



Maryland State Law Library Highlights, FY2014

The Library's Mission

The Maryland State Law Library, a court-related agency of the Maryland Judiciary, serves the needs of Maryland's government and citizens by building and preserving collections of legal information resources, promoting access to these collections and creating educational opportunities that enhance the understanding of legal information.

Library Highlights

The Maryland State Law Library, established in 1826 as the Maryland State Library, supports the research activities of the Maryland State Judiciary. The Library offers its services and collections to other government entities, the legal community, and the public. In addition to a significant number of legal materials, the Library's collections include Maryland state agency publications, Maryland history, and federal government documents.

These Library Highlights provide updates on Maryland State Law Library collections, staffing, initiatives, and accomplishments throughout the year.

Comments from Library Patrons

- *Thank you. As usual, your response was well researched, precise, and understandable.*
- *Your service is over-the-top.*
- *The response time was amazing. Even though it mentions 24 hours and possibly 72 hours for a response in the automated acknowledgement email, I received a very professional response within 35 minutes. Thanks!!!*
- *You and your staff are always knowledgeable and very helpful. I greatly appreciate it.*
- *Thank you. This is exactly the information I needed to get started on this project. Also, the information was provided in a timely manner. Well done.*
- *Thank you so very much for helping. Your staff has always been a huge help to us and our library system.*

Maryland State Law Library
Robert C. Murphy Courts of Appeal Building
361 Rowe Blvd
Annapolis, Maryland 21401
Reference: 410-260-1430
Fax: 410-260-1572
Email: lawlibrary@mdcourts.gov
Website: www.mdcourts.gov/lawlib

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Building and Preserving Collections

Digital Collections and Preservation

Digital collection and preservation continued to be a priority for the Library. During FY2014, the Library reached an agreement with the Maryland State Bar Association (MSBA) to begin scanning *MSBA Transactions*. The Library's collection holds a complete set back to Volume 1 (1896). The *Transactions* contain a wealth of historical material including reports of MSBA committees on proposed legislation, which constitute a helpful resource for legislative history for years prior to the start of legislative bill files in 1976.

The Library's active participation in the Chesapeake Digital Preservation Group continued. The Group's 2014 Link Rot Report stated that over half of the online material originally saved in 2007 now no longer can be found at the same URL, making the Group's work essential for the preservation of critical resources.

Collection Maintenance

Library staff began reviewing the full collection in preparation for anticipated reorganization of the basement storage area.

Special Collections

The Special Collections Room (SCR) features were augmented by antique library stools and a historical photograph of the former State Law Library quarters. Work on cataloging and verifying the entire SCR collection continued. Additionally, guidelines for use of materials in the Special Collection Room were updated and implemented, providing greater security for these significant texts and works of art.

Database Subscriptions and Access

The Library's database collection was enhanced in several ways. HeinOnline added state historical statutes to its available anthology; access to this element was promptly included in the Library's own HeinOnline subscription. The Library added access to Ebsco's Legal Information Reference Center. The Center contains online full text of hundreds of publications, mainly from Nolo, a respected publisher of legal information for non-lawyers.

Book Repair, Handling and Preservation

Following attendance at trainings for book repair, two Library staff members began a book repair program at the Library. Broken spines, torn covers and pages, and other injuries to books are now be repaired on-site at the Library, decreasing the time during which materials are off the shelves and unavailable to patrons. Repairs help to preserve the materials for future users.

In addition to preservation efforts through the book repair program, the Library also developed a materials handling information brochure to aid in long-term protection of materials in all formats, print, microform, and digital. The brochure is available in the Library for users to review.

Annotated Code of Maryland Video

In the Fall of 2013, in preparation for the annual receipt of new volumes and supplements of the Annotated Code of Maryland, Library staff designed and recorded a video using Camtasia about how to update the Code set. The link to the video was emailed to all Judiciary staff, state-wide, who maintain a set of the Code, to help them with update accuracy. The video is available on the Library's website to aid anyone who may need assistance with updating the set, at <http://www.lawlib.state.md.us/researchtools/guides/video/video.mp4> .

