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PROPOSAL OF RAYMOND M. TAYLOR  
FOR FEDERAL JUDICIAL CENTER STUDY OF  
UNITED STATES COURT LIBRARIES

Oct. 1975

Federal Judicial Center  
Thurgood Marshall Federal Judiciary Building  
Information Services Office  
One Columbus Circle, N.E.  
Washington, DC 20002-8003

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OF  
RAYMOND M. TAYLOR  
FOR  
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STUDY OF UNITED STATES COURT LIBRARIES

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20 OCTOBER 1975



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I. BACKGROUND

At its annual meeting March 6-7, 1975, the Judicial Conference of the United States "agreed to ask the Federal Judicial Center to conduct a study designed to eliminate the artificial distinction between the courts of appeals and district court libraries and to avoid duplication of libraries and duplication in the separate offices of judges." See *Report of the Proceedings of the Judicial Conference of the United States*, page 7 (1975).

At a May 28, 1975, meeting of certain federal judges, judicial personnel, and librarians, the proposed study was discussed and two recommendations were made: (1) That negotiations be undertaken "with a law librarian outside the federal court system with the ultimate goal [of] entering into a contract to do this study"; and (2) That certain named persons be invited to serve on "a small advisory committee



to monitor the project." See Memorandum, Alice O'Donnell to Judge Hoffman, May 28, 1975.

During a telephone call returned to her August 26, 1975, Miss Alice L. O'Donnell explained the proposed project to Raymond M. Taylor and he accepted her invitation to visit the Federal Judicial Center to discuss the project with her and members of the Federal Judicial Center staff. He visited the Federal Judicial Center on September 3, 1975, discussed the project with Miss O'Donnell and other members of the Federal Judicial Center staff, and he was invited to submit a proposal for the study after the staff completed its formal "Request for Proposal" relative to the project.

The "Request for Proposal" under cover of a September 18, 1975, letter from Miss O'Donnell was received by Raymond M. Taylor on September 22, 1975. Although the letter indicated that "bidding on a contract to do this study" should be made by October 10, 1975, Miss O'Donnell told Raymond M. Taylor that his bid could be submitted as late as October 25, 1975.

Thus, this Proposal dated October 20, 1975, undertakes to provide requested information as to how and on what terms Raymond M. Taylor would undertake to do the requested study.

Hereafter, FJC will refer to the Federal Judicial Center; AOC will refer to the Administrative Office of the United States Courts; and RMT will refer to Raymond M. Taylor.

## II. THE JOB TO BE DONE

Broadly stated, the primary goal of the study should be to determine and recommend the best, most efficient, and most economical system for providing for the federal courts all of the law research materials and facilities needed to do their job in the best manner reasonably possible.

The study should be undertaken with an awareness that it might conclude with recommendations for methods, materials, and personnel quite different from those now used and generally used during the past century. That is because modern technology is making possible many things never before dreamed of, and common sense requires that this study include due consideration of the direction in which law research techniques have been moving during the last twenty-five years and are likely to move within the next twenty-five years.

Also, it is important that, if it is to be successful, the study must be done with a constant awareness of the unique characteristics of judges, their own concepts of what their duties are, their work habits, and their individual views as to how their duties best can be discharged. It is unlikely that any recommendations growing out of this study can or will be adopted unless it is abundantly clear to federal judges that the various recommendations are sensible and will benefit them and the federal judicial system directly and lastingly. For that reason, the utmost tact and discretion always must be exercised by the people conducting the study, and the complete confidence and cooperation of FJC personnel always will be essential.



More specifically, the recommendations of the study should be based upon (1) sound experience in dealing with similar or related problems in the past, and (2) sensible application of the present and foreseeable technological developments in automation, microform, and communications systems as they relate to law research.

Simply stated, the study should find out how things now are and then state how they should be. More formally, the Study should determine what law research facilities now exist within the federal judicial system, how those facilities are being maintained and used, what facilities the judges and other personnel of the system need, and how best to meet that need.

It will be necessary to distinguish between and determine precisely what is desired in view of some possibly-conflicting statements in documents relating to the proposed study. The May 28, 1975, memorandum from Miss O'Donnell to Judge Hoffman includes this statement:

We do not recommend an in-depth study  
of existing federal court libraries or  
a book count . . . .

Yet, that memorandum states:

Any study should include a report on  
the existing problem a federal library  
has of servicing federal judges, magis-  
trates, federal public defenders, and  
bankruptcy judges.

Further, the "Request for Proposal" states that the final report must include "in depth treatment" of certain "areas of major concern," including "[a]n evaluation of the efficiency of the present system" and "[c]ritical evaluation of present staffing practices."

Manifestly, therefore, short of an actual "book count" in the manner that a monetary accountant might work, *the stated goals of*

*the contemplated Study can be met only if the existing facilities, personnel and procedures for law research in the federal judicial system are examined rather thoroughly. That, then, must be the first step, and it will be a costly and time-consuming one. The subsequent steps follow logically.*

Thus, the job to be done is to make sound recommendations based upon a relatively thorough, but not definitive, examination of (1) existing facilities in terms of material, personnel, and procedures; (2) existing needs relative to existing facilities; (3) anticipated needs for the next decade, or longer; and (4) various methods by which these needs reasonably can be met.



### III. PROCEDURE FOR DOING THE JOB

Relative to the four aspects of the study as stated above, the procedure proposed for the study is as follows:

#### A. Examination of Existing Facilities

It is essential that the study begin with a general, but not necessarily definitive, determination of what law research facilities now exist within the federal judicial system. This can be accomplished through correspondence, examination of existing records, and personal visits to existing facilities. It would be done as follows:

##### 1. Photographic Records

Most law enforcement agencies have photographers who would be glad to accommodate their local federal judges by making 8" x 10" black and white glossy photographs of their chambers and libraries without charge. Personnel of the FJC could request that each judge obtain such photographs and send them to the FJC for delivery to RMT on or before January 15, 1976. Examination of those photographs would enable RMT to determine generally what books are in the respective collections, generally what shelving and other furnishings exist, and the extent to which the collections are maintained in an orderly manner. *Doubt it*

##### 2. Floor Plans

The General Services Administration or AOC probably have floor plans of all buildings occupied by federal judicial personnel. The FJC could obtain such floor plans, ask the respective federal judges to designate their chambers and library facilities on those floor plans, and key the floor plans to the photographs referred to above. *Possible*

These plans should be sent to the FJC and then delivered by RMT on or before January 15, 1976. Examination of those floor plans, together with the relevant photographs, would enable RMT to determine exactly how many square feet of space are consumed by library facilities, and also the locations of those facilities relative to judges' chambers, courtrooms, and other places where lawbooks actually might be needed.

### 3. Judges' Records

Publishers have sent many lawbooks directly to judges on a complimentary basis, and many judges consider such books to be their personal property to be kept, used, or otherwise disposed of at their pleasure. Many such books are on federal premises, and issues of great delicacy sometimes arise regarding them when judges retire or die. The FJC could obtain and deliver to RMT on or before January 15, 1976, a list of all books that are on federal premises, that are shown in the photographs referred to above, that occupy space shown on the blue prints referred to, and that the respective judges claim as their personal property.

*not enough  
time*

### 4. Library Personnel

Each federal judge should identify to the FJC by name and title the person who attends to, or has primary responsibility for the maintenance of the lawbooks he uses, that is, the person who actually opens the shipping boxes, shelves the books, inserts the pocket parts and looseleaf supplements, throws away the advance sheets upon the arrival of new bound volumes, and performs similar duties. This information should be furnished to RMT on or before January 15, 1976.

