



San Francisco Law Library
California's First County Law Library
Celebrating 150 Years of Service
1870 - 2020

To: Board of Supervisors
Clerk of the Board

From: Marcia R. Bell, Director
Diane M. Rodriguez, Assistant Director

Date: 12/11/2017

Re: Law Library Documents in Reference to Agenda Item 41
Board of Supervisors Meeting 12/12/2017

In reference to agenda item 41, please find attached Law Library documents detailing the lease history, Brooks Hall storage plan, and our Rare Book special collection. All of these items have been discussed in the Budget and Finance Committee hearings. The Law Library looks forward to working with the City in reuniting all parts of our collection under one roof to enable access to justice and legal scholarship in our community.

Documents included:

- Lease History & Brooks Hall Collection
- Brooks Hall Redistribution Plan
- Rare Book Collection Fact Sheet
- Law Library Executive Summary
- Law Library Resources & Services



San Francisco Law Library
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Lease History & Brooks Hall Collection

Further to the Budget Committee's December 7, 2017, November 30, 2017, and November 2, 2017 hearings regarding the extension of the Law Library lease, we are pleased to provide you with information regarding questions raised and information shared at the hearings.

Lease History & Brooks Hall Collection:

The Law Library was housed in City Hall from 1914 until 1995 when the building closed for a seismic retrofit. When it closed, the City and the Library's plan was that the Library would return to its 4th floor space in City Hall after the retrofit. The Law Library, along with the Board of Supervisors and Mayor's office, were moved temporarily to 4th floor space in the Veterans Building. There was only room for a small portion of the Library's collection in the Veterans building so the City moved and stored the rest, approximately 160,000 volumes, in several locations until it ultimately moved them to the basement of Brooks Hall. The City funded all move and temporary housing for the Law Library, the Mayor's office and the Board of Supervisors from the retrofit bond funds.

When City Hall reopened after the retrofit, plans had changed and the Library and its materials remained in temporary and stored quarters. No one anticipated it would be 19 years before the Library moved out of the temporary Veterans building quarters in late 2013. The Library's new space at 1145 Market St. was designed to house not only the remainder of its current collection, but whatever could be salvaged from the Brooks Hall collection, which is why there are some empty stacks at 1145, waiting to receive those materials. (The Law Library also disposed of thousands of books at the time of the move into 1145 in order to save space.)

In the 22 years the Brooks Hall materials have been inaccessible and moved around from place to place, the conditions of the thousands and thousands of boxes of books deteriorated to some degree. They were piled on top of one another crushing some of the boxes and contents; some were allowed to fall and break open; in one location – the basement of the Merchandise Mart – the boxes were subjected to a leak for a long period destroying some of the boxes. The conditions in Brooks Hall are dusty, there are vermin and the boxes were placed in there in no order.

The Law Library knows exactly what materials it has in Brooks Hall, and ~~we believe~~ there will be a percentage that will be too damaged to be used, and other materials may no longer be viable resources. While the Library wants to retain approximately 25% of the original stored collection, to meet the Law Library's legal and archival collection needs, the 1145 Market space will only accommodate 10% of the Brooks Hall collection, so that is the limit of the amount of the collection that can be moved to 1145. Some of the items the Library does need to bring to 1145 include historical San Francisco and California materials; valuable Early American reports, English law materials, historical trial transcripts and other

significant resources that have not been digitized in the intervening years. The plan to redistribute the Brooks Hall collection to the Library is attached.

The City has been aware for many years, through many administrations, that the Library is dependent upon the City to enable the survey, disposition and return of the Brooks Hall collection. The Law Library is delighted for this long, unanticipated exile of its materials to be resolved and looks forward to working with the City to accomplish this. As discussed at the Budget and Finance Committee Hearing on December 7, 2017, the Library will work with the Mayor's Office and the Department of Real Estate to secure funding to ensure this project is completed no later than December 31, 2018.







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SFLL Collection Brooks Hall Redistribution Project
12/12/17

Brooks Hall Storage & 2nd Floor Space at 1145 Market:

In 1995, when the City closed City Hall for the retrofit, it boxed and stored 166,000 volumes (24,600 linear shelf feet, “LSF”) of the Library’s collection, until a permanent library with space to house the whole collection was developed. Due to damaging storage conditions, a large percentage of the 166,000 volume Brooks Hall collection will have to be discarded; other portions of it are no longer needed.

