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ABSTRACT

Recent Federal Court decisions have defined a prisoner's right to access to legal materials as an extension of his right of access to the courts. Correction administrators, recognizing the need for improvement of existing services, but unfamiliar with techniques and material requirements, have asked for help in meeting the new obligation. These guidelines are the results of a seminar (held in May 1972) of experts in the fields of law, corrections and library science. Important items to be considered when planning library services are where to locate, what are staff requirements, should there be photocopying equipment and how will the service be financed. Appended to the guidelines are checklists for minimum and expanded collections and a directory, by state, of libraries offering service to prisoners. (Author/DH)

## RESOLUTION

WHEREAS, recent court decisions mandating that indigent prisoners have ready access to the courts have supplied no guidelines as to how access should be provided; and

WHEREAS, one method being tried to meet the mandate is the provision of legal reference materials for the use of inmates in preparing writs; and

WHEREAS, during discussions at a recent Seminar on Legal Research Materials for Offenders held May 22-23, 1972, under the auspices of the American Correctional Association, concern was expressed by the participants that the attempts to meet the courts directive by the purchase of an adequate legal research collection would be a financial burden that not even the largest institution could afford, and that such attempts could threaten the integrity of funds now available for general library services; and

WHEREAS, the American Correctional Association is aware of the value of strong institutional library programs that meet the needs of inmates and staff, and agrees with the concerns expressed by the seminar participants that the provisions of legal research materials to inmates should not weaken existing institutional library programs;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS, TO WIT:

1. That local jurisdictions should be the primary source of funds to supply legal research materials to prisoners.
2. That in the event that local jurisdictions are unable to financially support programs to supply legal research materials to prisoners the first alternative source of funding should be the U.S. Department of Justice through LEAA or some other of its programs.
3. That Library Services and Construction Act funds be used to supply legal research materials only if additional funds are appropriated specifically for this purpose.

The above resolution was approved by the American Correctional Association at the Annual Business Meeting, 102nd Congress of Correction, Pittsburgh, Pennsylvania, August 24, 1972.

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# Guidelines for Legal Reference Service in Correctional Institutions: A Tool for Correctional Administrators

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March 1973

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## FOREWORD

On May 22 and 23, 1972, at College Park, Maryland, a seminar occurred which gave the impetus and guidelines for this publication. The seminar was sponsored by the American Correctional Association in cooperation with the Institute of Library Research at the University of California at Berkeley as a part of a research project funded by the United States Office of Education. Experts in the fields of law, corrections and librarianship discussed what were intended legal requirements for inmate access to courts and what are possible alternatives to meeting these requirements in the various institutions, so diverse in size, type, and location.

The seminar was planned after a one day interdisciplinary meeting held in January, 1972, in Washington, D.C. and hosted by the U. S. Chamber of Commerce. The participants concluded that such a seminar would be helpful to correctional administrators in their efforts to comply with court mandates in the most reasonable and practical manner. Associations and agencies which have cooperated in this seminar and publication are: American Bar Association, American Association of Law Libraries, American Correctional Association, American Library Association, Federal Bureau of Prisons, U. S. Chamber of Commerce, Institute of Library Research, University of California at Berkeley and the United States Office of Education.

Special thanks should go to the hardworking co-chairmen of the seminar: Mrs. Andree F. Bailey, Chairman of the ACA Committee on Institution Libraries; Mrs. Marjorie Le Donne and Margaret C. Hannigan, co-chairmen of the ACA Library Committee, Subcommittee on Provision of Legal Materials for Prisoners; Mrs. Elizabeth H. Poe, Chairman of the Special Committee on Law Library Service to Prisoners, American Association of Law Libraries. Special recognition should be paid to Miss Marion H. Vedder, director of the Seminar and compiler of the guidelines. The staff of ACA have also played an important role in the preparation and publication of these materials.

Your attention is called to the Appendix materials which accompany this publication. These will be kept up-dated and flexible as new materials and needs occur.

A list of participants follows: Mrs. Andree F. Bailey, Institution Library Consultant, Florida State Library, Tallahassee; George M. Camp, Assistant Commissioner, New York City Department of Correction; Mrs. Phyllis Dalton, Assistant California State Librarian, Sacramento; Carol Dingeldem, Bureau of Libraries, U.S.O.E.; John Ford, Administrator, Montgomery County Jail, Rockville, Maryland; Margaret C. Hannigan, Bureau of Libraries, U.S.O.E.; Robert I. Heideman, West Publishing Company; William Hinchliff, Social Responsibilities Round Table, American Library Association; Dorothy Kittel, Bureau of Libraries, U.S.O.E.; S. Jennifer Johnson, Commission on Correctional Facilities and Services, American Bar Association; Ty Jordan, Librarian, Florida State Prison at Raiford; Charles N. B. Kitsen, West Publishing Company (Training program); Charles LaHood, Chief, Photoduplication Department, Library of Congress; Mrs. Marjorie LeDonne, Institute of Library Research, University of California at Berkeley; Stefan Moses, Executive Secretary, California Library Association, Sacramento; Robert G. Newcomb, Lawyer, Arkansas Department of Corrections; Ira Phillips, Executive Secretary, Association of Institution and Hospital Libraries, American Library Association; Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Harrisburg; Herman Schwartz, Professor, State University of New York at Buffalo, Law School; E. Preston Sharp, Executive Director, American Correctional Association; Harry Traurig, Superintendent Maryland Correctional Institution for Women, Jessup; Ray Trautman, Professor, Columbia University Library School, New York City; Marion H. Vedder, Seminar Director, retired New York State Library Consultant for Institution Libraries, Schenectady, N.Y.; Barratt Wilkins, Institution Libraries Consultant, Missouri State Library, Jefferson City, Missouri; Julia S. Willson, Attorney, Federal Bureau of Prisons.

The Board of Directors of the American Correctional Association has approved these GUIDELINES for publication.

## PREFACE

The public at large, government officials, and elected representatives have become increasingly aware of the flaws and inadequacies of our criminal justice and correctional systems. There is today a growing number of professional and lay people desiring to join forces with correctional administrators and the prisoners themselves to find solutions to problems which touch upon the most fundamental values of our society and the basic principles upon which our government was founded. This growing concern is reflected in recent Federal Court decisions which have defined a prisoner's right to access to legal materials as an extension of his right of access to the courts. Correctional administrators, recognizing the need for improvement of existing services but being unfamiliar with the techniques and material requirements, have asked for help in meeting this new obligation.

It is in response to this need for a clearly articulated policy regarding the access to legal materials that the American Correctional Association in collaboration with other interested agencies and organizations has undertaken the development of this publication. The Association is most appreciative of the help of the many individuals and groups that participated and is proud to have played a key role in helping to promote the interest and establish the means to bring this cooperation about. We gratefully acknowledge the contribution of the United States Office of Education in financing this project and hope that these guidelines will be of interest and value to many.

Credit and appreciation is due Mr. Donald Pointer, Associate Executive Director, for his contribution in coordinating and supervising the publication of this document.

E. Preston Sharp, Ph.D  
Executive Director  
American Correctional Association

# GUIDELINES FOR LEGAL REFERENCE SERVICE IN CORRECTIONAL INSTITUTIONS: A TOOL FOR CORRECTIONAL ADMINISTRATORS

## WHY LEGAL REFERENCE SERVICE

Court decisions are making it obligatory for departments of corrections to provide indigent inmates with the same access to the courts that is available to more affluent inmates, namely through legal counsel and law books.<sup>1</sup> No one solution to meeting the requirements of the courts has been recommended. *Legal counsel* to be provided through public defender systems or correctional department employed attorneys or through para-professionals such as law school students and a *law library* staffed by librarians, civilian para-professionals, volunteers and trained inmates are essential in fulfilling court mandates.

The provision of legal reference service as a court requirement is new, important and highly visible to large segments of concerned citizens. It should rank in priority for administrative attention with such basic services as medical treatment.

Because of the many variables present in correctional institutions, it would be impossible to develop one set of standards applicable to all. By stating some guidelines for creating satisfactory legal reference service and suggesting principles to be followed, it is hoped that correctional administrators will make provision for the best possible legal assistance (counsel and books or other materials) from the viewpoint of indigent inmates and within the potential capacity of the institution.

## WHERE APPLICABLE

The court decisions make no distinction between the size or character of institutions. This means that although an inmate finds himself in a small institution, whether awaiting trial or sentenced, he has the same right to access to the courts as an inmate in a major institution. It also extends this right to juveniles although it is logical to conclude that those under 16 may not have the same use of legal reference materials as adults.

## LOCATING THE LAW LIBRARY

The legal reference collection should be placed in an area generally accessible to all inmates where movement to and from living quarters can be provided at all times with a minimum of custodial or security supervision. The space provided should be adequate to house the recommended collection of materials and allow for growth during a ten-year period (see Appendix A for space requirements). It should have good ventilation, good temperature control and

good lighting. There should be at least one quiet area for confidential counseling, although this area does not necessarily have to be within or adjacent to the institution library.

It is recommended that all library functions within the institution, including legal reference materials and service, be coordinated under a professional librarian with special training in audio-visual and legal reference service. When the law library is not a special section of the institution library, it should be located in an adjacent area where supervision by one library director can effect economy of staff and provide for maximum use of para-professionals, civilians, correctional officers, volunteers and inmate aides.

## PLANNING FOR SERVICE

Whether the legal reference material is supervised and serviced by a professional librarian or a para-professional, provision should be made for continuous training of the library staff so that there is built-in continuity. The training in legal reference work should be by law librarians, attorneys, or others qualified in this specialized subject.

