

# COLLECTION DEVELOPMENT POLICY

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## INTRODUCTION

The focus of the Professional Center Library's collection is on Anglo-American law with special emphasis in areas determined by the curricular and research needs of the School of Law. Additionally, the Professional Center Library (PCL) maintains a core collection of international law materials including treaties, reports, and United Nations documents. The Library collects both primary and secondary materials at federal, state, and local levels. The Professional Center Library is also designated as a selective United States Government Depository Library under the Federal Depository Library Program.

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

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

## PURPOSE OF THIS POLICY

This policy serves as a guide to the selection and maintenance of materials for the Professional Center Library by outlining the library's collection philosophy. It reflects the policy decisions currently in effect, and is reviewed and revised as needed.

The collection development goals of the PCL are

- to ensure that the library collection continues to meet the needs of the faculty, students, and staff as curricula, research, programs, and materials develop and change,
- to keep the collection functional by acquiring and replacing materials on a continuous basis,
- to provide access to information resources that support the instructional, research, and service programs of the primary users, while meeting the standards of both the American Bar Association and the Association of American Law Schools, and
- to provide these resources in the most efficient and cost-effective manner.

## **SELECTION OF MATERIALS**

### **Responsibilities for Selection**

The Director of the Library is ultimately responsible for the development of the collection, although certain selection responsibilities are delegated to a committee of librarians and staff who play a role in the collection development process, from selection to acquisition of the library materials. The Library encourages recommendations from faculty, staff, and students for purchases and regularly solicits faculty input in selection and retention decisions.

### **General Selection Criteria**

The following criteria are used in making selections:

- relevance of the subject matter in supporting the curriculum and faculty or student research interests;
- authority of the publisher or producer;
- reputation of the author;
- accuracy of the resource, based on reviews, recommendations, evaluations, etc.;
- physical qualities of the resource, including binding and format;
- duplication of resources already in the collection, including availability of information in other formats;
- language in which the publication is written;
- initial purchase price and ongoing costs for maintaining and housing or accessing the publication; and
- geographical coverage. For the purposes of this collection development policy, the PCL considers the “region” to consist of North Carolina, Florida, Georgia, South Carolina, and Virginia.

### **Automatic Mechanisms for the Acquisition of Materials**

The Professional Center Library utilizes a number of methods to develop the collection without having to make individual buying decisions. The principal methods for this are

- utilization of package plans, such as those offered by the American Bar Association (ABA) and the National Consumer Law Center (NCLC),
- standing orders with selected major legal publishers, and
- participation in the Federal Depository Library Program.

### **Formats of Materials**

The Professional Center Library acquires materials in a variety of formats. These formats currently include print, microform, compact disc (CD), digital video disc (DVD), and online resources. It is the policy of the PCL to consider replacing or duplicating

titles with alternate formats as deemed appropriate and cost-effective.

In addition to the general selection criteria, the following are also considerations:

- frequency of use,
- cost difference among different formats (i.e., softbound hard copies of titles are usually preferred over hardback copies, due to budgetary considerations),
- physical space required for hard copy,
- difficulty of obtaining the material in hard copy, and
- staff support required for updating hard copy (i.e., filing of loose-leaf updates).

## Duplication 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 general selection criteria. Legal dictionaries in languages frequently used by LL.M. and S.J.D. students are another exception to this general rule.

## Depth of Collection

The collection is periodically analyzed for depth using the Conspectus Collection Depth Indicator Definitions summarized below.<sup>1</sup> These definitions are used in this policy to describe the intended levels of collection support for primary and secondary collections in various areas.

- 0 **Out of Scope:** Library does not generally collect materials in any format for this subject
- 1 **Minimal Information Level:** A limited collection of current and standard monographic or reference works is maintained to support minimal inquiries about this subject.
- 2 **Basic Information Level:** A limited, current collection of monographic, reference, and periodical works is maintained to support basic college level instruction in these subject areas, and to guide users to resources available

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<sup>1</sup> Conspectus Depth Indicator Definitions (5<sup>th</sup> ed., 7/8/96), available at <http://www.lib.utexas.edu/admin/cird/policies/newlevels.html>, last reviewed 10/7/09; last viewed 12/9/14.

elsewhere.

- 3 **Study or Instructional Support Level:** An extensive collection of current and retrospective monographs, reference works, and general periodicals; a limited selection of specialized periodicals; and foreign language materials (such as the law of foreign countries in their own language) should be maintained in these areas. The aim of such collections is to support graduate instruction and research, and should include extensive access to external resources. There should be a significant focus on retention of classic and standard material.
- 4 **Research Level:** A collection that supports independent research and contains the major published source materials, including extensive generalized and specialized monograph, reference and periodical collections; collections in appropriate foreign languages; collections of better known and lesser known writers; access to extensive resources such as bibliographic tools and data sets. Older material is retained and actively preserved for historical research.
- 5 **Comprehensive Level:** A nationally or internationally recognized collection, insofar as it is reasonably possible, a complete collection of published material, extensive manuscript collections and extensive collections in any other relevant formats, in any relevant languages. All material is retained and actively preserved.

