

Collection Development Policy

University of Minnesota Law Library

February 2001; rev. September 2004; rev. January 2006; rev. September 2008

Introduction

The University of Minnesota Law Library exists to support the teaching and research mission of the Law School. The Law Library strives to provide the highest quality service possible to the Law School community. One of its primary goals is to respond effectively and efficiently to the ever-changing research needs of the faculty and students.

This collection development policy supports the goals noted above and provides a framework within which decisions about the existing collection and the development of future resources can be made and articulated. The Law School's varied degree programs, including several foreign exchange programs, mandate a strong collection of international, foreign, and interdisciplinary materials to supplement the comprehensive Anglo-American collection.

Collection Overview

The Law Library historically collected with a heavy focus on the law of the United States, Canada, Great Britain, British Commonwealth and former Commonwealth countries, and Western Europe. The international law collection, historically strong in public international law, has been expanded to include private international law and related topics. The scope of foreign jurisdictions represented in the collection with some depth is now much broader than those countries noted above. Materials are collected for Central and Eastern Europe, the former Soviet Union, the People's Republic of China, the Middle East, the countries and islands of the Pacific Rim, and Mexico. The library collects actively in Scandinavian law and has an especially strong collection of Swedish materials. The library prefers materials in the English language but purchases in several other languages.

The Law Library buys material on all traditional legal topics, but the collection of materials for non-lawyers is modest. The library collects Minnesota practice and continuing legal education materials; similar materials written exclusively for practicing attorneys in other states are seldom purchased. The Anglo-American collection contains both primary materials and a broad range of secondary materials, government documents, and legal treatises. Secondary materials on the law of individual states outside of Minnesota are seldom collected.

The library is a selective depository for U.S. federal documents and a full depository for Minnesota documents. The library collects comprehensively in international law, including documents from governmental, intergovernmental, and non-governmental organizations. The library has a strong historic collection of government documents from foreign jurisdictions. The Law Library also collects primary and secondary materials from foreign jurisdictions at levels commensurate with the importance of the jurisdiction to the overall collection and research needs and the importance of the topic of the material. [See *Conspectus Supplement*]

In addition to the collecting patterns noted above, the library's collecting policies are responsive to contemporary legal developments and to emerging research and curricular interests. Increased acquisitions in materials on comparative law, human rights, international trade, corporate governance, national security, and rule of law issues reflect this responsiveness. Interdisciplinary topics such as women's studies, criminal justice, law and economics, and biotechnology, as well as resources to support skills-based instruction, are also receiving greater emphasis in the collection.

The library purchases monographs and multi-volume treatises, law journals, periodicals, looseleaf services, and a variety of serials and other continuing sets. The library does not actively purchase casebooks but will add them to the collection when they are received as gifts. The library purchases narrative study aids, such as those in the "Nutshell series" and the "Examples & Explanations" series, but only adds commercial outlines when they are received as gifts. The library does not acquire textbooks, reprints, and dissertations. Some general newspapers and periodicals are collected for current awareness and student use. Multiple copies are purchased selectively and only to satisfy high demand. Duplication of materials held in other University of Minnesota libraries is avoided whenever possible.

Approximately two-thirds of the collection is in paper and one-third in microform, but the library now prefers to acquire digital access rather than microform where such access is available at a reasonable cost, reliable, and perpetual. The microform collection supplements the hard copy collection with periodical back files, major sets such as the American Bar Association archive publications and the CIS microfiche, archival collections of legal treatises, materials from the United Nations and the European Community, government documents, and superseded primary materials. The library is expanding its audiovisual collection to include continuing legal and library education programs, study aids, skills instruction, documentaries, and law-related films.

The Law Library owns and/or provides access to a growing number of electronic resources. Selection of these resources is based on the same general criteria that are applied to all other formats included in the collection, but supplementary criteria are applied for various types of electronic resources. [See *Collection Development Policy for Electronic Resources*]

Rare Books and Special Collections

The Arthur C. Pulling Rare Books Collection is rich and multifaceted. The collection of early English law, from 1490 to 1599, includes over half of the titles listed in Joseph Beale's *Bibliography of Early English Law*. The Collection includes works by such giants of the common law as Bracton, Littleton, Coke, and Blackstone. Among the rarities of the Collection are a 1514 printing of Magna Carta, a 1528 edition of Sir Thomas Littleton's *Tenures*, and a first edition of Sir William Blackstone's *Commentaries on the Laws of England* (1765-1769).

