COLLECTION DEVELOPMENT POLICY

INTRODUCTION

The Wake Forest University Professional Center Library (PCL) was created when the Worrell Professional for Law and Management was opened in January 1993. The library of the Wake Forest School of Law and the library serving the Babcock Graduate School of Management were merged to serve the two schools occupying the building. This document defines the policies related to the law portion of this overall collection, a collection that continues the traditional law library that has historically served the School of Law.

The PCL collection emphasis is on Anglo-American law with special emphasis in several areas as determined by the curricular and research needs of the School of Law. The PCL also maintains a core collection of international law materials including treaties, reports, and United Nations documents. The PCL collects at a comprehensive level for local state jurisdictions with respect to both primary and secondary materials and selectively for regional state jurisdictions for treatises, finding tools and primary materials.

The faculty, students and staff of the School of Law and the Babcock Graduate School of Management are PCL's primary patrons. The PCL also make its resources and some services available to the following groups, in descending order of priority:

1 Faculty, students and staff of the University;
2 The local legal community;
3 Other academic institutions; and
4 The public.

The PCL is designated as a selective United States Government Depository Library under the Federal Depository Library Program. We receive approximately 7.75% of materials published by the Government Printing Office that are made available through this program.

The PCL contains more than 210,000 titles, covering more than 400,000 volumes and volume equivalents.
PURPOSE OF THIS POLICY

This policy serves as a guide to the collection philosophy of the PCL’s law collection and a record of policy decisions currently in effect, which will ensure uniformity and continuity in the selection of materials. The policy does not address decisions regarding assignment of materials to locations in the PCL’s collections. The policy undergoes regular review and revision to ensure that the PCL collections continue to meet the needs of faculty, students and staff as curricula, research, programs and information materials develop and change.

GOALS

The collection development goals of the PCL are:

1. To provide access to information resources that support the instructional, research, and service programs of the its primary audience, the faculty, students, and staff of the Wake Forest School of Law and the Babcock Graduate School of management, while meeting the standards of both the American Bar Association and Association of American Law Schools;
2. To ensure the development of a streamlined, functional collection that meets the needs of the PCL’s researchers by deselecting and replacing materials on a continuous basis.
3. To provide these resources in the most efficient and cost effective manner; and
4. To teach students how to use information resources effectively.

SELECTION OF MATERIALS

RESPONSIBILITIES FOR SELECTION

The PCL Library Director, guided by this collection development policy and through faculty consultation, has ultimate responsibility for the development and preservation of the collection, facilities and services. The Director has delegated certain selection responsibilities to a collection development and selection committee that is composed of the professional librarians. The PCL encourages faculty recommendations for purchases and regularly solicits faculty input in selection and retention decisions.
DEPTH OF COLLECTION
For the purposes of collection evaluation the PCL will apply the Conspectus
Collection Depth Indicator Definitions (5th ed, 7/8/96)1

0 Out of Scope: Library does not intentionally collect materials in any
format for this subject

1 Minimal Information Level: To support minimal inquiries about this
subject, the following are included:
• a very limited collection of materials including monographs and
reference works.
• Periodicals directly dealing with this topic and in-depth electronic
information resources are not collected.
• The collection should be frequently and systematically reviewed for
currency of information. Superseded editions and titles containing
outdated information should be withdrawn. Classic or standard
retrospective materials may be retained.

2 Basic Information Level: To introduce and define a subject, to indicate
the varieties of information available elsewhere and to support the needs
of general library users through the first two years of college instruction,
the following are included:
• a limited collection of monographs and reference works;
• a limited collection of representative general periodicals;
• access to a limited number of owned or remotely-accessed
electronic bibliographic tools, texts, data sets, etc.

The collection should be frequently and systematically reviewed for
currency of information. Superseded editions and titles containing
outdated information should be withdrawn. Classic or standard
retrospective materials may be retained.