It is imperative that the law library be open and available for use by all inmates a maximum number of hours per week. The cost benefit of providing the legal materials and service will accrue in proportion to the use of the library by the inmates.

The correctional administrator must determine what is essential in his institution to provide for maximum use of his library facilities. For a new institution the library can be so located that it is readily accessible with the least security staff required from all parts of the institution during daytime and evening hours as well as weekends. For older institutions where such services were not planned, the administrator must consider alternatives available to provide adequate legal reference services. He may find there is no space for it in the institution library or even near it. Some considerations he must be making are the following: Where to locate or relocate the law library? What increases of staff are necessary? Will a nearby law library staff take responsibility for supervising the law library? In smaller institutions will this law library staff select and train volunteers to work in the institution law library? Would a contract with a law library for legal reference service be feasible if telephone or computer terminal access were available in all separate areas of the institution? If a basic law collection is provided, should there be photo duplicating equipment to relieve congestion in the library and provide better service? Are there special grants to initiate such a law library service and if so how is continuance assured once the service is started? These are all essential factors in providing adequate legal reference service. Administrators must seek means to implement them or

<sup>1</sup> *Younger v. Gilmore*, \_\_\_\_ U.S. \_\_\_\_, 30 L. Ed. 2d 142, 92S. Ct. 250 (November 8, 1971)

*Johnson v. Avery*, 393 U.S. 483 (1969)

*Novak v. Beto, Cruz v. Beto et. al.*, 320 F. Supp. 1206 (1970); U.S. District Court, S.D. Texas, Houston Div., October 15, 1970

provide alternatives which meet the needs of the inmate.

There are at present no known absolute standards for prison law library space requirements and hours the library should be open. These should be empirically tested to arrive at workable formulas for seats in proportion to the total population and hours the library is open. If one can determine the average length of time needed for an inmate to prepare a writ, what proportion of the population will be "preparing" at the same time and how many inmates the library can accommodate comfortably at one time, then one could arrive at a reasonable plan for service. As a theoretical example, note the following assumptions:

The total population is 1,000

10% (or 100) are wanting to prepare writs at the same period

Each inmate has no more than 2 weeks to prepare the writ

25 persons working in the library is maximum at a time  
3-hour working periods are better than shorter ones

Given this particular set of data, one can conclude that 100 inmates could use the library for 3 hours each day for the 2 week period if necessary by opening the library at 6:00 A.M. and closing at 8:00 P.M. This would be 4 three-hour daily periods plus 2 hours for those needing additional time or those wishing to begin their legal search.

Another aspect to consider is how many inmates will be doing their own research, how many will rely on writ-writers or other legal para-professionals to prepare writs for them, and how many have a court date set. Those inmates with a court date set deserve all possible consideration such as release from work assignments, access to law library beyond normal working day, funds to purchase photocopy needed, etc. Correctional administrators have found that the opportunity to do research in a library is therapeutic and contributes toward rehabilitation and a para-professional job related to law.

#### WHAT MATERIALS

The court decisions that every correctional facility which retains people either on a pre-sentence or sentenced basis must provide access to the courts for all inmates have been interpreted to mean that both basic legal reference materials as well as legal counsel are required. To assist administrators to "make their libraries realistic research centers for prisoner self-help" a Special Committee on Law Library Service to Prisoners, American Association of Law Libraries, has prepared two recommended collections of law books: *Minimum Collection for Prison Law Libraries* and *Expanded Collection for Prison Law Libraries*. The minimum collection has been carefully selected to provide the most basic legal research needs. Anything less will be inadequate. It consists of basic United States and general titles. To this list, however, each state must add its own materials and each administrator will need to consider whether one set of the collection will be sufficient for the inmate needs in his institution or whether more copies of

titles are essential. He must also consider purchasing other titles from the "Expanded" list, which is not an extravagant list. As many titles should be purchased from this list as can be funded.

Those with only very limited funds initially should purchase first the respective state reports and statutes, followed by the U. S. statutes and U. S. Supreme Court reports. These will form the core of the collection.

Each list prepared by the AALL Special Committee or Law Library Service to Prisoners gives approximate current cost and annual upkeep cost (see Appendix A). They also indicate the shelf space needed now and for subsequent growth. It is stressed that the material must be kept up-to-date annually. It is poor policy to accept gifts unless they are selected by someone who knows law books and the needs of the inmates.

#### WHAT SERVICES

In addition to the institution law library, inmates must have access to a large law library able to provide photocopy, interlibrary loan of materials and reference service. To assist administrators and inmates, the Special Committee of AALL has also prepared a list by states of the law libraries which will give service to inmates, what types of service and on what basis (see Appendix B). Since most libraries require that the cost of photocopy be borne by the requester (the usual charge is 10¢ per page) it could be argued that this service be provided free to the indigent inmate. A fund for such needs could be set up by a group of interested citizens if the administrator is unable or wishes not to allow for this fund in his budget.

Although it is anticipated that AALL will continue to maintain and keep current its "Minimum" and "Expanded" lists as well as the list of law libraries which will serve inmates, correctional administrators should be alert to any cessation of service. Involving community legal resources and personnel in the institution law library program is a good way to keep communication channels open in the legal and law library field.

The potential use of microform for legal reference materials should be carefully considered. Although much of the law material presently available in microform consists of rare or esoteric items, there is reason to hope and believe that current basic materials could be available if publishers were aware of the potential market. With the proper equipment for both reading microfiche and making print-outs, there is the possibility of considerable economy and flexibility of the program.

The future development of communications and information networks in the area of legal bibliographic control is under discussion and when implemented will have great implications for correctional institutions. Although not mentioned specifically, the inmate clientele could benefit enormously. To quote from a paper prepared for the Conference on Interlibrary Communications and Information Network held in September, 1970, Borgeson and Freeman stated



"The layman should not be neglected in any discussion of access to legal materials, his right and need to become acquainted with the law which governs him cannot be ignored."

This paper by Borgeson and Freeman<sup>2</sup> provides an excellent platform for a lift-off toward the actuality of an information and research network for the legal profession similar to or even excelling the medical library network (MEDLARS).

In the meantime, however, administrators cannot delay in initiating legal reference service. Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Law Library Bureau, Box 1601, Harrisburg, Pennsylvania, 17126, is the Chairman of the Standing<sup>1</sup> Committee on Law Library Services to Prisoners, American Association of Law Libraries. Write to her to get additional copies of the lists of minimum and expanded legal materials or advice on whom to refer to in each state regarding the specific law library requirements.

#### PUBLICATION RESULT OF WORKSHOP

This brief publication is the result of concern by the Library Committee of the American Correctional Association and the American Association of Law Libraries, Standing Committee on Law Library Service to Prisoners. In May of 1972 the American Correctional Association in cooperation with the Institute of Library Research at the University of California in Berkeley, as a part of a research project funded by the U.S. Office of Education, held a two-day seminar in College Park, Maryland, on the provision of legal reference materials for offenders. Participants were attorneys, correctional administrators and librarians representing such groups as the American Bar Association; American Association of Law Libraries, Association of Hospital and Institution Librarians, American Library Association, Federal Bureau of Prisons; U.S. Department of Health, Education and Welfare; American Civil Liberties Union; Social Responsibilities Round Table of American Library Association; School of Library Service, Columbia University; Library Committee of the American Correctional Association and the Institute of Library Research at the University of California at Berkeley. Guest inmate writ-writers disappointingly did not attend.

#### ADDITIONAL CONCLUSIONS

There were other discussions and recommendations dealing solely with writ-writers. The seminar group judged writ-writers to be para-legal aides rather than law library aides and felt they had no authority to make recommendations on this subject. The group agreed, however, that writ-writers have an important role in legal service, that they should be recognized as para-legal aides and maintain

certain standards and have corresponding prestige. They recognized that the legal reference libraries in correctional institutions will be of great value to writ-writers and that they will be of great assistance to the inmate population unable to prepare their own writs.

Training for a continuous and ample supply of writ-writers inmates literate and knowledgeable in the use of legal reference materials was stressed at the seminar. Training also for both the professional and supporting library staff should be provided as needed for adequate background for job performance.

<sup>2</sup>From *Proceedings on the Conference on Interlibrary Communications and Information Networks*. Edited by Joseph Becker. American Library Association, Chicago, Illinois, 1971.

<sup>1</sup>A.A.L.L. Board changed Committee from Special to Standing at its annual convention July 2-5, 1972.

## Appendix A

### RECOMMENDED COLLECTIONS FOR PRISON LAW LIBRARIES

June 1972

American Association of Law Libraries  
Committee on Law Library Service to Prisoners

#### Introduction

This booklet contains two lists of books recommended for prison law libraries. List One, a list of law books for a minimum collection in a prison library is just that, a *minimum* collection. In the opinion of this sub-committee, anything less than the collection in List One will be inadequate for the most basic legal research that might be done by a prisoner or the type of "jail-house lawyer" contemplated by the Supreme Court in *Avery v. Johnson* (393 U.S. 483, 89 Sup. Ct. 747).

List Two is an expanded list for a truly *adequate* prisoner law library and should suffice for most legal research by prisoners. List Two contains only court decisions starting in 1950. It is strongly recommended that those institutions that can afford it purchase court decisions starting with volume one of each set.