One of the greatest strengths of the Rare Books Collection is early American law, including a strong collection of early session laws and other primary materials of the colonies and states, and key works documenting the evolution of the American legal system. Of particular note is a 1776 edition of Thomas Paine's *Common Sense*, a rare edition of the proceedings of the first Continental Congress, and a first edition of *The*

Federalist (1788). Early editions of the works of such scholars as James Kent and Joseph Story are well represented.

An additional strength of the Collection is American Indian law. The Collection includes rare folio treaties and primary materials of American Indian governments in the nineteenth century, many in both English and native languages. The Collection is also strong in the areas of canon law, civil law, and foreign and international law.

The Clarence Darrow Collection includes 553 letters written by Darrow, over 100 letters written to Darrow, and over 100 letters and other documents by and concerning various family members. The Library actively collects works to support this collection, and seeks to acquire everything written by and about Darrow, including debates, essays, closing arguments, and addresses; trial transcripts, usually in photocopy; early periodicals (generally pre-1950) which include an article by or about Darrow; and photographs of Darrow. Since the library's goal is to acquire a complete collection of Darrow material, the library concentrates on acquiring one of everything, rather than various printings and editions of works. The library very selectively purchases translations of Darrow's writings and, because of high cost, the library has very selectively purchased books inscribed by Darrow. The library does not generally collect books with Darrow's bookplate.

The Law, Literature, and the Arts collection, made possible by a generous donation to the University of Minnesota Law Library by Douglas A. and Barbara S. Hedin, was created in 2007. The nucleus of the Law, Literature and the Arts Collection is Mr. and Mrs. Hedin's extensive collection of legal fiction, including both classic and popular works of fiction. The collection also includes plays featuring the bench and bar, poetry, legal humor, movies, artwork, and secondary works that comment on the relationship of law to literature and art. The library actively collects works to add to this collection.

An important part of special collections is the Law School Archives. The Archives includes: faculty publications; publications of the Law School, including brochures and CLE materials; photographs of Law School events prior to 2003, and photographs of all Law Library events; DVDs of Law School lectures and events, including written transcripts if available; quarterly snapshots of the Law School webpage; and some "ephemeral" materials, including invitations to events. The library also seeks to collect other important material, including official reports, various materials from event and programs, and material documenting the life of student organizations. Special collections also include books by and about Walter Mondale.

The Curator of Rare Books and Special Collection has primary responsibility for selection of materials for rare books. The Associate Director for Library and Educational Technology is an active partner in developing the Darrow Collection. Rare book acquisitions fall into one of the following areas: American Indian law; early American law, including the development of African-American rights and women's rights; Minnesota legal materials; limited press legal works. English works are collected very

selectively. The Library also collects works of secondary scholarship necessary for the study of legal history and the interpretation of the Rare Books Collection.

Staffing

The Director of the Law Library has the final responsibility for the maintenance and development of the Law Library's collections, facilities and services. The Director has delegated oversight of collection development and management to the Associate Director for Collection Development, who coordinates selection responsibilities with several members of the reference staff.

Selectors are subject specialists who solicit law school faculty input on collection decisions when appropriate, and encourage faculty requests for new materials. Selectors also respond to the research needs of the law students. Other library staff members frequently suggest titles to be acquired.

Evaluating Potential New Purchases

In evaluating a title for the collection, selectors have three principal mechanisms for making a decision.

1. Knowledge of the historical strengths of the collection;
2. Knowledge of the law school's curriculum and understanding of the research needs and interests of both faculty and students;
3. Application of standard criteria, such as those listed below:
 - user need or interest
 - reputation of the publisher and author(s)
 - cost
 - existing holdings
 - format
 - subject content and scope
 - language

Selectors familiarize themselves with the collection by examining it and using it. The historical strengths of the collection are also described in the library's conspectus document, prepared as part of the Research Libraries Group's conspectus project. While this document does not reflect current collecting intensity, it accurately represents the historical collection strength. A conspectus supplement assigning current collecting levels to specific subject and jurisdictional areas is included as an appendix to this collection development policy.

Selectors also keep abreast of curricular and research developments through Law School communications, regular contact with faculty, liaison work with student organizations, and reference and instructional work with students. Selectors stay informed of law-related developments in their areas of responsibility through professional literature, continuing education opportunities, and personal contacts.

Evaluating Replacement Purchases

In evaluating titles that need to be replaced because of loss or damage, priority is given to replacing materials that are in high demand or are supplemented frequently. These include high demand monographs and treatises, and volumes of looseleaf services and looseleaf treatises. Other titles are evaluated for their continuing worth to the collection, according to topic, user need or interest, format, replacement cost, and availability. If the library has later works on the same subject, there is adequate electronic access to serve as a replacement, or the work in question has no ongoing research value, replacement is a low priority.

