Aspen Publishers, c2000- 1 vol. [annual looseleaf updating]

Civil Rights

Cook, Joseph G. and John L. Sobieski, Jr. *Civil Rights Actions*. New York, NY: LexisNexis, c1983- 7 vols. [looseleaf updating]

OR

Nahmod, Sheldon H. *Civil Rights and Civil Liberties Litigation: The Law of Section 1983*. 4th ed. Eagan, MN: West, c1997- 3 vols. [annual looseleaf updating]

OR

Steinglass, Steven H. *Section 1983 Litigation in State Courts*. Eagan, MN: West, c1987 2 vols. [annual looseleaf updating]

Commercial Law

Lawrence, Lary. *Lawrence's Anderson on the Uniform Commercial Code*. 3rd ed. Eagan, MN: West, c1981. 28 vols. [updated annually with revised volumes as published]

OR

White, James J., Robert S. Summers and Robert A. Hillman. *Uniform Commercial Code*. 5th/6th ed. Eagan, MN: West, c2002, c2010 4 vols. [updated annually]

Langer, Robert M., John T. Morgan and David L. Belt. *Unfair Trade Practices, Business Torts and Antitrust*. Eagan, MN: West, c2012-13. (Connecticut Practice Series, vol. 12) 1 vol. [updated annually]

Weiss, Edward A., Thomas J. Welsh and Elizabeth C. Yen. *Connecticut Secured Transactions under Revised Article 9 of the Uniform Commercial Code*. Brooklandville, MD: Data Trace Publishing Co., c2002. 1 vol. [looseleaf updating]

Constitutional Law

Rich, William J. *Modern Constitutional Law*. 3d ed. Eagan, MN: West, c2011. 3 vols. [updated annually]

OR

Rotunda, Ronald D. and John E. Nowak. *Treatise on Constitutional Law: Substance and Procedure*. 5th ed. Eagan, MN: West, c2012-2013. 6 vols. [updated annually]

The Constitution of the United States of America: Analysis and Interpretation. Washington, D.C.: U.S. Government Printing Office, c2004- 1 vol. [updated every other year]

Contracts

Corbin, Arthur Linton. *Corbin on Contracts*. Rev. ed. by Joseph M. Perillo. Charlottesville, VA: LexisNexis, c1993. 16 vols. [updated annually with revised volumes issued as published]

OR

Williston, Samuel. *A Treatise on the Law of Contracts*. 4th ed. by Richard A. Lord. Eagan, MN: West, c1990. 37 vols. [updated annually with revised volumes issued as published]

Perillo, Joseph M. *Calamari and Perillo on Contracts*. 6th ed. Eagan, MN: West, c2009. (Hornbook Series) 1 vol. [new editions issued as needed]

Disabilities Law

BNA's Americans with Disabilities Act Manual. Washington, D.C.: Bureau of National Affairs, c1992- 1 vol. [looseleaf updating]

OR

Perritt, Henry H., Jr. *Americans with Disabilities Act Handbook*. 4th ed. New York, NY: Wolters Kluwer Law & Business, Aspen Publishers, c2003. 2 vol. [updated annually]

OR

Rothstein, Laura F. and Julia Rothstein. *Disabilities and the Law*. 4th ed. Eagan, MN: West, c2009. 1 vol. [updated annually]

Environmental Law

Rodgers, William H. *Environmental Law*. Eagan, MN: West, c1986-1992. 4 vols. [updated annually]

OR

Rodgers, William H. *Rodgers' Environmental Law*. 2nd ed. Eagan, MN: West, c1994. 1 vol. (Hornbook series) [new edition issued as needed]

OR

Grad, Frank P. *Treatise on Environmental Law*. New York, NY: LexisNexis, c1973- 8 vols. [looseleaf updating]

Ethics

ABA/BNA Lawyers' Manual on Professional Conduct. Washington, DC: American Bar Association and Bureau of National Affairs, c1984- 1 vol. plus binders for older ethics opinions and Current Reports newsletters [looseleaf updating]

Hazard, Geoffrey C., W. William Hodes and John S. Dzienkowski. *The Law of Lawyering*. 3rd ed. Gaithersburg, MD: Wolters Kluwer Law & Business, Aspen Publishers, c2001- 2 vols. [looseleaf updating]

Professional Responsibility Reference Guide: Connecticut Rules of Professional Conduct, Formal Ethics Opinions, Informal Ethics Opinions. Rocky Hill, CT: Connecticut Bar Association, c1993- 1 vol. [looseleaf updating]

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- Kaye**, Joel M., and Wayne D. Effron. *Civil Practice Forms*. 4th ed. Eagan, MN: West, c2004. (Connecticut Practice Series, vols. 2, 3 and 3A) 3 vols. [updated annually]
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Wilhelm, Gayle B. *Settlement of Estates in Connecticut*. 3rd ed. Eagan, MN: West, c2013. (Connecticut Estates Practice Series) 1 vol. [annual looseleaf updating]

Workers' Compensation Law

American Medical Association. *Guides to the Evaluation of Permanent Impairment*. 6th ed. Chicago, IL: American Medical Association, c2008. 1 vol. [new edition issued as needed]

Larson, Arthur and Lex K. Larson. *Larson's Workers' Compensation Law*. Lexis, c2013. 12 vol. [looseleaf updating]

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Larson, Arthur. *Larson's Workers' Compensation*. Desk ed. Lexis, 2013. 3 vols. [looseleaf updating]

Sevarino, Angelo. *Connecticut Workers' Compensation After Reforms*. 3rd ed. West Hartford, CT: Atlantic Law Book Company, c2012. 5 vols. [updated annually]

