American Bar Association

Site Evaluation Questionnaire

Loyola University New Orleans College of Law

Collection Development Plan

Section VII
Information Resources-Law Library
Attachment 1
Loyola University New Orleans
College of Law

Law Library Collection Development Policy

I. Purpose of the Collection Development Policy

The purpose of the collection development policy is to set forth guidelines, which will allow controlled growth of the Law Library collection. This policy seeks to define guidelines which are compatible with both long term and short term collection development goals and to establish a framework which will facilitate achievement of those goals.

II. General Objective of the Law Library

The Law Library aims to function as a research facility of high quality. Central to this ideal is a collection that is developed to meet the specific information needs of the students and faculty of the School of Law. Inasmuch as Louisiana is a “mixed” jurisdiction, incorporating both common law and civil law concepts, collection development must take into account both these legal traditions.

III. Background

A. College of Law

Loyola University New Orleans College of Law maintains a limited enrollment of approximately 525 full-time students and 175 part-time students. Students are divided about evenly between the common law and civil law divisions. The are 32 full-time (“ordinary”) faculty members, six teaching fellows, four clinical faculty members, seven law library faculty members, as well as approximately 25 adjunct faculty members. The School is fully accredited by the American Bar Association and is a member of the Association of American Law Schools. The College of Law seeks to prepare graduates for positions as counselors, advocates, and judges, as law-oriented businesspersons; and as researchers, teachers, and philosophers of law. These goals are achieved by offering a program of academic excellence supplemented by practical skills training and experience.

B. Law Library Patrons

The Law Library functions primarily to serve the students and faculty of the College of Law. Secondly, it serves the students and faculty of other units of Loyola University New Orleans as well as the outside legal community and the general public. While
secondary patrons are encouraged to make use of the Law Library’s resources, materials will generally not be purchased for their individualized needs.

C. Law Library

The Law Library occupies space on the first, second, and third floors of the College of Law. As currently configured, the Law Library has capacity to house approximately 250,000 hard copy volumes and seats approximately 450 patrons. The Law Library staff includes eight professional librarians and nine paraprofessional employees.

IV. Kinds of Programs Offered

The College of Law offers two programs: (1) a civil law program, geared to those wishing to practice in Louisiana and emphasizing the civil law tradition in private law, and (2) a common law program as an alternative for those wishing to practice in another state where Anglo-American common law predominates.

Inasmuch as some areas of Louisiana law are governed chiefly by common law principles while in other fields, civil law concepts predominate, the curriculum of the civil law program reflects both Western legal traditions. In any particular topical area, the library collection has been developed to emphasize common law or civil law materials depending on which tradition predominates while at the same time not neglecting basic materials in the other legal tradition.

V. Selection of Materials

A. General Priorities and Limitations Governing Selection

1. Geographical Areas and Languages Collected

A strong collection of U.S. federal and state materials along with a comprehensive Louisiana collection form the core of the Law Library collection. To a much lesser extent, the Law Library will actively collect legal materials from other common law and civil law jurisdictions, particularly England, Scotland, and France.

Materials will be collected primarily in English although important resources not available in English will be collected in French or Spanish. Materials in other languages will be purchased only in extraordinary situations.

2. Chronological Periods

Both current and retrospective materials are essential to the needs of the academic community. While there exists a primary commitment to keeping the collection current,
an effort will also be made to develop the retrospective capabilities of the Law Library collection.

3. Duplication of Materials

Generally, the purchase of duplicates will be avoided. Multiple copies of important works will be added upon faculty request or when it is anticipated that an item or set will be in high demand. Such duplicate works would include a limited number of legal periodicals, major treatises, and materials assigned for reserve readings.

B. Responsibility for Selection

Primary selection decisions for supplemented material will be made by the director and the deputy director. Selection decisions for non-supplemented materials under $200 may be made by the deputy director. Faculty requests will be generally honored. Reference librarians will also recommend resources in connection with their reference duties and participation in the faculty liaison program.

C. Selection Tools

The following non-exclusive list will be used to aid in materials selection:

1. Publishers’ catalogs and announcements,
2. Book reviews in trade, legal, and other scholarly journals,
3. Acquisitions lists and online catalogs of other libraries
4. Special subject bibliographies
5. Law Books Recommended for Libraries
6. Law Books in Print
7. Law Books Published
8. Current Publications in Legal and Related Fields

D. Criteria for Selection

The needs of law students as reflected in the curriculum and student-edited publications as well as the research needs of the law faculty will be the primary criteria for materials selection. All legal materials and their access tools will be considered for
acquisition with the exception of commercial outlines and canned briefs, popular
treatments of the law, and outdated material of no historical significance. Requests of
both faculty and students will be considered and generally honored if within the
parameters of the collection. The Law Library will acquire a large percentage of its
materials by subscription, standing orders, package plans, and memberships. The Law
Library will comply with all guidelines promulgated by the American Bar Association
and the Association of American Law Schools.