It may sometimes be necessary for prisoner researchers to request books or photocopies of materials not included in their own libraries. In such cases they can find out which law libraries will assist them by consulting the directory, *Law Libraries Which Offer Service To Prisoners*, referred to below.

We sincerely hope that prison administrators and others responsible for law libraries in prisons will find these lists helpful in selecting materials that will make their libraries realistic research centers for prisoner self-help. We recognize that self-help is merely an expedient substitute for the advice and assistance of legal counsel, but it seems to be a more attainable goal for the present.

Assistance in obtaining materials listed herein, or legal publications generally, may be had by calling upon the law librarians in each state, especially those at the libraries listed in *Law Libraries Which Offer Service To Prisoners*. That directory can be obtained from the chairman of the Special Committee on Law Library Services to Prisoners, Mrs. Elizabeth H. Poe, Law Librarian, State Library of Pennsylvania, Law Library Bureau, Box 1601, Harrisburg, Pennsylvania 17126.

Sub-Committee on Recommended Collections for  
Prison Law Libraries

O. James Werner, Chairman  
Ruth H. Brunson  
Forrest S. Drummond

June 1972

American Association of Law Libraries  
Special Committee on  
Law Library Services to Prisoners

**CHECKLIST ONE:  
MINIMUM COLLECTION FOR PRISON LAW LIBRARIES**

**I. Federal and State Prisons**

**A. Federal Materials**

1. *United States Code Annotated*. Constitution, Titles 18, 28 (Sec. 2241-2255, Federal Rules of Appellate Procedure, Rules of Supreme Court), 42 (Sec. 1981-1985). St. Paul: West, 26 vols. and two pamphlets \$195.00 (\$58.50) annual upkeep  
or  
\**Federal Code Annotated*. Constitution, Court Rules-Criminal Proceedings, Titles 18, 28 (Sec. 2241-2255), 42 (Sec. 1981-1985). Rochester Lawyers Cooperative, 7 vols. and pamphlet. \$129.00 (\$31.7) annual upkeep
2. *United States Reports*. Washington, D.C. U.S. Government Printing Office. Vol. 361-, 1960-. 36 vols. \$204.00? (\$35 annual upkeep)  
or  
*Supreme Court Reporter* St. Paul West. Vol. 80-, 1960-. 12 vols. \$255.00 (\$42.50 annual upkeep)  
or  
*United States Supreme Court Reports* (Lawyers Edition 2d Series). Rochester Lawyers Cooperative. Vol. 4-, 1960-. 23 vols. \$402.50 (82.50 annual upkeep)
3. *Federal Reporter*. (2d Series). St. Paul: West. Vol. 273-, 1960-. 177 vols. \$1,564.00 (\$180 annual upkeep)
4. *Federal Supplement*. St. Paul West. Vol. 180-, 1960-. 155 vols. \$1,114.00 (\$180 annual upkeep)
5. *Shepard's United States Citations*. Colorado Springs. Shepard, 1968. 5 vols. \$145.00 (\$48 annual upkeep)
6. *Shepard's Federal Citations*. Colorado Springs. Shepard. Federal Supplement, Federal Reporter, 2d Series. 201-390 vol. (6th ed.). 1969 Series. \$90.00 (\$48 annual upkeep)
7. Rules of local federal district courts. Free from court clerks

\* Title changed, see Expanded Collection I A.1.

**B. General Materials**

1. Bailey, F. Lee and Henry B. Rothblatt. *Complete Manual of Criminal Forms*. Federal and State. Rochester Lawyers Cooperative, 1968. \$35.00 (\$7 annual upkeep)

2. Ballentine, James A. *Ballentine's Law Dictionary* (3d ed. by James A. Anderson) Rochester Lawyers Cooperative, 1969. \$20.00  
or  
Black, Henry C. *Black's Law Dictionary* (Rev. 4th ed.) St. Paul: West, 1968. \$4.50
3. Cohen, Morris L. *Legal Research in a Nutshell* (2d ed.) St. Paul West, 1971. \$4.50
4. *Criminal Law Reporter*. Washington, D.C. Bureau of National Affairs. Weekly. 2 vols. (looseleaf) \$148.00 first year (\$138 annually thereafter)
5. Fox, Sanford J. *Juvenile Courts in a Nutshell*. St. Paul West, 1971. \$4.50
6. Israel, Jerold H. and Wayne R. LaFave. *Criminal Procedure in a Nutshell*. St. Paul West, 1971. \$5.00
7. *Prison Law Reporter*. Seattle. Administration of Criminal Justice and Prison Reform Committee, Young Lawyers Section, American Bar Association, 1971-. Subscription \$14.00 a year. (\$1 a year for prisoners.)
8. Sokol, Ronald P. *Federal Habeas Corpus* (2d ed.). Charlottesville, Va. Michie, 1969. \$25.00

**II. Additional Materials for State Prisons**

1. Reports of highest and intermediate appellate courts of state 1960-.
2. State statutes compilation.
3. State digest of court decisions.
4. Shepard's Citations for state.
5. Treatise covering state criminal practice and procedure.
6. Volume containing rules of state courts, if available, otherwise, rules obtainable free from clerks of some state courts.

Note All materials should be kept up to date by supplementation.

All prices are subject to change and do change from time to time.

Checklists of materials for each state are available on request from A.A.L.L. Special Committee on Law Library Services to Prisoners.

**Shelf Space Needed For Legal Materials**

FEDERAL	Initial Growth	Yearly Growth
U.S. Code Annotated	20"	4"
Federal Code Annotated	12"	2"
U.S. Reports	9"	10"
Supreme Court Reporter	5"	9"
U.S. Supreme Court Reports (L. Ed.)	4"	4"
Federal Reporter 2d	23"	5"
Federal Supplement	20"	3 1/4"
Shepard's U.S. Citations	18"	1"
Shepard's Federal Citations	5"	1"
Rules of Local Federal District Courts	1"	
<b>GENERAL</b>		
Treatises and Dictionary	15"	2"

American Association of Law Libraries  
Special Committee on  
Law Library Services to Prisoners

**CHECKLIST TWO:  
EXPANDED COLLECTION FOR PRISON LAW LIBRARIES**

**I. Materials for both Federal and State Prisons**

**A. Federal Materials**

- 1 *United States Code Annotated*. St. Paul West. 164 vols. \$902.00\*

or

*United States Code Service (Lawyer's Edition)*. Rochester Lawyers Cooperative. 53 vols. \$20.00 per month (until 6/30/75)

- 2 *United States Reports*. Washington, D.C.: U.S. Government Printing Office. Vol. 340-, 1950-. 61 vols. \$350.00 (\$36.50 annual upkeep)

or

*Supreme Court Reporter*. St. Paul West. Vol. 71-, 1950-. 31 vols. \$354.00 (\$45 annual upkeep)

or

*United States Supreme Court Reports (Lawyer's Edition)*. Rochester Lawyers Cooperative Vol 95-, 1950-. 34 vols. \$564.50\*\* (\$70 annual upkeep)

3. *Federal Reporter*. (2d Series). St. Paul West. Vol 179-, 1950-. 261 vols. \$2,021.00 (\$180 annual upkeep)
4. *Federal Supplement*. St. Paul West Vol. 88-, 1950-. 237 vols. \$1,857.00 (\$180 annual upkeep)
5. *Modern Federal Practice Digest*. St. Paul West, 1960-61. 83 vols. \$1,182.25 (\$250 annual upkeep)
6. *Shepard's United States Citations*. Colorado Springs Shepard, 1968. 5 vols. \$145.00 (\$48 annual upkeep)
7. *Shepard's Federal Citations*. Colorado Springs Shepard, 1969. 4 vols. \$145.00 (\$48 annual upkeep)
8. Wright, Charles A. *Federal Practice and Procedure*. St. Paul West, 1969. Vols. 1-3 (Criminal). \$85.50 (\$15 annual upkeep)

or

Orfield, Lester B. *Criminal Procedure Under The Federal Rules*. Rochester, N.Y. Lawyers Cooperative, 1966-68. 7 vols. \$192.50 (\$17.50 annual upkeep)

9. Sokol, Ronald P. *Federal Habeas Corpus*. (2d ed.) Charlottesville, Va. Michie, 1969. \$25.00

\* Includes 3 years pocket parts, 2 years of recompiled volumes; 2 years of *U.S. Code Congressional and Administrative News*, 2 years *Federal Tax Regulations*.

\*\* Includes *United States Supreme Court Reports Digest*.

