



San Francisco  
**LAW LIBRARY**

California's First County Law Library

**MISSION:** To provide free access and use of legal reference materials in order that the people of San Francisco may conduct their legal affairs and preserve their rights.

**The Law Library serves:**

- The Public
- City and County Departments
- State, Local and Federal Agencies
- Businesses and Corporations
- Sole Proprietorships
- Self-represented Litigants
- Students
- Non-profits
- Attorneys & Law Firms
- Specialty & Minority Bar Associations

- The Courts
- Legal Advocacy Organizations
- Law Schools
- Paralegal Schools
- Law Schools
- Seniors



## KEY SERVICES:

### ➤ **Reference Services – provided by Attorney Librarians**

- Comprehensive knowledge of legal resources in electronic, print & Internet formats
  - Guidance in the effective use of difficult to understand, constantly changing legal topics, practices & procedures
  - Legal database training
  - Referrals to other agencies
  - Locate the best resources to meet users' individual legal needs
  - Frame research strategies for complex issues for legal practitioners, agencies & courts
- Update & develop new reference tools, sources & webpage links
  - Assist in the use of Library resources
  - Instruction for non-lawyers about the legal system & processes
  - Obtain outside resources not available to individuals or firms



➤ **Extensive Electronic Collection – Free use of legal databases**

- Expensive databases not available for free in other libraries or online
- *Westlaw*
- *LexisNexis*
- *CEB OnLaw*: CA practice materials such as criminal, family law, probate, business & employment law, real estate, civil litigation
- *HeinOnline*: legal journals, Federal Register, legislative history materials, government documents; the Library replaced its print journals with HeinOnline
- *Dissomaster*: child & family support calculation program
- *Nolo Legal Reference Information Center*: legal forms, e-books for non-lawyers
- *Martin Dean's Essential Legal Forms*: fill-out, print CA, SF court & other forms on the Library's public computers
- Plus many more databases & electronic resources



## ➤ **Special Collection & Services for Non-Lawyers**

- Written by lawyers to assist non-lawyers in understanding legal issues
- Print and electronic formats
- Users can complete forms, legal documents & print out in Library



- Non-lawyers frequently request & receive in depth reference assistance
- Often-used titles include:  
*Child Support & Custody* *California Tenants' Rights*

*Fight Your Ticket & Win in CA*  
*Everybody's Guide to Small Claims*  
*Court in CA*

*How to Probate an Estate in CA*  
*Guardianship Book for CA*  
*Divorce Without Court*

➤ **Collections Available Only at the Law Library**

- Frequently required by City departments, the public & law firms
- Very rare **San Francisco Municipal Code** archive containing older Charters and municipal codes
- **California Administrative Registers for the CA Code of Regulations** back to 1945 when they were created (online sources only from 2002)
- Archival **California Building Codes** and previous editions of **Uniform Building Codes**, not available online

➤ **Legal Education Programs & Seminars for the Public & Legal Practitioners**

- **Continuing Legal Education Materials (MCLE) in CD format**
- **Resource Sharing with Consortiums to Save Costs & Expand Resources**



- **Comprehensive California, San Francisco & Federal Legal Collection**
  - Using the latest technologies & print resources
  - Constantly updated with the most recent laws, court decisions & developing legal trends
  - Statutes, codes, administrative regulations, case reports & agency rulings
  - Practice and how-to guides on various legal subjects, such as court procedures, legal transactions, drafting legislation, municipal corporations law



## SOCIOECONOMIC EQUITY MEASURES

- **Library users reflect the diversity of San Francisco**
- **Legal resources encompass a range of options for different users:**
  - Non-lawyers & self-represented litigants
  - Languages other than English
  - Legal practitioners
  - Business owners
  - Students
  - Legislative aides
  - Legal services referrals
- **Educational programs for diverse groups, such as:**



- **Landlord/Tenant**
- **Immigration Rights**
- **Dealing with Debt**
- **Business Owners: Avoiding Mistakes**
- **Law Practice: How to Succeed**

San Francisco

## **LAW LIBRARY**

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- **Legal Advice Clinics**
- **Preventing Violence Against Women**
- **What Are Judges Thinking?**
- **Uncontested Dissolutions of Marriage**

➤ **Needed to Diminish Inequities – Resumption of Evening Library Hours**