In late 2013, the Library finally moved to new permanent location at 1145 Market Street, where the Veterans Building collection, the library’s previously stored branch collection and the rare book collection were reunited. At long last, the Library would like to reunite the Brooks Hall collection, but there is only 2,250 LSF of open stack space available at the Library’s 2nd floor space at 1145 Market. The Library wants to retain approximately 25% of the original stored collection, or 6,150 LSF, to meet the Law Library’s legal and archival collection needs, but 2,250 LSF will only accommodate 10% of the Brooks Hall collection, so that is the limit of the amount of the collection that can be moved to 1145.

Materials the Library plans to move to 1145 include important and historical San Francisco, California and national legal and archival materials that are valuable for legal research and not available elsewhere or in digitized format. Examples include local land grant reports and records, important early 20th century trial transcripts, unique texts and legal treatises that are not available online or digitally, very valuable and rare Early American Reports, 19th century American treatises, and early California legal materials not available elsewhere.

SF Law Library Second Floor Space				
Name	Location	Linear Feet	Stack Units	Est. no. volumes
Total Available space	2nd floor stacks	4540	213	<i>(incl. rare book room)</i>
Rare Books	2 nd floor rare book locked room & 1 row of stacks with cage	-1,400	-69	11,000
City Hall collections	2 nd floor stacks	-764	-37	4,500
Brooks stored collection	2 nd floor stacks	2250	107	29,900

The Brooks Hall Redistribution Project:

The project to sort, weed, and redistribute the collection in Brooks Hall is large and requires special handling. We have consulted with the San Francisco Public Library (who also has an ongoing redistribution project in Brooks Hall) regarding processing, and city-approved and recommended Belfor Property Restoration regarding cleaning retained books. The project involves 5 distinct phases:

1. Sorting
2. Inspection
3. Cleaning
4. Moving
5. Recycling

Process:

1. Sorting the materials
 - a. Boxes containing selected materials to retain will be identified via manifest by labels.
 - b. Boxes were labeled 20 years ago in broad categories. Each box needs review for content identification. Some boxes damaged in transition and now lack labels.
 - c. Boxes identified for retention will be moved to work area for content and quality inspection.
 - d. Entire sets are scattered throughout the storage area so careful identification of boxes is required.
 - e. Strong labor is required to move identified boxes to inspection area.
2. Inspection
 - a. Skilled library staff will review items in selected boxes.
 - b. Skilled library staff will review items for damage or infestation.
 - c. Skilled library staff will stage materials for cleaning or discard based on inspection.
3. Cleaning
 - a. Contract with Belfor Property Restoration to clean retained books in preparation for move to 1145 Market Street (City approved company specializing in book restoration).
 - b. Set aside approved materials to be cleaned with dusting and HEPA vacuum.
 - c. Belfor will provide a cost estimate for project once all selected materials are set aside.
4. Moving
 - a. Contract with movers to relocate the cleaned books to 1145 Market for processing, cataloging and shelving.
 - b. Belfor also moves books.
 - c. Galindo Movers is another recommended, city-approved book moving company used by SFPL.
5. Recycling
 - a. We have consulted with SFPL Facilities and can coordinate our recycling effort with a nonprofit they are using called Group Planet/Planet 21 who recycles books at no cost to

the library. Group Planet is already set up to handle materials in Brooks Hall. Damaged and unnecessary materials are to be recycled throughout the process

CCSF Coordination:

The Law Library requires assistance coordinating the following tasks to move this project forward:

1. Supply & set up clean workspace for librarians with staging area, work tables, book carts, supplies, etc.
2. Strong labor – the project requires a crew of strong laborers to move the boxes for inspection.
3. The project requires recycling services for discards of damaged and obsolete materials.
 - Coordinate with SFPL recommended nonprofit and approved recycler Group Planet/Planet 21 to recycle materials at no charge as they are already set up in Brooks Hall.

