

CHAPTER V

RESOURCES FOR LEGISLATORS

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During every legislative session, legislators find themselves deluged with official reports, documents, and communications. Separating 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 legislators' work than any others likely to cross their desks.

These resources may be divided into three categories—basic printed resources, library services, and Internet 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 issued by the Legislature and the Legislative Counsel Bureau. However, at least two documents issued by the Executive Branch—the *Executive Budget*, and the *Recommended Capital Improvement Program*—should also receive legislators' scrutiny. The major printed resources available to Nevada legislators are briefly highlighted below. Most of these resources also are accessible through the websites of the Legislature (<http://www.leg.state.nv.us>) and the State (<http://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 during 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 bolded italics, while material enclosed in brackets with strikethrough is to be deleted. 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 bills and resolutions adopted during a session, the *Statutes of Nevada* contain indexed copies of the *United States* and *Nevada Constitutions*. The *Statutes of Nevada* also include an index and 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 or vetoed during the session.
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, amended or repealed.
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 59 loose-leaf volumes including indices, comparative tables, and certain special and local acts. The NRS is also available electronically as part of the *Official Nevada Law Library* (on CD-ROM).

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 such governments.

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 218D.630 would mean that the law in question is found in Chapter 218D of NRS, while 630 indicates its place in that chapter. The system is truly decimal, that is, NRS 233B.0395 lies between NRS 233B.039 and NRS 233B.040.

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 with NRS. Court Rules Volume I contains the *Nevada Rules of Civil Procedure*, *Nevada Short Trial Rules*, and *Rules Governing Alternative Dispute Resolution and Nevada Alternate Trial Rules*. Court Rules Volume II contains the *Nevada Electronic Filing and Conversion Rules*, Justice Court Rules, Local Justice Court Rules, District Court Rules, and Local Rules of Practice. Court Rules Volume III contains the *Nevada Rules of Appellate Procedure*; *Supreme Court Rules*; the *Nevada Code of Judicial Conduct*; the *Rules Governing Sealing and Redacting Court Records*; the *Rules Governing the Standing Committee on Judicial Ethics*; the *Rules Governing Appearance by Audiovisual Transmission Equipment*; the *Rules Governing the Collection of Fees and Charges*; the *Rules Pertaining to Exhibits Marked and/or Admitted Into Evidence*; *Addendum Nos. 1 and 2*; the *Nevada Rules of Professional Conduct*; the *Nevada Rules on the Administrative Docket*; the *Minimum Records Retention Schedules*; the *Policy for Handling Filed, Lodged, and Presumptively Confidential Documents*; and the *Foreclosure Mediation Rules*. The U.S. District Court Rules and the U.S. Ninth Circuit Court Rules are available in soft bound copy. 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), and N.R.A.P. 1(a). The alphabetical listing of Nevada's Supreme Court cases and their citations are in Volume 51 of NRS.

The Nevada Admission Acts and the *Nevada Constitution* with its index are found in Volume 47 of NRS. Volume 48 contains the *U.S. Constitution* with its index and charters for all cities incorporated by special act. Volume 49 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, room taxes, convention centers, and other special acts. Volume 50 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 NRS since its enactment in 1957. Volumes 52 through 56 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 or also for changes made in special sessions.

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.

Nevada Revised Statutes contains 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 and/or parentheses 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 50 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 Nevada's Supreme Court. The annotations to *Nevada Rules of Appellate Procedure*, *Nevada Rules of Civil Procedure*, and *Justices' Courts Rules* 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 NRS that are related to the statutory provision.

6. *Nevada Administrative Code* (NAC) Cross References. The annotations contain references to sections of the NAC that are related or adopted pursuant to the statutory provision.
7. Relevant Judicial Decisions. The annotations contain notes and citations for decisions of the Nevada 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. 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. Opinions concerning the Open Meeting Law are included where appropriate and are prefixed with “OMLO,” followed by the number and the date of issuance.
9. Opinions of Nevada’s Commission on Ethics. Where appropriate, the annotations contain brief notes on pertinent Opinions of the Commission on Ethics. These are identified by the citation prefix “CEO,” followed by the number of the opinion.

Nevada Administrative Code

Pursuant to NRS 233B.062, 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 *Nevada Administrative Code*, 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 Administrative Regulations*, which is published by the Legislative Counsel. The Register includes the proposed and adopted text of each permanent, temporary, and emergency regulation, the notice of intent to act upon the regulation, the written notice of adoption of the regulation and an informational statement for the regulation.

