

**University of Arizona
James E. Rogers College of Law
Cracchiolo Law Library
Collection Development Policy**

Last Updated: October 2010

1.0 INTRODUCTION

The Law Library's Collection Development Policy grows out of the Library's mission: "The primary function of the Law Library is to support the curricular, scholarship and research needs of the James E. Rogers College of Law's students and faculty. In addition, the Law Library provides legal materials and reference assistance for the faculty, staff and students of the University as a whole and for the local bar and general public." The Law Library is an indispensable partner with the law school in preparing competent lawyers, advancing legal scholarship, and improving the law. Our highest priority is to design and deliver outstanding and innovative collections and services relevant to the law school curriculum and to the scholarship and service of the law faculty and law students.

The Law Library attempts to fulfill its mission by achieving the following objectives: (i) selecting and maintaining materials that are best suited for faculty and student instructional and research needs; (ii) providing online bibliographic access to information resources; and (iii) using the latest technology. It is important that the librarians and staff stay abreast of technological developments in the information field so our students will be competent in both manual and electronic sources. Our students must have excellent legal research skills as they enter the job market. Thus, the library has an educational mission and is the true laboratory for the law student since this is where the law student learns to use the basic tools of the profession.

In keeping with the primary focus on the College of Law's curricular, scholarship and research needs, this Collection Development Policy has been drafted with close attention to the ABA Standards for Approval of Law Schools, particularly Standard 606:

Standard 606. COLLECTION

- (a) The law library shall provide a core collection of essential materials accessible in the law library.
- (b) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,
 - (1) meets the research needs of the law school's students, satisfies the demands of the law school curriculum, and facilitates the education of its students;
 - (2) supports the teaching, scholarship, research, and service interests of the faculty; and
 - (3) serves the law school's special teaching, scholarship, research, and service objectives.
- (c) A law library shall formulate and periodically update a written plan for development of the collection.
- (d) A law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.

The purpose of this Collection Development Policy is to provide general principles and guidelines under which the process of selecting and acquiring materials will proceed. It is useful in both in providing consistency among those who have responsibility for developing the collection, and in communicating the Library's policies to faculty, students and other Library users.

Rapid changes in legal publishing and legal scholarship needs will require periodic review and revision of this policy. The Director of the Library, in collaboration with the other librarians will review this policy on a regular basis. Written amendments to the policy must be approved by the Director before becoming part of this policy.

2.0 SELECTION PROCEDURES

2.1 Responsibility for Collection Development

The Director has the final responsibility, as delegated by the Dean of the College of Law, for the maintenance and development of the Law Library collections. In turn, the Director relies on other librarians to carry out the day-to-day implementation of these duties. In particular, the Head of Public Services has oversight of the collection development process, with other librarians taking primary responsibility for specific collections such as foreign and international and government documents. All the librarians share some responsibilities for collection development, including the Faculty Services Librarian, who generally receives faculty requests for library material purchases, the reference librarians, who provide daily reference assistance to students, faculty and other Library users, the Head of Technical Services and the Catalog Management Librarian, who serve on the Law Library's Special Collections Committee.

2.2 Criteria for Selection of Materials

Numerous factors influence the decision of whether to acquire new material, including, in no particular order:

- Authoritativeness of the publisher or producer
- Significance of the subject matter based on collection assessment
- Importance/reputation of the author
- Accuracy of the information and data based on reviews, recommendations, evaluations, etc.
- Potential for known use by patrons based on faculty research interests, curricular development or use, student requests, and other sources
- Importance to the total collection
- Appearance of the title in important bibliographies, lists and reviewing media
- Current and/or permanent value to the collection
- Scarcity of material on the subject
- Availability of material elsewhere in the University Libraries

- Availability of material or information in other formats in the collection, or available online (Lexis, Westlaw, BNA, CCH, HeinOnline, etc.) or on the Internet
- Price, including initial purchase price and maintenance costs for continuation/updating, equipment, and staff
- Language
- Type of issuance, whether monographic or serial
- Physical format or access method (bound printed, looseleaf, microform, network access, CD-ROM, Internet, etc.)
- Physical quality (binding, etc.)
- Duplication in the collection, including in another format
- Available space
- Projected longevity of the physical medium
- Research-level works
- Law faculty requests, purchased whenever possible

2.3 Selection Tools

Primary selection tools include Hein's Advance Bibliography of American Law (Greenslips) and YBP's GOBI (based on a profile to obtain recently published law-related items). Other tools include publishers catalogs and flyers, book reviews, discussions on law library-related listservs, and faculty and student suggestions. Publishers are instructed not to send items for examination or approval without a prior order from the Law Library. We do not do business with telephone salespersons.

2.4 Format Selection

Due to changes in legal publishing and the demands of legal scholarship, the Library must increasingly focus on access to legal information as opposed to ownership of materials. Researchers increasingly expect to have electronic access to information, and the Library has obtained an increasing amount of material in electronic format. While some material is available only online, much material, particularly specialized monographs, remains available only in print. The Library also has a significant amount of information in microform format. For the foreseeable future, the Library anticipates that the collection will continue to develop in all these areas. In considering the proper format for materials, consideration is given to the ease of access to the materials, the permanence of access, and cost, including processing and maintenance costs.

