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CHAPTER V

RESOURCES FOR LEGISLATORS

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During every session of the Nevada Legislature, Senators and members of the Assembly find themselves deluged with official reports, documents, and communications. Filtering the significant from the insignificant becomes a sizeable chore. However, there are a few key resources that bear more directly and more constantly on the work of the legislators than any others likely to cross their desks.

These resources may be described in two categories—basic printed resources and library services. The basic printed materials may be supplemented by additional information available through the libraries.

BASIC PRINTED RESOURCES

Most of the basic printed resources are primarily issued by the Legislature and the Legislative Counsel Bureau. However, at least four documents issued by the executive branch—the *Executive Budget*, the *Recommended Schedule of Priorities for Capital Improvements*, the *Nevada Statistical Abstract*, and *Perspectives: A Biennial Report of Nevada State Agencies*—should also receive legislators’ scrutiny. The major printed resource tools at the disposal of Nevada legislators are briefly highlighted below. Many of these resources are available through the Web sites of the Legislature (www.leg.state.nv.us/) and the state (www.nv.gov).

Statutes of Nevada

The *Statutes of Nevada*, sometimes called the session laws, are a bound compilation of all general and special laws and resolutions enacted in a specific legislative year. They have been published for every session since territorial days. Thoroughly indexed, they are normally available within a few months following the close of a session. Between the end of a session and the publication of the *Statutes of Nevada*, a temporary compilation of the session laws, known as the advance sheets, is available to interested parties. This softbound publication contains all of the laws and resolutions adopted at the recently adjourned session in the same order of appearance as in the *Statutes of Nevada* and includes an index and locater tables.

The text of all bills and resolutions enacted at a session appears in the *Statutes of Nevada* in the same form as the enrolled copies filed with the Secretary of State. With some exceptions, new material is printed in italics, while material enclosed in brackets is struck out of the existing law. Laws are arranged in the *Statutes of Nevada* by chapter number assigned by the Secretary of State in the order received from the Governor.

Besides the complete text of all laws and resolutions adopted during a session, the *Statutes of Nevada* contains indexed copies of the *United States* and *Nevada Constitutions*. The *Statutes of Nevada* also includes several tables useful in determining the laws in place in Nevada prior to the biennial reprint of the *Nevada Revised Statutes* (NRS).

These tables are:

1. A table of bills and resolutions passed during the session showing their chapter numbers and page numbers in the *Statutes of Nevada*.
2. A table of sections of NRS amended or repealed during the session.
3. A table of chapters of NRS amended by the addition of new sections.
4. A table of titles of NRS amended by the addition of new chapters.
5. A list of selected special and local acts amended or repealed.
6. A table of statutes, or sections thereof, repealed or amended.
7. A table of contents showing the title and chapter numbers (or file numbers for resolutions) of all the measures enacted during the session.

The reprint of NRS incorporates the statutory changes adopted during the previous session.

Nevada Revised Statutes

Nevada Revised Statutes is an annotated codification of all statute laws in Nevada of a general, public, and permanent nature. Officially cited as NRS, the code consists of 52 loose-leaf volumes including indices, comparative tables, and certain special and local acts.

The NRS is revised and published by the Legislative Counsel Bureau. It is organized according to subject matter, but unlike the codes of some states, there is a single, unified system of section numbers running from beginning to end so that codes, titles, and chapters need not be cited. The four broadest divisions are codes:

1. The *Remedial Code*, which deals with court structure and organization and civil procedure and remedies.
2. The *Civil Code*, which deals with relationships between persons.
3. The *Penal Code*, which encompasses crimes and punishments and criminal procedure.
4. The *Political Code*, which relates to the structure and organization of state and local governments and with the services rendered and the regulation exercised by government.

