CHAPTER III

Legislative Reference Services of the States

STATE OF ALABAMA

HISTORY

The Alabama Department of Archives and History has existed since February 27, 1901 as an agency for centralization of official records and organization of historical material. It has always been active as a reference agency for state legislators and public officials, but it was not until March 5, 1907 that the Department was officially given the additional function of legislative reference work. The Alabama legislature has not made any provision for the organization of a legislative reference bureau nor has it made any special appropriation for the maintenance of such an organization.

LAWS AND AMENDMENTS

Legislative reference service was set up as a function of the Department of Archives and History by the Alabama Acts of 1907, Number 255, page 318, which provided that the department "shall bring together and arrange for ready consultation a reference collection of materials for the use of the members of the legislature, state officers, and others on all subjects which from time to time may be deemed of public interest and importance to the people of the state."

ORGANIZATION

Legislative reference service is a function of the Department of Archives and History. The director of the Department is appointed for a six year term—the present one ending March 1, 1937—by a Board of Trustees composed of nine members, one from each of nine congressional districts in the state. The members of the staff are appointed for indefinite terms by the director with the approval of the Board of Trustees. None of the six members of the staff devotes full time to legislative reference service and no temporary staff members are employed.

LEGISLATIVE SERVICES RENDERED

Department of Archives and History

The Department undertakes reference service and supplies material for the members of the legislature or state officials but very little actual legislative research work is carried on. Should a legislator become interested in a certain subject the department would attempt to secure all the information possible both by searching the indexes of the material on hand and by writing to other sources of information. The department drafts bills on request of legislators. It publishes quadrennially the Alabama Official and Statistical Register which is considered an outstanding work of its kind. The book contains biographical data on all of the Alabama legislators and much interesting statistical material pertaining to the state.

Attorney-general's Office

The attorney-general and his assistants engage in bill drafting during legislative sessions upon the request of members of the legislature and other state officials.

Supreme Court Library

The Law Librarian renders library service to legislators. No legislative reference staff is employed.

PERSONNEL

Director, Department of Archives and History, MARIE B. OWEN
Education: Graduate, Ward's Seminary, Nashville, Tennessee.
Offices: Editor, Women's Section, Montgomery Advertiser, 1910-17. Director, State Department of Archives and History since 1920.

Author: Yvonne of Braithwaite, 1927. Our State—Alabama; 1927. Editor, Alabama Historical Quarterly.

Member: Press and Authors. Pilot, Business and Professional Women's Club. Daughters of the American Revolution, United Daughters of the Confederacy.

Married: Thomas M. Owen (deceased).

Residence: 1201 South MacDonough Street, Montgomery.

Library Facilities

Legislative reference service is an integral part of the Alabama Department of Archives and History which is located in the State House. The location of the Department is convenient to both houses of the Legislature, and adequate for all present requirements.

Library Material

There is no separate accumulation of legislative material in the Department of Archives and History. All such material has its place in the general library, which is catalogued according to the Dewey Decimal System. The Department has collected approximately 200,000 volumes, including a large number of state and federal documents, reports, pamphlets and circulars. The material is filed by subject.

Other Available Library Collections

The Department has immediate access to the Supreme Court Library which contains a fairly complete collection of state reports and statutes and a complete set of Alabama Acts, together with the Alabama Supreme Court Reports. There are also copies of legal texts and indexes.

FINANCES

The annual appropriation for the Alabama Department of Archives and History for the fiscal year 1933-1934 was $16,495. The fact that no segregation of expenditures within the Department is available makes it impossible to estimate what part of this was chargeable to the legislative reference work. For similar reasons it is impossible to break down the expenditures into salaries and other costs of legislative reference work.

STATE OF ARIZONA

HISTORY

Arizona began its legislative reference work in 1915 as a result of an act concerning the organization of the state library approved on March 24 of that year. The director of the State Library is known as the State Law and Legislative Reference Librarian. The Librarian is not only required to render legislative reference services but also upon request, to "aid and assist the members of the legislature, the governor and the heads of departments as to bills and resolutions and drafting the same into proper form." Although statutory authorization is ample, no funds have ever been provided for the special development of the Reference Bureau. It has functioned merely as an incidental feature of the Library's activities.

LAW AND AMENDMENTS

The State Library was established by Arizona, Acts, 1915, Chapter 62, page 132. The duties of the legislative reference bureau were set forth by an Act of the 1917 Legislature, Section 3036.

"Section 3036. Legislative reference bureau. There shall be maintained in the state library a legislative reference bureau for the use and information of the members of the legislature, the heads of departments of state, and citizens of the state. The Librarian shall prepare, checklists and catalogues of Arizona law, and all the current legislation of Arizona and other states; lists of bills and resolutions presented in either branch of the legislature, and of the public documents of the state, including all reports issued.
by the departments, boards and commission; digests of the public laws of this and other states, catalogues, files and clippings of newspapers, and other printed matter; and when requested by the governor, heads of departments; or members of the legislature, procure information relating to pending legislation and aid the members of the legislature and state officers in the drafting of bills and resolutions for the legislature. . . He shall establish with the federal government, the other states and foreign countries a system of exchange of official state publications, law, statutes, journals, supreme court reports and digests thereof.

**Organization**

The Law and Legislative Reference Librarian is appointed for an indefinite term by the Board of Curators of the State Library. This board consists of three members appointed by the Governor and the Law and Legislative Reference Librarian acts as secretary, ex-officio. Members of the library staff are appointed by the Librarian for indefinite terms. None of them devotes full time to legislative reference work. Additional clerical help is employed during legislative sessions.

**Legislative Services Rendered**

The Arizona Bureau has undertaken no intensive research work and has issued no publications. It attempts to answer all legislative inquiries and to supply to legislators upon request such information on legislative subjects as the Library affords. Even in the absence of special funds for regular service the accumulation of the essential material for an effective legislative reference library has been started. Much of the material purchased primarily for legislative work is allowed to circulate. Assistance is also rendered to students of legislative subjects and to individuals collecting data for the preparation of legislative measures. Bills are prepared for members of the Legislature upon request. The present Law and Legislative Reference Librarian is making an attempt to re-interest the members of the Legislature in this work.

**Personnel**

*Law and Legislative Reference Librarian, Mulford Winsor*

*Education:* High School; Specialized in newspaper trade education.


*Residence:* 1522 W. Washington Street, Phoenix.

*Office:* State Library, State House, Phoenix.

*Assistant Librarian,* Marjorie A. Baker Secretary, Alice B. Good

**Library Facilities**

**Office Facilities**

The Legislative Reference Division is housed in the State Library which occupies part of the State House. Facilities are adequate at present but there is no room for expansion. Nearly $3,000 has been spent on office equipment, furniture and fixtures during the last three years. The Library is convenient to both the House and Senate chambers.

**Library Material**

The Legislative Reference Division files contain 6 reference services, 15 periodicals, 177 books, 50 scrap book collections and
930 current pamphlets, all of which are distinctly legislative reference material and used chiefly for that purpose. This material is all a part of the State Library and classified under the Dewey Decimal System, but is, of course, especially accessible for legislative reference purposes.

Other Available Library Collections

The other materials of the State Library including the general material and a well equipped collection of legal materials of various kinds are all immediately available to the Legislative Reference Department.

<table>
<thead>
<tr>
<th>Year</th>
<th>Salaries</th>
<th>Operation</th>
<th>Travel</th>
<th>Repairs &amp; Replacements</th>
<th>Books, Subsc. &amp; Binding</th>
<th>Furn, &amp; Fix.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1929-30</td>
<td>$7,200.00</td>
<td>$405.37</td>
<td>479.11</td>
<td>250.00</td>
<td>5,837.44</td>
<td>2,467.54</td>
<td>$15,911.92</td>
</tr>
<tr>
<td>1930-31</td>
<td>$7,200.00</td>
<td>450.00</td>
<td>470.00</td>
<td>20.02</td>
<td>5,981.00</td>
<td>251.96</td>
<td>$14,351.00</td>
</tr>
<tr>
<td>1931-32</td>
<td>$7,461.32</td>
<td>1,236.17</td>
<td>193.81</td>
<td>598.18**</td>
<td>4,601.47</td>
<td>325.45</td>
<td>$15,980.33</td>
</tr>
<tr>
<td>1932-33</td>
<td>$8,105.14*</td>
<td>562.52</td>
<td></td>
<td></td>
<td>5,912.07***</td>
<td></td>
<td>$15,429.86</td>
</tr>
<tr>
<td>1933-34</td>
<td>$7,518.90</td>
<td>1,060.43</td>
<td></td>
<td>150.23**</td>
<td>3,651.55</td>
<td></td>
<td>$12,706.56</td>
</tr>
</tbody>
</table>

* $605.14 out of a special appropriation for legislative work.
** 70.00 out of a special appropriation for legislative work.
*** 374.86 out of a special appropriation for legislative work.

The total expenditures for the State Library of Arizona for the last five years—July 1 to June 30—are given below:

Expenditures for the legislative reference service cannot be segregated except for certain limited amounts which can be easily identified. During the fiscal year 1933-34 approximately ten per cent of the expenditure for books, subscriptions, pamphlets, etc: went for material that would not have been purchased were a legislative reference service not maintained. That expenditure would amount to $309.54.

STATES OF ARKANSAS

HISTORY

The Arkansas Legislative Reference Library was first organized as a bureau of the Arkansas History Commission by an act approved March 21, 1917. An act of 1921 slightly altered the status but left the Bureau working under the supervision of the History Commission. The Arkansas Legislative Reference Library did good work until the constant curtailment of funds made it largely inactive.

LAWS AND AMENDMENTS

The Arkansas Legislative Reference Library was created as a bureau of the Arkansas History Commission by the Arkansas Laws of March 17, 1917. The only amendment was made in 1921.

FINANCES

The total expenditures for the State Library of Arizona for the last five years—July 1 to June 30—are given below:

Expenditures for the legislative reference service cannot be segregated except for certain limited amounts which can be easily identified. During the fiscal year 1933-34 approximately ten per cent of the expenditure for books, subscriptions, pamphlets, etc: went for material that would not have been purchased were a legislative reference service not maintained. That expenditure would amount to $309.54.

The Arkansas History Commission is composed of nine members, six of whom are appointed by the Governor for terms of 12 years; three members are ex-officio (the Chief Justice of Supreme Court, President of State University and President of the Teacher's College). The Commission has under its supervision both the Arkansas Department of Archives and History and the Legislative Reference Library. The executive officer of the Commission is the Secretary and he is appointed by it for an indefinite term. He acts as director of both departments and devotes some of his time to legislative reference work. No temporary staff members are employed during sessions of the legislature.
LEGISLATIVE SERVICES RENDERED

Considerable information on subjects of legislative interest has been gathered by the Legislative Library and has been so arranged as to make it readily accessible to members of the General Assembly and other state officials. A real attempt is made to furnish legislators with information concerning legislation in other states. The library maintains a file of all the bills introduced in the General Assembly.

Bill drafting is not performed by the Legislative Reference Library but by the Attorney General upon the request of the individual legislators.

PERSONNEL

Secretary, DR. DALLAS T. HERNDON
Education: A. B., Alabama Polytechnic Institute, Auburn, 1902. M. S., Alabama Polytechnic Institute, 1903. Ph.D., University of Chicago, 1911.
Offices: Secretary, Arkansas History Commission and Director, Department of Public Archives and History since 1911.
Member: American Library Association.
Author: Centennial History of Arkansas; High Lights of Arkansas History; Why Little Rock was Born; Legislative and Executive Outline, and so forth.
Married: 1923.
Residence: Little Rock, Arkansas.
Office: State Capitol, Little Rock, Arkansas.

LIBRARY FACILITIES

Office Facilities

The Legislative Reference Library together with the Department of History and Archives is located on the third and fourth floors of the Capitol building. The library has sufficient space and adequate facilities and is very convenient to both the Senate and House chambers.

Library Material

The material making up the legislative reference library is not separate from that of the Department of History and Archives. Together they contain all the official publications of the state departments and such departmental reports, documents, etc., of other states as may be acquired. In addition to the state documents and reports the usual pamphlets, periodicals, articles and circulars on governmental subjects are collected and indexed by the Dewey Decimal System.

FINANCES

It is not possible to estimate the expenditure for legislative reference services as the accounts are not kept separately. The biennial expenditures of the Department of History and Archives together with the Legislative Reference Library for 1931-32 and 1933-34 were as follows:

<table>
<thead>
<tr>
<th></th>
<th>1931-32</th>
<th>1933-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$9,600.00</td>
<td>$5,160.00</td>
</tr>
<tr>
<td>Books, etc., miscellaneous</td>
<td>1,400.00</td>
<td>1,210.00</td>
</tr>
<tr>
<td>Total</td>
<td>$11,000.00</td>
<td>$6,370.00</td>
</tr>
</tbody>
</table>

STATE OF CALIFORNIA

HISTORY

Legislative Counsel Bureau

The California Legislative Counsel Bu-
that in any of the states with the possible exception of Massachusetts. It is primarily a bill drafting agency yet undertakes legislative research and revision services as well. In fact since 1913 it has grown steadily until it is now one of the foremost of the legislative reference bureaus in the United States. The Bureau operates in close cooperation with the Legislative Reference Section of the State Library, which has also become a very active legislative research agency.

**Law and Legislative Reference Section of the State Library**

The Law and Legislative Reference Section of the State Library was created in 1904. It was not established by any specific provision of the law, but under general powers given the State Library to create subordinate departments. No attempt is made to duplicate or rival the work of the Legislative Counsel Bureau.

**Laws and Amendments**

**Legislative Counsel Bureau**

The Counsel Bureau was established by a California Act of 1913, Chapter 322, page 626. By amendments the Legislative Counsel Bureau was required to do legislative research and otherwise to expand its functions. (California, Acts, 1917, Chapter 727, p. 1398.) The California-Statutes of 1931 amended Section 1 of the original act of 1913, to provide that the Legislative Counsel shall be appointed by the Legislature rather than the Governor.

**Organization**

**Legislative Counsel Bureau**

The Legislative Counsel Bureau is a separate agency set up directly under the Legislature. The Legislative Counsel is appointed by the Legislature for a two year term which begins shortly after January first of odd numbered years and the members of the staff are appointed by him and serve during his pleasure. The Legislative Counsel and three assistants devote full time to the service. From six to fifteen temporary staff members are employed during legislative sessions.

**Legislative Services Rendered**

**By the Bureau**

The Counsel Bureau is primarily a bill drafting agency though it engages in legislative research as a necessary adjunct. The Bureau assists in the preparation of all types of proposed legislation upon the request of members of the legislature, the Governor, or the various administrative state departments, and advises them on the constitutionality and the legal effect of pending legislation and of legislation that has been enacted. At the end of the first half of each legislative session, the Bureau prepares a digest of all bills introduced at that part of the session. The need for statutory revision, and amendment or repeal of obsolete laws is brought to the attention of the Legislature by the Bureau. It also cooperates with proponents of all initiative measures by preparing bills upon the written request of twenty-five or more qualified electors. Bills are prepared or amended by the Bureau at the suggestion of any judge of the Supreme Court, of the District Courts of Appeals, of the Superior Court of the State, or of any committee of either the Senate or the Assembly of the Legislature. The Legislative Counsel is required to be in attendance during legislative sessions. At the request of the Governor, it assists him during the thirty day period allowed for the disposal of all bills. The Counsel Bureau usually digests the bills so that the Governor may more easily consider them. From time to time the Bureau prepares for the various departments pamphlets containing the compiled laws relating to that department. The Legislative Counsel has completed a report on methods for compiling state laws. It also publishes an an-
nual report of activities performed, in addition to editing and indexing the biennial statutes.

By the Reference Section

As before stated, the Law and Legislative Reference Section of the State Library and the Legislative Counsel Bureau are very closely coordinated so that duplication is reduced to a minimum. The Reference Section collects, catalogues and arranges all procurable material upon legislative subjects. The Section is not only an invaluable aid to the Legislative Counsel in matters of legislative research; it also conducts researches for legislators and department heads, procuring all information that is not immediately available. A file of all bills introduced into the legislature is indexed by subject and kept up to date so that their legislative travel may be followed easily. Digests and compilations of state and foreign laws on certain subjects are made for the use of members of the legislature. The Section issues few publications—it does publish a legislative handbook—and does no bill drafting, the latter being entirely within the province of the Legislative Counsel Bureau.

PERSONNEL

Law and Legislative Reference Section

Law and Legislative Reference Librarian, HERBERT V. CLAYTON
Education: LL.B., Washburn College School of Law, Topeka, Kansas.
Offices: Various positions with the Kansas State Library, 1900-20. Police Judge, Oakl穩定, Kansas, 1908-09. Assistant Librarian, Camp Funston, Kansas, 1917-18. Librarian, Camp Sherman, Ohio, 1920-21. Librarian, Kern County Law Library and Assistant Librarian, Kern County Free Library, Bakersfield, California, 1921-22. Law and Legislative Reference Librarian, California State Library 1922-

HERBERT V. CLAYTON

Law & Legislative Reference Librarian

Married: Ella Foley.
Residence: 3140 Second Avenue, Sacramento.
Office: State Library, Sacramento.

Assitant Law and Legislative Reference Librarian, ZILLA A. GRANT

LIBRARY FACILITIES

Legislative Counsel Bureau

Office Facilities

The headquarters of the counsel bureau are located on the second floor of the State Capitol at the extreme south end of the
building immediately next to the Senate chambers and across the building from the Assembly chambers. The quarters consist of two rooms approximately 30 by 15 feet each; one room houses the Legislative Counsel and two assistants; the other, the stenographic and clerical staff. During the legislative sessions three rooms on the fourth floor are available for temporary staff members. The assistant counsels are located in one large non-partitioned room while the stenographers use two small rooms. The space is not adequate for efficient work and the location of the staff on two different floors during legislative sessions is particularly inconvenient.

Library Material

The Legislative Counsel Bureau does not accumulate nor maintain a reference library but such materials as the California Reports, current decisions, California Jurisprudence, and miscellaneous periodicals and pamphlets are to be found in the offices. Legal and legislative opinions, the results of research studies, all correspondence since 1927, as well as all unbound materials, are classified and indexed.

Other Available Collections

The Law and Legislative Reference Section of the State Library is housed in the Library Building across the street from the state Capitol Building. The service and the material of this Section of the State Library as well as that of all other sections are at all times immediately available for the use of the Legislative Counsel Bureau.

Law and Legislative Reference Section of the State Library

Office Facilities

The Law and Legislative Reference Section is located in a room occupying a large part of the third floor of the State Library Building. It is entirely adequate as to floor space and equipment. The building is modern and satisfactorily lighted and ventilated. Since the State Library Building is across the street from the State Capitol, the Law and Legislative Section is not in close proximity to the Assembly and Senate Chambers. This arrangement is inconvenient both for the legislators and for the Legislative Counsel Bureau which frequently has occasion to use State Library materials.

Library Materials

There are approximately 65,000 volumes in the Law and Legislative Reference Section of the State Library. The periodicals, research reports, and pamphlets are included in the general library count. In the cataloging of its material the law subject headings used are in the main those used and recommended by the Law Library of Congress.

Other Available Collections

The Law and Legislative Reference Section is next to the General Reference Section and on the same floor with the Government Documents Section. The Legislative Section draws upon the entire State Library collection which includes books in all classes except fiction. Through a very complete inter-library loan system in the state, it also has access to material in other libraries and it borrows frequently from the large universities.

FINANCES

Legislative Counsel Bureau

The total expenditures of the California Legislative Counsel Bureau for the last two biennia are as follows:

<table>
<thead>
<tr>
<th></th>
<th>1931-32</th>
<th>1933-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Wages</td>
<td>$46,561.03</td>
<td>$43,270.24</td>
</tr>
<tr>
<td>Material &amp; Supplies</td>
<td>1,403.94</td>
<td>1,175.00</td>
</tr>
<tr>
<td>Service &amp; Expense</td>
<td>3,640.11</td>
<td>2,538.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>528.67</td>
<td>350.00</td>
</tr>
<tr>
<td>Total</td>
<td>$52,133.75</td>
<td>$47,333.24</td>
</tr>
</tbody>
</table>
Law and Legislative Reference Section of the State Library

The total expenditures of the Law and Legislative Reference Section of the State Library for the last fiscal year are separated by two classifications only. They are as follows:

<table>
<thead>
<tr>
<th></th>
<th>1929-30</th>
<th>1931-32</th>
<th>1933-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$10,998.37</td>
<td>$11,385.00</td>
<td>$5,700.00</td>
</tr>
<tr>
<td>Books &amp; Continuations</td>
<td>$12,010.74</td>
<td>$10,775.12</td>
<td>$5,674.72</td>
</tr>
<tr>
<td>Total</td>
<td>$23,009.11</td>
<td>$22,160.12</td>
<td>$11,374.72</td>
</tr>
</tbody>
</table>

STATE OF COLORADO

History

In 1913, the University of Colorado, on the invitation of the Colorado General Assembly, sent a man, trained in law, to the capital to carry on legislative reference service during legislative sessions only. The arrangement was continued through the sessions of 1915 and 1917. Both library and drafting services were maintained during the three biennial sessions. This service died out after 1917 and several attempts to revive it failed. In 1923, Governor Sweet recommended that an official legislative reference bureau be set up but no action was taken on the recommendation. Agitation continued until 1927 when the present Colorado Legislative Reference Office was created as a division of the Office of the Attorney General by an act of the General Assembly. A director was not appointed nor funds provided until June, 1930, and the Office inaugurated its service with the convening of the 1931 General Assembly. With the experience of only two legislative sessions behind it, the Colorado Office is rapidly making a place for itself among the foremost bureaus of the country. The excellent start was due largely to the ability of its former director, Mr. Allen Moore, who was appointed in September, 1930. Mr. Moore left the Bureau July 1, 1934 to accept an appointment with the National Recovery Administration. The office of Director is now ably filled by Charles H. Queary, who was appointed November 15, 1934.

Laws and Amendments

The Colorado Legislative Reference Office was created “in order to provide an agency which will reduce the present number of laws by recommending repeals in suitable cases, which reduces the bulk of the remaining statutes by recommending condensations and codifications, which will improve the statement of laws by assisting in the skillful drafting of acts, which will bring about the more scientific preparation of laws by rendering the best technical advice and information more readily available to legislators... and is hereby established as a part of the Attorney General’s Department,” Colorado Session Laws, 1927, Chapter 124.

Organization

The Legislative Reference Office is an integral part of the Attorney General’s Department and was, in fact, partially designed to relieve the Attorney General’s staff of the bill drafting functions, and partially designed to supply other legislative reference services not previously available. The Director is appointed for an indefinite time by the Attorney General subject to the approval of the Governor. The staff of the Legislative Reference Office is appointed by the Director for indefinite terms from civil service lists. The director and secretary devote full time to legislative reference service and are assisted by temporary staff members during legislative sessions. The Attorney General furnishes two assistants to aid in bill drafting during sessions.

Legislative Services Rendered

The Legislative Office collects books, pamphlets, periodicals, documents, and other literature relating to prospective or pending legislation. It keeps on file useful
records concerning the proceedings of the General Assembly. Data is accumulated on and study is made of the practical operation of statutes in Colorado and in other states. A systematic study is made of the Colorado statutes in order to recommend the repeal of obsolete statutes and to codify, reconcile, and condense the others. The office maintains an inquiry service and cooperates with other legislative reference bureaus and organizations. Upon written request of the Governor or any member of the General Assembly the office drafts bills, resolutions and amendments thereto; advises as to the constitutionality or probable effect of proposed legislation; prepares summaries of existing laws affected by proposed legislation and advises the Governor, if so requests, in respect to any bill which is before him for signature. A subject index of all bills introduced into the Colorado General Assembly and a progress card on each bill is maintained in order that anyone may know exactly where a particular bill is at a particular time. Between sessions of the General Assembly the Office is occupied in answering inquiries and making compilations and researches on subjects likely to be of interest during the forthcoming session. The various special committees appointed by the Governor, Attorney General and General Assembly have been granted the facilities of the Legislative Office.