2.4.1 Microforms

Microfilm, microfiche and other microforms will be acquired primarily for the following reasons: to preserve fragile materials, to reduce shelf space required to house the material, and to fill gaps in a serial or multivolume title.

When microfilm is purchased, 35 mm is preferred over 16, if both are available. Positive film is recommended over negative film. When available, microfiche is preferred over microfilm, and the best fiche with the highest silver content is preferred unless the fiche

are purchased intentionally for short term use. Online access, when reasonably expected to continue, is preferred to all microform formats.

2.4.2 Computerized Resources

The current collection trend at the Law Library in electronic format is to move from CD-ROM to the World Wide Web or other online services. CD-ROMs will be purchased only where otherwise unavailable in print or on the Web. For online resources IP based authentication is preferred over password access. The major consideration in this policy is the improved ease of use of Web-based products, increased reliability and currency as well as less maintenance time over CD-ROM. Where possible, the Law Library will attempt to provide the broadest access to the computerized resources; however, it may not always be possible to extend access beyond our primary user community, College of Law faculty, staff and students. Whenever possible, links to electronic resources will be placed in our online catalog.

2.4.3 Serials

The Law Library uses the William S. Hein Co. as its serials subscription agent. The Law Library has traditionally subscribed to all law journals published by American law schools as well as selected publications by commercial publishers and foreign law schools. With the increasing availability of electronic access to serial publications such as law journals, the law library will now acquire law journals in print only where equivalent electronic access is unavailable. In determining whether to add additional journal titles, the librarians will ask the following questions: (a) does the title fit within the law school curriculum and mission, (b) is it indexed in LegalTrac, the Index to Legal Periodicals, and/or the Current Law Index, and (c) is it available electronically?

For gaps in the serials holdings, the librarians have developed a list of core titles for which missing issues should be obtained if at all possible; for titles of lesser importance, incomplete sets are considered acceptable.

The Law Library subscribes to the Index to Legal Periodicals, the Current Law Index, and the Index to Foreign Legal Periodicals. Additionally, the Law Library has available for public use LegalTrac and HeinOnline.

2.4.4 Loose-leaf Services

The Law Library has traditionally subscribed to a variety of loose-leaf services in support of the curricular and research needs of the College of Law, and will continue to do so within the guidelines set out below under “3.0 Subject Area Collection Intensity”. Due to cost factors, however, loose-leaf services are closely scrutinized before purchase. With regard to looseleaves and other “continuation” services, the Library will pursue cost-effective acquisitions—namely, it will favor services that allow for flexibility in supplementation. In general, the Library places a higher priority on the purchase of

monographs and “classic” works than upon looseleaf subscriptions. Factors to be considered in selection decisions include:

- Electronic availability of the title; electronic access is preferred if cost is not prohibitive.
- The known and projected teaching and research activity in the subject area.
- The availability and utility of duplicated material in the existing collection.
- Whether the currency of the material is essential to research in the particular subject-area (taxation, telecommunications), and if so, the frequency of updating.
- The extent of the publisher’s value-added features, such as annotations, arrangement, and accessing aids.
- Where competing services are involved, whether more than one is necessary for the researcher. This determination may be facilitated by consultation with appropriate faculty members.

2.4.5 Monographs

Monographs will be purchased according to the collection intensity levels set out below under “3.0 Subject Area Collection Intensity”. Standing orders will be maintained for most of the West hornbooks and nutshells, including multiple copies for courses where warranted. Other titles will be placed on standing order as appropriate. The Law Library also subscribes to the ABA package plan. Single copies of casebooks and other required texts are purchased and kept on reserve. Because many of the monographs published each year are available only in print, the Law Library will make every attempt to prevent serials and continuation costs from eroding the budget for monographs. This may result in the cancellation of serial or loose-leaf print titles that are otherwise available online.

2.4.6 Audio-Visual Materials

The Law Library houses a variety of video and audiotape materials, generally used for classroom instruction. Most of these items are either purchased at the direct request of a faculty member or donated to the Library. Due to the heavy demand and fragile nature of these materials, they are only available to law faculty and law students.

2.5 Duplication

Duplication within the collection will be avoided unless there is a need for additional copies based on student and faculty use. Many resources, both primary and secondary, are increasingly available on Westlaw, Lexis and the Internet, and the librarians evaluate the purchase of new materials and supplementation of existing materials with this in mind.

2.6 Cooperative Acquisitions/Interlibrary Loan

Along with the University of Arizona main campus and other Arizona public universities, the Law Library is part of a consortium that provides access to LexisNexis Congressional

for legislative history research and to LexisNexis Academic, which provide a wealth of legal materials for the general public and others outside the College of Law who do not have access to Westlaw and Lexis.

The Law Library is actively exploring cooperative collection development activities with other academic law libraries in the region in a cooperative currently called the Desert States Law Library Group. Law library directors from several schools in these states continue to meet to discuss appropriate joint activities.

Interlibrary loan is intended to complement collection efforts, not replace them, and with this understanding, the Law Library subscribes to traditional resource-sharing agreements such as OCLC and Amigos. Borrowing requests are generally sent to other Arizona libraries first, and if unsuccessful, then to other western states libraries. The Law Library also makes heavy use of UA Main Libraries collections, including online database and journal collections. Cooperative efforts with this library system have allowed for campus-wide access to a significant number of online resources.