Within the codes are the titles, numbered consecutively from 1 through 59, each of which embraces a major subject area of law. The titles, in turn, are broken down into chapters, and within the chapters are the specific provisions of the law set forth as sections, which are given identifying numbers. In citing a law contained in NRS, the numbers preceding the decimal point indicate the chapter in which the provision is located, while those following the decimal pinpoint the specific section referred to in the

citation. Hence, a citation reading NRS 218.340 would mean that the law in question is found in Chapter 218 of NRS, while 340 indicates its place in that chapter. The system is truly decimal, that is, NRS 218.5333 lies between NRS 218.533 and 218.534.

The numbers, dates, and symbols at the conclusion of each NRS section refer to the statutory history of the sections and permit the quick location of their statutory antecedents. An explanation of the code employed is contained in the Legislative Counsel's Preface in Volume 1.

The rules of Nevada's courts are also printed in NRS. Volume 1 contains the *Nevada Rules of Civil Procedure*. Volume 2 contains the *Justices' Courts Rules*, *District Court Rules*, and the *Local Rules of Practice*. Volume 3 contains the *Nevada Rules of Appellate Procedure*, the *Supreme Court Rules*, the *Nevada Arbitration Rules*, the *Nevada Short Trial Rules*, and the *Nevada Rules on the Administrative Docket*. The Code of Judicial Conduct and rules governing the Nevada Commission on Judicial Discipline and the Standing Committee on Judicial Ethics and Election Practices are also included in Volume 3. Volume 4 contains the *U.S. District Court Rules* and the *U.S. Ninth Circuit Court Rules*. The court rules are not assigned chapter numbers and are arranged simply in numerical order by rule. Citations for these rules may be given as S.C.R. 4, N.R.C.P. 65(a), N.R.A.P. 1(a), or N.J.R.C.P. 73(a), for example. Volume 47 contains an alphabetical list of Nevada's Supreme Court cases and their citations.

The *United States Constitution* with its index, the Nevada Admission Acts, and the *Nevada Constitution* with its index are found in Volume 43 of NRS. Volume 44 contains the charters for all incorporated cities. Volume 45 contains a selection of local and special acts that appear to have a continuing effect and may have a significant degree of public interest. Major inclusions are water and sewer districts, convention centers, and other special acts. Volume 46 provides comparative tables relating NRS sections to those found in the previous compilation and to new sections added by statutes enacted subsequent to the adoption of NRS as the law of Nevada. Also included is a table of all sections repealed or replaced in revision. Volumes 48 through 52 comprise the comprehensive index to NRS.

At each session of the Legislature, numerous changes are made in the existing body of law contained in NRS. To keep NRS current, the Legislative Counsel prepares biennial supplements, which contain all changes made in NRS at the immediately preceding session. Supplements to NRS are printed periodically throughout the biennium to update the annotations.

The volumes of NRS currently sell for \$695 per set and may be ordered from the Publications Unit of the Legal Division of the Legislative Counsel Bureau. Legislators desiring to obtain one personal set of NRS may order it directly from the Bureau at a cost of \$50. This fee entitles a legislator to a complete set of NRS. Sets of replacement or supplementary pages as issued during the legislator's term of office are provided without additional charge.

The NRS contain annotations that assist in interpreting the meaning of statutory language appearing in NRS. The annotations contain several basic aids to understanding Nevada law:

