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The Library and Information Services Division provides reference and legislative information services to committees, members, and staff of the General Assembly, and the public as well.

The Library collection of 55,000 volumes consists of Maryland laws and related legislative and legal materials, laws and publications of other states, federal documents, and general reference materials. Library materials circulate to General Assembly members, their staff, and State agencies.

Bill status and other legislative information is provided by the Library and its Information Desks. Through the Library, the Department serves as an official depository for the publications of Maryland State agencies and for all local codes published by county and municipal governments (Code 1957, Art. 25, sec. 32A; Art. 25A, sec. 7; Art. 25B, secs. 7, 12; State Government Article, sec. 2-1312; Education Article, sec. 23-2A-01). *Maryland Documents*, a list of State agency publications, is issued monthly.

The Library is responsible for publication of the interim roster, interim hearing schedules, and certain brochures and flyers about the General Assembly and the Department of Legislative Reference. The Library's Information Officer arranges tours, speakers, and materials for school groups, constituents, and foreign visitors.

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The Research Division responds to inquiries or requests from legislators, committees, and their staff on nonlegal issues with information, surveys, research, policy analysis, and problem-solving options.

Research analysts are trained in social sciences disciplines and participate in a nationwide information network of universities, governments, private laboratories, research centers, and professional organizations. Division analysts also provide staff support to special legislative committees, joint task forces, commissions, and the standing committees on specialized issues. Their support complements the legal counsel provided by the Legislative Division.

Although the Research Division primarily responds to questions raised by legislators, research analysts also initiate independent research on topical issues of potential interest to legislators. This research is published in the *Legislative Report Series* and may be found in the Department's Library.

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The Computer Services Division operates data processing equipment for the preparation of bills, the entry and maintenance of data into the bill status system, and the preparation of several Departmental publications. These publications include committee hearing schedules, synopses of laws, and legislative indexes. The work of the Division's proofreading staff complements the Division's data processing.

#### DEPARTMENT OF FISCAL SERVICES

William S. Ratchford II, *Director*

Legislative Services Building  
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Annapolis, MD 21401

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The Department of Fiscal Services originated as the Fiscal Research Bureau in 1947 (Chapter 605, Acts of 1947). The Bureau was reorganized in 1968 as the Department of Fiscal Services (Chapter 456, Acts of 1968). The Department is the financial service arm of the General Assembly and operates under the policies and directives of the President of the Senate, the Speaker of the House of Delegates, the Legislative Policy Committee, and the Joint Budget and Audit Committee. The Department provides staff services to the fiscal committees of the Legislature and to any commissions or committees that the General Assembly or the Legislative Policy Committee may appoint to study taxation or related questions.