2.7 Gifts

Gifts of either library materials or cash donations to purchase materials will be accepted provided that no conditions are attached and the materials conform to the selection guidelines. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate. Absent special circumstances requiring multiple copies of an item, gifts of items already in the collection will not be added to the collection. The Library will not be responsible for the monetary valuation statement to the donor for tax or other purposes. Upon request, the Library will provide an acknowledgement with a summary of the number and types of items donated, but the Library is not able to provide an itemized list of items donated. The Law Library neither acquires, nor accepts as donations, bar course outlines. These materials change every year, and some bar outline publishers prohibit the transfer of these materials to anyone but their original purchaser.

2.8 Weeding

Judicious and systematic discarding of library materials is important to keep the collection as current and relevant as possible. It is also a necessity because of space limitations in the Law Library.

It is the policy of the Law Library to reevaluate its collection continuously in conjunction with the selection of new and replacement items. Weeding is to be done only by the designated librarians.

Works to be discarded may include:

1. Materials which contain obsolete information.
2. Superseded editions.

3. Surplus copies of standard works no longer in demand for supplemental use.

Retention statements for frequently updated material and material of a transitory nature are noted in records in the technical mode of the online system.

3.0 SUBJECT AREA COLLECTION INTENSITY

3.1. Comprehensive: A collection that attempts, so far as is reasonably possible, to include all significant works in a defined field of study or defined geographical area. The aim of the comprehensive collection level is exhaustiveness.

- All Arizona Law (see below, § 6.0, for further details on Arizona collection)
- Material related to the LLM program in International Trade Law (see below, § 8.0, for further details on Foreign and International Law collection)
- Material related to the LLM program in Indigenous Peoples Law and Policy
- Material related to the Rogers Program On Law, Philosophy and Social Inquiry

3.2. Research: All material required for faculty and student instruction and independent research. Includes major published source materials and a wide selection of monographs.

Administrative Law
Alternative Dispute
Resolution (ADR)
Antitrust Law
Bankruptcy
Business Organizations
Civil Procedure
Constitutional Law
Consumer Law
Corporate Taxation
Criminal Law
Criminal Procedure
Employment Discrimination
Environmental Law

Evidence
Family Law
Federal Courts
Federal Litigation
Federal Taxation
Human Rights
Immigration Law
Insurance Law
Intellectual Property Law
Jurisprudence
Legal Analysis, Writing,
and Research
Mental Health Law
Partnership Taxation

Professional
Responsibility
Remedies
Securities Regulations
State and Local
Taxation
Torts
Trial and Appellate
Advocacy Skills
Water Law

3.3 Instructional Support: Adequate to support the J.D. program. The emphasis is on building current and representative collections adequate to maintain knowledge of a subject for limited or generalized purposes, but less than that required for scholarly research.

American Legal History Arbitration Bioethics Commercial Paper Complex Litigation Computers and the Law Conflicts Contracts Employee Rights Estate Planning Health Law Labor Law
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Land Use Planning Legislation Medical Malpractice Products Liability Property Real Estate Transactions Sales Secured Transactions Trust and Estates

3.4. Basic Information: Up-to-date general materials which will aid readers' immediate understanding of a subject and will serve to introduce readers to the subject and to other sources of available information. Such a collection usually includes dictionaries, encyclopedias, handbooks, or a combination of these, in the minimum number which will serve the purpose. When available to our primary patrons, online access is preferred. A basic information collection is not sufficiently intensive to support instruction in any course in the subject area involved.

Atlases Career Services Texts General Dictionaries General Directories General Encyclopedias General Reference Works Legal Dictionaries Legal Directories Legal Encyclopedias Thesauri

4.0 SELECTION CONSIDERATIONS BY JURISDICTION FOR ANGLO-AMERICAN MATERIALS

4.1 Federal

Cases: Due to the increased availability of federal materials online, the Library no longer subscribes to print reporters or print digests from federal courts.

Statutory: The Library obtains current subscriptions to the United States Code, the United States Code Annotated, the United States Code Service, the Statutes at Large, and the United States Code Congressional and Administrative News. The Library also participates in a state-wide university consortium to obtain access to Lexis-Nexis Congressional. With the increasing availability of federal legislative material online, the Library will continue to assess whether print subscriptions remain cost effective.

Administrative: Through the Government Depository program the Library obtains the Federal Register and the Code of Federal Regulations as well as administrative agency decisions. See “7.0 Government Documents”, below, for further details.

Secondary Materials are obtained based upon the guidelines outlined above under “3.0 Subject Area Collection Intensity”.

4.2 States (other than Arizona)

Cases: Because of the availability of online case research for our law faculty and students, and increased availability of online case research for other Library patrons, the Library no longer subscribes to print case reporters or digests aside from those for Arizona.

Statutory: The Library maintains a print subscription to the annotated codes for : California, Nevada, Utah, Colorado, New Mexico, and Delaware. With universal online availability for law students and faculty and increasing online access for other Library users, the Library has canceled print subscriptions for all the other state codes. The Library subscribes to session laws for all the states in microfiche.

Administrative: The Library does not subscribe to any state administrative codes other than Arizona. State administrative codes are increasingly available on the Internet and on Westlaw and Lexis.

Secondary Materials are generally not obtained for states other than Arizona. The Library subscribes to Hein’s state bar journal microfiche service, as well as the bar journal library on HeinOnline.