PERSONNEL

Attorney General, Paul P. Prosser
Director, Legislative Reference Office, Charles H. Queary
Member: Beta Theta Pi, National Social Fraternity; Sigma Delta Chi, National Journalistic Fraternity; Sigma Delta Kappa, National Legal Fraternity; A.F. & A.M.; American Legion; U.S.A., Base Hospital, Twenty-ninth Division.

First Lieutenant, Chemical Warfare Reserve.
Married: Melba Meller.
Residence: 2675 Elm Street, Denver.
Office: 251 State Capitol, Denver.
Secretary, Clair T. Sippel

LIBRARY FACILITIES

Office Facilities

The Colorado Legislative Reference Office occupies one small room on the second floor of the Capitol Building. It is midway between the House and Senate chambers and directly across the area away from the State Law Library. Its location is perfect but the office is far too small. It is possible that the office will be transferred across the hall to a much larger room now occupied by the Supreme Court Reporter and immediately adjoining the Law Library. Both offices are inadequately provided with office furniture and filing cases. The lighting and heating facilities are excellent.

Library Materials

It is impossible to estimate how much material the Office has collected during its four years in operation. None has been indexed or filed because the necessary funds have been lacking. No attempt is made to duplicate materials which are to be found in the State Library. It is expected that a considerable reference library will be built up.

Other Library Collections Available

The Colorado Office has immediate access to the State Law Library which is across the hall from it and to the State Library which is one floor above it. The Law Library has the finest collection of legal documents in the state and is a great aid to the Legislative Office, but the State Library is not particularly useful for legislative reference work. The library of the City and County of Denver is available but rarely used.

FINANCES

Since a director has not served for the last full fiscal year, it is difficult to do more than generalize as to the total expenditures of the Colorado Legislative Reference Office. The director was paid a salary of $3,600
per year in 1931-32. The secretary was paid $1,500 annually and $750 was allowed for the contingent and incidental expenses of the office. Normally the total expenditure would be approximately $10,000 per biennium.

STATE OF CONNECTICUT

HISTORY

Legislative Reference Department

The legislative reference work of the Connecticut State Library is one of the many functions of the state librarian. This service was started by George S. Godard, state librarian, and a number of trained assistants prior to 1907. It has gradually increased in scope of activity and amount of service rendered until at present it is one of the outstanding state legislative reference departments.

Bill Drafting and Statute Revision Commissioner

In 1882 a law was enacted in the State of Connecticut which established an office where all bills must go after passing both houses of the General Assembly. The office was that of the Commissioner on the Revision of Bills. A clerk to act as Commissioner was to be appointed jointly by the President of the Senate, the Secretary of the Senate, and the Speaker of the House of Representatives, and was to be paid a salary of $500 per year.

The Clerk's duties were enlarged in 1895, his salary increased to $2500, and the power of appointment vested in the Joint Standing Committees of the Judiciary and of Engrossed Bills. The law was amended January 22, 1901, to specify in greater detail the functions of the Clerk and to assign to him the actual drafting of bills.

It is also necessary according to the law of Connecticut to have the endorsement of the Engrossing Clerk on bills before their presentation to the Governor.

LAWS AND AMENDMENTS

Legislative Reference Department

There has been no special act creating a legislative reference department, but since 1907—at which time the state library legislative service work was increased—the General Assembly of the State of Connecticut has made a special appropriation biennially.

Bill Drafting and Statute Revision Commissioner

"It shall be the duty of the clerk of bills to examine all bills for public acts or resolutions, in respect to their form, before the same are reported favorably by the committee to which they have been referred, and under the direction of such committee to prepare such amendments or substitute bills or resolutions as may be deemed necessary or advisable." Established, Connecticut, Public Acts 1882, Chapter 137, pp. 215.


Bill Drafting, Connecticut, Public Acts, 1901, Chapter 1 Section 2, 3, 4.


ORGANIZATION

Legislative Reference Department

The State Librarian is appointed for an indefinite term by the State Library Committee which is composed of the Governor, the Secretary of State, and a Judge of the Supreme Court, and two other members elected by the General Assembly. The members of the library staff are appointed by the Librarian for an indefinite number of years.

One assistant librarian devotes full time to the legislative reference department. During legislative session, more than twenty persons from other departments as well as other assistants are added to the legislative reference staff.
**Bill Drafting and Statute Revision Commissioner**

The Commissioner is appointed by the Governor with the approval of the Senate for a four-year term. The Commissioner appoints his staff for an indefinite term which often ends when he resigns or is replaced. At present the staff consists of the Commissioner and one member who devotes full time to statutory revision. Five assistants are engaged in bill drafting during legislative sessions.

**Services Rendered**

**Legislative Reference Department**

The Connecticut State Library acts as a reference library not only for legislators but also for the Supreme Court, state officers and several state departments.

There have been assembled and conveniently arranged the laws, journals, printed bills, special and departmental reports of Connecticut, and also the special reports, literature, laws and proposed laws on the principal questions which will probably be presented at the general assemblies of several states. The Department maintains a file of printed bills which makes it possible to keep in touch with much of the proposed legislation in more than a score of states.

A complete card catalogue is kept arranged by subject and alphabetically by states. All material is classified by a modification of the Dewey Decimal System.

There is also made and retained a photostatic copy of every bill, resolution and petition introduced into the Connecticut General Assembly, and a series of record cards covering each bill, etc., showing its number, when and by whom introduced, to what committee referred, when hearings were advertised, what report was made upon it, and when it was made, action taken in each house, and—if passed—when signed by the Governor, and its position and number in the Public or Special Laws.

The official typewritten copies, of stenographers' notes taken at the hearings before the several committees are also kept in this department. They are on file during the sessions and indexed and bound between sessions for use of legislators, judges, and others interested.

**Personnel**

*State Librarian, George S. Godard*

*George S. Godard*

*Education: A.B., Wesleyan University 1892. B.D., Yale University 1895. M.S. Honorary, Wesleyan University 1916.*
M.A. Honorary, Trinity, 1919. Phi Beta Kappa.

Offices: Assistant Connecticut State Librarian, 1898-1900. State Librarian since 1900.

Member: American Law Institute; American Association of Law Librarians (Pres. 1909-11); National Association of State Libraries (Pres. 1904-5); Chairman, Joint Committee on a National Information Service 1900-1928. Public Affairs Information Service (Publications Board since 1913); Index to Legal Periodicals and Law Library Journal (Publications Board since 1907); American Library Association (Exec. Com., Com. on Public Archives 1925-30); Custodian, Connecticut State Library and Supreme Courts Building and Grounds since 1910. Bd. of Trustees, Wesleyan University since 1919; Connecticut Historical Society.

Clubs and Organizations: Knight Templars, Masons (32nd degree); Delta Kappa Epsilon; Hartford City, Rotary and University Clubs.

Married: Kate Estelle Dewey.

Residence: 320 Blue Hills Avenue, Hartford.

Office: State Library, Hartford.

Chief, Legislative Reference Department, HELEN COFFIN.

Education: A.B., Cornell University 1907-1912. Chief, Legislative Reference Department, Connecticut State Library since 1912.


Clubs and Organizations: Delta Gamma.

Residence: 49 Lorwood Street, Hartford.

Office: State Library, Hartford.

Statute Revision Commissioner, FREDERICK A. SCOTT

Education: A.B., Yale University 1889. L.L.B., Yale University Law School 1891.

Offices: Assistant Clerk, Connecticut House of Representatives 1895; Clerk 1897; Clerk of Senate 1899; Clerk of Bills, Connecticut General Assembly 1901, 1927, 1929; Engrossing Clerk 1903, 1907, 1925; Representative, Connecticut House of Representatives 1905, 1909, 1911; Speaker of House 1911; United States Attorney, Connecticut 1912-1915; Appointed Statute Revision Commissioner 1929 for four years. Reappointed 1933.

Member: Chairman, Statute Revision Committee.

Clubs and Organizations: Mason; Hartford City Club.

Residence: Terryville, Connecticut.

Office: State Capitol.

LIBRARY FACILITIES

Office Facilities

The offices of the Legislative Reference Department are maintained in the State Library Building which has very adequate physical facilities. It is central in its location and convenient in its arrangement. The Legislative Reference Department is located immediately adjoining the statute law digests, law reports, legal text books and special legislative material. It maintains study rooms for those desiring to do research.

Library Material

Since the Legislative Reference Department is actually a department in a very centralized library system, its material is naturally a part of the general library material but it is readily rendered available by
use of a minute indexing and cataloguing system. The library uses the Wisconsin Expansion of the Dewey Decimal System. Material useful to legislators may also be found in the departments devoted to Archives, Supreme Court Library, Probate, Photostat, Periodical, and Exchange.

FINANCES

Legislative Reference Department

The total expenditures of the Legislative Reference Department of the Connecticut State Library for the two biennia—July 1, 1930 to July 1, 1932 and July 1, 1932 to July 1, 1934—are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>1930-32</th>
<th>1932-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$11,064.00</td>
<td>$10,447.00</td>
</tr>
<tr>
<td>Books, pamphlets, etc.</td>
<td>10,357.96</td>
<td>9,305.23</td>
</tr>
<tr>
<td>Photostating of bills</td>
<td>2,888.10</td>
<td>4,962.80</td>
</tr>
<tr>
<td>Chemicals</td>
<td>420.00</td>
<td>519.00</td>
</tr>
<tr>
<td>Extra assistants</td>
<td>926.18</td>
<td>1,101.47</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$25,656.24</td>
<td>$26,335.50</td>
</tr>
</tbody>
</table>

Commission on the Revision of Statutes

<table>
<thead>
<tr>
<th>Item</th>
<th>1933-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$8,203.38</td>
</tr>
<tr>
<td>Maintenance</td>
<td>148.48</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$8,351.86</td>
</tr>
</tbody>
</table>

STATE OF DELAWARE

ORGANIZATION

No permanent legislative reference service exists in the State of Delaware. During the sessions the Senate and the House of Representatives employ two attorneys each to serve as bill drafters. The attorneys are elected by the members of each chamber. A legislative code commission has been appointed to work on a revised code.

LEGISLATIVE SERVICES RENDERED

The four attorneys employed by the General Assembly of Delaware undertake a complete bill drafting service and a small amount of research and library service for the legislators. The Office of the Code Commission is engaged in compiling a revised code.

LIBRARY FACILITIES

Office Facilities

Space is provided in the State Library at the Capitol building for the Senate and House attorneys to work during legislative sessions. The room is adequate in all respects. It is close to both House and Senate chambers, thus making it easy for legislators to use the services of the attorneys. At the same time, it gives the attorneys ready access to library materials.

Library Materials

The Delaware State Library is almost entirely a law library and contains more than 21,000 volumes of legal texts and state reports. The bill drafters use the library facilities extensively.

FINANCE

The attorneys are paid on a session basis from a fund set aside by the General Assembly for business purposes. The fees, over a six-year period, have averaged approximately $750 per attorney per session.

STATE OF FLORIDA

ORGANIZATION

The Florida State Library is controlled by a State Library Board composed of three unpaid members appointed by the Governor. The librarian is appointed by the Board for an indefinite term and acts as
its executive secretary. Members of the library staff are appointed by the librarian and their terms are likewise indefinite. None of the staff devotes full-time to legislative reference work and no temporary workers are employed during legislative sessions.

**LEGISLATIVE SERVICES RENDERED**

The service rendered by the Florida State Library is one of legislative reference rather than legislative research. The librarian undertakes to give information of a general nature to all inquirers. More specific inquiries are referred to the administrative department heads best qualified to answer the questions. The librarian upon occasion does draft bills for legislators but many more are drafted by the Attorney General’s Office. A file of bills presented to the Legislature is maintained by the Secretary of State. This file is accessible to and used by the State Library.

**PERSONNEL**

Secretary (Ex officio, Librarian) State Library Board, W. T. Cash

**LIBRARY FACILITIES**

Office Facilities

The State Library is located in the State Capitol building and is accessible to both House and Senate Chambers. The library has sufficient floor space at present, but more will be needed for future expansion.

Library Material

The Florida State Library maintains the usual set of state documents and departmental reports. Although the Florida Supreme Court Library is the official law library, the state library keeps the session laws of Florida, the revised statutes, and pamphlet copies of laws of other states and a collection of Federal documents and reports.

**FINANCES**

Since the few legislative reference services rendered are performed as activities of the State Library they are covered in the biennial appropriation to that department. It would be impossible to estimate what portion of the expenses would be chargeable against legislative reference work.

**STATE OF GEORGIA**

**HISTORY**

Legislative Reference Department

A Legislative Reference Department in connection with the Georgia State Library was created by an act approved August 12, 1914. In spite of the decrease in funds in recent years, all established services have been maintained.

Georgia Code Commission

A joint resolution of the Georgia General Assembly created in 1929 the Georgia Code Commission to examine such suggestions for a Revised Code as were submitted and to make recommendations to the General Assembly. The Commission reported in 1933. This resulted in the state contracting for the publication of a private code to be completed in 1935.

**LAW AND AMENDMENTS**

Legislative Reference Department

The act of establishment reads as follows: “There shall be established and con-
ducted in connection with the State Library under the direction of the State Librarian, a Legislative Reference Department. The object of said department shall be to gather and to make available such information as shall aid the members of the Legislature and the several state departments in the discharge of their duties and to serve such other citizens as may desire to consult same. Said department shall collect, arrange, classify and index books, pamphlets and other material relating to legislation; shall prepare abstracts of laws of other states and countries, and shall make such indexes of the legislative and administrative records of this state, both current and past, as to make access and reference thereto easy and sure." Georgia, Acts, 1914, p. 137-8.

Georgia Code Commission

The Code Commission was created by acts of the 1929 General Assembly, page 1487, and continued by an act of the 1933 General Assembly.

Organization

Legislative Reference Department

The Georgia Legislative Reference Department is under the general direction of the State Librarian, who has power to name the Second Assistant Librarian as Legislative Reference Librarian. The present incumbent is so designated. The State Librarian is appointed by the Governor with the approval of the Senate for a four year term—the present one expiring January 1, 1938. The library staff is appointed by the State Librarian for indefinite terms. At present, none of the members of the library staff devotes full time to legislative reference work. One temporary staff member is employed to engage in bill indexing during the sessions.

Legislative Services Rendered

The Georgia Legislative Reference Department does considerable legislative research and summarizing of legislation. The department also keeps a card index of legislation by subject on which is posted from day to day the status of bills introduced into the legislature. At the close of each session of the General Assembly a syllabus of legislation is issued which serves as a guide to laws passed until the acts are published in book form. A card catalogue is also kept on material of interest to legislators. The daily-indexing by the Legislative Reference Librarian of a leading newspaper issued at the capital makes accessible much important legislative, economic and political information. The library uses the Dewey Decimal System in classifying its material. Biennially, a revised edition of the State Constitution is compiled by the Librarian and published in pamphlet form. The department does not undertake bill drafting or revision. The office of the Attorney-General performs these functions upon the request of the legislators.

Personnel

State Librarian, ELLA MAY THORNTON

Education: Graduate, Carnegie Library School, Atlanta, 1909.


Author: Finding List of Books and Pamphlets Relating to Georgia and Georgians. A Simple Story. Editor, Georgia Constitution (1932). Georgia Election Laws, 1926. She has also edited and written many addresses, papers, and memorials in various Georgia Bar Association Proceedings Georgia Reports, and Law Library Journals.

Legislative Reference Librarian, MARGARET M. GIBBS

Education: Graduate, Cox College, College Park, Georgia, 1906. Carnegie Library School, Atlanta, 1911.

Offices: Assistant Librarian, Georgia State Teachers' College, Athens, 1911–18. War Loan Department and Accounting Department of Federal Reserve Bank, Atlanta, 1918–20. Assistant, Georgia State Library, Atlanta, 1920–25. Legislative Reference Librarian since 1926.

Member: American Library Association, Georgia Library Association, Daughters of the American Revolution, United Daughters of the Confederacy.

Residence: 62 Park Lane, N.E., Ansley Park, Ga.

Office: State Capitol, Atlanta.

Georgia Code Commission


Library Material

The Legislative Reference Library, the Law Library and the Georgia Library together make up what is known as the Georgia State Library. A special corner of shelves has always been maintained for legislative reference. Very few books are specifically purchased for the Legislative Reference Library; the majority are withdrawn for varying periods from other sections of the State Library and placed in the Legislative Reference Section. Classes of material not in this Section, such as statutes, state documents, reports, pamphlets and clippings are readily accessible and extensively used.

Other Available Collections

The Georgia State Library has access to books and material kept at the Atlanta Carnegie Library, the Emory University Library, the Georgia Library Commission in the State Capitol and the Georgia Department of Archives and History in Rhodes Memorial Hall. Frequent use is made of the valuable statistical and archival material which is found in the latter.

FINANCES

Until 1932, the Legislative Reference Department was maintained by a special appropriation of the General Assembly. Separate appropriations were then discontinued and the Reference Department was administered as a part of the State Library. Since then, not only have the State Library appropriations been cut drastically but each year has seen a percentage reduction of the funds appropriated to each department. Eleven and one half per cent was withheld from the actual appropriations to state departments in 1932, twenty-nine per cent in 1933, and twenty-five per cent in 1934.

The printing of a separate and detailed annual report was discontinued; publication of the Official and Statistical Register was suspended with the 1931 issue; and the entire work of the office greatly hampered by lack of sufficient means of support. It has become necessary to reduce acquisitions of needed material and to employ all other possible economies.
HISTORY

The Illinois Legislative Reference Bureau, was set up under a special Commission by an act of June 26, 1913. This Commission appoints a secretary who devotes his full time to the duties of the office. The Illinois bureau has developed greatly in the twenty-one years of its existence. It undertakes all of the legislative reference functions including bill drafting.

Revision of Illinois statutes by the Legislative Reference Bureau was ordered by the General Assembly of 1927 and considerable progress has been made in spite of the enormous amount of extra work necessitated by the twelve special sessions held since that date. A legislative commission attempted a revision in 1893 and definitely failed.

LAWS AND AMENDMENTS

The Bureau was established by Illinois, Acts, 1913, p. 391.

ORGANIZATION

The governing body of the Illinois Legislative Reference Bureau consists of the Governor and the chairman of the committees on appropriation and on judiciary in the Senate and the House of Representatives. The Governor is the ex-officio chairman of the Commission, and the director of the Bureau, who is appointed for an indefinite term, acts as secretary of the Commission. Members of the Bureau staff are appointed by the director. Five of these devote full time to legislative reference work and temporary members are employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The Bureau is required to collect and make available the usual legislative reference materials. It does considerable legislative research but this work has suffered of late because of the great number of special sessions of the Illinois General Assembly and the statutory revision project which has been carried on. The Illinois Bureau specializes in bill drafting. It provides upon request of members of the General Assembly or administrative departments legal assistance in the preparation of bills, memorials, resolutions, orders, amendments, alterations, revisions and substitutions.

Preparatory to starting work on a revision of the Illinois statutes, a task assigned by the 55th General Assembly, the Bureau made a careful survey of all revision methods used in the various states, particularly those used in New York. The method finally devised was relatively inexpensive. The Bureau now carries on a system of continuous revision.

Prior to this an annotated constitution of the State of Illinois and some notes on bill drafting as done by the Bureau were published.

During each regular and special session of the General Assembly the Bureau publishes a weekly cumulative Legislative Synopsis and Digest containing a record of all bills and resolutions introduced, a digest of the contents and their legislative progress. It also publishes a periodical digest of legislation by bill number.

The Reference Bureau collected and compiled material for the constitutional convention of 1919-20. It annually prepares a section of the Illinois Blue Book which is published by the Secretary of State.

PERSONNEL

Executive Secretary—Legislative Reference Bureau, De Witt Billman

Education: LL.B., University of Illinois, 1912.

Offices: Law Practice, East St. Louis, Ill.
Library Facilities

Office Facilities

The Legislative Reference Bureau has nearly 3,000 square feet of floor space on the third floor of the State Capitol building—the floor, incidentally, upon which the House and Senate chambers are located. The general office of the Bureau, equipped for reference work with tables and catalogue cases, contains approximately 400 square feet. The bill drafting room equipped with desks for the staff, law indexes, etc., is almost as large. The library, containing well over 1,000 square feet of floor space and equipped with steel shelving and aisle tables, immediately adjoins the general office and bill drafting room. The bill room, approximately twenty feet square, is next to the bill drafting room. It contains files of bills indexed by number and subject. There is also a room for stenographers containing approximately 325 square feet, which is equipped with desks, etc., and used by temporary employees during legislative sessions.

Library Material

The Illinois Bureau contains over 20,000 pamphlets and books on legal, economic, and legislative subjects. In addition thirty-one periodicals are received. All of the material is classified according to an expanded Dewey Decimal System. In general the library may be divided into two sections: legal and legislative. The legal division contains Illinois laws from territorial times, compilations of old and new annotated statutes, Illinois Digests of Cases, Illinois Supreme Court and Appellate reports, opinions of the Attorney General, journals and debates of the General Assembly and constitutional conventions, statutes of every state in the United States in complete compilations. The non-legal portion of the library contains reports, records and documents of state departments, commissions, committees and agencies both governmental and non-governmental; compilations and material from other reference bureaus on economic, legal and legislative problems and on all subjects likely to be of legislative interest.

Other Available Library Collection

The Illinois State Library is found in an adjoining building and all of its material is available for the use of the bureau. The Supreme Court Library is less than a half block from the Legislative Reference Bureau and maintains a very exceptional collection of legal reports and other material. The Archives Division of the State Historical Library is also of value to the bureau. Its collection is extremely useful for some types of legislative research.

FINANCES

The total expenditures of the Illinois Legislative Reference Bureau for the fiscal years 1932-33, 1933-34, were as follows:

<table>
<thead>
<tr>
<th>Year ending June 30, 1933</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>$32,836</td>
</tr>
<tr>
<td>Office expenses</td>
<td>733</td>
</tr>
<tr>
<td>Travel</td>
<td>252</td>
</tr>
<tr>
<td>Repairs and equipment</td>
<td>1,153</td>
</tr>
<tr>
<td>Total</td>
<td>$34,974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year ending June 30, 1934</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>$24,130</td>
</tr>
<tr>
<td>Office expenses</td>
<td>658</td>
</tr>
<tr>
<td>Travel</td>
<td>181</td>
</tr>
<tr>
<td>Repairs and equipment</td>
<td>507</td>
</tr>
<tr>
<td>Total</td>
<td>$25,476</td>
</tr>
</tbody>
</table>

This expenditure of more than twenty-five thousand dollars places Illinois sixth in rank among the states on the basis of money spent for legislative reference services of all sorts in the state. The ranking would be somewhat higher on the basis of money spent for individual agencies.
The Indiana Legislative Bureau was originally established on August 1, 1906, as a division of the Indiana State Library by an order of the State Library Board, but it was not formally established by act of the General Assembly until March 7, 1907. The Bureau continued as a division of the State Library until April 1, 1913, at which time the General Assembly made it a separate department of the state government and placed it under the control of a board of five members. The General Assembly of 1917 inserted a provision in the annual appropriation act abolishing the Bureau, but at the same time, by another act, this department was authorized to prepare the Indiana Year Book. As a result, from October, 1917, till April 1, 1919, the Bureau operated directly under the Governor who financed it from an emergency fund. In 1919, the General Assembly enacted a law which again placed the Bureau on a definite legal basis under the control of a board of three members. The General Assembly of 1925 created the State Library and Historical Department to be controlled by a board of five members and to be composed of three divisions, namely: the State Library, the Historical Bureau and the Legislative Bureau. This law became effective April 25, 1925 and the bureau operated under that law until the passage of the state reorganization act of 1933.

