

Collection Development Policy
Oklahoma City University Law Library
November 22, 2006 Revision

Collection Development Policy
Oklahoma City University Law Library

Oklahoma City University was founded in 1904 with the support of the United Methodist Church. The University has since become a prestigious institution of higher learning. Located in the heart of Oklahoma City, the campus borders historic Twenty Third Street and is just minutes from downtown businesses and the Bricktown entertainment district. The University offers a diverse curriculum through its Petree College of Arts and Sciences, School of Music, Meinders School of Business, School of Law, Wimberly School of Religion and Graduate Theological Center, School of American Dance and Arts Management and the Kramer School of Nursing. The University has an international focus with a high percentage of students from Asia. The Law School co-sponsors, with Stetson University College of Law, study-abroad programs in Buenos Aires, Argentina; Freiburg, Germany; The Hague, Netherlands; and, Granada, Spain. Stetson University College of Law is a co-sponsor of Oklahoma City University's Summer Institute for International Law at Nankai University Law School in Tianjin, China. The campus has two libraries, Dulaney-Browne, the main Library for the campus, and the Law Library.

1. Mission Statements of Oklahoma City University and the School of Law

(See Appendices 1 and 2)

1a. Mission Statement of OCU Law Library

The Oklahoma City University Law Library is the legal resource center for the Law School and the University. Its primary purpose is to support the educational program of the Law School and faculty scholarship and research. In carrying out this objective, the

law library selects legal materials in various formats and makes them available to students and faculty. A further purpose is to assist students in the development of the legal research skills necessary in their chosen profession. To this end, the library gives instruction in the use of different types of legal materials, computerized legal research, and effective use of the Internet and on-line databases. The law library, open to the public, is also a resource center for the university, the bar, the judiciary, and the community.

1b. Community Served by the Law Library

The faculty, students and staff of the OCU School of Law are the primary users of the OCU Law Library and their needs are the primary focus of selection decisions. The Law Library also serves its alumni, other members of the Oklahoma bar and the general public.

2. Materials Selection – General Guidelines and Criteria

The Law Library endeavors to maintain a collection that complies with the accreditation requirements promulgated by the American Bar Association as set forth in Appendix 3 and the requirements of the Association of American Law Schools as set forth in Appendix 3a. The collection reflects the Law School curriculum and areas of faculty scholarship and research. Materials are selected that satisfy the needs of the students and faculty before the needs of other patrons are considered. Materials are selected that support the administrative functions of the Law School, the operation of the Law Library and the professional development of the Law Library staff. The general criteria used to select materials include the quality and utility of the material, as evidenced by title, author, subject, publisher, price, reviews and other critical standards.

2a. Materials Selection – List of Reviewing Sources

1. YBP yellow slips;
2. *Bimonthly Review of Books*;
3. Abstracts of book reviews in current legal periodicals and book reviews;
4. Miller and Schwartz, *Recommended Publications for Legal Research*;
5. Svengalis, *Legal Information Buyers Guide and Reference Manual*;
6. Various catalogs from University Press and other publishers;
7. *AALL's Law Books Recommended for Law Libraries*;
8. *Anglo-American Legal Bibliographies*;
9. *Directory of Law Reviews and Scholarly Legal Periodicals* ;
10. The database (T/P ALL) in Westlaw is used to determine the number of titles citing an item the Law Library is considering; and,
11. OCLC's WorldCat database is used to determine how many other institutions own an item the library is considering.

2b. Materials Selection – How the Selection Process Works

The Director makes all final collection decisions based upon the following criteria:

1. Materials relevant to the Law School curriculum, law faculty scholarship, research and service interests and faculty requests receive the highest priority;
2. Research level works and works by prominent authors are preferred. Textbooks are generally not purchased unless there is nothing else on the subject;
3. Cost and availability at the Dulaney-Browne Library are considered; and,
4. Practitioners materials are purchased selectively for Federal, Oklahoma and Texas jurisdictions.

Book Selection Committee- In order to make the selection process a collaborative effort drawing on the combined experience and judgment of the Law Librarians, a book selection committee is utilized. Committee members maintain a working knowledge of the library's selection policies, standing orders and selection plans, all of which are accessible from the Law Library's network computer drive.

Selection materials are distributed to committee members, evaluated and searched using the criteria and selection tools described at section 2a, circulated among committee members for additional comment and routed to the Director for a final purchase decision.

E-mail advertisements and notifications of updates are emailed to all librarians by the Head of Technical services after being searched by the Acquisitions Specialist in library catalog, in *Legal Information Buyers Guide and Reference Manual* and in *Law Books Recommended for Law Libraries*. Advertisements are also searched in WorldCat to see how many other law libraries own the title and searched in Westlaw TP-ALL to see how many cites the work has received. These search results are shared with members of the Book Selection Committee.

Specific Areas of Development- The Law Library collects materials in support of the Law School's Certificates in Business Law Electronic Commerce Concentration, Business Law Financial Services and Commercial Law Concentration and the Certificate in Public Law. Materials that support the Law School's Center for the Study of State Constitutional Law and Government, Center on Alternative Dispute Resolution and Native American Legal Resource Center are collected. The Law Library wishes to expand its collection in the areas of intellectual property and electronic commerce. Selection guidelines specific to these areas are discussed in Appendix 4. The Law Library uses specific criteria when collecting Federal, Oklahoma, Foreign, Comparative, International, Ancient, Native American, and State Constitutional Law materials. The criteria for these areas are included in Appendix 6.