4.3 Commonwealth Countries (United Kingdom, Canada, Australia, New Zealand)

The Library now subscribes only to primary materials from these nations that are not available on Westlaw, Lexis or the internet. The Library continues to subscribe to selected secondary sources from these countries based upon the selection intensity criteria set out above.

5.0 SELECTION CONSIDERATIONS FOR THE GENERAL PUBLIC

Although the Law Library's primary mission is to serve the needs of law school faculty and students, as a public institution it must also take into consideration the needs of other library users. Materials obtained through the Government Depository program provide the public with a wealth of information. Additionally, the Law Library purchases many of the NoloPress publications designed to assist those wishing to obtain further information on various areas of law. The Library also purchases a yearly online subscription to Shepard's that is available on a walk-in basis for any library user. Because of this access, the Library canceled all paper copies of Shepard's citators. Members of the public and users from other University departments also have access in the Law Library to Lexis-Nexis Academic through the Main Library's subscription to access a variety of legal information.

6.0 ARIZONA MATERIALS COLLECTION DEVELOPMENT CONSIDERATIONS

The Law Library acquires and maintains primary Arizona law (session laws & codes, court reports, Governor's and administrative materials) published from Territorial days to the current time in all formats (print, microform, electronic). Where electronic access is limited or unavailable, multiple print copies are obtained in order to serve law school, university, bar, and public users. The Law Library collects reports and other materials from Arizona government departments and agencies, and legal institutions, downloading and binding electronic-only titles in order to have permanent copies if necessary due to questionable permanent public electronic access from the state governmental source.

Significant secondary materials, such as treatises, reports, and journals, are acquired in order to provide depth, context, and analysis of primary sources and state issues. Examples include: scholarly treatises and commercial works, State Bar publications, continuing legal education and conference materials, and form books. Recognizing Arizona's inter-dependent historical roots and its geographical context, secondary coverage is often interpreted broadly to include legal, historical, political, and socio-cultural works on the Southwest region. Special emphasis is placed on water and environmental law, Indian Law, and mining law.

As the oldest and largest law library in the state, the Law Library has a commitment to providing materials for legal research, and to that end keeps old editions of materials. The Library is vitally concerned about preservation of our state's legal materials, and places core and unique titles in Special Collections to preserve yet ensure continued access to special items. The Library will seek to collaborate with other Arizona libraries in making historical titles available electronically through methods such as seeking grants for scanning projects.

7.0 GOVERNMENT DOCUMENTS COLLECTION DEVELOPMENT POLICY

7.1 Mission Statement

The *Government Documents Collection Development Policy* supports, and is consistent with, the goals and objectives expressed in the existing collection development policy of the Law Library. The goal is to continue and enhance an established selective documents collection in support of law faculty and law student research and to meet the legal and governmental information needs of the community. This will be accomplished in accordance with the requirements set forth in the *Federal Depository Library Manual*.

7.2 Selection Responsibility

The Law Library, as a selective depository, collects materials that meet the curricular needs of the University and the information needs of the community. The primary responsibility for the selection of document publications resides with the Government Documents Librarian. The Government Documents Librarian, as a member of the reference department, consults with the other reference librarians to identify information needs. Subject areas that are in need of development are discussed and item numbers identified for potential selection of Government publications.

7.3 Subject Areas & Collection Arrangement

The Law Library selects all of the item numbers listed in the *Basic Collection*. The law-focused selections include many nearly all of the items listed for the Justice Department and Judiciary, Congress, and Federal Register Office. Reports and hearings from several Congressional Committees are received: Judiciary, Indian Affairs, Environment, Natural Resources, Ethics, Taxation, Foreign Affairs/Relations and International Relations. Agency publications include: decisions and opinions, annual reports, manuals and handbooks, periodicals and law review publications. Significant selections are from Treasury (Customs, Internal Revenue Service), Interior, State Department, International Trade Commission, Federal Communications, and Civil Rights Commission. Selected items from the President and Executive Office including the Office of the U.S. Trade Representative are collected.

7.4 Formats

In the past, government documents have been selected in all formats (paper, microfiche, and electronic materials). In the future, the Law Library's preference is to select resources in e-format and to develop a virtual federal depository library collection. The Law Library is a strong supporter of federal virtual depository program and its policy supports a virtual depository program for federal publications. As a virtual federal depository library, we will continuously modify our item selection profile to replace tangible format resources with e-format, with the exception of maps, tangible electronic products that contain large data sets, and highly used resources.

7.5 Selection Tools

Government documents are recognized as essential primary sources of information. In order to support the curricular areas of the Law School, the depository is obligated to

select documents that will enhance and extend the collection through the identification and acquisition of government resources.

This is accomplished with a variety of selection tools:

- Catalog of U.S. Government Publications (<http://catalog.gpo.gov/>)
- Federal Depository Library handbook, Appendix A: suggested core collections by library type (<http://www.fdlp.gov/repository/individual-sections-of-the-handbook/appendix-a-suggested-core-collections-by-library-type/download.html>)
- List of Classes (http://www.access.gpo.gov/su_docs/fdlp/pubs/loc/index.html)
- Sales Product Catalog (U.S. Government Bookstore) (<http://bookstore.gpo.gov/>)
- [GPO] Subject Bibliographies (<http://bookstore.gpo.gov/subjects/index.jsp>)
- Individual agency websites and publication catalogs

7.6 Retrospective Sources

The Law Library identifies needed back runs of selected series or individual publications that will enhance and/or extend its collection. Resources identified must have the potential for extensive use and meet the curricular needs of the Law School and community.