**B. General Materials**

- 1 Black, Henry C. *Black's Law Dictionary*. (Rev. 4th ed.) St. Paul West, 1968 \$14.50

or

Ballentine, James A. *Ballentine's Law Dictionary*. Rochester, N.Y. Lawyers Cooperative, 1969 \$20.00

- 2 *Criminal Law Reporter*. Washington, D.C. Bureau of National Affairs Weekly, 2 vols. (looseleaf) \$148.00 first year (\$138 annually thereafter)

3. One or more of the following

a Anderson Ronald A. *Wharton's Criminal Law and Procedure*. Rochester, N.Y. Lawyers Cooperative, 1957. (13th ed.) 5 vols. (supplements) \$115.00 (\$18.50 annual upkeep)

- b. Israel, Jerold H. and Wayne R. LaFave. *Criminal Procedure in a Nutshell*. St. Paul West, 1971 \$5.00

c. Perkins, Rollin M. *Criminal Law*. (3d ed.) Mineola, N.Y. Foundation Press, 1966. \$12.50

d. LaFave, Wayne R. and Austin Scott, Jr. *Hornbook on Criminal Law*. St. Paul West, 1972 \$13.50

e. Hall, Livingston, Yale Kamisar, Wayne LaFave and Jerold Israel. *Cases on Modern Criminal Procedure*, (3rd ed.) St. Paul West, 1969. \$17.50 Supplement, 1972. \$3.50

4. Bailey, F. Lee and Henry Rothblatt. *Complete Manual of Criminal Forms, Federal and State*. Rochester, N.Y. Lawyers Cooperative, 1968. \$35.00 (\$7 annual upkeep)

5. Cohen, Morris L. *Legal Research in a Nutshell*. (2nd ed.) St. Paul West, 1971. \$4.50

6. Fox, Sanford J. *Juvenile Courts in a Nutshell*. St. Paul West, 1971. \$4.50

7. One or more of the following

a. *Prison Law Reporter*. Seattle Administration of Criminal Justice and Prison Reform Committee, Young Lawyers Section, American Bar Association, 1971-. Monthly \$14.00 a year. (\$1 a year for prisoners)

b. *Prisoners Rights Newsletter*. State University of New York, 1971-. Free?

c. *Penal Digest International*. Iowa City, Iowa: Penal Digest International, 1971-. Monthly. \$9.00 a year.

8. *Martindale-Hubbell Legal Directory*. Summit, N.J.: Martindale-Hubbell. Annual. 5 vols. \$85.00 a year

9. *Criminal Law Bulletin*. Boston Warren, Gorham & Lamont. Monthly. \$28.00 a year

**II. Additional Materials for State Prisons**

1. Set of annotated statutes of state.
2. State session laws subsequent to coverage in annotated statutes and supplements, if not covered by legislative service of annotated statutes publisher.
3. Court reports of appellate courts of state, 1950-.
4. Digest of court decisions of state.
5. Shepard's citations for state.
6. Rules of state courts not covered in annotated statutes. Single volume edition preferred, if available, otherwise, free copies may be obtained from clerks of some courts.
7. State legal encyclopedia, if any.
8. One or more state practice books (with forms) on evidence, criminal law and procedure.

Note It is recommended that complete sets of the court reports listed be purchased, if funds are available, beginning with volume one of each set.

All materials should be kept up to date by subscriptions or supplementation.

All prices are subject to change and do change from time to time.

Checklists of materials for each State are available upon request from A.A.L.L. Special Committee on Law Library Services to Prisoners.

### Shelf Space Needed For Legal Materials

FEDERAL	<i>Initial Space</i>	<i>Yearly Growth</i>
U S Code Annotated	19"	1"
Federal Code Annotated	7'6"	8"
U S Reports	12'10"	10"
Supreme Court Reporter	7"	9"
U S Supreme Court Reports (L Ed )	7'8"	4"
Federal Reporter 2d	50"	5"
Federal Supplement	34'8"	3½"
Modern Federal Practice Digest	15"	9"
Shepard's U.S. Citations	15"	1"
Shepard's Federal Citations	12"	1"
Wright, Charles A , <i>Federal Practice and Procedure</i>	6¼"	1"
Orfield, Lester B , <i>Criminal Procedure Under the Fed Rules</i>	-	1"
Sokol, Ronald P , <i>Federal Habeas Corpus</i>	-	-
GENERAL		
Black, Henry C., <i>Black's Law Dictionary</i>	3¼"	-
Ballentine, James A , <i>Ballentine's Law Dictionary</i>	3"	-
Criminal Law Reporter	6½"	-
Anderson, Ronald A , <i>Wharton's Criminal Law and Procedure</i>	9½"	-
Israel, Jerold H. & Wayne R LaFave, <i>Criminal Procedure in a Nutshell</i>	1"	-
Perkins, Rollin M , <i>Criminal Law</i>	2"	-
LaFave, Wayne R & Austin Scott, Jr , <i>Hornbook on Criminal Law</i>	2½"	-
Hall, Livingston, Yale Kamisar, Wayne LaFave & Jerold Israel, <i>Cases on Modern Criminal Procedure</i>	2½"	½"
Bailey, F. Lee & Henry Rothblatt, <i>Complete Manual of Criminal Forms, Federal and State</i>	2½"	½"
Cohen, Morris L., <i>Legal Research in a Nutshell</i>	½"	-
Fox, Sanford J , <i>Juvenile Courts in a Nutshell</i>	1"	-
Prison Law Reporter	2"	-
Prisoners Rights Newsletter	2"	-
Penal Digest International	2"	-
Martindale-Hubbell Legal Directory	21"	-
Criminal Law Bulletin	6½"	2½"

### Sample Checklist of Materials for One State

#### WISCONSIN

American Association of Law Libraries  
Special Committee on Law Library Services to Prisoners

#### RECOMMENDED MINIMUM COLLECTION FOR PRISON LAW LIBRARIES

#### II. Additional Materials for Wisconsin Prisons

- 1 *Wisconsin Statutes (1969)*. Madison Wisconsin Dept. of Administration, Document Sales Office 2 vols. \$35.00 (Reprinted, with cumulations, biennially.)  
*Wisconsin Annotations (1970)*. Madison Wisconsin Dept. of Administration, Document Sales Office 1 vol \$33.00 (Cumulative annotations will be printed in each biennial addition of the *Wisconsin Statutes* after 1970 )
2. *Wisconsin Reports*, 2d series Chicago Callaghan & Company, 1960- vol 8- 47 vols \$305.00 (\$76.50 annual upkeep)
3. *Callaghan's Wisconsin Digest*, 2d edition Chicago, Callaghan & Company, 1950 20 vols. \$400.00 (Price includes pocket parts and service through December 1973.)
4. *Shepard's Wisconsin Citations*. Colorado Springs Shepard. 1959-. 2 vols \$95.00 (\$48 annual upkeep)
- 5 *Callaghan's Wisconsin Pleading and Practice*, 3d edition. Chicago Callaghan & Company, 1954-1955 9 vols. \$200.00 (Price includes latest cumulative pocket parts and next cumulative pocket parts when published.)
- 6 Court rules appear in vols. 52, 53 of Reports (1971)

### Shelf Space Needed for Wisconsin Legal Materials

<i>Wisconsin Materials</i>	<i>Initial Space</i>	<i>Yearly Growth</i>
Statutes	1"	
Reports	6'2"	
Digest	3'7"	
Other materials	1'9"	1½"

## Appendix B

### LAW LIBRARIES WHICH OFFER SERVICE TO PRISONERS

February 1, 1972 List Revised January, 1973

Compiled by the  
American Association of Law Libraries  
Committee on Law Library Service to Prisoners  
Sub-Committee on List of Law Libraries Serving Prisoners

This directory of *Law Libraries Which Offer Service to Prisoners* has been compiled in an attempt to aid prisoners in obtaining legal materials *not* available in their own institutions. The purpose of the directory is to channel prisoners' requests for information to law libraries that offer some form of assistance. In return, prisoners are expected to tailor their requests to correspond to the specific limitations imposed by each law library concerning such assistance.

The directory will be made available through the mailing lists of the American Correctional Association to every prison in the country. It is expected that it will be revised twice a year.

Prisoners will be advised that the listed law libraries *will not offer legal advice*, but rather, photocopies of needed statutes, cases, or other materials, books on loan, or a combination of both. Some of the listed libraries will perform reference work and provide pertinent citations, cases, laws, or bibliographies. Other libraries will only provide photocopies of materials correctly cited by the prisoner. Some libraries will charge for photocopy and postage, others will not. The directory spells out each library's policy.

It is hoped that the directory will be useful not only to prisoners but to prison librarians and administrators as an extension of their own resources. Finally, it is expected that law libraries in general will benefit from reviewing what other law libraries offer in terms of workable programs for prisoner assistance.

Subcommittee on List of Law Libraries  
Serving Prisoners

Michael L. Renshawe, Chairman  
Vivian Bryan  
Elizabeth H. Poe

#### ALABAMA

##### Montgomery

Alabama Supreme Court Library  
Judicial Bldg., Capitol (36104)

Photocopy @25¢ per page  
\$1.00 minimum charge  
Prepayment required  
Payee: Alabama Supreme Court Library  
Limited reference work done

##### University

U. of Alabama School of Law Library  
P. O. Box 6205 (35486)

*Serve only prisoners in Alabama*  
Lend periodicals, reports and textbooks  
on 3 week loan  
Photocopy 20 pages without charge  
10¢ per page for 21st page on  
50¢ postage per request  
Payee: University of Alabama Law  
School Library  
Exact amount required, surplus forfeited  
Limited reference work done

#### ALASKA

##### Anchorage

Alaska Court Libraries  
941 4th Ave. (99501)  
& Branches at Fairbanks, Juneau, Kenai,  
Ketchikan, Kodiak, Nome, Sitka, Wrangell  
*Serve only prisoners in Alaska*  
Photocopy without charge  
Limitation: 3 requests per letter  
Reference work done

#### ARIZONA

##### Phoenix

Arizona Dept. of Library and Archives  
3rd Floor, Capitol (85007)  
Photocopy @ 25¢ per page  
Prepayment required  
Postage charges 25¢  
Payee: Dept. of Library and Archives  
Limited reference work done

##### Maricopa County Law Library

101 W. Jefferson St. (85003)  
*Serve only prisoners in Maricopa County*  
Lend books through State Library and  
Archives  
Photocopy 19 pages without charge  
through State Library and Archives