## Specific Resource Categories

### Audiovisual Materials

The PCL maintains a collection of audiovisual materials that includes

- archival audio or video recordings of seminars, ceremonies, and presentations at the School of Law (videorecordings of class sessions are not collected),
- instruction and demonstration materials on trial advocacy,
- scholarly or authoritative works on legal subjects,
- certain study aids, and
- 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 covering a topical gap in the collection. Faculty-written casebooks are typically placed in the archives, with a second purchased copy in the regular collection.

### 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 accepts 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.

### **Continuing Legal Education (CLE)**

The PCL uses the following methods in selecting CLE materials:

- It comprehensively collects materials published by the North Carolina Bar Association; and
- CLE materials from other sources are acquired selectively after stringent review.

### **Dissertations**

Dissertations written by S.J.D. students at Wake Forest are added to the Library Archives. Theses written by LL.M. students are not generally added to the Library Archives.

### **Electronic Resources**

Electronic resources are selected when they are considered the most appropriate method of access, in the professional judgment of the librarians and staff, using the same selection criteria as other resources. The PCL prefers electronic information available over the web by proxy access, rather than by individual log in.

### **Faculty Office Collections**

The library purchases material intended for permanent housing in faculty offices. These materials are purchased at the request of individual faculty members and processed through the library, including being cataloged but suppressed from the public library catalog.

### **Faculty Publications**

The Faculty Publications Collection is intended to be a comprehensive collection of publications of the faculty, past and present, during their time at the Wake Forest University School of Law. This includes published materials authored or edited by the faculty member as well as those publications that contain supplements, articles, essays, or letters by the faculty member. In general, the Professional Center Library requests that faculty members of the School of Law donate a copy of each of their works to the Library for inclusion in the Faculty Publications Collection as part of the permanent archive. If no copies are donated, the Library purchases a copy for the archives. In most cases, the Library also purchases copies of all faculty publications for the regular collection.

## **Government Documents**

The PCL was designated as a selective Federal Depository Library in 1990 and currently receives approximately 11.6% of GPO materials, but the amount fluctuates. The PCL follows the same criteria for selecting subjects and formats for government documents as is used in selecting materials for the main collection. Documents are classified in the Library of Congress scheme where possible, but a small collection is maintained in the Superintendents of Documents (SuDoc) classification scheme as well. The library's Depository selections focus on Congressional and Judiciary branch materials, as well as selected executive agency publications; other local depository collections are considered when evaluating the needs of this collection.

## **Loose-leaf Services**

Loose-leaf services that 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 relationships with the Law School's clinics and orders materials to support their endeavors. These materials are generally housed in the library's main collection but may be treated as office copies upon request.

## **Microforms**

Microform materials are selected when the following criteria are met:

- The titles are significant to research, but are used infrequently;
- They represent back-up copies for fragile or heavily used materials; or
- Microform is the only medium available.

## **North Carolina Materials**

The PCL comprehensively collects primary and secondary materials on North Carolina law, including historical materials, regardless of format. Materials collected 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.

## **Pamphlets and Ephemera**

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

## 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.

## Professional Library Literature

The Professional Center Library selectively acquires a variety of monographs and serials on technology and other library-related topics that are of interest to the PCL staff. These materials are retained on a case-by-case basis, depending on the topic.

## Reference Materials

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

## 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 Restatements of the Law, Uniform Laws, or Model Laws are acquired for permanent retention.

## Study Aids

The Library collects some popular study aids, including audio recordings, flashcards, and print outlines. Titles are collected by purchase and donation, with an emphasis on titles recommended by law school faculty where recommendations can be solicited. The Assistant Dean for Academic Engagement and staff of the Academic Engagement Program may be consulted for specific recommendations if necessary.

## Treatises

The library purchases treatises to support the scholarly and curricular work of the faculty and student body. 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 heightened review.