*submit  
for?*



## 5. Publishers' Records

The FJC should request that major lawbook publishers cooperate with RMT by furnishing to him the pertinent information from their records relative to the holdings of particular court libraries and judges' chambers, as well as what sets are maintained at government expense and what sets are provided on a complimentary basis. The names and addresses of the publishers would be provided to the FJC by RMT on or before December 15, 1975, and the requested information for the publishers should be delivered to RMT on or before January 31, 1976.

RMT  
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do -

## 6. Personal Contacts

Based upon the conclusions reached by RMT after his examination of the photographs, floor plans, lists of personal books, names and titles of people who attend to books, and publishers' records, as set out in items 1-5 above, RMT would determine what facilities should be visited personally for more thorough examination and for possible conferences with judges and other personnel. RMT personally would visit the headquarters city of each circuit and one or more representative districts within each circuit, spending a minimum of approximately one week in each circuit. Carefully selected field representatives of RMT would visit approximately thirty-five principal cities other than circuit headquarters cities. One principal purpose of such visits would be to determine the status of existing facilities, and his prior examination of photographs and blueprints would enable RMT to determine what locations especially merited or needed personal visits.

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### B. Determination of Existing Needs

Once it has been determined what law research facilities actually exist, the judicial system's actual needs must be determined.

Simultaneously with the determination of what law research facilities actually exist within the federal judicial system, it should be determined what facilities actually are needed. This is a two-fold aspect of the proposed study. It would be done as follows:

#### 1. Personal Contact

By correspondence, personal visits, and telephone conversations with representative members of the federal judiciary, RMT expects to learn both what lawbooks and other research facilities the federal judges (1) feel that they need, but lack, and (2) have, but do not need. A short and simple questionnaire prepared by RMT and addressed and mailed by the FJC might be used as a part of this aspect of the study.

#### 2. Examination of Opinions

By examination of representative published judicial opinions issued during the past five or more years, RMT would determine exactly what cases and materials are cited most, and he therefore could state, for example, that because only a very small percentage of cited cases were decided prior to a certain year, there is little need for judges to have books or digests of cases prior to that certain year. This examination would be done by RMT or under his direct personal supervision. *good*

#### 3. Examination of Nature of Cases

By examining the nature of cases tried or decided in certain districts and circuits, such as antitrust or admiralty cases, RMT



could determine the probable need for specific treatises in specific areas of law. FJC would be expected to provide this information to RMT, along with caseload statistics, that probably could be obtained from its own records or those of the AOC. Such statistics should cover at least the past five years, and preferably the past ten years.

#### 4. Consideration of Personnel

By considering information as to the background, qualifications, other duties and responsibilities, and level of performance of the particular secretary, law clerk, bailiff, or other person who attends to a judge's lawbooks, RMT would determine actual needs and optimum standards for personnel to maintain law research facilities. By talking with judges and other judicial system personnel, he would determine needs other than for simple maintenance of research facilities, such as reference and research assistance, technical processing, cataloging, and related activities.

#### 5. Space Requirements

By studying photographs, blue prints, caseload and personnel statistics, and comments by judges and other judicial personnel, RMT will determine what space the current personnel use, as well as what they consider adequate. Careful note of apparent overcrowding, as well as of excessive space allocation, would be made. Next, the requirements for space will be considered from the standpoint of what would be necessary for the utilization of modern technological developments such as microform, computer terminals, and related equipment.

#### C. Recommendations for the Future

The most important part of the study is the recommendations it will make. These recommendations will include all aspects of the

establishment of adequate law research facilities for the federal judicial system. While due respect will be accorded the tried and proven methods and materials for law research that have been developed and generally used during the past century, these methods and materials will be reexamined from the standpoint of their adequacy for the coming quarter-century, and their qualities of efficiency, economy, reliability, and general desirability relative to, or in harmonious combination with, the products of modern technology such as computers, microform, and other methods of information storage, retrieval, and transmission. For this aspect of the study RMT will consult with recognized authorities, draw conclusions he can document, and make recommendations that common sense and sound judgment will support. Among the matters that would be considered and acted upon are the following:

1. Research Materials and Equipment

Even if no product of modern technology is to be utilized, the study will recommend the specific books, or suitable alternatives thereto, to which each judge should have quick and convenient access. Next, it will recommend less-necessary books that should be readily available if needed. Finally, it will recommend ways of making any and all desired research material available within a reasonable period of time and in a reasonably simple and inexpensive manner.

By considering the contributions of modern technology, the study will state the advantages and disadvantages of the various systems of computerized law research, the various types of microform, and the various means of law information transmittal.

*Alon  
Sager  
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\$1000*



Means of adapting modern technology to law research will be considered, and specific recommendations will be made. Such recommendations will include critical comment upon existing systems of automated law research, and completely new or unique systems might be proposed or recommended.

## 2. Personnel

Depending upon the type of facilities that are recommended and the duties that are determined to be appropriate for the personnel connected with such facilities, the study will recommend complete staffing requirements for research facilities of the federal courts. To be included in these recommendations will be job descriptions, recommended salary ranges, specific duties and authority, recruitment procedures, and proposals for on-the-job training, continuing education, and other methods of maintaining an adequately qualified, efficient staff.

## 3. Physical Facilities

Depending upon the books, equipment, and personnel that are recommended, the study will state what space is needed, what furniture and equipment are needed, and what the specific architectural requirements will be. In particular, controlled environmental conditions, such as regulated humidity and temperature, and structural design adequate to support heavy book-filled shelving as well as to accommodate automated equipment, will be considered, and appropriate recommendations will be made.

## 4. Organizational Structure

Recognizing that it is essential to determine the job to be done before it is reasonable to determine what kind of organizational



structure best can do that job, one of the last parts of the proposed study would be devoted to recommending an appropriate organizational structure for the law research facilities of the federal judicial system. It might be that an organization will be recommended for establishment on a multi-district or individual circuit basis, such organizational units to be relatively autonomous as to facility establishment, book selection and acquisition, and personnel standards, recruitment, and payment. At the opposite extreme, it might be recommended that a national law research network be established with a central facility, possibly called a national law library, a central judicial research staff analogous to the Congressional Research Service that serves the legislative branch of the federal government, and a sophisticated system for computerized law research that would include terminals in every judges' chambers, substantial microform collections, and an inter-library loan program and telecopier system to which all federal judges would have access.

Between those extremes, the proposed organizational structure might combine features of both the traditional local or in-chambers law library that is set up and operated to suit the pleasure of the judge or judges it serves, and the features of a technologically-sophisticated system that would be organized nationally or on an individual circuit basis.

Once a general organizational structure has been decided upon, the study would give details of the structure, including organizational charts, lines of responsibility and authority, and precisely what individuals or parts of the organization would discharge what specific duties.

## 5. Operating Procedures

After an appropriate organization structure has been decided upon and recommended, the study would determine exactly how it would operate from the standpoint of who would decide what books could or would be bought, who would place the order and pay for the books, who would have the authority to employ and discharge personnel, how a judge would obtain a copy of a particular book or case not in his own library, who would determine the physical layout of libraries, what people within or outside of the federal judicial system would have access to the law research facilities as established and where budgetary control would be exercised.

The study would contain general guides for the establishment of a basic manual of standard operating procedures, and it would recommend ways of revising or modifying those procedures as from time to time might be deemed appropriate.

