

THOMAS M. COOLEY LAW SCHOOL LIBRARY

COLLECTION DEVELOPMENT POLICY

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INTRODUCTION

This collection statement is intended to define the collection policy of The Thomas M. Cooley Law Libraries and to provide a blueprint for the maintenance and expansion of the library collections in its Lansing, Oakland, and Grand Rapids JD program, LL.M. programs, and joint degree programs with Oakland University and Western Michigan University. This statement of policy will assist those responsible for selecting materials for the collection to understand and note the philosophies, policies, and procedures which guide the development of the Law Libraries' collection. This statement will enable selectors to consistently work towards goals that are recognized and accepted, to use funds wisely and to shape a strong collection without unnecessary duplication. It will provide a basis for reasoned allocation of book funds, as well as inform the library staff and the community it serves of the scope and nature of the existing collection. By defining the Law Libraries' commitments in specific areas and their reliance on other institutions for certain materials, this statement will also facilitate cooperation with other libraries in the acquisition of scholarly resources.

This collection statement expresses the current needs of the law school community. Because academic programs grow and change, the statement will be periodically reviewed and revised, as necessary, to meet current or future needs. Changes in specific segments may be a continuing process, but a formal review of the entire statement will be done at regular intervals.

I. Purpose and Operative Principles

A. Audience

The Law Libraries' primary objective is to develop a collection that will support the curriculum and research needs of its primary patrons - the faculty, students, and staff of the Law School - and will meet the standards of the American Bar Association, the Association of American Law Schools and the North Central Association of Colleges and Schools. Therefore, the Libraries' collection development program focuses on acquiring materials that are relevant to faculty members' research interests or to the law school curriculum including the LL.M. programs and joint degree programs.

The Libraries also recognize that an academic law library has a responsibility to collect and preserve historically significant, esoteric, ephemeral or superseded works whose importance to scholarship in the future is less clearly defined at the present time. Accordingly, the Libraries secondary objective is to develop a broad-based scholarly collection.

Although the Libraries main responsibility is to serve the Law School, its resources are available to local, regional and national legal researchers, lawyers, and scholars, and the general public. The Libraries, however, make no attempt to develop the collection according to the needs of those patrons as their use of the Libraries does not further the Law School's research and teaching mission.

The Law Libraries rely on other universities and academic libraries in Lansing and throughout Michigan; in particular Michigan State University, Oakland University, University of Michigan, Western Michigan University, and the Library of Michigan, to acquire law- related materials from other scholarly disciplines such as economics, history, sociology, political science, and medicine.

B. Operating Principles

Three major principles guide the Library's collection development.

1. Support of the Scholarly and Instructional Work of the Law Faculty and Students.

The primary collection development policy is to support the present and future teaching and research activities of the Law School. Within budget limitations and scope of this collection development statement, virtually all materials needed by faculty members are purchased.

2. The Acquisition of All Primary and Major Secondary Legal Works of the United States and Selected Materials for Other Nations, and International Organizations.

This policy is based on a goal separate from faculty interest. This principle is meant to build a collection which will always be central to any legal research, but does not mean that all materials available in these areas are purchased.

3. Acquisition of Other Significant Research Material

Materials from this category are added to the collection to develop and maintain the Libraries position as a legal research library. These are materials that a smaller less research-oriented institution would consider too esoteric to purchase. These materials are acquired for the dual purpose of making them available to future researchers, and building a collection that will enable faculty to conduct traditional legal research. Materials selected under this principle are particularly vulnerable to budgetary constraints. The uneven development which might result from budget years with inadequate finding may be remedied by cooperative acquisitions programs with other libraries such as Oakland University, Western Michigan University, University of Michigan Law Library or the Library of Michigan Law Library. It is possible that, in the future, all items considered under this principle may be candidates for cooperative acquisitions.

C. Factors Affecting Principles

Current or future need or demand for materials is of primary concern when choosing materials to be added to the collection. Other factors which affect the application of the general principles to actual selection decisions are:

- Availability
- Cost
- Faculty Interest
- Language
- Quality
- Duplication

These factors influence the selection of a work that falls outside of the relatively limited range of materials that are automatically purchased such as treatises by leading authors on subjects currently taught at the Law School, American law reviews, state and federal statutes and court reports.

1. Availability

Availability is a relatively insignificant reason for not buying certain American works, but, combined with cost; it is a major reason for not obtaining foreign materials. American selections which are out of print or subject to limited distribution can be obtained by advertising for a used copy.

The problem of availability arises more with foreign materials. In many regions, particularly Africa, Latin America, Asia, and the Pacific, publishing of primary and secondary legal material is either at a rudimentary level or the material cannot be exported. The greater the underdevelopment of a country, the more difficult it is to obtain its publications. These materials would also be of limited value to the Libraries primary patrons at this time.

2. Cost.

Cost is a factor to some extent in every selection decision, even though some materials are purchased almost regardless of cost. Generally a negative decision will be based upon cost and one other of the listed factors.

3. Faculty Interest.

Faculty interest is a crucial factor. Even in absence of a specific faculty request, past, present, or future faculty interest in a given work is taken into consideration when making an acquisitions decision. Materials are selected to support current interests as well as likely future interests. If a subject has been one of prior faculty interest, but is not currently or likely to be of interest in the future, acquisitions in this area are reduced to the major primary and secondary materials.

4. Language.

In general, only materials in English are collected as this currently meets the research needs of the faculty and students. Primary foreign materials translated into English are regularly purchased.

5. Quality.

The objective is to buy only those items that meet a certain level of quality, based on the selector's knowledge of authors and publishers. Faculty assistance in gauging quality may be requested. Reviews are also used; however, a bad review does not necessarily mean an item will not be purchased since evidence of controversy may provide adequate reason to purchase the material.

6. Duplication

Duplication of materials at multiple locations will generally be limited to high use titles, curriculum related materials, and faculty research support. In order to have more purchasing power and the most access to the highest number of titles, daily courier services will be utilized for the sharing of print resources. Electronic access will be considered as a possible alternative for print duplication. In addition, many titles, such as those from the federal government, are available only electronically. The enhancement of our online catalog to reflect access to all formats of materials will remain a high priority.

II. Coordination and Cooperation with Other Libraries

The Libraries participate in the OCLC interlibrary loan program as a supplier and a borrower. Through this on-line bibliographic utility, faculty and students have access to the collections of academic and public libraries throughout the United States. Fax technology is utilized for communications and interlibrary loan document delivery.

Increases in prices and proliferation of titles have made coordination and cooperation with other libraries a necessity. Exploratory discussions are being held with several other Michigan law libraries to implement sharing of responsibility for maintaining specific titles which require expensive supplementations and loaning these materials to each other as needed. It is anticipated that cooperative ventures will increase in the future. A future goal is the consortium's primary activity with free lending; priority service and fee photocopy services among member libraries. In the area of collection development, other consortium projects could include compilation of union lists of regional holdings covering loose-leaf services, microforms, records and briefs, state administrative codes and registers and GPO publications; establishment of a joint purchase fund for expensive items; sharing of cancellation information and acquisitions lists; and coordinated communication of concerns to increase influence with publishers. Another project could include the production of a consortium database by combining machine-readable records onto a master tape for a consortium CD-ROM union catalog which would be available in each member library for public access, interlibrary loan, and collection development.

III. Acquisitions Guidelines

Acquisitions guidelines are organized by format, jurisdiction, and subject.

A. Format

1. Audio Cassettes and Videocassettes

The Law Libraries actively collect audio tapes, video tapes, CD-ROMs, and DVDs relevant to legal study and practice. They are acquired for the following reasons:

- a) to support the Law School's clinical program or
- b) to supplement courses taught in the Law School.

When videocassettes are acquired, 1/2" VHS tapes are purchased. Older videotapes which were purchased in 3/4" format have been converted to 1/2".