##### Tempe

Arizona State University Law Library (85281)  
Photocopy @ 10¢ per page  
Prepayment required  
Payee: College of Law Library, Arizona  
State University  
No reference work done  
Correct citations required

##### Tucson

University of Arizona  
College of Law Library (85721)  
Photocopy @ 5¢ per page  
Do not do copyrighted materials (period-  
icals, textbooks, etc.)  
Deposits allowed  
No reference work done  
Correct citations required

## ARKANSAS

### Fayetteville

University of Arkansas Law Library (72701)  
Photocopy without charge  
No reference work done

### Little Rock

Arkansas Supreme Court Library  
Justice Bldg (72201)  
*Serve only prisoners in Arkansas*  
Photocopy cases and statutes  
Prepayment required  
No reference work done

University of Arkansas Law Library, Little  
Rock Division and Pulaski County Law  
Library  
300 Broadway (72201)  
Photocopy @ 10¢ per page  
Postage required  
Limited reference work done  
Correct citations required

## CALIFORNIA

### Berkeley

Meiklejohn Civil Liberties Library  
1715 Francisco Street (94703)  
Photocopy @ 15¢ per page  
Briefs included  
Reference work done

### Fresno

Fresno County Law Library  
Room 200, County Court House (93721)  
*Serve only prisoners in California and all  
Federal prisons*  
Photocopy @ 10¢ per page  
Prepayment required  
Postage required  
Limitations 25 pages per letter, per week  
No reference work done  
Correct citations required

### Oakland

Alameda County Law Library  
Room 200, Court House (94612)  
*Serve only prisoners in Alameda County*  
Lend books except reference materials  
through Deputy Sheriff or other peace  
officer  
Photocopy @ 10¢ per page  
Prepayment required  
Mailing charges required  
Average cost 25¢  
No reference work done

### Sacramento

California State Library, Law Library  
P. O. Box 2037 (95809)  
Lend books on interlibrary loan for 3  
weeks  
*No photocopy*  
Limitations 5 requests per man each week  
Reference work done

### Sacramento County Law Library

Court House  
720 Ninth St (95814)  
Photocopy @ 5¢ per page  
Prepayment required  
Exact amount required  
Reference work done

## San Diego

San Diego County Law Library  
1105 Front St (92101)  
*Serve only prisoners in San Diego County*  
Photocopy @ 10¢ per page  
Prepayment required  
Postage charges required  
Exact amount required  
Payee San Diego County Law Library  
Limitations One letter per week  
Limited reference work done  
Correct citations required

### University of San Diego Law Library

Alcala Park (92110)  
Photocopy @ 25¢ per page  
Prepayment required  
Exact amount required  
Payee U.S.O. Law Library  
No reference work done  
Correct citations required

## Santa Ana

Orange County Law Library  
220 W. Eighth St (92701)  
*Serve only prisoners in Orange County*  
*No photocopy*  
Lend books if not available in the inmates'  
library  
Limitations 3 books per prisoner  
No reference work done  
Correct citations required

## Santa Clara

University of Santa Clara Law Library  
(95053)  
Photocopy first 25 pages without charge  
Page 26 on @ 10¢ per page  
Payee University of Santa Clara Law  
Library  
Exact amount required  
No reference work done  
Correct citations required

## Ukiah

Mendocino County Law Library  
Court House (95482)  
*Serve only prisoners in Mendocino County*  
Lend books  
No reference work done

## Visalia

Tulare County Law Library  
305 County Civic Center (93277)  
*Serve only prisoners in Tulare County*  
Lend books through bailiff  
Photocopy @ 25¢ per page  
30¢ if legal sized page  
Prepayment required  
Reference work done

## Yreka

Siskiyou County Law Library  
Court House (96097)  
*Serve only prisoners in Siskiyou County*  
Lend books to prisoners representing  
themselves  
Photocopying only by court order  
No reference work done

## COLORADO

### Denver

Colorado Supreme Court Library  
220 Capitol Bldg (80203)  
*Serve only prisoners in Colorado*  
Photocopy @ 10¢ per page  
Exact amount required  
Reference work done

## CONNECTICUT

### Bridgeport

Fairfield County Law Library  
County Court House  
172 Golden Hill St (06804)  
Lend books if institution assumes respon-  
sibility for materials  
Photocopy @ 10¢ per page  
Prepayment required  
Limitation 100 pages per request

### Danbury

Danbury Bar Library  
Main Street (06810)  
Lend books if institution assumes respon-  
sibility for materials  
Photocopy @ 10¢ per page  
Prepayment required  
Limitation 100 pages per request

### Hartford

Connecticut General Life Insurance Co. Law  
Library  
Mailing address (06115)  
Lend books on interlibrary loan  
Photocopy without charge

### Connecticut State Library

231 Capitol Ave (06115)  
*Serve only prisoners in Connecticut*  
Lend books  
Photocopy 20 pages without charge  
Payment in advance required for 21  
pages and over

### Hartford Bar Library Association

95 Washington St. (06106)  
Photocopy @ 10¢ per page

### Stamford

Stamford Law Library  
Fairfield County Court House  
Hoyt St (06905)  
Lend books if institution assumes respon-  
sibility for materials  
Photocopy @ 50¢ per page  
Prepayment required  
Limitation 100 pages per request

### Xerox Corporation Law Library (06904)

Requests on interlibrary loan would be  
honored  
Photocopy without charge

### West Hartford

University of Connecticut School of Law  
Library  
1800 Asylum Ave (06117)  
Lend books on interlibrary loan  
Photocopy @ 10¢ per page

## DELAWARE

### Dover

State Law Library in Kent County  
Kent County Court House (19901)  
Photocopy @ 25¢ per page  
Prepayment required  
Payee: State of Delaware  
Exact amount required  
Reference work done

## DISTRICT OF COLUMBIA

### Washington

Army Library, U.S. Dept. of the Army  
DAAG. ASL  
1A518 Pentagon (20310)  
Lend books on interlibrary loan  
(Do not lend classified materials)  
No photocopy  
Reference work done (Citations supplied)

### Bar Association of the District of Columbia Library

3518 U.S. Court House Bldg  
3rd & Constitution Ave., N.W. (20001)  
Photocopy @ 15¢ per page  
15¢ postage charged  
Payee: D.C. Bar Assn  
Exact amount required  
Reference work done

### Howard University School of Law Library

2441 Sixth St., N.W. (20001)  
Photocopy without charge  
Reference work done

### U. S. Court of Military Appeals Library

450 E St., N.W. (20442)  
Photocopy opinions of the Court of  
Military Appeals without charge  
Send copy of opinion if available  
Reference work done  
Correct citations preferred

### U. S. Dept. of the Navy, Office of the Judge Advocate

General Law Library  
2527 Arlington Annex (20370)  
Serve only Federal prisoners  
Photocopy federal materials without  
charge  
Reference work done

## FLORIDA

### Coral Gables

University of Miami Law Library  
P. O. Box 8087 (33124)  
Photocopy @ 10¢ a double page  
Exact amount required  
Payee: University of Miami  
No reference work done  
Exact citation required

### Fort Lauderdale

Broward County Law Library  
444 County Court House (33301)  
Photocopy @ 10¢ per page  
Prepayment required  
Exact amount required  
Payee: Broward County Law Library  
Limited reference work done on Florida  
law  
Correct citations required

## Gainesville

University of Florida Law Library (32601)  
Photocopy @ 15¢ per page  
Prepayment required  
Payee: University of Florida  
Exact amount required  
Reference work done  
Correct citations preferred

## Jacksonville

Duval County Law Library  
220 Duval County Court House (32202)  
Photocopy @ 15¢ per page  
Prepayment required  
Reference work done  
Correct citations required

## Tallahassee

Florida Supreme Court Library  
Supreme Court Bldg (32304)  
Florida prisoners offered cases and laws  
Photocopy @ 15¢ per page  
Prepayment by prisoner required  
Payee: Supreme Court of Florida  
No reference work done

## West Palm Beach

Palm Beach County Law Library  
339 County Court House (33401)  
Serve only prisoners in Palm Beach  
County  
Photocopies @ 10¢ per page  
Prepayment in cash required  
Delivery by relatives  
Case papers for filing with clerk of court  
are photocopied  
Limitations: 50 pages per day  
No reference work done  
Correct citations required

## GEORGIA

### Atlanta

Georgia State Library  
301 Judicial Bldg  
Capitol Hill Station (30334)  
Photocopy @ 25¢ per page  
Prepayment required  
Exact amount required  
Payee: Georgia State Library  
Limitations: Photocopy only reports and  
statutes  
Reference work done by University of  
Georgia Law School Legal Aid

### Macon

Mercer University, Walter F. George School  
of Law  
Thomas H. Halliburton Law Library  
(31207)  
Serve only prisoners in Georgia  
Photocopy @ 5¢ per page  
Do not do copyrighted materials  
(periodicals, textbooks, etc.)  
Exact amount required  
Limited reference work done  
Correct citations required

## IDAHO

### Boise

Idaho State Law Library  
Supreme Court Bldg  
451 West State St. (83707)  
Serve only prisoners in Idaho  
Photocopy @ 10¢ per page  
Prepayment required  
Exact amount required  
Payee: Idaho Supreme Court  
Reference work done  
Correct citations required

### Moscow

University of Idaho Law Library (83843)  
Serve only prisoners in Idaho  
Photocopy @ 10¢ per page  
Prepayment required  
Exact amount required  
Payee: College of Law, University of  
Idaho  
Deposits accepted through Student  
Council  
No reference work done  
Correct citations required

