

1 **Rule 3-413. Judicial Library Resources.**

2 **Intent:**

3 To establish minimum standards for legal reference materials to be provided to judicial and  
4 quasi-judicial officers and court employees.

5 To establish acquisition, distribution and budgetary responsibilities for the legal reference  
6 materials identified in this rule for the state law librarian.

7 To realize financial advantages through the use of high volume purchases of regularly used legal  
8 reference materials.

9 **Applicability:**

10 This rule shall apply to the state law library, all judges and commissioners of courts of record  
11 and not of record, and all court employees.

12 **Statement of the Rule:**

13 **(1) State law library.**

14 (1)(A) The state law library shall be supervised and administered by the state law  
15 librarian under the general supervision of the ~~Appellate-state C~~ourt ~~A~~administrator.

16 (1)(B) The state law librarian shall facilitate the purchase of the electronic research  
17 resources and print publications authorized by this rule and arrange to have them  
18 distributed in accordance with this rule.

19 **(2) Responsibility for providing judicial library resources.**

20 **(2)(A) Electronic research resources.**

21 (2)(A)(i) The state court administrator shall provide access to approved electronic  
22 research resources, including commercial legal databases.

23 (2)(A)(ii) All judges of courts of record, judges of courts not of record, court  
24 commissioners, and staff attorneys shall have access to these electronic research  
25 resources. Other employees may receive access to these resources based upon a  
26 demonstrated need and supervisor authorization.

27 (2)(B) **Print publications.** ~~The following officials or locations are authorized to receive~~  
28 ~~print publications, which shall be provided by the state court administrator, unless~~  
29 ~~specifically noted below, as follows:~~Upon request, the state court administrator will  
30 provide each district and juvenile courtroom a print publication set of the Utah Code  
31 Unannotated, and one set of the Utah Court Rules Annotated, and each appellate judge a  
32 print publication set of the Utah Code Annotated, and one set of the Utah Court Rules  
33 Annotated.

34 (2)(B)(i) ~~**Judges of courts of record:**~~

35 (2)(B)(i)(a) ~~one set of the Utah Code Annotated, one set of the Utah Code~~  
36 ~~Unannotated, and one set of the Utah Court Rules Annotated; or~~

37 (2)(B)(i)(b) ~~two sets of the Utah Code Unannotated and one set of the~~  
38 ~~Utah Court Rules Annotated.~~

39 (2)(B)(ii) ~~**Court commissioners:** two sets of the Utah Code Unannotated and one~~  
40 ~~set of Utah Court Rules Annotated.~~

41 (2)(B)(iii) ~~**Active senior judges:** one set of the Utah Code Unannotated, paid for~~  
42 ~~by the Administrative Office of the Courts.~~

43 (2)(B)(iv) ~~**Staff attorneys:** one set of the Utah Code Unannotated and one set of~~  
44 ~~Utah Court Rules Annotated.~~

45 (2)(B)(v) ~~**Courts without a permanently sitting judge:** two sets of the Utah~~  
46 ~~Code Unannotated and one set of Utah Court Rules Annotated.~~

47 (2)(C) **Publisher's complimentary copies.** The publisher of the Pacific Reporter  
48 currently provides complimentary volumes to appellate judges as of the date of the  
49 judge's appointment to the appellate court. The state law librarian shall coordinate the  
50 distribution of these materials with the judges and the publisher.

51 (2)(D) **Counties.** Each county shall provide a current copy of either the Utah Code  
52 Annotated with annual updates or the softbound Utah Code Unannotated to each county  
53 justice court judge serving within that county. Each county operating a court of record  
54 under contract with the administrative office of the courts shall provide the judge with  
55 access to the local law library pursuant to Section 78A-5-111.

56 (2)(E) **Municipalities.** Each municipality shall provide a current copy of either the Utah  
57 Code Annotated with annual updates or the softbound Utah Code Unannotated to each  
58 municipal justice court judge serving within that municipality. Each municipality  
59 operating a court of record under contract with the administrative office of the courts  
60 shall provide the judge with access to the local law library pursuant to Section 78A-5-  
61 111.

62 (2)(F) **Administrative office of the courts.** The administrative office of the courts shall  
63 provide a Justice Court Manual, updated biannually, to each judge of a court not of  
64 record.

65 (3) **Budget Procedures.**

66 (3)(A) The state law librarian shall separately account for:

67 (3)(A)(i) the operating budget for the state law library;

68 (3)(A)(ii) the costs associated with access to electronic research resources in  
69 subsection (2)(A); and

70 (3)(A)(iii) the costs associated with the purchase of print publications in  
71 subsection (2)(B).

72 (3)(B) Funds appropriated or allocated for purchasing in accordance with subsections  
73 (2)(A) and (2)(B) shall not be used to supplement the appropriation to the state law  
74 library.

75 (3)(C) The purchase of electronic research resources and print publications to fully  
76 implement the provisions of this rule shall be limited by the availability of funds.

77 (3)(D) Any publication purchased with public funds shall be the property of the court and  
78 not the property of any official. Publications provided to an official without charge to the  
79 state shall be the personal property of the official.

80 Effective August 21, 2020