2. Loose-leaf Services

The Law Libraries continue to acquire and maintain quality loose-leaf services from reputable legal publishers which foster, contribute to, and facilitate research activity. Due to costs, loose-leaf services are closely scrutinized before purchase. Factors to be considered in selection decisions include:

- a) The known and projected research activity in the subject area.
- b) The availability and utility of duplicated material in the existing collection.
- c) Whether the currency of material is essential to research in the particular subject area (e.g., taxation, labor) and if so, the frequency of updating.
- d) The worth of the publisher's or compiler's features, such as annotations, arrangement an integration of materials and accessing aids.
- e) In the case of competing services, whether more than one is necessary for the researcher. This decision may be facilitated by consultation with appropriate faculty researchers.
- f) Computer availability is also a consideration.

The principal loose- leaf services (e.g. BNA, CCH, P-H), are evaluated on an annual basis. Titles which no longer meet selection criteria and are of no interest to faculty are not supplemented but remain in the collection labeled "not kept current."

3. Microforms

Microforms are added to the Law Libraries collection for the following reasons:

- a) To preserve fragile materials.
- b) To reduce the shelf space required to house materials.
- c) To fill in gaps in a serial or multi-volume file.
- d) To collect materials for which the library would have insufficient space if preserved in hard copy.
- e) To collect materials otherwise unavailable to the Law Library in hard copy, such as out of print materials.
- f) To provide a backup for a hard copy set that is in frequent use.

When purchasing microforms the Law Libraries will follow these format guidelines:

- a) Fiche, if available, will be purchased instead of film.
- b) When microfiche is purchased, diazo is preferred.
- c) When microfilm is purchased, 35mm is preferred over 16mm if both are available.
- d) Negative polarity is recommended over positive polarity and a reduction rate of 24:1 is preferred over high reduction rates.

4. Newspapers

- a) General - The Law Libraries subscribe to selective local and national newspapers. Limited hard copy back files of these papers are maintained to meet research needs. The Library subscribes to The New York Times Index and New York Times is available on microfilm. Coverage of the Wall Street Journal from 1980
- b) Legal - Legal newspapers which are indexed in standard legal periodical indexes are maintained in the collection. As microform versions become available, the hard copies of these newspapers are withdrawn. Titles currently maintained on microfilm include American Lawyer, 1987 to present, Legal Times, 1979 to present, Los Angeles Daily Journal, 1980 to present, National Law Journal, 1978 to present, and New York Law Journal, 1987 to present.

Michigan legal newspapers are collected irrespective of whether they are indexed and are maintained in hard copy for a limited time.

5. Online Databases

Materials that were formerly published only in bound format are now also being offered on both LEXIS and WESTLAW, Matthew Bender, Hein, and RIA. When materials are offered on both on-line and bound format, the decision to purchase one format rather than the other is based on frequency need, convenience in use, need of duplicate access and price.

6. Electronic Resources

See Appendix for separate policy statement, "Collection Development Policy: Electronic Resources."

7. Pamphlets

The Law Libraries do not maintain a vertical file. Pamphlets must meet the same criteria for the selection as other works. If a pamphlet meets the criteria and is acquired, it will be treated as any other title and integrated into the collection.

B. Jurisdiction

UNITED STATES

1. Constitution – Federal

The Federal Constitution is readily available in multiple sources. The Law Libraries maintain a number of these sources acquired in accordance with the guidelines for statutory compilations:

- a. United States Code
- b. United States Code Annotated
- c. United States Code Service

The Federal Constitution may also be found in the statutory compilations of each state. An additional annotated text may be located in The Constitution of the United States of America: Analysis and Interpretation (Library of Congress Edition).

2. Constitution- State

The Michigan Constitution and constitutions of the other states are available in the Law Libraries in state statutory compilations. The Michigan Constitution is also located in the Michigan Manual.

3. Treaties and International Agreements

The Law Libraries seek to acquire the full text of all treaties to which the United States is or has been a party and a full collection of those treaties registered or filed and recorded with international organizations of which the United States is a member or with whom it maintains close ties.

The Law Libraries currently maintain all of the major treaty series including, but not limited to, the following:

- i. United States Statutes at Large
- ii. Treaties and Other International Agreements of the United States, 1776-1949
- iii. Unperfected Treaties of the United States of America, 1776-1925
- iv. United States Treaties and Other International Agreements

Treaties also appear selectively in International Legal Materials.

4. Session Laws- Federal

The Law Library in Lansing collects all federal session laws and maintains one full set of United States Statutes at Large in hard copy. Slip laws are received through the federal depository program. The Law Library in Lansing has participated in the federal depository program since 1978. Subscriptions are also maintained to the advance sheets of U.S.C.S. and U.S.C.C.A.N. to provide access to recent slip laws.

The United States Code Congressional and Administrative News and advance sheets for this service are maintained to provide access to session laws and their legislative histories for session laws after 1941.

Local and private acts for jurisdictions, other than those for Michigan and the Federal government, which do not appear in session laws on microfiche, are not collected.

5. Session Laws- State

Current session laws for all states are collected on microfiche. Current session laws for many states are acquired through subscriptions to "Legislative Service" pamphlets. Retrospective collection is done as an ongoing project as these materials are made available as part of Hein's State Session Laws microfiche service. Once the session laws are available in microfiche format, the Law Library will not maintain the session laws in hard copy for that state.

6. Statutory Compilations – Federal

The Law Libraries maintain at least one copy of each of the three federal statutory compilations.

- a. United States Code
- b. United States Code Annotated
- c. United States Code Service

If additional copies appear to be warranted by use, preference will be given to adding copies of the annotated editions rather than the official version. Superseded editions are retained.

7. Statutory Compilations – State

Current annotated statutes with upkeep service are maintained for all states. The Law Libraries do not collect the official codes unless they are annotated, as annotated versions are preferred for research.

In case of competing sets, preference is given to those recommended by knowledgeable law librarians of the jurisdiction with the following exception: Bound volume format is preferred over loose- leaf unless the latter is clearly superior in editorial features such as arrangement, indexing and annotations.

One copy of superseded volumes of each set of the Michigan code (Michigan Statutes Annotated and Michigan Compiled Laws) is maintained. The Law Library in Lansing purchases superseded codes for all states on fiche as they become available. Superseded statutes in hard copy are maintained for Michigan only.

8. Statutory Compilations – Municipal

Municipal codes for the following cities in Michigan are maintained: Lansing, East Lansing and Detroit.

9. Administrative Regulations – Federal

Regulations from 1936 to date are collected through a microform set of the Code of Federal Regulations and the Federal Register. A complete set of the current CFR and the previous year's edition is maintained in hard copy. Issues of the Federal Register are maintained for the current and prior year. Older issues are available on microfiche.

Current compilations in pamphlet, bound, or loose-leaf form are acquired from federal and commercial sources as dictated by user demand. In-house procedure manuals and other internal agency regulations are not acquired on a systematic basis, either through deposit or purchase, unless warranted by the complexity of the subject matter and perceived utility to patrons.

10. Administrative Regulations – State

The Law Libraries provide a comprehensive collection of Michigan regulations. Subscriptions are maintained to the Michigan Administrative Code and the Michigan Register, the update mechanism for the Code. The Law Libraries do not maintain administrative regulations for states other than Michigan.

11. Administrative Decisions – Federal

All published, printed, or processed official federal administrative agency decisions are collected.

In many subject areas, agency decisions are collected by means of subject-specific loose-leaf services produced by private publishers (i.e., tax, labor, energy). These are purchased in accord with curriculum needs as set out in the subject annotations of this guide.

Retrospective files have been obtained in hard copy or microform editions where available, and will continue to be obtained where gaps appear in the collection. The Collection Development Team considers reprints and/or retrospective runs when offered and determines whether the material is needed in the collection. Hard copy is the preferred format but other formats are purchased when there is no other source.