Budget:

Funds required:

- Build clean workspace for project including:
 - “waist-high” tables for reviewing materials
 - book carts
 - gloves, masks and supplies
- Hiring of strong labor to move boxes for inspection and evaluation
- Hiring of additional skilled library workers to assist in evaluation of materials (estimated at approximately \$32.00/hr)
- Contract to clean books before relocating so as not to infect or damage the existing Library
 - The Belfor Company is a highly reputable company that provides book cleaning services and is utilized by other libraries, such as the SF Public Library
 - Belfor estimates \$100.00/box to clean and HEPA vacuum books before moving to library
 - Belfor estimates \$5.00/cubic foot to freeze materials to kill any pests
- Move contract to relocate books to Law Library

Timeline: *All phases completed by December 31, 2018*

Phase I:

- Perform procedures on a sampling of stored boxes to gauge amount of time and workforce needed
- Identify City departments to help coordinate efforts
- Identify funding sources

Phase II:

- Coordinate with City departments for the hire of strong labor
- Fund and hire skilled library workers to perform project

- Coordinate with City departments to set up staging area and supplies for workers

Phase III:

- Train workers in methods to identify materials for retention, inspection, processing, and recycling when needed
- Work to identify items to retain and review and inspect materials
- Identify mover and move arrangements

Phase IV:

- Coordinate contract to clean materials
- Coordinate move of cleaned materials to 1145 Market St.
- Library staff will process, catalog, and shelve items on the 2nd floor

Summary:

There has been some misunderstanding about this project previously. Prior to late 2013, there was nowhere for the Brooks Hall collection to be moved. Now that the Law Library has available stack space at 1145 Market, and its rare and other collections have been returned to the Library, the Library is eager to work in cooperation with the City to enable the long-outposted law collection to be moved to safe and usable quarters at 1145 Market. The success of this project depends on the joint cooperation of the Law Library and the City, and the Law Library looks forward to working with the City.

Respectfully Submitted,

Marcia R. Bell, Library Director

Diane M. Rodriguez, Assistant Library Director



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The San Francisco Law Library Rare Book Collection

The Law Library acquired an extraordinary rare law book collection over several decades in the first half of the 20th Century, primarily as a result of the great esteem and renown accorded our Librarians throughout the country. The San Francisco Law Library was third on the list of libraries to whom the materials were offered after Harvard and the U.S. Supreme Court Law Library turned them down – in fact, at that time the U.S. Supreme Court was not very interested in a rare collection so much of our library's collection is unique. Our oldest book was published in 1490, shortly after the invention of the printing press, and is the first compilation of English law. There is an estimated 11,000 volumes in the Law Library's collection. Some are very small and others are large ledgers. The collection needs to be maintained under high security and environmentally safe conditions. For the first time since the collection was moved into secure storage during the retrofit of City Hall, it is now reunited with the Library.

Requirements for the maintenance and preservation of the Rare Book Collection

In order to preserve, protect and maintain the collection for the benefit of scholars, researchers and the community, the following steps and protocols must be completed.

- Cataloging – the entire collection needs to be added to the Library's automated catalog. This is performed book by book using Library of Congress classifications wherever possible, or original cataloging when they are not. This is a meticulous and time-consuming process which must be performed by library specialists with the utmost accuracy and rigor. The Library currently has one .2 FTE cataloger who can process about 10-15 titles per week. If it were possible to obtain special funding for additional catalog work, the process could be completed more quickly.
- Labelling & shelf preparations – individual labels and identifiers for each volume must be created on acid free stock to be placed with each volume, but not attached to them. Frequently, materials will need to be placed in individual archival boxes for protection.
- Cleaning & restoration – the books need to be handled individually, cleaned, and repaired if needed by rare book restorers.
- Shelving – after the processes above are completed, the materials must be organized in classification order, and placed on appropriately sized secure library shelves in low lighting, low humidity, and low temperatures.
- Security – the materials must be kept in heightened security conditions at all times, in closed stacks.
- Protocols for the secure viewing and use of the materials must be strictly monitored to protect the materials from theft and damage.

Timeline

Cataloging and the preparation of accompanying labeling will take the most extensive amount of time to accomplish, and the timing depends on the availability of trained cataloger personnel to perform the work. Security measures and protocols can easily be developed during the cataloging and book preparation process.