1. *Reviser's Notes.* The Reviser's Notes explain the reasons for omissions, changes of wording, and reorganizations made during the revision of NRS. They also set forth selected preambles, legislative policy statements, and other provisions of law having more than temporary effect which are not included in NRS. In a few instances, they provide additional information about the source or effective date of a provision.
2. *Legislative Histories.* The legislative history for each section of NRS is inserted in brackets immediately following the section. The history contains a reference to the section, chapter, and year of the *Statutes of Nevada* from which the section is derived and includes references to subsequent amendments. In addition, Volume 46 of NRS provides a legislative history of the enactment, repeal, and replacement of the sections of NRS, including the sections that existed prior to the enactment of NRS.
3. *References to Nevada Constitutional Debates and Proceedings.* Annotations to the *Nevada Constitution* contain references to the *Debates and Proceedings in the 1864 Constitutional Convention of the State of Nevada*, as reported by Andrew J. Marsh and published in 1866.
4. *Notes of the Advisory Committees of the Nevada Supreme Court.* The annotations to *Nevada Rules of Appellate Procedure*, *Nevada Rules of Civil Procedure*, and *Nevada Justices' Courts Rules of Civil Procedure* contain notes as prepared by the respective advisory committees appointed by Nevada's Supreme Court.
5. *NRS Cross References.* The annotations contain references to sections of *Nevada Revised Statutes* that are related to the statutory provision.
6. *NAC Cross References.* The annotations contain references to sections of *Nevada Administrative Code* that are related to or adopted pursuant to the statutory provision.
7. *Relevant Judicial Decisions.* The annotations contain notes and citations for decisions of Nevada's Supreme Court, federal courts, and courts of other jurisdictions that bear upon the provisions of NRS. Also included are statements of holdings in cases decided under former statutes that were substantially the same as the provisions in NRS.
8. *West Publishing Company.* Immediately following selected statutes and chapter or subchapter headings, there are references to West Publishing Company's key number classifications as contained in its *American Digest System*® and to West Publishing Company's legal encyclopedia, *Corpus Juris Secundum*®.

9. *Notes of Opinions of the Attorney General.* Where appropriate, the annotations contain brief notes on pertinent Opinions of the Attorneys General of the State of Nevada since 1869. These are identified by the citation prefix “AGO,” followed by the number of the opinion and its date of issuance.

Nevada Administrative Code

It is the policy of the State of Nevada that every regulation adopted pursuant to law by a state agency be made easily accessible to the public and expressed in clear and concise language. To assist in carrying out this policy, most permanent regulations are incorporated in the *Nevada Administrative Code* (NAC), and procedures for the adoption of emergency or temporary regulations are set forth by statute. Information relating to a proposed or adopted regulation is provided in the *Register of Regulations*, which is published by the Legislative Counsel. The Register includes the proposed and adopted text of each permanent regulation, the notice of intent to act upon the regulation, the written notice of adoption of the regulation, an informational statement, and the effective date.

The NAC and the Register are available for review in the state and legislative libraries and may also be purchased, in individual volumes or in their entirety, from the Publications Unit of the Legal Division of the Legislative Counsel Bureau.

Daily Histories

The Nevada Legislature considered 1,191 legislative measures during the 2003 Session. The progress of each of these bills and resolutions is summarized in the *Senate Daily History* and the *Assembly Daily History*.

The daily histories list each bill and resolution introduced in the respective chambers for which they are reporting in numerical sequence by bill number or the number of the resolution. Following the bill number is the name of the introducer (whether individual or committee), co- or joint sponsors and whether or not the legislation is by request. The date of introduction of the measure is also listed. Below this information there is a brief summary of the measure and the number of the bill drafting request. Then, in chronological order, the measure’s legislative history is traced up to the date of the daily history’s publication. Thus, at a moment’s glance, a legislator or other interested person can locate any bill or resolution and determine its status.

Daily histories, which record all action taken on bills and resolutions, are printed each day the Legislature is in session and also are printed in cumulative volumes every two weeks (on an alternating basis between the Senate and Assembly). They also contain a complete list of the daily files scheduled during the day and notice of committee meetings. There also are listings of announcements, resolution recognition days, and special occasion days.

At the conclusion of each session, final volumes of the *Senate History* and the *Assembly History* are printed and made available upon request. These volumes contain the legislative history of each measure through the last day of the session and are arranged

in the same fashion as the daily histories. Measures enacted into law are traced through the date of the Governor's signature (or the date on which they became law without his signature), with notations citing their assigned chapter number in the *Statutes of Nevada* and their effective dates, unless vetoed, in which case the date of veto is noted. The final volumes include additional relevant information on the personnel of the session, committee assignments, a legislative "box score," and other items of general interest.