## ILLINOIS

### Champaign

University of Illinois Law Library  
104 Law Bldg (61820)  
Photocopy @ 10¢ per page  
Postage and handling charge required  
Reference payment by prisoner  
Reference work done

### Chicago

Baker & McKenzie  
Prudential Plaza (60601)  
Photocopy without charge  
Specialty of the firm is commercial law,  
therefore only service is for reports and  
legal periodicals  
No reference work done

### Chicago Bar Association Library

29 S. LaSalle Street (60603)  
Photocopy without charge  
Limitations: 20 pages per request, per  
week  
No reference work done  
Correct citations required

### Cook County Law Library

2900 Chicago Civic Center (60602)  
Serve only prisoners in Cook County  
Photocopy, for the most part, without  
charge  
Prepayment required when imposed  
Require exact amount  
Limited reference work done

### De Paul University Law Library

25 E. Jackson Blvd. (60604)  
Photocopy without charge  
Limitation: Photocopy statutes and law  
review articles  
Reference work done



**Joint Reference Library**  
1313 E 60th St (60637)  
Photocopy @ 8¢ per page  
Do not do copyrighted materials (periodicals, textbooks, etc.)  
No charge for postage if under 50¢  
Payee Joint Reference Library  
Exact amount required  
Limited reference work done  
Correct citations required

**Loyola University of Chicago Law Library**  
41 E Pearson St (60611)  
*No photocopy*  
Reference work done

**Northwestern University School of Law Library**  
357 E Chicago Ave (60611)  
Photocopy without charge  
Limitations 10 pages per request  
Reference work done

**William J. Campbell Library of the U.S. Courts**  
Room 1448 U S Court House  
219 S Dearborn St (60604)  
*Serve only prisoners in Illinois*  
Photocopy Illinois Supreme and Appellate Courts opinions and U S Court of Appeals, 7th Circuit slip opinions @ 15¢ per page  
Prepayment required  
Limitations 20 pages per request  
No reference work done  
Correct citations required

**Peoria**  
**Peoria County Law Library**  
Peoria County Court House (61602)  
Photocopy @ 15¢ per page  
Postage charges required  
Payee Peoria County Law Library  
Exact amount required from prisoner  
No reference work done  
Correct citation required

**Springfield**  
**Illinois Supreme Court Library**  
Supreme Court Bldg (62706)  
*Serve only prisoners in Illinois*  
Photocopy without charge  
Reference work done

**Legislative Reference Bureau Library**  
300 State House (62106)  
*No photocopy*  
Reference work done on Illinois laws

**INDIANA**  
**Indianapolis**  
**Indianapolis Law School (Indiana and Purdue Universities)**  
Lend selected books  
Photocopy without charge  
Reference work done

**Notre Dame**  
**Notre Dame Law School Library**  
Box 535 (46556)  
Service through Student Legal Aid Organization  
Photocopy without charge  
Reference work done

**Valparaiso**  
**Valparaiso University Law Library (46383)**  
Photocopy cases and Indiana statutes @ 20¢ per page  
Prepayment required  
Postage charges 20¢  
Payee Valparaiso University Law Library  
Exact amount required from prisoner  
Limited reference work done  
Correct citations required

**IOWA**  
**Des Moines**  
**Drake University Law Library**  
27th Street & Carpenter Ave. (50311)  
Lend selected books to library  
Photocopy @ 10¢ per page  
Exact amount required  
Payee Law Library, Drake University  
Reference work done

**Iowa City**  
**University of Iowa Law Library (52240)**  
Lend books if institution assumes responsibility for materials  
Reference and primary source materials do not circulate  
Photocopy @ 10¢ per page  
Prepayment required  
Deposits accepted  
Reference work done

**KANSAS**  
**Lawrence**  
**University of Kansas Law Library**  
207 Green Hall (66044)  
*Emphasize service to Kansas prisoners*  
Photocopy @ 5¢ per page if done by copier, 10¢ if Xerox (clearer copy)  
Postage charges required  
Exact amount required  
Limitations Do not photocopy textbooks  
No reference work done  
Correct citations required

**Wichita**  
**Sedgwick County Law Library**  
505 Beacon Bldg (67202)  
Photocopy without charge  
Limited reference work done  
Correct citations required

**KENTUCKY**  
**Frankfort**  
**Kentucky State Law Library**  
Capitol (40601)  
Supply copies of headnotes of cases without charge  
Limitation One letter per week  
No reference work done  
Correct citations required

**Lexington**  
**University of Kentucky Law Library (40506)**  
Lend books except court reports and periodicals  
Photocopy @ 10¢ per page  
Payee University of Kentucky  
\$10 deposit allowed  
No reference work done

**Louisville**  
**University of Louisville, School of Law Library**  
Belknap Campus (40208)  
*Serve only prisoners in Kentucky*  
Photocopy without charge  
No reference work done

**LOUISIANA**  
**Baton Rouge**  
**Louisiana State University Law Library (70803)**  
*Serve only prisoners in Louisiana*  
Photocopy @ 10¢ per page  
Prepayment required  
\$1 00 service charge plus postage required  
Exact amount required  
Payee L. S. U. Law Library  
No reference work done  
Correct citations required

**Southern University Law Library**  
Southern Branch Post Office (70813)  
*No photocopy*  
Reference work done by law students

**New Orleans**  
**Law Library of Louisiana**  
Louisiana Supreme Court Bldg  
Civic Center (70112)  
*Serve only prisoners in Louisiana*  
Lend little used materials or duplicates on interlibrary loan  
Photocopy @ 10¢ per page  
Prepayment required  
10¢ charge for handling and postage  
Payee Law Library Fund  
Exact amount required  
Limitation 10 pages per request

**MAINE**  
**Augusta**  
**Maine Law and Legislative Reference Library**  
State House (04330)  
*Serve only prisoners in Maine*  
Lend up to three books per request  
Photocopy without charge up to 6 pages per case. Delivery is to prison library  
Limitation 18 pages per request  
Do not lend materials which are available in the state prison library

**Bangor**  
**Penobscot Bar Library Association**  
Court House (04401)  
No policy because no requests received  
Would serve if asked to do so

**Portland**

University of Maine Law Library  
68 High Street (04101)  
Photocopy @ 10¢ per page  
Prepayment required  
Limited reference work done  
Correct citations required

**Wiscasset**

Lincoln County Law Library (04578)  
Photocopy @ \$1 for first page  
25¢ for page 2 on  
Copies are free to indigent prisoners  
Prepayment required

**MARYLAND****Annapolis**

Maryland Dept. of Legislative Reference  
Library  
16 Francis St (21404)  
*Serve only prisoners in Maryland*  
Photocopy Maryland materials without  
charge

**Maryland State Library**

P. O. Box 191 (21404)  
Photocopy @ 15¢ per page for first 19  
pages  
10¢ per page 20 pages or over  
\$1. postage charged  
Prepayment required  
Exact amount required  
Limited reference work done  
Correct citations required

**Baltimore**

Baltimore Bar Library  
618 Court House (21202)  
*Emphasize service to Maryland prisoners*  
Photocopy @ 15¢ per page  
Prepayment required  
Mailing charges required  
Payee Library Company of the Balti-  
more Bar  
Limited reference work done

**University of Maryland Law School Library**

500 W Baltimore St. (21201)  
*Serve only prisoners in Maryland*  
Photocopy @ 5¢ per page  
Prepayment required  
Payee University of Maryland Law  
School Library  
Exact amount required  
No reference work done

**Frederick**

Frederick County Law Library for the  
Circuit Court (21701)  
Lend books as approved by Judges  
*No photocopy*  
No reference work done

**MASSACHUSETTS****Boston**

Boston University Pappas Law Library  
765 Commonwealth Ave (02215)  
*Serve only prisoners in Massachusetts*  
Photocopy @ 10¢ per page  
Limitation 25 pages per request

**Northeastern University Law Library**

400 Huntington Ave. (02115)  
Lend on interlibrary loan  
Photocopy @ 5¢ per page  
Prepayment required

**State Library of Massachusetts**

341 State House (02133)  
Photocopy @ 10¢ per page

**U. S. Court of Appeals**

First Circuit Library  
1208 John W. McCormack P.O. & Court  
House (02109)  
Photocopy @ 25¢ per page  
Prepayment required  
Payee Instant Copies, Inc.  
Reference work done

**Brighton**

Boston College Law Library  
St. Thomas More Drive (02135)  
Photocopy @ 10¢ per page  
Reference work done

**Cambridge**

Harvard Law School Library  
Langdell Hall (02138)  
Lend books on interlibrary loan  
Photocopy @ 5¢ per page  
Prepayment required  
Limitation 50 pages per request

**Middlesex Law Library Association**

Superior Court House (02141)  
Lend books on interlibrary loan  
Photocopy @ 25¢ per page  
Prepayment required

**Greenfield**

Franklin County Law Library  
Court House (01301)  
*Serve only prisoners in Franklin County*  
Lend books overnight  
Photocopy @ 25¢ per page for the first  
four pages  
20¢ for each additional page  
Prepayment required  
Reference work done

**Lawrence**

Lawrence Law Library  
Superior Court House (01840)  
*Serve only prisoners in Massachusetts*  
Lend books overnight  
Photocopy @ 25¢ per page  
Prepayment required  
No reference work done

**Springfield**

Hampden County Law Library  
Court House  
37 Elm St. (01103)  
Photocopy without charge  
Reference work done