2c. Materials Selection – Formats and Types of Materials

The Law Library acquires materials in the following formats: hard back and paper bound books, newspapers, periodicals, microforms, videocassette, DVD, audio recordings, online resources, government documents, CD-ROM, software and other electronic resources. The Law Library endeavors to acquire material in the most appropriate format

with regard to cost, usage and existing space restrictions. Multiple copies may be purchased if materials are frequently in use, are primary legal authority or are required by faculty members. Otherwise, single copies are preferred over multiple copies and online material is preferred over print. The Law Library intends to collect more materials in electronic formats and uses the criteria listed at Appendix 5 when deciding between print and electronic format. Microform is purchased when the size, expense, infrequency of use or unavailability precludes its addition in hard copy. The following specific criteria are used in making decisions concerning format and type of material:

Monographs- The following are considered when selecting monographs: Scholarly treatment is preferred over practice oriented material; University Press materials and other reputable publishers are preferred over less reputable publishers; the quality of the author or editor's previous work and his/her reputation in the field is considered; the extent of coverage of the subject matter in the existing collection is considered; bibliographies and compilations of primary materials are not collected. Traditional hornbooks will be selected over concise editions unless a traditional hornbook is out of publication or has never been published in the subject area.

Casebooks- The Law Library generally does not buy casebooks except at the request of a law faculty member or if they contain unique information not available from other sources. See the section below on casebook gifts.

Journals- The following are considered when selecting journals: The Law Library subscribes to most substantive journals of American law schools and well known English language law reviews from other countries. Scholarly titles indexed in *Index to Legal Periodicals* and *Current Law Index* are collected. Practice oriented journals of an

extremely high quality may be purchased. Faculty requests for journal purchase are given considerable weight. The Law Library subscribes to Hein Online which provides full text access to scholarly legal journals from each journal's inception. The Law Library intends to move toward collecting more journals in electronic formats.

Newspapers- The Law Library receives paper copies of the New York Times daily and Sunday, the Wall Street Journal, the Journal Record (a legal newspaper covering Oklahoma City), the Oklahoman daily and Sunday. Legal Times back issues are maintained on microform. The Dulaney-Browne Library collects back issues of the New York Times and Wall Street Journal. Students and faculty have access to a wide variety of local, national and international newspapers through Westlaw, LexisNexis, NewsBank, EBSCO databases and a subscription to the complete electronic archives of the Oklahoman.

Audio-Visual- Audio, VHS video cassettes and DVDs are purchased for Trial Practice and Legal Research and Writing. The Law Library's collection also contains titles related to Alternate Dispute Mediation, Civil Procedure and other areas that support the curriculum. Faculty request are always purchased.

Loose-leaf and Updated Materials- The Law Library, with the input of the Law Faculty, is in the process of systematically evaluating the print collection of loose-leafs and treatises with the goals of: reducing subscriptions to print titles available through library databases and eliminating multiple titles in the same subject area with duplicate or similar coverage. The Law Library intends to limit the number of new loose-leafs added to the collection because of the rising cost of new subscriptions and updates. Faculty requests

for a particular loose-leaf are given serious consideration. The following criteria will be followed when evaluating new loose-leafs and purchasing updates:

1. Is the loose-leaf listed in Svengalis, *Legal Information Buyers Guide and Reference Manual* and recognized at the leading publication in its field;
2. Is the loose-leaf listed in AALL's *Law Books Recommended for Law Libraries* and does it have an A, B or C rating;
3. Does the loose-leaf support the curriculum;
4. Does the loose-leaf cover an area of law not otherwise represented in the collection;
5. Has the loose-leaf been specifically requested by patrons;
6. Do a large number of other academic law libraries own the loose-leaf;
7. Has the loose-leaf been cited frequently in legal periodicals;
8. Is the loose-leaf available electronically through an existing database subscription;
9. The Law Library intends to move toward collecting more loose-leafs in electronic formats.

Loose-leafs that do not meet these criteria will not be purchased.

Electronic Resources- (See Appendix 5)

Microforms- The following will be considered when selecting microforms: formats should be compatible with existing equipment; microforms will be selected if it is impractical to add a print version because of the size, expense, infrequency of use or unavailability of the print copy.

3. Specific Situations- Retrospective Collection Development- The Law Library has a standing order for the *AALL Law Books Recommended for Libraries*, and purchases Law Book Exchange Co. and Hein reprints of selected subjects from the 19th and 20th Century Legal Treatise collections and selected units from the Eighteenth Century Law collection published by Primary Source and Gale Group. Patrons have access to the LexisNexis U.S. Serial Set Digital Collection, LLMC Digital and Hein Online's Legal Classics Library.

Foreign Language Materials- Materials are purchased in English unless a specific foreign language is requested.

Multiple Copies- Multiple copies of materials will be purchased to satisfy anticipated needs, subject to budgetary concerns.

Exclusion of Materials- The following materials are generally not acquired: bar review outlines; practice materials; student newspapers; pamphlets or unindexed newsletters; materials available at the Dulaney-Browne Library that have limited use in the Law Library; fiction is purchased only if it supports the law literature curriculum or is otherwise appropriate for an academic law library.