## PRIMARY SOURCES

### Federal Materials

Congressional Documents (Level: 3)

Statutes and Administrative Regulations (Level: 3)

Federal Courts

Supreme Court (Level 4)

Intermediate Appellate Courts, Circuit Courts of Appeals, Courts of Appeals.  
(4<sup>th</sup> Circuit: Level 4; All other Circuits Level 3)

Circuit Courts (Level 2)

District Courts (Level 2)

Other courts (Level 2)

Other Materials (Level 3)

Encyclopedias

Law dictionaries

Form books

Judicial statistics

**State Materials**

Legislative Documents (NC: Level 2; All other states: Level 1)

Statutes (NC: Level 3; All other states: Level 3)

Administrative Regulations (NC: Level 3; All other states: Level 1)

Attorneys General Opinions (NC: Level 4; All other states: Level 3)

Law Reports and related materials (NC: Level 4; All other states: Level 3)<sup>2</sup>

Supreme Court

Intermediate appellate courts, Court of Appeals

Trial Courts (County, District, Superior, Circuit Courts) (Level: 0)

Minor Courts (municipal courts) (Level: 0)

Court of Claims (Level: 0))

State Courts-Reports covering all the states (NC: Level 4; All other states: Level 3)

National Reporter System – regional reporters

Digest of various state reports

Citators to various state reports

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

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<sup>2</sup> Except as noted beside each entry.



Encyclopedias  
Law dictionaries  
Uniform state laws  
Form books

### **INDIVIDUAL TOPICS<sup>3</sup>**

#### **Conspectus Level 5:**

Restatements

#### **Conspectus Level 4:**

Administrative organization, law and procedure  
Constitutional law  
Contracts  
Courts, Procedure  
Criminal law & procedure  
Insolvency and bankruptcy, Creditor's Rights  
Intellectual property  
Legal composition and draftsmanship  
Legal education  
Legal profession  
Property  
Public finance, taxation  
Torts

#### **Conspectus Level 3:**

Agency  
Associations  
Common law in the U.S.  
Concepts applying to several branches of law  
Conflict of laws  
Education  
Equity  
Estate planning  
General and comprehensive works  
Government measures in time of war, emergency, economic crisis, etc.  
Indians  
Judicial Statistics  
Jurisprudence and philosophy of American law  
Juvenile criminal law and procedure  
Law reform, Criticism  
Law reporting  
Law societies (American Bar Association, etc.)  
Legal bibliography

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<sup>3</sup> Adapted from Library of Congress Classification: KF Law of the United States, 2012 ed.

Legal history  
Legal research  
Medical legislation  
National defense, Military law  
Natural Persons  
Negotiated settlement, Arbitration  
Police & Power of Police  
Public health  
Public property  
Regulation of industry, trade and commerce  
Restitution  
Social legislation—Labor law, social insurance  
Succession upon death  
Trusts and trustees  
Unfair competition

### **Conspectus Level 2:**

Alcohol, Alcoholic beverages, Prohibition  
Civil service (including state, municipal, county)  
Compensation to victims of crime, Reparations  
Control of Public Activity/Social Activity  
Economic policy  
Food, Drugs, Cosmetics  
Local government  
Prevention of cruelty to animals  
Retroactive laws

### **Conspectus Level 1:**

Assistance in emergencies  
Law of particular counties  
National/State emblem, Flag, Seal, Seat of Government  
Public Safety  
Science and the arts, Research  
Veterinary Law

## **COLLECTION MAINTENANCE**

### **Access to Materials**

The PCL regards access to materials as vital to scholarship and study. Bibliographic records are provided for the vast majority of materials, regardless of format.

### **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. Space needs and new resource availability periodically provoke more comprehensive reviews of collection and retention practices.

## **Editions**

As an academic law library, the PCL retains several editions of some items in the collection as long as they serve the purposes of its users and to acquire earlier editions as appropriate, according to collection development criteria. For some classic treatises, all editions may be subject to retention. Other materials, such as study aids and CLE materials, may only be kept while timely.

## **Treatises Updated By Individually Revised Volumes**

When a treatise is updated by revised volumes – but a complete revision of the treatise is not underway – the edition statement applies only to the volume itself, not to the treatise as a whole. The treatise as a whole may be composed of volumes that carry various edition statements, e.g. vol. 2 is 4th ed., vol. 3 is 5th ed., and so on. In such cases the revised volumes are considered replacement volumes and are not permanently retained.

## **Gifts**

The Professional Center Library accepts the donation of gift materials. All gift materials are subject to the guidelines of the collection development policy. The Library will determine the classification, circulation, and location within the collection, or the disposition of the gift if it does not meet the needs of the collection.

## **Loose-leaf Publications**

Decisions made on the retention of loose-leaf titles—including those that are cancelled or have ceased or changed formats—are determined on a case-by-case basis, depending on their value to Library users.

## **Rare Books**

The Professional Center Library does not actively collect rare legal books but does seek to preserve any rare materials that are already owned, as well as those acquired from time to time.

## **Preservation**

The Professional Center Library retains and binds periodicals and serials on a selective basis. Additional preservation activities for library materials include small in-house book repairs and the insertion of errata sheets, as needed.