## 6. Implementation

The preceding five categories of recommendations for the future necessarily would have to be agreed upon before recommendations could be made for implementation of the recommendation.

The "Request for Proposal" suggests that "changes may be accomplished through such channels as actions of the Judicial Conference of the United States, revised procedures of the Administrative Office of the United States Courts, or congressional action."

The study would determine what would be necessary to implement its recommendations, and it would include appropriate resolution drafts, revised procedures, or drafts of proposed legislation, depending upon what would be needed.



#### IV. PERSONNEL TO DO THE JOB

##### 1. General Requirements

The proposed study would be essentially a one-man operation, and it would be done by or under the direct personal supervision of Raymond M. Taylor. Most of his time throughout the duration of the study would be devoted to this particular activity, and he would be personally involved in and intimately acquainted with all aspects of it.

Recognizing that no one person could possess all of the knowledge or have all of the ideas and skill desirable for the satisfactory conduct of this study, RMT would draw upon the counsel of at least ten experts who would inform him about matters within their respective areas of expertise, make recommendations to him and provide assistance on a personal basis. Such people, however, would not be assigned the preparation of specific portions of the study, and their contributions to the end product would be *through* RMT, and not direct.

Further recognizing that the situation in certain areas of the country would need on-the-spot investigation, study, and evaluation in situations where the physical presence of RMT would not be necessary, RMT would utilize his acquaintance with a variety of competent people, such as on-the-scene law librarians and a few law or library science students, to discharge limited field assignments such as providing more complete reports or explanations of information acquired through correspondence, written reports, official statistics, and other sources. These people would be employed on a part-time or temporary basis and their assignments would be both specific and limited.



Their salary probably would be on a basis of approximately \$200 to \$250 per week, plus \$35 per diem for travel expenses.

Finally, RMT would select and employ a personal staff for the office from which the study principally would be conducted. All members of this staff probably, but not necessarily, would be college graduates and people of special ability. An administrative assistant and a secretary probably would be full-time members of the staff to handle routine business of the study, including ordinary correspondence, maintenance of fiscal records, making travel arrangements, and otherwise assisting RMT in getting the job done. Their salaries probably would range from \$9,000 to \$11,000 for the secretary and \$11,000 to \$14,000 for the administrative assistant. Depending upon what other clerical and typing work needed to be done, two clerk-typists would be employed on a temporary full-time or permanent part-time basis at an annual salary rate to \$7,000 to \$9,000 per year.

## 2. Raymond M. Taylor

Raymond M. Taylor personally would do the study as an independent contractor, and this study would be his principal employment and activity during the period of the study. Except for clerical and ministerial aspects of the study, all work would be done by him. He would recruit, employ, and supervise all personnel for the study. All work would be under his direct personal supervision, and he, in turn, would maintain close contact with FJC personnel relative to the progress of the study, the aspects of the study in which FJC or AOC assistance would be helpful or desirable, and the obtaining of information available from or through the FJC or AOC.

Biographical information relative to RMT is attached to this proposal as Appendix I. Highlights of his qualifications include his education and practical experience in the private practice of law, his twelve years of work with a state court system in both research and administrative capacities, his ten years as a law teacher on the college and university level, his professional certification by the American Association of Law Libraries as a Certified Law Librarian, his familiarity with court law libraries nationwide through his active membership in and former chairmanship of State and Court Law Libraries of the United States and Canada, and his service as Director of the North Carolina Law Research Facilities Study for the North Carolina Governor's Committee on Law and Order.

As Director of the North Carolina Law Research Facilities Study in 1970, RMT inventoried the lawbooks in North Carolina's 100 counties; recommended specific book collections for 200 criminal courtrooms, 100 county courthouses, 30 judicial districts, and counties having populations in excess of 200,000. The report filled 37 looseleaf volumes and recommended a centrally-administered State-wide system of law libraries. Appendix II to this Proposal is a February 2, 1971, letter summarizing this study and a May 24, 1971, memorandum summarizing the estimated costs. Submitted herewith is a copy of Volumes A and B of the *Report*, which may be considered a "Representative Work Sample" as required by the FJC's Request for proposal. RMT requests the return of that item.

Three persons competent to advise FJC as to RMT's capability to perform tasks in the nature of the Federal Judicial Center Study of



United States Court Libraries are as follows:

The Honorable I. Beverly Lake  
Senior Associate Justice  
The Supreme Court of North Carolina  
Post Office Box 1841  
Raleigh, North Carolina 27602

Justice Lake is Senior Associate Justice of the Supreme Court of North Carolina, and he is Chairman of the Library Committee of the North Carolina Supreme Court Library, as provided by N.C. GEN. STAT. § 7A-13(d) (1969). In connection with his duties as Librarian, RMT reports directly to Justice Lake.

The Honorable James E. Van Camp  
Attorney at Law  
Post Office Box 277  
Carthage, North Carolina 28327

Mr. Van Camp was Director of the Governor's Committee on Law and Order, which administers LEAA grants in North Carolina, at the time that RMT contracted for and did the North Carolina Law Research Facilities Study.

The Honorable James G. Exum, Jr.  
Associate Justice  
The Supreme Court of North Carolina  
Post Office Box 1841  
Raleigh, North Carolina 27602

Justice Exum and RMT were admitted to the Bar the same year and worked side by side as Research Assistants (law clerks) to Supreme Court Justices for one year. Justice Exum subsequently was in the private practice of law and served as a trial judge for several years before his elevation to the Supreme Court.

### 3. Personal Consultants

Although he has much knowledge regarding courts and law libraries, RMT recognizes that he would need to consult various other experts



with respect to both some specific aspects of the study and the overall project itself. He would not subcontract any work to any of these people or assign to them the preparation of any part of the study report. Rather, he would seek their counsel from time to time, and any contribution they might make to the study and final report would be *through* RMT, whose contacts and communications with them would be direct.

Each of the following has agreed to assist RMT by consulting with him for up to 40 hours each:

James F. Bailey, III, B.A., J.D., M.A. in Library  
Science  
Director of the Law Library and Associate  
Professor of Law, Indiana University

Mr. Bailey did a survey of the Indiana Supreme Court Library and he was one of three law librarians employed by a microcard firm during the past two years to ascertain what law librarians want in microforms and how this should be brought about. His library has an extensive collection of microforms.

David R. Bryant, B.S., J.D., M.L.S.  
Attorney at Law, Chicago

Mr. Bryant is a professional law librarian and private practitioner who has taught courses in Legal Research, Computers and Law, and Automated Law Research. He was a professional law librarian at Northwestern University and Acquisitions Librarian at the Cook County Law Library in Chicago.

William C. Horner, B.B.A., M.S.L.S.  
Systems Librarian, D.H. Hill Library, North  
Carolina State University

Mr. Horner is an expert in the use of computers and their application to library problems. He has taught university courses in "Automation

in Libraries," and during the past five years at North Carolina State University he has developed a computerized serials system including a catalog published by computer-output-microfilm technology (COM), developed systems for producing two other lesser catalogs using COM, developed a system for building and maintaining MARC data base and for converting shelf-list records to MARC format, and developed an interactive system for updating all of the Library's computerized data bases. He presently is designing an on-line circulation system.

Jean P. Hunter, B.A., M.L.S.  
Chief, Library Services, Administrative  
Office of the Courts, State of New Jersey

Ms. Hunter became the first Chief of Library Services for a State Administrative Office of the Courts anywhere in this country. Her responsibilities include the overall coordination of library services for the judicial system of New Jersey. She has responsibilities relative to personnel and collections standards, purchasing, and other aspects of the library system that serves New Jersey courts.