7.7 Resource Sharing

The Law Library maintains cooperative relationships with the University Main Library, a large selective depository, Arizona State University Law Library, and the Regional Library for interlibrary loan.

7.8 Collection Evaluation

All selections in the current active item list are reviewed during the annual selection update cycle to ensure that the collection remains responsive to the needs of its users. Item numbers may be cancelled at any time. Throughout the year a list is kept of possible deletions, showing item numbers and their corresponding SuDoc classes. The Government Documents Librarian continually evaluates the collection in light of the evolving curricular areas of the Law Library. The Government Documents Librarian also keeps abreast of the changes within local community. To meet the needs of these changing informational environments, a separate item number list is kept for their potential addition to the collection, a process which can only be completed during an update cycle.

7.9 Weeding & Maintenance

The collection is maintained according to the guidelines in publications of the Federal Depository Library Program.

Government documents materials are retained indefinitely. Ample space and the transition to electronic materials make weeding of the print collection unnecessary. However, most of the superseded documents are discarded.

The Government Documents Staff makes every effort to preserve federal materials in all formats. Selected titles are bound, such as reference material or frequently used publications. Badly damaged or deteriorating publications are also bound. Every effort is made to replace missing documents by contacting the issuing agency, purchasing through GPO or commercial vendor, or photocopying.

7.10 Access

Patrons are free to access our print collection of government documents at any time during normal Law Library hours. Reference assistance is available during normal reference hours. There are a number of public computer stations with access to Internet, the library catalog, and government documents pages.

8.0 COLLECTION DEVELOPMENT POLICY FOR FOREIGN AND INTERNATIONAL LAW MATERIALS

Policy Statement

This policy provides consistent guidelines for the selection, preservation and management of the Foreign Law Collection, the International Law Collection and the Comparative Law Collection. The Foreign and International Law librarians collect materials at four different levels as described in Section 8.1. Primary materials, especially in translation, are the highest priority for purchase for the Foreign Law Collections.

The Law Library's principal objective in collecting and maintaining the Foreign Law Collection, Comparative Law Collection, and International Law Collection is to support the research and the instructional needs of the College of Law. The research needs of the Arizona Journal of International and Comparative Law and the Research needs of the LL.M. Degree Program students are of particular concern. Because of the nature of these materials (new legal systems, new vocabulary, language barriers, etc.) providing adequate access to these materials is of paramount importance to the Law Library.

Responsibility for Collection Development

The Law Library Director will assign librarians the responsibility for developing and maintaining the Foreign Law Collection, Comparative Law Collection and the International Law Collection. These librarians will divide up the responsibility as directed by the Law Library Director.

Selection Procedures

The librarians assigned will review mail and electronic book selection materials relating to foreign law, international law and comparative law. They will decide on titles to be purchased, number of copies to be purchased, and their final location, in consultation with each other and the Head of Public Services.

8.1 Criteria for the Selection of Materials

The Foreign Law and Comparative Law and International Law materials are collected at three different levels: exhaustive, comprehensive, and representative.

8.1.1 Exhaustive

Exhaustive means collecting all of the primary materials available (i.e., statutes; regulations; judicial decisions; decrees, executive, etc.). At this level of collection development the Law Library also collects the official daily gazette (“Diario Oficial”) of the major Latin American countries. The “Diarios” are official government newspapers where all legislation, whether it is direct or indirect legislation, has to appear before it can go into force. The “Diarios” are the most basic primary source available in Latin America.

Exhaustive also means collecting secondary materials in numbers. It means collecting the legal journals of the jurisdiction, collecting the treatises of the major legal scholars and those of the up and coming young scholars, and collecting historical legal materials. The Law Library is especially interested in collecting foreign law journals that are indexed in the Index to Foreign Legal Periodicals, but is not limited to those journals.

8.1.2 Comprehensive

Comprehensive means collecting the major primary materials of a jurisdiction (constitution, civil code, commercial code, criminal code, procedures codes, tax code, banking laws, insurance laws, foreign investment laws, intellectual property laws, and environmental laws). Minor statutes and regulations are not collected at this level (i.e., water law, urban development law, national flag and seal law, and national patrimony laws). Judicial decisions are selectively collected, primarily decisions dealing with commercial and civil matters.

Secondary materials are selectively collected in the comprehensive collecting category. The major legal journals of a jurisdiction that are indexed in the Index to Foreign Periodicals are collected. The treatises of only the major legal authors are also collected.

8.1.3 Representative

Representative means collecting only the major codes and laws of a jurisdiction. No official daily gazettes are collected at this level. The secondary materials collected at this level are the major treatises of the most prominent scholars of the given jurisdiction. No legal journals are collected at this level.

8.2 Selection Tools

The librarians review a wide variety of sources to learn of the availability of new titles. These include, but are not limited to, publishers’ and vendors’ brochures and catalogs, announcements from law and academic library jobbers, and major bibliographies. There are several sources for foreign law titles. The sources are: Editorial Porrúa, Editorial Andrade, Editorial UNAM, Mexico Norte, Mexico Sur, Libros Puvill, Libros Latono Americano, The main publishers/jobbers for international law are: YBP, Gaunt Inc., William S. Hein & Co., Inc., Transnational Publishers, and Oceana Publications.