Index of Bills and Resolutions

The index of Senate and Assembly bills and resolutions is a cumulative publication, which is printed each week during the legislative session. The index contains references to all bills and resolutions introduced during the session and includes references to material that is added to a bill or resolution by amendment.

Within the index are tables to Senate and Assembly bills arranged by the section of NRS proposed to be amended or repealed; chapters of NRS that may be amended by the addition of new sections; and titles of NRS proposed to be amended by the addition of new chapters.

Special characters following a bill or resolution number in the index or tables indicate action taken by the Governor on measures that have been passed by both houses or certain actions taken by the Senate or Assembly:

1. One asterisk (*) indicates that the bill is effective on October 1 or later.
2. Two asterisks (**) indicate that the bill is effective on passage and approval or on a specified date before October 1.
3. One dagger (†) indicates that the material reflected by the index entry was deleted by amendment or that the section reflected in the table was deleted by amendment.
4. Two daggers (††) indicate that the bill was vetoed.
5. A double dagger (‡) indicates that the resolution has been approved.
6. "IP" indicates action on the bill has been indefinitely postponed.
7. "EX" indicates that the bill is exempt from certain limitations.
8. "NFA" indicates that no further action on the bill is allowed.

Liberal use is made of "See" and "See also" references. For example, the heading "LAKE TAHOE (See TAHOE BASIN)" means that all information concerning Lake Tahoe is indexed under the heading "TAHOE BASIN." The heading "REGIONAL PLANNING (See also LAND USE PLANNING)" means that all specific references to regional planning are indexed under "REGIONAL PLANNING," but that the heading "LAND USE PLANNING" contains general information that may be pertinent.

General headings are used within the index to list every bill or resolution pertaining to certain general subjects. For example, the heading "APPROPRIATIONS"

includes a reference for every bill that contains an appropriation. The heading “LEGISLATIVE AND AGENCY STUDIES” includes a reference for every bill or resolution that requests a study. The heading “RESOLUTIONS AND MEMORIALS” includes references for every resolution introduced, except constitutional amendments and legislative matters. Constitutional amendments are listed under the headings “CONSTITUTIONAL AMENDMENTS, NEVADA” and “CONSTITUTIONAL AMENDMENTS, UNITED STATES.” Resolutions concerning legislative matters (other than “LEGISLATIVE AND AGENCY STUDIES”) are indexed under the heading “LEGISLATURE.” In consulting the index on a given subject, the user should check first for the specific, then for the general, subject.

A final edition of the index and tables is printed after adjournment and may be used before the publication of the *Advance Sheets* to identify new laws or amendments to existing law.

Legislative Journals

Each house of the Nevada Legislature publishes a daily journal of its proceedings, which is the only official record of floor activity. While the journals are not verbatim transcriptions of floor activity, they do record all official actions taken on measures pending before the chambers and frequently include the text of remarks made by legislators, especially as it relates to legislative intent on specific legislation.

Gubernatorial and congressional communications are included in the journal, as well as the text from the Governor’s State of the State speech and all the speeches from Nevada’s five congressional delegates, as well as the Chief Justice of the Supreme Court’s State of the Judiciary speech. Journals for the preceding day are distributed to the legislators in their respective chambers at the beginning of each day’s session and made available to the public.

After the Legislature has adjourned sine die, the digital versions of the daily journals are compiled, formatted, edited, repeatedly checked for accuracy, indexed, and finally bound in permanent hardbound publications of up to three volumes. These hardbound copies of the journals also contain certain ancillary information relating to the legislative *calendar*, the personnel of the Legislature, a table of contents regarding legislation, the Standing Rules, and the Joint Rules of the Senate and Assembly.