Zoning & Land Use Law

Rohan, Patrick J. *Zoning and Land Use Controls*. Lexis, c2013. 10 vols. [looseleaf updating]

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Salkin, Patricia E. *American Law of Zoning*. 5th ed. Eagan, MN: West, c2008. 5 vols. [looseleaf updating]

Fuller, Robert. *Land Use Law & Practice*. 2nd ed. Eagan, MN: West, c2007. (Connecticut Practice Series, vols. 9, 9A, 9B). 3 vols. [updated annually]

Tondro, Terry. *Connecticut Land Use Regulation: A Legal Guide for Lawyers, Commissioners, Consultants, and Other Users of the Land*. 2nd ed. West Hartford, CT: Atlantic Law Book Company, c1992. 1 vol. [updated as needed]

APPENDIX C

Bibliography of Core Legal Publications to Provide Research Support for Criminal Matters*

*This bibliography includes recommended titles, which may be available through ownership or reliable online access.

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Borden, Hon. David M. and Leonard Orland. *Criminal Jury Instructions*. 4th ed. Eagan, MN: Thomson/West, c2007. (Connecticut Practice Series, vol. 5 and 5A) 2 vols. [updated annually]

Borden, Hon. David M. and Leonard Orland. *Criminal Law*. 2^d ed. Eagan, MN: Thomson/West, c2007. (Connecticut Practice Series, vol. 10) 1 vol. [updated annually]

Burkoff, John M. *Criminal Defense Ethics: Law and Liability*. Eagan, MN: Thomson/West, c2002- 1 vol. [published annually] **or**

Hall, J. W. *Professional Responsibility in Criminal Defense Practice*. 3rd ed. Eagan, MN: Thomson/West, c2005. 1 vol. [updated annually]

Burkoff, John M. and Nancy M. Burkoff. *Ineffective Assistance of Counsel*. Eagan, MN: Thomson/West, c2011- 1 vol. [published annually]

Campbell, Arthur W. *The Law of Sentencing*. 3rd ed. Eagan, MN: Thomson/West, c2004. 1 vol. [updated annually]

Carr, James G. and Patricia L. Bellia. *The Law of Electronic Surveillance*. Eagan, MN: Thomson/West, c2011. 2 vols. [published semi-annually] **or**

Fishman, Clifford S and Anne T. McKenna. *Wiretapping and Eavesdropping: Surveillance in the Internet Age*. 3^d ed. Eagan, MN: Thomson/West, c2007. 4 vols. [updated annually]

Cook, Joseph G. *Constitutional Rights of the Accused*. 3rd ed. Eagan, MN: Thomson/West, c1996. 4 vols. [updated annually] **or**

Rudstein, David S. *Criminal Constitutional Law*. New York, NY: Matthew Bender & Co., c1990- 3 vols. [looseleaf updating]

Faigman, David L., et al., *Modern Scientific Evidence: the Law and Science of Expert Testimony*. 2nd ed. Eagan, MN: Thomson/West, c2005. 5 vols. [published annually] **or**

Giannelli, Paul C. and Edward J. Imwinkelried. *Scientific Evidence*. 5th ed. Charlottesville, VA: LEXIS Law Publishing, c2012. 2 vols. [updated annually] **or**

Psychological and Scientific Evidence in Criminal Trials. Eagan, MN: Thomson/West, c1996. 1 vol. [published annually]

Georgetown Law Journal – “Annual Review of Criminal Procedure.”

Gershman, Bennett L. *Prosecutorial Misconduct*. 2nd ed. Eagan, MN: Thomson/West, c2002- 1 vol. [published annually] **or**

Lawless, Joseph F. *Prosecutorial misconduct*. 4th ed. Newark, NJ: LexisNexis, c2008. 1 vol. [updated annually]

LaFave, Wayne R. *Search and Seizure: A Treatise on the Fourth Amendment*. 5th ed. Eagan, MN: Thomson/West, c2012. 6 vols. [updated annually] **or**

Ringel, William E. *Searches & Seizures, Arrests and Confessions*. 2nd ed. Eagan, MN: Thomson/West, c2003- 3 vols. [looseleaf updating] **or**

Hall, John Wesley, Jr. *Search and Seizure*. 4th ed. Charlottesville, Va : Lexis Law Publishing, c2012. 2 Vol. [updated annually]

LaFave, Wayne R. *Substantive Criminal Law*. 2nd ed. Eagan, MN: Thomson/West, c2003. 3 vols. [updated annually]

LaFave, Wayne R. *Criminal Procedure*. 3rd ed. Eagan, MN: Thomson/West, c2007. 7 vols. [updated annually] **or**

Torcia, Charles E. *Wharton's Criminal Procedure*. 13th ed. Eagan, MN: Thomson/West, c1989. 4 vols. [updated annually] **and**

Hollander, Nancy. *Wharton's Criminal Procedure*. 14th ed. Eagan, MN: Thomson/West, c2002- 3 vols. [looseleaf updating]

Loftus, Elizabeth F. and James M. Doyle. *Eyewitness Testimony: Civil and Criminal*. 4th ed. Charlottesville, VA: LexisNexis, c2007. 1 vol. [updated biennially] **or**

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Marcus, Paul A. *Prosecution and Defense of Criminal Conspiracy Cases*. New York, NY: Matthew Bender & Co., c1978- 2 vols. [looseleaf updating]

Nissman, David M. and Ed Hagen. *Law of Confessions*. 2d ed. Eagan, MN: Thomson/West, c2013. 1 vol. [published annually]

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