12. Administrative Decisions – State

All published Michigan administrative decisions are collected. Where advance sheets and bound volume are available, both are acquired for Michigan. Administrative decisions for other states are not collected.

While state administrative decisions are seldom accompanied by usable digests and are not covered by the digests which index court decisions, these decisions are sometimes cited in loose- leaf services, law review articles and special subject digests, and should be available in the collection even though the demand for them may be infrequent.

13. Court Rules

Court rules, both federal and state, are available in sources such as statutory compilations, court reports, or administrative regulations. In addition to these sources, the Law Libraries maintains commercially produce compilations of court rules such as Federal Rules Service.

Court rules are collected in separate paperback format, when the code does not contain the court rules for jurisdictions (all states and federal), and when usage warrants. The Law Libraries retain the current edition only for these rules.

14. Court Reports

a. Federal (Official)

The Law Libraries maintain at least one full set of the reports of the following courts:

- 1) United States Supreme Court
- 2) Court of Claims
- 3) Court of Military Appeals
- 4) Tax Court of the United States
- 5) Bankruptcy Courts

b. Federal (Unofficial)

The Law Libraries currently maintain the following privately-published court reports:

- 1) Supreme Court Reporter
- 2) Supreme Court Reports, Lawyer's Edition
- 3) Federal Reporter
- 4) Federal Supplement
- 5) Federal Rules Decisions

Loose – leaf and/or subject-specific reporters covering the federal courts are acquired as warranted by use and in accordance with the subject guidelines of this policy.

c. State

Official reports, including retrospective materials, are collected for all fifty states and the territories, but sets are not complete for all states. Attention has been given to acquiring material to fill gaps in the state reports collection; however, this area of collection development has been de-emphasized since the advent of “star pagination” on WESTLAW and LEXIS.

The Law Libraries hold the regional unit of the National Reporter System, First Series, and maintains a set of the regional units, Second Series.

15. Constitutional Convention Proceedings- Federal

The Law Libraries have a collection of materials, including contemporary and historical treatment, of the federal constitution conventions. These materials are housed in the classified collection and may be accessed through the on-line catalog.

16. Constitutional Convention Proceedings – State

Current background studies prepared for convention committees and delegates are acquired as they become available. Published reports of convention proceedings are purchased as they are issued if reasonably priced.

17. Attorney General Reports, Opinions – Federal

The Law Libraries maintain one set of federal attorney general opinions in both hard copy and microfiche.

18. Attorney General Reports, Opinions – State

The Law Libraries collect all opinions currently available in microform.

19. Administrative Agency Reports – Federal (Non-decisional)

The administrative agency reports which have legal significance are collected. Under this test, the Law Libraries would collect the reports of agencies such as the Federal Trade Commission, the Securities and Exchange Commission, the Commission on Civil Rights and the regulatory reports of such departments as the Food and Drug Administration.

Where there is a choice of hard copy over microform editions, the Law Libraries prefer hard copy.

20. Administrative Reports – Michigan (Non-decisional)

Reports of all divisions having to do with the judiciary: Judicial councils, court administrators, judicial conferences, etc. are collected.

21. Legislative Materials- Federal

The Law Libraries maintain a collection, as complete as possible, of federal legislative materials. The Law Library in Lansing has a complete set of the Congressional Record in microform, as well as the recent years in hard copy. The Law Library receives the Congressional bills in microfiche.

The CIS Index and Abstracts is used in conjunction with the CIS Complete Microfiche Collection for access Congressional documents, reports and hearings from 1970 to date. In 1998, the Library began subscribing to an electronic service, CIS' Congressional Universe. This provides access to a range of federal legislative material.

22. Legislative Materials – State

a. *State Legislative Journals*

The only state legislative journals collected are those for Michigan.

b. *Legislative Committee Hearings*

Currently legislative hearings for Michigan are only available at the state archives or via a commercial on-line service.

c. *State Legislative Studies*

All law reform commission reports published are collected. While law reform commission reports are not covered by the digests which index court decisions, the decisions sometimes are cited in loose-leaf services, law review articles, special subject digests and annotated statutes. These items should be available in the collection even though the demand for them may be infrequent.

d. *Bills*

The Law Library in Lansing collects and binds a set of all bills as introduced in each session of the Michigan Legislature. These bills are bound according to the numbers assigned them in the Legislature. Bound copies are also maintained of the enrolled bills.

23. Records and Briefs – Federal

The Law Library in Lansing has coverage in microform of U.S. Supreme Court Records and Briefs from 1938. These gaps will be filled in over the next several years as funds are made available.

24. Records and Briefs – State

Michigan Supreme Court Records and Briefs are collected in hard copy. Paperbound briefs are no longer available.

25. American Legal Treatises- Multi-jurisdictional

a. *Current Publications*

The current multi-jurisdictional or federal legal treatise issued by a reputable publisher and/or author is collected by the Law Libraries. Duplication of titles is dictated by patron use or by faculty recommendations.

Collections of readings are purchased only for fields not otherwise well represented in the Law Libraries or if the selections are from sources the Law Libraries do not own and contain unique and valuable material.

Practitioner materials are generally not purchased unless they support the curriculum or are specific to Michigan. In some fields, such as taxation and medicine, exceptions are made and the leading treatises by national law publishers are bought even though practice- oriented. Faculty advice is often sought on practice – oriented materials, and the policy is to be responsive to faculty recommendations.

“Light” law books (popular accounts of trials, lawyers’ reminiscence, “the family legal companion, juvenile books) are not collected; but this does not rule out serious journalistic accounts of legal events.

Some publishers are treated more selectively than others because of their orientation toward practice or other disciplines or their general reputations.

b. *Old Editions*

The Law Libraries attempt to collect a copy of each edition of multi-jurisdictional and federal legal treatises. Titles which are considered classics and treatises frequently cited in contemporary works are acquired. The collection is also checked against comprehensive subject listings such as AAL Law Books Recommended series, and items not owned are purchased as funding is available. The Law Libraries also acquire old editions by gifts.

Since the Law Libraries are a legal research library, at least one copy of old edition is retained; multiple copies are collected of editions which are heavily used. The Law Libraries also search used and rare law book dealer catalogs for out-of-print materials which may be significant additions to the collection.

26. Local Practice Books and One- State Jurisdictional Treatises

Most materials relating to Michigan law are acquired, regardless of form, inherent value or possibility of patron's demand.

Local practice books or treatises on the law of other states are not collected except as demanded by faculty research in progress or as justified by the inherent value of the publication of series, the similarity of the coverage to Michigan or multi-jurisdiction law, or the fact that little else is available on the subject covered. The Law Library do, however, collect some annotated rules of civil and criminal pleading and practice for surrounding states.

Continuing legal education materials, including copies of all Michigan I.C.L.E publications, are purchased as well as all ALI-ABA continuing legal education materials.

Uniform jury instructions of all jurisdictions are collected because many of the individual instructions are useful for any jurisdiction. Except for Michigan, the Law Libraries will only retain the most current edition of any title. It is further noted that for most federal jury instructions, only the current year will be retained. The exception is for the 6th Circuit; we will retain these jury instructions indefinitely.

Occasionally, the Law Libraries acquire local practice books or treatises of jurisdictions where experience in a legal topic recommends it or because few other books on the topic are available.

All currently available state research guides are collected as these provide valuable information regarding the legal bibliography for each state.

27. American Law Student Texts (Hornbooks)

The Law Libraries collect at least one copy of each current multi-jurisdictional student hornbook and current West Nutshell which some, not all, are housed in the Reserve Collection. Duplication is dictated by student use as monitored by the Circulation and/or recommendation of faculty.

When a new edition is published, all older copies are withdrawn from the Reserve Collection. One copy is transferred to the main collection and the rest are discarded unless the work is a classic or still in high demand. One copy of any soft cover supplement is also retained in the main collection to provide historical perspectives.

