

University of Minnesota Law Library
Collection Development Policy
Conspectus Supplement

February 2001; revised September 2004

I. Collection Level Codes for U.S., American Indian, International, Roman, Ancient, and Religious Legal Systems, and Jurisprudence (based on the RLG conspectus codes)

Level 5 - Comprehensive level: The library attempts to include all significant works of recorded knowledge, in all applicable languages, for a defined and limited field. The aim, if not the achievement, is exhaustiveness. Older material is retained for historical research.

Level 4 - Research level: The library collects the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, and other information useful to researchers. The collection supports basic curriculum areas in which faculty and students are likely to do research now and in the future. The collection includes all important reference works and a wide selection of specialized monographs, as well as an extensive collection of journals and the major indexing and abstracting services in the field. Pertinent foreign language materials are included. Older material is retained for historical research.

Level 3.5 - Specialized support level: The library collects at a level to support specialized interests of faculty members beyond the basic curriculum but not at a research level. Collection levels fluctuate as interests change.

Level 3 - Instructional support level: The library maintains a collection adequate to support all law school instruction and most sustained independent study. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, access to appropriate data bases, and reference and bibliographic tools pertaining to the subject.

Level 2 - Basic information level: The library maintains a collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes standard reference works, selected editions of important works, historical surveys, major periodicals, and access to appropriate databases.

Level 1 - Minimal level: The library collects few materials.

Level 0 - Out of scope: The library does not collect in these areas.

Definitions

For purposes of this listing, the following definitions apply.

Primary sources are authoritative and binding within the jurisdictions in which they apply. These sources include statutes, judicial opinions, administrative regulations (which are similar in form to statutes), and administrative rulings (similar to judicial opinions). The constitution is the organic document of a political entity and of its legal system. Attorney general opinions are advisory in nature and not binding. They are usually accepted as persuasive, falling between the categories of primary and secondary authority, so they are included here as primary sources.¹

The library collects finding aids to provide access to the primary sources of law; the library collects such tools at a level appropriate to each collection category. The collection level of these finding aids is not detailed further in this document.

Secondary sources include treatises (monographs, research reports, proceedings, documents, looseleaf treatises, and other textual treatments of the law) and legal periodicals (law reviews, bar association periodicals, commercially published journals and newsletters, and legal newspapers). This document treats periodicals separately from treatises for major jurisdictions.

II. Collecting Intensity Levels for Common Law Countries

The levels of collecting intensity used for common law countries are based on the Association of Research Libraries, Office of Management Studies, *Manual for the North American Inventory of Research Library Collection* (January 1985). The definitions have been refined to apply to foreign legal materials from common law countries. Because this policy applies to common law countries, it assumes that the vernacular for these countries is English. For information about civil law countries, see Section III of this document, *Collecting Intensity Levels for Civil Law Countries*.

Each level includes the materials listed in the levels below it. (For example, in the case of a Level 3 country, we would buy the introductions to its legal system that we would also buy for a Level 1 country.)

The description of the current collecting level for a jurisdiction includes materials that are available in collective works covering many countries, such as *Constitutions of the Countries of the World* or *Commercial Laws of the World*.

As used in this policy, the term “reliable Internet site” means an official government site or a site that has other indications of stability and trustworthiness, such as Legal Information Institute sites.

¹See discussions in Morris L. Cohen et al., *How to Find the Law* 2-3, 197, 287 (1989).

For details on secondary source subject areas collected at each level, see *Common Law and Civil Law Countries: Subjects Collected By Level* at the end of this policy document.

Level 5 – Comprehensive level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (including manuscripts, dissertations, etc.) about a legal system, in all applicable languages. This level of collection intensity is one that maintains a “special collection;” the aim, if not the achievement, is exhaustiveness. Reserved for jurisdictions for which the Library has or seeks to have historically extensive collections.

- **Primary Materials:** The Library collects both unofficial and official statutes. It collects regulations and laws at the state and province level, and all court reports, whether topical, official, or commercial. It collects all decisions of administrative tribunals. It collects statutes, regulations, and court and administrative decisions from jurisdictions below the federal level.
- **Secondary Materials:** The Library collects virtually all legal periodicals for the jurisdiction, and collects works in any European language on all aspects of the legal system
- **Currentness:** The Library updates materials frequently enough for legal professionals to rely on their currentness.

Level 4 – Research level: A collection that includes the major published source materials about the legal system of a jurisdiction required for seminar research papers and research for publication. The collection is intended to support current and future research interests.

