

permission is obtained by posting a list of discarded documents to the Ohio govdoc listserv. If no Ohio Depositories request the items, the library may dispose of them, though libraries are encouraged to submit items to the national Needs and Offers list on the GPO's website.

Reasons for discarding include date, relevance, and cessation of a series.

### *Electronic Publishing*

Electronic publishing is having several consequences to the library. Depending on the requirements of the depository program, the library will have to identify and support the best system that will provide necessary access to information, and upgrade the technology as needed. Concerns relevant to the move to electronic formats include archiving information, quality of information, stability of agency sites, and access systems.

## **VIII. Canadian Depository**

The Law Library is a selective depository library of the government of Canada and it the only law school in the United States holding depository status. The depository services program was established by the Canadian government in 1927 to serve as a link to the public, other governments, universities and businesses. It is administered by the Publishing Division of the Canada Communications Group on behalf of the Treasury Board.

The Law School has close ties to Canada through its joint programs and publications. Therefore, it has participated in the Canadian government documents program since 1982. In order to support these programs, the library endeavors to maintain a well rounded Canadian collection.

The library receives government publications which include basic research materials such as the Canadian Gazette, Parts 1, 2 and 3, Parliamentary publications from the House of Commons and Senate (Bills, Journals, Debates, and minutes from several governmental committees.) The Research Branch of the Library of Parliament also issues Current Issue Reviews and Background Papers on a variety of legal issues and other topics.

The depository program also supplies information in the areas of statistics, transportation and communications, official languages, human rights, foreign affairs, immigration, health, industry, justice and consolidated regulations of the transport board.

### *Mechanics of Selection:*

Each week, the library receives an issue of *Weekly Checklist of Canadian*

*Government Publications.* The Government Documents Librarian checks this list for publications that meet the Law Library's selection guidelines. Canadian Depository Services has a website on which libraries can place orders for some publications. Others must be requested directly from the agency.

*De-selection Guidelines:*

The Canadian Depository Services program permits libraries to dispose of items after five years. Libraries must submit a list of items to the Canadian Depository Services INFO\_X listserv. After three months, libraries may dispose of the items.

*Electronic Publishing:*

The Canadian depository program is presently undergoing changes which will directly affect the law library. The program has begun providing access to many serial publications via the Internet and expects to eliminate paper copy of many of these titles in the future.

Policies on Resource Sharing, Circulation and Reference, Care and Maintenance of the Collection, and Interlibrary Loan are the same as for the United States Depository collection.

## **IX. Foreign and international collection**

The CWRU Law Library takes a practical, demand-oriented approach to its Foreign and International Collection. Most libraries select according to jurisdiction or international organization; in contrast we develop working collections based on legal issue-areas of institutional priority. Specifically, the Library supports the international law center's development of targeted curricula, symposia and scholarly publications.

The collection seeks to support students and faculty in our general and specialized courses, research seminars, and faculty and student research.

*Selection Guidelines:*

1. The international and foreign collection will be transnational in scope. Topics, or areas of law, will be the major focus of the collection. These prioritized contemporary legal issues are chosen by the international law center in consultation with students, faculty, and the library.
2. The library identifies and provides access to primary authorities where appropriate and necessary. Where possible, the library utilizes government or commercial databases to provide the most up-to-date statutory and court documentation.

3. Monographs are strongly preferred over loose-leaf services and journals for all topics and jurisdictions. Continuing titles are purchased only if extremely important in an area of law in which the library concentrates.
4. The library has an extensive collection of English-language periodicals that are indexed in Index to Foreign Legal Periodicals. Country-specific journals are purchased very selectively. The library subscribes to foreign language journals only upon specific faculty request.

### *Levels of Collection Intensity*

With the focus on topics, the library identifies two levels of collection intensity:

1. Instructional—the collection is adequate to support most graduate instruction or sustained independent study. It supports the curriculum and student research.
2. Research—the collection includes the major published primary and secondary source materials about topics of international legal reform. It supports advanced scholarship on the topic.

The following areas of international legal reform have been identified by the center, faculty, and students as the major areas of concentration for the Library's collections. These areas are collected at least to the level of instructional support. These are not exclusive and should be viewed as fluid, adjusting to new faculty research interest, curriculum, and symposia development.

- International Business and Commercial Law
  - Securities and corporate
  - Trade and Investment
  - Transactions (i.e. leases, sales)
- Human rights
  - Crimes against women
- Labor law (in particular, South Africa)
- Middle East conflict
  - Economic development
  - Legal basis of final settlement
- Intellectual property
  - European developments
  - Compliance in developing countries
  - Technology in developing countries
- International Criminal Court and Law
- International Environmental Law
- Migration Law
- Rule of Law Reform

- National Security
  - Nuclear non-proliferation
  - Terrorism

## **X. Retention Policies for Specific Titles**

## **XI. Weeding and Cancellations**

Continuous monitoring and evaluation of the collection by professional librarians is a vital component of collection development. Removing obsolete, misleading, or superfluous material can actually strengthen the collection and make high quality materials more accessible to users.

Factors considered in making cancellation and weeding decisions include:

1. Usefulness in the collection
2. Relevance to the curriculum
3. Whether material is obsolete or misleading
4. Whether material is duplicated in the collection
5. Availability of material elsewhere on campus or in this area.
6. Historical value of material
7. Physical condition of the material

From time to time, it may be appropriate to cancel a serial (periodical) or continued title, such as a supplemented or loose-leaf service. Factors considered in whether a title is canceled are delineated above, and include such considerations as cost of continued upkeep in relation to use and availability in other formats. If the library determines that a title is a candidate for cancellation, and possible removal from the shelves, or left in the library and marked as “noncurrent,” notice will be sent to all faculty members. If no faculty member objects within a reasonable amount of time, the title will be cancelled.

## **XII. Off-Site Storage**

Limited shelving space within the library makes it necessary to move some infrequently used and/or superseded materials to off-site storage. Professional librarians select materials to be sent off-site. Whenever possible, monographs retrieved from storage will be returned to the third floor stacks. Duplicate copies of materials will not be stored unless specifically requested by faculty.

## **XII. Gifts**

The Law Library may accept donations, but reserves the right to accept and/or