Copies of popular summaries and outlines such as Gilbert and others are not purchased, but gift donations of these materials may be added to the collection.

28. Student Casebooks

Only currently used student casebook is purchased for the Reserve Collection to accommodate temporary student use. Student casebooks are also accepted as gifts with one copy of each edition being retained in the collection.

The Law Libraries may also purchase current casebooks which contain materials other than reprinted decisions. Contemporary casebooks often have the title “Cases and Other Materials...” If the “other materials” are original commentary of the compiler, a reprint of information not easily accessible elsewhere, or on rare occasions reprints of collected statutory materials in a more convenient arrangement than the original statutes, these items are considered for purchase. The Law Libraries may selectively purchase legal research textbooks.

Casebooks which the faculty considers to be of important supplementary value to their courses are also maintained in the collection. In addition, current casebooks which cover topics not adequately treated in other forms are purchased. This frequently occurs in the international and comparative law areas. Copies of instructor’s manuals are not added to the collection.

29. Directories

The Law Libraries acquire and maintain the current edition of court directories, directories of attorneys by specialties, general legal directories of Michigan, the ABA, and Canada, as well as the Michigan Manual. A collection of superceded directories is also maintained.

One copy of the latest edition of Martindale-Hubbell is acquired on standing order and is housed in the REFERENCE Collection of each campus. An additional copy of the Michigan volume is also on RESERVE for some locations.

30. Dictionaries

The Law Libraries collect both the standard type of dictionary which provides multiple definitions for legal terms such as Black’s and Ballentine’s and the type such as Words and Phrases which provides case citations on a non-selective basis to court decisions which have judicially construed either legal or factual terms. General unabridged English dictionaries are also included in the collection. At least three copies of the latest edition of legal dictionaries in English are maintained as well as one full set of Words and Phrases.

Foreign legal dictionaries are acquired whenever possible. Bilingual dictionaries are preferred over polyglot legal dictionaries because they tend to be more comprehensive.

31. Citators

The Law Libraries maintain subscriptions to Michigan, NortWestern, and Federal Shepards' Citators as well as to subject citators to support specialty programs of the Law School. Access for updating all state and federal primary materials is also provided through on-line databases.

32. Digests

The Law Libraries maintain one full set of the American Digest System, with the Century edition and the 1st Decennial held in microfiche and the rest in hard copy. As the early infrequently used portions of the American Digest System become available on microfiche, the microfiche version will be purchased and the hard copy withdrawn. All regional digests available are acquired. State digests are purchased only for those states for which a regional digest is not available. A full set of digests for the federal court system is maintained.

Subject digests are acquired on a limited basis when the digest provides additional information not provided by the national reporter digest system.

33. Legal Encyclopedias

The American Jurisprudence 2d and Corpus Juris Secundum are maintained in Law Libraries. One copy of superceded bound volumes of legal encyclopedias is kept of the superceded collection.

The Law Libraries currently has state encyclopedias for Michigan, California, Illinois and New York.

34. Annotated Law Reports

The Law Libraries maintain copies of the ALR as well as copies of the predecessor sets.

35. Restatements

The tentative and final drafts of the Restatements is in the main collection and a second set of tentative drafts in on Reserve. Further duplication is dictated by user demand or faculty request.

36. Formbooks

A standard multi-jurisdictional formbook published by a reputable publisher is maintained and duplicated as demanded by usage. All Michigan formbooks are collected; formbooks for other states other are not collected.

37. Legal Periodicals and Indexes

The Law Libraries maintain subscriptions to all domestic and many foreign titles indexed in the Index to Legal Periodicals and the majority of those in Current Law Index. Subscriptions are also maintained to all American accredited law school reviews and journals.

Publications which simply republish selected articles from other journals, society newsletters which do little more than report on society activities and current developments, or periodicals which do not carry substantive, scholarly articles are not purchased as they are usually very expensive and provide little material of value.

Separate indexes for periodicals already indexed by either Index to Legal Periodicals or Current Law Index are not purchased except for the following:

- a) Current indexes to specialized periodicals are acquired because specialized indexes allow speedier location of articles dealing with specific issues than Index to Legal Periodicals or Current Law Index which have broad topics.
- b) Current Indexes to leading law reviews of national scope are purchased.
- c) Current indexes for periodicals are acquired on occasion for their tables of cases or other authorities cited, particularly if the periodical covers primarily a jurisdiction which is inadequately covered by Shepard's citations.

In addition to hard copy subscriptions to Index to Legal Periodicals and Current Law Index, a subscription is also maintained to the electronic version. These are loaded onto and accessible from the integrated online local system, INNOPAC (a.k.a. COOLCAT).

38. Legally Related Periodicals and Indexes

Sociological, political, scientific, medical and economic periodicals are being cited with increasing frequency in American Legal materials. In addition, there has been a proliferation of interdisciplinary journals dealing with law and these areas. New interdisciplinary journal titles, indexed in Index to Legal Periodicals, Current Law Index, or Current Index to Legal Periodicals are routinely acquired. New legally related titles are purchased on user demand or faculty request.

The Law Libraries continue to identify and acquire the best available indexes to these periodicals; however, consideration is always given to the availability of these indexes on the online databases to which the library subscribes.

39. Law School Publications

A concerted effort is being made to acquire law library handbooks and annual reports, law school and alumni annual reports and newsletters from selected institutions for purposes of overall law school and library planning.

Law School catalogs are acquired on microfiche. No older editions of law school catalogs are retained except for those the Thomas M. Cooley Law School.

40. Faculty Works

The Law Libraries collect and provide access to the published works of the Law School faculty as a means of documenting their scholarship during their tenure at the Law School. Items donated by faculty which were not produced during their tenure at the Law School may be placed in the general collection at the discretion of the CD Team. The continuously growing collection includes journal articles, books, newspaper articles, and other materials pertaining to the legal field. The Law Library has the discretion to solicit and assess published works of non-faculty staff

41. Biographies

a) *Individual biographies*

The Law Libraries acquires only biographies of those lawyers, judges, or persons whose influence on some phase of law or government has been established. Current biographies and autobiographies of all Michigan lawyers and judges, all U.S. Supreme Court Justices, and of prominent and universally respected legal personages outside of those categories are purchased. Other purchases are confined to those recommended by review or high reputation of the author.

Purchases of older editions of individual biographies and autobiographies are confined to purchases of classics or books which provide information about persons not already covered in the collection.

b) *Collected Biographies*

Collected biographies of Michigan lawyers, judges, prominent citizens or members of the Legislature and of U.S. Supreme Court Justices are acquired. Other collected biographies are purchased as needed.

42. Trials

Acquisitions in this area are made on a selective basis. Popular accounts of trials are not acquired.

43. Bibliographies

The Law Libraries attempt to identify and purchase bibliographies on law and law related subjects for use as selection tools and for interlibrary loan verification. Preference is given to annotated bibliographies. All state research bibliographies which are part of the American Association Law Library state bibliography publication project are acquired.

44. Examinations

The Law Libraries maintain bound copies of the Law School examinations and sample answers contributed by the faculty and students. The Law Libraries do not acquire outlines and other study aids produced by commercial bar review answers of prior multi-state exams, some audio tapes, and essay questions and model answers from prior Michigan bar exams.

45. Institute and Conference Proceedings/Publications

Standing orders are maintained for proceedings indexed in either Index to Legal Periodicals or Current Law Index. Many of the package plans/memberships also include scholarly works which are added to the collection.

Other institutions and proceedings are acquired according to the subject guidelines in this document.

46. Proceedings of Associations and Other Legal Organizations

The Law Libraries acquire published proceedings of the American Bar Association and its sections and significant organizations of lawyers and/or judges.