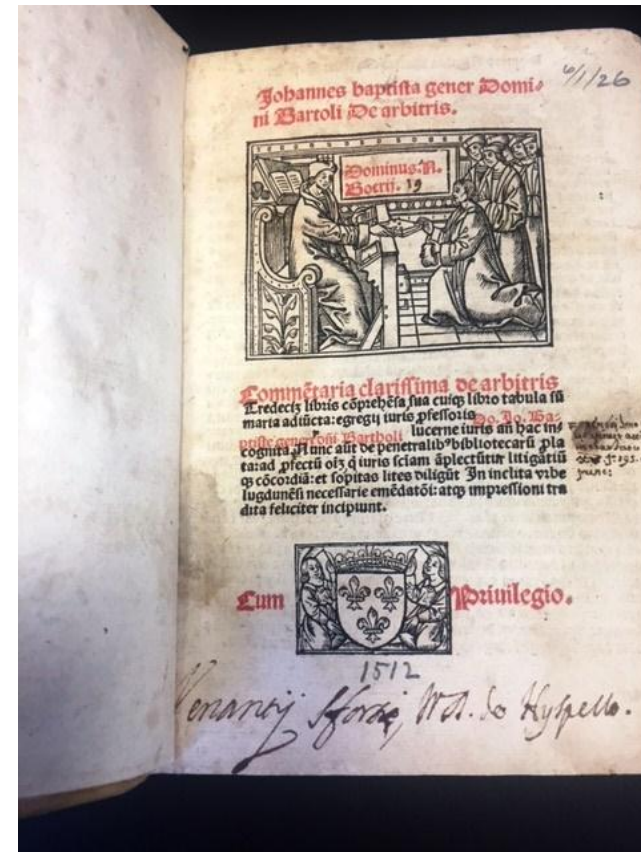
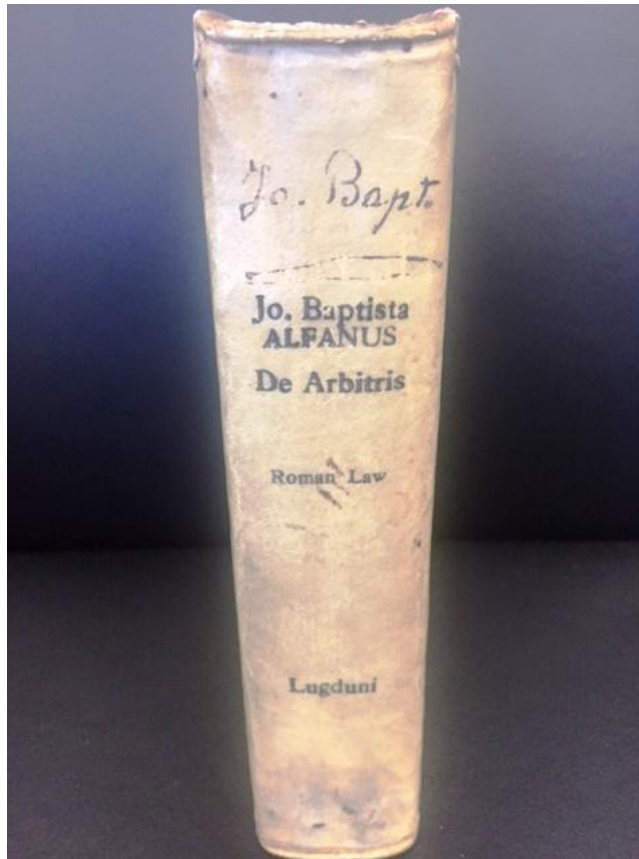
Funding

Currently, the City and County of San Francisco provides no funding support for staffing, preservation and processing of this collection.

AN EXTRAORDINARY LAW BOOK IN THE LAW LIBRARY'S RARE BOOK COLLECTION

Commentaria Clarissima de Arbitris, by Johannes Baptista. (Early Roman Law)

Published in Lyon in 1512, in Latin.