3 Study or Instructional Support Level: To provide knowledge about a
subject in a systematic way, but at a level of less than research intensity
and to support the needs of general library users through college and
beginning graduate instruction, the following are included:
• an extensive collection of general monographs and reference works;
• an extensive collection of general periodicals and a limited collection of
representative specialized periodicals;
• limited collections of appropriate foreign language materials, e.g.,
foreign language learning or foreign language materials about a topic
like German history, or, resources about German law written in

1 (Available at: http://www.lib.utexas.edu/admin/cird/policies/newlevels.html)
German.
- extensive collections of the works of better-known writers and selections from the works of less well-known writers;
- access to an extensive collection of owned or remotely-accessed electronic bibliographic tools, texts, and data sets.

The collection should be systematically reviewed for currency of information and to assure that essential and significant information is retained including significant numbers of classic retrospective materials.

4 **Research Level**: To provide a collection that contains the major published source materials required up to and through dissertation and independent research levels, the following are included:
- a very extensive collection of general and specialized monographs and reference works;
- a very extensive collection of general and specialized periodicals;
- extensive collections of appropriate foreign language materials;
- extensive collections of the works of better-known writers as well as other important but less well-known writers;
- access to a very extensive collection of owned or remotely-accessed electronic resources, including bibliographic tools, texts, and data sets.

Older material is usually retained for historical research and is actively preserved.

5 **Comprehensive Level**: To provide a collection that maintains a "special collection" on this topic, the following are included as far as is reasonably possible and in all applicable languages:
- exhaustive collections of published materials;
- very extensive manuscript collections;
- very extensive collections in all other pertinent formats.

Older material is retained for historical research and is actively preserved. A Comprehensive Level collection can serve as a national or international resource.
GENERAL SELECTION CRITERIA

The following criteria are used in making selections:

1. relevance of the subject matter as to its support of the curriculum and faculty or student research interests;
2. authority of the publisher or producer;
3. reputation of author;
4. accuracy of the resource, based on reviews, recommendations, evaluations, etc.;
5. physical qualities of the resource, including binding and format;
6. duplication of resources already in the collection, including availability of information in other formats;
7. language in which the publication is written;
8. initial purchase price and ongoing costs for maintaining and housing or accessing the publication; and
9. geographical coverage

For the purposes of this collection development policy, the PCL defines the following geographical terms as follows:

BELLOWEATHER STATES: defined as California and New York;

NORTH CAROLINA: defined as the state of North Carolina;

REGION: defined as North Carolina, Florida, Georgia, South Carolina and the Commonwealth of Virginia.

AUTOMATIC MECHANISMS FOR THE ACQUISITION OF MATERIALS

The PCL utilizes a number of methods to develop the collection without having to make individual buying decisions. The principle methods for doing this are:

1. package plans with the ABA and ALI-ABA; and
2. standing orders with several publishers, including West, Lexis, LexisNexis Academic and Library Solutions, Aspen, Practising Law Institute, EBSCO and the William S. Hein Company.
FORMATS OF MATERIALS

The PCL collects information sources in a variety of formats, including print, microform, CD-ROM, DVD or VHS videorecordings, compact disc or audiocassette sound recordings, and online. New formats are added as appropriate. Currently the collection development goal is to select the format most useful for our researchers, keeping in mind inherent budgetary and space limitations. We will carefully consider replacing or duplicating titles with electronic versions, thereby freeing shelf space and reallocating funds, especially when the electronic version is more useful and current.

In addition to the general selection criteria, the following criteria are considered:

1. frequency of use;
2. cost of different formats;
3. space required for the equivalent hard copy;
4. difficulty of obtaining the material in hard copy; and
5. staff support required for use.
DUPICATION OF RESOURCES

Multiple copies of certain materials are acquired as mandated by faculty and student usage. When possible, electronic resources may be substituted to reduce the need for hardcopy duplication.

LANGUAGES

The PCL prefers to collect English language materials. Some foreign language materials, especially documents written in languages in which faculty members are proficient, may be added using the previously provided selection criteria.