**Library Bureau established, State Library Board, Minutes, Aug. 1, 1906.**

**State Bureau established, Indiana, Acts, 1907, Ch. 147, p. 236.**

**Bureau became a department, Indiana, Acts, 1913, Ch. 225, p. 694.**

**Bureau abolished, Indiana, Acts, 1917, Ch. 79, Sec. 2.**

**Bureau re-established, Indiana, Acts, 1919, Ch. 82, p. 82.**

**Bureau reorganized, Indiana, Acts, 1925, Ch. 58, p. 190.**

**State re-organization, Indiana, Acts, 1933, Ch. 4, p. 7.**

**Laws and Amendments**

**Organizations**

Under the act of 1933 and the executive order issued thereunder, the office of the Attorney-General and the legislative bureau constitute the Department of Law which is in charge of an ex-officio board consisting of the Attorney-General, who is the chief administrative officer, the governor and the auditor of state. The director and staff of the Legislative Bureau are appointed by the Governor for terms not to exceed four years. The personnel of the Legislative Bureau was reduced to the director and two assistants by the reorganization. At the present time the director devotes full time to legislative reference service. Such temporary staff members as may be necessary are employed during legislative sessions.

**Legislative Services Rendered**

The Indiana Legislative Bureau maintains a special library on legislative and other public questions and a complete file of all bills introduced into the Indiana General Assembly and all bills of other states that might be of interest. A periodical digest of all Indiana legislation is made by chapter and bill number. A card catalogue showing the daily action on all bills is kept up to date during sessions of the General Assembly. At the conclusion of the General Assembly the Bureau edits, publishes and distributes the House and Senate Journals. The Legislative Bureau is very active in the preparation and drafting of bills, resolutions, amendments, memorials, motions, reports and other measures and it prepares or examines approximately 850 bills for introduction at each session of the General Assembly. The Bureau works with special commissions of the General Assembly on codifications of laws and the re-draftings of the state constitution and also serves as a bureau of municipal research for the cities of the state. Probably the most unique of all legislative services is performed by the Indiana Bureau: keeping the House and Senate Plat and seating the members of the General Assembly.
PERSONNEL

Director, Legislative Bureau, Dr. Charles Kettleborough

Education: A.B., University of Indiana, Bloomington, 1907; Ph.D., University of Indiana, 1916.

Offices: Bill draftsman, Indiana Legislative Bureau, 1913-18. Director of the Indiana Legislative Reference Bureau since 1918.


Residence: Spink-Arms Hotel, Indianapolis.

Office: State House, Indianapolis.

Librarian, Mrs. Prudence W. Douglas

Secretary to Director, Mrs. Marjorie M. Pembworth

LIBRARY FACILITIES

Office Facilities

The Legislative Bureau is conveniently located in the Indiana State House near both the House and the Senate chambers. Although floor space is not sufficient during sessions of the General Assembly, setup is otherwise satisfactory. Since the State Law Library is located on the same floor and very close to the Legislative Bureau, its facilities are constantly available.

Library Material

The Bureau has in its own library 2,251 books, 15,365 pamphlets, clippings, etc., and files of 44 periodicals, all dealing with questions which are or may become subjects of legislation. Included are the codes and session laws of other states, the laws of Indiana and the reports of the Indiana Supreme Court. The pamphlet and clipping files were formerly catalogued by the Dewey Decimal classification. The system was discarded a few years ago as being too cumbersome and a system was inaugurated which is substantially similar to an index in a book. All material is arranged under given subjects.

Other Library Collections Available

As stated above, the Indiana Legislative Bureau makes constant use of the State Law Library which adjoins it in the State House. The State Library was formerly on the same floor of the State House but has now been moved to another building where it is not so accessible. These libraries are used for general treatises on law and other cognate subjects.

FINANCES

The total expenditures of the Indiana Legislative Bureau for the fiscal years 1932-33 and 1933-34 are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>1932-33</th>
<th>1933-34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$7,371.35</td>
<td>$8,462.18</td>
</tr>
<tr>
<td>Special Salaries</td>
<td>1,793.66</td>
<td>16.75</td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>637.46</td>
<td>347.19</td>
</tr>
<tr>
<td>Equipment</td>
<td>318.09</td>
<td>495.63</td>
</tr>
<tr>
<td>Total</td>
<td>$10,122.56</td>
<td>$9,321.75</td>
</tr>
</tbody>
</table>

STATE OF IOWA

HISTORY

The legislative reference department of the Iowa State Library began its existence as a part of the law library about 1908, and was known as the Law and Legislative Reference Department. Since that time it has grown steadily and is now a well established bureau, adequately equipped for extensive reference work. The departments coordinate their efforts and are thereby able to give greater service.

LEGISLATION

The laws of 1911, Ch. 147 first recognized and established a legislative reference bureau by providing that "there shall
LEGISLATIVE REFERENCE SERVICES 229

be annually appropriated . . . . . . . .
the sum of $6,000 for the use of the law
department and legislative reference bu-
reau."

ORGANIZATION

The Law and Legislative Reference De-
partment is one of the four departments of
the State Library. The Library is adminis-
tered under a Board of Trustees com-
posed of the Governor, the Secretary of
State, the Superintendent of Public In-
struction and the Judges of the Supreme
Court. This Board appoints the State Li-
brarian and the Law and Legislative Ref-
erence Librarian for six year terms—the
present terms ending May 1, 1938. The
department staff is appointed by the Law
and Legislative Reference Librarian for in-
definite periods. The six regular staff mem-
bers devote the greater part of their time
to the legislative reference service. Six-
temporary staff members are allowed by
the General Assembly, to assist in this work
during legislative sessions.

LEGISLATIVE SERVICES RENDERED

Law and Legislative Reference
Department

The Law and Legislative Reference De-
partment undertakes research and library
service for legislators, state officials and
the public. Subject indexes of bills and
other legislative material, and digests of
bills pending and statutes operating in Iowa
and in various other states are prepared:
The department also compiles typewritten
bibliographies and maintains an inquiry
service for all persons requiring legislative
information. Preceding the sessions letters
are sent to legislators inquiring as to the
information in which they will be interested.
Although the department does considerable
bill drafting when requested by individual
members of the General Assembly, official
bill draftsmen are not employed as regu-
lar staff members. The Attorney-General
and his staff also assist in bill drafting when
specifically requested by the member desir-
ing service.

The Department of the Code Editor

The Iowa Code is compiled and edited
every four years by the Code Editor who
is also Supreme Court Reporter. Annota-
tions to the Iowa statutes are prepared and
published every two years. The Code Edi-
tor advises the General Assembly upon the
revision of laws and also does some bill
drafting although there is no statute assign-
ning this function to him.

— PERSONNEL

State Librarian, JOHNSON BRIGHAM
Law and Legislative Reference Librarian,
ARTHUR J. SMALL
Education: Studied law and business
in Maine.
Offices: Assistant, Law Department of
State Library, 1896-1911. Law and Leg-

Arthur J. Small
Law and Legislative Reference Librarian

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State Library, 1896-1911. Law and Leg-

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Law and Legislative Reference Librarian

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housed on the second floor of the Capitol in close proximity to the House and Senate chambers which are on the same floor. The library room is 108 feet long, 52 feet wide and 45 feet high. The main floor contains 5,616 square feet and the four balconies total 139,848 square feet. There are about two and one half miles of shelving and many steel filing cases and cabinets. The library is excellently lighted having approximately 3,500 square feet of window space.

**Library Materials.**

The Law and Legislative Reference Department contains approximately 95,000 bound volumes and 12,000 pieces of reference material. All law textbooks, reference volumes and reports are arranged on the shelves by subject in alphabetical order. The legislative reference collection composed largely of clippings, pamphlets and typed material, is placed in manila folders and vertical file pockets. It is labelled by subjects and filed alphabetically in legal size steel cases.

**Other Library Collections Available.**

In addition to the 95,000 volumes in the Iowa Law and Legislative Reference Library there are also available for reference work about 150,000 volumes in the other departments of the State Library. The material of the Economics Division is kept in the same room with that of the Law and Legislative Reference Library.

**FINANCES.**

The total expenditures of the Law and Legislative Reference Department for the last two fiscal biennia are as follows:

<table>
<thead>
<tr>
<th></th>
<th>1929–1931</th>
<th>1931–1933</th>
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**STATE OF KANSAS**

**HISTORY**

*Office of the Revisor of Statutes*

This department was created by an act of the 1929 Kansas Legislature and organized on July 1, 1929. It was designed to render complete legislative reference service—including legislative research, legislative bill drafting, and statutory revision—to the state legislators and officials, and to interested citizens. An act approved March 14, 1933, provided that the Revisor of Statutes shall act as Secretary to the newly created Legislative Council.

The extensive research work undertaken for the Council has given Kansas one of the best legislative reference services in the country. However, this work has been commenced so recently that it is impossible to describe it in this Manual.

**Legislative Reference Department of the State Library**

The Legislative Reference Department of the Kansas State Library was created in 1915 under the provisions delegating to the State Librarian the right to make coordinate departments within the State Library. The Library has been more active as a legislative reference bureau in the past than it is at the present time. From about 1909 until 1929 legislative reference work and bill drafting were performed by a member of the State Library staff known as the "Legislative Reference Clerk."

**LAWS AND AMENDMENTS**

The Office of the Revisor of Statutes was created by the Kansas Laws of 1929, chapter 279. This law may be found in the 1933 Supplement of the Revised Statutes of Kansas, 1923. The Revisor of Statutes became Secretary to the Kansas State Legislative Council by the provision of Kansas Laws, 1933, chapter 207, section 8, which reads as follows:

"That the Revisor of Statutes shall act as Secretary of said council, and the said council may require the serv-
ices of the legislative reference library, and the council may employ such assistants and engage the services of such research agencies as it may deem desirable and its appropriation permits, in the preparation of a program of legislation or in regard to any matters of statewide public importance within the jurisdiction of the legislative branch."

**Organization**

Both the Kansas Revisor of Statutes and the State Librarian are appointed for indefinite terms by the judges of the Supreme Court. The staffs of the Office of the Revisor of Statutes and of the State Library are appointed for indefinite terms by the Revisor of Statutes and State Librarian respectively. The Revisor of Statutes and his assistant devote full time to legislative reference work, and two technical assistants are employed during legislative sessions. One of the members of the State Library staff devotes most of her time to legislative reference work. Extra clerical and stenographic assistants are furnished to both the Revisor of Statutes and the State Librarian during the legislative sessions.

**Legislative Services Rendered**

*The Office of the Revisor of Statutes*

The Office collects all available information relating to any matter which may be the subject of proposed legislation and it is now accumulating data on the practical operation and effect of statutes in Kansas and in other states. A card index of all Kansas bills and resolutions is maintained and the legislative travel of each bill is noted daily. During sessions the Revisor and his staff assist legislators and commissions or committees in revising and compiling laws and in drafting and revising bills. At each regular session of the Legislature the Revisor also recommends to the judiciary committees of the House and Senate such bills as will tend to clarify the existing laws. The Revisor supervises and assists in all revisions or compilations of the general laws of the state by express authority of the Legislature. Upon the close of each regular session a cumulative supplement—completely indexed and arranged in the same order as the last revision—is prepared. From time to time the office prepares compilations which are available in typewritten form. In addition, the Revisor of Statutes acts as Secretary to, and his Office as a research agency for, the Kansas State Legislative Council.

**Legislative Reference Department of the State Library**

The State Library has classified and arranged its economic and legislative material for the use of the members of the Legislature, state officers, and interested citizens. It undertakes some research but turns over the majority of it, as well as requests for bill drafting, to the Office of the Revisor of Statutes. The Department in close cooperation with the Revisor of Statutes is accumulating and filing for quick reference material on legislation. Individual copies and bound volumes of all bills and resolutions are kept on file. In the purchase of books for the State Library, the State Librarian gives careful consideration to the general importance of legislative reference material.

**Personnel**

*Office of the Revisor of Statutes*

Revisor of Statutes, FRANKLIN CORRICK

Education: Graduate, Kansas Wesleyan College of Commerce, Salina, 1920. Student, Washburn College and University of Nebraska, 1923-25. LL.B. Washburn College, School of Law, 1928.

Offices: Lawyer in active practice, Topeka and Manhattan, 1928-29. As-
Assistant to Revisor of Statutes, Kansas, 1929-33. Revisor of Statutes since 1933. Member: Kansas State Bar Association. Topeka, Kansas Bar Association. Secretary, Kansas State Legislative Council since September, 1933.

Clubs and Organizations: American Legion, Masons, Delta Theta Phi (legal fraternity).

Residence: 927 Topeka Avenue, Topeka.

Office: State Capitol, Topeka.

Assistant to Revisor of Statutes, FRED E. GULICK

Legislative Reference Department of State Library

State Librarian, LOUISE MONICAL

Legislative Assistant, EDNA REINBACH

Library Facilities

Office Facilities

The Revisor of Statutes maintains his offices with those of the State Librarian in the Capitol Building. They are on the same floor as the House and Senate chambers. During sessions of the Legislature the Librarian’s office which is close to the law section and the other library materials is turned over entirely to the Revisor of Statutes for bill drafting purposes. The light, ventilation, heat and floor space are all adequate for the needs of the service.

Library Material

There are now over 120,000 volumes in the Kansas State Library exclusive of what is known as the Stormont Medical Library. This figure does not include a vast number of pamphlets, unbound periodicals, clippings and circulars. The law department of the State Library is recognized as the best one of its kind in the central southwest. The material on legislation is not segregated but is maintained as a part of the State Library. The research material of the Revisor of Statutes consists of only the most current pamphlets, etc. All permanent material and newspaper clippings are classified by the State Library and are used by the Revisor as required. The collection of material on tax matters made by the Kansas Tax Code Commission in 1929, has been preserved by the Revisor of Statutes, who is ex-officio a member of all such committees or commissions.

Other Library Collections Available

The materials of the Kansas State Historical Society which is located two blocks from the Capitol Building are also available. The City Library of Topeka, located on the State House Grounds, is used upon occasion.

Finances

The total expenditure of the Office of the Revisor of Statutes for July 1, 1932, until June 30, 1934, was $10,510.93. This may be divided into: salary and wages, $10,064.09; and miscellaneous expenditures, $446.84. It is impossible to estimate the expenditures of the State Library for legislative reference purposes as no segregation is made.

COMMONWEALTH OF KENTUCKY

Organization

The Kentucky State Library does not have a separate Legislative Reference Bureau but renders all possible assistance to the legislators as a regular function of the library. The librarian is appointed by the General Assembly for a four year term. The present librarian started her third term July 1, 1932. The library staff is appointed by the librarian for terms to run concurrently with hers. None of the five staff members devotes full time to legislative reference services, nor are temporary staff members employed to engage in legislative reference work during sessions of the General Assembly.

Legislative Services Rendered

The State Library renders assistance in finding material for the drafting of bills.
The library keeps a file of all bills introduced at any session of the General Assembly whether they were passed or not. These bills are all properly catalogued for easy reference. A file of the laws of other states is also kept. No legislative research work is done. The reference work is largely that of an efficient library service.

**PERSONNEL**

State Librarian, MRS. J. C. CANTRILL  
*Education:* A.B., Kentucky State University, Lexington.  
*Offices:* State Librarian since 1924.  
*Clubs and Organizations:* Daughters of the American Revolution, Daughters of the Confederacy, Women’s Club, Frankfort.  
*Married:* J. C. Carrell, ex-congressman.  
*Residence:* Frankfort, Kentucky.  
*Office:* State Capitol, Frankfort.  
*Assistant Librarian,* TOMMYE B. VEALE  
*Miscellaneous Librarian,* PAULINE-H. VAN METER  
*Bookkeeper,* LINNIE LEWIS

**LIBRARY FACILITIES**

**Office Facilities**  
The State Library is housed in the State Capitol Building at Frankfort, close to both House and Senate Chambers. However, the floor space is inadequate and many of the materials are stacked in the attic and basement and are, therefore, useless for reference work. Although Kentucky material is located where it may be used readily, other materials, of which there is a fine collection, are inadequately arranged and catalogued.

**Library Materials**  
The library contains complete sets of the law reports of all the states and other reports with legal indexes and a file of bills catalogued by subject and year. This material is supplemented by state documents, periodicals, pamphlets, and exchange material of various kinds.

**FINANCES**  
The total expenditure of the State Library since 1929 has averaged very close to $34,000 per year, after the receipts are subtracted. Less than $10,000 of this yearly average was paid for salaries. It is not possible to approximate what portion of this expenditure could be charged against legislative reference service.

**STATE OF LOUISIANA**

**HISTORY**  
It is unfortunate for the Louisiana Legislature that its State Library is located in New Orleans while the Capitol is in Baton Rouge. This arrangement has been adopted because the State Library serves as a law library for the Supreme Court of Louisiana which holds its sessions in New Orleans. For this reason the new quarters provided for the Library in the Capitol have not been occupied.

Naturally under these circumstances, the Louisiana Library Commission secretariat which is located at Baton Rouge receives many requests for legislative reference bureau work which it is not adequately equipped to perform. However, an attempt is made to provide certain services, particularly during the sessions of the Legislature.

In 1921, the Louisiana Legislature adopted a constitutional requirement that all matter intended to become law should, prior to the third reading, be submitted by the house where it did not originate to a Legislative Reference Bureau. The Bureau
is made up of the Attorney-General or his assistant and two members of the Legislative, one chosen by each house. The proposed law is to be examined for construction, consistency with existing law, legality, constitutionality, etc. The report of the Bureau on any bill is purely advisory.

The only other available legislative service is that which may be purchased by legislators from a private organization known as the Louisiana Legislative Service. This is supplied by the Clerk of the House of Representatives and the Secretary of the State Senate.

**Organization**

The official organization rendering legislative services is the Louisiana Library Commission. It is composed of five unpaid, members who meet to appoint an executive secretary and a staff for indefinite terms and to pass the Commission's budget. The executive secretary of the Commission is ex officio librarian of the small library maintained at the Capitol. Neither the librarian nor any of the very limited staff devote full time to legislative reference work except during sessions. No temporary staff members are employed.

**Legislative Services Rendered**

The secretariat and library of the Louisiana Library Commission provide every service possible with the limited means at hand. No legislative research work is done but an attempt is made to locate reports and material from which legislators may find pertinent data. The fact that the library has no legal documents except a few session laws makes the work very difficult. Bill drafting is referred to the Attorney-General's office though the stenographer of the Commission types up laws, amendments to laws, and legal drafts for legislators.

The privately operated Louisiana Legislative Service is prepared to furnish to corporations or individuals the following services at a cost of $100 for the entire session.

1. Official roster giving names and addresses of all members and officers of both the House and the Senate and the personnel of all standing committees of both houses together with a schedule of the time and place of their meetings.

2. Copies of the daily journal of the Senate giving in detail the day's proceedings.

3. Copies of the daily journal of the House of Representatives giving in detail the day's proceedings.

4. Weekly calendar of the Senate giving an official synopsis of the introduction and progress of each bill introduced.

5. Weekly calendar of the House of Representatives giving an official synopsis of the introduction and progress of each bill introduced.

6. The prompt response to all inquiries by mail or telegraph as requested.

7. Complete list of all bills finally enacted into law, giving number, author and date of approval. (This information to be furnished after adjournment of the Legislature.)

Copies of bills are furnished at fifty cents per page, with a minimum charge of $1.00.

**Personnel**

*Executive Secretary, Louisiana Library Commission, Essae M. Culver*

*Education:* B.L., Pomona College, Claremont, Cal., 1907. New York State Library School, Albany, 1908.


*Member:* American Library Association, League of Library Commissioners, Phi Sigma Alpha (honorary library fraternity).

*Residence:* 111 Churst Street, Baton Rouge.

*Office:* State Capitol, Baton Rouge.

**Library Facilities**

*Office Facilities*

The Louisiana Library Commission has very adequate office facilities in the State Capitol at Baton Rouge and also in the State Library which is at present located in the New Orleans Court Building.

*Library Facilities*

Very few legal reports, session laws, digests or other library materials used in leg-
state Legislative reference work are available for the use of the Library Commission and the legislators. The few that are available are in constant use.

Other Available Collections of Materials

The legislators are badly in need of an adequate law library. They find it necessary to use that of the University of Louisiana, more than a mile away, or those of the lawyers in Baton Rouge. Although the Louisiana Library Commission was able to pass a bill in the Legislature authorizing the State Library at New Orleans to turn over to their library duplicate copies of the Supreme Court Reports and acts of the Legislature, the Governor vetoed the bill.

FINANCES

The Louisiana Library Commission receives a biennial appropriation which is spent for the maintenance and operation of their services. It is not possible to estimate with any accuracy how much is expended on the legislative reference service.

STATE OF MAINE

HISTORY

The Governor and Council of Maine, at a meeting held early in 1916, authorized the State Librarian to employ a legislative reference clerk. No special appropriation was made for this new office and function. On March 29, one year later, an act authorized the establishment of a Legislative Reference Bureau in the State Library. The Librarian was given the authority to employ necessary assistance for the proper administration of the Bureau. Since that time the Bureau has slowly accumulated a legislative library.

LAWS AND AMENDMENTS

The State Librarian is authorized "to establish in the State Library a legislative reference bureau which shall collect, arrange and place on file books, pamphlets and other material relating to legislation, and shall prepare abstracts of laws in other states and present such other information as may be useful and necessary to the Legislature." Maine, Acts, 1917, page 97.

ORGANIZATION

The Librarian and the staff of the Legislative Reference Bureau are appointed for indefinite terms by the State Librarian. At the present time the Bureau Librarian devotes full time to legislative reference service. No temporary staff is employed.

Legislative Services Rendered

Past and pending legislation is indexed and digested for the benefit of legislators and others interested in public questions. Most of the Bureau Librarian's time is spent in arranging and filing information for the use of the legislators. No bill drafting is done and none of the compilations that are made are published.

The legislative reference work of the State Library is in some measure the complement of that done in the office of the Revisor of Statutes. The Revisor upon request assists members of the Legislature, the Governor and other officials in drafting bills and also maintains a continuous system of statutory revision.

PERSONNEL

Legislative Reference Bureau Librarian, REBECCA FRIEDMAN
Education: A.B., University of Maine. Summer session, Simmons's College, Boston, 1929.
Office: Librarian, Legislative Reference Bureau of the Maine State Library since 1930.
Residence: 69 Cony Street, Augusta.

Revisor of Statutes, L. SMITH DUNNACK

Library Facilities

Office Facilities

The Legislative Reference Bureau forms an integral part of the Maine State Library.
and the offices are identical. The State Library is located in the State House near to both chambers of the Legislature. The State Library has some fine facilities. In 1930 new catalogue cases were installed that will adequately handle material for fifteen or twenty years. The greatest handicap is the lack of shelf space for bound volumes. There is a project extant for the enlargement of that wing of the State House in which the Library is located.

Library Material

The Maine State Library has over 200,000 volumes in its general reference section. There are separate files within this section on sociology, statistics, political science, political economy, law, administration, education and commerce, which are appropriate for legislative reference use. A special collection of material pertaining to Maine includes census records, family histories, official publications of the state, legislative reports, town reports, bound files of newspapers, etc. The latest legal textbooks, encyclopedias, and dictionaries and 60,000 volumes of the reports of United States, Great Britain and Canada form a large part of the collection. An innumerable number of documents and clippings are filed by subject.

FINANCES

The average total expenditure of the Maine State Library is $50,000 annually. This includes all departments and activities. A departmental analysis of expenditures is not made.