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Promoting Access

Reference Statistics

The Library's overall incoming reference statistics showed a jump of 12%, with more than 10,500 reference requests received during FY2014. Email requests constituted 41% of incoming requests, making email for the second year in a row the most frequently-used contact method for Library patrons. Requests received by chat, either live session or followup, multiplied by almost one-third again from FY2013, rising from 246 to 369 overall. Of the Library's identified user populations, service to the public rose the most, going from nearly 50% of incoming requests in FY2013 to almost 57% in FY2014.

The Library continued to use the online system Gimlet to track reference statistics. In December 2013, the Conference of Maryland Court Law Library Directors (CMCLLD) adopted categories for reference tracking based in part on the Library's own differentiations within the Gimlet categories.

People's Law Library

The Maryland People's Law Library (PLL) updated the web hosting environment, making the site accessible to mobile devices. The "responsive design" converts the site content into a format viewable on the smaller screens of phones and tablets. Statistical analysis shows a growing percentage of patrons are accessing the PLL on their mobile devices, making the update not just useful but critical to the Library's patron base.

Translations of frequently-used information pages continued, with additions to the Spanish collection, as well as in Chinese, Korean and French.

PLL continued to explore and expand its volunteer engagement. During Pro Bono Week in October, the PLL held a "write-in", an interactive seminar to train interested attorneys in writing and editing for the site. Several of the site's new information pages resulted from this valuable training session. PLL also developed relationships with the Maryland Department of Veteran Affairs, and with clinics at both the University of Baltimore School of Law and the University of Maryland School of Law, and worked with translation classes at Towson University and the University of Maryland at College Park to develop additional site content.

PLL made appearances at several additional venues, including the Partners for Justice Conference. FY2014 also saw the kick-off of state-wide informational sessions for Maryland circuit court staff on resources for the self-represented litigant, in which the PLL, Family Law Division, and public law libraries present helpful resources to interested staff from Clerk's Offices, Land Records, Family Division and other Judiciary units.

The site's content expanded to include:

- Filing a Motion in Maryland Circuit Court
- Maryland Circuit Court Discovery
- Maryland and the Affordable Care Act
- Your Medical Rights in a Nursing Home
- Information for Renters with Disabilities
- Defamation Law in Maryland
- Foreclosure: Steps and Timeline; Mediation; and Terms-Definitions
- Raising Chickens
- Small Family Child Care Providers: Contracts with Parents

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- Community Development Corporations (CDCs) in Maryland
- Steps for Recording a Maryland Real Estate Deed
- Basics of Forming and Maintaining Cooperatives in Maryland
- Good Standing with SDAT
- Adult Guardianship Process
- Military Divorce: Enforcing State Court Awards under USFSPA

Law Library Partnerships

Library staff continued to collaborate and assist with other Maryland law libraries, advising the Harford and Charles County Circuit Court Law Libraries on collection management. The Library participated actively in the Conference of Maryland Court Law Library Directors (CMCLLD) as well as in Law Library Association of Maryland (LLAM) programs.

Pro Bono Attorney Assistance

At a December 2013 Reference Staff meeting, it was decided that fees for photocopies and computer printouts made by pro bono legal professionals at the Library would be waived. Staff created a register for the Information Desk to track requests for such waivers. The Library looks forward to better serving this patron group.

Contact a Law Librarian

The Library hosts a directory of Maryland public law libraries on its website. During FY2014, the directory was substantially revised to include detailed information on services available at each library, including photocopy and computer access, staffing, database subscriptions. The new "Contact a Law Librarian" page was linked from the main Maryland Judiciary site, mdcourts.gov, to assist legal researchers in quickly identifying their closest research location.

Americans with Disabilities

During the year, reference staff reviewed the ADA and access at the Library. Staff were informed of requirements in service provision. Suggestions were made and adopted for defining what reference staff can do to help differently-abled patrons, including providing magnifying glasses for visually impaired persons and assisting in removing books from higher shelves for persons with physical challenges.

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Creating Educational Opportunities

WYPR Radio

In March 2014, the Library provided an information piece for WYPR's Humanities Connection illustrating the services available from the State Law Library and the Maryland People's Law Library. The piece aired live, and is archived at www.mdhc.org/programs/humanities-connection/segment-archive/.