- **Primary Materials:** The Library collects unofficial or official collections of statutes and session laws, depending on price, currentness, and value-added features. The Library collects most court reports in common law countries. Library may rely on reliable Internet sites or Lexis/Westlaw, or both, to provide access to decisions of lower or specialized courts, and to provide access to regulations. It collects selected decisions of administrative tribunals (e.g., tax or labor).
- **Secondary Materials:** The Library collects works in English and the vernacular on the legal system in general and on wide variety of specialized subjects. It collects important reference works, a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Only the most important looseleaf services or other materials requiring frequent supplementation will be purchased. Practitioners’ guides, unless essential to support the curriculum, will not be purchased. Expensive monographs and serials are collected selectively.
- **Currentness:** The Library emphasizes currentness, but does not attempt to keep the collection current enough to support legal practice in this jurisdiction. The Library collects current statutes and cases. The Library may collect legal newspapers that provide more rapid access to court decisions. The Library

purchases every other edition of major treatises, without supplementation, although it may buy supplements or buy editions more frequently if needed to support the curriculum.

Level 3 – Instructional Support: A collection that is adequate to support most law school instruction and research; that is, adequate to maintain knowledge of the legal system of a jurisdiction required for limited or generalized purposes.

- **Primary Materials:** The Library collects official or unofficial statutes (preferably codified statutes) and session laws in print. The Library collects court reports from the highest court, and selected reports from lower courts, in print. The Library catalogs reliable internet sites that provide other court decisions, and regulations, if available.
- **Secondary Materials:** The Library collects a wide range of basic monographs, collections of the works of more important writers, selections from the works of secondary writers, a selection of representative specialized journals, reference tools, and fundamental bibliographic apparatus. Practitioners' guides and looseleaf services, unless essential to a subject area, will not be purchased. Expensive monographs and serials are collected very selectively. Treatment ranges from introductory to intermediate. The Library is unlikely to buy in-depth treatments of narrow topics, unless in support of faculty interests.
- **Currentness.** The Library attempts to have current statutes and, for major subject areas to have treatises published within the last ten years. If court decisions are available on the internet, the Library will not purchase "current awareness" sources of case law, such as legal newspapers that report court decisions.

Level 2 – Basic information level: A collection of materials that serves to describe and define the legal system of a jurisdiction, and to indicate the varieties of information available elsewhere. A basic information collection is not sufficiently intensive to support most research for seminars or publication. The Library relies on other libraries for more specialized materials.

- **Primary Materials:** The Library catalogs reliable Internet sites providing legislation or codified laws or both, if available. If such reliable Internet sites are unavailable, the Library periodically buys reliable commercial or official collections of codified laws. The Library also catalogs reliable Internet sites providing court decisions from appellate courts, if available. If such reliable Internet sites are unavailable, the Library does not purchase official or commercial court reports.
- **Secondary Materials:** The Library collects general works on the legal system as well as a few English-language works on major subject areas, such as constitutional law, contracts, business law, property, criminal law, and procedure. The collection may also include dictionaries, encyclopedias, selected editions of

important works, historical surveys, bibliographies, handbooks, and a few major scholarly periodicals, in the minimum number that will serve the purpose.

- Currentness: The Library does not emphasize currentness at this collection level. Materials are updated as resources permit.

Level 1 – Minimal level: A rudimentary collection of works about a jurisdiction, designed to give an overview of that jurisdiction’s legal system.

- Primary Materials: The Library does not collect codes, statutes, session laws, regulations, or court reports.
- Secondary Materials: The Library collects English language general works such as introductions to the legal system and legal research guides.
- Currentness. The collection will be updated as resources permit, but at a lower priority than collections for higher-level countries.

Level 0 – Out of scope: The Library does not collect any materials for this jurisdiction, except to the extent that some materials may appear in a collective work. The Library may choose to accept donated materials for this jurisdiction.

III. Collecting Intensity Levels for Civil Law Countries

The levels of collecting intensity used in this policy are based on the Association of Research Libraries, Office of Management Studies, *Manual for the North American Inventory of Research Library Collection* (January 1985). The definitions have been modified to apply to foreign legal materials from civil law countries.

Although English translations of codes are not technically “primary materials,” because they are not the authoritative source of law for foreign-language jurisdictions, this policy includes such translations under the “primary materials” category. Our patrons overwhelmingly prefer English translations. As used in this policy, the term “major codes” refers to the civil, civil procedure, criminal, criminal procedure and commercial codes.

The description of the current collecting level for a jurisdiction includes materials that are available in collective works covering many countries, such as *Constitutions of the Countries of the World* or *Commercial Laws of the World*.