**Worcester**

Worcester County Law Library  
County Court House (01608)  
*Serve only prisoners in Massachusetts*  
Lend books over weekend  
Some restricted items loaned overnight  
Photocopy without charge

**MICHIGAN****Ann Arbor**

University of Michigan Law Library  
Legal Research Bldg (48104)  
Photocopy @ 10¢ per page  
Prepayment required  
Deposits accepted  
Limited reference work done

**Lansing**

Michigan State Library, Law Division  
P. O. Box 1237 (48904)  
Photocopy @ 10¢ per page  
Prepayment usually required  
Payee State of Michigan  
Require payment of exact amount by  
prisoner  
Limitation 10 pages per request  
Limited reference work done

**MINNESOTA****Minneapolis**

Hennepin County Law Library  
318 Court House (55415)  
*Serve only prisoners in Minneapolis and  
Hennepin County*  
Lend books  
*No photocopy*  
Limited reference done—merely state  
where case or statute is cited

**St. Paul**

Minnesota State Library  
322 State Capitol (55101)  
*Serve only prisoners in Minnesota and all  
Federal Prisons*  
Lend books  
Photocopy without charge  
Reference work done

**MISSOURI****Columbia**

University of Missouri Law Library  
Tate Hall (65201)  
Photocopy @ 25¢ per page  
Prepayment required  
Deposits allowed  
Limitations Periodical articles are  
not copied  
No reference work done

**Jefferson City**

Missouri Supreme Court Library  
Supreme Court Bldg. (65101)  
*Serve only prisoners in Missouri*  
Photocopy cases and statutes without  
charge  
Limitations 20 pages per request  
Reference work done

**Saint Louis**

St. Louis University Law Library  
3642 Lindell Blvd (63108)  
Photocopy @ 5¢ per page  
Prepayment required  
Exact amount required  
Postage required  
No reference work done  
Correct citations required

Washington University School of Law Library  
Lindell & Skinker Blvds. (63130)  
Photocopy @ 10¢ per page  
Minimum charge of \$1  
Prepayment required  
Postage required  
Correct citations required

## MONTANA

**Helena**  
Montana State Library (and State Law Library)  
930 E Lyndale Ave. (59601)  
*Serve only prisoners in Montana through prison library*  
Photocopy without charge  
Reference work done

## NEBRASKA

**Lincoln**  
Nebraska State Library  
3rd Floor, S. Statehouse (68509)  
Photocopy @ 10¢ per page  
Prepayment required  
Postage required  
Money order for exact amount required  
No reference work done

University of Nebraska College of Law  
Tenth & R Sts. (68508)  
*Serve only prisoners in Nebraska*  
Lend books except loose leaf services  
Photocopy @ 10¢ per page  
Reference work done

## NEVADA

**Carson City**  
Nevada State Law Library  
Supreme Court & Lib. Bldg. (89701)  
Lend anything but Shepard's citations  
Photocopy @ 10¢ per page  
No charge for 1 page  
Payee Nevada State Library  
Deposits accepted  
Reference work done

## NEW HAMPSHIRE

**Concord**  
New Hampshire State Library Law Division  
Supreme Court Bldg. (03301)  
*Serve only prisoners in New Hampshire*  
Lend books over a weekend or a holiday  
Photocopy @ 10¢ per page

## NEW JERSEY

**Trenton**  
New Jersey State Law Library  
185 W. State St. (0862F)  
New Jersey law searched for any prisoner  
Photocopy @ 10¢ per page  
3 pages without charge  
Prepayment required  
Payee State of New Jersey, General Treasury  
Reference work done

## NEW MEXICO

**Albuquerque**  
University of New Mexico School of Law Library  
1915 Roma Ave NE (87106)  
Lend books except a few restricted titles  
Photocopy @ 10¢ per page  
Prepayment required  
Deposits accepted  
Payee University of New Mexico Law Library  
Limitation 3 to 5 letters per week  
Limited reference work done  
Correct citations required

## Santa Fe

New Mexico State Library  
300 Don Gaspar  
P. O. Box 1629 (87501)  
Lend all materials except reference materials  
Photocopy without charge  
Reference work done

## Supreme Court Law Library

P. O. Drawer L (87501)  
Lend books on basis of borrowers accessibility by telephone. Loans subject to recall. Do not lend Code of Federal Regulations, statutes, digest or citators.  
Photocopy @ 10¢ per page  
\$1 minimum charge if material is mailed  
Prepayment required  
Payee: Clerk of the Supreme Court  
Exact amount required  
No reference work done

## NEW YORK

**Albany**  
New York State Library  
Education Bldg (12224)  
Photocopy @ 10¢ per page  
Prepayment required  
Payee N. Y. State Library  
Exact amount required  
Limitation of 4 cases at a time  
Limited reference work done

Union University, Albany Law School Library  
80 New Scotland Ave. (12208)  
Photocopy case reports without charge

## Brooklyn

Brooklyn Law School Library  
250 Joralemon St. (11201)  
*Serve only prisoners in New York State*  
Supply Brooklyn law review articles without charge  
Limitations 3 letters per month  
Limited reference work done

## Buffalo

Supreme Court Law Library, 8th Judicial District  
4th Floor, Erie County Hall (14202)  
Photocopy without charge  
No reference work done

## Ithaca

Cornell University Law Library  
Myron Taylor Hall (14850)  
Photocopy @ 10¢ per page  
Do not do copyrighted materials (periodicals, textbooks, etc.)  
Prepayment required  
Payee Cornell University Libraries  
Exact amount required  
Reference work done

## New York

Association of the Bar of the City of New York Library  
42 W 44th St. (10036)  
Photocopy @ 15¢ per page  
Minimum of 75¢ plus postage  
Prepayment required  
Payee Bar Assoc Reporting & Steno Service, 36 W 44th St., N.Y.C. (10036)  
Exact amount required  
No reference work done  
Correct citations preferred

Columbia University Law Library  
435 W. 116th St. (10027)  
Limited reference work done  
Correct citations required  
No photocopy

New York County Lawyer's Association Library  
14 Vesey St. (10007)  
Photocopy short requests without charge

New York Institute Law Library  
120 Broadway (10005)  
Photocopy @ 10¢ per page  
Postage charges required  
No reference work done

New York Law School Library  
57 Worth St. (10013)  
*Serve only prisoners in New York City*  
Lend books if prison official formally requests and assumes responsibility  
Do not lend statutes or textbooks  
Photocopy @ 5¢ per page  
Prepayment required  
Postage charges required  
Payee New York Law School Library  
Exact amount required  
Reference work done  
Correct citations required

## Rochester

Appellate Division Law Library  
525 Hall of Justice (14614)  
*Serve only prisoners in New York State*  
Lend court reports to county prisoners  
Photocopy @ 25¢ per page  
Prepayment required  
Postage required  
Reference work done

**Troy**

**Supreme Court Library at Troy**  
 Court House Annex (12180)  
 Photocopy case reports and statutes @ 10¢ per page  
 Prepayment required  
 Exact amount required  
 Limitations One letter per week  
 Reference work done  
 Correct citations required

**Utica**

**Supreme Court Library, 5th Judicial District**  
 Oneida County Court House (13502)  
 Photocopy @ 10¢ per page  
 Prepayment preferred  
 Exact amount preferred  
 Limitation 10 pages per letter, per week  
 Do not copy Records and Briefs  
 Reference work done  
 Correct citations required

**NORTH CAROLINA****Chapel Hill**

**University of North Carolina Law Library**  
 (27514)  
*Serve only prisoners in North Carolina*  
 Photocopy @ 10¢ per page through  
 University of North Carolina Graduate  
 Library (27514)  
 Prepayment required  
 Exact amount required  
 Limitations Minimum order of \$1.50  
 required  
 No reference work done

**Charlotte**

**Charlotte Law Library**  
 730 E. Trade St. (28202)  
*Serve only prisoners in Charlotte County*  
 Photocopy @ 15¢ per page  
 Prepayment required  
 Postage required  
 Exact amount required  
 Reference work done

**Durham**

**Duke University Law Library (27706)**  
 Photocopy case reports @ 10¢ per page  
 Prepayment required  
 \$1.00 minimum  
 Exact amount required  
 Limitations Minimum order of \$1.00  
 required  
 No reference work done  
 Correct citations required

**Raleigh**

**North Carolina Supreme Court Library**  
 P. O. Box 1841 (27602)  
 Photocopy @ 20¢ per page  
 Prepayment required  
 Payee North Carolina Supreme Court  
 Library  
 Exact amount required  
 No reference work done  
 Exact citations required

**NORTH DAKOTA****Grand Forks**

**University of North Dakota School of Law  
 Library (58201)**  
*Serve only prisoners in North Dakota*  
 through Clinical Program of the Law  
 School

**OHIO****Akron**

**Akron Law Library Association**  
 Summit County Court House (44309)  
*Serve only prisoners in Ohio*  
 \$35 annual fee required  
 Photocopy @ 10¢ per page  
 Prepayment required  
 Postage plus 15¢ charge required  
 Payee Akron Law Library Association  
 Reference work done

**University of Akron Law Library**

302 E. Buchtel Ave. (44304)  
*Serve only prisoners in Ohio*  
 Photocopy case reports without charge  
 Limitations One request over several  
 weeks  
 Reference work done by Clinical Review  
 Office