William J. Powers, Jr.  
Director, Cook County Law Library, Chicago

Mr. Powers is an acknowledged leader in law librarianship. He has been active in the study and use of microform for more than 20 years and in automated technology for at least 15 years. He has served as Chairman of the Committee on Standards of the American Association of Law Libraries, and he currently is Chairman of State and Court Law Libraries of the United States and Canada.

Margaret H. Setliff, B.S., M.A., B.L.S.  
State Law Librarian of Hawaii

A librarian for almost thirty years, Mrs. Setliff has set up a state-wide law library system for Hawaii, which includes islands and



relatively inaccessible areas. In 1974 she prepared for the National Center for State Courts a Survey of the Libraries of the California Courts of Appeal, and she is a former Chairperson of State and Court Law Libraries of the United States and Canada.

Richard Sloane, B.S., B.S.in L.S.  
Professor and Biddle Law Librarian, University  
of Pennsylvania School of Law

A recognized expert in law library organization and management, Professor Sloane has planned or served as a consultant for numerous law libraries throughout the country. He is a columnist for *New York Law Journal*, a frequent contributor to *The Practical Lawyer*, and editor of *Recommended Law Books* (1969), which was published by the American Bar Association.

Erwin C. Surrency, A.B., M.A., LL.B., M.A.L.S.  
Professor, Librarian, and Assistant Dean, Temple  
University School of Law

One of the foremost experts on law microform as well as the history and organization of the federal judicial system, Professor Surrency has been President of the American Association of Law Libraries. He is Editor of the *American Journal of Legal History*. His "A History of Federal Courts" was published in 28 MISSOURI LAW REVIEW 214 (1963), and his "Federal District Court Judges and the History of Their Courts" was published in 40 FEDERAL RULES DECISIONS 139 (1967).

Paul A. Willis, A.B., M.L.S., J.D.  
Director of Libraries, Professor of Law, and  
Acting Dean of the College of Law, University  
of Kentucky

For three years Professor Willis was a professional librarian-cataloger for the NASA Scientific and Technical Information Facility, he formerly worked in the Cataloging Division of the Copyright Office



in the Library of Congress, he has served as a consultant for several county law libraries in Kentucky, he was Project Director of the Kentucky Criminal Law Information Service, and his numerous publications include a computer-produced book and film index published by West Publishing Company for the Association of American Law Schools and stored in machine readable form for convenience in periodical updating.

J. Lamar Woodard, B.A., J.D., M.S.L.S.  
Librarian, Stetson University College of Law

Mr. Woodard has been a professional law librarian in universities in Louisiana, Florida, and New York, and he has been in the private practice of law. His area of expertise within law librarianship is expansion and renovation of facilities and collection development.

## V. TIME SCHEDULE FOR DOING THE JOB

Hard work and abundant cooperation from personnel of the federal judicial system can result in the completion of this study within one year. A projected completion date of November 1, 1976, is proposed with the understanding that unexpected delays and uncontrollable circumstances might prevent total completion until December 31, 1976. The final report should be completed and 20 copies of it should be delivered to the FJC on or before December 31, 1976.

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11-1-76

Assuming that the contract is awarded by December 1, 1975, RMT proposes this time schedule:

December 10, 1975: RMT will submit to FJC a draft of letters to be sent by FJC to all judges requesting photographs, blueprints, and other specified information to be received by FJC and delivered to RMT by January 15, 1976.

January, 1976: General background information will be acquired, basic research will be done, and specific work plans will be formulated, RMT will contact publishers to obtain basic information from them.

February, 1976: Photographs and blueprints of chambers and libraries will be studied and problem areas will be identified.

March-May, 1976: RMT will visit and spend approximately one week in each of the eleven Judicial Circuits and selected District Courts within those circuits.

May-July, 1976: A team of up to 35 field representatives, mostly on-the-spot law librarians and law students, will investigate specified aspects of federal court research problems in approximately 35 major cities of the United States that are not headquarters cities for Courts of Appeals. Meanwhile, RMT will confer with advisors and begin report preparation.



August-September, 1976: The preliminary draft of the final report will be prepared for submission to FJC on or before September 30, 1976. Fifteen copies will be delivered.

October 1-10, 1976: FJC personnel will review the preliminary draft and make suggestions and criticisms.

October 10-31, 1976: RMT and his staff will prepare the final report, and 20 copies will be delivered to the FJC on or before November 1, 1976.

November 1, 1976: Final report will be delivered to FJC.

## VI. COST AND PAYMENT FOR THE JOB

Assuming that the FJC can and will (1) provide for RMT office space (approximately 800-1,000 square feet to accommodate at least five people in a total of at least three rooms for twelve months) in Raleigh, North Carolina; (2) provide appropriate desks, chairs, and other suitable furnishings for this office space; (3) provide nationwide telephone service (five instruments, six lighted buttons with intercom, and nationwide WATS or similar long-distance service without charge for at least 15 hours per month); (4) procure and provide to RMT the photographs, blueprints, and information from judges as hereinabove referred to; and (5) type, address, stamp or frank, and mail up to three communications, totaling no more than 30 pages, to each federal judge and district attorney, as requested by RMT, the fixed price for which RMT would contract to do the proposed study is \$151,000. That total is itemized as follows:

151,000



Personnel:

RMT salary	\$60,000 ✓
Administrative Assistant	14,000
Secretary	11,000
Clerk-Typist	8,500
Clerk-Typist	8,500
Field Representatives (35 principal cities at \$250 per week)	8,750
Consultants (10 at \$675 each)	<u>6,750</u>

\$117,500

Travel Expense:

Travel by RMT to each of  
11 Judicial Circuits for  
average of one week each,  
and otherwise:

Transportation	4,000
Subsistence	5,500

Travel by RMT to  
FJC and AOC,  
up to 5 weeks

Transportation	375
Subsistence	1,250

Travel by Field Represen-  
tatives and Consultants

Transportation	4,500
Subsistence	<u>6,125</u>

21,750

Office Equipment and Supplies

## Rental items:

MT/ST Typewriter	4,000
4 Standard Typewriters	1,200
Xerox 4000	4,800
2 Calculators	500

## Expendable supplies:

File folders, stationery, tablets, paper clips, staplers, paper, etc.	<u>1,250</u>
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11,750

TOTAL

\$151,000

Payment would be made as follows:

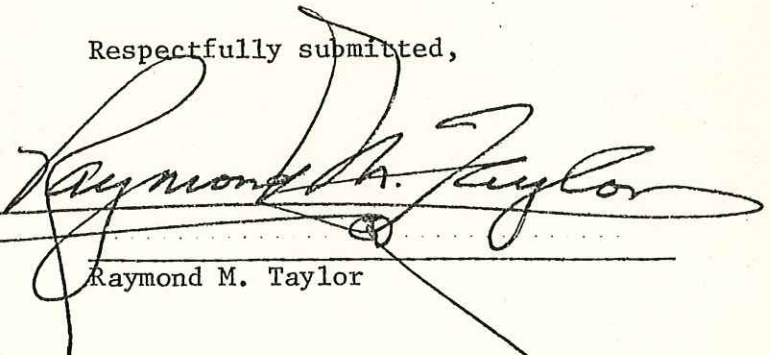
On or before the last day of each month, December 1975 through September 1976, \$12,500 per month:	\$125,000
Upon delivery of final report:	26,000

If FJC cannot furnish the items enumerated in (1) through (5) above, the total price of the project would be increased by the estimated cost of those items as follows:

(1) Office Space	4,800
(2) Office furniture	1,700
(3) Telephone service	6,200
(4) Photographs and Blueprints	25,000
(5) Mailings	1,800
	<hr/> \$39,500

One half of that additional cost, or \$19,750, would be due and payable on or before January 31, 1976, and the balance of \$19,750 would be due and payable upon delivery of the final report.