A package plan subscription is maintained with the American Bar Association. From time-to-time, the ABA eliminates certain items such as newsletters from this package plan. When a title is removed from the package plan, it is re-evaluated by the Collection Development Team before purchasing it through another method.

A package plan subscription is maintained with the American Association of Law Schools (AALS). See Appendix C for treatment of titles that arrive as part of the AALS Package Plan.

Other law associations' proceedings are also collected, and the Law Libraries subscribe to all titles of the Michigan Institute of Continuing Legal Education.

B. Jurisdiction

FOREIGN, COMPARATIVE, AND INTERNATIONAL

1. Great Britain, the Commonwealth, Ireland, and former parts of the British Empire.

- a. *Primary Material*

At present only statutes and court reports of England and Canadian Current Law, Canadian Citations, and Rev. Stats of Canada are purchased. This collection should be increased in the future concentrating first on Canadian materials and then adding materials for Great Britain (N. Ireland) and Australia.

- b. *Secondary Material*

Significant secondary materials that have been identified as important to this Law School is acquired. Practitioner oriented materials are rarely purchased.

Subscriptions are maintained to some significant legal journals published in these jurisdictions, but loose-leaf services published in these countries are not purchased.

2. Foreign, EU Countries

- a. *Primary Materials*

To date session laws, codes, and court reports of foreign countries have not been collected. This is an area that should be evaluated in the future for possible purchase. Materials in this area should be collected that support the Law School's curriculum dependent on their availability, cost and format, probably with a concentration on former Commonwealth and Western European Countries.

- b. *Secondary Materials*

Secondary materials from foreign jurisdictions are purchased passed on present and long-term interest to the Law School. Significant treatises are acquired for those identified subject interests, but not all editions of these treatises are added to the collection.

As a general rule, the foreign equivalents of American loose-leaf services or treatises written for practitioners are not purchased.

Subscriptions are maintained to some significant foreign law journals. Journals or newsletters that serve primarily to update practitioners on legal developments in one or more countries are not purchased.

Secondary materials dealing with the federal systems of the foreign countries are collected, but foreign newspapers are acquired only on faculty request.

3. International Law

a. *International- Primary Materials (treaties)*

An attempt is made to collect all treaties and international agreements. Compendiums of current treaties or retrospective historical collections are acquired where such a purchase would enhance the collection. Indexes and digests, when available, are purchased to provide adequate access to the treaties collection.

When possible, proceedings and reports issuing from international conferences working towards the formulation of new treaties are acquired.

b. *International- Primary Materials (Adjudications)*

Documentation surrounding international adjudications, arbitrations and reports of final decisions are collected.

c. *International Law- Secondary Materials*

Significant treaties in English dealing with public and private international law and important journals dealing with international law are purchased.

d. *International Organizations- Documents*

Documents from various international organizations in subject areas that have been identified as of interest are acquired. Treaty series, official records, and documents, materials relating to human rights or legal issues and legislation are collected. The Law Libraries collect from the documents issued by the following organizations:

Amnesty International

- General Agreement of Tariffs and Trade
- International Labor Organization
- International Union for the Conservation of Nature and Natural Resources
- Organization for Economic Co-operation and Development
- Organization of American States
- United Nations (including the International Court of Justice)
- World Bank

Items to be considered for addition to the collection in the future would include documents issued by the following organizations:

- Council of Europe
- European Civil Aviation Organization
- European Communities
- Food and Agriculture Organization of the UN
- International Atomic Energy Agency
- International Maritime Organization
- International Monetary Fund
- International Committee for the Red Cross
- Organization of African Unity
- World Intellectual Property Organization

Significant secondary works dealing with the law and procedure of international organizations are purchased.

4. Comparative Law and Other Legal Systems

a. *Comparative Law*

Most significant scholarly monographs and treatises dealing with issues of comparative law is acquired. Those works describing matters of comparative law practitioners and compendiums of national constitutional are purchased on a very selective basis. Compendiums of various types of laws (e.g. commercial, tax, labor) are purchased on a highly selective basis only.

b. *Other Legal Systems*

Other legal systems include Roman, Canon, Islamic, Jewish and customary. Primary material and selective secondary materials published in these areas are purchased. If an area is of current interest within the Law School, the Law Libraries collect at a level adequate to support that interest.

C. *Subject Area Collecting Levels*

To assist current and future selectors, the major subject areas of United States law and non-United States jurisdictions have been ranked for current and projected collecting levels. The numerical rankings used correspond to the collecting levels defined below and are as follows:

- 0 = Out of Scope
- 1 = Minimal Information Level
- 2 = Basic Information Level
- 3 = Study or Instructional Level
- 4 = Research Level
- 5 = Comprehensive Level

These will be reviewed periodically to be adjusted as programs are added, curriculum changes occur, new faculty join the Law School, funding levels vary, special gifts become available and as technology changes the publication industry.

Definitions of Collecting Levels¹

0 Out of Scope

The library does not intentionally collect materials in any format for this subject.

1 Minimal Information Level

Collection that support minimal inquiries about the subject. Few selections are made beyond very basic works.

2 Basic Information Level

Collection that serves up-to-date general materials which will aid readers' immediate understanding of a subject and will serve to introduce readers to the subject and to other sources of available information. Such a collection might include a dictionary, encyclopedia, handbook, texts, or a combination of these, in the minimum number which will serve the purpose. A basic information collection is not sufficiently intensive to support instruction in any course in the subject area involved.

3 Instructional Support

Adequate to support instructions in law and research at the J.D. level. Such a collection usually consists of reference tools, extensive primary legal materials, the most important monographs and a selection of the outstanding journals in the field. Historical material need not be retained. The emphasis is on building current and representative collections adequate to maintain knowledge of a subject for limited or generalized purposes, but less than scholarly research.

¹ Adapted from conspectus developed by the Research Libraries Group. Guidelines for a Collection Development Policy Using the Conspectus Model. <http://www.ifla.org/VII/s14>.

4. Research

All material required for faculty and student instruction and research, including dissertations, papers, and independent research. Includes the major published source materials required for independent research, all basic reference works and a wide selection of monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research.

5. Comprehensive

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible. Older materials are retained for historical research. This level is reserved for a small number of subjects for which the Library attempts to have historically exhaustive collections.

**COLLECTING LEVELS FOR MAJOR SUBJECT AREAS
UNITED STATES LAW**

	Current	Projected
Accounting	3	3
Administration of Justice	3	3
Administrative law	3	4.5
Admiralty & Maritime law	2	3
Agricultural law	3	3
Air and Space law	3.5	3
Alternative dispute resolution	3	4.5
Banking	3	3
Bankruptcy	4.5	4.5
Business associations	3.5	3.5
Canon law	1	2
Civil procedure	3	4.5
Civil rights	4.5	4.5
Commercial law	3	4.5
Comparative law	2	3
Computer law	2	3
Conflict of laws	3	3
Constitutional law	4.5	4
Construction law	2	3
Contracts	3	4
Corporations	3	4.5
Criminal law & procedure	4.25	4
Education law	3.75	4.75
Entertainment & sports law (incl. arts)	3.5	4
Environmental law	3.25	4.5
Equity	3	3
Estate planning	3	3
Evidence	4.50	4
Family law	3	4.75
Federal jurisdiction & courts	3	4.75
Historic Preservation	1	2
Insurance	3	4.0
Intellectual property (copyrights, patents, trademarks)	3	4.5
International law	3.5	3
Judicial Administration	3.25	3
Jurisprudence	3	3

