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. sfll.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.
- 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

SFLF 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.

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

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

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

**HeinOnline**
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.

**IntelliConnect**
Intuitive Tax Research

**Martin Dean’s Essential Forms**
Enables patrons to fill out and print completed California Judicial Forms, San Francisco local court forms, and other useful forms.

**fastcase**
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.

**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.
The San Francisco Law Library has a rich tradition of providing access to legal information and reference services to the legal community. Let us help you with the challenges of your practice with our unique collection of print and electronic resources and expert librarian support. Annual member fees allow us to help you in your practice with a full range of dedicated reference and delivery services.

**No Price Increase for 2017**

**Priority Reference from Professional Staff**
- All requests are treated as RUSH, with no RUSH charges
- All requests are addressed comprehensively and expertly
- Though most requests can be completed quickly, standard turnaround time is 4 hours
- Direct Reference Email: sfll.reference@sfgov.org
- Reference Phone: 415-554-1797 or 415-554-1772

**Document Delivery**
- Email delivery of electronic resources from subscribed databases
- Email delivery of in-house scans of print collection materials
- OCLC copy service requests for materials difficult to locate

**Collection Resources for San Francisco Offices**
- Loans of San Francisco Law Library print collection, including loose-leafs
- Online catalog provides annotated source of print and electronic resources
- Loans arranged from UC Hastings College of Law Library
- Loans arranged from San Francisco Public Library
- Loans arranged through OCLC and other Interlibrary Loans

**Advanced Reference Assistance**
- Resource consultation with expert reference team of librarians
- Reference investigation and comparison of potential sources
- Research into legal issues to determine useful content and context
- Analysis of extensive archive including historical codes and regulations
- Anonymous inquiries and requests to governmental offices
- Remote access available for Nolo Legal Information database

**Citation Access to Electronic Resources**
- Citation access to Law Library’s subscription electronic databases
What is the difference between Premium and Premium Plus?
The San Francisco Law Library has developed two levels of membership to serve the complex needs of the legal community.

**Premium Services Level**: Membership fee for any firm or business with a San Francisco office, making use of the benefits of membership to serve the legal information needs of the San Francisco practice. Annual fee is based on the number of attorneys in the San Francisco office. All services apply.

**Premium Plus Level**: Membership fee for any firm or business in or outside of San Francisco, using the benefits of membership to serve the legal information needs of the firm or business at large. Annual fee is computed in two ways.
- Firms or businesses with a San Francisco office use the base rate for Premium Services, based on the number of attorneys in San Francisco, with an added Plus fee.
- Firms or businesses with no San Francisco office use total number of attorneys in the firm as the measure for the Plus Services membership fee. Circulation privileges are available only to San Francisco offices.

<table>
<thead>
<tr>
<th>Number of Attorneys</th>
<th>Premium Services Annual Fee</th>
<th>Premium Plus Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>200+</td>
<td>$5,000</td>
<td>$6,665</td>
</tr>
<tr>
<td>100-199</td>
<td>$4,000</td>
<td>$5,330</td>
</tr>
<tr>
<td>50-99</td>
<td>$3,000</td>
<td>$4,000</td>
</tr>
<tr>
<td>10-49</td>
<td>$2,000</td>
<td>$2,670</td>
</tr>
</tbody>
</table>

How does the value of my Premium or Premium Plus membership compare with other services?
The annual fee provides access to a full range of on-demand reference support from our dedicated reference team, including database resources for firms that have gone single-provider and other collection resources that a complex practice demands.

<table>
<thead>
<tr>
<th>Reference Need</th>
<th>Commercial Rate</th>
<th>Sample Annual Minimum Use</th>
<th>Comparable Annual Cost</th>
<th>Premium &amp; Premium Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans of print materials</td>
<td>$35 - $50 per book + delivery costs</td>
<td>1 book per month = 12 loans per year</td>
<td>$420 - $600</td>
<td>Included</td>
</tr>
<tr>
<td>Document delivery</td>
<td>$15 per article, rush charges extra, minimums often apply</td>
<td>3 articles or other requests per week at $45 156 articles/yr.</td>
<td>$2340</td>
<td>Included</td>
</tr>
<tr>
<td>Research/Advanced Reference Support</td>
<td>$120/hour; $30/15 min</td>
<td>3 hours per month at $120 = 36 hrs./year</td>
<td>$4320</td>
<td>Included</td>
</tr>
<tr>
<td>RUSH</td>
<td>Up to $50 a request or double cost per page</td>
<td>5 rush citations per month at $250</td>
<td>$3000</td>
<td>Included</td>
</tr>
<tr>
<td>Citation to LX, WL, CEB</td>
<td>Not available without database subscription</td>
<td>varies, on demand</td>
<td>$ $ $</td>
<td>Included</td>
</tr>
<tr>
<td>HeinOnline, Fastcase, NOLO, CCH Intelliconnect</td>
<td>Not available without database subscription</td>
<td>varies, on demand</td>
<td>$ $ $</td>
<td>Included</td>
</tr>
<tr>
<td><strong>Total Value</strong></td>
<td></td>
<td></td>
<td><strong>$10,080+</strong></td>
<td>Included</td>
</tr>
</tbody>
</table>

How can I apply or receive more information on the Premium or Premium Plus Membership?
For further information or to discuss the kind of reference needs your practice demands, please contact the San Francisco Law Library, Diane Rodriguez, Assistant Director, diane.m.rodriguez@sfgov.org 415:554-1793. Billing issues may be addressed to Jean McGuinness, jean.mguinness@sfgov.org
Application for San Francisco Solo & Small Firms

- **Premium Local for Solo & Small Firms**: Firms based in San Francisco only, with 9 or fewer attorneys, may participate without fee as a service of the San Francisco Law Library, or by donation.

Larger-sized firms, or San Francisco offices that are part of a national or global firm, are welcome to join at the Premium or Premium Plus level, with a fee based on overall firm size and needs. Questions about program options available may be directed to Diane Rodriguez, Assistant Director, diane.m.rodriguez@sfgov.org or 415: 554-1793.

- FIRM NAME: __________________________________________________________
- Address: ___________________________________________________________________
- Number of Attorneys in SF: _____  Other Offices ______________________________________
- Library Contact or Administrator for the Firm’s Account:
  _______________________________________________________________________
- Phone: ___________________________  Email: _______________________________________
- Other staff authorized to use the Firm’s Account:
  _______________________________________________________________________
  _______________________________________________________________________
  _______________________________________________________________________
  _______________________________________________________________________
  _______________________________________________________________________
- Let us know if you would you be interested in:
  - ☐ A tour of San Francisco Law Library print and electronic resources targeted to the firm’s practice areas
  - ☐ An overview of Lexis, Westlaw, CEB OnLaw, HeinOnline, or other Law Library subscription databases
  - ☐ A listing of MCLE audiotapes available for State Bar compliance
  - ☐ Information on participating in the Law Library Speaker Program, or other ways to support the Law Library
  - ☐ Making a donation to the San Francisco Law Library