Biennial Report of Nevada State Agencies and Nevada Statistical Abstract

Each biennium, the Department of Administration compiles *Perspectives: A Biennial Report of Nevada State Agencies*. The report contains an organizational chart of state government and a section describing each state agency. State agency descriptions include their purpose, organizational structures, significant legislative or executive action affecting the agency, a list of major administrators within the agency, goals and/or objectives, and what the agency did to help achieve its goals and/or objectives. Each department’s section includes department goals, an employee count, statutory authority,

and main telephone numbers. The Department of Administration also publishes the *Nevada Statistical Abstract*, which contains data describing the people, economy, and environment of Nevada.

Both documents are available on-line, and may be accessed through the Web site of the Division of Budget and Planning at www.budget.state.nv.us.

Political History of Nevada

One of the most comprehensive historical reference works on Nevada state government and politics is the *Political History of Nevada*, the tenth revised edition of which was issued by the Secretary of State in 1997.

The political history contains background data on the historical development of the state; descriptive material on the state symbols and mottoes; lists of territorial and state elective officials; informative articles; and complete statewide election returns for every special, primary, and general election since 1864. A special section on the Legislature highlights valuable information regarding apportionment of the Nevada Legislature since 1861 and lists the membership of each session of the territorial and state legislatures.

Audits of State Agencies

The Audit Division of the Legislative Counsel Bureau periodically issues audits and other reports of interest to legislators. Because of the technical nature and complexity of these reports, it is recommended that interested legislators consult with the Legislative Auditor for assistance when obtaining audit reports.

Every legislator receives a copy of the *Biennial Report of the Legislative Auditor*, which summarizes audit reports on state agencies. This report also includes specific recommendations to the Legislature for laws to improve the efficiency and effectiveness of state government.

Legislative Videocassettes

The Legislative Counsel Bureau provides a videocassette entitled *The Nevada Legislature: The People's Branch of Government*. The videocassette describes the legislative process and features prominent members of the Legislature. It is 30 minutes in length and is suitable for viewing by all age groups. The videocassette may be borrowed by individual legislators.

The National Conference of State Legislatures also provides several videocassettes on various legislative topics. For specific information, contact the Research Library (775-684-6827), by e-mail at library@lcb.state.nv.us or at the Legislative Counsel Bureau, 401 South Carson Street, Carson City, Nevada 89701-4747.

Recommended Schedule of Priorities for Capital Improvements

Pursuant to NRS 341.191, the State Public Works Board is required to recommend

to the Governor and to the Legislature a schedule of priorities for the construction of proposed capital improvements. The *State Administrative Manual* requires all institutions and departments to submit to the State Public Works Board, for consideration and recommendation, their requests for all new construction and remodeling projects that cost in excess of \$25,000. The publication containing the long-range perspective of the capital construction needs and ultimate level of financing required is the *Recommended 2003-2005 Capital Improvement Program*.

The recommended schedule assigns each proposed capital improvement project a project number and title. This information is followed by a cost estimate and description of the project. In providing funds to carry out a program of capital improvements, the Legislature normally makes reference in legislation to the project numbers assigned to various projects by the State Public Works Board in its recommended schedule. Hence, the recommended schedule is key to understanding the state's approved capital improvement program.

Mason's Manual of Legislative Procedure

The standing rules of both houses of the Nevada Legislature designate *Mason's Manual of Legislative Procedure* as the parliamentary authority to be followed in the absence of any constitutional provisions, statutes, standing rules, customs, usage, or precedents governing the conduct of proceedings in the chambers. *Mason's Manual*, because of its official standing, is thus one of the most important printed resources for legislators.

The manual contains a complete outline of parliamentary laws and rules, explaining questions of precedence of motions, the conduct of debate, methods of voting, and other intricacies of procedure. Citations to collateral parliamentary authorities permit in-depth analysis of specific issues, while the narrative itself (which is organized by topical sections for purposes of citation) offers a statement of general principles applicable in most given situations.