STATE OF MARYLAND

HISTORY

The Maryland Department of Legislative Reference is both a state service for Maryland and a municipal service for the City of Baltimore. When the Department was created in 1906 as a unit in the administration of Baltimore, it constituted the first attempt on the part of a city to establish a bureau for this type of work—though many maintained bureaus of statistics. From the beginning the Department rendered service to the state legislators. In 1916 an act was approved which imposed the additional duty of officially providing a complete legislative reference and bill drafting service for the General Assembly and administrative officials of the State of Maryland. Since 1916 the Department has maintained a branch office at Annapolis, the state capitol, during legislative sessions. The permanent office remains in Baltimore. In 1924 the Maryland General Assembly passed an act providing for examination by the Department of Legislative Reference of all bills introduced or to be introduced. This was vetoed by the Governor.

The unique feature of this Department of Legislative Reference is its joint service to city and state. This set-up has proven both efficient and economical and has furthered coordination and cooperation between the state and the major city which contains one-half of the state's population.

LAWS AND AMENDMENTS

The duties of the Department, as a municipal bureau, are very clearly set forth in the acts of establishment and are as follows: Established as a Municipal Bureau, Maryland, Acts, 1906, Ch. 565. Given State Functions, Maryland, Acts, 1916, Ch. 565.

ORGANIZATION

When the Department in Baltimore was established, it was considered desirable to remove it from partisan political control and to give the employees a permanent status. Accordingly those who were active in securing the creation of the Department placed it under an ex officio board consisting of the President of Johns Hopkins University, President of the Municipal Art Society, the Mayor, the City Solicitor, and the President of the Merchants' and Manufacturers' Association. The director holds office during good behavior and may be removed by a majority vote only for incompetency or
neglect of duty. Two of the three original employees are still in the Department and other appointments are made by the director from the civil service lists of Baltimore and of the state. There are six full time employees with the Department at the present time. Six more are employed during the regular sessions of the General Assembly.

SERVICES RENDERED

*Department of Legislative Reference*

The Department maintains an inquiry service for all city, state, and other officials and for associations concerned or connected with government. Information is compiled, published and sent to those interested. After each election, letters are sent to the members of the General Assembly, calling attention to the work of the Department and offering its facilities, either in gathering information or in drafting bills. A careful index has been made of each bill introduced into the General Assembly and of each ordinance introduced into the City Council since 1908. There has been maintained a numerical index which shows the number, name of the member introducing and the title of each bill and ordinance. It also shows the committee reference, report of committees, the several readings and the final chapter or ordinance number, with the date of approval or veto by the Governor or the Mayor as the case may be. The Department makes a sessional digest of bills by subject matter to facilitate reference. Full sets of the codes and laws of the states have been maintained to date.

The Department has always used the Dewey Decimal system of classification, with modifications necessary for the specialized class of material it handles. There is also maintained a very comprehensive card index to all of the material in the Department in addition to the special indexes of bills and ordinances mentioned above.

Approximately 90% of all ordinances and 70 to 75% of all the bills are prepared by the drafting department within the Department. This is an important service since over 400 ordinances and 1000 bills are introduced every year into the City Council and General Assembly respectively.

The latest function undertaken by the Department of Legislative Reference is the custodianship of the official records, documents and archives of the City of Baltimore. The director is generally called upon to act as secretary to any committees or commissions whose purpose is research and revision.

*The Attorney General's Office*

The Attorney General of the State of Maryland drafts purely administrative measures.

*PERSONNEL*

**Director of Department of Legislative Reference**, DR. HORACE E. FLACK


*Offices*: Director, Department of Legislative Reference since 1907. Secretary of the following: New Charter Revision Commission of Baltimore, 1909-10. City-

Member: Phi Beta Kappa, American Political Science Association, National Municipal League, University Club, Chesapeake Club.

Married: Edith Henning.

Residence: 1808 Dixon Road, Mt. Washington.

Office: City Hall, Baltimore.

Research Associate, ELLA S. HITCHCOCK
Research Associate, MARGARET E. COONAN
Research Associate, NELLIE M. WEBSTER
Custodian of Archives and Records, FRANK J. SEBALD
Assistant Reference Librarian, HELEN M. QUINN
Attorney-General, HERBERT R. O'CONNOR

Office Facilities

The Department has, at present, ample floor space. An old Council Chamber was turned over to the Department and steel shelves installed. The present City Council Chamber and the Department offices are on the same floor of the City Hall.

During the sessions of the General Assembly, the Department has a room which is in close proximity to both the House and Senate Chambers. The space is somewhat crowded but as the work at the Capitol lasts only three months in every two years it is adequate. The Department takes very little of its material to the Capitol but relies on the Maryland State Library and on a rapid communication system with Baltimore. The only material taken from Baltimore is a set of the Department's own codes of other states and pamphlet material on current legislative subjects. All routine work is done in Baltimore and duplicate copy of the index to all House and Senate bills then forwarded to the Capitol office.

Department Material

The Department's library collection includes: (1) books dealing with municipal, economic and social problems, (2) the charters and ordinances of other cities, (3) periodicals dealing with municipal and other public questions, (4) state laws, (5) state and municipal reports, (6) files of bills and ordinances which have been kept up to date. The Department has added to its collection each year until, at the present time, there are more than 25,000 books, approximately 40,000 pamphlets, numerous magazines, thousands of clippings, leaflets, circulars, and seventeen four-drawer units of vertical files containing valuable compilations, reports, etc. In addition to a valuable set of Baltimore City documents, the Department has a very good collection of Maryland documents.

After the consolidation of the Baltimore City Library with the Department of Legislative Reference on January 1, 1932, the latter took over all of the documents, records and archives of the City and thereby has added materially to the information available in the Department.

Other Available Library Collections

In Baltimore the Department of Legislative Reference has access to the Enoch Pratt Free Library and the City Bar Library. It is not often necessary for the Department to use either of these libraries as its own material is generally adequate.

In Annapolis during legislative sessions the branch office of the Department depends on the Maryland State Library for the Codes and State Laws of Maryland. The State Library is just across the street from the Capitol and there is no difficulty in borrowing material as it is needed.

FINANCES

The total appropriations to the Department of Legislative Reference for the last two biennial periods, showing the amounts appropriated by the State of Maryland and the City of Baltimore, are as shown on the opposite page. The increased amount appropriated by the State of Maryland in 1931 and 1933 is due entirely to special work made necessary during the actual sessions of the General Assembly.

The increased appropriations by the City of Baltimore during the years 1932 and
1933 is due to the fact that the Department took over the functions of a $9,000 a year City Library Department which was actually a department of archives. This consolidation resulted in an annual saving of over $4,000 to the City of Baltimore.

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COMMONWEALTH OF MASSACHUSETTS

HISTORY

Offices of the Senate Counsel and the House Counsel

The General Court of Massachusetts maintains a legislative counsel for each of its two chambers. The Counsel to the House of Representatives and the Counsel to the Senate play very important roles in Massachusetts law making. The present system was inaugurated in 1920 when Governor Calvin Coolidge approved an act providing a legal counsel and staff for each branch.

For over forty years prior to that time, the Rules Committees of the two branches had provided expert assistance in bill drafting, correction and revision. This assistance included the services of Ashton Willard, author of a well known handbook on legislation, of John E. Abbott and of Henry C. Merwin. Mr. Abbott was succeeded in 1915 by William E. Dorman, and Mr. Merwin, in 1920, by Henry D. Wiggin.

From 1916 to 1920 Massachusetts spent a half million dollars on a general revision of its statutes. Since then a system of continuous revision and consolidation has been carried on by the Senate and House Counsels. Bill drafting services are also rendered by the counsels.

Laws and Amendments

Offices of the Senate Counsel and House Counsel

The Massachusetts Acts of 1920, Chapter 640, provide for permanent House and Senate counsels which shall "annually prepare a table of changes in the general statutes, an index to the acts and resolves and shall from time to time consolidate and incorporate in the General Laws all new general statutes ... and shall so far as possible draft all bills proposed for legislation as general statutes in the form of amendments of or corrections in the General Laws ... and may from time to time submit to the General Court such proposed changes or corrections in the general statutes as may be necessary."

Legislative Reference Division, State Library

The Legislative Reference Division of the Massachusetts State Library was estab-
lished by executive order of the State Librarian.

**Organization**

*Offices of the Senate Counsel and the House Counsel*

The Senate and House Counsels are elected for two-year terms by the members of the Senate and House Committees on Rules respectively. Each counsel has an assistant and a secretary. The latter acts in each case as Clerk of the Committee on Bills in the Third Reading during sessions of the General Court. Both counsels employ temporary staffs which vary greatly in size. They are largest when a compilation or revision of statutes is being made.

*Legislative Reference Division of the State Library*

The legislative reference division is under the supervision of a legislative reference assistant appointed for an indefinite term by the State Librarian. Staff appointments are also made for an indefinite term by the State Librarian. All clerical assistants are recruited from civil service lists. Only the legislative reference assistant devotes full time to legislative reference service. The twenty-five members of the State Library staff have occasionally done legislative research work during the sessions of the General Court.

**Legislative Services Rendered**

*Offices of the Senate Counsel and the House Counsel*

The functions of the Counsel to the Senate and the Counsel to the House are identical. They are primarily statutory revision agencies and bill drafting agencies. The Counsels virtually constitute the respective Committees on Bills in the Third Reading for they check on the form, language, constitutionality, etc., of all bills submitted to said committees, making redrafts of such bills when specific amendments would not be adequate. They assist members and the committees of the House and Senate in drafting bills. The Counsels also submit to the General Court such proposed changes and corrections in the general statutes as they deem necessary and advisable, including recommendations for the repeal of such statutory provisions as have become obsolete. They recommend legislation to obviate the necessity for special legislation and from time to time they are particularly directed by law to re-edit and republish the General Laws. Accordingly, they have recently published the Tercentenary Edition of the General Laws in two volumes. The volumes contain an aggregate of 3,279 pages together with a separate Index of 1,525 pages. The counsels also index the Acts and Resolves and prepare the annual cumulative table of changes in the general statutes. In addition, all state officers and boards submitting legislation to the General Court are required first to submit it to the respective counsels.

*Legislative Reference Division of the State Library*

The department maintains a current periodical card index and a current events index for newspapers, both filed by subject. An index is made of the Governor's messages and a card catalogue of the Massachusetts legislators is kept. The Reference Division exchanges statutes and bills, past, present and future, in an attempt to build up the bill file, which is indexed by subject. The Library has an exceptionally good collection of statutes and bills. Legislative researches as to the existence and operation of laws on any subjects in any or all states are made upon the request of legislators and department heads. An index of bills introduced into the Massachusetts General Court and their legislative travel is recorded daily. The library material is very completely and carefully catalogued. The Bureau has never engaged in bill drafting or statutory revision. This important function is performed entirely by the House and Senate Counsels though the Library will cooperate in the furnishing of material in any way desired.

**Personnel**

*Counsel to the Senate, William E. Dormany*


*Offices:* Assistant instructor in history
and government, Harvard University, 1898-1903; Member of House of Representatives, 1907-1909; Draftsman and Counsel to Senate Committees, 1915-1920; Counsel to the Senate, 1920-; Professor of Constitutional Law, Northeastern University, 1904-; Trustee, First Universalist Church, Lynn, Mass.; Trustee, Walnut Hill School, Natick, Mass. Editor: Tercentenary Edition of General Laws of Mass., jointly with Counsel to House of Representatives. Contributor to Commonwealth History of Massachusetts, edited by Albert Bushnel Hart; to legal periodicals. Member: Phi Beta Kappa, Harvard; Delta Upsilon; Massachusetts Bar Association; Boston City Club.

**WILLIAM E. DORMAN**

Counsel to the Senate

Counsel to the House, HENRY D. WIGGIN

*Education:* A.B., Harvard University, 1900. LL.B., Harvard, 1902.

*Offices:* Counsel to the House of Representatives, 1920 to date.


*Member:* Massachusetts Bar Association; Bar Association of the City of Boston.


*Residence:* 279 Chestnut St., West Newton, Mass.

*Office:* State House, Boston, Mass.

**HENRY D. WIGGIN**

Counsel to the House

Assistant Counsel to the Senate,

FERNALD HUTCHINS

LL.B., Northeastern University School of Law, 1907.

Assistant Counsel to the House,

LOUIS K. MCNALLY

A.B., Holy Cross, 1911; LL.B., Suffolk Law School, 1917.

*Secretary to Senate Counsel,*

JAMES F. DELANEY

LL.B., Suffolk Law School, 1926.

*Secretary to House Counsel,*

RUBIE G. HERSHEY

Colby College for Women, 1914.

*The secretaries also serve as executive clerks to the Committee on Bills in the Third Reading.*

**EDWARD H. REDSTONE**

*Education:* Student, Methodist College, St. Johns, Newfoundland. Young Men’s Christian Association of Boston.


*Editor:* Massachusetts Citations Table of English Cases, 1916.

*Member:* American Association of Law Libraries (Former President). Special Libraries Association (Former Presi-


Edward H. Redstone
State Librarian

Married: Alice Eaton Hitchcock. 
Residence: 46 Mount Vernon Street, Cambridge. 
Office: State House, Boston.

Ethel M. Turner
Legislative Reference Assistant

Legislative Reference Assistant, Ethel M. Turner

Education: Simmons College, School of Library Science, Boston, 1903-05. 

Residence: Kingston, Massachusetts.
Office: State House, Boston.

Library Facilities
Offices of the Counsels

The offices of the Counsels to the Senate and to the House are located immediately adjoining the Senate and House chambers respectively. The offices are very well equipped and conveniently located. Extra room is available for temporary staff members during legislative sessions or while the Counsels are working on large statutory revision projects.

The office of the Counsel to the House contains well over a thousand volumes of court reports, early statutes, Massachusetts Revisions, digests, legal texts and many other books which make up an adequate working library. The Counsel to the Senate has a similar library in his office. The Massachusetts State Library is on the same floor of the State House and the counsels also have ready access to the materials of the other great Massachusetts libraries.

Legislative Reference Division of the State Library

Office Facilities

The Legislative Reference Bureau forms an integral part of the Massachusetts State Library which is located on the same floor of the State House as the House and Senate Chambers. The office of the State Librarian is connected by a direct passage with the lobby of the House of Representatives. The stacks of the Library are tiered one above the other on mezzanine floors, all of which open out onto the main floor. The Library is growing more crowded every year. It is entirely possible that a separate building will be built to house the ever increasing collection.

Library Material

The State Library is maintained primarily for the use of Governor, Lieutenant Governor, Council, General Court and the
administrative officers. It contains approximately 500,000 volumes, pamphlets and documents of various kinds and has one of the most complete collections of foreign laws in the world. It has 6,000 congressional documents; complete reports of 355 cities and towns in the Commonwealth; 1,400 volumes on federal and state constitutions, constitutional history, politics, government and political parties. A complete floor is devoted to material on sociology and another to one of the finest legal collections in the country. It is impossible to estimate the amount of periodicals, clippings and smaller material. All material is meticulously catalogued and readily available.

Other Available Collections

The Harvard College Library and the departmental libraries connected with it constitute a very valuable source for immediate information and material. The material collected by the Boston Public Library, Boston Athenaeum, and the Social Law Library are also available to the Massachusetts State Library.

STATE OF MICHIGAN

History

The Michigan Legislative Reference Department was first established on June 28, 1907, as a department of the State Library. The original act made no provision for bill drafting but such a provision was inserted in an amendment of April 25, 1917. In 1921 an act of the Michigan Legislature transferred the Legislative Reference Bureau from the State Library to the Legislature, and Joint Rule No. 16 placed it under the joint supervision of the Secretary of the Senate and the Clerk of the House and authorized the employment of a bill drafter and necessary clerks during the regular sessions of the Legislature. From 1921 the work of the bureau was carried on, between sessions, through the offices of the Secretary of the Senate and the Clerk of the House. In 1929 the Assistant Secretary of the Senate maintained the bureau during the period when the legislature is not in session. A resolution was adopted by the Senate in the session of 1931, and again in the session of 1933, authorizing this officer to maintain the bureau. The staff is augmented during the regular sessions of the Legislature by the employment of an official bill drafter and such clerks as are deemed necessary.

Laws and Amendments

The Legislative Reference Bureau was established as a department of the Michigan State Library by the Michigan Acts of 1907, Number 306, page 405.

The above act was amended to include bill drafting by the Michigan Acts of 1917, Number 120, page 196.

Both the above acts were repealed by the Michigan Acts of 1921, Number 71, page 107.
The supervision of the Legislative Reference Bureau was transferred to the Legislature by Act Number 71 of 1921, and Joint Rule No. 16, of the Joint Rules of the House and Senate, placed the bureau under the joint supervision of the Secretary of the Senate and the Clerk of the House.

By resolution adopted in the Senate for two interims preceding the regular session of 1933, the Assistant Secretary of the Senate maintained and now maintains the bureau during the interims between sessions.

**Organization**

The Legislative Reference Bureau is directly under the supervision of the Secretary of the Senate and the Clerk of the House. The director of the Bureau is appointed by the Senate and devotes part time to legislative reference service. The remainder of her time is spent in her regular capacity as Assistant Secretary of the Senate. There is no full time staff. A bill drafter, and such clerks as are deemed necessary, are employed during legislative sessions. The staff of the Attorney-General's Office is also available during that period for bill drafting.

**Legislative Services Rendered**

The Michigan Legislative Reference Bureau undertakes some legislative research and bill drafting work. A collection of bills introduced into the Michigan and other state legislatures is maintained and filed by subject and a reference library of legislative material is continually being augmented. A bill drafter is employed during legislative sessions to draft bills, resolutions, and amendments upon the request of the Legislative Council, members of the Legislature, and other state officials. The Attorney-General assists in this service when the work is too heavy for the regular draftsman. Research on proposed and pending legislation in other states as well as on the effect and operation of existing statutes is carried on. The director of the Bureau (Assistant Secretary of the Senate) gives full time to legislative reference work during the interims between sessions. The Bureau does not publish any studies or reports. It does, however, maintain an inquiry service.

**Personnel**

Bureau Librarian, Alice V. Warner


Offices: Michigan Senate Bill Clerk, 1920-28. Assistant Secretary and Financial Clerk of the Michigan Senate since 1928. Served as Legislative Reference Bureau Librarian since 1921.

Residence: 114 Rumsey Avenue, Lansing.

Office: Legislative Reference Bureau, Senate Chamber, Lansing.

**Library Facilities**

**Office Facilities**

The Michigan Legislative Reference Bureau occupies two large rooms midway between the Senate and House Chambers on the second floor of the State Capitol Building. The Michigan Law Library is immediately adjoining and the Michigan State Library is situated close to the Bureau offices. The offices are very convenient and contain adequate floor space for present needs.

**Library Material**

The Bureau maintains files containing copies of bills introduced into the Legislature. These extend back over many years. The journals of both houses are also kept in the Bureau offices, as are the Michigan Reports, reports of Michigan commissions, annual reports of state departments, and a scattering of the reports of other states.
Other Library Collections Available

The Michigan State Law Library is very close to the Legislative Reference Bureau and keeps on file complete sets of the reports of all the states together with numerous indexes, law texts, and United States reports. The Michigan State Library materials are also immediately available for the use of the Bureau. The excellent cooperation between the three departments operates to their mutual advantage.

FINANCES

No direct appropriation is made for legislative reference service in Michigan. The director draws her salary as Assistant Secretary of the Senate and whatever operating expenses are incurred between sessions are allowed by the Secretary of the Senate. One-half of the operating expenses of the bureau during the legislative sessions are paid by the Senate and one-half by the House of Representatives.

STATE OF MINNESOTA

HISTORY

No formal department or division of a department has been officially designated to render legislative reference services in Minnesota. Partial services are performed by several official and unofficial agencies.

LEGISLATIVE SERVICES RENDERED

Bill drafting is done largely by the members of the Legislature, the Attorney-General and four of his assistants, by members of the Law Faculty of the University of Minnesota, and by attorneys hired by the Legislature itself. Bills are drafted only upon specific request of the member desiring the service. During legislative sessions, five men devote their entire time to bill drafting.

Legislative reference and research work is done by the State Library, which is housed in the State Capitol.

The last revision of the Minnesota statutes was made by a Commission which published “The Minnesota Revised Statutes of 1905.” Since that time various compilations, made by lawyers employed for the purpose or authorized to do so as a private venture, have been ordered by the legislature. The last private compilation—one which is regarded as authoritative—was published by the Citer-Digest Company and is known as “Mason’s Minnesota Statutes of 1927.”

PERSONNEL

State Librarian, Paul Dansingberg.
Asst. State Librarian, Josephine Norval.
Attorney-General, Harry H. Peterson.

The Attorney-General of the State of Minnesota is very anxious that an official legislative reference bureau be set up, as may be judged by the following quotation from a recent letter:

“I have come to the conclusion that it would be to the public interest to establish a Legislative Reference and Bill Drafting Bureau. This should be under the supervision of the Legislature, and I believe it could do much constructive work. The Attorney-General’s office has a large volume of business to attend to, and we find that the work which we do for the Legislature is an additional heavy burden. Other business is delayed and consequently suffers to some extent, and we would welcome the establishment of an agency which would take over this legislative service. I believe that money spent for a Legislative Reference and Bill Drafting Bureau would be well spent.”—Harry H. Peterson, Attorney-General.
HISTORY

A legislative reference department or bureau has never been officially set up in Mississippi. However, since one of the primary aims and purposes of the State Library has been to render services to the Legislature, many legislative reference functions have been assumed by the State Librarian.

ORGANIZATION

The State Librarian is elected for a four-year term by a joint session of the Mississippi Senate and House of Representatives. The Library is governed by a Board of Trustees, composed of the Governor, the Attorney-General, and the six Judges of the Supreme Court. The Governor as Chairman of the Board approves the staff appointments of the Librarian. No definite appropriation has ever been made for legislative reference work nor has legislative action been taken to set up a legislative reference division, but some legislative reference service is rendered by the State Librarian and the Assistant Librarian during sessions of the Legislature.

REFERENCE SERVICES RENDERED

State Library

The Library was created in 1838 as a general state library, with no limitations as to its scope or service. Through general usage and under the supervision of the trustees, it has developed into an extensive legal and general reference library, serving primarily the state officials, members of the Supreme Court, legislators, and lawyers. When the Legislature is in session all routine and general office work is postponed and legislative reference service is given first consideration. The Librarian has arranged a comprehensive file of material on current legislative problems, which is available for instant reference. In addition, there is a source bibliography of all available information. The bibliography is alphabetically arranged and is constantly revised and kept up to date. Before each legislative session, such material as is deemed immediately important is secured and filed.

Attorney-General’s Office

The Attorney-General drafts bills upon the request of the legislators.

PERSONNEL

State Librarian, RENA LLOYD HUMPHREYS
Education: Port Gibson Female College, Port Gibson, Mississippi.
Offices: Librarian, Greenwood Public Library, Greenwood, Mississippi. State Librarian since 1932.
Member: State Chairman, Social Science Research; State Chairman, American Library Association Membership Committee; Member of State Committee for the Education of the Civilian Conservation Corps; Mississippi Poetry Society.
Residence: Jackson, Mississippi.
Office: State Capitol, Jackson, Miss.
Assistant Librarian, MAMIE OWEN

Library Facilities

Offices

The State Library is located in the new State Capitol and is readily accessible to the House and Senate Chambers. The facilities are adequate as the Library was remodeled in 1926.

Library

The Library contains the following materials: State reports, session acts, statutes
and codes; United States reports, session acts, statutes and codes; English and Canadian reports, session acts, statutes and codes; National reporter systems, with digests and Shepard's citations; miscellaneous reports; text books covering all legal subjects; and legal and literary periodicals.

In addition to this legal material, there is a well selected reference department.

**FINANCES**
The only appropriation made to the Library by the Legislature is for general library purposes.

**STATE OF MISSOURI**

**HISTORY**
A regular legislative reference or bill drafting service has never been created in Missouri. In 1909, an act was approved which provided for the establishment of a library for the exclusive use of the members of the General Assembly to be located at the Capitol. This library was to be under the control of the House or Senate during sessions and under the secretary of the Missouri Library Commission at other times.

