Minimum Standards for County Law Libraries

Physical Space

- Well-lit and unlocked space
- Table or desk and chair for patron workspace
- Brochure rack
- Rack for Attorney General booklets
- Open-front bookshelves (no glass doors or other obstructions)
- Sign at court administration directing people to the library
- Listing on the building directory for the library

Collection

At a minimum, the law library's collection should include:

- Minnesota Statutes
- Minnesota Court Rules
- Dictionaries: Black's Law, English, other languages as needed
- Local ordinances, if desired and not available online
- Self-Help Materials
- Core Legal Collection

  A county law library ought to have legal resources on Family Law, Criminal Law, Landlord/Tenant Law, Debt Collection, Civil Procedure, and Probate Law. These materials can be Self-Help Materials or treatises or practice guides for attorneys, depending on the needs of patrons and the library's budget. For recommendations, see Suggested Purchases for County Law Libraries.

Computer Access

- Computer
- Printer
- Instructions for using Westlaw/Lexis, if provided
- Signs indicating Westlaw/Lexis is available, if provided
- Websites bookmarked on desktop or in favorites for State Law Library, Minnesota Courts, LawHelpMN, Westlaw/Lexis (if provided)

Day-to-Day Oversight

- Day to day oversight is specified in County Law Library Duties

Board Oversight

- Law Library Board meets at least once a year; minutes are taken and meetings are advertised
- Review expenditures, revenue, deposits, and fund balance at least quarterly
- Board members should periodically visit the library to see its condition
- Board members should designate one person to provide high-level oversight of any paid employees or contractors to verify that assigned duties are being completed
- Law Library Board should designate someone to authorize and/or make purchases for the law library
- Board members should designate one person to have responsibility over contracts with vendors (Westlaw, Lexis, etc.)
- Law Library Board should update State Law Librarian of changes in law library contacts or fees