	Current	Projected
Juvenile law	3.5	3
Labor Law	3.5	4.5
Land use planning	1	3
Law office practice	3	3
Legal education	3.25	4.75
Legal ethics	3	4.5
Legal history	2	3
Legal profession	3	4.75
Legal research & writing	3	4.5
Litigation	3	4.5
Media Law	3.5	4
Medical law	3.25	3
Mental health law	2	3
Military law	2	
Mining law	2.5	2
Natural resources	3.5	3
Nuclear Energy law	2	3.5
Oil and Gas Law	2	3.5
Property	3	4
Regulated Industries	3.5	3
Securities	3	4.5
Social Legislation	3	3
State & Local Government	3	3
Taxation	4.5	4.5
Torts	3	4.5
Telecommunication Law	2	3
Trade Regulation (incl. antitrust)	3	4.5
Trial Practice	3	4
Trusts	3.25	3
Water Law	1	2
Wills	3.5	3
Workers' Compensation	3	3

**COLLECTING LEVELS FOR MAJOR SUBJECT AREAS
NON-UNITED STATES JURISDICTIONS**

I.		Current	Projected
	Common Law Countries		
1.	United Kingdom (Great Britain, Northern Ireland, Scotland)		
	A. Primary Sources	3	3
	B. Secondary Sources	3	3
2.	Canada		
	A. Primary Sources	2	3
	B. Secondary Sources	2	3
3.	Australia		
	A. Primary Sources	0	2
	B. Secondary Sources	0	2
4.	New Zealand		
	A. Primary Sources	0	2
	B. Secondary Sources	0	2
5.	Ireland		
	A. Primary Sources	0	3.5
	B. Secondary Sources	0	2
6.	South Africa		
	A. Primary Sources	0	2
	B. Secondary Sources	0	2
7.	Commonwealth		
	A. Primary Sources	0	2
	B. Secondary Sources	0	2

II. Civil Law Countries

		Current	Projected
1.	Western Europe		
	A. Italy	0	1
	B. France	0	3.5
	C. Germany	0	3.5
	D. Spain	0	1
	E. Holland	0	2
	F. Belgium	0	2
	G. Switzerland	0	2
	H. Austria	0	2
	I. Austria	0	2
	J. Scandinavia	0	0.5
2.	Eastern Europe		
	A. Russia	0	2
	B. Others	0	1
3.	Latin America	0	2
4.	Eastern Asia		
	A. China	0	2
	B. Japan	0	2
	C. Others	0	1
5.	Middle East	0	2
6.	African	0	1
7.	Roman Law	1	2

IV. Additional Criteria for Selecting Law Library Materials

A. Archival Materials

The Law Libraries assume the responsibility to collect archival materials concerning the Law School and all publications of the Law faculty. Two copies of all faculty publications are acquired; one copy is placed in the main collection and one copy is maintained for archival purposes.

B. Current Materials vs. Retrospective Materials

Current materials are defined as those in print original editions; retrospective materials are defined as those which are out of print or available only in reprints. While both current and retrospective materials are essential to the needs of the academic community, current materials receive higher priority. Lesser-used retrospective materials are sought through interlibrary loan, gift, or exchange.

C. External Standards

The Law Libraries are subject to the following external standards which must be taken into consideration in the selection process:

1. Standards pertaining to the library regulations promulgated by the ABA Section of Legal Education in Admission to the Bar.
2. Regulations pertaining to the library promulgated by the Executive Committee of the Association of the American Law School. Although the Law School is not currently a member of AALS, the Library strives to maintain the AALS standards as the school will be seeking AALS membership in the near future.
3. Standards established for U. S. Depository libraries due to the Library's status as a selective government depository.

D. Gifts

Gifts of either cash or library materials are accepted provided there are no conditions attached and the materials conform to the selection guidelines. No commitments to accept gifts shall be made by anyone on the library staff other than the Director or Associate Director of Library Services.

The following guidelines are applied to gifts:

- The Library will determine the classification, housing and circulation of all gift items.
- The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate.
- The Library will not appraise the value of any gift.
- A list of items donated will be supplied to the donor by the Library as part of the letter of acknowledgment.

F. Government Documents

The Law Library in Lansing is a selective depository for United States government documents. Although all documents are initially free when received through depository programs, their acquisition involves commitment to the costs for housing, maintaining, and processing these materials. For these reasons the same criteria as for books and serials is applied to government documents.

G. Replacement

Replacement of materials occurs when items are lost or their condition has deteriorated so that they are no longer usable. In both cases, before replacement, the work is re-evaluated according to the guidelines set out in this policy for the selection of any material to the collection. In those works that have deteriorated due to age, an additional decision as to what format to use to replace the work must be made if the content of the work meets the selection criteria. See Appendix B for guidelines.

H. Superseded Materials

Because the Law Libraries are a legal research library, the question of what superseded materials to retain in the collection becomes important. Some retention questions have been outlined within other sections of this document. In general, works that can be classified as "search" books, where the most recent edition or volume is cumulative, will be candidates for discarding e.g. Shepards Citations. Expository volumes which are cited or texts that change emphasis between editions are retained e.g. treatises and replaced volumes of statutes. The exception to this general policy is for local materials where both expository and search books are retained.

Appendix A
Collection Development Policy Addendum
Other Locations

August 2003

INTRODUCTION

This collection statement is intended to define the collection policy of the Thomas M. Cooley Law School Libraries at satellite locations and to provide a blueprint for the maintenance and expansion of the collection. In addition, it is intended to serve as guidance for all libraries whether they are located at the Lansing campus or any other campus that is developed. It is hoped that this statement of policy will assist those responsible for selecting materials for the collection to understand and note the philosophy, policies, and procedures which guide the development of the overall collection. This statement will enable selectors to consistently work towards goals that are recognized and accepted, to use funds wisely and to shape a strong collection without unnecessary duplication. It will provide a basis for reasoned allocation of book funds, as well as inform the library staff and the community it serves of the scope and nature of the existing collection.

This policy expresses the current needs of the law school community. Because academic programs grow and change, the statement will be periodically reviewed and revised, if necessary, to meet current or future needs. Satellite library locations will retain appropriate budgets and allow for the development of a collection to meet their unique needs. In addition, collaboration between locations will enable them to best pool resources and enhance the overall collection in ways that a library in a single location may have difficulty in doing. Changes in specific segments of the collection development policies may be a continuing process, but a formal review of all statements will be done at regular intervals.

The library's full collection development policy is to be referred to in conjunction with this appendix. The larger document deals with many details associated with overall school-wide collection development. A collection development team comprised of librarians from all locations will meet regularly to assess major purchases, policy interpretation, and substantive issues related to the growth of a large library.

This appendix is a combination of documents written in November 2002 and March 2003 directed specifically at our Rochester and Grand Rapids locations. Since that time, the main collection development document has been the steering document for all locations. It has been revised in February 2005 and this addendum created to answer additional questions that may not be completely discussed in the main document. In some instances this appendix repeats appropriate portions of the main policy. In other places it defines further the specific needs of additional locations. As with any collection development plan, it is a working document and questions that arise will be dealt with via the collection development team revision process.

I. Purpose and Operative Principles

Audience

The Thomas M. Cooley Law School Libraries' primary objective is to develop a collection that will support the curriculum and research needs of its primary patrons - the faculty, students and staff of the Law School and will meet the standards of both the American Bar Association and the Association of American Law Schools. Therefore, the collection development program focuses on acquiring in-print and electronic materials that are relevant to the law school curriculum or to faculty members' research interests.

The Libraries also recognize that an academic law library has a responsibility to collect and preserve historically significant, esoteric, ephemeral or superseded works whose importance to scholarship in the future is unknown at the present time. Accordingly, a secondary objective is to develop a broad-based scholarly collection.

Although the Libraries' main responsibility is to serve the Law School, its resources are available to local, regional and national legal researchers, lawyers, and scholars, and the general public.

The Law Libraries rely on other university and academic libraries in Lansing and throughout Michigan, in particular Oakland University, Western Michigan University, and the Library of Michigan, to acquire law-related materials from other scholarly disciplines such as economics, history, sociology, political science and medicine.

Operating Principles

Three major principles guide the Library's collection development.

Support of the Scholarly and Instructional Work of the Law Faculty and Students.

