

Utah State Law Library Collection Development Policy

I. INTRODUCTION

A. Utah State Law Library

The Utah State Law Library provides the resources necessary to meet the legal information needs of the judiciary, executive and legislative branches of government, Utah attorneys, and the general public.

The collection shall also meet or exceed the standards for the courts set forth by the American Bar Association and the State, Court, County Section of the American Association of Law Libraries.

B. Responsibility for Selection

Final responsibility for selection of new material as well as approval for continuing subscriptions rests with the State Law Librarian.

II. SELECTION POLICY

A. Level of Collection Intensity

The collection strives to support the research needs of the three branches of government, attorneys and the general public. Utah materials are emphasized.

In-depth collections of specialized, research, and scholarly materials on the scale of university law libraries are outside the scope of this collection. However, such individual items may be acquired through cooperative interlibrary loan arrangements with research law libraries.

B. Limitations

Due to fiscal and space considerations, collection development decisions are governed by the following limitations:

1. Publications in languages other than English are not collected
2. Consider the availability of materials electronically and through interlibrary loan
3. Multiple copies are purchased only for heavily used materials

C. Sources and Criteria Used for Selection

Sources used in the selection process include:

- book reviews in professional journals;
- publisher fliers and catalogs;
- personal contact with publisher representatives;
- acquisition lists from commercial sources and law schools;
- input from library patrons;
- and the staff's personal knowledge of the existing collection.

The experience and judgment of the library's professional staff continually play an important role in the selection process.

Among the criteria for book selection are:

- Expressed or anticipated interest in the subject;
- Scope and depth of existing subject collection;
- Contemporary significance and/or permanent value of title to the collection;
- Authority of author, as well as reputation of the publisher;
- Favorable review(s) in legal/library professional publications;
- Price;
- Format;
- Projected supplementation costs;
- Anticipated clerical staff time necessary to keep the title or set current.

D. Gifts

The State Law Librarian is responsible for acceptance of gifts. Gifts will be accepted provided they conform to the selection guidelines. The library will not accept gifts with conditions as to their disposition or location. Library staff will not appraise the monetary value of gifts for tax purposes.

E. Formats

1. Microforms

The library collects materials in micro format primarily when:

- a) The materials are infrequently used;
- b) The materials would take up a great deal of shelf space in paper format;
- c) The materials are not available in paper format
- d) Cost of microform is substantially less than cost of paper.

2. Electronic Resources

The library will subscribe to electronic materials when the resources are not available in the law library in any form, when use permits time or cost savings, or when the format facilitates more comprehensive research of a topic.

F. Lost and Out of Print Materials

An item will be declared "lost" when it has been off the shelf for three months, and is not checked out. All reasonable efforts will be made to locate an item identified as lost. Priority will be given to replacing Utah and other primary source materials. A treatise may be replaced if it is part of a current (not superseded) set, or if other holdings in the particular subject area are not substantial.

G. Weeding

Discarding books is an integral part of collection maintenance. Replaced volumes and advance pamphlets will generally be discarded in accordance with publisher instructions. The collection will also be reviewed periodically and outdated materials will be withdrawn if they no longer have value to researchers.

The following exceptions are noted and the materials listed below are retained for their research value:

- All titles, pages, and replaced parts from Utah primary sets.
- Replaced titles of the Code of Federal Regulations and all permanent editions of U.S. Code.

- Older imprint treatises rated “A” in the A.A.L.S. *Law Books Recommended for Libraries*; older editions of authoritative treatises, and other individual titles selected for retention after evaluation by the professional staff.

III. OVERVIEW OF THE COLLECTION

The library maintains a comprehensive collection of materials that serves the needs for current legal information and legal research. The collection will emphasize and be responsive to the practice and interpretation of the law, rather than the learning of the law.

In general, the library collects the following:

- primary legal materials of the federal government, including session laws, codes, opinions of the appellate courts, attorney general opinions, and administrative rules and regulations.
- Utah law on a comprehensive level, including legal materials concerning foundation, growth and interpretation of Utah's government and law; the justices and judges of Utah's courts; and Utah lawyers and bar associations.
- finding aids and user guides, including citators, indexes, abstracts, directories, encyclopedias, dictionaries, and any other appropriate reference material.
- secondary materials on a wide variety of legal subjects. The library collects in topical areas of law that meet the information needs of its clientele. Emphasis is on currency and, at a minimum, on providing introductory coverage in all major areas of law. On a periodic basis, the professional library staff will assess the bibliographic strength of these areas and purchase or weed materials accordingly. The library also selects materials that are ancillary and complementary to the practice of law, as well as new and developing areas of law.
- federal government documents selected through Federal Depository Library Program.
- All formats are considered, including books, looseleaf services, audio and video cassettes, microforms, CD-ROMs, and online databases.