Law Student, Law Faculty requests are honored unless the cost is significantly beyond the scope (\$250.00) of regular library purchases. In such cases, the Library Director makes the final decision.

8.3 Type of materials

The Law Library purchases the following types of materials: statutes, codes, laws, regulations, doctrine (legal treatises) and case law.

Also, of interest to the Law Library are: introductions to legal systems (foreign and International), treatises that cover comparative aspects of legislation, treatises that provide an overview of legislation, and bibliographical guides. Primary materials in translation are especially sought out for purchase.

The Law Library collects the “Diarios Oficiales” for several Latin American countries. The “Diarios Oficiales” are the official government gazettes where all legislation and legal notices must appear before they can take force. We collect the “Diarios” for the following countries: Argentina, Bolivia, Chile, Colombia, Costa Rica, Ecuador, Dominican Republic, Guatemala, Mexico, Panama, Peru, and Venezuela.

Journals written in English are preferred, as are journal with legislation and other primary materials. Journals indexed in the Index to Foreign Legal Periodical are also sought out for purchase. Journals dealing with commercial law, civil law, environmental law and constitutional law receive priority over journals dealing with criminal law, educational law, family law, natural resources law and tax law. Another factor contributing to this collection philosophy is the College of Law’s geographical location.

8.4 Formats

8.4.1 Computer Resources

Foreign and International Comparative Law Collections purchase material in print, microform and electronic format. Electronic access is preferred if cost is not prohibitive.

Websites have proven to be wonderful sources of information for Foreign and International Law. Governments and organizations have created websites where they have placed large amounts of information that was not available just a few ago.

The areas of foreign law and international law have seen a large increase in the number of online databases available in the market place. This format offers many advantages over the print material, especially in foreign law, and the costs are not prohibitive. Their costs are also offset by the expense of acquiring, claiming, processing and housing print materials. The Library strongly recommends the purchase of online services dealing with foreign and international law for the Law Library. Whenever possible, links to electronic resources will be placed in our online catalog.

8.4.2 Loose-leaf Services

The currency of primary materials is of paramount importance. This means purchasing loose-leaf sets despite their inherent problems, such as mail delays, missing releases, the difficulty of claiming these missing releases, the many different types of filing procedures used in Latin America, different pay procedures and the language barrier (filing and check-in instruction are all in Spanish, French, Italian, and German). Electronic access is preferred if cost is not prohibitive.

8.4.3 Monographs

Monographs on foreign law, comparative law, and international law will be purchased according to the intensity level set for said collection. Monographs on foreign law are of special interest to the Law Library because “doctrina” appears in monographs. “Doctrina” is the equivalent to our case law in the Civil Law Tradition. Introductions and legal guides to foreign legal systems are also of importance to the Law Library, as are bibliographies. Bilingual legal dictionaries in Spanish, Portuguese, French, German, and Italian are also purchased.

Monographs on treaty interpretation are purchased for the International Law Collection. Subject collections of treatises on human rights, the environment, United Nations, international trade, etc., are also sought for purchase.

Duplicate copies are not purchased for the Foreign Law Collection, the Comparative Law Collection, and the International Law Collection, unless requested by a faculty member for class use or study. We also purchase Mexican primary materials in translation even if it duplicates the material.

8.5 Gifts

The librarians will review all gifts to determine what the Law Library will keep and what will be discarded. They will also follow the gift policy as stated in the Collection Development Policy for the Law Library (see “2.7 Gifts”, above).

8.6 Weeding

Weeding of the foreign and international collection will be done following the guidelines set out above in “2.8 Weeding.”

8.7 Foreign Law

The Law Library aspires to possess one of the top five Mexican Legal Collections in the world. This goal can be achieved because of the Mexican law collection already in place, the low cost of Mexican legal materials, and because of the relatively small amounts of legal literature produced by the Mexican legal system. The Law Library also aspires to

have one of the better Latin American Law Collections in the country. The emphasis in the Foreign Law Collection is on the Latin American Countries.

The Law Library does not collect materials for the non-Spanish and non-Portuguese speaking countries of South America (Grenada, Guyana, Haiti, Barbados, Jamaica, Netherlands Antilles, Saint Vincent & Grenadines, Suriname, St Lucia, Martinique, Dominica, and Guadeloupe).

After primary materials, the order of priorities includes materials on introductions to legal systems, treatises that cover comparative aspects of legislation or overviews of legislation, and bibliographical guides. Legal journals and legal treatises are collected as the budget allows.

Primary materials and secondary materials are purchased for Mexico on an exhaustive basis, as well as for Argentina, Brazil, Chile, Colombia, Costa Rica, Panama, Peru, Uruguay and Venezuela. Primary materials and secondary materials are purchased on the selective basis for: Bolivia, Cuba, Dominican Republic, Ecuador, Guatemala, Honduras, Nicaragua, and Paraguay.

Selected statutes, selected doctrine, introductions, selected comparative treatises, selected bibliographies and selected journals are purchased for the European countries (France, Germany, Italy, Spain, and the European Union).