SPECIFIC RESOURCE CATEGORIES

Audiovisual Materials
The PCL maintains a collection of audiovisual materials that includes:

1. archival audio or video recordings of seminars, ceremonies and presentations at the School of Law; videorecordings of class sessions are not collected;
2. instruction and demonstration materials on trial advocacy;
3. scholarly or authoritative works on legal subjects;
4. sound recordings of programs offered at AALL and AALS meetings.

Casebooks

The PCL generally does not collect casebooks. Exceptions are made for casebooks written by School of Law faculty members or those written by others that a faculty member requests be added to the collection.

Electronic Resources

In recognition of the university’s move toward an electronic campus, electronic resources are utilized to their fullest extent. The PCL prefers electronic information available over the web or by direct connection online rather than CDROM versions of the information. PCL does have some subscriptions to CDROM products; however, these will be converted to online or web-based products as available.

Hornbooks

The PCL acquires all regular editions of the Hornbook series published by West Group (student editions are excluded) as well as hornbooks issued by other publishers. The number of copies of each title is assessed periodically and is adjusted depending on use. All older editions of these titles are permanently retained.
Loose-leaf Services

Loose-leaf services which directly support the curricular or research needs of the faculty are acquired. Selection of a loose-leaf title is considered a long-term commitment and is therefore given special consideration.

Materials to Support Clinical Programs

The PCL maintains a basic set of primary and secondary materials at the Elder Law Clinic. In addition to these materials, the PCL purchases many materials for the main collection that support the Elder Law Clinic’s curriculum, but generally does not purchase materials exclusively to support clinical programs.

Microforms

Microform materials are selected when the following criteria are met:

1. titles that are significant to research, but are used infrequently;
2. back-up copies for fragile or heavily used materials; or
3. when microform is the only medium available.

Microfiche is preferred to microfilm.

Newsletters

Commercial newsletters, which serve as current awareness tools in specific subject areas, are collected very selectively and usually at the request of a faculty member. Newsletters that appear to be publicity vehicles are acquired only if they support the objectives in a manner not duplicated in another source. Newsletters published by legal professional organizations, such as the American Bar Association and the American Trial Lawyers Association, are collected and retained to the greatest extent possible.

Nutshells

The PCL generally does not collect books in the West Nutshell Series, published by Thomson West. Exceptions are made for titles written by School of Law faculty members or those written by others that a faculty member requests be added to the collection.

Periodicals

The PCL acquires all of the law reviews of a general nature published by ABA-accredited schools of law. Topical law reviews and those from unaccredited law schools are acquired based on the general selection criteria.
Reprints

The PCL does not generally collect reprints of works already in the collections. Reprints of older works are considered in accordance with the general selection criteria.

Restatements of the Law and Uniform or Model Laws

All published drafts and final publications of the resources are acquired for permanent retention.

Treatises

Titles which deal with foreign law or state law outside the region, materials designed exclusively for practitioners, as well as treatises written in languages other than English, are subject to stringent review.
Federal Materials

Congressional Documents (Level: 3) United States congressional serial set

For both House of Representatives and Senate and Joint activities Bills and resolutions – prints, digests, calendars Committee hearings

Congressional Record Debates Index to the proceedings History of bills and resolutions. Legislation passed or vetoed Daily Digest Journals Presidential messages United States Code Congressional and Administrative News

Materials relating to legislative history

Statutes and Administrative Regulations (Level: 3) Sessions laws. Statutes at large

Compilations of statutes

United States Revised Statutes

United States Code

Administrative Regulations

Federal register

Code of Federal Regulations

Proclamations and executive orders

Digest of statutes

Citators to statutes and/or administrative regulations

Indexes to statutes

Other bibliographic aids. Tables of popular names

2 Library of Congress Classification: KF Law of the United States, 2005 ed. Arrangement except where noted includes all of the topics contained in the top two levels of the classification.
Law reports and related materials (Level: Generally at level 3.)
(For a specific court, see the court)