Replacement Copies- Missing materials will only be replaced if their permanent loss has been reasonably established and the material would be purchased again according to relevant selection criteria.

Rare Books – Special Collection- Rare and antiquarian books will be selected according to relevant selection criteria governing the acquisition of other materials. Reprints are preferred to rare or antiquarian editions.

4. Collection Building in Specific Subject Fields- The collection is built by applying the general principles identified in this policy to the Law Library and by identifying specific areas for concentrated development. Specific areas are discussed in Appendix 4. The Law Library desires to develop a collection of varying depth in different areas of the law. The following collection levels are used to define the depth and scope of the collection the Law Library intends to develop:

0. Out of Scope: The Law Library does not collect in this area.

1. Minimal level: A subject area in which few selections are made beyond very basic works.

2. Basic Information Level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any Law School courses or independent study in the subject area involved. It may, however, be adequate to support law-related undergraduate course work.

3. Instructional Support Level: A collection that is adequate to support undergraduate and MOST graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. It includes as many multi-jurisdictional treatises on a subject as possible, selected student texts, loose-leaf services of unduplicated coverage, and a wide selection of periodicals, subject reports, and important government documents.

4. Research Level: A collection that supports journal students, seminar students, and most faculty research needs. It includes most (if not all) multi-jurisdictional treatises, current and historical, representative loose-leaf services, and an extensive collection of periodicals, subject reports, and government documents. If materials dealing with a comparative perspective are appropriate, foreign law materials may be collected.

5. Comprehensive: In a comprehensive collection the library endeavors to include all significant works of recorded knowledge in all applicable languages, for a necessarily defined and limited field. (levels adopted from <http://www.bu.edu/lawlibrary/tech/procedures/colldev.htm> retrieved June 2, 2005).

The preceding numbers correspond with the following subject areas and formats:

Administrative Law-books, periodicals—3

Antitrust-book, periodicals—3

Banking-book, periodicals –3

Bibliography books, periodicals –3

Bibliography-book, microform –3

Business-book, periodical, newspapers –3

Citators-book, periodicals, electronic –3

Civil Procedure-book, periodicals, electronic, A/V -3
 Civil Rights-book, periodicals, A/V -3
 Commercial Law-book, periodicals -3
 Comparative Law-book, microform, periodicals, electronic -3
 Computer-book, periodicals, electronic -3
 Conflicts of Law-book, microform, periodicals -3
 Constitutional Law-book, microform, periodicals, A/V -4
 Contracts-book, microform, periodicals -3
 Copyright-book, periodical, A/V -3
 Court Rules-book, periodical -3
 Criminal Law-book, periodicals -3
 Dispute Resolution-book, periodicals, A/V -4
 Economics-book, periodicals -2
 Education-book, periodical -2
 Elder Law-book, government documents -2
 Electronic Commerce-book, periodicals, electronic -3 (specific development planned)
 Environmental Law-book, periodicals -3
 European Economic Community-book, periodicals -3
 European Union-book, periodicals, electronic -3
 Evidence-book, microforms, periodicals -3
 Family Law-book, periodicals -3
 Foreign Law-books, periodicals, microforms, newspapers, electronic -3
 GATT-book, periodicals, microforms, electronic -2
 History-book, microforms, periodicals -3
 Immigration-book, periodicals -4
 Intellectual Property-book, periodicals, electronic -4 (specific development planned)
 Insurance-books, periodicals -2
 International Law-books, microforms, periodicals, electronic -3
 Jurisprudence-books, microforms, periodicals -3
 Labor-book, periodicals, microforms -3
 Legal Education-book, A/V, periodicals -4
 Legal History-book, microforms -3
 Legal Profession-book, microforms, A/V, periodicals, newspapers -3
 Legal Ethics-book, periodicals, A/V -3
 Library-book, periodicals -2
 Local Government-book -2
 Maritime-book, periodicals, microforms -2
 Medical-book, periodicals, microforms -3
 Military-book, periodicals, microforms -3
 NAFTA-book, periodicals, microforms, electronic -3
 Native Americans-book, periodicals, microforms, government documents, newspapers -5
 Patents-book, periodicals, microforms, A/V -3
 Philosophy-book, microforms, periodicals, - 3

Political Science-book, microforms, periodicals –2
Products Liability-book, periodicals –3
Property-book, periodicals, microforms –3
Reporter-book, microform, electronic –4
Roman Law-book, microforms –2
Securities-book, periodicals –3
Social Legislation-book, government documents—2
Social Security-book, periodical, government documents –2
Sports-books, periodicals –2
Statues-books, periodicals, electronic –4
Tax-book, periodicals, microforms –3
Torts-book, periodicals, microforms –3
Trade Regulations-book, periodicals, microforms –3
Trial-book, periodicals, microforms, A/V –3
Trusts-book, periodicals, microforms –3
Women-book, periodicals –2

5. Gifts- The Law Library will accept gifts on the condition that they will be used in the best interest of the Law Library. The Director will determine the Law Library's best interest in regard to specific gifts on a case by case basis. Gifts may be sold, exchanged for other materials, or added to the collection in accordance with the Director's judgment and existing selection policies. Gift casebooks are only retained if they are currently being used in a class or if they contain unique information not available from other sources.