The primary collection development policy is to support the present and future teaching and research activities of the Law School. Within budget limitations and the scope of this collection development statement, virtually all materials needed by faculty members are purchased. Faculty members at all locations are consulted concerning the needs for elective classes and significant purchases in areas which they teach.

2. The Acquisition of All Primary and Major Secondary Legal Works of the United States and Selected Materials for Other Nations, and International Organizations.

This policy is based on a goal separate from faculty interest. This principle is meant to build a collection which will always be central to any legal research, but does not mean that all materials available in these areas are purchased. The libraries as a

group will have print access to these materials, although one location may rely on electronic access as its main source of access. Access to electronic formats is considered when looking at these items and is further described in the Brennan Law Library's Appendix D

3. Acquisition of Other Significant Research Material.

Materials from this category are added to the collection to develop and maintain the Library's position as a legal research library. These materials are acquired for the dual purpose of making them available to future researchers, building a collection that will enable faculty to conduct traditional legal research, and enhancing programs beyond general curriculum support. Cooperative acquisitions programs with other Cooley libraries and libraries of institutions that we have developed alliances with will be used to further enhance acquisitions and availability of materials.

Factors Affecting Principles

Current or future need or demand for materials is of primary concern when choosing items to be added to the collection. Other factors which affect the application of the general principles to actual selection decisions are:

1. Availability
2. Cost
3. Faculty Interest
4. Language
5. Quality
6. Duplication

These factors influence the selection of a work that falls outside of the range of materials that are automatically purchased such as treatises by leading authors on subjects currently taught at the Law School, American law reviews, state and federal statutes and court reports.

Availability.

Availability is a relatively insignificant reason for not buying certain American works, but, combined with cost, it is a major reason for not obtaining foreign materials. American selections which are out of print or subject to limited distribution can be obtained by advertising for a used copy, requesting a photocopy from another library or obtaining electronic access.

Cost.

Cost is a factor to some extent in every selection decision, even though some books are purchased almost regardless of cost. Generally a positive decision will be based upon cost and one other of the listed factors. With electronic selections, cost may be less of a factor if access and dependability make a product valuable to our patrons.

Faculty Interest.

Faculty interest is a crucial factor. Even in the absence of a specific faculty request, past, present, or future faculty interest in a given work is taken into consideration when making an acquisitions decision. Materials are selected to support current interests. If a subject has been one of prior faculty interest, but is not currently or likely to be of interest in the future, acquisitions in this area may be reduced to the major primary and secondary materials.

Language.

In general, only materials in English are collected as this currently meets the research needs of the faculty and students.

Quality.

The objective is to buy only those items that meet a certain level of quality, based on the selector's knowledge of authors and publishers. Faculty assistance in gauging quality may be requested. Reviews are also used, however, a bad review does not necessarily mean an item will not be purchased since evidence of controversy may provide adequate reason to purchase the material.

6. Duplication

Duplication of titles at multiple locations will generally be limited to high use titles, curriculum related materials, and faculty research support. In order to have more purchasing power and the most access to the highest number of titles, daily courier services will be utilized for the sharing of print resources. Electronic access will be considered as a possible alternative for print duplication. In addition, many titles, such as those from the federal government, are available only electronically. The enhancement of our online catalog to reflect access to all formats of materials will remain a high priority.

II. Coordination and Cooperation Between Locations

The Library participates in the OCLC interlibrary loan program as a supplier and a borrower. Through this on-line bibliographic utility, faculty and students have access to the collections of academic and public libraries throughout the United States. Email and fax are utilized for communication and interlibrary loan document delivery.

Between Cooley locations, delivery of printed items occurs within 24 hours. The use of fax and email allows some material to be delivered to the user in an even shorter turn-around time. Students, faculty, and staff are able to view their home campus library as the collection point for all their research and information needs.

III. Acquisitions Guidelines

Subject Area Collecting Levels

These will be reviewed periodically to be adjusted as curriculum changes occur, new faculty join the Law School, funding levels vary, special gifts become available and as technology changes the publication industry. In addition, satellite needs may vary and require the purchase of additional copies, specialty materials, or unique electronic access to information. Refer to the main document for complete discussion of subject area collecting levels.

In accordance with ABA standards and the Higher Learning Commission guidelines, the Libraries goal is to have more access to more materials making the collection as comprehensive as possible at each location while realizing the economies of appropriately purchasing to meet the needs of each campus. Location to other libraries, undergraduate users, the local bar resources, and graduate and joint degree programs all play a role in determining subject area collecting levels at a particular location.

IV. Additional Criteria for Selecting Law Library Materials

A. Gifts

Gifts of either cash or library materials are accepted provided there are no conditions attached and the materials conform to the selection guidelines. No commitments to accept gifts shall be made by anyone on the library staff other than the Director or an assigned delegate. In addition, donations have become integral in the development of the satellite locations and continue to be evaluated from a variety of sources for overall collection development value.

The following guidelines are applied to gifts:

The Library will determine the classification, housing and circulation of all gift items.

The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate.

The Library will not appraise the value of any gift.

A list of items donated will be supplied to the donor by the Library as part of the letter of acknowledgment.

B. Government Documents

The Brennan Library is a selective depository for United States government documents. At this time, no depository materials are housed at other locations. Government documents are, however, purchased and retained outside of the depository program. They are selected in accordance with general collection development guidelines.

C. Replacement

Replacement of materials occurs when items are lost or their condition has deteriorated so that they are no longer usable. In both cases, before replacement, the work is reevaluated according to the guidelines set out in this document for the selection of any material to the collection. In those works that have deteriorated due to age, an additional decision as to what format to use to replace the work must be made if the content of the work meets the selection criteria. If a title is held at another location will also be a consideration before replacement occurs.

D. Superseded Materials

Because the Thomas M. Cooley Law Libraries are legal research libraries, the question of what superseded materials to retain in the collection becomes important. Some retention questions have been outlined in the main document. Archival and historical materials may be kept at only one campus location. Space, cost of preservation and use will help determine where a superseded title may be housed.

V. Conclusion

The libraries strive to meet the needs of patrons at many levels. In collection development, the goals are to assure students have access to any materials they need during their course of study, assist faculty in their curriculum development and research, and meet the overall research needs of the institution. While a satellite library is a unique location and may have specific needs that vary from the main location, the overriding collection development policy drives the acquisition of materials across the spectrum. Each location will focus on access to information for patrons no matter where they are located since the same ultimate goals and guiding principles apply.

Appendix B

COLLECTION DEVELOPMENT POLICY: ELECTRONIC RESOURCES

Mission:

The Law Libraries will collect, evaluate, and organize E-resources to provide users with the cost effective information they need, when they need it, and where they need it keeping in mind the relevance of the information resource to the curriculum, to meeting faculty research needs, and given any copyright or licensing issues. This policy will clarify the guidelines for selection of materials in electronic format for the Law Libraries.

ELECTRONIC RESOURCES

Definition:

Electronic resources (ER) refers to materials, published in an electronic format, that require a combination of hardware and software for access. The materials may be accessed via remote networks from information providers, or locally mounted by the Library. The term includes computer files, CD-Rom formats, multi-media formats, abstracting and indexing services, electronic journals, other full-text materials, databases, information aggregators (e.g. First Search, NetLibrary), web sites, etc.

Goals for E-resources:

- Ensure that users can rely on the quality, relevance, and stability of the E-resources we collect.
- Provide quick and efficient access to those E-resources.
- Allow users to rely on the expertise of the information experts selecting E-resources.
- Enhance existing services to (core) user groups that provide value at low cost.
- Provide new services to (core) user groups that provide value at low cost.
- Attract new users.
- Provide additional access for physically or mentally challenged users.

Criteria:

The Law Libraries will select materials in all formats based on relevance to the curriculum and faculty research areas. The Collection Development Team is responsible for selection of serials and of titles in alternative formats, including serials, monographs, and multimedia.