**Federal Courts**
Supreme Court (Level 4)
- Reports
- Digests
- Citators. Tables of cases overruled, etc.
- Conversion tables. Bluebooks
- General indexes
- Dockets of cases pending
- Selective reports
- Records and briefs


*For each circuit: (Level: 3 (4th Circuit only))*
- Reports
- Digests
- Citators. Tables of cases overruled, etc.
- Conversion tables. Bluebooks
- General Indexes
- Dockets of cases pending
- Records and briefs

Circuit Courts (Level 2)
District Courts (Level 2)
Other courts (Level 2)
  - Court of Claims
  - Court of Customs and Patent Appeals
Digests and indexes of federal decisions
Decisions of federal administrative agencies

Other Materials (Level 3)

Encyclopedias
Law dictionaries. Words and phrases
Uniform state laws
Form books
Judicial statistics
Directories
Society and bar association journals
General Collections
Criminal trials
Civil trials
Topics
Legal research. Legal bibliography
Legal composition and draftsmanship
Law reporting
Legal education
Law societies
  American Bar Association
Legal profession—Law as a career, practice of law, the organized bar
Legal history
Jurisprudence and philosophy of American law
General and comprehensive works
Common law in the U.S.
Restatement of the common law
  Restatements of the law
Equity
Conflict of laws
Retroactive law
Retroactive judicial decisions
General principles and concepts
Concepts applying to several branches of law
Persons
Property
Trusts and trustees
Estate planning
Succession upon death
Contracts
Restitution
Torts (Extracontractual liability)
Compensation to victims of crime
Assistance in emergencies
Agency
Associations
Insolvency and bankruptcy
Economic policy. Economic planning
Regulation of industry, trade and commerce
Intellectual property
Unfair competition
Social legislation—Labor law, social insurance
Public health
Medical legislation
Prevention of cruelty to animals
Food. Drugs. Cosmetics
Alcohol. Alcoholic beverages. Prohibition
Public safety

³ Collection Depth Indicators assigned to each topic individually.
Control of social activities
Education
Science and the arts. Research
Constitutional law
Local government
Civil service
Police
Administrative organization and procedure
Public property
Government measures in time of war, emergency, etc.
Public finance—including taxation
National defense. Military law
Indians
Courts. Procedure
Criminal law
Criminal procedure
Juvenile criminal law and procedure

State Materials

Legislative Documents
(NC: Level 2; All other states: Level 1)
Bills – Including collections, digests, calendars, debates and indexes
Committee Documents – including hearings, reports, index to proceedings
History of bills and resolutions. Legislation passed or vetoed.
Journals
Governor’s messages

Statutes
(NC: Level 3; All other states: Level 3)
Session Laws
Digests of session laws
General compilations of statutes – Including “codes of laws”, “codified statutes”, “general statutes”, “revised statutes”, etc.
Selective compilations of statutes
Selective topical compilations

Library of Congress Classification: KF Law of the United States, 2005 ed. Arrangement except where noted includes all of the topics contained in the top two levels of the classification.
Administrative Regulations
(NC: Level 3; All other states: Level 1)
- Proclamations and executive orders
- Administrative codes
- Selective compilations of administrative regulations.
- Selective topical compilations

Digests of statutes and/or regulations
Citators of statutes and/or regulations
Indexes of statutes and/or regulations

Attorneys General Opinions
All 50 states to 1972

Law Reports and related materials
(NC: Level 4; All other states: Level 3)

Supreme Court
- Reports
- Digests
- Citators. Table of cases overruled, etc.
- Conversion tables. Blue books
- General Indexes
- Dockets of cases pending
- Records and briefs

Intermediate appellate courts. Court of Appeals
- Reports
- Digests
- Citators. Table of cases overruled, etc.
- Conversion tables. Blue books
- General Indexes
- Dockets of cases pending
- Records and briefs

Trial Courts (County, District, Superior, Circuit Courts) (Level: 0)
Minor Courts (municipal courts) (Level: 0)
- Court of Claims (Level: 0))

Digests of various reports
Citators to various reports
Other—e.g. conversion tables, chronological tables, tables of popular names of cases.
General Indexes.