6. Weeding- The primary mission of the OCU Law Library is to fulfill the research and academic needs of OCU Law Students, Faculty and Staff. The process of continually evaluating the collection, retaining material that has historical or scholarly value and discarding material is essential to the realization of this mission. The following criteria are applied when weeding and canceling material:

1. Relation of the material to the collection development policy and to the policy on collection building in subject specific areas;
2. Relation of the material to the current research and scholarship interests of the faculty;
3. Relation of the material to the current curriculum;

4. The physical condition of the material;
5. Duplicative materials are generally removed unless there is significant demand for them;
6. Availability from a library database;
7. The format of material may be considered if the library has the same material in multiple formats and one format offers space or cost savings, is more user friendly and offers archival stability;

7. Superseded Materials-

1. The library generally does not retain superseded materials. Exceptions include: select Oklahoma materials including Annotated Statutes, the Oklahoma Administrative Code, Oklahoma and Federal Jury Instructions, annual court rules and forms volumes, and other items that have historical value or value for scholarship or research as detailed below. The Head of Technical Services maintains lists of superseded titles retained at the request of faculty members and detailed procedures for weeding.
2. Material containing obsolete information that creates a risk for patrons if relied upon and has no historical value will generally be withdrawn. If obsolete material is retained it will be marked accordingly;
3. Single copies of old hornbooks, nutshells and casebooks are generally retained because of their scholarly value in demonstrating the evolution of the law over time. Second copies of these materials are generally withdrawn from the collection unless there is significant demand for them;
4. The library retains early editions of classic treatises that have value for scholarly research (the first edition of *Corbin on Contracts*).
5. Select superseded treatises and loose-leafs are retained for their foundational scholarly analysis of the law in specific subject areas. The library may choose to update these materials every couple of years or not at all. Patrons may easily update these materials by searching electronic databases.
6. Single volumes Martindale Hubbell Directories and Digests, and American Bench & Bar Directories are kept because of their historical value;
7. The library maintains print copies of the *Congressional Record* and the *Federal Register* volumes going back only two years. The library has electronic access to historic collections of both publications and maintains historic collections in microform;
8. Newspapers and magazines located in the casual reading area on 3S and are weeded as space requires. Newspapers and other frequently issued publications are generally kept for 2-3 months. Magazines other less frequently issued publications are generally kept for 5-6 months;
9. Materials are generally kept in the Pro Se collection for ten years from the date of purchase unless they contain obsolete information;
10. ABA publications are generally kept for their historical value.

8. Compact Shelving- The library endeavors to make the most efficient use of compact shelving. Generally, items will be placed in compact shelving that can be easily retrieved by citation (reporters, statutes, periodicals). It is desirable to browse and compare monographs and multivolume treatises. These types of materials will generally be kept out of compact shelving.

9. Intellectual Freedom- The Director shall be notified immediately of any complaints of restraints on intellectual freedom or censorship attempts.

Appendix 1, Mission Statement of Oklahoma City University

The Oklahoma City University Mission

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a diverse student-centered environment. Men and women pursue academic excellence through a rigorous curriculum that focuses on their intellectual, spiritual, moral, and physical development to prepare them to become effective leaders in service to their communities.

The life of Oklahoma City University is guided by the following concepts:

- The total University environment educated, and should seek to do so;
- Personal involvement is essential to learning;
- A religious dimension in human experience is inescapable and that students be encouraged to be conscious of the value of humane and ethical behavior; and
- That a broad base of knowledge provides a basis for integrative thinking and creative solutions to complex issues.

The University is committed to the following purposes:

- To seek, advance and transmit truth as its primary responsibility.
- To cultivate ethical and aesthetic sensitivity, enhance value judgment, stress the moral use of knowledge and skills, and nurture the unity of competence and conscience.
- To stress the importance of the spiritual as well as the intellectual and physical development of the student.
- To provide leadership for an enhancement of the cultural experience in Oklahoma City and beyond.
- To become a center of excellence in global studies and to provide leadership in education programming in the world community.
- To encourage members of the Oklahoma City University community to avail themselves of the continuing resources in the Judeo-Christian traditions and religious life.

Oklahoma City University is committed to the fulfillment of these purposes by providing:

- Undergraduate, graduate and professional academic programs that emphasize, examine and encourage intellectual, religious and aesthetic experiences and growth;
- Lifelong learning programs for personal enrichment, knowledge and special skills, enabling all individuals to continue in productive and creative lives; and

- A range of activities, which support and enhance the University's academic programs (retrieved from <http://www.okcu.edu/mission.htm> on June 2, 2005.)

Appendix 2, Mission Statement of Oklahoma City University School of Law

The central mission of this institution is to prepare students to become responsible professionals capable of exemplary service in the variety of legal and leadership roles assumed by lawyers in our modern society. In furtherance of this mission, we pursue the following objectives:

1. To provide a rigorous program of education that requires each student to develop the following skills and characteristics:
 - a. The ability to recognize and analyze legal problems in a logical, rational, and policy-oriented way;
 - b. The ability to perform competent legal research;
 - c. The ability to produce written legal documents that are clear, concise, and thorough;
 - d. An awareness of the wide variety of oral and interpersonal skills involved in the various types of legal practice, and the ability to perform competently in as many of these areas as is feasible;
 - e. An awareness of the special responsibilities of lawyers and legal professionals as those who make and influence public policy; and
 - f. An acceptance of a concept of professional responsibility that provokes one to approach every legal task with a dedication to competence, diligence, and promptness.