**Cincinnati**

**U. S. Court of Appeals, 6th Circuit Library**  
 617 U. S. Court House & P. O. Bldg.  
 (45202)  
 Photocopy @ 50¢ per page through  
 Clerk of Courts, Room 608  
 U. S. Court House & P.O. Bldg (45202)  
 Prepayment required  
 Exact amount required  
 Limited reference work done  
 Correct citations required

**Columbus**

**Supreme Court Law Library**  
 State House Annex (43215)  
 Photocopy @ 15¢ per page  
 Prepayment required  
 Payee Supreme Court Clerk's Office  
 Exact amount required  
 Limitations 20 copies per request  
 No reference work done  
 Correct citations required

**Springfield**

**Springfield Bar and Law Library Association**  
 Clark County Court House (45502)  
 Photocopy short requests without charge  
 Limited reference work done

**Wooster**

**Wayne County Law Library Association**  
 Court House (44691)  
*Serve only prisoners in Wayne County*  
 Photocopy without charge  
 Reference work done

**Youngstown**

**Mahoning Law Library Association**  
 Court House (44500)  
 Photocopy @ 10¢ per page  
 Prepayment required  
 Payee Mahoning Law Library Associ-  
 ation  
 Exact amount required  
 No reference work done  
 Correct citations required

**OKLAHOMA****Norman**

**University of Oklahoma Law Library**  
 630 Parrington Oval (73069)  
*Serve only prisoners in Oklahoma*  
 Lend treatises  
 Photocopy @ 5¢ per page  
 Prepayment required  
 Postage required  
 Payee Law Library, University of  
 Oklahoma  
 Exact amount required  
 Reference work done

**Oklahoma City**

**Oklahoma Department of Libraries, Law  
 Division (73105)**  
 Photocopy without charge through inter-  
 library loan  
 Limited reference work done

**Tulsa**

**University of Tulsa College of Law Lib. ary**  
 512 S. Cincinnati Ave. (74103)  
 Photocopy @ 10¢ per page  
 Postage required 10¢  
 Exact amount required  
 Correct citations required

**OREGON****Portland**

**Multnomah Law Library**  
 County Court House (97204)  
*Serve only prisoners in Oregon*  
 Photocopy without charge  
 Limitation of 10 pages  
 Limited reference work done

**Northwestern School of Law Library of  
 Lewis and Clark College**

0615 S.W. Palatine Hill Rd. (97219)  
 Photocopy @ 5¢ per page  
 Prepayment required  
 Payee Northwestern School of Law  
 Deposits accepted  
 No reference work done

**PENNSYLVANIA****Erie**

**Erie County Law Library**  
 Court House (16501)  
*Serve only prisoners in Erie County*  
 Lend books on approval by court  
 Photocopy @ 30¢ per page  
 Postage required  
 30¢ for papers  
 10¢ for books  
 Exact amount required  
 No reference work done  
 Correct citations required

**Greensburg****Citizens Law Library of Westmoreland County**

Court House (15601)

*Serve only prisoners in Westmoreland County*

Photocopy Pennsylvania materials @ 25¢ per page

Mailing charges required

Prepayment required

Payee Citizens Law Library

Exact amount required

Deposits accepted

Limitation One letter per week

No reference work done

Correct citations required

**Harrisburg****State Library of Penna., Law Library Bureau**

P. O. Box 1601 (17126)

Photocopy @ 10¢ per page

Prepayment required

Payee Pennsylvania State Library

\$10. deposit allowed

Limitation 25 pages per letter, per week

5 questions per week

Reference work done

**Norristown****Law Library of Montgomery County**

Court House (19401)

*Serve only prisoners in Pennsylvania*

Photocopy @ 10¢ per page

Prepayment required

Payee Law Library of Montgomery County

Exact amount required

Limitations 10 copies per request

One letter, one question per week

No reference work done

Correct citations required

**Philadelphia****University of Pennsylvania Biddle Law Library**

3400 Chestnut St (19104)

Photocopy @ 10¢ per page

Prepayment required

Postage required

\$25. deposit permitted

Limitation of 45 pages per request

Reference work done

**Pittsburgh****Allegheny County Law Library**

9th Floor, City-County Bldg (15219)

Photocopy @ 10¢ per page

Prepayment required

Payee Michael S. Miller, Librarian

Deposits allowed

Limited reference work done

**University of Pittsburgh School of Law Library**

1525 Cathedral of Learning (15213)

*Serve only prisoners in Pennsylvania*

Photocopy @ 10¢ per page

Prepayment of exact amount required

Payee University of Pittsburgh School of Law

No reference work done

**Reading****Berks County Law Library  
Court House (19601)***Serve only Berks County residents regardless of place of imprisonment*

Photocopy @ 15¢ per page

Prepayment required

Exact amount required

Payee Berks County Law Library

\$5 deposit allowed

Limited reference work done

Correct citations required

**Villanova****Villanova University School of Law  
Garey Hall (19085)**

Photocopy @ 15¢ per page

Prepayment required

Postage required

Payee Villanova University

Limited reference work done

**RHODE ISLAND****Providence****Rhode Island State Library**

State House (02903)

Lend books to prison library

Photocopy

**SOUTH CAROLINA****Columbia****University of South Carolina Law Library**

1515 Green St (29208)

Photocopy @ 10¢ per page

Prepayment required

Postage charged

Exact amount required

Payee University of South Carolina

Limited reference work done

**SOUTH DAKOTA****Vermillion****University of South Dakota Law Library  
(57069)***Serve only prisoners in South Dakota Penitentiary*

Photocopy @ 10¢ per page

Payee University of South Dakota Law School

Exact amount required

Reference work done

**TENNESSEE****Nashville****Vanderbilt University Law School (37203)**

Photocopy @ 10¢ per page

Prepayment preferred

No reference work done

**TEXAS****Austin****Texas State Law Library**

Capitol Station (78711)

*Serve only prisoners in Texas*

Photocopy @ 5¢ per page

Payment in cash or postage stamps required

Reference questions referred to Inmate Assistance Project, University of Texas School of Law

Correct citations preferred

**University of Texas Tarlton Law Library**

2500 Red River (78705)

Photocopy @ 5¢ per page

Serve Texas prisoners only

Prepayment required

First class postage required

Payee Law School Foundation

Deposits allowed

No reference work done

Complete citation or equivalent information required

**Dallas****Dallas County Law Library**

2nd floor, Dallas County Government Center (75202)

Photocopy @ 10¢ per page

Cash prepayment required

Limitation No mail service

Friend or relative must pick up copies

No reference work done

Correct citations required

**Houston****South Texas College of Law Library**

1220 Polk St (77002)

Photocopy without charge

**University of Houston Law Library**

3801 Cullen Blvd (77004)

Photocopy @ 25¢ per page if no reference work done, @ 10¢ per page if search fee is paid

Payee University of Houston Law Library

Exact amount required

Limitations one question per letter

Limited reference work done

Searches require \$2 fee

**UTAH****Salt Lake City****University of Utah Law Library (84112)***Serve only prisoners in Utah*

Lend books to library through State Library Commission

Photocopy only treatises @ 10¢ per page  
25¢ per page postage required for out of state letters

\$10 deposit allowed

Payee Law Library, University of Utah

Reference work done

**VERMONT****Montpelier****Vermont State Library (05602)***Serve only prisoners in Vermont*

Photocopy without charge up to 20 pages

Reference work done

## VIRGINIA

**Charlottesville**  
**University of Virginia Law Library**  
Clark Hall (22901)  
Emphasize service to Virginia prisoners  
Lend selected books  
Photocopy @ 10¢ per page  
Payee University of Virginia Law Library  
Postage charges 50¢  
Exact postage required  
Limitations One letter per week  
No reference work done  
Correct citations required

## WASHINGTON

**Olympia**  
**Washington State Law Library**  
Temple of Justice (98501)  
Photocopy @ 10¢ per page  
Prepayment required  
Payee Washington State Law Library  
Exact amount required  
Limited reference work done

**Seattle**  
**University of Washington Law Library**  
(98105)

*Serve only prisoners in Washington*  
Photocopy @ \$1.00 for 3 pages  
10¢ for 4-13  
15¢ for pages 14 on  
Prepayment required  
Postage required  
Reference work done

**Tacoma**  
**Pierce County Law Library**  
123 County City Bldg. (98402)  
*Serve only prisoners in Pierce and Tacoma Counties*  
Lend if approved by jail superintendent or presiding judge  
Limitations 3 items per month  
Limited reference work done

## WEST VIRGINIA

**Charleston**  
**West Virginia Library Commission Headquarters Library**  
3701 MacCorkle Ave., S.W. (25304)  
Service to West Virginia prisoners through the prison library  
Lend books through interlibrary loan

## WISCONSIN

**Madison**  
**Criminal Justice Reference and Information Center Law Library, The University of Wisconsin**  
1140 Law Bldg. (53711)  
Emphasize service to Wisconsin prisoners  
Lend books except periodicals  
Photocopy periodicals or brief items without charge  
Reference work done

## Milwaukee

**Milwaukee County Law Library**  
Room 307, Court House (53233)  
*Serve only prisoners in Wisconsin*  
Photocopy @ 20¢ per page plus 4% sales tax  
Prepayment required  
Payment must be made by the prisoner  
No reference work done  
Correct citations required

## WYOMING

**Cheyenne**  
**Wyoming State Library, Law Division**  
Supreme Court Bldg. (82001)  
Photocopy @ 10¢ per page  
Reference work done

**Laramie**  
**University of Wyoming Law Library**  
(82070)  
Photocopy @ 10¢ per page  
Reference questions transferred to Defender Aid Students