Respectfully submitted,



Raymond M. Taylor

Raleigh

20 October 1975



APPENDIX I

(Referred to on Page 17)

*Biographical Data:*

RAYMOND M. TAYLOR

RAYMOND MASON TAYLOR, lawyer, law librarian, judicial official, university faculty member; born in Washington, North Carolina, January 1, 1933; son of Thaddeus Raymond Taylor and Mary Ada Mason Taylor; graduated from the University of North Carolina at Chapel Hill, receiving Bachelor of Arts (A.B.) degree in Political Science, 1955, and Bachelor of Laws. (LL.B.) degree, 1960, which was converted to Juris Doctor (J.D.) degree, 1969; and was certified as a Certified Law Librarian (C.L.L.) by the American Association of Law Libraries in 1968; married the former Evelyn Rachel High of Wilson, North Carolina; one daughter, Elizabeth Lee (Betsy) Taylor.

EMPLOYMENT AND PROFESSIONAL CAREER: Staff reporter, *Washington (N.C.) Daily News*, summers of 1952 and 1954; Administrative Assistant, Civil Defense Organization, Winston-Salem and Forsyth County, North Carolina, 1955; Administrative Intern, City of Winston-Salem, summer of 1958; admitted to North Carolina Bar, 1960; admitted to United States Supreme Court Bar, 1970; Research Assistant to Associate Justice Clifton L. Moore, Supreme Court of North Carolina, 1960-1961; Attorney in private practice of law as associate of Gardner, Connor & Lee, Attorneys at Law, Wilson, North Carolina, 1961-1964; Adjunct Instructor then Adjunct Professor of Business Law, Atlantic Christian College, Wilson, North Carolina, 1962-1964; Marshal of the Supreme Court of North Carolina and Librarian of the North Carolina Supreme Court Library, since July 1, 1964 (the Supreme Court Marshal has the criminal and civil powers of a sheriff and any additional powers necessary to execute Supreme Court and Court of Appeals orders in any county of North Carolina, and the Librarian has charge of the 80,000-volume Supreme Court Library); Special Lecturer in Economics (teacher of law courses), North Carolina State University, since 1967; Director, North Carolina Law Research Facilities Study for Governor's Committee on Law and Order, 1970.

MILITARY AND NATIONAL DEFENSE ACTIVITIES: Served in the Army of the United States, 1955-1957, and was in military intelligence as a Special Agent of the Counter Intelligence Corps; one of two North Carolina representatives, Civil Defense Unit, National Defense Executive Reserve, 1967-1970.

SIGNIFICANT MEMBERSHIPS AND ACTIVITIES: Member and Secretary, Southeastern Area Council of the American Junior Red Cross, 1949-1950. American Junior Red Cross International Study Visitor to Europe, 1950. Lieutenant Governor, Carolinas District, Key Club International, 1949-1950. Democratic Chairman, Pineville Precinct, Beaufort County, North Carolina, 1954-1957. Parliamentarian, Wilson County Democratic Executive Committee, 1962-1964. Chairman, Cultural Affairs Committee, Wilson Junior Chamber of Commerce, 1963-1964. Chairman, State and Court Law Libraries of the United States and Canada, 1973-1974. Member: Beaufort County Democratic Executive Committee, 1954-1957; North Carolina Second Solicitorial District Democratic Executive Committee, 1962-1964; American Bar Association; North Carolina Bar Association; The North Carolina State Bar (Chairman, Special Committee on Law-book Publications and Review Board, 1971); American Association of Law Libraries (Co-Chairman, Committee on Relations with Publishers and Dealers, 1970-1972); Library Services Committee of the American Bar Foundation, 1969-1973; American Bar Association Special Committee on Law Book Publishing Practices, since 1970; Law School Boards of Visitors Committee, Section of Legal Education and Admissions to the Bar, American Bar Association, beginning in August, 1974; Board of Directors, Wake County Chapter, American National Red Cross, since March 20, 1974; Order of the Golden Fleece (president, 1958-1959); Pi Sigma Alpha; Phi Delta Phi; and White Memorial Presbyterian Church, Raleigh, North Carolina.



OTHER ACTIVITIES, HONORS, AND DISTINCTIONS: Assistant Editor, *Tar Heel Barrister*, 1958-1959. Member, Student Board of Editors, *The North Carolina Law Review*, 1960. Author of newspaper, magazine, and legal periodical articles. Articles published in *The State*, *Popular Government*, *North Carolina Libraries*, *Planning for Progress*, *The North Carolina Bar*, *American Bar Association Journal*, *Texas Bar Journal*, *Law Library Journal*, and *North Carolina Reports*. Received awards for editorial (first prize), news (first prize), and feature writing (second prize), University of North Carolina Press Club, 1955; and for historical feature writing, North Carolina Society of County and Local Historians, 1955. "The Tar Heel of the Week," *The News and Observer*, July 11, 1971. Banquet speaker for various professional, religious, and civic organizations. Lecturer on jurisprudence, legal bibliography, governmental organization, judicial history, and related subjects. Speaker on Associated Clubs circuit, beginning in 1974.

Listed in *Who's Who in America*, 1965-1969; *Who's Who in the South and Southwest*, since 1967; *Biographical Directory of Law Librarians in the United States and Canada*, since 1964; and various official and professional directories.

ADDRESSES: Home: 3073 Granville Drive, Raleigh, North Carolina 27609. Office: 500 Justice Building, Post Office Box 1841, Raleigh, North Carolina 27602

February 27, 1975

SOME SIGNIFICANT PROFESSIONAL ACCOMPLISHMENTS OF RAYMOND M. TAYLOR

July 1, 1974

1. As a lawyer, he has been admitted to the North Carolina State Bar and the Bar of the Supreme Court of the United States, and for three years he was engaged in the general practice of law in state and federal courts.
2. As a writer, he has written hundreds of news, feature, historical, legal, and other popular and scholarly articles that have been published in numerous newspapers and such periodicals as *Tar Heel Barrister*, *The North Carolina Law Review*, *The State*, *Popular Government*, *North Carolina Libraries*, *Planning for Progress*, *The North Carolina Bar*, *American Bar Association Journal*, *Texas Bar Journal*, *Law Library Journal*, and *North Carolina Reports*.
3. As a librarian, he attained a standard of competence in law librarianship recognized by the American Association of Law Libraries and received that professional organization's certification as a Certified Law Librarian in 1968.
4. As a part-time college and university teacher for nine years, he was Adjunct Instructor, then Adjunct Professor, of Business Law at Atlantic Christian College for two years, and he has completed his seventh year as Special Lecturer in Economics at North Carolina State University, where he regularly lectures six hours each week during the regular academic year.
5. As an effective advocate of improvements in lawbook publishing, he wrote the article, "Lawbook Consumers Need Protection," which was published in the June, 1969, issue of *American Bar Association Journal* and has had the following direct results:
  - (1) November 10, 1969, the Federal Trade Commission announced an industry-wide investigation of the lawbook industry.
  - (2) January 16, 1970, the Library Services Committee of the American Bar Association issued a "Lawyers' Checklist for Buying Lawbooks," of which he was one of the authors.
  - (3) August 13, 1970, the American Bar Association established a Special Committee on Law Book Publishing Practices, to which he was appointed.
  - (4) At various times, the organized Bars of several states established committees on lawbook publishing practices.
  - (5) June 16, 1971, the American Association of Law Libraries adopted "AALL Standards for the Advertising of New Law Publications," of which he was an author.
  - (6) February 23, 1973, the Federal Trade Commission issued Proposed Guides for the Law Book Industry.