Acquired by the San Francisco Law Library in 1926



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Executive Summary
Law Library Information for Board of Supervisors Meeting
December 12, 2017

Library Use Stats 2017 to Date

- 25,294 users
- 10,168 reference services provided
- 8,716 technical & other questions

Library Seminar Programs October 2016-December 2017

- Average 2-4 programs per month for the public & the legal community; MCLE credit offered
- Attendance 430
- Recent programs:
 - Introduction to Westlaw, Amy Dhall, Esq.
 - Jeff Adachi, SF Public Defender, *On Public Defense, Immigration Rights, & Racial Justice*,
 - The Hon. Curtis E. A. Karnow, Judge of the SF Superior Court, *Classroom v. Courtroom: Law School Reform in the Courts*
 - Senior United States District Court Judge & Pioneering Civil Rights Leader, The Hon. Judge Thelton Henderson, *His Career & Serving Justice and Community*
 - *ERISA Fiduciary Responsibilities*, U.S. Dept. of Labor
 - *Basic Legal Research in the Age of Technology*, LexisNexis
 - *Choosing a Retirement Solution for Your Small Business Client*, U.S. Dept. of Labor
 - *The Cannabis Industry: Issues for Lawyers*, Brand & Branch LLP
 - The Hon. Lise Perlman, (Ret.), *American Justice in Trial: Famous Trials of the 20th Century & the Developing Recognition, Identification & Prevention of Bias*
 - *On Writing Winning Appeals & Writs*, Myron Moskowitz
 - *Getting Started with Legal Self-Help Resources*, E. Yap, Reference Librarian

Other Meeting Room Usage

- 150 times/year
- Client meetings, depositions, arbitrations; pro bono groups, e.g., Aids Legal Referral panel, California Appellate Defense Council Bay Area Dependency Chapter, CCSF Public Works
- Weekly use by BASF/SF Superior Court Family Law Mediation Program pilot project
- Regular use of legal groups such as the CA Court Reporters Association, the Cannabis Bar, City College Paralegal School, & local college paralegal classes

Brooks Hall Collection & Available Stack Space at 1145

- Open stacks at the Law Library are intended for salvageable Brooks Hall collection
- *Please see the attached Lease History & Photos*

Rare Book Collection

- Moved to high security, environmentally safe storage as part of the 1995 City Hall Retrofit project
- Approximately 11,000 volumes moved back to the Library November 2017
- *Please see the attached Rare Book Collection summary*

Library Services & Collaborative Efforts

- The Law Library provides authoritative resources and access to justice to all citizens and the legal community of the City & County of San Francisco in a variety of formats to address all levels of legal and technological literacy in our diverse community.
- The Law Library coordinates outreach efforts with other City departments and committees to provide public access to legal resources such as the San Francisco Superior Court Self-Help Center, the San Francisco Immigration Interagency Roundtable (see our related research guide <http://calcountylib.libguides.com/sfimmigration>), the San Francisco Public Library Government Documents and Business Departments, as well as providing legal materials and research support to City Attorney and Public Defender attorneys.
- *Please see the Resources & Services attachment for additional library services*

HOURS:
Monday - Thursday: 8:30 AM to 6 PM
Friday: 8:30 AM to 5 PM
Saturday: 10 AM to 4 PM
Sunday: Closed



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RESOURCES & SERVICES

Collections:

State and Federal Law: SFLL provides a comprehensive collection of state and federal law materials in both print and electronic formats including **Statutes** (all 50 states and federal), **Regulations** (all 50 states and federal), and **Administrative Materials**.

Legal Practice Guides & Materials: SFLL has a large collection of books and self-help guides on a wide variety of legal issues:

- Practice guides
- Extensive California Materials
- Forms Resources
- Legal Periodicals
- Court rules
- Jury verdicts

San Francisco Law: SFLL holds an extensive collection of current and historical San Francisco Laws: **Municipal Codes, Ordinances, and Administrative Documents**.

Historical Legal Materials: SFLL has a comprehensive collection of historical federal, California state, and local San Francisco laws: **Historical statutes and regulations, Historical SF Municipal Codes, and Prior editions of legal treatises**.

Services:

- **Reference Assistance:** Our expert team of librarians is here to assist you with legal research and resources. sfl.reference@sfgov.org (415) 554-1797
- **Website and Catalog:** See our website and catalog for more details on all of our resources, services, and links to additional legal resources. www.sflawlibrary.org
- **Computers and Wifi:** Up to 2 hours of free legal research daily
- **Conference Room Rentals:** 2 conference rooms and a seminar room are available to rent for legal use. <http://sflawlibrary.org/conference-rooms-0>
- **Photocopies and Scanning:** Copies are \$0.20 per page while scanning to your USB drive from our computers or photocopier is free.
- **MCLE:** Large collection of MCLE self-study materials to assist attorneys with CA State Bar compliance. <http://calcountylib.libguides.com/sflmcle>
- **Speaker Program:** Free lunchtime speaker programs on current legal topics and issues, often with free participatory MCLE credit. <http://sflawlibrary.org/seminars-programs>

Online Legal Research Databases

SFLL allows patrons 2 hours of computer access per day for legal research on our public terminals or wireless network.