8.8 Comparative Law

The Comparative Law Collection has the lowest priority when it comes to collection development. The Law Library purchases mainly comparative studies of the Common Law Tradition and the Civil Law Tradition. The Law Library is also interested in subject specific comparative studies dealing with international trade and international banking.

8.9 International Law

The Law Library collects and maintains an International Law Collection. Private International Law and Public International Law are collected. Primary materials in the form of treatises are collected and secondary materials in the form of treatises and serials are collected.

8.9.1 Public International Law

The main areas of public international law the Law Library collects are: human rights, the international environmental law, the United Nations materials, International Court of Justice, European Union, and international copyright law and other intellectual property law.

8.9.2 Private International Law

The main area of private international law the Law Library collects is international trade. Therefore, treaties and agreements dealing with international trade transactions (i.e., international banking, international contracts, international dispute settlement, arbitration/mediation, and agency) form the core of this collection. The most important trade agreement for the Law Library is the North American Free Trade Agreement. Also of importance are GATT and WTO materials.

9.0 SPECIAL COLLECTIONS

9.1 Special Collections General Policy Statement

The Cracchiolo Library Special Collections will focus upon building a carefully selected collection of both primary and secondary materials in all formats to support research into the history of law in Arizona, with a concentration upon southern Arizona. In general the collection will not duplicate materials collected by other local institutions such as the Library of the Arizona Historical Society or University of Arizona Special Collections. However, the collection may include duplicative materials of original documentation or secondary works in areas of deep specialization or in broader areas which, in the judgment of librarians, enhance the goals of this Library in building a well-rounded research collection. Because a strict demarcation between law in southern Arizona and the law outside this region cannot easily be made, materials in the collection have included those dealing with immigration controversies, impeachments, and other areas inseparable from the broad history of the law in Arizona. Recognizing also that the law is not stagnant, Special Collections should be ready to collect supportive materials with altered foci, such as climate change as it impacts water and the land.

9.1.1 General Collection Development Guidelines

- Significant additions or donations will be submitted to librarians meetings for a decision on inclusion to Special Collections.
- When items already in the general library collections are identified for Special Collections, attempts should first be made to obtain a new, unmarked copy. When new books are designated for Special Collections, consider obtaining a second copy for the stacks when appropriate.
- Every effort will be made to physically handle all accessioned materials using generally-accepted preservation guidelines for storage, research, and display.
- Materials in obsolete audio-visual or digital formats should be refreshed to new formats.

9.1.2 Specific Special Collection Area Considerations

College Archive: Special Collections will collect materials by and about its parent body, the James E. Rogers College of Law, building an archive with documents, photographs, College publications, etc., which record the life of the College. See Section 9.2 below.

Papers, Manuscripts: Special Collections may accept, upon the recommendation of College administration and following librarian discussion, small donations of papers (for example, from graduates of the College or law firms based in southern Arizona) and other manuscript materials. Acceptance of such donations is conditional upon space and staff limitations.

Rare Books: In the early 1970s the Law Library made a special purchase of approximately 280 volumes of “rare” law books, chiefly Roman and canon law and dating from the 17th and 18th centuries. These should receive preservation and cataloging treatment applicable to such materials.

Other: Items in the general library collections may be transferred to Special Collections when this treatment is determined applicable by selectors because of high value, usual or rare plates or maps, etc.

9.1.3 Specific Special Collections Subject Areas

Water Law:

This will include: local/regional (Arizona and the West) materials, including treatises, local/state/federal regulatory publications, and scientific studies which explain water availability; Colorado River materials dealing with the broad life of the river and the ongoing litigation concerning disposition of its waters; Arizona rivers/projects materials, including the Salt River Project, the Gila River and Little Colorado litigations, and related general works.

Public Lands/Natural Resources:

This area includes land tenure, preserves, parks, grazing, wildlife, mineral rights, forests, rights-of-way, reclamation, fire, water as it relates to irrigation and drainage, etc.

Indian Law:

Legal and relevant historical, cultural, and sociological aspects dealing with Arizona and other selected southwestern tribes.

Arizona Legal History:

Emphasis will be placed on southern Arizona history. Legal history is to be the whole or part of the item or the item will contain material substantially enhancing legal study. Examples of this latter category might be histories of Arizona prisons, shared international border issues, or biographies of individuals which support study of the law. Other topics to be included in this area are:

- Selected general history, particularly pre-statehood and territorial publications, and materials published prior to 1950;
- Japanese/German WWII prison camps in Arizona;
- Southwestern university press publications dealing primarily with Arizona and southwestern legal topics, particularly the presses of the UA, New Mexico, Oklahoma, Nevada, Utah, and Texas;

- Arizona/Pima County bar publications; and, selectively, Maricopa County bar publications.

Selective Arizona Primary Sources:

The aim is an exhaustive collection of territorial legal materials. After statehood the collection is more focused upon collecting all codes, journals, legislative papers, governor's documents, and materials on selective current legal questions, such as immigration.

Foreign Law:

Very rare or costly materials found in existing in-house collections or which deal with border issues.

9.2 Special Collections/College of Law Archives

General Statement: The Law Library of the James E. Rogers College of Law maintains a college archival collection of materials of many types, largely "non-official" and of a public nature. Collected materials should have historical value and will provide long-term access to information about College policies, programs, activities, and achievements. The term "college" is interpreted in a broad sense and includes administration, faculty, staff, current students and alumni, associated bodies, donors.