5 Except as noted beside each entry.
State Courts—Reporters covering all the states
   American Law Reports

   Regional reports
      National Reporter System
         Atlantic Reporter
         North Eastern Reporter
         North Western Reporter
         Pacific Reporter
         South Eastern Reporter
         South Western Reporter
         Southern Reporter

      Digest of various state reports
      Citators to various state reports

Other Materials
(NC: Level 4; All other states: Level 2)

   Encyclopedias
   Law dictionaries (including “words and phrases”)
   Uniform state laws
   Form books
Topics

Judicial Statistics
Legal Research. Legal Bibliography. Legal Draftsmanship
Legal Profession. Practice of law
History
Law reform. Criticism
General and comprehensive works (i.e. works on diverse aspects of a particular subject and falling within several branches of the law).

Equity
Conflict of Laws
General principles and concepts
Natural persons—including legal status of particular persons, recording and registration, domestic relations, marriage, etc.

Property
Trusts and trustees
Estate planning
Succession upon death
Contracts
Restitution
Torts
Victims Compensation
Emergency Assistance
Agency
Associations—including business enterprises in general regardless of form of organization

Insolvency and bankruptcy
Economic policy. Economic planning. Economic development
Regulation of industry, trade and commerce
Intellectual and industrial property. Patents and Trademarks
Social legislation—including labor law, social insurance, public welfare
Public Health. Sanitation
Medical legislation
Veterinary law
Prevention of cruelty to animals
Food. Drugs. Cosmetics
Alcohol. Alcoholic beverages. Prohibition
Public Safety
Control of social activities
Education
Science and the Arts. Research
Constitutional law
Local government

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6 Collection Depth Indicators assigned to each topic individually.
State civil service
Municipal civil service
County civil service
Police
Administrative organization. Administrative law and procedure
Public property
Government measures in time of war, national emergency, economic crisis
Public finance—including taxation
Military law
Indians
Courts. Procedure
Negotiated settlement
Arbitration and award
Criminal law
Criminal procedure
Juvenile criminal law and procedure
Law of particular counties

North Carolina Materials

The PCL comprehensively collects primary and secondary materials on North Carolina law, including historical materials, regardless of format. Materials include commercial legal publications, government documents, publications of legal associations and law firms, and selected continuing legal education materials. Certain types of materials are excluded for the North Carolina collection due to their lack of historical or research value for the audiences of the PCL. These include, but are not limited to, reprints of statutory materials and outdated municipal codes.

Reference Materials

Information resources in Reference are intended to supply short answers to librarian, student and faculty questions. These materials include atlases, dictionaries, directories, general encyclopedias, statistical sources, quotation books and style manuals.

Bar and Law School Exams

The PCL collects print editions of the North Carolina Bar examinations. Bar examinations from other states are collected in microfiche.

The PCL solicits copies of the previous year’s course exams from the Law School faculty. Because law faculty may choose not to place their exams with the PCL, the collection is not comprehensive.
Pamphlets and ephemera

The PCL receives many types of newsletters, updates and other current awareness materials as part of loose-leaf services, subscriptions or gratis. These materials are retained for a limited period of time and then discarded.

Professional Library Literature

The PCL selectively acquires a variety of library-related or technology monographs and serials that are of interest to the professional staff. These materials are retained on a selective basis.

Faculty Publications

The Faculty Publications Collection is intended to be a comprehensive collection of publications of the past and present faculty of the Wake Forest University School of Law, written while they were members of the School of Law faculty. These publications consist of published information resources and their supplements in any medium, which were authored or edited by the faculty member, or which contain articles, essays, or letters by the faculty member.

As a general matter, the PCL requests that School of Law faculty donate a copy of each work to the PCL for inclusion in the faculty Publications Collection, as part of the permanent archive. If a faculty member does not donate a copy of the work for the Faculty Publications Collection, the PCL purchases a copy. The PCL also purchases copies of all faculty publications for the regular collection.