Selection Criteria:

1. Product Considerations

- Appropriateness in meeting curricular, teaching, and/or research needs
- Available in electronic format only; selected previously via the federal depository library program and is now available in electronic format only.
- Evaluation of the strengths and flexibility of the electronic format compared with the print resource, such as additional informational access points, and user-friendliness
- Cost-effectiveness of the product, including potential cancellation of the print source with acquisition of the electronic source
- Currency of the product including:
 - Knowledge of frequency and modes of updates, such as cumulations or supplements
 - Ease or difficulty of the updating process
 - Links are kept up to date
- Frequency and modes of updates, such as cumulations or supplements
- Functionality and ease of access
- Stability
- Uniqueness
- Impact on other reference sources
- Links to external sites are clearly delineated
- Accessibility of simultaneous users from core user groups, allowing restricted access by means of authentication devices.
- Reasonable expected longevity of product, to warrant the staff effort required to make it available
- Uniformity of software platform(s) used
- Content Quality
 - Accurate, well-written, well-edited
 - Coverage and scope of the information, with regard to geographical and subject coverage, including availability of both current and historical data
 - Identification of author
 - Author's reputation and qualifications
 - Publisher's reputation
 - Objective/balanced content
 - Favorable reviews
 - Source Identification

Cost Analysis

- Initial Cost: One-time cost, or initial subscription cost
- Ongoing Cost: Annual subscription, supplementation price, etc.
- Cost to obtain back run, or to provide ongoing access to historical data in electronic form
- Equipment acquisition and maintenance costs
- Staffing cost to configure new products

- Training costs
 - Subscription price discount with the purchase of vendor hardware
 - Cost of making licensing adjustments
 - Inclusion of hardware maintenance in the subscription price
 - Additional hardware, wiring, furniture, etc, requirements
 - Renovation or space reconfiguration requirements
3. Search/System Capabilities
- Reasonable response time & stability of resource itself.
 - Provision of search features such as Boolean operators, truncation, browse functions, and proximity searching
 - Ability to download search results
 - Uniformity of search protocols
4. Vendor Considerations
- Reputation of the vendor
 - Availability of a demonstration product or trial period
 - Accessible customer support such as:
 - Technical support
 - Response time
 - Online support
 - Toll-free telephone support
 - Customer support track record
 - Fees assessed for support
5. Contract & Licensing Considerations
- Assessment of penalties for early contract cancellation
 - Contract restrictions such as:
 - negotiability
 - obligation to return superseded disks
 - limited access
 - restrictions on downloading
 - liability from patron use of information
 - printing
 - simultaneous multi-user licenses
 - Ability to comply with copyright and contractual requirements
6. Hardware and Software Considerations
- Availability & compatibility of the hardware required
 - Storage and memory requirements of current equipment
 - Ease or difficulty of use by novices and of navigation features
 - Software platform considerations including:
 - Equipment requirements
 - Functionality of the software
 - Password requirements
 - Data format compatibility with the law school's standards

7. Implementation

- Quality of the search software including considerations of indexing and effective retrieval.
- Availability of technical support including user documentation, technical documentation, and help functions.

*Selection Criteria are borrowed from the Collection Development Policy (5/98) of the University Of Detroit Mercy, McNichols Campus Library and from "Electronic Resource Evaluation Checklist in Lord, Jonathan & Ragon, Bart, "Working Together to Develop Electronic Collections," *Computers in Libraries*, May 2001, p. 43.

Appendix C

REPLACEMENT OF MISSING, LOST, OR STOLEN ITEMS

1. Waiting Period Before Replacing Missing Items
 - a. Reserve Items: 5 days (or less for urgently needed materials)
 - b. Non-Reserve Items: 3-6 months
 - i. Journal Issues 3-4 months
 - ii. Loose-leafs: 3 months or less
 - iii. Monographs with supplements: 4 months
 - iv. Monographs without supplements: 6 months

2. Basic Process:
 - a. Reserve Items
 - i. Patron Services (PS) staff search daily for 5 days
 - ii. The PS Librarian makes a replace/withdraw decision based on demand and forwards the request to Acquisitions.
 - iii. Replace/Withdraw decision are reviewed by the Collection Development (CD) Librarian. Added copies of Serials must be approved by the CD Team or the Director of the Library prior to ordering.

 - b. Non-Reserve Items
 - i. PS or Serials staff search twice a month
 - ii. Titles still missing after the time frames listed above are referred to the CD Team for a replace/withdraw recommendation. The librarian charged with selection of depository titles may consult on replacement of depository titles.
 - Supplement Titles: Serials Librarian
 - Monographs: CD Librarian

 - c. Replacement of Supplemented Titles and Monographs over \$75 must be forwarded to the CD Librarian for approval.

 - d. Replacement of monographs \$75 and below must be forwarded to Acquisitions.

 - e. Replacement of missing journal issues may require approval by the CD Team.

3. Replacement of Missing Issues Prior to Binding

- a. Generally, REPLACE missing issues IF indexed in one of the following:
- Index to Legal Periodicals
 - Index to Foreign Legal Periodicals
 - Legal Resource Index
 - Library Literature

CD Team review is not necessary prior to replacement of issues.

- b. Generally, DO NOT REPLACE missing issues IF indexed on in the indexes listed below:

- PAIS
- Canadian Legal Periodical Index
- Index to Government Periodicals
- Indexes to Library Literature (except Library Literature)
- An index not owned by the Library

Refer these to the CD Team for review. In general, ILL will be used to obtain the needed articles when an issue is missing from a journal indexed above.

- c. Bar Journals: Format, Retention, and Binding Decisions

i. ABA Journal

- Format: Obtain and retain in paper and in fiche formats
- Replacement: Replace missing issues and bind

ii. ABA Section and Division Journals

- Format: As available
- Replacement:
 - if indexes as outlined above, replace missing issues and bind
 - if not indexed, refer to the CD Team for review and a title-by-title decision on replacement and binding.

iii. Michigan Bar Journals

- Format: Obtain and retain in paper and fiche formats
- Replacement: Replace missing issues and bind

iv. Other States' Bar Journals

- Format:
 - Obtain state bar journal only in fiche if available. When fiche is not available, obtain in paper and bind. Replace missing issues only if indexed as outlined above.

- - Obtain both paper and fiche only for those titles that are indexed and have heavy patron demand.
 - Replacement: Replace missing issues only if indexed as outlined above.
 - Retain bound volumes of state bar journals that duplicate fiche holdings until the space is needed.
- v. Foreign and International Bar Journals: Decide on a title-by-title basis.

Appendix D

AALS PACKAGE PLAN

1. Listed in the AALS list of Package Plan Publications are added to the collection upon arrival. Listed below are the titles received, their retention policy and location:

- a) Directory of Law Teachers
Retention: Permanent
Location: Current in Reference; Earlier Editions to Main collection
- b) Association Proceedings
Retention: Permanent
Location: Main
- c) Annual Meeting Preliminary Program
(No record exists in Coolcat)
- d) Placement Bulletin
Retention: Current year only
Location: Main
- e) Association Newsletter
Retention: 5 years
Location: Main
- f) Section Newsletters
Retention: 5 years
Location: Main
- g) Association Handbook
Retention: Permanent
Location: Current on Reference; Earlier Editions to Main collection

2. Miscellaneous memos are discarded upon arrival. **Exception:** Miscellaneous memos that are clearly identified as a section newsletter are sent to check-in.

3. Programs announcements are discarded upon arrival, if received after the program has been held. **Exception:** Program announcements that are clearly identified as a section newsletter are sent to check-in. *(Note: Some sections treat program announcements as issues of their section newsletter).*

4. Other program announcements and any other type of publication not listed above are sent to the Serials Librarian for review. They may or may not be added to the collection.