2. To provide an atmosphere that will encourage and allow its faculty and students to contribute to the development and improvement of the law and its institutions through research, scholarship, and service.

Appendix 3, ABA Standards for Approval of Law Schools, 606.

Standard 606. COLLECTION.

(a) The law library shall provide a core collection of essential materials accessible in the law library.

(b) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,

(1) meets the research needs of the law school's students, satisfies the demands of the law school curriculum, and facilitates the education of its students;

(2) supports the teaching, scholarship, research and service interests of the faculty; and

(3) serves the law school's special teaching, scholarship, research, and service objectives.

(c) A law library shall formulate and periodically update a written plan for development of the collection.

(d) A law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.

Interpretation 606-1:

All materials necessary to the programs of the law school shall be complete and current and in sufficient quantity or with sufficient access to meet faculty and student needs. The library shall ensure continuing access to all information necessary to the law school's programs.

Interpretation 606-2:

The appropriate mixture of collection formats depends on the needs of the library and its clientele. A collection that consists of a single format may violate Standard 606.

Interpretation 606-3:

Agreements for the sharing of information resources, except for the core collection, satisfy Standard 606 if:

(1) the agreements are in writing; and

(2) the agreements provide faculty and students with the ease of access and availability necessary to support the programs of the law school.

Interpretation 606-4:

Off-site storage for non-essential material does not violate the Standards so long as the material is organized and readily accessible in a timely manner.

Interpretation 606-5:

A law library core collection shall include the following:

- (1) all reported federal court decisions and reported decisions of the highest appellate court of each state;
- (2) all federal codes and session laws, and at least one current annotated code for each state;
- (3) all current published treaties and international agreements of the United States;
- (4) all current published regulations (codified and uncodified) of the federal government and the codified regulations of the state in which the law school is located;
- (5) those federal and state administrative decisions appropriate to the programs of the law school;
- (6) U.S. Congressional materials appropriate to the programs of the law school;
- (7) significant secondary works necessary to support the programs of the law school, and
- (8) those tools, such as citators and periodical indexes, necessary to identify primary and secondary legal information and update primary legal information.

Interpretation 606-6:

The dean, faculty, and director of the law library should cooperate in formulation of the collection development plan.

Interpretation 606-7:

This Standard requires the law library to furnish the equipment to print microform and electronic documents and to view and listen to audio-visual materials in the collection. (retrieved from: <http://www.abanet.org/legaled/standards/chapter6.html> Sept 25, 2006.)

**Appendix 3a, Bylaws and Executive Committee Regulations of the Association of
American Law Schools**

BYLAWS OF THE ASSOCIATION OF AMERICAN LAW SCHOOLS

Adopted December 29, 1971; amended through January 5, 2004

Section 6-8. Library.

a. A member school shall maintain a library adequate to support and encourage the instruction and research of its faculty and students. A law library of a member school shall possess or have ready access to a physical collection and other information resources that substantially:

(i) meet the research needs of its students, satisfy the demands of its curricular offerings, particularly in those respects in which student research is expected, and allows for the training of its students in the use of various research methodologies;

(ii) support the individual research interests of its faculty members;

(iii) serve any special research and educational objectives expressed by the school or implicit in its chosen role in legal education.

b. The library is an integral part of the law school and shall be organized and administered to perform its educational function and to assure a high standard of service.

c. A member school shall have a full-time librarian and a staff of sufficient number and with sufficient training to develop and maintain a high level of service to the program.

(retrieved from: <http://www.aals.org/bylaws.html> on June 2, 2005).

EXECUTIVE COMMITTEE REGULATIONS

Amended through January 2004

6-8.1 Library Governance.

a. In order to ensure that the library policies appropriately reflect and advance the teaching and research objectives of the law school, the library shall formulate its policies with faculty participation.

b. The law library shall have sufficient autonomy within the university in matters of administration, including budget and personnel, to assure a high standard of service.

6-8.2 Planning. A member school, with the participation of the librarian and faculty, shall prepare, periodically review, and implement a written plan of library development, identifying in detail steps appropriate and resources sufficient to achieve its objectives, including appropriate growth of the collection, sufficient personnel to provide services, suitable physical facilities, and an effective system for facilitating access to materials.

6-8.3 Maintaining Physical Condition of Collection. The law library shall assure the preservation of its collection, including binding, restoring, and microforming. It shall also have a preservation program to maintain any unique hard copy materials it possesses.

6-8.4 Access to Information Resources. In order to support and encourage the instruction and research of its faculty and students, the law library shall offer reasonable access in terms of time and form to a wide array of matters including central collections, databases, jointly held special collections, numerous supportive interdisciplinary materials, and other types of off-site auxiliary resources.

6-8.5 Conditions Conducive to Library Use.

a. The law library shall be designed, organized, equipped, operated, and have adequate space to contribute to efficient, comfortable, and productive use by its patrons, and to provide access to appropriate research technology. -

b. The law library shall be designed, organized, and equipped to enable its staff to carry out their research, teaching, and administrative responsibilities. The director of the library shall be provided with a separate and conveniently located office to allow for interaction between the director and staff and students.

(retrieved from: <http://www.aals.org/ecr/> on June 2, 2005).

