

How to Manage Your Books

The Alaska State Court Law Library manages the subscriptions for Alaska law materials system wide. Designated receivers distribute material to various court offices at their location and may mail out books to other locations. All receivers are expected to maintain their own set of delivery/ mailing labels. The Library notifies receivers when any changes are made in an effort to keep both Library lists and receiver lists and labels current. The designated receivers are: branch law libraries, ACA offices for the First, Second, Third, and Fourth judicial districts, and Magistrate Services, which distributes designated materials to all magistrate posts not served by a branch law library.

Alaska law materials include the *Alaska Administrative Code*, *Alaska Children Youth & Family Law Manual*, *Alaska Criminal & Traffic Law Manual*, *Alaska Fish & Game Law Manual*, *Alaska Digest*, any Alaska municipal code, *Alaska Reporter*, *Alaska Rules of Court*, and *Alaska Statutes*. The court staff member serving as the designated receiver is also responsible for delivering each of these supplements to offices, courtrooms, and the library.

A. Delivering Supplements

1. You should have a list of Alaska materials with corresponding locations of the sets. If you are missing that list, or if the numbers of sets or locations have changed, contact the Technical Services Librarian, Nancy Tileston at 1-888-282-2082, or ext. 587 in Anchorage, or email: ntileston@courts.state.ak.us
2. The total number of supplements required for your location will be shipped directly to you, although the entire shipment may not arrive on the same day. You may need to wait a few days for the shipment to be complete.
3. When the materials arrive, verify the number received with that on the distribution list. If there is a discrepancy, follow the procedures in [C below](#).
4. Route any packing slips to Karen Miller, Accounting Clerk, Fiscal Operations-Finance, Alaska Court System, 820 W. 4th Avenue, Anchorage, AK 99501; phone: 907-264-0839; email: kmiller@courts.state.ak.us
5. Distribute the materials to the proper locations and update the sets.

B. Ordering New or Replacement Books

1. Orders for new or replacement books are placed by using the *Order Request* form located online at:

<http://www.courts.alaska.gov/library/order.xlsx>

2. Send the form to your ACA for approval.
3. The approved form is sent to the Technical Services Librarian for processing.
4. When a new set of books is ordered, an updated inventory list will be sent so that you can adjust any labels accordingly.

C. Typical Problems

Problems generally fall into the following categories:

1. Not receiving any books
2. Receiving some, but not all books
3. Wanting additional copies
4. Wanting fewer copies
5. Newly-opened court offices need new books
6. Newly-closed court offices no longer want books

Problems 1 and 2 are subscription problems or claims for missing materials. For assistance, contact the Technical Services Librarian, Nancy Tileston at 1-888-282-2082, or ext. 587 in Anchorage, or email: ntileston@courts.state.ak.us

Problems 3 and 5 constitute new orders. Fill out a copy of the *Order Request* form located at:

<http://www.courts.alaska.gov/library/order.xlsx>

and send it to your ACA for approval.

Problems 4 and 6 should be brought to the attention of the Technical Services Librarian, as soon as you are aware of them. She will start the process to cancel unwanted sets as appropriate. Please do not discard unwanted books until it is determined whether or not they can be used at another location.

Questions? Contact, Nancy Tileston, Technical Services Librarian, at 1-888-282-2082, or ext. 587 in Anchorage, or email: ntileston@courts.state.ak.us.