In addition to an extensive table of contents, the manual has an index, a brief index, and a table of cases cited. Limited copies of *Mason's Manual* are available for checkout from the Research Library. Copies are also available for purchase by legislators at \$50 per copy from the Publications Unit of the Legislative Counsel Bureau.

Nevada Legislative Manual

Each legislator is provided with a copy of the *Nevada Legislative Manual*, which contains information regarding the structure and processes of the Legislature. The manual, published by the Legislative Counsel Bureau, also includes information to assist new legislators in adjusting to legislative life.

Legislative Counsel Bureau Publications

The Legislative Counsel Bureau issues several reports and publications useful to legislators. These publications are the *Legislative Appropriations Report*,

Summary of Legislation, Legislative Counsel Bureau bulletins, and various background papers.

1. ***Legislative Appropriations Report.*** Produced biennially by the Fiscal Analysis Division, this report details all the appropriations made by the Legislature for the operation of Nevada state government. It is distributed to all members of the Legislature as soon as possible after the adjournment of the legislative session.
2. ***Summary of Legislation.*** Produced biennially by the Research Division, this report summarizes all legislation enacted during the most recent session.
3. ***Legislative Counsel Bureau Bulletins.*** The Legislative Commission, responding to directions contained in concurrent resolutions, normally assigns a number of interim studies on legislative problems to its subcommittees, the staff of the Legislative Counsel Bureau, or both. Upon their completion, these studies, together with recommendations for appropriate legislative action, are published in bulletins by the Legislative Counsel Bureau and distributed to the members at the next session of the Legislature. Each publication is given a bulletin number.

A complete list of Legislative Counsel Bureau bulletins issued to date is included as Appendix E of this *Nevada Legislative Manual*. The numbering system for bulletins was changed in 1976 so that a bulletin now has a two-part number. The first part is the year of the regular session to which the report was made, and the second part is a sequence number for that session. Thus, the first bulletin to the 2005 Session is 05-1.

While an attempt is made to maintain a sufficient supply of each bulletin to accommodate requests for additional copies, certain numbers are now out of print. Anyone wishing to review the contents of out-of-print bulletins may do so by consulting the editions retained by the Legislative Counsel Bureau in its Research Library.

4. ***Background Papers.*** These reports, which are produced prior to each legislative session by the Research Division as part of its requirements under NRS 218.735, discuss subjects that may be of major interest during legislative sessions. The Division welcomes legislators' suggestions for topics to be covered in background papers.

Executive Budget

The major fiscal document used by legislators in Nevada is the *Executive Budget*, which contains actual appropriation and expenditure figures for past fiscal years, agency requests for the future biennium, and the gubernatorial recommendations that endorse or modify agency budgetary requests. Included in the budget document are program statements that preface the detailed fiscal information for the various departments, boards, commissions, and other agencies of the state. Starting in 1993, the budget

segregated each account into base and current services level budgets, and all program enhancements were separately identified. In addition, quantitative indicators of each program's performance were added to the budget document in 1993. The budget is organized functionally, by agency, with summaries relating to personnel, operating expenses, travel, and requests for equipment.

The introductory materials located at the front of the budget document provide general interest data relating to the Nevada economy, taxation, revenue, personal income, population, and fiscal trends. This information is useful in understanding the factors involved in calculating budget projections, but it is equally useful as a statistical reference work on the State of Nevada.

Economic Forum

The Economic Forum is a five-member committee from the private sector directed to provide a forecast of future State General Fund revenues by December 1 of even-numbered years (NRS 353.226 through 353.229). The Governor appoints three members to the forum, and the Majority Floor Leader of the Senate and the Speaker of the Assembly each nominate a member. The forum is assisted in preparing the forecast by a Technical Advisory Committee made up of the Budget Director, Senate and Assembly Fiscal Analysts, State Demographer, Director of Research for the Employment Security Division, Vice Chancellor for Finance of the University and Community College System of Nevada, and the Chairman of the Committee on Local Government Finance.