As used in this policy, the term “reliable Internet site” means an official government site or a site that has other indications of stability and trustworthiness, such as Legal Information Institute sites.

For details on secondary source subject areas collected at each level, see *Common Law and Civil Law Countries: Subjects Collected By Level* at the end of this policy document.

Level 5 – Comprehensive level: A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (including manuscripts, dissertations, etc.) about a legal system, in all applicable languages. This level of collection intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness. Reserved for jurisdictions for which the Library has or seeks to have historically extensive collections.

- **Primary Materials:** The Library collects all codes, regulations, and statutes in the vernacular, as well as English translations.
- **Secondary Materials:** The Library collects all court reports in civil law jurisdictions, all translations of court reports, and works in any European language on all aspects of the legal system. The Library collects all journals indexed in Index to Foreign Legal Periodicals that are published within, or focus on, the jurisdiction.
- **Currentness:** The Library updates materials frequently enough for legal professionals to rely on their currentness.

Level 4 – Research level: A collection that includes the major published source materials about the legal system of a jurisdiction required for all seminar and publication research.

- **Primary Materials:** The Library collects most codes. The Library purchases new versions of major codes every five years or as new versions appear, whichever is less frequent. The Library purchases new versions of codes more frequently where required to support the curriculum (e.g., codes of criminal procedure to support classes on comparative criminal procedure). The Library periodically buys English translations of major codes [every five years or when published, whichever is longer]. The Library collects session laws on microfiche, where available. If microfiche is unavailable, the Library purchases paper copies of the official gazette or other session law publication. The library buys or provides Internet access to regulations.
- **Secondary Materials:** The Library collects selected court reports in civil law countries. The Library may rely on reliable Internet sites to provide access to decisions of lower or specialized courts. The Library collects works in English and the vernacular on the legal system in general and on wide variety of specialized subjects. It collects a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. The Library collects most journals indexed in Index to Foreign Legal Periodicals that are published within, or focus on, the jurisdiction. Only the most important looseleaf services or other materials requiring frequent supplementation will be purchased. Practitioners' guides, unless essential to support the curriculum, will not be purchased. Expensive monographs and serials are collected selectively.

- Currentness: The Library emphasizes currentness, but does not attempt to keep the collection current enough to support legal practice in this jurisdiction.

Level 3 – Instructional support: A collection that is adequate to support most research for seminars or publication; that is, adequate to maintain knowledge of the legal system of a jurisdiction required for limited or generalized purposes.

- Primary Materials: The Library collects major codes. Periodically, the Library buys English translations of major codes. The Library does not collect session laws, but may catalog reliable Internet sites for session laws.
- Secondary Materials: The Library collects court reports from constitutional courts. The Library also catalogs reliable Internet sites providing access to other court decisions. The Library collects works of introductory to intermediate depth in English and occasionally the vernacular on the legal system in general and on selected specialized subjects. The Library is unlikely to buy in-depth treatments of narrow topics, unless in support of faculty interests. It collects a wide range of basic monographs, collections of the works of more important writers, selections from the works of secondary writers, a selection of representative specialized journals, reference tools, and fundamental bibliographic apparatus. Practitioners' guides and looseleaf services, unless essential to support the curriculum, will not be purchased. Expensive monographs and serials are collected very selectively.
- Currentness: The Library tries to keep this collection reasonably current, but may rely on Lexis, Westlaw or Internet sources to provide the most current information for this jurisdiction.

Level 2 – Basic information: A collection of materials that serves to describe and define the legal system of a jurisdiction, and to indicate the varieties of information available elsewhere. A basic information collection is not sufficiently intensive to support any seminar or publication research. The Library relies on other libraries for more specialized materials.

- Primary Materials: For civil law countries, the Library collects translations of major codes at intervals of ten years or at publication of a new translation, whichever is longer. The Library buys scholarly annotated versions of constitutions if available.
- Secondary Materials: The Library does not collect any court reports. The Library catalogs reliable Internet sites providing decisions from constitutional courts and the highest appellate courts (courts of last resort), if available. The Library collects general works on the legal system as well as a few English-language works on major subject areas such as constitutional law, contracts, business law, property, criminal law, and procedure. It includes general works and works on selected subject areas in English, and in European languages only if they are the vernacular of that country. It may also include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies,

handbooks, and a few major periodicals, in the minimum number that will serve the purpose.

- **Currentness:** The Library does not emphasize currentness at this collection level. Materials are updated as resources permit.

Level 1 – Minimal level: A rudimentary collection of works about a jurisdiction, designed to give an overview of that jurisdiction's legal system.