ALL ACCESS: Access to Justice Conference

The Law Library Association of Maryland (LLAM) hosted a day-long Access to Justice Conference focused on librarian involvement in A2J, and State Law Library staff were closely involved in the effort. James Durham and Mary Jo Lazun were instrumental in the planning and execution. Dave Pantzer, Tanya Thomas, and Catherine McGuire provided content at three of the programs.

Library Tours

The Maryland Courts of Appeal Building and the State Law Library continued to be a popular stop for educators. The year included visits and tours for numerous groups, including delegations from China and Israel; the Youth Leadership Conference; the Odenton Christian School; and summer interns from the Maryland Office of the Attorney General. The staff continued to provide special tours of the Audubon *Birds of America* prints to public citizen birdwatchers.

Library Presentations, Programs and Exhibits

The Library continued to provide and participate in a diverse array of educational and training opportunities, including:

- Legal Research for the Judiciary, including Code & Rules; Cases; and Secondary Sources
- Introduction to the Library, at the Judiciary Leadership Conference
- People's Law Library Information Session, at the Queen Anne's County Public Library and the Frederick County Public Library
- Pro Bono Week, People's Law Library "Write-In"
- Library Services, at the Judiciary New Attorneys Program
- E-Research and Library Services, Maryland Judicial Institute
- Resources for Assisting Self-Represented Litigants, at the Montgomery County Circuit Court
- Panel appearance, University of Maryland iSchool Career Fair
- Five Topics in Five Days: Mentoring Law Librarians; Collection Development; and Handling Challenging Situations & Patrons, moderated online discussion, sponsored by the AALL State, Court & County Law Libraries Special Interest Section
- Maryland Department of Juvenile Services Oratory Competition, panel judge
- *Writing for Clarity*, a joint presentation for Summer Public Interest Fellows by the Maryland People's Law Library and Maryland Legal Aid

Staff continued to exhibit the Library's services at conferences and fairs, including:

- Maryland Partners for Justice Conference, May 2014
- Pro Bono Resource Fair, October 2013

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Staff professional participation has included membership in and/or attendance at meetings of the following organizations:

- Law Library Association of Maryland
- American Association of Law Libraries
- Maryland Library Association
- Asian American Law Librarians Caucus
- Potomac Technical Processing Librarians
- Federal Depository Librarians Conference
- Maryland State Publications Depository & Distribution Program (SPDDP)
- Digital Preservation Best Practices Exchange Conference
- Computers in Libraries Conference
- MAILL: Maryland Interlibrary Loan Conference

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Library Profile

The State Law Library, Maryland's oldest law library, features one of the State's most extensive collections of legal and government information resources. Staffed by 18 full-time and part-time, professional and paraprofessional employees, the Library stands ready to serve users from all walks of life.

Hours of Operation

Monday, Wednesday, Friday 8:00 a.m. - 4:30 p.m.

Tuesday, Thursday 8:00 a.m. - 9:00 p.m.

Saturday 9:00 a.m. - 4:00 p.m.

Library Staff

Steve Anderson, Director

Shirley Aronson, State Publications Librarian (part-time)

Scott Ashlin, Technical Services Assistant

Maureen Della Barba, Reference Assistant

James G. Durham, Deputy Director

Debra Haines, Library Aide (part-time)

Deborah Judy, Maryland Collections Librarian

Mary Jo Lazun, Head of Collection Management

Sara Marks, Fiscal Services Coordinator

Catherine McGuire, Head of Reference and Outreach

Jessica Mundy, Cataloging/Reference Librarian

Dave Pantzer, People's Law Library Web Content Coordinator

Elizabeth Simmons, Research Librarian (part-time)

Jessie Tam, Head of Technical Services

Cindy Terry, Systems/Federal Documents Assistant

Tanya Thomas, Research Librarian (part-time)

Crystal Welsh, Administrative Assistant

Ed Wisenbaler, Federal Documents Assistant (part-time)

Library Committee

Hon. Mary Ellen Barbera, Chief Judge, Court of Appeals

Hon. Clayton Greene, Jr., Court of Appeals

Hon. Peter B. Krauser, Chief Judge, Court of Special Appeals

Hon. Deborah Sweet Eyler, Court of Special Appeals

Pamela Harris, State Court Administrator

Bessie Decker, Clerk, Court of Appeals

Susan Zuhowski, Esq.

Steve Anderson, Director, State Law Library