At present the Missouri Legislative Reference Library is of no value and is locked between sessions. Several bills have been introduced providing for a real reference service modeled on those of successful bureaus, but all have failed.

The Secretary of the State Library Commission does as much legislative reference work and research for legislators as her time and facilities permit.

**LAWS AND AMENDMENTS**
The establishment of the library of the General Assembly was provided for in Missouri, Acts, 1909, p. 653.

The Missouri Library Commission was established by the Acts of the Forty-fourth General Assembly, 1907.

**ORGANIZATION**
The library commission is composed of five members, three regular and two ex officio, appointed by the governor for a six year term. The Superintendent of Public Schools and the President of the State University are the ex officio members.

A secretary appointed by the Commissioners to serve at their pleasure devotes part time to legislative reference. No temporary help is employed during sessions of the General Assembly.

**LEGISLATIVE SERVICES RENDERED**
The General Assembly employs clerks after each session to index the bills enacted. All of the reference work is done by the Secretary of the Commission. The service is confined to making materials available for use by the legislators.

Bill drafting is done by the Attorney General upon request. Legislative revision is done every ten years by a committee of members appointed by the General Assembly.

**PERSONNEL**
Secretary to Missouri Library Commission, RUTH O'MALLEY

*Education:* A.B., St. Mary's College, South Bend, Indiana, 1919. Graduate, New York State Library School, Albany, 1924.


*Member:* American Library Association, Missouri Library Association.


*Office:* State Capitol, Jefferson City.

**LIBRARY FACILITIES**

**Offices**
The library of the General Assembly, and the offices of the Library Commission are in the Capitol Building. The Capitol Building, erected in 1917, is modern in its facilities.
The Library of the General Assembly contains only a few old bills and law reports. However, the State Library, from which legislators are entitled to take books, contains 42,900 volumes of law; 11,000 United States Government documents; 18,500 state documents and 4,000 volumes of legal text books. There are numerous laws of foreign nations, files of newspapers and periodicals. This Library is housed in the Supreme Court Building which is adjacent to the capitol.

**FINANCES**

No special appropriation has ever been made for the Library of the General Assembly. The legislative reference work is so small that no part of the expenditures of the Library Commission or State Library could be charged against it.

**STATE OF MONTANA**

**HISTORY**

A Legislative Reference Bureau was established in connection with the Historical and Miscellaneous Department of the Montana State Library by an act of the Legislature approved March 4, 1909. The State Librarian was authorized to delegate the assistant State Librarian to carry on the functions designated in this act. $350 was appropriated annually for the purchase of legislative materials. The law of 1909 was repealed in 1921 and a legislative reference bureau was established in connection with the Law Department of the State Library. The bureau was placed in the charge of an assistant who received $1,500 per year. This salary was increased to $1,800 per year by an amendment in 1929.

**LAWS AND AMENDMENTS**

The bureau was originally established by Montana, Acts of 1909, Chapter 65, page 79. This law was repealed and the bureau transferred to the Law Department of the State Library by an act passed in 1921 which provided, "That there shall be established and conducted in connection with the Law Department of the State Library a Legislative Reference Bureau. The object of said Bureau, in charge of the Librarian of the State Library, shall be to gather and make available such information as shall aid the members of the Legislature in the discharge of their duties; and to collect information as to what legislation has been enacted upon important subjects in other states, and legal data as to the constitutionality and interpretation of laws."

**ORGANIZATION**

The Legislative Reference Bureau is organized as a division of the State Law Library which is a Department of the State Library. The assistant law librarian who is in charge of the Bureau and who devotes full time to legislative reference service is appointed for an indefinite term by the State Librarian. There is no other staff and no temporary staff members are employed during legislative sessions.

**LEGISLATIVE SERVICES RENDERED**

The Montana Legislative Reference Bureau undertakes library service and some legislative research for members of the Legislative Assembly and other state officials. Files of all bills introduced into the Legislative Assembly are kept for ready reference and an index to all bills introduced is prepared at the end of each session for permanent reference. All special requests for legislative research are handled as facilities permit. The Law Librarian assists by conducting research in statutory law and court decisions.

The legislative bill drafting is carried on largely by the office of the Attorney General, and during sessions an assistant Attorney General is detailed to the Reference Bureau for this purpose. The Bureau helps him with the necessary research. The demand for this service is so great during sessions that little care can be used in the compilation of material. The Law Libra-
rian also drafts bills for members when his many other duties permit.

Statutory revision is done in the office of the Code Commissioner. One man devotes full time to this work.

PERSONNEL

State Law Librarian, Ashburn K. Barbour
Assistant to Law Librarian and Legislative Reference Bureau Librarian,
Adeline J. Clarke

Education: A.B., University of Chicago, 1919.

Offices: Assistant to Law Librarian and Legislative Reference Librarian since 1921.

Clubs and Organizations: Helena City and County Golf Club.

Married: Mr. A. J. Clarke

Office: State Capitol, Helena.

Attorney-General, Raymond T. Nagle

Code Commissioner, Carl McFarland

LIBRARY FACILITIES

Office Facilities

The Legislative Reference Bureau is situated in a room adjoining the State Law Library on the third floor of the Capitol Building. The House and Senate chambers are on the same floor. The Historical and Miscellaneous Library is located on the first floor—a very inconvenient arrangement during legislative sessions as all Departmental Reports and the House and Senate Journals of the various states, United States Documents, and the State newspapers are housed there.

Library Material

The room used by the Legislative Reference Bureau contains pamphlet laws, clippings and books on subjects of current interest to the legislators. The Bureau subscribes to a number of periodicals which deal with governmental and legal subjects. It has current indexes to works upon subjects of legislation and public information. Care is taken to avoid duplicating material regularly kept in other sections of the library. Materials greatly in demand are ordered by wire.

FINANCES

The Legislative Assembly has never made sufficient appropriation for the proper growth of the Bureau. Funds from the State Law Library have been used sparingly to buy some of the most necessary material. In 1933 the Legislative Assembly appropriated $150 for the biennium 1933-35 but there have been periods when no appropriations were made at all.

STATE OF NEBRASKA

HISTORY

Legislative reference service was inaugurated in Nebraska under an appropriation act of 1907 which contained an item in the State Historical Society appropriation, "for labor and supplies in legislative reference department." An act specifically creating a Legislative Reference Bureau was approved April 7, 1911. This prescribed the usual duties and in addition provided that the Bureau shall "maintain a special service upon municipal subjects for the use of city and village officials." The Bureau is affiliated with the Department of Political Science and Sociology and with the College of Law in the State University. Nebraska has a unique and effective Bureau which is very ably directed and judiciously advised.

LAWS AND AMENDMENTS

The original appropriation act providing funds for legislative reference service was passed as Nebraska Acts, 1907, Chapter 168, page 552.

The Bureau was formally set up under Nebraska Acts, 1911, Chapter 72, page 310.

ORGANIZATION

The act provides that the director and assistant director shall be appointed by the board of regents of the University of Ne-
The staff is appointed by the director for temporary terms. At the present time the director and assistant director devote full time to legislative reference service. From ten to fifteen temporary staff members are employed during legislative sessions.

**Legislative Service Rendered**

The Nebraska Legislative Reference Bureau not only answers all inquiries coming in from the citizenry at large but encourages and advertises its services by preparing and distributing pamphlets and manuals and by disseminating information through governmental and educational institutions. The permanent staff of the Bureau devotes its full time to collecting, cataloguing, editing, and publishing material on governmental subjects in general and particularly on Nebraska affairs. Much of this material has been distributed to legislators, to other public officers, and to public school and college libraries in Nebraska and in other states and countries. The Bureau also publishes the state Blue Book. During the sessions of the legislature information on topics under consideration is gathered by all means available and digests, charts and statistics are prepared upon request. The Bureau renders assistance in drafting bills, motions, briefs, resolutions, and committee reports. It also makes an index of bills classified by subject. It has worked with numerous special commissions, and it acts as a municipal research agency for Nebraska cities and villages. In order to perform this unusual service adequately the Bureau maintains a special file of material on matters of municipal interest.

Formerly the Bureau trained students of the University in legislative reference work and bill drafting. This service has been discontinued, but a limited number of students are still taken on as apprentices to receive instruction and gain experience in library service.

**Personnel**

**Director, Legislative Reference Bureau**, EDNA D. BULLOCK

*Education*: B.L.S., New York State Library School, Albany, 1885. B.L., University of Nebraska, Lincoln, 1889.


**Member**: American Library Association, Nebraska League of Women Voters.

**Clubs and Organizations**: University Club, Lincoln.

**Residence**: 1100 North 37th Street, Lincoln.

**Office**: Rooms 108–11 Library Hall, University of Nebraska, Lincoln.

**Assistant Director**, LOUISE A. NIXON

**Library Facilities**

**Office Facilities**

The Nebraska Legislative Reference Library has four rooms for its office and library in the University library building. It also has some storage space in another building. Since only the most useable material is kept in the Bureau's own library the floor space is considered adequate.

At present three rooms in the Capitol are used by the Bureau during legislative sessions but the House of Representatives upon request of the Bureau set up a committee to secure and equip permanent quarters for the legislative service. Since the Bureau decided that it can work to better advantage when it is not too accessible to lobbyists and the general public, these new offices will not be on the main floor with the legislative chambers.

**Library Material**

The Nebraska Bureau contains approximately 40,000 pieces of material classified by a modified Dewey Decimal system originally worked out by the Wisconsin Bureau. The library consists largely of clippings, pamphlets; reports, digests, bulletins, periodicals and a few books. Located, as it is, in the University library building, duplication of the contents of the state's largest library is avoided, but close coopera-
tion is maintained with the larger library and its contents freely drawn upon. Every other year the legislative library eliminates material which is obsolete for its purposes and turns it over to the University Library. It is the policy of the Bureau to refrain from acquiring or cataloguing material which is duplicated in several other libraries.

The Bureau library is also used as a reference library by the whole state. Mail service is constantly increasing. The only cost to borrowers is the postage.

Other Library Collections Available

As stated above, the Nebraska Bureau has access to the University Library which is located in the same building and which contains over 275,000 volumes.

The State Library—located in the Capitol—contains over 100,000 volumes. It is a particularly excellent law library. Bureau members may take books to their offices in the Capitol and keep them as long as they desire.

**FINANCES**

The total appropriations and expenditures for the Nebraska Legislative Reference Bureau for the two bienniums 1929 and 1931-32 are as follows:

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<th>Appropriation</th>
<th>1929-30</th>
<th>1931-32</th>
<th>1933</th>
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<tr>
<td>General</td>
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<tr>
<td>Bluebook Manual, etc.</td>
<td>3,000</td>
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<tr>
<td>Special Sessions</td>
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<tr>
<td>Total</td>
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<table>
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<tr>
<th>Expenditures</th>
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<tr>
<td>Salaries</td>
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<td>$9,000 Est.</td>
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<td>Wages during Sessions</td>
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<tr>
<td>All Other</td>
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<tr>
<td>Bluebook, etc.</td>
<td>3,000</td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$22,000</td>
<td>$20,500</td>
<td></td>
</tr>
</tbody>
</table>

**STATE OF NEVADA**

**HISTORY**

In 1914 the Nevada Bar Association made an appropriation to create an unofficial and voluntary legislative reference and bill drafting bureau to aid the legislature. It was felt that such service should be immediately available without waiting for the legislature to inaugurate it. The Bar Association also believed that a demonstration of the value of the service would perhaps convince the Nevada Legislature of the need for such a bureau. Although the service created a good impression no official bureau was formed. Since the 1932 session the Legislature has employed two lawyers from Reno to serve the Senate and Assembly during legislative sessions.

**LEGISLATIVE SERVICES RENDERED**

The attorneys are employed by the Legislature to draft and revise bills upon the request of legislators. The state printing office compiles the session laws after each session.

**PERSONNEL**

*Senate Bill Drafter, A. J. Maestretti*, 1933.

*Assembly Bill Drafter, James D. Finch*, 1933.

**FINANCES**

The attorneys’ fees are paid from a business fund set up for the use of the Legislature.
The Legislative Reference Bureau of the New Hampshire State Library was created by an act approved May 21, 1913. The State Librarian under whose control the Bureau was placed, was directed to supply the usual legislative reference services, to prepare abstracts of laws in other states, to supply desired information and to draft bills. Because State Library appropriations were insufficient and no separate financial provision was made, the service has never been adequately performed. At the present time the trustees are making an effort to establish an efficient and permanent legislative reference service.

LAWS, AND AMENDMENTS


ORGANIZATION

The Librarian is appointed by the Board of Trustees of the State Library for three years. The staff is appointed by the Librarian subject to the approval of the Board. None of the five staff members devote full time to legislative reference service and no temporary staff members are employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The New Hampshire State Library at the present time is organizing a legislative reference service with the help of Emergency Relief Administration workers. Information is being gathered and compilations made on subjects to come before the current legislature. No drafting and revision services are performed except by the staff of the Attorney-General's office.

STATE OF NEW JERSEY

HISTORY

By an act approved March 18, 1914, a legislative reference bureau designed to serve legislators and other state officials was created within the State Library. Another act of 1914 created the office of
Legislative Advisor and Bill Examiner at $1,500 a year. This official acted during the session of 1915 but not in 1916 as no appropriation was made. The law was repealed in 1917.

**Laws and Amendments**

New Jersey, Acts, 1914, Chapter 29, page 44 provides that: "It shall be the duty of the State Librarian to collect and keep constantly up to date . . . such information and material as will furnish the fullest information practicable upon all matters pertaining to current or proposed legislation or any legislative or administrative problems, and to prepare to submit digests of such information and material upon request of any legislative committee or any member of the Legislature."

**Organization**

The legislative service is under the general supervision of the State Librarian who is appointed for a five year term by the State Library Commission. The present term ends May 28, 1939. The commission is headed by the Governor. The library staff is appointed by the Librarian for indefinite terms and all but the Assistant Librarian are recruited from civil service lists. The Assistant Librarian is directly in charge of the legislative reference service. None of the library staff devote full time to this service nor are any temporary staff members employed during legislative sessions.

**Legislative Services Rendered**

The Department makes no extended research studies. When information along particular lines is sought, all available material is gathered and placed at the disposal of the inquirer. Copies of all bills and amendments to them introduced in the legislature together with a daily corrected record of the status of each are kept. At the close of the session a "Descriptive List" of all laws enacted is compiled and printed. This list is in very great demand and approximately 3,000 copies are distributed annually. No bill drafting service is rendered by the Library. This work is done in the office of the Attorney-General who has a regular staff of capable lawyers.

**Personnel**

State Librarian, Haddon Ivins

Assistant Librarian, John P. Dullard

Education: Educated in private schools.


Married: Widow.

Office: State Library, Trenton.

**Library Facilities**

**Office Facililies**

The State Library—located on the ground floor of the State House Annex—consists of four large rooms. The reading room is a single room, one end of which is devoted to the General Library and the other end to the Law Library. This room has approximately 7,500 square feet of floor space, and over 6,000 lineal feet of shelving. The offices contain about 3,500 square feet and are equipped with the usual office furniture. The two stack rooms have, about 30,000
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lineal feet of shelf space. In the reading room there are six shelves to a stack; in the stack room, there are seven. The library estimates that it has shelf space for the next ten years.

Library Materials

The State Library has nearly 160,000 volumes divided about equally between the General Library and the Law Library. The material used in legislative reference work is not separately classified, arranged, or catalogued but is placed in the library as the character of the material dictates.

Library of Congress cards.

FINANCES

The annual appropriation to the State Library for the fiscal year, 1933–34 was $29,340 and for the present fiscal year, 1934–35 is $29,740. The appropriations are made annually. It is not possible to estimate how much of this money is expended on the legislative reference service phase of the work of the Library.

STATE OF NEW MEXICO

HISTORY

In 1921 the Legislature of New Mexico enacted a law creating a Legislative Revision Committee, to be composed of the Assistant Attorney-General and the Law Clerks of the Supreme Court. The purpose of this commission was to present better bills to the state legislature. Since 1921 the position of Law Clerk of the Supreme Court has been abolished. The work is now carried on by the Attorney-General and his assistants.

FINANCES

Bill drafting is carried on as a regular function of the Attorney-General's Office. No special or separate appropriations are made for this work.

STATE OF NEW YORK

HISTORY

Legislative Reference Section of the New York State Library

A legislative reference section of the New York State Library was established in 1890 by order of the Director of the State Library, and is, therefore, the oldest legislative reference service in America. However, the service was not created in the State Library as a legislative reference bureau but rather as the Sociology Division organized by Dr. Melvil Dewey in 1890. Under the leadership of A. B. Shaw and Dr. R. H. Whitten, the Sociology Division worked out an annual digest of and index to the current legislation of all of the states in the union and also gathered material in the field of the social sciences for the use of the legislators. Gradually the duties of this department were enlarged until it grew into the present Legislative Reference Section of the State Library. The original intention of keeping an index of all state legislation from 1890 survived until 1911, when a fire destroyed the indexes which had been completed through 1908. The partially completed indexes of 1909 and
1910 were reconstructed and those for 1911 and 1912 completed but lack of funds prevented their publication. The entire service has been discontinued since 1912, to the disadvantage of several states which used this material regularly, though its place is now filled by the biennial State Law Index of the Library of Congress. The New York Legislative Reference Section rapidly developed into one of the finest state legislative research organizations in the United States. The bill drafting service is rendered by a separate agency.

**Legislative Bill Drafting Commission**

Expert bill drafting was considered in New York as early as May, 1691, when the Assembly requested the Governor to appoint a person or agency for that purpose. The problem was forgotten for nearly 200 years, until in 1885 the Governor pointed out, in his annual message, that 45 bills had to be recalled for amendments or corrections in 1883 and in 1884 fifty more bills were equally poor as to form and content. He also said that a great amount of valuable legislation was lost because he was not able to approve poorly drafted bills. It was impossible to return poor legislation to an adjourned legislature. In 1893 a law was passed requiring a Statutory Revision Committee to draft or revise bills, or render opinions as to constitutional defects upon request. This Committee was little used and was abolished in 1900. The following year a new act was passed providing for a commission of three appointed by the President pro tempore of the Senate and the Speaker of the Assembly. The three commissioners were to provide expert aid in bill drafting. These men became known as the Legislative Bill Drafting Commission. Their duties were outlined by an act approved February 17, 1909 and amended by acts approved December 12, 1913 and March 9, 1916. An act of May 3, 1917, provided for preparation, by the Bill-Drafting Commission, of an index of statutes and made an appropriation for this purpose.

**Laws and Amendments**


Revision Committee Abolished, New York, Acts, 1900, Chap. 664.

Legislative Bill Drafting Commission, New York, Acts, 1901, Chap. 88.


**Organization**

**Legislative Reference Section of the State Library**

The New York State Library is a part of the State Department of Education and is under the supervision of the Board of Regents of the University of the State of New York and the Commissioner of Education. The Director of the State Library is appointed for an indefinite term by the Board of Regents under the State Civil Service Law. The librarian and staff of the Legislative Reference Section are appointed for indefinite terms from civil service lists by the Board of Regents upon the recommendations of the Director of the State Library. A staff of eight devotes full time to legislative reference service. No temporary staff members are employed during legislative sessions.

**Legislative Bill Drafting Commission**

The two commissioners are appointed by the President pro tem of the Senate and the Speaker of the Assembly and serve during their pleasure. The Deputy Commissioner and Counsel to the Commission are appointed by the Commissioners; as are the clerical and secretarial staff. The staff consists of twenty-two full time employees in addition to the Commissioners and counsel. Several temporary clerks are employed during legislature sessions.

**Legislative Services Rendered**

**Legislative Reference Section of the State Library**

The Legislative Reference Section is primarily an agency for research. It renders excellent service to legislators, state officials
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and to countless agencies, associations, organizations and individuals. Among its many functions are the receiving, collecting, checking, cataloguing and arranging of foreign, federal, state and municipal documents and other materials on subjects of legislative interest. A complete file of bills arranged by subject is kept. The Reference Section operates a very fine inquiry service. In addition to answering countless inquiries and supplying innumerable references and reference materials, the Section completes every year several intensive factual studies on questions vital to the social and industrial well-being of the state. Such subjects as water supply; pollution of waters; transmission of power; bovine tuberculosis; banks and investment trusts; unemployment; administration of justice; and taxation and retrenchment are studied, and reported to the various committees, commissions or officials requesting the information. Extensive bibliographies are furnished and reports are digested or loaned. Since 1916 the Section has made over 625 typewritten, original research studies. The Legislative Reference Section prepares periodical legislative bulletins during legislative sessions. It keeps a travel index of all bills introduced into the Legislature and maintains a bill delivery service to legislators and some state officials. Letters are sent to all of the members of the New York State Legislature inquiring as to subjects which will be of interest at the coming sessions. Every effort is made to obtain and reserve material on these subjects for legislative use. Most of the major studies are typewritten and listed with Public Affairs Information Service. A vast number of exchanges are kept up in addition to this. The Section issues a very detailed activity report every year.

Legislative Bill Drafting Commission

The Legislative Bill Drafting Commission maintains an office in the State Capitol, which is open from September first until the close of the legislative session, to aid legislators, committees of the Legislature, state departments, boards or officials in drafting bills, resolutions, and amendments thereto, upon specific request. The Commissioners advise as to constitutionality, consistency or effect of proposed legislation and recommend changes in wording and form. The Commission examines the general laws and reports to the Legislature such amendments as it deems advisable to bring the consolidated laws up to date. An index of the New York statutes was made and is supplemented after each session of the Legislature. The Commission may, upon the request of either house or committees of the Legislature conduct research on any subjects of proposed legislation. The close cooperation which exists between the Bill Drafting Commission and the Legislative Reference Section, reduces overlapping and duplication of activities.

PERSONNEL

Legislative Reference Section Librarian, William E. HANNAN

Education: A.B., University of Nebraska, 1907. Graduate work, University of Nebraska, 1908 and 1912-13.

Offices: Assistant Director, Nebraska Legislative Reference Bureau, 1907-15. Librarian, Legislative Reference Section, New York State Library, since 1915.


Residence: 74 Glendale Avenue, Albany.

Research Associates, Mrs. Elizabeth M. HENNING

Research Associate, Mrs. JUNE LAMBERT

Research Associate, ANTOINETTE WAGNER

Research Associate, HELEN M. WURTHMAN

Secretary, Mrs. HELEN P. POWERS

Secretary, ELIZABETH M. DOOLEY

Clerical Assistant, PETER LARSON

Legislative Bill Drafting Commission

Commissioner, BENTON S. RUDY

Commissioner, JOHN H. CONROY

Deputy Commissioner, ROBERT E. CONDON

Counsel, ROBERT H. MCCORMIC

Library Facilities

Office Facilities

The quarters of the legislative reference section are in the State Education Building just across the street from the State
Capitol. They are part of the State Library and in close proximity to all other state offices. Floor space is ample; equipment, lighting, ventilation, heating and other arrangements are very satisfactory as to quantity and quality. Immediately adjacent to the legislative reference quarters is book space for about 125,000 volumes. The quick files furnish abundant space for pamphlet materials and have never been overcrowded. They are weeded out carefully every year. The overflow of the documents collection is placed in the general library stacks in which there now is—and for many years will be—abundant space.

Library Material

The Legislative Reference Section contains a special collection on subjects of legislation, and on social, economic and governmental questions, and is organized to be of particular assistance to legislators, state departments and institutions, and students of public questions. The collection is principally made up of special bibliographies, selected matter clipped from all classes of periodicals and newspapers and pamphlet material of both official and private origin. It also includes legislative bills and similar ephemeral but extremely useful and valuable publications, as well as original compilations and digests on numerous subjects of comparative legislation. The collection is well classified, and it is kept in a vertical filing system in the western end of the legislative library. Practically complete sets of New York legislative journals, documents, and bills are shelved in the same part of this room.