Databases include:



LexisNexis®

Provides search capability for state and federal case law, statutes, regulatory materials, and secondary sources.



Provides access to all federal and state cases, statutes, regulations, and secondary sources.



Provides full text access to professional California practice materials and forms.



Provides searching and full text access to self-help materials written by lawyers for non-lawyers. The NOLO database is available from our website: <http://sflawlibrary.org/legal-databases>



Provides full text access to law reviews and journals, archived editions of U.S. Code and federal regulatory materials, classic legal titles, and other subscribed libraries.



California support calculation software program that produces financial reports to be submitted to Family Law Court in dissolution matters.



Enables patrons to fill out and print completed California Judicial Forms, San Francisco local court forms, and other useful forms.

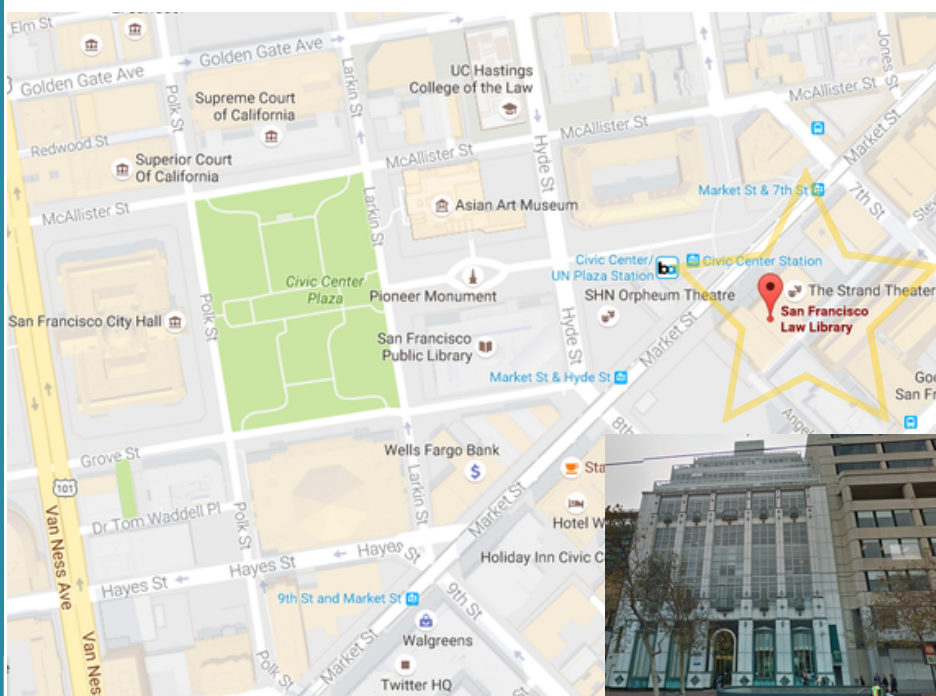


Provides a search engine for cases, statutes, and regulations. Pairs with HeinOnline to display law reviews related to search results and to enable access to content of both databases.



Intuitive Tax Research

Offers state and federal tax information and access to the California State Tax Reporter, the U.S. Master Tax Guide, and the Standard Federal Tax Reporter. Numerous tools and practice aids assist tax law practitioners.



GOING TO THE LIBRARY:

The library is located at 1145 Market Street, between 7th and 8th. Enter on the south side of Market—on the right when facing the Ferry Building. The library is on the fourth floor. The back of the building is on Stevenson Street.

PARKING

The Soma Grand Garage is at 1160 Mission Street. The garage also has an entrance on Stevenson Street. The best way to enter the garage is from Mission Street.

BART and MUNI

From BART or MUNI underground, use the Civic Center Station. Exit B3 from the station is the closest to the library entrance. There is an elevator to the station directly across from the library on Market Street.