

**Hamilton County Law Library Resources Board  
County Offices Committee**

**O.R.C. 307.51(A) & (G)**

**Text of Relevant Code Sections**

(A) As used in this section, "county office" means any officer, department, board, commission, or agency of a county.

(G) After January 1, 2010, no county office shall purchase, lease, rent, operate, or contract for the use of any legal research or reference materials available in print, audio, visual, or other medium or, notwithstanding section 307.842 of the Revised Code, any equipment necessary to support the utilization of that medium without prior approval of the board. If such approval is denied, the county office, notwithstanding section 307.842 of the Revised Code, may purchase, lease, rent, operate, or contract for the use of any legal research or reference materials available in print, audio, visual, or other medium at its own expense.

*Source: ORC 307.51(g) <http://codes.ohio.gov/orc/307.51>*

## Hamilton County Law Library Resources Board

### Policy & Protocol for Implementation of O.R.C. 307.51(A) & (G)

#### PURCHASE OF LEGAL INFORMATION RESOURCES BY COUNTY OFFICES

##### **Purpose:**

The CLLRB establishes a policy on the acquisition of legal information resources by county offices in order to comply with state law (ORC 307.51(A & G)), to attain cost savings and operating efficiencies for Hamilton County, and to share information about the availability of legal information resources through the law library.

##### **Policy:**

- I. By law, no county office shall purchase, lease, rent, operate, or contract for the use of any legal research or reference materials available in print, audio, visual, or other medium or, notwithstanding section 307.842 of the Revised Code, any equipment necessary to support the utilization of that medium without prior approval of the [County Law Library Resources B]oard. If such approval is denied, the county office, notwithstanding section 307.842 of the Revised Code, may purchase, lease, rent, operate, or contract for the use of any legal research or reference materials available in print, audio, visual, or other medium at its own expense. ORC 307.51(G)
  - A. "County offices" are defined as "any officer, department, board, commission, or agency of a county" ORC 307.51(A). These policies do not pertain to the courts or to municipal departments.
  - B. All intended acquisitions of materials described in section I shall be presented to the Law Librarian for consideration.
    - i. If the Law Librarian and the requesting county office agree that the materials can be made available countywide under the law library's control, the purchase will be approved, pending the availability of County Law Library Resource funds and in accordance with the law library's collection development policies.
    - ii. Purchases of legal information resources made by county offices for their own use or housed at locations other than the law library are to be paid for by those offices and not via the County Law Library Resources Fund, except as addressed in section B.iii. As provided for in ORC 307.51(G), "If such approval / [by the CLLRB] is denied, the county office, notwithstanding section 307.842 of the Revised Code, may purchase, lease, rent, operate, or contract for the use of any legal research or reference materials available in print, audio, visual, or other medium at its own expense."
      - a. The requesting county office may request review of denied purchases by the CLLRB at its quarterly meeting.
    - iii. The Law Librarian and the requesting county office may agree to joint acquisition or licensing for particular materials. Terms for joint purchase or licenses will vary depending on the items and the planned use.

As approved by the CLLRB, October 1, 2009

## **Standard Operating Procedure**

The Law Librarian & Director will seek opportunities to collaborate with county offices on joint licensing for online products or multi-copy discounts or other purchases, licenses, or rentals intended by ORC 307.51(G).

The Law Librarian & Director, serving as Chief Administrator of the CLLRB, will inform county office directors and County Purchasing of any changes to the process for consideration for approval by December 1 in advance of each fiscal year.

The Law Librarian & Director, serving as Chief Administrator of the CLLRB, is authorized by the CLLRB to review and act on county office requests for approval of purchases, licenses, and the like.

County offices will present written requests for approval to the Law Librarian. Requests will include bibliographic information for print materials and descriptive details for online resources, including any required terms, in addition to the county office's contact information. The Law Librarian will reply with approval or denial within 10 business days.

Approved requests will be entered into the County's purchasing system, Performance, with the Law Librarian's approval attached.

County office requests for consideration of proposals at CLLRB meetings (held quarterly) must be made at least 7 calendar days in advance of the meeting.