IV. COLLECTION BY SPECIFIC TYPE OF MATERIAL

A. Depository

The library is a selective depository for federal documents distributed by the U.S. Government Printing Office. Acquisitions efforts to complement the existing documents collection are geared toward acquiring federal agency reports, decisions, orders and rules. Refer to the Depository Collection Development Policy for additional information.

B. Utah

The library acquires and maintains reports, studies, and other documents relating to administration of justice in Utah. Material by or about the legislative or executive branches of the state government are acquired when there is an actual or perceived need for such material. The

Utah State Law Library is the repository for the hard copy collection of the Utah Supreme Court and Utah Court of Appeals briefs.

C. Legal Treatises

The law library will acquire and maintain a basic collection of general, multi-jurisdictional, federal, and Utah substantive treatises covering all legal subject areas. Redundancy of coverage will be permitted if warranted by research activity in a particular subject. In general, the law library will not collect single-jurisdictional treatises for states other than Utah.

D. Practice Materials

The law library will maintain a representative collection of general, federal, multi-jurisdictional, and Utah practice materials that will enable patrons to handle most legal problems encountered. The law library will not acquire practice materials for states other than Utah.

E. Directories

The law library will maintain a limited reference collection of current legal directories. Superseded editions of directories will be withdrawn from the collection.

F. Dictionaries

The law library will acquire at least one copy of the latest edition of *Black's Law Dictionary* for the collection, and will retain all older editions.

G. Citators

The law library will maintain a print or electronic subscription to a citator service.

H. Digests

The law library maintains at least one full set of federal and Pacific digests. The library may also subscribe to the general and decennial digests if resources permit, and if there is a demonstrated demand. Digest for special subjects, looseleaf services, sets of books, or reporters will be acquired selectively.

I. Legal Encyclopedias

The law library maintains a subscription to at least one national legal encyclopedia, such as AmJur or CJS.

J. Restatements, Uniform Laws, and Model Acts

The law library maintains a comprehensive collection of the most recent editions of the Restatements, uniform laws, and model acts.

K. Law Reviews and Journals

The library subscribes to the journals of the leading United States law schools, of the law schools of the states neighboring Utah, and all journals published by Utah law schools. The availability of interlibrary loan and electronic resources will be considered when deciding whether to start or discontinue law review subscriptions.

L. Newspapers

The library subscribes to the Salt Lake Tribune and the National Law Journal. The Salt Lake Tribune is retained for one day; the National Law Journal is retained for one year.

M. Periodical Indexes

The law library subscribes to the print *Index to Legal Periodicals & Books*. The library will also provide access to Lexis or Westlaw legal periodical indexes as resources permit.

N. Looseleaf Services

The law library acquires and maintains looseleaf services that provide materials or subject coverage unique to the collection, or that provide necessary materials more currently and easily than they would otherwise be available. Duplication of services will be avoided unless a need is demonstrated.

Looseleaf subscriptions are evaluated annually before renewal. Canceled looseleaf services are marked "no longer updated" and retained in the collection only so long as the content remains relevant. They will be reviewed for repurchase or weeding on a regular basis.

O. Decisions, Statutes, Session Laws and Court Rules of States Other Than Utah

The law library collects the pre-national reporter decisions of all states other than Utah. The law library also collects the current state reporters sent at no charge through the state exchange program.

The law library collects the statutes of other states as follows:

1. Western states including Alaska, Arizona, California, Colorado, Hawaii, Idaho, Oregon, Montana, Nevada, New Mexico, Washington and Wyoming
2. Statutes of Illinois, Massachusetts, Nebraska, New York, Pennsylvania and Texas
3. Statutes from states that participate in a statute exchange program, which the law library receives at no charge
4. Electronic access to all state statutes is provided through the library's online catalog

The law library does not collect the session laws of any states other than Utah.

The law library collects the court rules of states other than Utah if we receive them at no charge as part of the statutes we receive through the exchange program. Electronic access to all court rules is provided through the library's online catalog.

V. UPDATING POLICY

Collection development is a dynamic process. On an annual basis, the law library's professional staff will review the policy and make appropriate revisions.