Appendix 4, Criteria for Specific Subject Areas

Intellectual Property- The Law Library intends to expand its existing collection in this area by taking the following steps:

1. Reviewing all intellectual property titles currently in the collection;
2. Reviewing all intellectual property materials available to faculty and staff through LexisNexis, Westlaw and other databases the Law Library subscribes to;
3. Monitoring the resources mentioned in section 2a for materials related to intellectual property;
4. The following additional resources will be consulted to select materials:

Franklin Pierce's lists of intellectual property titles:
<http://www.library.piercelaw.edu/LWP-New/About/IP.cfm>

List of selected books on intellectual property by Oppedahl & Larson LLP: <http://www.patents.com/books.htm>

5. Monitoring DIGITAL-COPYRIGHT and other intellectual property law listservs for announcements of new titles;
6. Monitoring the various intellectual property related journals the Law Library receives for any book reviews about new titles; and,
7. Consulting with professors teaching intellectual property and related courses to inform them of the Law Library's desire to develop the collection and to ask for recommendations of new titles and titles that would support the curriculum.

Electronic Commerce- The Law Library intends to expand its existing collection in this area to support the curriculum for the Certificate in Business Law - Electronic Commerce Concentration by taking the following steps:

1. Reviewing all electronic commerce titles currently in the collection;
2. The curriculum for Certification lists other related courses (hereafter related courses) that students must take to receive the Certificate. The Law Library's collection in these areas will be reviewed to determine the extent and nature of our holdings related to electronic commerce;
3. Reviewing all electronic commerce materials and related course materials available to faculty and staff through LexisNexis, Westlaw and other databases the Law Library subscribes to;
4. Monitoring the resources mentioned in section 2a for materials related to electronic commerce and related courses;
5. The following resources will be monitored to discover new titles for review:

Jurist page on new books and journals in cyberspace law:
http://www.jurist.law.pitt.edu/sg_cyb.htm#Books

The New York Times Cyber Law Journal:
<http://www.nytimes.com/library/tech/reference/indexcyberlaw.html>

Franklin Pierce Law Library's list of E-Commerce titles:
<http://www.library.piercelaw.edu/LWP-New/About/IP.cfm>

6. Monitoring BNA's Internet Law Newsletter and other listservs and newsletters relevant to E-commerce and related courses for announcement of new titles;
7. Monitoring the various electronic commerce and related course journals the Law Library receives for any book reviews about new titles;
8. Consulting professors teaching electronic commerce and related courses to inform them of the Law Library's desire to develop the collection and to ask for recommendations of new and existing titles that would support the curriculum; and,
9. The curriculum requires students to attend commercial law CLE programs. CLE course offerings will be monitored and appropriate CLE materials relevant to electronic commerce and related courses will be selected.

Appendix 5, Criteria for Electronic Resources

Electronic Resources, General Considerations- The following are considered when selecting electronic resources: resources that offer a value-added enhancement that make the resource preferable over print (for example the electronic version is more timely, has more extensive content, is more functional or is easier to search than the print version); the resource is updated enough to be useful; web access is permitted via IP address rather than password; the resource meets acceptable technical standards prevalent in the industry; the resource is compatible with existing Law Library technology; the resource is user friendly; or, the resource provides greater access than other formats.

Electronic Resources, Cost and Pricing Issues- The following are cost and pricing concerns evaluated when considering electronic resources: electronic content should provide value added features such as full text; publishers should be flexible with pricing and should bundle print and electronic packages together; content and access costs should be separated; and, pricing based on recorded actual use as opposed to a flat fee for unlimited access is preferred.

Electronic Resources, Licensing Considerations- The following licensing considerations are evaluated when selecting electronic resources: a permanent right to information should be included in the license to cover cancellation or removal of databases or the vendor going out of business; vendors agreements should be reasonable in their expectations of the Law Library's ability to monitor use and discover abuse; authorized users should include OCU Law faculty, students, staff, possibly the entire OCU community, and "walk in" users during the time they are on-site; the content should be accessible from all OCU computing platforms and accessibility from any and all

registered user platforms is preferred; fair use of information should be permitted including ILL; access control should be linked to OCU's authentication infrastructure and individual passwords should not be required; the Law Library should not be restrained from enhancing or reformatting data, consistent with applicable copyright laws; user confidentiality must be protected; and, other factors enumerated in the American Association of Law Libraries Committee on Relations with Information Vendors "Principles for Licensing Electronic Resources."

Electronic Resources, Vendor Issues- The following are considered when selecting or choosing between vendors: does the vendor provide a trial period; does the license allow an appropriate number of users; can the resource be networked; is access restricted by IP and/or proxy server; are any price reductions available if multiple formats are purchased; does vendor provide archived material; and, what are the indirect costs of setup, storage and maintenance.

Electronic Resources, Access Issues- The following are considered when evaluating access to electronic resources: where the material will physically reside; how access will be provided (by IP address [preferred], password or unrestricted); and, will the Law Library maintain material that has been superseded.

Electronic Resources, Storage and Upkeep- The following will be considered when evaluating storage and upkeep of electronic resources: who will be responsible for storage and upkeep; resources that do not require a large amount of storage space will be preferred; and, if resources are shared with Dulaney-Browne will storage and upkeep responsibilities be shared.

Electronic Resources, Choice of Format- The following will be considered when evaluating the format of electronic resources: online and web based databases are preferred to CD-ROM; databases with licenses that permit use by all patrons of the Law Library and off-campus use are preferred to those that do not; and, general considerations include scope of coverage, cost, license requirements and value added enhancement.