Nevada Administrative Code and the Register are available for review in the State and legislative libraries and online at the legislative website. They may also be purchased, in individual volumes or in their entirety, from the Publications Unit of the Legal Division of the Legislative Counsel Bureau.

Histories

The Nevada Legislature considered over 1,100 legislative measures during the 2015 Session. The progress of each of these bills and resolutions is summarized in the *Senate History* and the *Assembly History*.

The *Histories* list each bill and resolution introduced in the respective chamber 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 sponsor (whether individual or committee), cosponsors or joint sponsors, and whether or not the legislation is *by request*. In the Senate, 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 draft request. Then, in chronological order, the measure's legislative history is traced up to the date of the history's publication. Thus, at a moment's glance, a legislator or other interested person can locate any bill or resolution in the legislative process and determine its status.

At the conclusion of each legislative 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. Measures enacted into law are traced through the date of the Governor's signature (or the date on which they became law without the Governor's signature), with notations citing their assigned chapter numbers 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, and other items of general interest.

Index and Tables of Bills and Resolutions

The index and tables of Senate and Assembly bills and resolutions is a cumulative publication produced by the Legal Division, which is printed each week and uploaded daily on the legislative website 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.

The tables to Senate and Assembly bills are 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 was enrolled.
2. 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.
3. Two daggers (††) indicate that the bill was vetoed.
4. A double dagger (‡) indicates that the resolution was approved.
5. A superscript "D" (^D) indicates that the bill failed to meet deadline.

In the index, 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. 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 Address* and all the speeches from Nevada’s six 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. The Senate and Assembly continue to publish the amendments in-line in each day’s journal.

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 containing several 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.

Nevada Report to Taxpayers

The *Nevada Report to Taxpayers* is updated annually and summarizes State revenues and expenditures during the previous fiscal year. Also provided are detailed financial reports from State agencies, regulatory bodies, local governments, and school districts in the State.

These documents are available online exclusively, and may be accessed through the website of the Budget Division of the Governor's Office of Finance at <http://budget.nv.gov> by clicking on the "State Budget" tab and then selecting "Related Budgeting Links" and "Report to Taxpayers."

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 eleventh revised edition of which was issued by the Secretary of State in 2006.

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 Videorecordings

The Legislative Counsel Bureau provides programs for Legislators and new employees including employee orientation videos, harassment prevention videos, and legislative police personal safety videos. The employee orientation program includes a description of staff and services of all divisions and the administrative units.

The harassment prevention program offers training to employees and supervisors. The legislative police personal safety program includes tips and instructions on what to do during life safety events. All videos are available on the Legislature's internal network (LegNet) under "LCB Employees General Information." The Senate and Assembly also have informational videos available on LegNet and, by request, can be made available on DVD. Recordings of committee meetings and floor sessions are available to the public on the Nevada Legislature's website under "Videos of Archived Meetings."

Recommended Schedule of Priorities for Capital Improvements

Pursuant to NRS 341.083, 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 \$300,000. The publication containing the long-range perspective of the capital construction needs and ultimate level of financing required is the *Recommended 2017-2019 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, standing rules, customs, usage, precedents, or statutes 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 and a table of cases cited. Limited copies of *Mason's Manual* are available for checkout from the Research Library. Copies may also be available for purchase from the Publications Unit of the Legal Division of the Legislative Counsel Bureau. The most recent version of *Mason's Manual* was published in 2010.

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.

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 Legislature has created statutory committees to study important topics, including education and health care, primarily during the interim period when the Legislature is not in session. In addition, 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 2017 Session is 17-01.

Bulletins are available electronically on the Legislature's website (<http://www.leg.state.nv.us/Division/Research/Publications/DivStudyLegReport.cfm>), or copies of studies may be requested through the Publications Unit of the Legal Division of the Legislative Counsel Bureau. 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. *Guide to the Nevada Legislature*. This guide contains maps to the Legislative Building, photos and contact information of legislators, an overview of the Legislature, a list of standing committees, and other information.
5. *Nevada Education Data Book*. This book contains data and information pertaining to school finance, teachers and leaders, statewide student testing, and education programs designed to improve student academic achievement. There is also an extensive section in this book describing past, current, and projected demographic characteristics of the education system.
6. Policy and Program Reports; Research Briefs; and Fact Sheets. These reports, which are produced by the Research Division as part of its requirements under NRS 218F.810, discuss subjects that may be of major interest during legislative sessions. The Division welcomes legislators' suggestions for topics to be covered in these reports.
7. District Demographic Profiles. Using information from the U.S. Census Bureau's American Community Survey, these documents report various data categories for each legislative district and compare that information to Nevada and the United States. The Research Division welcomes legislators' suggestions for categories to be covered in these reports.