- **Primary Materials:** The Library does not collect codes or court reports.
- **Secondary Materials:** The Library collects English language general works such as introductions to the legal system and legal research guides.
- **Currentness:** The collection will be updated as resources permit, but at a lower priority than collections for higher-level countries.

Level 0 – Out of Scope: The Library does not purchase any materials for this jurisdiction, except to the extent that some materials may appear in a collective work. The Library may choose to accept donated materials for this jurisdiction.

Collection Categories

I. Law of the United States

A. Primary sources:

1. Constitutions and constitutional conventions:
 - Federal - 4
 - All states - 4
2. Statutory material:
 - Federal - 4
 - All states - 4
3. Court decisions and court rules:
 - Federal - 4
 - All states - 4
4. Compilations of administrative regulations:
 - federal - 4
 - all states - 4
5. administrative rulings:
 - Federal - 4
 - Minnesota - 4
 - All other states - 3
6. Attorney general opinions:
 - Federal - 4
 - All states - 4

B. Secondary sources:

1. Periodicals - 4
2. Treatises (varies by subject within U.S. law):

Administration of justice	4
Administrative law	4
Antitrust	4
Banking	3.5
Bankruptcy	4
Biography and legal profession	2
Business organizations	4
Church & state	3.5
Civil procedure	4
Civil rights	4
Commercial law	4
Common law	4

Conflicts of laws	4
Constitutional law	4
Contracts	4
Copyright	3.5
Criminal law and procedure	4
Disabled	3.5
Discrimination	4
Dispute resolution	3.5
Evidence	4
Family law	4
Federal Indian law	4
Fiction	1
Gender and law	4
Health care, medicine and law	3.5
Immigration	3
Insurance	3
Intellectual property	4
Judiciary	4
Jurisprudence	4
Labor law	4
Law and economics	3.5
Law librarianship	4
Legal education	4
Legal history	4
Local government	4
Legal research	4
Professional ethics	4
Products liability	4
Property	4
Sales	4
Securities	4
Sports law	4
Taxation	4
Torts	4
Trade & commerce	3
Trade regulation	3.5
Trial practice	3
Trusts & estates	4
Zoning	3

II. American Indian Law

This includes American Indian tribes and tribal bands within the boundaries of the United States.

A. Primary sources: Materials will be collected regardless of tribal or tribal band governing structure and regardless of a tribe's relationship to the federal government at any particular point in history; materials preferably will be collected in traditional print formats, but other formats (e.g. oral reports of trials) will be collected if that is all that is available.

1. Constitutions, constitutional conventions, treaties, statutory material, court decisions at all levels, and tribal judicial and council proceedings - 4

2. Compilations of administrative regulations - 4

3. Administrative rulings - 4

4. Tribal documents - 4

B. Secondary sources:

1. Periodicals: including journals, newsletters, and newspapers which have a primary focus on American Indian legal matters - 4

2. American Indian bar association proceedings. Intensive for national associations and Minnesota, Wisconsin and the Dakotas - 4

3. Treatises, monographs, oral accounts, pamphlets, research reports, conference proceedings - 4

III. Law of Canada

A. Primary sources:

1. Federal - 4

2. Provincial - 3

B. Secondary sources:

1. Periodicals - 3

2. Treatises - 3

IV. Law of the United Kingdom and the Irish Republic

United Kingdom as a region - 3

Channel Islands, Isle of Man - 1

England

A. Primary sources - 4

B. Secondary sources:

1. Periodicals - 3

2. Treatises - 3

Irish Republic - 3
Northern Ireland - 2
Scotland - 2
Wales - 2

V. Law of Europe (excluding Scandinavia)

Europe as a region - 3
Albania - 1
Armenia - 1
Austria - 3
Azberbaijan - 1
Belarus - 1
Belgium - 2
Bosnia and Herzegovina - 1
Bulgaria - 2
Croatia - 1
Cyprus - 1
Czech Republic - 2
Estonia - 1
France
 A. Primary sources - 4
 B. Secondary sources - 3
Georgia - 1
Germany
 A. Primary sources - 4
 B. Secondary sources - 3
Greece - 1
Hungary - 2
Italy - 4
Kazakhstan - 1
Liechtenstein - 1
Lithuania - 1
Netherlands - 4
Poland - 3
Portugal - 3
Romania - 1
Russia - 3
Slovenia - 1
Spain - 3
Switzerland - 3
Tadjikistan - 1
Turkey - 1
Ukraine - 1