Electronic Resources, Choice of Format, Multiple Formats- If any of the following criteria are present the Law Library will consider offering multiple format access: the electronic version is poorly supported by the vendor; one format is unstable; hardware, software or other technology issues necessary for use are restricted or unreliable; there is a cost benefit to providing multiple format access; or, multiple formats are necessary to meet the needs of different users.

Electronic Resources, Choice of Format, CD-ROM- The following will be considered when evaluating the CD-ROM format: online and web based databases are preferred to CD-ROM; does CD-ROM provide additional enhancements over the paper version; what is the indirect cost including updates and maintenance; who will update or maintain; and, should paper copies be phased out.

Electronic Resources, Choice of Format, Online Databases- The following will be considered when evaluating online databases: online and web based databases are preferred to CD-ROM; preference is given to databases whose license permits use by all patrons of the Law Library and off campus use; and, all other issues and considerations contained in this policy will impact the selection of online databases.

(Policy adapted from Boston University Law Library Electronic Resources Selection
Policy retrieved from: <http://www.bu.edu/lawlibrary/tech/procedures/epolicy.htm> on June
2, 2005.)

Appendix 6 Collection Development Guidelines: US Law 6-A

1. Accreditation Requirements

Full compliance with the accreditation requirements of the ABA.

2. Blanket Orders

Materials published by the following organizations are received automatically as part of a blanket order or package plan:

AALL publications series in paper from Hein

AALS Law Books Recommended for Law Libraries in fiche from Hein

ALI-ABA publications

American Bar Association

American Law Institute publications in paper and fiche

Association of American Law Schools

Bar journals in fiche from Hein

Council on Foreign Relations publications in fiche from Hein

Hornbooks and Nutshells from West

Liberty Fund

National Center for State Courts archive set in fiche from Hein

National Conference of Commissioners on Uniform State Laws archival fiche

Oklahoma City University Law School Continuing Education Materials

National Center for State Courts

Practising Law Institute Course Handbooks

State session laws in fiche from Hein

State Attorney General opinions in fiche from Hein

3. Approval Plans

The Library participates in the following pre-publication approval plans:

YBP for University Press law titles

4. Federal Materials

Comprehensive coverage; briefs of the U.S. Supreme Court only, slip opinions of the U.S. Supreme Court and U.S Tenth Circuit of Appeals only. Some materials are received from the Dulaney-Browne Library which participates in the Federal Depository Library Program

5. State Materials

Comprehensive coverage for Oklahoma; also extensive coverage of other states' statutes, reports, and citators; regional or state digests for all others; selective coverage of secondary materials for other states.

6. Legal Periodicals

Extensive coverage of commercial law journals and law school reviews, including special subject reviews; all appropriate periodicals articles indexes.

7. Treatises and Textbooks

Selective coverage of treatises and textbooks distributed by major U.S. legal publishers, including those in a supplemented format, unless restricted to state practice other than Oklahoma. Traditional hornbooks will be selected over concise editions unless a traditional hornbook is out of publication or has never been published in the subject area.

Appendix 6 Collection Development Guidelines: Oklahoma Law 6-B

1. Accreditation Requirements

Full compliance with the accreditation requirements of the ABA

2. Reports

The published reports of decisions of all appellate courts including slip opinions.

3. Statutory Compilation

The best available current statutory compilation.

4. Session Law

Complete collection of Oklahoma Session laws.

5. Legislative Materials

Complete collection of House and Senate Bills and Journals.

6. State Digest and Legal Encyclopedia

The Oklahoma Digest, and the legal encyclopedia if published.

7. Shepard's Citations

Shepard's Oklahoma Citators

8. Attorney General Opinions

Complete collections of published Oklahoma Attorney General Opinions

9. Oklahoma State Bar Association

Selected materials from the Oklahoma State Bar Association including the official journal and continuing legal education materials

10. Oklahoma Law Schools

Selected publications of the Law School, Oklahoma University Law School, and University of Tulsa, including catalogs, law reviews, other journals, and continuing legal education materials.

11. Oklahoma Continuing Legal Education

Selective coverage of Oklahoma Continuing Education materials published by Oklahoma Law Schools and the Oklahoma State Bar Association, and materials published by other groups. Titles will be updated when significant changes in the law occur.

12. Oklahoma Textbooks

All Oklahoma law textbooks in available formats, including supplements texts and loose-leafs.

13. Administrative Materials

Oklahoma Register, published administrative decisions, and administrative code when published.

14. Selective coverage of Oklahoma formularies and practice books.

Appendix 6 Collection Development Guidelines: Foreign and International Law 6-C

The goal of the law library's foreign and international collection is to support the curriculum, practical programs and Law School faculty research interests. To achieve this goal, development of the foreign and international collection will focus upon the areas listed below. The library will collect outside of the defined areas in a limited fashion to select and maintain only a few introductory level works in all subject and jurisdictional areas of foreign and international law.

Curriculum:

Comparative & Foreign Law, Conflicts of Laws, The European Union, Human Rights, Immigration Law, International Business Transactions, International/Comparative Civil Litigation, International Aspects of United States Income Tax, National Security Law, Public International Law, International Intellectual Property Law, Advanced Legal Research –

Foreign, Comparative and International Law and occasional seminars on discrete subjects. The library will collect materials as needed to support the Law School's study abroad programs.

