

*Regulations of Connecticut State Agencies*

TITLE 11. Libraries

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*Agency*

**State Library**

*Subject*

**Minimum Standards for the Tier System of State Law Libraries**

*Inclusive Sections*

**§§ 11-10b-1—11-10b-5**

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**Minimum Standards for the Tier System of State Law Libraries**

**Sec. 11-10b-1. Definitions**

(a) **Tier I Libraries:** Are those libraries located in the judicial district courthouses in Bridgeport, Stamford, and New Haven, as provided by section 11-19a of the general statutes.

(b) **Tier II Libraries:** Are those law libraries located in the judicial district courthouses in Waterbury, New London, Danbury, and Norwich, as provided by section 11-19a of the general statutes.

(c) **Tier III Libraries:** Are those law libraries located in the judicial district courthouses in Litchfield, Rockville, Putnam, and Middletown, as provided by section 11-19a of the general statutes.

(Effective July 27, 1987)

**Sec. 11-10b-2. Collection standards**

(a) Tier III libraries shall house a collection consisting of not less than the following current, legal publications:

(1) Connecticut materials

(A) All published judicial decisions, official editions

(B) Official and commercially published digests

(C) Shepard's Connecticut Citations

(D) Official and commercially published 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 code of ethics and opinions

(I) Local charters and ordinances for towns in the judicial district

(J) A comprehensive collection of Connecticut textbooks, treatises, formbooks, and practice aids

(K) All Connecticut legal newspapers and journals

(L) Records and briefs of cases heard in the appellate courts of the state

(M) Legislative bulletins, list of bills, calendars, public acts effective upon passage, and journals for the current session

(N) Transcripts of the House and Senate proceedings and the public hearings

(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, Bankruptcy Reporter, and United States Claims Court Reporter

(C) A digest of all United States Supreme Court reports, and a digest of all federal reports

(D) Shepard's United States Citations, Shepard's Federal Citations, and Shepard's Bankruptcy Citations

(E) United States Code Congressional And Administrative News

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- (F) United States Code Annotated or United States Code Service
- (G) Federal Register and Code of Federal Regulations
- (3) General American publications
- (A) Regional reporters of the National Reporter System: Atlantic, Northeastern, Northwestern, Pacific, Southeastern, Southern, Southwestern, plus the California Reporter and New York Supplement
- (B) American Digest System
- (C) Shepard's citations for the regional reporters, California, and New York
- (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 legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices, including all law reviews published in Connecticut
- (G) A legal encyclopedia, two law dictionaries, a general dictionary, a medical dictionary, and a general reference collection
- (H) Two basic form sets, a general pleading, a general evidence, and a general trial practice set
- (I) An index to legal periodicals
- (J) Words and Phrases
- (K) Restatements Of The Law
- (L) Uniform Laws Annotated
- (M) Martindale-Hubbell Law Dictionary
- (N) U.S. Law Week or Supreme Court Bulletin
- (b) Tier II libraries shall house a collection consisting of not less than the following current, legal publications:
  - (1) Connecticut materials
    - (A) All of those set forth in subsection (a) (1)
    - (B) A looseleaf service covering state taxation
  - (2) Federal materials
    - (A) All of those set forth in subsection (a) (2)
    - (B) Bankruptcy Digest and United States Claims Court Digest
    - (C) Shepard's Code of Federal Regulations Citations
  - (3) General American publications
    - (A) All of those set forth in subsection (a) (3)
    - (B) Statutory compilations and session laws for New York and Massachusetts
    - (C) Atlantic Digest and New York Digest
    - (D) A second legal encyclopedia
    - (E) A broad collection of textbooks, treatises, formbooks, and practice aids of contemporary value on legal subjects of interest to the clientele of the library
    - (F) A collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library

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(G) A broad collection of legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices

(H) American Bar Association standards and professional ethics opinions

(c) Tier I libraries shall house a collection consisting of not less than the following current, legal publications:

(1) Connecticut materials

(A) All of those set forth in subsection (b) (1)

(B) A substantial duplication of materials set forth in subsection (b) (1)

(C) Selected local charters and ordinances

(2) Federal materials

(A) All of those set forth in subsection (b) (2)

(B) United States Reports, Supreme Court Reporter, and United States Supreme Court Reports, Lawyers' Edition

(C) Federal Cases

(D) A second edition of the United States code

(E) United States Statutes At Large

(F) United States Treaties And Other International Agreements

(G) Selected administrative reports

(H) Citators for selected administrative reports

(3) General American publications

(A) All of those set forth in subsection (b) (3)

(B) The published reports of decisions of the courts of last resort prior to the National Reporter System

(C) Statutory compilations for the New England states and for selected, leading states

(D) Citators to cover selected, specialized subjects

(E) A comprehensive collection of significant textbooks, treatises, formbooks, and practice aids of contemporary value on legal subjects of interest to the clientele of the library

(F) A broad collection of looseleaf services of contemporary value on legal subjects of interest to the clientele of the library

(G) An extensive collection of legal periodicals which are indexed in the Index To Legal Periodicals or other similar indices

(Effective July 27, 1987)

**Sec. 11-10b-3. Staffing levels**

(a) Tier III libraries shall be staffed by at least one part-time librarian.

(b) Tier II libraries shall be staffed by at least one full-time librarian.

(c) Tier I libraries shall be staffed by at least two full-time librarians and one part-time clerical assistant.

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**Sec. 11-10b-4. Hours of operation**

Tier I, II, and III libraries shall be open to the public 9:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of state holidays.

(Effective July 27, 1987)

**Sec. 11-10b-5. Library services**

In accord with generally accepted library science principles and practices, tier I, II, and III libraries shall provide reference, circulation, photocopier, and microform reader-printer services to the courts and citizens of the state at all times the libraries are open and staffed.

(Effective July 27, 1987)