6. As an innovator of proposals for improved library facilities throughout the country, he conceived, suggested, and effectively worked for the enactment of P.L. 92-368, which was sponsored and introduced by United States Senator B. Everett Jordan, signed by the President on August 10, 1972, and makes it possible for libraries that serve the highest appellate courts of the several states to be designated as depositories for publications of the United States Government Printing Office.
7. As a leader among librarians who serve state and federal government and courts, on July 3, 1973, at Seattle, Washington, he was elected Chairman of State and Court Law Libraries of the United States and Canada, which is an organization of professional law librarians from throughout the United States and several provinces of Canada.
8. As an active committee worker in professional organizations of both lawyers and librarians, he has held the following positions:
  - (1) Member, Publications Committee, American Association of Law Libraries, 1966-1967.
  - (2) Member, Library Services Committee, American Bar Foundation, 1969-1973.
  - (3) Co-Chairman, Committee on Relations With Publishers and Dealers, American Association of Law Libraries, 1970-1972.
  - (4) Member, Special Committee on Law Book Publishing Practices, American Bar Association, since 1970.
  - (5) Representative of the American Association of Law Libraries to Standards Committee Z39 on Library Work, Documentation, and Related Publishing Practices, American National Standards Institute, 1970-1971.
  - (6) Chairman, Special Committee on Lawbook Publications and Review Board, The North Carolina State Bar, 1971.
9. As Librarian of the North Carolina Supreme Court Library for ten years, he has effected the following:
  - (1) The staff of the Library has been increased from one professional and two sub-professionals to five full-time professionals, four full-time sub-professionals, and two part-time sub-professionals.
  - (2) The Library's annual budget for books has been increased almost 700% from \$9,000 in 1964 to \$60,000 for the fiscal year beginning July 1, 1974.



- (3) In 1972 the Library became the first library to be designated a depository for United States Government documents under the provisions of P.L. 92-368.
  - (4) In 1973 the Library became the first library to receive a Law Enforcement Assistance Administration grant for the purpose of classifying and cataloging its collection in accordance with Library of Congress schedules, and a \$68,551 project with four full-time staff members was begun for this purpose.
- 
- 10. As a speaker on both popular and scholarly subjects, he has addressed various professional, scholarly, religious, and civic organizations, and he is one of the professional after-dinner speakers on the nationwide circuit of The Associated Clubs, Topeka, Kansas.
  - 11. He has been honored by selection as "The Tar Heel of the Week," *The News and Observer*, July 11, 1971; and by listing in *Who's Who in America*, 1965-1969; *Who's Who in the South and Southwest*, since 1967; *Biographical Directory of Law Librarians in the United States and Canada*, since 1964; and various official and professional directories.
  - 12. At the annual meeting of State and Court Law Libraries of the United States and Canada on June 22, 1974, in Saint Paul, Minnesota, a resolution was unanimously adopted recommending him for appointment and confirmation as Librarian of Congress of the United States.

APPENDIX II

(Referred to on Page 17)

RAYMOND M. TAYLOR  
ATTORNEY AT LAW  
3073 GRANVILLE DRIVE  
RALEIGH, NORTH CAROLINA 27609

February 2, 1971

The Governor's Committee on Law and Order  
Post Office Box 1991  
Raleigh, North Carolina 27602

Gentlemen:

Having been asked to prepare a brief summary of the 37-volume Report of the North Carolina Law Research Facilities Study, I am pleased to try to do so in this letter.

The lawbooks in all courthouses in North Carolina's 100 counties were inventoried. Of 69 selected sets, 37 counties had five or less; 51 counties had ten or less, the county average was 17; nine counties had 40 or more; and the most that any county had was 57.

Fifty-five counties did not have a complete set of North Carolina Reports, 12 counties did not have a complete set of North Carolina General Statutes, and nine counties did not have a complete set of North Carolina Court of Appeals Reports. Those three sets are the basic law of North Carolina.

The uniform system of fees that is a part of the uniform court system has eliminated special local fees that were used to support local law libraries, the new "facilities fees" are inadequate for this purpose in the overwhelming number of counties, and the county commissioners generally have been and are opposed to spending county funds for lawbooks. Commissioners of 35 counties responded to my inquiries on this subject.

The Clerks of Superior Court have been officially responsible for the North Carolina Reports in their counties since at least 1927, and from 1927 to 1969 were required by law to file an annual inventory of those sets in their custody. Despite that legal duty, the Clerks in only 12 counties filed inventories during the 18 years from 1953 to 1970, the most that filed in any one year was five, and the county whose Clerk filed most frequently did so only nine of those 18 years.

Comments about lawbook needs were furnished by 30 of the 58 Superior Court Judges, 15 of the 30 Chief Judges of the District Court, and ten of the 30 Solicitors. The need for substantially better law research facilities was agreed upon by the overwhelming majority, and the thought repeatedly was expressed that the State must assume the initiative because the counties have not done so and are not likely to do so even in rare cases where they might be financially able to do so.



Criminal cases are tried in approximately 200 courtrooms in North Carolina. Certain basic lawbooks should be in each of those courtrooms. Certain additional books should be put in each courthouse, at least one courthouse in each Judicial District should have a slightly larger library, and more complete libraries should be put in the counties that have populations in excess of 200,000 and do not already have adequate libraries.

To supply missing volumes of North Carolina Reports to complete existing sets would cost approximately \$10,419; to supply missing volumes of the General Statutes would cost approximately \$2,564; and to supply missing volumes of Court of Appeals Reports would cost approximately \$187. To update all books, including those three sets, that are in the courthouses but are not up-to-date would cost approximately \$50,000.

To purchase additional essential books to put a minimum basic library in each of the 200 courtrooms in which criminal cases are tried would cost approximately \$137,000.

To purchase additional essential books to put a minimum library in each courthouse, in addition to the books in the courtrooms, would cost approximately \$388,000.

The cost of the additional books for the district libraries and for the libraries of counties of more than 75,000 or 200,000 population would be approximately \$338,000.

If all of the books referred to above are bought, the cost would be approximately \$913,000.

Any books bought should be kept up-to-date. It would cost approximately \$234,000 to maintain existing books for two years, and it would cost an additional \$196,000 to keep the recommended new books up-to-date for two years. Thus, the two-year upkeep cost for books now existing and those that should be bought would be approximately \$430,000.

To summarize, a total of approximately \$913,000 is needed for new books and a total of approximately \$430,000 is needed to keep all books, existing books and new ones, up-to-date for two years.

To spend any money on lawbooks would be unwise, however, unless proper procedures and adequate personnel are provided to maintain them. To meet that need, North Carolina should have a centrally-administered State-wide system of law research facilities, the books and personnel to be furnished by the State, and the space, shelving, and furniture in the courtrooms and courthouses to be furnished by the counties.

Such a centrally-administered State-wide system would be essential in order to buy books at the lowest possible prices, transfer surplus books from counties that do not need them to counties that do need them, establish



interlibrary loan programs for lawbooks, and develop and adopt systems whereby computerized research and law information networks, if feasible, could be set up in a manner that would serve all counties as well as the three branches of government on a continuing basis.