Uzbekistan - 1

V. Law of Scandinavia

Scandinavia as a region - 3

Denmark - 3

Finland - 1

Iceland - 1

Norway - 3

Sweden - 4

VI. Law of Latin America

Latin America as a region - 3

Argentina - 3

Brazil - 3

Chile - 2

Colombia - 2

Costa Rica - 2

Ecuador - 2

El Salvador - 2

Guatemala - 2

Honduras - 2

Nicaragua - 2

Panama - 1

Mexico - 3

Paraguay - 2

Peru - 2

Uruguay - 2

Venezuela - 2

VII. Law of the Caribbean and West Indies

Caribbean and West Indies as a region - 3

Bahamas - 1

Barbados - 1

Cuba - 2

Haiti - 1

Puerto Rico - 3

VIII. Law of Africa

Africa as a region - 2

Angola - 1

Egypt - 2

Ethiopia - 1
Ghana - 1
Kenya - 2
Libya - 2
Mozambique - 2
Nigeria - 2
Somalia - 1
South Africa - 3
Sudan - 1
Tanzania - 1
Uganda - 2
Zaire - 1
Zimbabwe - 1

IX. Law of the Pacific

Pacific as a region - 3
Australia - 3
Guam - 2
New Zealand - 3

X. Law of the Middle East

Middle East as a region - 2
Iran - 1
Iraq - 1
Israel - 2
Jordan - 1
Kuwait - 1
Lebanon - 1
Saudi Arabia - 2
Syria - 1
United Arab Emirates - 1

XI. Law of Asia

Asia as a region - 3
Afghanistan - 1
Bangladesh - 2
Cambodia - 1
China (Taiwan) - 2
China (People's Republic) - 3.5
Hong Kong - 3
India - 3

Indonesia - 2
Japan - 3
Korea (South Korea) - 2
Korea (Democratic People's Republic, North Korea) - 2
Malaysia - 1
Nepal - 1
Pakistan - 3
Philippines - 3
Singapore - 2
Sri Lanka - 1
Thailand - 2
Vietnam - 2

XII. Law of the Region of Antarctica - 2

XIII. International legal materials

- A. International law (includes public and private international law) - 4
- B. Treaties:
1. Topical - 4
2. Series - 4
- C. Intergovernmental organizations:
- Council of Europe - 4
 - European Union - 4
 - International Atomic Energy Agency - 2
 - International Bank for Reconstruction and Development (World Bank) - 2
 - International Chamber of Commerce - 3
 - International Committee of the Red Cross - 2
 - International Monetary Fund - 2
 - North Atlantic Treaty Organization - 3
 - Organisation for Economic Co-operation and Development - 3
 - Organization of African Unity - 3
 - Organization of American States - 4
 - Organization on Security and Cooperation in Europe - 3
(formerly Conference on Security and Cooperation in Europe)
 - United Nations - 4
 - Food and Agricultural Organization - 2
 - International Labour Organization - 3
 - World Health Organization - 3
 - World Intellectual Property Organization - 3
 - Western European Union - 2

World Trade Organization (GATT) - 4

D. Topical areas:

Arbitration	4
Banking	3
Commercial law	4
Criminal law	4
Environmental law	4
Family law	3
Human rights	4
Intellectual property	3
Labor law	3
Securities	3
Taxation	4
Trade	4
Transnational litigation	3

E. Comparative law - 4

XIV. Roman law - 3

XV. Ancient legal systems - 2

XVI. Religious systems

A. Canon law - 2

B. Jewish law - 2

C. Islamic law - 2

XVII. Jurisprudence - 4

This includes materials on the philosophy of law and the principles on which legal rules are based.

Subjects Collected By Level

Levels 1 – 5

Legal research

Overviews of legal system

Levels 2 – 5 (Major Subjects)

Civil procedure

Commercial law

Constitutional law

Contracts

Criminal law and procedure

Family law

Intellectual property

Labor law

Property

Taxation

Torts

Levels 3 – 5

Administrative Law

Antitrust

Business organizations

Civil rights

Conflicts of laws

Copyright

Disabled

Discrimination

Dispute resolution

Environmental

Evidence

Indigenous peoples

Gender and law

Immigration

Judiciary

Jurisprudence

Law and economics

Law librarianship

Legal education

Legal history

Professional ethics

Sales

Securities

Trade and commerce

Trade regulation

Levels 4 – 5

Administration of Justice

Banking

Bankruptcy

Biography and legal profession

Church & state

Health care, medicine and law

Insurance

Local government

Products liability

Sports law

Trial practice

Trusts & estates

Zoning

Level 5

Fiction