

4/10/61

Memorandum No. 13 (1961)

Subject: Index for Bound Volume No. 3.

The index for the Second Bound Volume of the Reports, Recommendations and Studies of the Law Revision Commission was prepared by Professor Marilyn B. Elawie of the State College for Alameda County and Professor James L. Elawie of the University of Santa Clara College of Law. These two persons have extensive indexing experience. We are completely satisfied with the job they did for the second bound volume. We paid \$600 for the index for the second bound volume.

The two professors who indexed the second bound volume are willing to index the third bound volume. Inasmuch as the third bound volume will run about 450 pages as compared to 312 pages for the second bound volume, they suggest that reasonable compensation for indexing the third bound volume would be \$850. The staff recommends that this offer be accepted. The compensation includes indexing, preparation of tables, preparation of copy, proofing, etc. Copy is to be delivered by the indexers in a form ready to go to the printer.

The indexers also strongly urge that volume three contain a consolidated index for the first three volumes. Although the index to volume one is 18 pages and the index to volume two is 13 pages, the indexers estimate that including volumes one and two in the consolidated index would add only approximately 10 pages to the consolidated index. The primary advantage of the consolidated index is, of course, that a person need look in only one place to determine whether or not the Commission has made a

study on a particular matter. In addition, the experience over the three volumes has revealed certain deficiencies in the index to volume one that can be corrected in the consolidated index. If this proposal were accepted, subsequent volumes could have a consolidated index without any additional expense other than collating the cards for index entries and the cost of setting the additional portion of the index in type. There would be no additional editorial cost for index preparation. The indexers are willing to prepare the consolidated index for an additional \$200.

The contract covering the indexing of volume two was made by Stanford University pursuant to the research contract between the Commission and Stanford University. However, because Stanford will add a 15 percent surcharge on the amount of the contract to cover Stanford's costs of administration, it is recommended that the Commission <sup>K</sup>make a contract directly with the indexers. This contract would be similar to the contracts we make with our research consultants. I do not believe that we will encounter any difficulty with the Department of Finance and Administration in securing approval of such a contract. We would hope to enter into this contract as soon as possible. The indexers are now ready to start indexing.

Respectfully submitted,

John H. DeMouilly  
Executive Secretary