The State-wide system should be administered by a separate and independent agency to be set up within the executive branch of State government, that agency to be governed by a board composed of representatives of the three branches of State government and to be headed by a full-time professional director.

The reason that the agency should be independent and not under any other department, agency, or division, is because it would be a service agency for all levels of government in all three branches.

The reason that the agency should not be within the judicial branch is because that branch is not a service branch of government, it is not oriented to the needs that other branches have for law research facilities, and it might be inappropriate for the judiciary to seek the appropriations, grants, contributions, and bequests that might be necessary or desirable in order to finance the quality of State-wide and government-wide law research facilities that are needed.

From a practical standpoint, what is needed initially is the basic organizational framework within which key personnel can obtain grants from The Law and Order Committee and, with the Committee's support, seek appropriations from the General Assembly as well as financial support that might be available from other sources.

Personnel for the new independent State agency would cost approximately \$140,000 per year for the first two years for a central staff, plus approximately \$85,000 per year for a competent research staff. Thus, total personnel costs would be approximately \$450,000 for the first two years.

Estimated expense for office space and equipment, postage and telephones, and other essential items for the department staff should be based upon the average needs of 20 to 25 State employees, and would be approximately \$15,000 for the first year. Temporary office space probably could be made available within the Justice Building or within one block thereof.

The Clerk of Superior Court, who is a State employee, or a member of his office staff designated by him, should be County Law Librarian in each county. The duties might require up to two hours per week in most counties, perhaps one-half day per week in the principal counties of the 30 Judicial Districts, and probably the full-time of one person and half-time of another person in Cumberland, Forsyth, Guilford, and Mecklenburg counties. Those persons should be paid by the State as are all other employees of the Clerks' offices, and their duties should be considered a part of the



ordinary duties of the Clerks' offices. They should take special training in law library use and administration to be developed and given by the central staff, and they should be supervised at all times by members of the staff of the central office who would travel among the counties, and by the personnel of the Administrative Office of the Courts who have the duty of supervising the Clerks' offices.

Each county should have a County Law Library Committee composed of three members, one each appointed by the senior Resident Judge of the Superior Court of the District, the Chairman of the Board of County Commissioners of the County, and the President of the County Bar.

As N.C. GEN. STAT. § 7A-303 (1969) did with regard to the supplies and equipment in the offices of the Clerks, it should be provided by law that as of a certain date, possibly October 1 of this year, all lawbooks in all courthouses and courtrooms would become the property of the State. Unless the County Law Library Committee agreed otherwise, all up-to-date books in the counties as of the title-transfer date would be kept up-to-date at State expense for at least six years, thereby assuring the continued high quality of the few existing county libraries that now have good collections.

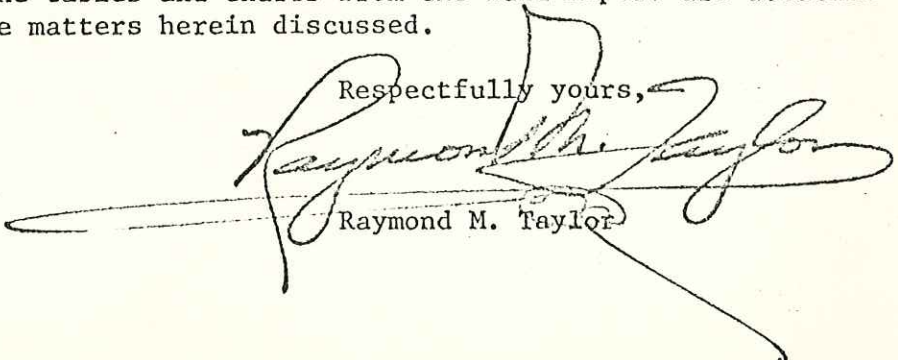
To make certain that adequate space and shelving are provided within the courthouses and courtrooms, a procedure should be set up whereby court-related facilities would be given priority as to assignment of courthouse space, and whereby by court order, upon request of the County Law Library Committee or the State Director, adequate space and furnishings for library facilities could be made available at county expense.

Although it would be highly desirable for the Supreme Court Library to be within and at the pinnacle of the State-wide system of law research facilities, it has not been recommended that the Supreme Court Library be incorporated within that system unless such incorporation is requested by the Supreme Court. Under present law and rules, Supreme Court Library facilities would be available for use by personnel of the State-wide system in any event.

As to what The Governor's Committee on Law and Order could do as a first step, it might be appropriate for it to propose the establishment of the new agency, earmark funds to be used by the agency if matched to an appropriate degree by appropriations by the General Assembly, and urge that the initial staff be employed and temporary office space be provided so that the new agency can be at work by July 1971, or sooner if possible.

A map and some of the tables and charts from the full Report are attached to illustrate some of the matters herein discussed.

Respectfully yours,

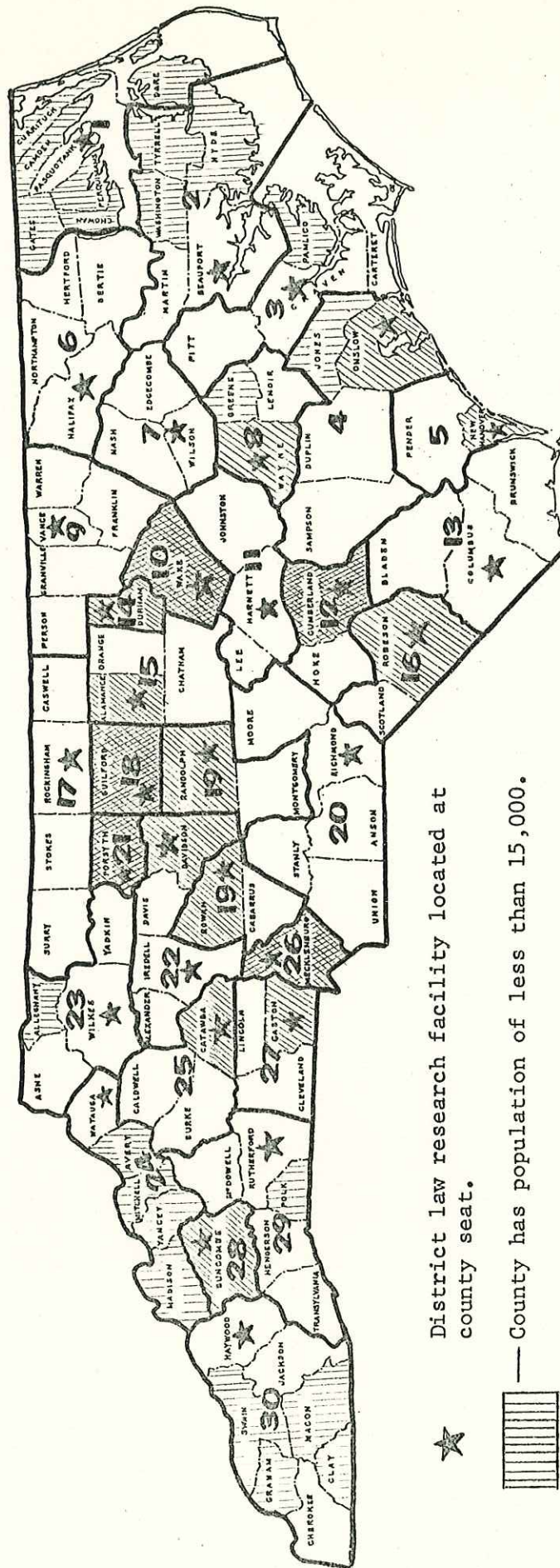
  
Raymond M. Taylor



Report  
NORTH CAROLINA LAW RESEARCH FACILITIES STUDY  
November - December 1970

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MAP OF THE STATE OF NORTH CAROLINA SHOWING COUNTIES, JUDICIAL DISTRICTS, POPULATION CLASSIFICATIONS OF COUNTIES, AND RECOMMENDED LOCATIONS OF DISTRICT LAW RESEARCH FACILITIES



District law research facility located at county seat.