The section also contains the Library's collections of American legislative journals, and documents, national, state and local. The eastern end of the legislative library and the adjacent stacks are mainly devoted to this class of material. This collection is rich in the official publications of the United States Government. Similar sets for every state in the Union, the documents of every American city of more than 25,000 population, and of all counties, cities, and incorporated villages in New York State are also collected. Selections from the official publications of foreign countries are made with a view to their importance in the study of comparative legislation.

The materials now in the legislative reference section are approximately as follows: 200,000 federal, state and city documents of which 80,000 are bound volumes and 120,000 unbound; 35,000 items of current pamphlets, mimeographed, newspaper and other materials of which approximately 10,000 are newspaper clippings.

The federal documents are classified by the Superintendent of Documents Office classification. The current material, 35,000 items, is classified by the Dewey Decimal classification.

Other Library Collections Available

The entire collection of the New York State Library which totals at present about 700,000 volumes, is available for the work of the Legislative Reference Section. The Library has acquired extensive collections on social, economic and political science, industrial history, and statistics. Those political and economic questions which are subjects of legislation, and of state control are adequately covered. Materials on such topics as elections, suffrage, labor, taxation, banking and finance, municipal government, conservation, public utilities, insurance, charities, etc., are compiled. Particularly effective is the arrangement which brings the Law Library, with close to 100,000 volumes, adjacent to the Legislative Reference Section. The same stack, with a capacity of close to 200,000 volumes is used jointly by both sections.

The law library has practically complete collections of all American, English, Irish, Scotch and Canadian court reports, together with the leading digests, tables of cases, citation books and other legal bibliographic apparatus necessary to the convenient and exhaustive study of this material. It also has an unusually extensive collection of American statute law, including the laws of the colonial period. Much of this material is important not only as legal material but also as exceedingly rare early Americana, some volumes of which form important examples of the history of printing in this country. The statute law of the Dominion of Canada, the several Canadian provinces, England, Ireland and Scotland is represented by excellent working collections.
The Library has a complete set of the records and briefs in the Supreme Court of the United States since 1874. There are also complete sets of the records in the New York Court of Appeals, the four Appellate Divisions of the New York Supreme Court, and in many of the cases reported in the New York Miscellaneous Reports, since 1911. Extensive though incomplete collections of the records and briefs of cases in the Court of Appeals and Appellate Division prior to that time are also available. There is an extensive collection of American legal textbooks, cyclopedias, and dictionaries. So far as possible all legal periodicals in the English language, with a selection from those in other languages, have been acquired. The Library has a very extensive collection of the reports of bar associations and legal societies.

Much success has been achieved in securing a notable collection of the journals, debates and documents of American constitutional conventions. Considerable progress has also been made in collections of legal history and biography, literature of the law, international law, constitutional law, and trials.

**FINANCES**

**Legislative Reference Section of the State Library**

It is not possible to segregate annual or biennial expenditures for the Legislative Reference Section of the New York State Library. The items of salary, maintenance and operation, supplies, and other designations used in the analysis of the appropriations are included in the appropriations for the State Department of Education.

However the annual expenditures of the Legislative Reference Section have been estimated at $14,000.00.

**Legislative Bill Drafting Commission**

The following are the 1933-34 expenditures of the Legislative Bill Drafting Commission classified as to personal service and maintenance and operation.

- Commissioner: $7,500.00
- Commissioner: $6,000.00
- Deputy commissioner: $5,000.00
- Counsel: $5,000.00
- Assistant counsel, 2 at $2,750: $5,500.00
- Secretary: $2,400.00
- Assistant bill drafter, 2 at $2,000: $4,000.00
- Chief examiner: $2,400.00
- Examiner, 3 at $2,400: $7,200.00
- Legal assistant: $2,000.00
- Legal assistant: $1,800.00
- General clerk, 2 at $1,800: $3,600.00
- Compeer: $1,600.00
- Compeer, 2 at $1,400: $2,800.00
- Stenographer: $1,800.00
- Stenographer: $1,600.00
- Stenographer, 2 at $1,500: $3,000.00
- Stenographer, 2 at $1,200: $2,400.00
- Temporary service: $675.00

For editing and indexing session laws, to be paid on the approval of the president pro tem of the senate and the speaker of the assembly: $6,000.00

Total of schedule: $72,275.00

Less savings and salary reductions: $2,875.00

Amount appropriated: $69,400.00

**Maintenance and Operation**

For the expenses of maintenance and operation other than personal service: $2,200.00

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**STATE OF NORTH CAROLINA**

**HISTORY**

Bills providing for the office of Legislative Reference Librarian were defeated in the North Carolina General Assembly in 1911 and 1913 prior to the approval of an act on March 9, 1915. This act created a legislative reference service under the North Carolina Historical Commission. The act was amended April 1, 1933, to make the Legislative Library a division of the Department of the Attorney-General.

The Legislative Reference Library is
very active and is responsible for the publication of numerous worth-while studies. Although the act establishing the service does not require that a bill drafting service be maintained, the staff is actively engaged in rendering this service during legislative sessions.

LAW AND AMENDMENTS

The act authorizes and requires the North Carolina Historical Commission "to appoint a properly qualified person to be known as a Legislative Reference Librarian, whose duty it shall be to collect, tabulate, annotate and digest information for the use of the members and committees of the General Assembly and other officials of the state, and of the various counties and cities therein, upon all questions of state, county and municipal legislation." North Carolina, Acts, 1915, Chapter 202, page 277.

The Legislative Reference Library was placed under the Department of the Attorney-General by a North Carolina Act of 1933.

ORGANIZATION

The Legislative Reference Librarian and the staff of the Legislative Reference Library are appointed by the Attorney-General of the State of North Carolina for an indefinite period. A staff of twodevotes full time to legislative reference service and a secretary is employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The North Carolina Legislative Reference Library undertakes a complete legislative reference service including analytical comparisons of the legislation on various problems in other states and nations. A very good library is maintained, containing the laws of other states and nations, and as much other legislative material as is practically available. All bills obtained are classified by subject and filed for ready reference. A complete inquiry service is maintained and information not on hand is procured as quickly as possible. The Legislative Library has been very active in compiling and publishing material valuable to all of the state officials. These publications include a booklet containing official votes for all officers by counties and a list of the members of the General Assembly, a Directory of State and County Officials, a bulletin containing amendments to the Consolidated Statutes, and a Court Calendar. Other material is compiled for municipalities and for persons throughout the state. After each November election a list of the newly-elected members of the General Assembly is printed. The North Carolina Manual is compiled and published biennially and a report of the Library's activities is made annually. The Library is also active as a bill drafting agency. Over six hundred bills are drafted for the legislators and other officials each year.

PERSONNEL

Librarian, Legislative Reference Library, HENRY M. LONDON


HENRY M.
LONDON

Librarian, Legislative Reference Library

Member: North Carolina State Bar Association (Sec. and Treas. since 1921). Secretary, Board of Trustees, University of North Carolina since 1921. Member, Board of Managers, American Legislators' Association, 1929-31. American Bar Association.

Clubs and Organizations: Sons of the American Revolution. Raleigh Rotary Club, Raleigh Chamber of Commerce. Phi Delta Phi (legal fraternity), Sigma Alpha Epsilon (social fraternity).

Married: Mary Elliot.

Residence: 615 Hillsboro Street, Raleigh.

Office: Supreme Court Building, Raleigh.

Research Associate, Mrs. W. J. Peele

LIBRARY FACILITIES

Office Facilities

The North Carolina Legislative Reference Library is located on the second floor of the Supreme Court Building, which is adjacent to the State Capitol. The quarters allocated to the Library are inadequate, consisting of only two office-size rooms. While the location in the Supreme Court Building is inconvenient to the legislators who wish to make use of the service, it is convenient for the Legislative Reference Library since the State Library is on the first floor and the Law Library is on the fourth floor of the same building.

Library Materials

The Legislative Reference Library contains approximately 12,000 pieces of material catalogued according to the Dewey Decimal Classification System. The material is not separated into bound volumes, pamphlets, or periodicals, so there is no way of knowing the count for these individual classes. Care is taken to avoid duplicating material regularly kept in the State and Law Libraries.

Other Library Collections Available

As above stated, the North Carolina State Library is on the first floor and the State Law Library is on the fourth floor of the Supreme Court Building. This arrangement renders their collections immediately available to the Legislative Reference Library.

FINANCES

The total expenditures of the North Carolina Legislative Reference Library for the last two biennia are as follows:

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<th>Item</th>
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<td>Salary of Librarian</td>
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STATE OF NORTH DAKOTA

HISTORY

Both legislative reference and bill drafting services were rendered by the Legislative Reference Bureau of North Dakota. This bureau was one of the divisions of the Public Library Commission created by an act approved March 2, 1907 and amended on March 3, 1909. Among the purposes of this Commission was the establishment of a Legislative Bureau.

In 1919 the duties of the Legislative Reference Bureau were transferred to the Law Librarian since the position of the Library Commission as an independent organization was terminated in 1917. The work eventually came under the Board of Administration. Since the State Law Librarian was also ex officio Supreme Court Reporter, the added work was too much. The service quickly diminished and finally terminated during a general state reorganization.
STATE OF OHIO

HISTORY

The Legislative Reference Department of Ohio was organized in 1910 as a part of the State Library in accordance with an act approved May 13, 1910.

Under the provisions of this act, the Board of Library Commissioners was to appoint an assistant to be known as the Legislative Reference Librarian. In 1913 an act was passed, amending the original act and setting up the Legislative Reference Bureau as a department separate from the State Library though still under the direction and supervision of the State Board of Library Commissioners.

An act of 1914 provided that ten qualified voters might, by written communication, submit any proposal, law or amendment to the Legislative Reference Department for examination. If that Department found it constitutional it should so certify and the certification should be printed under the proposition on the ballot. This law was repealed, as of January 1, 1930.

From 1915 to 1921 the State Librarian acted as Director of the Legislative Reference Department. In 1921, under the administrative code, the position of Director was abolished, the head of the department being designated as Chief of the Legislative Reference Division and appointed by the State Librarian. This organization remained until 1933 when the Ohio Legislative Reference Bureau again became a separate department. At present the Chief of the Legislative Reference Bureau comes under the Legislative Reference Board, composed of the Governor, Clerk of the Senate, and Clerk of the House of Representatives.

LAWS AND AMENDMENTS

"To provide for a legislative reference and information department in connection with the Ohio State Library," 101 Ohio Laws, p. 221.

The Bureau became a separate department under the State Board of Library Commissioners. 103 Ohio Laws, p. 8.

Ten qualified voters may send a proposition to the Legislative Reference Department for certification according to Ohio General Code, Sec. 5175-29e (104 Ohio Laws, page 120). The above was repealed by 113 Ohio Laws, page 412.

The Director of the Legislative Reference Department became Chief of the Legislative Division and appointed by the State Librarian under the Ohio Administrative Code of 1921. General Code, Sec. 154-54 (109 Ohio Laws, p. 123).

The Legislative Reference Division became a separate department under the Legislative Reference Board by the Ohio Acts of 1933. General Code, Sec. 798-1 (115 pt. II, Ohio Laws).

ORGANIZATION

The Chief of the Ohio Legislative Reference Bureau is appointed for an indefinite term by the Ohio Legislative Reference Board which is composed of the Governor, the Clerk of the Senate and the Clerk of the House of Representatives. The Board likewise appoints the secretary of the bureau. The other members of the staff of the Legislative Reference Bureau are appointed for indefinite terms by the Chief with the approval of the Legislative Reference Board. A staff of two devotes full time to legislative reference service. Graduate students in law from Ohio State University are employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The chief function of the Ohio Legislative Reference Bureau is the drafting of bills for members of the Ohio General Assembly and other state officials. Between 75 and 80 per cent of all bills introduced into the General Assembly are drafted by the Bureau. Committee reports and briefs on the constitutionality of proposed legislation are also prepared. Material relative to pending legislation is accumulated. Research work is conducted on subjects of interest to the General Assembly. The Ohio Bureau prepares several major compilations and digests of laws every year. It also prepares the Ohio pages for the Statesman's Yearbook and Moody's Investors Service. Many minor studies are made and a substantial inquiry service is rendered. A ref-
erence file of bills is kept and an exchange of bills is maintained with several other states. Approximately 750 bills are added to the Ohio files each year from California, Connecticut, Iowa, New York, Pennsylvania and Wisconsin. A subject index of all bills is kept and record made of their legislative travel. During the sessions of the 1933 Ohio General Assembly the Bureau drafted 1042 of the 1125 bills introduced and served, in some capacity, 150 of the 167 members.

PERSONNEL

Chief of Legislative Reference Bureau,
ARTHUR A. SCHWARTZ

Education: A.B., Ohio State University, 1914. A.M., Ohio State University, 1915.

Arthur A. Schwartz
Chief of the Legislative Reference Bureau

Member: Phi Beta Kappa.
Compiler and Annotator: Ohio School of State and Local Government, 1930.

Residence: 958 South Ohio Avenue.

LIBRARY FACILITIES

Office Facilities
At the present time the Ohio Legislative Reference Bureau occupies a room on the first floor of the Capitol Building. Now that the Bureau has been set up as a separate department, quarters on the second floor of the Capitol Building which are more accessible to the Senate and House chambers will be taken over. The new location has not been definitely selected as yet.

Library Material
The Legislative Reference Bureau has approximately 40,000 books and pamphlets catalogued by the Library of Congress classification system. In addition there are numerous sets of clippings and much typewritten material classified by nearly 300 different subjects and filed in several filing cases. It is impossible to estimate the amount of this material.

Other Available Library Collections
There is available to the Legislative Reference Bureau the Ohio Supreme Court Library, located in the State House Annex. The State Library occupies a part of the New State Office Building about a block from the Capitol Building. Both of these libraries are well equipped with material and with reference facilities.

FINANCES
It is impossible to tell just what the expenditures of the Bureau were during the time it was a division of the State Library, since expenditures were not segregated by divisions or services. Information on expenditures since establishment as a separate department are also not available.
HISTORY
No specific provision has ever been made by the Oregon Legislative Assembly for the establishment of a legislative reference bureau but the State Librarian is required by law to render such services. The Oregon State Library was quick to see the need of a legislative reference bureau and acted in that capacity without authorization from 1905 to 1913. An act approved February 25, 1913, provided that among his other duties the state librarian should render legislative reference service. No special appropriation has ever been made to carry on this work.

LAW AND AMENDMENTS
"The state librarian . . . shall also collect and index those public documents which shall be of service to state boards, officials, and commissioners, and for reference work for the members of the Legislative Assembly for investigation of public questions." Oregon, General, Laws, 1913, Chapter 149, page 264.

ORGANIZATION
Oregon State Library
The State Librarian is appointed for an indefinite term by the Board of Trustees of the State Library which is composed of the Governor, the State Superintendent of Schools, the Chancellor of the Oregon State System of Higher Education, the Librarian of the Portland Library, and three members appointed by the Governor. The library staff is appointed by the State Librarian for indefinite terms with the approval of the Board. The librarian and one member of the staff devote such time as is needed to the legislative reference work, and call freely upon other staff members for additional services. No temporary staff members are employed during legislative sessions. The State Library is not departmentalized but very elastic as to organization, personnel, material, and finances.

Legislative Service and Reference Bureau of the State of Oregon
The Legislative Service and Reference Bureau is a semi-official bureau directed by the heads of five departments of the University of Oregon, namely, political science, law, economics, history, and business administration. The members serve without compensation and no funds are appropriated for the Bureau. The Governor officially appoints the members of the Bureau for a two year term. The present term ends June 1, 1935. The Bureau may draw upon other members of the faculty and upon students for assistance.

LEGISLATIVE SERVICES RENDERED
Oregon State Library
The State Library provides legislative reference material to members of the Legislative Assembly and other state officials. It is not working on any large compilations or research problems but keeps close check of digests made elsewhere that might be of service. All comparative legislative material found in the Library has been carefully indexed. There is also an index to all bills introduced into the Legislative Assembly from 1907 to 1917. Since 1917 the bills have been adequately indexed in the Journals of House and Senate. An official file of bills of the House from 1885 to date and of the Senate from 1887 to date has been preserved. The Library maintains three complete files of every Oregon document and exchanges documents with other states when possible. The staff assembles from documents, pamphlets, and books, material on all public questions of interest to the legislators. Immediately after the November election, a personal letter is sent to each senator and representative—telling him of the facilities available, and offering to do any necessary research on problems of particular interest to him. All such work done for individuals is of course held in strict confidence. The Library publishes a biennial report on all its activities and occasional bibliographies on timely subjects such as sales tax, and city planning.

Legislative Service and Reference Bureau
This Bureau, upon request of legislators or other state officials, makes investiga-
tions and prepares reports for their use. It also drafts bills upon occasion.

The Office of the Attorney-General

The Attorney-General and his staff draft bills, resolutions and amendments thereto, upon the request of the legislators and officers and committees of the several houses. The Attorney-General also advises legislators and government officers upon questions of law and especially upon the validity of proposed legislation with respect to its conformance to the state and Federal constitutions.

The State Supreme Court Library

The State Law Librarian renders some research and library service on legal matters to legislators and other public officials. This consists largely of looking up and comparing the laws of several states upon certain subjects.

PERSONNEL

State Librarian, Harriet C. Long


Harrriet C. Long
State Librarian


Residence: 173 South Cottage Street, Salem.

Office: State Library, Salem.

Research Associate—State Library, Mirth Pah Blair

Legislative Service and Reference Bureau of the State of Oregon

University of Oregon

Political Science Department, Prof. J. D. Barnett.

Law Department, Prof. R. C. Clark.

Economics Department, Prof. Wayne L. Morse.

History Department, Prof. H. V. Hoyt.

Department of Business Administration, Prof. James H. Gilbert.

Attorney-General, I. H. Van Winkle

State Law Librarian, E. N. Gillingham

LIBRARY FACILITIES

Office Facilities

The State Library is inadequately housed in the Supreme Court Building. It occupies space in various parts of four floors and is crowded into every available corner. Segregation of legislative reference material is practically impossible because of these conditions. Inadequate ventilation, light, and space are handicaps to efficient clerical work. A new $350,000 State Library building very close to the State House has been planned as a P. W. A. project and is awaiting action. In the new building there is to be a separate room for legislative service. The present housing is very convenient to the House and Senate chambers, and to the Supreme Court Library.

Library Material

The State Library has a collection of over 342,000 books and pamphlets, with un-
counted thousands of periodicals and clippings. The only part of the collection which is specially designated as legislative reference is a file of more than 1,800 pieces of comparative legislation. The crowded condition of the library prohibits further segregation. Most of the material is on the general shelves and is catalogued according to the Dewey Decimal System. The majority of the legislative inquiries are handled by one person trained in legislative and governmental research and familiar with the location of pertinent material. During legislative sessions needed materials are withdrawn from circulation and reserved for the use of the legislators. Much valuable material has been collected by the Library during its quarter century of legislative reference service and the collection of such material is undoubtedly the best in the Northwest. A slight additional appropriation for more skilled service and for more space would make it of much greater value to the Legislative Assembly.

Other Library Collections Available

The materials in the State Supreme Court Library are immediately available to the State Library. The University of Oregon Library and that of the Oregon State Agricultural College are farther removed, but both are very willing to lend their materials. The resources of the Portland Library are also available.

The Legislative Service and Reference Bureau of the State of Oregon is located at, and uses the facilities of, the University of Oregon at Eugene.

FINANCES

The total expenditure of the Oregon State Library for the biennium 1929-30 was $84,560; for 1931-32, $93,475; and for 1933-34, approximately $87,000. It is impossible to tell how much of this went into legislative reference service. The budget is kept flexible so that the money may be used where needed.

COMMONWEALTH OF PENNSYLVANIA

HISTORY

The Legislative Reference Bureau of Pennsylvania was organized as a division of the State Library by an act approved April 27, 1909. The duties of the Bureau were expanded in 1911 and 1915. The act approved by the General Assembly in 1913 directed the Bureau to examine and compile the statute law of Pennsylvania and subsequent acts of 1915 and 1917 authorized it to continue this work. The Legislative Reference Bureau was reorganized as a legislative agency by an act approved May 7, 1923. The director of the Bureau, instead of being appointed by the Governor, is now elected by the Senate and House of Representatives in joint session. One of the leading legislative agencies in the United States at the present time, the Pennsylvania Legislative Reference Bureau publishes many of its digests and compilations and operates with the whole-hearted support and confidence of the General Assembly and the Administration.

LAWS AND AMENDMENTS

Duties Enlarged, Penn., Public Laws, 1911 p. 76.
Statutory Revision Ordered, Penn., Public Laws, 1913 p. 250.
Salary Amendment, Penn., Public Laws, 1929 p. 1803.
Salary Amendment, Penn., Public Laws, 1931 p. 95.

ORGANIZATION

The Director of the Pennsylvania Legislative Reference Bureau is appointed by a
THEJBOO^ OF THE STATES

Department of Justice

The Attorney-General of Pennsylvania assists in bill drafting and statutory revision upon request of the members of the General Assembly, Governor, or department heads.

Department of Revenue

The Executive Assistant to the Secretary of the Bureau of Administration and Accounts assists in the drafting of revenue measures. The Executive Assistant to the Commissioner of the Bureau of Motor Vehicles renders a similar service in the drafting of motor vehicle legislation.

Department of Highways

The attorney of the Bureau of General Engineering Headquarters, Department of Highways, is of great assistance in the drafting of highway legislation.

Personnel

Director, Legislative Reference Bureau,

JOHN H. FERTIG

Education: High school and one year of post-graduate work for teaching profession.

John H. Fertig
Director, Legislative Reference Bureau

The Legislative Reference Library has approximately 3,050 volumes, of which 1,500 volumes are devoted to law. This is considered a very adequate working library. The files include 3,450 pamphlets, over 1,500 clippings and about 6,000 separate pieces of typewritten material. The material is catalogued by a special classification system developed in the Bureau. Originally 6,000 numbers were assigned to the system. Where expansion becomes necessary and unused numbers are not available, a decimal point is used.

Other Library Collections Available
The Pennsylvania Bureau makes frequent use of the State General Library and the State Law Library, especially of the public documents section of the latter. These libraries are housed in the Education Building, which is about two city blocks from the Bureau offices.

FINANCES
The actual expenditures of the Pennsylvania Legislative Reference Bureau for the biennium 1931-33; for the fiscal year 1933-34; estimated for the fiscal year 1934-35; and the estimated total for the biennium 1933-35 are as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Total 1931-33</th>
<th>Total 1933-34</th>
<th>Est. Total 1931-33</th>
<th>Est. Total 1933-35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary of Director</td>
<td>$15,000.00</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>Other Salaries</td>
<td>68,856.50</td>
<td>28,528.00</td>
<td>35,020.00</td>
<td>57,059.00*</td>
</tr>
<tr>
<td>Temporary Wages</td>
<td>2,152.70</td>
<td>3,508.00</td>
<td>3,508.00</td>
<td>3,508.00</td>
</tr>
<tr>
<td>Subscriptions, etc.</td>
<td>810.39</td>
<td>261.45</td>
<td>300.00</td>
<td>561.45</td>
</tr>
<tr>
<td>Traveling Expenses</td>
<td>410.18</td>
<td>**</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Express, Freight, etc.</td>
<td>1.54</td>
<td>2.73</td>
<td>5.00</td>
<td>7.73</td>
</tr>
<tr>
<td>Postage</td>
<td>1,050.00</td>
<td>436.00</td>
<td>448.00</td>
<td>884.00</td>
</tr>
<tr>
<td>Telegrams</td>
<td>20.09</td>
<td>5.89</td>
<td>12.00</td>
<td>17.89</td>
</tr>
<tr>
<td>Dues to Associations</td>
<td>50.00</td>
<td>30.00</td>
<td>35.00</td>
<td>65.00</td>
</tr>
<tr>
<td>Books and Reports</td>
<td>1,334.94</td>
<td>42.56</td>
<td>100.00</td>
<td>142.56</td>
</tr>
<tr>
<td>Total</td>
<td>$93,786.34</td>
<td>$35,306.63</td>
<td>$38,933.00</td>
<td>$74,239.00***</td>
</tr>
</tbody>
</table>
Marked difference in two biennia is due to cut in appropriation.