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, measurement 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 2011 Legislature further expanded the makeup of the *Executive Budget* to include a general summary of the long-term performance goals for core governmental functions; an explanation of the means by which ratable progress towards achieving the long-term goals will be met; and an outline of other important features of the financial plan of the Executive Branch for the next two fiscal years.

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, fiscal trends, and core functions of State government and related performance benchmarks. 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 consists of five members from the private sector required to provide a forecast for future State General Fund revenues by December 3 of even-numbered years and May 1 of odd-numbered years (NRS 353.226 through NRS 353.229). The Governor appoints all five members to the Forum, with the Majority Leader of the Senate and the Speaker of the Assembly each nominating a member for appointment by the Governor. The Forum is assisted in preparing the forecasts by the Technical Advisory Committee consisting of the Chief of the Budget Division of the Governor's Office of Finance; Senate and Assembly Fiscal Analysts; the State Demographer; the head of the Research and Analysis Division of the Department of Employment, Training and Rehabilitation; the Vice Chancellor for Finance of the Nevada System of Higher Education; and the Chair of the Committee on Local Government Finance.

The forecasts prepared by the Economic Forum are based on the current revenue structure specified in statute. The December forecast must be used by the Governor in developing the *Executive Budget* presented to the Legislature before each session and the May forecast is used by the Legislature in developing the legislatively approved budget during each session.

During each interim, the Economic Forum is required to meet on or before December 10 of odd-numbered years and June 10 of even-numbered years. At these meetings, an update on the status of actual State General Fund revenues compared to the Economic Forum's most recent forecast is presented. The Economic Forum is not required to consider or approve additional forecasts of State General Fund revenue at these interim meetings. The Economic Forum also considers information on current economic indicators and other information deemed appropriate by the members. The Chair of the Economic Forum is required to provide a report of these two interim meetings to the Interim Finance Committee and the report must be made available on the Legislature's website.

LIBRARY SERVICES FOR LEGISLATORS

Research Library—Legislative Counsel Bureau

The Research Library is part of the Legislative Counsel Bureau Research Division, and provides professional library services for legislators, legislative staff, state and local government agencies, and the public, including:

- Answering questions about legislative materials, the Legislature’s website, and Nevada government;
- Researching the history of Nevada legislation, legislators, and the Legislature;
- Providing assistance and training in locating background and historical information on various topics; and
- Maintaining parts of the legislative website and creating databases of legislative information.

In addition to the Library’s catalog, these databases cover legislative history, legislators, reports to the Legislature, and schools and legislative districts. Library databases and other information sources can be found on the Library’s website (<http://www.leg.state.nv.us/Division/Research/Library>).

The Research Library is the custodian of the standing and interim committee minutes and exhibits for legislative proceedings. The legislative committee minutes are available on microform from 1965 to 2009 and on the Legislature’s website from 1993 forward. Some committee minutes pre-dating 1993 also are available on the Library’s website. The interim committee minutes are available in the Research Library from 1969 to present, and on the Legislature’s website from 1997 forward.

Library collections include official Nevada legislative documents: current and historic sets of Nevada compiled laws, bills introduced since 1911, *Territorial Laws* and *Statutes of Nevada* from 1861 to present, and the *Journals* of the Senate and Assembly from 1864 to present. The collection also includes publications of the various Legislative Counsel Bureau divisions, as well as studies and reports from federal, state, and professional organizations. The Research Library also maintains files of research prepared by Research Division staff, organized by subject matter.

The Library is located on the first floor of the Sedway Office Building and is open from 8 a.m. to 5 p.m., Monday through Friday (telephone: 775-684-6827; e-mail: library@lcb.state.nv.us).

State Library and Archives

The 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 on its website at <http://nsla.nv.gov>. State Library and Archives hours are 10 a.m. to 2 p.m., Monday through Friday.