— County has population of less than 15,000.

— County has population of between 75,000 and 200,000.

— County has population in excess of 200,000.

----- County boundary line.

----- Judicial District boundary line.

3 Judicial District numbers.

## RECOMMENDED ACQUISITIONS

The following books, or books covering substantially the same material, are recommended for the indicated places. Estimated initial costs, initial two-year upkeep costs, and linear-foot shelving requirements also are given.

### I. For Each of the 200 Criminal Courtrooms

N. C. General Statutes	\$ 200.00	\$ 100.00	3.0'
N. C. Reports, vol. 200-275 [1930- ]	344.02	16.50	13.0'
N. C. Court of Appeals Reports	33.99	16.50	1.0'
N. C. Advance Sheets	15.45	15.45	1.0'
Strong, N. C. Index 2d [1930- ]	236.00	51.00	1.5'
Shepard's N. C. Citations	85.00	92.00)	
Stansbury, N. C. Evidence 2d	30.00	15.00)	
Jeromes's Criminal Code and Digest 7th	50.00	25.00)	
McIntosh, N. C. Practice and Procedure 2d	45.00	10.00)	2.0'
The Criminal Law Reporter	110.40	220.80)	
Black's Law Dictionary 4th	13.00	NONE)	
Webster's 7th New Collegiate Dictionary	4.50	NONE)	

### II. For Each of the 100 Courthouses

N. C. Reports, vol. 1-199 [1778-1930]	\$ 630.00	\$ NONE	36.0'
N. C. Digest [1778- ]	435.00	150.00	4.5'
*U. S. Supreme Ct. Rpts., L.Ed. [1790-1955]	950.00	NONE	15.0'
U. S. Supreme Ct. Rpts., L.Ed. 2d [1956- ]	455.00	136.00	7.0'
Digest of U. S. Supreme Ct. Rpts., L.Ed.	NONE	145.00	3.5'
Shepard's U. S. Citations	145.00	104.00	2.0'
**Federal Code Annotated	495.00	NONE	8.0'
**United States Code Annotated	869.00	NONE	17.0'
U. S. Supreme Court Bulletin	80.00	88.00	.5'
Corpus Juris Secundum	1,292.00	180.00	27.0'
American Jurisprudence 2d	1,428.75	NONE	15.0'
Lee, N. C. Family Law	45.00	15.00)	
Wiggins, Wills and Admn. of Estates in N.C.	50.00	14.00)	1.0'
Robinson, N. C. Corp. Law and Practice	30.00	12.00)	
Webster's 3d New International Dictionary	31.50	NONE)	

\*As an economy measure, the United States Supreme Court Reports covering 1790-1955 have not been recommended for counties with populations of less than 15,000.

\*\*As an economy measure, the smaller and less expensive Federal Code Annotated has been recommended in lieu of the United States Code Annotated in counties with populations of less than 15,000.



III. Additional Books for 32 Principal Counties of 30 Judicial Districts\*

American Law Reports [1919- ]	\$ 4,560.00	\$ 627.00	63.5'
Federal Reporter 2d [1924- ]	2,781.00	510.00	65.0'
Federal Supplement [1932- ]	2,190.00	480.00	51.0'
Shepard's Federal Citations	145.00	88.00	1.0'
5th, 6th, and 7th Decennial Digests [1936-1966]	1,800.00	NONE	32.0'
General Digest [1967- ]	420.00	180.00	4.0'

\*These additional books are recommended for both Randolph and Rowan counties in the Nineteenth District and Iredell and Davidson counties in the Twenty-Second District.

IV. Additional Books for Counties Having Populations of More Than 200,000\*

National Reporter System [c. 1880's- ]	\$ 31,547.00	\$ 2,088.00	653.0'
American Digest System [1658-1936]	2,250.00	NONE	39.0'
National Reporter System Citations	810.00	784.00	5.0'

\*Guilford County already has all of these books. As an economy measure, they are not recommended for Wake County because of the accessibility of the Supreme Court Library in that county.



May 24, 1971

MEMORANDUM

TO: The Honorable W. Marcus Short  
FROM: Raymond M. Taylor *RMT*  
RE: Estimated Costs of Statewide Law Library System

The following are estimated costs of a statewide law library system as proposed by the Report of the North Carolina Law Research Facilities Study.

<u>BOOKS AND CONTINUATIONS</u>	<u>1971-1972</u>	<u>1972-1973</u>
Material <u>already</u> published and needed to update existing books and sets that are out-of-date	\$ 50,000*	None
Material that <u>will</u> be published and will be needed to keep existing books up-to-date	115,000*	\$120,000*
Additional materials that should be purchased to put minimum library in <u>each county</u>	525,000	None
Additional materials that should be purchased to put larger libraries in <u>principal counties</u>	338,000	None
Material needed to keep new basic material up-to-date in each county	75,000	75,000
Material needed to keep principal counties' additional materials up-to-date	<u>25,000</u>	<u>25,000</u>
TOTALS FOR BOOKS	\$1,128,000	\$220,000

ADMINISTRATION

Staff for Central Office:

1 Director	\$ 25,000	\$ 25,000
1 Assistant Director	18,000	18,000
1 Budget Officer	13,000	13,000
3 Professional Librarians at \$11,000	33,000	33,000
3 Clerks at \$5,000	15,000	15,000
3 Secretaries at \$6,000	18,000	18,000
3 Library Assistants at \$6,000	18,000	18,000
Allowance for Salary Adjustments	<u>None</u>	<u>14,000</u>
TOTAL	\$ 140,000	\$154,000

May 24, 1971

ADMINISTRATION (cont.)

## Judicial Reference Service

5 Research Lawyers at \$15,000	\$ 75,000	\$ 75,000
3 Secretaries at \$6,000	18,000	18,000
Allowance for Salary Adjustments	<u>None</u>	<u>9,300</u>
TOTAL	\$ 93,000	\$102,300

Supplies and Equipment Including Desks, Typewriters, Stationery, Telephones, etc.	<u>25,000</u>	<u>25,000</u>
TOTAL FOR ADMINISTRATION	<u>\$ 258,000</u>	<u>\$281,300</u>
GRAND TOTAL	\$1,386,000	\$501,300

\* These expenditures are essential to protect the value and usefulness of the lawbooks already within the county courthouses.

I am reasonably certain of the accuracy of the estimated costs for "BOOKS AND CONTINUATIONS," but it would be advisable to request a State budget expert such as Frank Justice to prepare "ADMINISTRATION" cost estimates based upon the number of employees and respective salaries listed above. Also, funds should be included to cover the cost of travel to the various counties to get the libraries properly set up and to supervise their operation, but I have little idea how much money that would require.

Please let me know if you feel that I can be of further service.

RMT:sn

152  
Taylor, Raymond M.  
Proposal of Raymond M. Taylor  
for Federal Judicial  
Center Study of United States  
Court Libraries

152

DATE

ISSUED TO



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