No allocation to this classification because of cut in appropriation.

Deficiency appropriation will be requested from the General Assembly for extra session help, approximately $5,000.

In addition to the above amounts the Legislative Reference Bureau was allocated certain amounts from the Department of Property and Supplies for printing, binding, stationery, telephone, telegraph, repairs, equipment, bottled water, insurance and other incidentals. This amounted to $3,845.99 for the biennium 1931-33 and $1,220.96 for the first fiscal year of the present biennium 1933-35. It is estimated that the total for the 1933-35 biennium will be $2,315.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

HISTORY

The Legislative Reference Bureau was originally established as a division of the Rhode Island State Library by an act approved April 23, 1907. This act was amended April 30, 1908. The facilities of the State Library are at the disposal of the Bureau when the General Assembly is in session. No provision was made for the employment of draftsmen in the Reference Bureau, but the State Librarian and assistants render in an unofficial way such assistance as may be required in preparing bills for introduction. In 1925 the salary of each employee of the Legislative Reference Bureau was specified by law.

The office of State Law Revision Commissioner was created in 1926. The Commissioner codifies and revises existing statutes, drafts bills, and resolutions, and advises on bills before the Governor signs them.

LAWS AND AMENDMENTS

Bureau established, Rhode Island, Acts, 1907, Chapter 1471.

Duties broadened, Rhode Island, Acts, 1908, Chapter 1554.

Salaries specified, Rhode Island, Acts, 1925, Chapter 522.

Revision Commissioner, Rhode Island, Acts, 1926, Chapter 790.

Salary revisions, Rhode Island, Acts, 1930, Chapter 1600.

ORGANIZATION

The State Librarian, also ex officio State Record Commissioner, is appointed by the Secretary of State with the advice and consent of the Senate, for a three year term—the present one ending January 31, 1937. The director and staff of the Legislative Reference Bureau are appointed for indefinite terms by the State Librarian with the approval of the Secretary of State. A staff of three devotes full time to legislative reference work. Temporary staff members are employed during legislative sessions, and the services of the Library staff are drawn upon as needed.

The State Law Revision Commissioner is appointed by the Governor, with the advice and consent of the Senate. He is required to be a practising attorney and experienced in legislative procedure.

LEGISLATIVE SERVICES RENDERED

Legislative Reference Bureau

The Rhode Island Legislative Reference Bureau undertakes to furnish complete legislative reference service for the legislators and other state officials—that is, to supply information on the laws of other states on a given subject; on legislation enacted at any time in Rhode Island; references to any books dealing with legislative questions; and to comments on legislation in current periodicals. The pending bills of Massachusetts, Connecticut, New York and other states are on file in the library. The pending bills of Rhode Island have a special filing room and duplicates are supplied upon application. For this purpose a dictionary card catalogue is kept as well as a file of serial cards upon which is entered...
the travel of the bills. Entry is also made under the name of the introducer. The Bureau makes a sessional index of all legislation by bill number and keeps up to date a card list of all Rhode Island legislators since 1850. A cooperative arrangement was maintained between the Bureau and Brown University from 1908-1929 by which students were permitted to perform work in cooperative legislation under the direction of the Legislative Reference Bureau. Some of the material prepared by the students has been utilized in the legislative reference bulletins which the Bureau publishes. Other digests and important compilations and reports are also published by the Rhode Island Bureau and listed with the Public Affairs Information Service. While the Bureau is not officially required to draft bills, for many years it has drafted a large portion of the acts and resolutions presented to the General Assembly. Seven hundred and twelve bills were handled during the 1934 session of the General Assembly convening in January. Since Rhode Island is so small in area, municipalities and towns are also assisted in their research work by the Bureau.

The State Law Revision Commissioner

The Commissioner works on a consolidation of all the statutes and public laws of the state beginning with the general laws of 1923. He maintains the consolidations and revisions in up to date form. Upon written request of the Governor, the presiding officer of the Senate, the Speaker of the House of Representatives, or the chairman of any standing committee of either house, the Commissioner will prepare, draft, and redraft bills, acts, resolutions or amendments. He is also called upon to serve on or to assist many legislative commissions.

PERSONNEL

State Librarian, Herbert O. Brigham

Education: Student, Brown University, Providence, Rhode Island, 1895-96 and 1898-99.


Residence: 11 Nisbet Street, Providence. Office: State House, Providence.

Director of Legislative Reference Bureau, Grace M. Sherwood

Education: A.B., Women's College, Brown University, 1906.


Author: Numerous articles, stories, plays, poems and songs. Served with Y.M.C.A. in France, writing and directing plays for soldier productions.

Member: American Library Association, National Association of State Libraries (Vice President 1931-32), American
Museum of Natural History. Board of Directors, Federal Hill House.


Residence: 123 Waterman Street, Providence.

Office: State House, Providence.

State Law Revision Commissioner, James G. Connolly

Library Facilities

Office Facilities

The Rhode Island Legislative Reference Bureau shares the State Library quarters which occupy the central point on the second floor of the State House midway between the Senate and the House chambers. The equipment and materials of the Bureau and the Library are not kept separate. A private office for the Librarian, an office for the State Record Commissioner, and numerous stack rooms throughout the building are maintained in addition to the main library.

Library Materials

The Bureau library is an integral part of the State Library and draws its materials from the Library files. The Dewey classification system is used in general. The library contains over 65,000 books and 80,000 pamphlets. This includes the Rhode Island Collection, state documents and journals, city documents, United States Government Depository Set, United States Departmental Collection, foreign documents and laws, classified pamphlet laws, legal references, pamphlets, periodicals, legal reports, bulletins, and circulars in addition to the official archives and records maintained by the State Record Commissioners and the Secretary of State.

Other Library Collections Available

The libraries of Brown University, Providence Public Library, Rhode Island Historical Society and other special collections in the city of Providence are available to the Legislative Reference Bureau. The close proximity to Boston gives opportunity for use of the facilities of the Massachusetts State Library and other Boston libraries.

Finances

Legislative Reference Bureau

The expenditures of the Rhode Island Legislative Reference Department for the four fiscal years (ending June 30) 1931, 1932, 1933 and 1934 together with the recommended appropriation for 1935 are as follows:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Personal Service</th>
<th>Office Expense</th>
<th>Other Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1930-31</td>
<td>$5,300.00</td>
<td>310.26</td>
<td>67.10</td>
<td>$5,677.36</td>
</tr>
<tr>
<td>1931-32</td>
<td>$5,500.00</td>
<td>230.00</td>
<td>150.00</td>
<td>$5,680.00</td>
</tr>
<tr>
<td>1932-33</td>
<td>$5,430.00</td>
<td>173.69</td>
<td>48.54</td>
<td>$5,652.23</td>
</tr>
<tr>
<td>1933-34</td>
<td>$5,341.67</td>
<td>282.91</td>
<td>50.00</td>
<td>$5,674.58</td>
</tr>
<tr>
<td>1934-35</td>
<td>$5,300.00</td>
<td>330.00</td>
<td>50.00</td>
<td>$5,680.00</td>
</tr>
</tbody>
</table>

The annual expenditures for the State Law Revision Commissioner cover Personal Service, $7,500, Office Expense, $200, and other expenses, $100.

State of South Carolina

History

It is interesting to note that South Carolina made an early official step in expert bill drafting. In 1868 the General Assembly ordered its Attorney-General to aid in the preparation of legislative documents and bills on the request of either house. At the next session the Attorney-General was
authorized to require the State Solicitors in the eight judicial districts to aid in this function. The Attorney-General still drafts bills upon the request of members of the General Assembly. However, a law creating an official legislative reference bureau in South Carolina has never been enacted. In 1914, when the present State Librarian took office, she saw the need for such a service and as a result, legislative research work has been undertaken to a slight extent. No extra appropriation is given to the Library for this work and since the staff has been reduced to the librarian, legislative services are necessarily limited.

**Laws and Amendments**

Bill drafting was first officially established in South Carolina by the South Carolina Statutes at Large, XXII, Number 249.

**Organization**

The State Librarian, the Attorney-General, and the Code Commission render all of the legislative services performed. The State Librarian is appointed by the General Assembly to serve a four year term. There is no staff. The Librarian devotes part time to legislative reference work.

**Legislative Services Rendered**

At the present time, the Librarian maintains a file of the bills introduced into the General Assembly arranged by subject. A set of all of the reports and documents of the state is also maintained. Very little research is done. Material is secured upon request of the legislators for their own use.

The Attorney-General drafts bills during legislative sessions upon the request of the individual members of the General Assembly.

The Code Commissioner makes a continuous revision of the South Carolina Codes. He also indexes the statutes after each session of the General Assembly.

**Personnel**

**State Librarian, Mrs. Virginia G. Moody**

*Education:* Graduate, College for Women, Columbia, South Carolina.

*Offices:* Librarian, South Carolina State Library since 1914.

*Office:* State Capitol, Columbia.

**Attorney-General, John M. Daniel**

**Library Facilities**

**Office Facilities**

The South Carolina State Library is located in the Capitol Building midway between the House and Senate chambers. The Library is not large but there is adequate floor space and equipment. Both lighting and ventilation facilities are excellent.

**Library Material**

The State Library contains approximately 75,000 bound volumes and a considerable collection of pamphlets, periodicals and clippings. The material used for legislative reference work is not separate, but, with the legal collection, forms an integral part of the State Library.

**Finances**

The total expenditures for the South Carolina State Library for the fiscal year 1933 were $5,343. In 1934 they dropped to $3,761.50. It is not possible to estimate what portion of this expenditure is chargeable against legislative reference services.

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**State of South Dakota**

**History**

The South Dakota Legislative Reference Bureau was originally established as a division of the state library in 1907. Legislative reference research and some bill drafting services were provided and a legislative reference library accumulated. Since 1927, however, the constant demands for retrenchment have greatly reduced the personnel and curtailed the services.
LAWS AND AMENDMENTS

The act of 1907 requires the State Librarian "to establish a division of legislative reference, in which he shall provide the reports of the various officers and boards of this state and as far as may be possible of other states and other such material upon economic and sociological subjects as he may be able to provide, and shall index and classify the same and make the information therein available for the use of the state legislature, and shall, as required, provide for the use of members of the legislature, such information and assist in drafting bills and in every reasonable way make the division useful in the preparation of legislation."

Established; South Dakota, Acts 1907, Chapter 185, p. 395.

Under State Librarians, South Dakota, Revised Code of 1919, Section 9922.

ORGANIZATION

The South Dakota State Historical Society administers the State Library, the Legislative Reference Library and the State Department of History. The Superintendent of the State Department of History is appointed for an indefinite term by the Executive Committee of the South Dakota State Historical Society and acts as its secretary. He is also ex officio State Librarian and as such becomes secretary of the South Dakota Free Library Commission. The superintendent devotes most of his time during sessions to legislative reference and bill drafting. He is assisted during this period by several untrained assistants appointed by the Legislature.

LEGISLATIVE SERVICES RENDERED

Until 1927 an assistant had been actively in charge of the legislative reference work. At present the legislative reference library in conjunction with the State Library is maintained by the Superintendent of the State Department of History and one assistant. The Superintendent gives advice on requested subjects and assists the legislators in analyzing state reports while the assistant catalogues all material and compiles digests on subjects of legislative interest. An attempt is made to answer all inquiries sent to the Bureau. Bill drafting is occasionally done by the Superintendent in his capacity as director of the Legislative Reference Division. However, as a result of the many functions undertaken by the Department most of this service has been diverted to the Attorney-General's office.

PERSONNEL

Superintendent, Department of History,

LAWRENCE K. FOX

Education: A.B., University of South Dakota, 1922.


Member: Secretary and member South Dakota State Historical Society. Secretary South Dakota Free Library Commission since 1926. Secretary, Soldiers and Sailors Memorial Commission since 1926. Ex officio State Librarian since 1926. Mississippi Valley Historical Society. Minnesota Historical Society.

Author: Who's Who Among South Dakotans (1924 and 1928).

Clubs and Organizations: Mason, 32nd degree, Knights of Pythias, American Legion, Lambda Chi Alpha.

Married: Jennie E. Lamkin.

Residence: 475 Central Ave., Pierre.

Office Address: Memorial Building, Pierre.

LIBRARY FACILITIES

Office Facilities

The Legislative Reference Division of the State Library is maintained in the State Capitol during the session of the legislature close to both Senate and House chambers. The Superintendent's office is across the street from the Capitol in the Soldiers' and Sailors' World War Memorial building which was completed in 1932.

Library Material

The Legislative Reference Library is a part of the State Library and the facilities and materials are merged since there is not sufficient personnel to care for them separately. The collection consists of the usual material, bills, departmental reports, state
LEGISLATIVE REFERENCE SERVICES

Other Available Collections of Material

The Supreme Court Library makes all of its legal material available to the legislators and administrative officials. The library of the Free Library Commission, located in the capitol-annex since 1933, is also available.

FINANCES

There are no special appropriations made to the Legislative Reference Division of the South Dakota Department of History. It is administered solely as a function of that department.

STATE OF TENNESSEE

No official organization or department of the state government of Tennessee furnishes legislative reference service. The State Department of Finance and Taxation by virtue of the Code of Tennessee 1923, Chapter 7, Section 19 has power... "to investigate the tax systems of other states, and to formulate and recommend such legislation as may be deemed expedient to prevent evasion of assessments and tax laws, and to secure a just and equal taxation and improvement in the system of taxation in the state." This provision limits the department to studies on taxation.

A private organization known as the Tennessee Legislative Service was established in 1923 and functions at the Capitol during legislative sessions. It issues daily reports of legislative transactions for the information of members of the General Assembly and state officials and will answer occasional inquiries requiring a small amount of legislative research. The service operated by Mr. Verner M. Jones and Mr. John D. Green is rendered upon contract with the General Assembly and has no official status.

STATE OF TEXAS

HISTORY

An act of March 19, 1909, creating the Texas Library and Historical Commission provided for a Legislative Reference Section which would engage in the collection, indexing and classification of materials for legislative use, and in bill drafting. In 1912-13 the University of Texas sent one of their law professors to carry on the work. The professor was paid his regular salary, exempted from nearly all of his university duties and furnished with a part time secretary. The legislative reference service was very satisfactory and some bill drafting was done. The University did not return the professor in 1915. That year, the State Library used a stenographer's salary to pay an assistant librarian to carry on legislative reference work. The legislature of 1915 made an appropriation for the operation of the Legislative Reference Section and also considered an amendment of its Joint Rules of Procedure to provide for the enforced submission of all bills to this section for revision. This amendment failed to pass. The Legislature of 1917 cut all appropriations to the reference section except the salary of the legislative reference librarian. But in 1921 an additional appropriation "for conducting the Legislative Reference Section" was added and has been continued to date.

LAWS AND AMENDMENTS

The Reference Section was established by Texas, Acts, 1909, Chapter 70, p. 120, 126.
Organization

The Legislative Reference Section is governed as a part of the Texas State Library by the Texas Library and Historical Commission which is composed of five members appointed by the Governor, with the approval of the Senate, for six-year terms. The Commission appoints both a state librarian and a legislative reference librarian for two-year terms. The librarian appoints staff members. At present the legislative reference librarian devotes full time to the Section and two part time staff members are regularly employed. Other members of the State Library staff help during legislative sessions.

Legislative Services Rendered

The Legislative Section answers all special requests for research and compilations. During the sessions a daily history of bills and resolutions is kept, together with a card catalogue containing page references to the daily journals. After the sessions the Section prepares a list of all bills passed. These lists, together with a table which shows at a glance a history of legislative treatment of Texas law subsequent to 1925, are extremely valuable. The Section also keeps a card index of members of the Legislature from 1880 to the present. A card index of school district laws is kept up to date. The division also sends out legal texts and compilations upon request. The Legislative Reference Section has published certain of its more important research studies, has aided in the publication of the Statesman's Yearbook of Texas, and has contributed its section to the biennial report of the State Library. A reclassification of all the library material to a modified Dewey Decimal system has recently been completed.

The bill drafting service has never been emphasized by the Legislative Reference Section. Most of this work is done on request by the office of the Attorney-General.

The Supreme Court Library gives library service on legal matters and the Secretary of State's Office answers inquiries regarding legislation.

Personnel

State Librarian, Fannie M. Wilcox
Library, Legislative Reference Section, Doris H. Connerly
Education: LL.B., University of Texas, 1919.
Residence: 506 West 29½ Street, Austin.
Office: State Library, State Capitol, Austin.
Assistant Legislative Reference Librarian (Part Time), Mary Kate Parker, B.A., LL.B., Univ. of Texas; Fritz Sorrell.

Library Facilities

Office Facilities

The Legislative Reference Section is located with the State Library and the Supreme Court Library on the second floor of the Capitol building. It has a section of the main library for its own library which contains filings of pamphlets, clippings and typewritten compilations of laws. The planning arrangement is very convenient to the House and Senate chambers. The space is so small, however, that much of the material of the State Library is shelved in the basement. This is inconvenient as the basement material includes such valuable reference publications as the Texas Archives, non-current state documents, United States documents, periodicals, newspapers, etc.

Library Material

The Section has in its own library over 400 feet of separate filing cases in which pamphlets, clippings, compilations, reports, and other condensed material of legislative value are kept. The statutes and laws of Texas and of other states, are in the adjoining main library room under the supervision of the Legislative Reference Section. The state court and legislative journals are also kept here. The State Library contains many bound volumes dealing with legislative subjects. The Section has been allowed approximately $500 for books, a sum which is nearly one fifth
of the total annual book appropriation of the State Library.

Other Library Collections Available

In addition to the vast amount of material in the State Library of which the Legislative Reference Division is a part, the entire resources of the University of Texas libraries are located only a few blocks away. The University has a greater amount of material than the State Library and since it is very interested in legislative reference service it is glad to supply not only material but research facilities as well.

FINANCES

For the biennium beginning September 1, 1931 and ending August 31, 1933, the salary of the legislative reference librarian was $1,800 per annum. An annual amount of $750 was allowed for "conducting legislative reference division." This was used for salaries for part-time student assistants. The cost of pamphlet material and textbooks is paid out of the general book appropriation of the State Library, and it is almost impossible to estimate the proportionate share of the legislative reference division.

For the present biennium, September 1, 1933-August 31, 1935, the annual salary of the legislative reference librarian is fixed at $1,420 and the amount for conducting the legislative reference division (salaries of part-time assistants) is $600 annually.

STATE OF UTAH

No Legislative Reference Bureau

STATE OF VERMONT

HISTORY

The Legislative Reference Bureau was originally established on January 12, 1911, under the supervision of the State Library. No provision was made for bill drafting services in the 1911 act but the rules of the General Assembly provided for a Revision Committee to which all bills were referred for correction previous to their introduction. An act of 1912 provided for two officers known as "revisers of bills," to be appointed by the Governor and confirmed by the Senate. A later amendment of 1915 changed their title to "Legislative Draftsmen" and placed the power of their appointment in the hands of the President of the Senate and Speaker of the House. It also provided that the "Legislative Draftsmen" should work in conjunction with and in the offices of the Legislative Reference Bureau. An addition to the duties of the Legislative Reference Bureau was made in 1917.

LAWS AND AMENDMENTS

Publish Department Reports, Vermont, Acts, 1917, No. 32, p. 27.
Revision, Vermont, Acts, 1933, Sec. 367-371.

ORGANIZATION

The Legislative Reference Bureau is a part of the Vermont State Library which is governed by a board of ten trustees. The Governor, Chief Justice, Commissioner of Education and the President of the Vermont Historical Society are ex-officio trustees. The Board appoints the State Librarian, who is ex-officio a Secretary and Legislative Reference Librarian. The entire staff holds office for indefinite terms.
An assistant Librarian devotes full time and the State Librarian devotes part time to legislative reference work. No temporary staff members are employed during legislative sessions.

The legislative draftsmen are appointed for two-year terms by the President of the Senate and the Speaker of the House of Representatives. The deciding vote is cast by the Chief Justice if necessary. During the year 1933, there were two legislative draftsmen.

**Legislative Services Rendered**

The Legislative Reference Bureau collects, arranges, indexes and places on file for the use of legislators and other state officers, books, pamphlets; clippings and exchanges. The Bureau maintains a complete index of bills, and prepares the House and Senate journals. It also prepares abstracts of the laws of other states and furnishes any available data regarding the results of laws in actual practice, together with references to judicial interpretations of such laws. The Legislative Reference Librarian drafts bills upon the request of the legislative draftsmen. The Bureau gives complete and condensed information upon any subject on short notice; it prepares briefs showing facts, opinions, and arguments on any question; it cites authorities and furnishes documents; and finally it carries on legislative research and publishes results of its studies. It also prepares a biennial "Preliminary Legislative Manual" which is a real help to members of the General Assembly. A cumulative Index of Laws and a Table of Changes in Laws which are contained in the Session Laws of each legislative session are also edited and published by the Legislative Reference Bureau.

The legislative draftsmen draft bills, resolutions and amendments upon request of the legislators. They perform all the functions of a committee on revision of bills. Their work is coordinated with that of the Legislative Reference Bureau and no duplication of effort occurs.

The temporary Statutory Revision Commission completed a revision of the statutes in 1934 known as "Vermont Public Laws, 1933." It worked jointly with the legislative draftsmen.

**Personnel**

*State Librarian, Harrison J. Conant*

**Education:** A.B., Amherst College, 1904; A.M., Columbia University, 1906. LL.B., Columbia University Law School, 1907.

**Offices:** Executive Secretary to Governor Mead of Vermont, 1911. Town Grand Juror, East Montpelier, 1918–22. Librarian, Vermont State Library since 1925.

**Member:** National Association of State Libraries (President, 1926). Vermont Bar Association (secretary, 1933); Board of Legislative Draftsmen, Board of Public Documents, Board of Geographic Names. Curator, Vermont Historical Society. Custodian, Vermont Public Documents.

**Married:** Bess Butterfield (1909).

**Residence:** 3½ Winter Street, Montpelier.

**Office:** State House, Montpelier.

*Assistant Librarian, Legislative Reference Library, Beatrice Lowe Haskins*

**Education:** Student, Smith College, 1907–8.

**Offices:** First Assistant Librarian, Public Library, Athol, Massachusetts, 1917–21. Assistant Librarian, Legislative Reference Bureau of Vermont State Library since 1921.

**Married:** Clarence H. Haskins.

**Residence:** 24 Marvin Street, Montpelier.

**Office:** State House, Montpelier.

*Board of Legislative Draftsmen*

Legislative Draftsman, 1933 Wade Keys. Legislative Draftsman, 1933 H. F. Graham.

**Library Facilities**

**Office Facilities**

The Legislative Reference Bureau occupies one of the large offices on the main floor of the State House, directly under the hall of the House of Representatives. The Bureau is well equipped with batteries of vertical files, wall cases, cabinets, catalogue files, newspaper racks, desks, and tables. The lighting is good and other physical facilities are adequate.
Library Material

It is impossible for the Bureau to estimate the number of pieces of material in its files. This material includes books on legislative subjects, law reports, files of bills, departmental reports, compilations, pamphlets, periodicals, collections of clippings and circulars. The Whitten system of classification is used, but has been expanded to meet present needs.

Other Library Collections Available

The entire collection of State Library material which includes a good law library is only a short distance from the State House. Much of the state legal, historical, and statistical material is used.

The Bureau borrows material from the Vermont State Library Commission and the Montpelier Public Library when it is necessary.

FINANCES

The expenses of the Reference Bureau and the State Library are not separated. The State Librarian receives a salary of $3,000 per year. The annual budget of the State Library is approximately $15,000.