Continuing Legal Education (CLE)

The PCL uses the following in selecting CLE materials:

1. comprehensively collects materials published by the Wake Forest School of Law Continuing Legal Education office and the North Carolina Bar Association;
2. There are standing orders for CLE materials from the ABA, Practising Law Institute and ALI-ABA; and
3. CLE materials from other sources are acquired selectively after stringent review.

Government Documents

The PCL is a selective Federal Depository Library and currently receives approximately 7.75% of the GPO materials. The PCL follows the same criteria for selecting subjects and formats for government documents as is used in selecting materials for the main collection.
Access to Materials

The PCL regards the acquisition of appropriate materials for its collections on equal footing with the provision of access to those materials. The PCL tries, to the fullest extent possible, to provide access to every title it acquires, regardless of format, through the online catalog, including electronic titles available from aggregators or online services available. Bibliographic records may be created inhouse or retrieved or purchased from OCLC, the bibliographic utility of which the library is a member. Other third-party sources of bibliographic records may also be used for the acquisition of bibliographic data to provide access to the materials the library purchases.
RETENTION

The PCL continuously evaluates its collection to ensure that it continues to support the research needs of its users. Retention decisions are generally made on a case-by-case basis; however, we are identifying categories of materials for which retention policies can be made for all materials in that group. When a title is removed from the collection and a standing order exists for supplementation, it will be canceled, including orders for future editions. The decision concerning removal of cancelled newsletters from the collection will be made on a case-by-case basis.

EDITIONS

As an academic law library, the PCL seeks to retain all editions of items in the collection and to acquire earlier editions as appropriate, according to collection development criteria. There are exceptions being determined to this full retention policy of all previous editions, especially for limited-life categories, such as CLE materials.

GRADUAL REPLACEMENT EDITIONS OF TREATISES UPDATED BY REVISED VOLUMES

There are occasions when a treatise is updated by revised volumes when a wholesale reorganization of the treatise is not underway. From the presentation of information on the title page it may be concluded that the edition statement applies only to the volume itself, not to the treatise as a whole. In other words, the treatise as a whole in its present state is composed of volumes that carry various edition statements, e.g. vol. 2 is 4th ed., vol. 3 is 5th ed. and so on.

Because the editions of the volumes do not constitute a discrete bibliographic edition, the various revised volumes are cataloged on the same bibliographic record. The revised volumes, although carrying different edition statements, are more analogous to “replacement volumes.” Because of the gradual nature of the replacement it is extremely difficult to maintain the different “snapshot” views of the treatise as a whole. Thus, it will be PCL policy not to permanently retain the replaced volumes.

GIFTS

The PCL appreciates the donation of gift materials. Gift materials are subject to the PCL’s collection development policy. As a general rule, the PCL only accepts donations that are without conditions on their use or disposal. The Library Director, in consultation with the Collection Development Committee determines the disposition of all gift materials based on the evaluation criteria used for all other acquisitions, as stated in this policy document. The PCL will determine the
classification, housing, and circulation of all gift items, and retains the right to dispose of gifts at any time and in any manner deemed appropriate.

LOOSE-LEAF PUBLICATIONS

The PCL is continuing to determine policies regarding the retention of loose-leaf services, including what to retain of old editions, as well as cancelled or ceased publications. Generally, when a title is canceled by the PCL, the entire service will be removed from the collection. If a publisher ceases to publish a title, a retention decision will be made on a case-by-case basis; however, the set will usually be labeled as “not-updated” and will be removed from the collection after a determined period of time.

RARE BOOKS

The PCL does not actively collect rare legal books, but does seek to preserve any rare materials currently in its possession or those that may be acquired through donations.
PRESERVATION

The principle component of the PCL’s preservation activities consists of binding all periodicals and serials that are retained permanently. The PCL prefers hardback volumes, rather than paperback, for preservation purposes. Additional preservation activities for various classes of materials include limited book repairs undertaken in-house, such as tip-ins, torn leaves and loose covers, so that materials may be returned to the shelves for use more expeditiously.