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

STATE LIBRARY SERVICES

The research 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. Research requests are conducted using in-depth collections of public administration, business, census, human resources, taxation, 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 vital information (telephone: 775-684-3303; e-mail: nslref@admin.nv.gov).

State and local agency publications in all formats are available for research use at the State Library and Archives. Copies of these publications are also distributed to the Clark, Elko, and Washoe County libraries and to the University of Nevada campuses in Las Vegas and Reno.

The State Library and Archives is a federal documents depository, maintaining select current and historical collection of 549,435 federal documents, which include 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: 775-684-3381).

The library development unit 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 federal and State 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: 775-684-3306).

ARCHIVES AND RECORDS

The State Archives program preserves the records that document the history of Nevada government dating back to 1851. The program preserves and makes accessible over 12,000 photographs, including photographs of the early legislatures and State government leaders. The program conducts tours of the State Archives for legislators, staff, and guests. State Archives can be contacted for more information (telephone: 775-684-3310; e-mail: claframboise@admin.nv.gov; or fax: 775-684-3317).

The State Records program identifies official records and prepares records retention schedules of these records for use by Executive Department agencies and local governments. The program is accessible to the Legislative Department for many types of records management consultation, including records retention schedules and electronic records management systems. The program also operates the State Records Center for the cost-efficient, long-term storage of paper records of Executive Department agencies. For more information, contact the State Records (telephone: 775-684-3411; e-mail: smartel@admin.nv.gov; or fax: 775-684-3425).

The Imaging and Preservation Services (IPS) program provides document, book, and photographic scanning services; large format scanning and printing services; and program tours. For more information, contact the IPS by telephone (775-684-3414) or by e-mail (claframboise@admin.nv.gov).

State Archives and Records maintains and makes available the *Public Records Act: A Manual for State Agencies* on its website (http://nsla.nv.gov/Records/Public_Records/Public_Records/), which provides agencies with detailed procedures on making public records accessible.

Nevada's Supreme Court Law Library

The Supreme Court Law Library occupies the first floor of the Supreme Court Building. The library provides research services and access to legal information for legislators as well as the legal community and the public. The library has a public copier, Internet access, and online database services such as Hein Online, Lexis, and Westlaw. The library's collection contains case law, statutes, treatises, and law reviews. If the library does not have the item in the collection, staff can try to obtain it through interlibrary loan.

The library has a collection of early Nevada codes, superseded NACs, Nevada county codes and municipal codes. Requests for information and research assistance can be made by telephone (775-684-1640), fax (775-684-1662), e-mail (reference@nvcourts.nv.gov), mail, or in person. The library's website is <http://nvcourts.gov/lawlibrary/>. The library has three meeting rooms available for use during the day with reservation. To reserve a meeting room, call (775) 684-1640. The library hours are 8 a.m. to 5 p.m. Monday through Friday. The library is closed on holidays and weekends.

INTERNET SERVICES

Legislature's Website

The Nevada Legislature's website (<http://www.leg.state.nv.us>) contains substantial information regarding the operation of the Legislature. The public can access bills, resolutions, committee minutes, and journals from the 1997 to 2017 Legislative Sessions. Bill histories are also available back through the 1985 Session. Information regarding the interim legislative committees is available back through the 1997-1998 Interim, including the members, agendas, and minutes for each committee.

Through the website, members of the public can determine who their State Senator and Assembly members are and can contact them by e-mail, read the legislators' biographies, or view detailed maps of each legislator's district. During legislative sessions, the public may express their views on various topics through an online opinion poll.

The text of the NRS, the NAC, the *Register of Administrative Regulations*, and recent decisions by Nevada's Supreme Court can be browsed or searched. The recent reports of interim legislative committees, policy and program reports, and the *Summary of Legislation* are also available. Reports that have been submitted to the Legislature from various State and other agencies may also be viewed by the public. 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.

Another popular item on the website is the Vote Nevada webpage. This page contains information on the most recent election and links to campaign-related materials, State and federal election information, and ballot questions. There is also a link to "Frequently Asked Questions" on the homepage if users need assistance navigating the website.

Finally, during the 2011 Legislative Session, the Legislature made it mandatory for new members of the Legislature to attend training, which includes legislative procedure and protocol; overviews of the budget and budgetary procedure; and policy issue briefings (NRS 218A.285). Information on this training is also available on the Legislature's website.