The legislative draftsmen receive $7.50 per day, for actual time employed.

COMMONWEALTH OF VIRGINIA

HISTORY

The Division of Statutory Research and Drafting is an outgrowth of the Legislative Reference Bureau of Virginia which was created by an act approved March 21, 1914. The Bureau was an independent office in charge of a director who was appointed by the Governor with the approval of the Senate. The act made provision for the collection and classification of material, for the drafting of legislative bills and resolutions, and for the employment of the necessary personnel. The Reorganization Act of 1927 placed the Legislative Reference Bureau, then designated as the Division of Legislative Drafting, under the Department of the Attorney-General where it remained until 1930 when it was again separated and placed under the supervision of a director appointed by the Governor. The name of the Division was changed in 1930 to the Division of Statutory Research and Drafting.

LAWS AND AMENDMENTS

The Acts of Assembly of 1930, Chapter 254, page 674, organized the Division of Statutory Research and Drafting again under the Governor.

ORGANIZATION

The Division of Statutory Research and Drafting is under the supervision of a director, who is appointed by the Governor, subject to the approval of the General Assembly. He holds office at the pleasure of the Governor. The Director, subject to the approval of the Governor, may employ—and fix the compensation of—the necessary staff. The Director and the Secretary of the Division devote full time to legislative reference work. Two temporary staff members are employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The Division undertakes a complete legislative reference service. It prepares indexes, lists, and digests of material relating to prospective or pending legislation. It keeps on file copies of all bills, resolutions, amendments, reports of committees and other documents. Facts regarding the practical operation and effect of statutes in other states are accumulated. The Director makes researches on any subject of proposed legislation at the request of the Governor or any member of the General
Assembly. Upon request, the Division will draft bills, resolutions and amendments; and give advice as to the constitutionality or probable legal effect of proposed legislation. It prepares summaries of existing laws affected by proposed legislation. Compilations of laws in other states or countries relating to the subject matter of such legislation are also made. Statements as to the operation and effect of such laws are sometimes required of the Division.

The Director examines statutory laws for defective and obsolete statutes and other irregularities and reports his findings to the Governor. Continuous statutory revision and codification is carried on between sessions.

PERSONNEL

Director, Division of Statutory Research and Drafting, WILLIAM R. SHANDS

Education: Student, College of William and Mary, Williamsburg, Virginia, 1913-15. LL.B., University of Richmond, 1921.

Offices: Director, Securities Division, State Corporation Commission, 1921-26. Active law practice, Richmond, Virginia, 1926-30. Faculty Member, T. C. Williams School of Law, University of Richmond, 1925-31. Director, Division of Statutory Research and Drafting since 1930.

Member: Virginia Bar Association; Richmond Bar Association.

Married: Josephine Winston.

Residence: 4020 Chevy Chase Street, Richmond.

Office: State Capitol.

Secretary of Division, OCTAVIA C. LAMM.

LIBRARY FACILITIES

Office Facilities

The physical equipment of the Division is excellent. The three offices maintained by the Division of Statutory Research and Drafting are located on the third floor of the Capitol Building, directly across the hall from the office of the Governor and very near the offices of the Secretary of the Commonwealth and the Director of the Budget. The chambers of the Senate and the House of Delegates are on the second floor while the Committee rooms are largely on the first floor. The entire arrangement is very convenient.

Library Material

The library keeps all state statutes, Virginia and United States Reports and Codes, and acts of the General Assembly.

The Library does not have a great volume of periodical literature except on particular matters in which the General Assembly is or will probably be interested. In such instances everything available is collected. When the General Assembly acts on the matter, the material is often turned over to the State Library for preservation. The Reference Library is thus kept free of material which, from the legislative viewpoint, is obsolete.

Other Available Library Collections

The Virginia State Library and State Law Library are located in the Library Building about 200 feet from the Capitol. The Division has access to the records and materials of each.

FINANCES

The total expenditures of the Division of Statutory Research and Drafting for each fiscal year (July 1 to June 30), from 1930-31 to the fiscal year 1933-34 are as follows:
LEGISLATIVE REFERENCE SERVICES

<table>
<thead>
<tr>
<th>Year</th>
<th>Director</th>
<th>Secretary</th>
<th>Draftsmen, etc.</th>
<th>Other Expenses</th>
<th>Total</th>
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<tr>
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<td>423.82</td>
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<td>1,323.82</td>
<td>2,888.56</td>
<td>728.15</td>
<td>$9,098.20</td>
</tr>
</tbody>
</table>

STATE OF WASHINGTON

HISTORY

The Washington State Law Library and the Washington State Library have been rendering certain legislative reference services for many years. However, neither department has been officially established as an agency for this purpose by legislative act or departmental order, nor has any specific appropriation ever been made.

ORGANIZATION

State Law Library

The State Law Librarian is appointed for an indefinite term by the Judges of the Supreme Court. The Law Librarian appoints his staff on a similar basis. None of the staff devote full time to legislative reference work. No temporary staff members are employed to engage in this work during legislative sessions.

State Library

The State Librarian is appointed for an indefinite term by the State Superintendent of Public Instruction. The library staff is appointed for indefinite terms by the State Librarian. No member of the library staff devotes full time to legislative reference service. During legislative sessions one temporary staff member, trained in legislative reference service, and an extra clerk are employed.

LEGISLATIVE REFERENCE SERVICES RENDERED

Both the State Library and the State Law Library undertake library service and some legislative research for state legislators and other state officials. The research has consisted of studies on the constitutionality of some proposed legislation and investigation of the economic phases of pending acts both within and outside of the state. A bill file is kept and the libraries attempt to secure information requested by legislators. The State Library and the Law Library cooperate effectively to avoid duplication. The Attorney-General employs two special assistants during the legislative sessions for bill drafting.

PERSONNEL

State Law Librarian, MARK H. WIGHT

Education: Studied at the University of Utah. A.B., Syracuse University, 1912.

Offices: In active law practice in Olympia, 1915-22; Assistant Attorney-General, Washington, 1922-28; State Law Librarian since 1928.


Married: Maude Seneco.

Residence: 2501 Columbia Street, Olympia.

Office: Temple of Justice, Olympia.

Assistant Law Librarian, RALPH ROGERS

Secretary, GERTRUDE QUERY

State Librarian, MILDRED H. POPE

Assistant Librarian, ALTA GRIM

Attorney-General, G. W. HAMILTON

LIBRARY FACILITIES

Office Facilities

The State Library and State Law Library are both located in the Washington Temple of Justice, less than a block from.
the Capitol. The building is very modern and all of the facilities are adequate.

Library Materials

The State Law Library contains 65,000 volumes which includes the laws and reports of every state, the United States, Canada and England. It also has reports from Australia, South Africa and India. In addition, it has the usual current legal publications including reports, digests, texts and periodicals.

The State Library contains approximately 55,000 bound volumes and a great number of pamphlets, periodicals, reports and clippings. A small appropriation is made for new books.

FINANCES

No specific appropriation is made by the Washington Legislature for legislative reference services. It is impossible to estimate the portion of the expenditures of either the State Library or the State Law Library which is chargeable against the legislative services rendered. The average biennial expenditure of the Washington State Library is close to $20,000.

Owing to the very limited appropriation for the current biennium, the State Law Library has been compelled to discontinue the purchase of new legal publications and has also been required to discontinue some of the periodicals to which it previously subscribed.

STATE OF WEST VIRGINIA

HISTORY

No legislative reference and bill drafting service has been officially organized in West Virginia, and no specific appropriation has been made for the service. The Governor, in 1913, requested the State Historian and Archivist to organize a legislative reference section in the Department of Archives and History. Since then some research and tentative drafts of legislation have been made.

There has been an active movement to create an official Legislative Bureau in West Virginia for several years. The West Virginia University at Morgantown is planning a legislative reference service at the University for the use of the Governor and the Legislature.

ORGANIZATION

The State Historian and Archivist is appointed by the Governor for a four-year term and he in turn appoints staff members for an indefinite term subject to approval by the Governor. The department has a staff of four employees, none of whom devote full time to legislative reference service. No temporary staff members are employed during legislative sessions.

LEGISLATIVE SERVICES RENDERED

The Historian personally gives as much legislative reference service as time permits. He answers inquiries of legislators concerning matters of legislation and all pertinent and available legislative material is kept for the ready use of the members of the Legislature, administrative officers and other citizens. There is no opportunity for extended legislative research. The Department has undertaken, to a limited extent, the preparation of tentative drafts of legislative measures in accordance with specifications submitted by the legislators desiring a bill.

PERSONNEL

State Historian and Archivist, Clifford R. Myers


Offices: Assistant Superintendent, Public Schools, Ravenswood, West Virginia, 1910-13. Instructor, State Normal School, Concord, West Virginia, 1913-1914. Teacher, High School, Hibbing,

Clubs and Organizations: American Legion Masons; Elks; Odd Fellows; Kiwanis and Sigma Nu Fraternity. Married: Evelyn D. Morton. Residence: 708 Main Street, Charleston. Office: State Capitol, Charleston. Librarian, FLORENCE SCHUM Stenographer, OPAL NUCKOLS

LIBRARY FACILITIES 

Office Facilities 
The State Department of History and Archives is housed in the Capitol building, Unit Two. It has adequate facilities and is fairly close to both House and Senate Chambers.

Library Facilities 
The Department of Archives and History gathers all material that is likely to be of use to the legislative and administrative branches of the state government and specially arranges it for legislative reference purposes. It is however, difficult to segregate the legislative reference material quantitatively as much of it makes up the regular library.

Other Available Collections 
The University of West Virginia at Morgantown has a very fine library which is open to legislative and administrative officials although it is about one hundred miles away. The University contemplates setting up a legislative reference bureau at Charlestown during legislative sessions and at Morgantown in other times.

FINANCES 
No separate appropriation is made by the Legislature of West Virginia for legislative reference or bill drafting services.

STATE OF WISCONSIN

HISTORY 
While the State of New York actually started a Legislative Reference Bureau as a section of the State Library in 1890, it was Wisconsin that first attracted national interest in the field. The Legislative Reference Library of the Wisconsin Free Library Commission was established in 1901. It owes much of the success it has achieved to the late Dr. Charles McCarthy who was its chief from 1901 until his death in 1921. Its establishment is said to date from a time when several members of the legislature walked from the capitol to the historical library at the university to seek information on a subject in which they were interested. There they met a graduate student who assisted them in their research. They took him back to the capitol to start an information service for members of the state legislature. The first bureau consisted of McCarthy and a few borrowed books and pamphlets. By the end of the session, legislation was passed placing the innovation under the Free Library Commission. Bill drafting was one of the functions of the department from the beginning, and in 1907, legislation was enacted authorizing the employment of bill draftsmen during and for sixty days prior to sessions. In 1909 the office of revisor of statutes was created and the plan of continuous statutory revision inaugurated.

The Wisconsin department was the first one which combined the two functions of reference service and bill-drafting under one control. Moreover, reference service as conceived in Wisconsin differed considerably from the activities which had been carried on under that name in New York and Massachusetts. The collecting and digesting of state laws is certainly an item of such work, but Wisconsin went much further, and attempted to collect and make
immediately available every sort of material. It was the aim of the department to be able to supply any legislator with material on any subject about which he might inquire, and to do so in the briefest possible time. The department was immediately popular with the legislature, and appropriations grew steadily. Statutory revision is carried on by an independent department, whose head, the Revisor of Statutes, is selected by the trustees of the state library consisting of the justices of the supreme court and the attorney-general, all ex-officio.

Since its organization the Legislative Reference Library has consistently increased in size and scope of activities and in popularity with the legislators.

**LAWS AND AMENDMENTS**

"The said commission, (Wisconsin Free Library Commission) is also authorized and directed to maintain in the state capitol, for the use and information of the legislature, the several state departments and such other citizens as may desire to consult the same, a working library ... to cooperate with Historical Society ... in the matter of books."

An original appropriation of $1,500 was made for this purpose.

Establishment, Wis., Acts, 1901, Chapter 168, pp. 213.

Definition of Duties, Wis., Acts, 1903, Chapter 177, pp. 384.

Increased Appropriation, Wis., Acts, 1905, Chapter 177, pp. 263.

Increased Appropriation and Bill draftsmen, Wis., Acts, 1907, Chapter 508, pp. 70.

Increased Functions, Wis., Acts, 1913, Chapter 772, p. 1269.


Memorial to McCarthy, Wis., Acts, 1921, pp. 1160.

To Edit Wisconsin Blue Book, Wis., Acts, 1929, Chapter 194.

Codify Wis. Labor Laws, Wis., Acts, 1929, Chapter 393.

**ORGANIZATION**

The Wisconsin Free Library Commission, which is the governing body, of the Legislative Reference Library is a board of five members: three ex officio members—the President of the University of Wisconsin, the State Superintendent of Public Instruction, and the Secretary of the State Historical Society—and two citizens appointed by the Governor for five-year terms. All of the members of the Commission are removed from politics. It is an unpaid, part-time board, which meets only once or twice a year, but it has a permanent secretary. Its principal functions in relation to the Legislative Reference Library are the selection of its chief, the annual review of its work, and the approval of its budgets. Legally, the Commission controls the Legislative Reference Library in all respects, but, it has always pursued the policy of giving the chief a free hand and holding him responsible for results. This set-up, has worked exceptionally well. It has kept the Legislative Reference Library out of the maelstrom of politics, and thereby has enabled it to render a strictly non-partisan service. There are some distinct advantages resulting from its connection with the other branches of the state library service—and no disadvantages.

The permanent staff of the Legislative Reference Library consists of eleven persons: the chief, five librarians and research assistants, four stenographers and clerks, and a part-time messenger. In addition, there are employed as bill draftsmen during legislative sessions several attorneys (five at the opening of the session, reduced to two at the end), and as many stenographers and clerks as are needed to type, proof read, and index bills. Some state employees may do extra work evenings in the bill-drafting department. The entire staff is selected and employed under the provisions of the state civil service law.

Eleven persons devote full time to the service and twenty to twenty-five temporary staff members are employed during legislative sessions.

As previously stated the Revisor of Statutes is selected by the trustees of the state library. The trustees include the justices of the state supreme court and the attorney-general, all ex officio. A staff of five devotes full time to continuous revision.
SERVICES—RENDERED

Legislative Reference Library

The department undertakes a complete legislative reference service—excepting only statutory revision—for legislators, state officials, public commissions, universities, public organizations, city and county officials, candidates and citizens.

Every effort is made to keep the library collection up-to-date in relation to changing legislative interests, and biennially between sessions much of the old material, which is no longer of current value, is given to the State Historical Library or otherwise disposed of. The Legislative Reference Library has never prided itself upon the size of its collection; rather, its aim has been to have the smallest possible working library of the best material on the legislative questions of immediate interest, so minutely classified and catalogued that the reference workers can locate all available information in a few minutes. The Dewey Decimal classification has been developed and extended to meet the needs of the library. The library collection is invaluable for the services rendered by the Legislative Reference Library. It is, however, conducted only as a means to the ends for which the Legislative Reference Library is maintained.

This library is rather a research organization than a library, as this term is usually understood. It has both readers and borrowers, but it does not measure its work in terms of circulation. While it is glad to have students and others who are engaged in research studies upon governmental problems make use of its collections, and while it freely loans its books and articles to all who have use for them, these are merely incidental services.

The major services of the Wisconsin Legislative Reference Library are two: legislative reference work and bill drafting. The former consists of locating, compiling, and digesting information on pending or past legislation, in response to specific requests. The latter involves the drafting of bills, resolutions, and amendments for introduction in the legislature. The former is a service extended to members of the legislature, state departments, local officials, private citizens, and, occasionally, even to people outside of the state. The latter, with only minor exceptions to be noted hereafter, is done only for members of the legislature and upon their written instructions. Legislative reference work is carried on at all times, both during and between sessions; whereas bill drafting is done almost exclusively during sessions and for about a month before the opening of each session. The majority of the major studies and compilations are made by the Legislative Reference Library between sessions.

Wisconsin started the practice of sending out a circular letter between sessions to discover the subjects in which legislators were most interested. Information, was then gathered on those subjects.

In addition, the Wisconsin Library publishes the state year book and renders a detailed annual report of its services.

Revisor of Statutes

As before stated, the department of the Revisor of Statutes is not connected with the Legislative Reference Library, though it is closely related to it in its functions. It is the work of the Revisor which makes it possible for Wisconsin to publish its compiled statutes biennially in one law book six months after the adjournment of the legislature. He consolidates, reconciles, and clarifies all sections of the statutes and repeals dead material by "revision" bills presented during each legislative session.

PERSONNEL

Chief, Legislative Reference Library, HOWARD F. OHM

Education: LL.B., University of Wisconsin, 1913.

Clubs and Organizations: Delta Upsilon and Phi Delta Phi legal fraternity.  
Married: Helene B. Dunfield.  
Residence: 1811 Vilas Avenue, Madison.  
Office: State Capitol, Madison.

Howard F. Ohm
Chief, Legislative Reference Library

Librarian, Mrs. Mary M. Kirsch
Research Associate, Mrs. Lucille McCarthy
Research Associate, Ann Neal
Research Associate, Leon G. Bryhan
Assistant Librarian, Irene Appuhn
Library Assistant, (to be appointed.)
Chief Clerk of Drafting Division, Della Meyers
Secretary, Agnes Carr
Clerk, Mina Nevins
Assistant Clerk, Mrs. Anna Johnson
Session Bill Drafter, James J. Mac Donald
Session Bill Drafter, Leon E. Isaacson
Session Bill Drafter, (Three additional to be appointed.)

Revisor of Statutes, Eugene E. Brossard
Education: B.L., University of Wisconsin, 1888. LL.B., University of Wisconsin, 1890.


Clubs and Organizations: Gamma Eta Phi law fraternity. Catholic Community Association; Trustee St. Paul's University Chapel.

Married: Widower.
Residence: 1130 Erin Street, Madison, Wisconsin.
Office: State Capitol, Madison.

Statute Editor, J. H. Blied
Statute Editor, Loretta F. Dinneen
Secretary, Delma Cocoran
Clerk, Nell Purcell

Library Facilities

Physical Adequacy

The Legislative Reference Library is located on the second floor of the new north wing in the state capitol building. On the same floor in other wings, the senate and assembly chambers and supreme court are located. The quarters were planned by the late Dr. McCarthy and were then deemed adequate for normal expansion. Increased demand for services have required the use of the entire space before it was expected.

The building is a fire proof structure with both direct and indirect heating systems thermostatically controlled. A force draft ventilation system is used. All rooms with the exception of the stacks and vault
are on the outside and have five by ten foot windows.

The aggregate of working space is about six thousand square feet. This consists of: a main library room, the bill drafting room, a room adjoining the drafting room, wherein the drafting records of the current or last legislative session are kept and where some of the clipping work is done between sessions; adjoining the latter is a room of the same size, which, between sessions, is used as the chief's private office and during the legislative sessions as a work room for stenographers. Adjoining the main library room are four floors of stacks, wherein most of the library material is kept.

A vault, equipped with forty-eight filing cases, provides storage space for supplies and drafting records. Additional space is available in the vault for forty-eight more cases sufficient to enable drafting records to be kept in the vault for ten years.

The main library room is equipped with wall shelving for the most used material, catalogue cases containing nearly 275,000 catalogue cards, four desks for staff members and three large tables for visitors.

The stacks have open steel shelving with ceiling lights. The main aisles are equipped with small tables. Electric fans are provided on each floor of the stacks for additional ventilation.

The drafting room has a large table and five desks for draftsmen during sessions. The chief clerk's office adjoining the drafting room, contains twenty-six filing cases of drafting records and desks and tables for the staff.

Additional space will be available on the installation of permanent steel shelving in the near future.

**Departmental Material**

At the present time there are on the shelves of the Legislative Reference Library approximately 75,000 pieces of material, exclusive of newspaper clippings. The number of newspaper clippings is also approximately 75,000.

Of the 75,000 pieces of material mentioned above, 20,000 pieces are known as "State Document Collection" and are the official reports of the various departments of the Wisconsin state government. They are equally divided between bound and unbound volumes.

There are not more than 10,000 other pieces of bound material on the regular shelves. These consist of valuable statistical material, such as: U.S. census reports, Bureau of Labor statistics, Monthly Labor Review, etc.

The remainder of the collection consists of unbound pamphlets, proceedings of conventions and organizations, political campaign material, manuscript studies, documents—all valuable in content but inexpensive to acquire.

**Other Available Library Collections**

**The State Law Library:** The law library is housed in the capitol building. It is used for session laws and statutes of the United States and the different states, laws of foreign countries, legal magazines, court decisions, etc.

**The University of Wisconsin Library:** The University library and the special libraries of this library are used for reference and research assignments as well as for the borrowing of books.

**The State Historical Library:** This library is used as a source of books and government documents, and as a base for compiling reference and research material.

**The United States Forest Products Library:** Valuable material on natural resources is available at this library.

**FINANCES**

The table on the next page gives a complete financial picture of the Wisconsin Legislative Reference Library since 1929-1930.
**EXPENDITURES**

<table>
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<th>Years</th>
<th>Appropriation</th>
<th>Salaries</th>
<th>Supplies</th>
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<td>General Drafting</td>
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<td>1929-1930</td>
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<td>24,991.32§</td>
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</table>

* Not including special appropriation of $3,000 for compiling and publishing Wisconsin Labor Laws.
† Less emergency reduction of $728.30.
‡ Waiver of about 10 per cent.
§ Estimated—Secretary of State's books not yet closed.

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**STATE OF WYOMING**

**HISTORY**

The Wyoming State Library has taken over a few legislative reference activities, but no legislative reference division or department has been officially set up either within or outside of the Library.

A bill drafting committee was created as a result of an appropriation act approved February 24, 1917, which contained the item entitled “Compensation-Bill Drafting Committee.” The amount of the appropriation was very small and has long since been discontinued. At the present time the Legislature usually employs two attorneys to draft bills which the members wish to present.

**LAWS AND AMENDMENTS**

The appropriation act creating the Bill Drafting Committee made appropriation “for services rendered to members of both branches of the Legislature, and its committees, during the session, in preparation of bills, resolutions, and amendments thereto, examining and revising proposed bills, advising as to the effect thereof on existing laws and pending measures.” Wyoming, Acts, 1917, Chapter 125, Section 55, p. 232.

**ORGANIZATION**

The Wyoming State Librarian is appointed by the Governor for a two year term. The Librarian appoints the staff, with the approval of the Governor, for a similar term. Neither the Librarian nor any member of her staff can give much time to legislative reference work and no temporary staff members are employed during sessions of the Legislature.

**PERSONNEL**

*State Librarian, Alice Lyman*

**OFFICES:** Secretary to U. S. Senator Kendrick, 1917-33. State Librarian since 1933.

**RESIDENCE:** Plains Hotel, Cheyenne.

**OFFICE:** State Capitol, Cheyenne.

**ALICE LYMAN**

*State Librarian*
the State Librarian writes to each of the newly elected members inquiring as to the kind of legislation in which he is particularly interested. Material on these subjects is gathered and placed for reference use. The Librarian also attempts to obtain pamphlet bills and laws from all of the states to place on file in the document division for the use of the legislators. The lawyers employed by the Legislature are engaged entirely in bill drafting and do no reference work.

Library Facilities

Office Facilities

The State Library is located in the State Capitol Building close to both House and Senate Chambers. It has adequate facilities at present but there is little room for expansion.

Library Materials

The Wyoming State Library contains 125,000 pieces of material including books, pamphlets, periodicals, reports, documents, etc. No count is made of each separate class of material. The law library is included within the State Library.

Other Library Collections Available

The only other available library is the Laramie County Carnegie Public Library which contains approximately 33,000 volumes.

Finance

There is no separate appropriation for legislative services. The State Library receives a regular biennial appropriation of approximately $32,000 to cover all of its activities. The session bill drafters are paid from a business fund set aside for the Legislature.