The forecast prepared by the Economic Forum will be based on the existing revenue structure and must be used by the agencies, the Governor, and the Legislature in recommending and approving the new budget. A second written report must be submitted by the Economic Forum to the Governor and the Legislature by May 1 of odd-numbered years that confirms or revises the projections contained in the December 1 forecast.

LIBRARY SERVICES FOR LEGISLATORS

Research Library—Legislative Counsel Bureau

The Research Library operates within the Research Division of the Legislative Counsel Bureau. The library serves the legislative staff and legislators, and it is also open to state agency personnel and the general public. The library is a reference center specializing in legislative and governmental subjects. Located on the first floor of the Sedway Office Building, the library hours are 8 a.m. to 5 p.m., Monday through Friday (telephone: 775-684-6827; e-mail: library@lcb.state.nv.us).

The Research Library serves as a depository for official Nevada legislative documents and provides reports and studies on current issues for legislative research. Holdings include current and previous sets of Nevada compiled laws, bills introduced since 1911, Nevada territorial and state journals and session laws, and minutes of legislative hearings. The legislative committee minutes are microfiched starting in the early 1970s,

and from 1993 forward the minutes are available through an in-house database and on the Legislature's Web page at www.leg.state.nv.us. The library collects all materials required to compile a legislative history and provides a guide to the materials and the process on the library's Web site, www.leg.state.nv.us/lcb/research/library. Library staff also provide Internet access to over 3,000 legislative history packets from the library's Web site.

The library collection also includes published reports of the Audit, Fiscal Analysis, and Research Divisions of the Legislative Counsel Bureau. Federal and state agencies, organizations, and associations provide brief informational reports, which the library collects in subject files. Collected materials are catalogued and entered into a library database.

Staff provide information by utilizing in-house print and electronic materials, specialists in government and private sectors, and Internet sources.

Division of State Library and Archives

Nevada's State Library and Archives was established in 1861 as the territorial library for service to attorneys and justices. Today it provides library and information services to all Nevadans. The State Library and Archives acts as the information service center for all functions of state government and coordinates many activities for public libraries throughout the state.

A full range of information services is provided by the State Library and Archives, and additional information is available through its Web site (dmla.clan.lib.nv.us). State Library and Archives hours are 8 a.m. to 5 p.m., Monday through Friday.

The following areas are of special use to members of the Legislature:

STATE LIBRARY SERVICES

Reference librarians answer reference and research requests using in-depth collections of public administration, business, human resources, taxation, census, and Nevada materials. Comprehensive collections of statistical and demographic information, telephone and other directories, and a wide variety of information databases provide quick access to information essential to legislative action (telephone: 775-684-3360; e-mail: nsoref@clan.lib.nv.us).

The reference staff answers questions of a general or special nature, performs manual and database literature searches, compiles bibliographies or lists of information sources on subjects, and obtains difficult-to-find materials through interlibrary loan from other libraries located in and out of state. A telecommunications network connecting the computer databases of Nevada's public and academic libraries provides information transfer statewide; a computer lab is also available. The home page address is www.nevadaculture.org.

The State Publications Distribution Center collects Nevada state and local agency publications for research use at the State Library and Archives and distributes copies of

these publications to the Clark, Elko, and Washoe County libraries and the University of Nevada campuses at Las Vegas and Reno (telephone: 775-684-3320).

The State Library and Archives is a federal documents depository, maintaining a current and historical collection of 549,435 federal documents, which includes congressional bills, statutes, hearings, and reports, as well as executive publications. A limited collection of out-of-state and intergovernmental documents is also available. Full reference, computer search, photocopy, and microform reader-printer services are available for all collections (telephone: 775-684-3329).

The Regional Library for the Blind and Physically Handicapped provides braille and recorded books and magazines to handicapped individuals. Legislators are invited to visit this program and review the unique and varied materials and equipment the program offers (telephone: 775-684-3354).