Gifts and Exchanges

The library accepts gifts of useful materials provided that no conditions are attached. The library reserves the right to add, discard, sell, or exchange materials received as gifts. The library acknowledges each gift with a letter, but no monetary valuation of the gift will be provided to the donor. The library's limited storage space makes it impractical to accept gifts of materials duplicated in the collection. Selectors apply the standard criteria noted above when deciding whether or not to add gifts to the collection.

The library has converted exchange agreements to paid subscriptions wherever possible. New exchange agreements are entered only for materials that the library would not be able to acquire any other way.

Retention and Storage

The library maintains a collection of superseded or obsolete laws that includes both complete sets and individual volumes of recompiled statutes. The library keeps superseded volumes and editions of multi-volume treatises and at least one copy of older editions of hornbooks and other single-volume monographs.

A variety of materials from the collection are stored in the basement of the library. These include major microform sets, replaced texts and treatises, older materials identified as low use items, and materials received through the PL-480 program. There is no space available for storage of additional collections.

Binding and Preservation

The Law Library's binding policy, revised in 2006, outlines what materials are bound, the type of binding used for various categories of material, minimal repair techniques, and procedures followed by bindery staff and others. The library's commercial binder, currently the University Bindery, adheres to the standards of the Library Binding Institute.

The Curator of Rare Books and Special Collections directs the library's preservation program. Preservation activities include the following: 1) damaged and brittle books are enclosed in phase boxes; 2) damaged books identified by circulation staff are rebound, if not brittle, or replaced; 3) fragile rare books are enclosed in custom made protective enclosures; and 4) stack maintenance, especially regular cleaning of books and shelves. In addition, a *Disaster Preparedness Manual* was written in April 1999 and is updated regularly.

Cooperative Collection Development Agreements

Cooperative purchasing and resource sharing agreements, while becoming increasingly important at both local and national levels, have not historically been a prominent part of the Law

Library's collection development program. This will undoubtedly change as libraries throughout the country are faced with budget constraints and as electronic resources provide more opportunities for such arrangements.

The Law Library belongs to one consortium, and has made some general, informal agreements to cooperate and consult with various libraries. Following is a list of the organizations with which these agreements have been made.

1) New England Law Library Consortium

The Law Library is an affiliate member of the New England Law Library Consortium (NELLCO). As a member, the Law Library subscribes to several electronic databases that are priced more competitively than they would be if purchased outside of the consortium.

2) Local and regional law libraries

The Law Library cooperates informally with local law libraries in resource-sharing efforts, but there are no ongoing collection commitments. The library has reciprocal lending agreements with OCLC SHARES, Minitex, the Chicago Legal Academic System (CLAS) institutions, the Committee on Institutional Cooperation (CIC) institutions, and the University of Wisconsin Madison Law Library (OCLC code GZL).

3) University of Minnesota Libraries

The Law Library has a cooperative relationship with the University Libraries and from time to time the libraries purchase resources together. For example, the libraries coordinated their purchases of segments of Lexis/Nexis Congressional Hearings Digital Collection.

The University Libraries and the Law Library share an integrated library system for all processing activities and the online catalog. There is campus-wide access to numerous electronic resources, including other library catalogs, WorldCat, general indexes, full text databases, and electronic journals. The Law Library provides campus-wide access to its resources when pricing structures and license agreements permit.

4) MINITEX/OCLC

The MINITEX Library Information Network is located at the University of Minnesota and is a program of the Minnesota Higher Education Services Office. MINITEX facilitates resource sharing activities of participating libraries and negotiates consortial purchase agreements, and provides training and professional development opportunities for library staff members. It is the regional network for OCLC services. The University Libraries and the Law Library send unique bibliographic records to OCLC for loading in the database; all libraries are also participants in the OCLC interlibrary loan subsystem. There are no cooperative acquisitions programs for law libraries within the OCLC group, and the Law Library has no ongoing collection commitments.

5) OCLC ShaRes

The University of Minnesota is a member of OCLC/RLG and its SHARES program. SHARES enables participating institutions to agree on prices, procedures, and policies;

monitor their own performance; and manage work flow to support increased lending activities. In addition, this program gives each participant's faculty, students, and staff on-site access to collections and services at the other SHARES institutions.

Appendix

Collection Development Policy Conspectus Supplement, February 2001; revised September 2004
Collection Development Policy for Electronic Resources, February 2001; revised September 2004

Related Documents

Disaster Preparedness Manual, April 1999; Revised 2004; revised August 2007
Binding Policy, adopted July 1990; Revised 1998