Practical Programs:

Jessup Moot Court Competition

Foreign Jurisdictions:

Canada (with special emphasis on Quebec), China, Mexico, United Kingdom, Germany, France, Italy, Japan, China and Islamic Jurisdictions.

International Materials on the following subjects:

Comparative & Foreign Law, Conflicts of Laws, The European Union, Human Rights, Immigration Law, International Business Transactions, International/Comparative Civil Litigation, International Aspects of United States Income Tax, National Security Law, Public International Law, International Intellectual Property Law, NAFTA, WTO and UN. As required by ABA Standard 606 we will maintain a collection of all published treaties and international agreements of the United States through ownership or reliable access.

Scope

The library endeavors to develop a collection in each of the above areas that is adequate to support the curriculum, practical programs and faculty research interests. The scope of foreign legal materials collected includes introductory level materials providing a general overview of the jurisdiction, the primary law of the jurisdiction, scholarly works and commentaries. The international collection will include the classic sources of international law defined by Article 38 (1) of the Statute of the International Court of Justice as: international conventions, international custom, general principles of law recognized by peace loving nations, judicial decisions and the teachings of highly qualified publicists. Introductory level materials will also be collected that provide an effective entrée to and overview of all jurisdictions and areas of foreign and international law.

Format

Refer to the criteria listed in sections 2c, 3 and Appendix 5 of the Collection Development Policy.

Language

The library currently only acquires materials in English. Materials in other languages will be considered if the curriculum, practical programs or faculty research interests require them.

Cooperation

The collections of other local libraries with foreign and international holdings will be consulted before acquiring materials in an effort to reduce duplication and increase the variety of resources available in the region.

Development of Internet Resources

An increasing amount of primary foreign and international law is being made available free to the public by nation-states, NGOs & IGOs and academic institutions. In order to provide efficient access to information the reference department maintains a series of research guides to select foreign jurisdictions and international law subjects. These research guides provide insight into research strategy and include links to online sources carefully chosen for their authority and reliability.

Reviewing Tools

The Librarian responsible for the Foreign and International Collection will continue to develop the collection by monitoring foreign and international law listservs, reading book reviews in international legal periodicals, reviewing advertisements and when appropriate routing them to appropriate faculty members for consideration.

Comparative Law 6-D

Collection Level: A minor collection Limited to materials in English with emphasis on publications in the following areas:

A. General

1. Comparison of civil law systems with common law systems.
2. Comparison of non-civil law systems (Islamic, primitive, Eastern, etc.) with common and civil law systems.
3. Comparison of Anglo-American systems and the British Commonwealth systems.
4. Comparative historical legal development.
5. Comparative jurisprudence.

B. Specific

Acquired according to current Law School research needs.

Ancient, Canon, Customary, Medieval, Religious, and Roman Law 6-E

A. Ancient Law

Ancient legal systems from beginning of civilization to the rise of Rome: A representative collection, in English, that would provide a user with an introduction to the system.

B. Canon Law

Basic Coverage, in English or Latin, sufficiently developed and possessing the primary source materials to meet the likely needs of the occasional researcher, the Anglo-American legal historian, or an entry level class in the field.

C. Customary Law

Restricted to the foreign jurisdictions and international law subjects mentioned at the beginning of this Appendix.

D. Medieval Law

Restricted to the foreign jurisdictions and international law subjects mentioned at the beginning of this Appendix.

E. Religious Law

Legal system derived from comprehensive religious theology, e.g. Hindu Law, Islamic Law, Jewish Law. A representative collection that would provide user with an introduction to the system.

F. Roman Law

A good basic collection enabling a user to research most questions of law and practice in all periods of development. Emphasis upon English language materials, but also selectively acquired in German and Latin.

Appendix 6 Collection Development Guidelines: Native American Collection 6-H

A. Collection Level

A basic collection focusing on Native Americans of the Great Plains, Southwest and Five Civilized Tribes. This collection should include works of all aspects of the life of Native Americans. Primary emphasis should be on tribes in Oklahoma.

In addition to general information, the collection should include Native American Law works and periodicals. Future goals may include acquisition of tribal codes and other law related works.

B. Language

Works should primarily be in English unless specifically requested by a professor. Reference works such as encyclopedias and Indian language dictionaries should be included.

C. Selection

Selection of items for this collection will be done by library staff and Law School faculty researching this topic with assistance from the Native American Legal Resource Center.

Appendix 6 Collection Development Guidelines: State Constitutional Law 6-I

This collection is intended to collect materials about the constitutions of the fifty states and the United States in support of the Center for the Study of State Constitutional Law and Government. These materials will be selected by the library staff and professors interested in this area of research.

Appendix 6 Special Collection 6-J

This collection will include monographs that are rare, antique, or for other reasons deemed “special.” Books in this collection shall have limited access and will be used in the library only. Depending upon age and/or condition they may not be marked or bar-coded and may be put into pamphlet boxes. The library will not pursue rare or special items actively but will acquire items deemed important and related to law and to a lesser degree Oklahoma history, if the budget permits.

Appendix 6 Faculty Collection 6-K

Collection of works by professors of the Law School. At least one copy of every journal article will be located and kept in a limited access area. These items may not be used by the general public without special permission.