Technical Services coordinates the cataloging of library materials and the sharing of information on a statewide basis. The section develops and maintains a statewide computer database for the interlibrary loan network and coordinates the development of circulation databases (telephone: 775-684-3309).

During the legislative session, the State Library and Archives offers the Legislative Hot Line, which provides information on all aspects of legislative processes and activities. Inquiries may be made by telephone or in person and are answered free of charge. Between legislative sessions, questions are handled by reference librarians at the State Library and Archives (telephone: 775-684-3360 or toll free from other areas of Nevada at 800-922-2880).

The Library Development Section provides consultation on library and information services to local libraries and state institutions; promotes coordination and improvement of library services on a statewide basis; collects data and publishes statistics and directories; monitors, evaluates, and assists with administration of state and federal grants for library development; assists with development of library automation projects statewide; and develops training and continuing education activities for library staff members and public library trustees (telephone: 775-684-3322).

ARCHIVES AND RECORDS

The State Archives program preserves the records that document the history of Nevada government dating back to 1851, including many records of the legislative, judicial, and executive branches of government. There are more than 13,400 cubic feet of territorial and state government records and over 12,000 images of Nevada people and places, providing visual information that complements the Archives' documentation of Nevada history.

The staff provides research and photocopying of records and referral to historical materials housed elsewhere (telephone: 775-684-3310 or e-mail jmkintop@clan.lib.nv.us). The Records Management Program inventories the records of executive branch agencies and prepares records retention schedules for state and local governments

(telephone: 775-684-3411). The Micrographics and Imaging Program microfilms records for permanent retention and scans documents to CD ROM for easier access (telephone: 775-684-3414).

Archives and Records provides technical assistance and advice to the Nevada Supreme Court and the Legislative Counsel Bureau in the preparation of their records retention schedules and operates a records center in Carson City which substantially reduces the storage costs to the state for agencies.

Nevada's Supreme Court Law Library

Occupying the first floor of the Supreme Court Building (201 South Carson Street, Carson City), the Supreme Court Law Library provides legal information and research services to legislators, including references, interlibrary loan, and photocopying. Computer legal research is available through public access Westlaw and Shepard's terminals. Requests for information may be made by telephone (775-684-1670), facsimile (775-684-1662), electronic mail (mhoffman@nvcourts.state.nv.us), webpage (<http://www.clan.lib.nv.us/polpac/nsc/firsttry.htm>), or in person. The law library is staffed from 7:30 a.m. to 5 p.m., Monday through Friday, and access is through either the east, west, or southwest entrance. Legislators may use the intercom at the southwest entrance to identify themselves to Security to enter the library between 5 p.m. and 11 p.m., Monday through Friday. For weekend access or key card access, contact library staff at 775-684-1670.

INTERNET SERVICES

Legislature's Web Site

The Nevada Legislature offers a Web site (www.leg.state.nv.us) which contains a variety of information regarding the operation of the Legislature. Through the Web site, the public can access bills, resolutions, minutes, and daily journals from the 1995, 1997, 1999, 2001, and 2003 Legislative Sessions. The minutes from the 1993 Session are also available. Information regarding the 1997-1998, 1999-2000, 2001-2002, and 2003-2004 interim legislative committees also is provided, which includes the members, agendas, and minutes for each committee.

Through the Web site, members of the public can contact their state Senator or Assemblyman by electronic mail or read the legislator's biography. Finally, the text of the *Nevada Revised Statutes*, the *Nevada Administrative Code*, the *Register of Regulations*, and recent Nevada Supreme Court decisions can be browsed or searched. The recent reports of interim legislative committees, background papers, and the *Summary of Legislation* are also available. Additional documents that may be reviewed include the *Nevada Constitution*, court rules, city charters, and the 1861 and 1864 Acts of Congress, which organized the Nevada Territory and enabled the people to form the state government.