The Library engages to locate, solicit, and collect such materials, making them available for research. It further engages to house all materials in the best feasible archival protective conditions and to provide retrieval mechanisms through the on-line catalog or with finding aids. Significant additions or donations will be submitted to librarians meetings for a decision on inclusion to Special Collections. Any restrictions upon the use of donated materials will be honored.

The Library recognizes that it cannot function as a records management facility for the day-to-day operational documents of the College. The Library lacks facilities, funds, and staff. These documents fall into the purview of the University records management program. However, the Library may, nevertheless, collect second copies of a wide variety of even official documents.

9.2.1 Types of Documents to Collect

1. Annual reports.
2. Minutes of meetings.
3. Studies, reports, and other papers on proposed programs.
4. Copies of key financial and operating records even though the original may be destroyed or sent to the University records management facility.
5. Announcements and publicity statements on activities and achievements, texts of speeches given in connection with College events.

6. Accreditation documentation (which may be maintained in restricted use status).
7. Cartographic material and blueprints created in official activities and building projects of the College and departments.
8. Publications emanating from any College body, including clinics and other types of attached centers, institutes, or programs.
9. Certain types of records of individual faculty and staff created in their official capacities in the College.
10. Records and publications of College-affiliated organizations such as alumni groups
11. Original or prime copies of theses or other papers produced in fulfillment of degree requirements.
12. Photographic material, including prints and negatives of still and motion pictures relating to the grounds, buildings, faculty, students, events, and College life.
13. Other audio-visual material, including microforms, video tapes, audio tapes, etc., of College events, programs, speeches, interviews, etc.
14. Ephemera emanating from outside the College community, i.e., pertinent newspaper, periodical articles.
15. Limited “snapshots” of electronic publications, for example, printed copy of the College website at one point in time.
16. Faculty Publications: One copy of all publications produced while an active faculty member. We actively solicit gifts from faculty members of their publications, particularly offprints of journal articles. Due to limited space, the Lobby display cases should exhibit no more than the most recent three (3) hardcover or three (3) article offprints from any faculty member at any one time, unless a specific request is made by the Library Director or the faculty member.

10.0 CONCLUSION

This Collection Development Policy is designed to be an organic document providing guidance to the librarians exercising their professional judgment in making selection decisions, and not as a strict formula to be applied without thought. With proper review and periodic updating, this document should assist the Library in serving its many user groups for the foreseeable future.

11.0 REFERENCES

This Collection Development Policy was compiled and edited by Shaun Esposito, Head of Public Services, and drafted with input of all the law librarians and upon examination of and incorporation from the law library collection development policies from the sister institutions listed below.

James E. Rogers College of Law Library Home Page
<http://www.law.arizona.edu/Library/internet/default.htm>

University of Arizona College of Law Library Collection Development Policy, prepared by Ronald L. Cherry, Director (September 15, 1989)

University of Arizona James E. Rogers College of Law Library Collection Development Policy (October 2004)

ABA Standards for Approval of Law Schools

<http://www.abanet.org/legaled/standards/2010-2011%20Standards/2010-2011%20ABA%20Standards%20pdf%20files/Chapter%206.pdf>

Appalachian School of Law Information Resources Development Policy.

<http://www.aallnet.org/sis/allsis/secure/Colldev/policies/AppalachianCDPolicy-2004.pdf>

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Arizona State University Ross-Blakley Law Library

<http://www.aallnet.org/sis/allsis/secure/Colldev/policies/ASUCDPolicy-2006.pdf>*

Boston College Law Library Collection Policy

<http://www.aallnet.org/sis/allsis/secure/Colldev/policies/BC-CDPolicy2008.pdf>*

George Mason University Law Library Collection Development Policy (rev'd. June 2008)

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/GeorgeMason_CDpolicy.pdf*

Georgia State University College of Law Library Collection Development Policy

<http://www.aallnet.org/sis/allsis/secure/Colldev/policies/GeorgiaStateCDPolicy-2005.pdf>*

Harvard Law School Library Collection Development Policy (2/17/2010)

http://www.law.harvard.edu/library/about/collections/collection_development_policy.pdf

University of Alabama Bounds Law Library Collection Development Policy

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UAlabama_CD2006.pdf *

University of California, Hastings College of Law Library Collection Development Manual

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UCHastings_CDmanual2007.pdf

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University of Colorado William A. Wise Law Library Collection Development Policy (2008)

<http://www.colorado.edu/law/lib/colldevpolicy.pdf>

University of Houston O'Quinn Law Library Collection Development Policy

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UHouston_CDPolicy.pdf *

University of Maryland Thurgood Marshall Law Library Collection Development Policy (2008)

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UMaryland_CDPolicy.pdf *

University of Missouri-Columbia Law Library Collection Development and Management Plan

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UM-C_CDPolicy-2004.pdf*

University of Missouri Kansas City Leon E. Bloch Law Library Collection Development Policy

<http://www1.law.umkc.edu/library/CollectionDevelopmentPolicy.pdf>

University of North Carolina At Chapel Hill Law Library Collection Development Policy

http://www.aallnet.org/sis/allsis/secure/Colldev/policies/UNC_CDPolicy-January2008.pdf*

* Available to American Association of Law Libraries members (password required)