E. Depository Collections

As a selective U.S. Government Depository Library, the Law Library owes all
patrons including the general public free access to a carefully selected and maintained
depository collection focusing on law and law-related topics. The Law Library owes a
similar duty in its role as a Louisiana Document Depository Library. In order to make
effective use of these depository collections, the Law Library will acquire appropriate
commercially produced finding tools including indexes, digests, citators, and looseleaf
services in paper, microform, and electronic formats. Inasmuch as depository collection
development responsibilities differ in some aspects from those of the general collection,
separate depository collection policies will govern these materials.

VI. Censorship and Objections

The Law Library will resist censorship of legal materials and their legitimate use.
While individuals are free to reject for themselves materials of which they do not
approve, they do not have the right to restrict the freedom of others to read and research.
Serious objections to titles owned by the Law Library should be in writing and should be
addressed to the Director of the Law Library. Questions concerning the scope and
selection policy of the Law Library may be discussed with the director or deputy director
of the Law Library.

VII. Form Collections

Materials will be collected in the following formats:

A. Books

B. Periodicals and newspapers

C. Microforms (microfiche generally preferred)

D. Government documents

E. Audio-Visual materials
1. Audio cassettes
2. Videocassettes
3. CD-ROM’s
4. DVD’s

F. Electronic materials, including online resources (generally preferred), CD-ROM’s, DVD’s, and diskettes

VIII. Non-Treatise/Monograph Collection

A. Indexes and Bibliographies

1. Indexes

   The Law Library will subscribe to hard copy versions of:

   a. Index to Legal Periodicals
   b. Current Index to Legal Periodicals
   c. Index to Foreign Legal Periodicals
   d. Index to Periodical Articles Related to Law
   e. CIS Indexes and Abstracts
   f. Similar types of indices to meet specialized needs

2. Bibliographies

   Selected bibliographies that will be of use to students, faculty, and the law librarians will be considered for purchase.

B. Digests

   The Law Library will collect in paper format federal, local, and selected regional digests. For other jurisdictions, the Law Library will rely on electronic digest access.

C. Citators

   The Law Library will collect in paper format selected federal, regulatory, and local citators. It will rely on electronic citators for other materials.

D. Directories

   One copy of all comprehensive U.S. legal directories will be acquired and retained. Regional, local, and specialized directories will be acquired on a more limited basis according to patron demand.
E. Encyclopedias

At least one copy of a current general encyclopedia will be maintained as well as general legal encyclopedias. Encyclopedias in selected law-related subjects will also be acquired.

F. Dictionaries

Several current unabridged English dictionaries will be maintained. Multiple copies of abridged English dictionaries will be acquired as well as selected English- foreign language dictionaries. Selected specialized dictionaries in law-related subjects will be acquired.

G. Periodicals and Newspapers

The main criterion for selection of periodicals will be access through one of the paper or online periodical indices held by the Law Library. Duplicate copies of periodicals will be acquired for those periodicals having very heavy use.

H. Reports / Reporters

The Law Library will collect multiple copies of federal and local reports/reporters. The Law Library will subscribe to only one copy of other reporters.

I. Statutes

All federal and state statutory compilations will be acquired. State session laws will be acquired in microform. Selected codes of primary civil law jurisdictions will also be acquired.

IX. Treatises and Monograph Collection

The Law Library will use collection development levels promulgated by the Collection Development Committee, Resources Section, Resources and Technical Services Division of the American Library Association. Treatises and monographs will be collected at the following levels:
A. By Subject

- Accounting and the Law Level C
- Administrative Law Level B
- Admiralty and Maritime Law Level C
- Air and Space Law Level D
- Alternative Dispute Resolution Level C
- Antitrust and Trade Regulation Law Level C
- Atomic Energy Level C
- Banking Law Level C
- Bankruptcy Level C
- Legal Biography Level C
- Business Enterprises Level B
- Canon Law Level C
- Civil Law (General) Level B
  - Law of Persons Level B
  - Conventional Obligations Level B
  - Civil Law Property Level B
  - Community Property Level B
  - Civil Law Sales and Leases Level B
  - Donations Level B
  - Successions and Probate Level B
- Civil Procedure Level C
- Commercial Law Level B
- Comparative Law Level B
- Computer Law Level C
- Conflict of Laws Level C
- Constitutional Law Level B
- Construction Law Level C
- Consumer Law Level C
- Contracts (Common law) Level B
- Criminal Law Level C
- Criminal Procedure Level C
- Economics and Law Level C
- Education Law Level C
- Elder Law Level C
- Employment Discrimination Level C
- Energy and Natural Resources Law Level C
- Entertainment Law Level C
- Environmental Law Level B
- Evidence Level C
- Family Law Level C
- Food, Drugs, and Cosmetics Level D
- Gay / Lesbian / Bisexual / Transgender Law Level D
- Health and Health Care Law Level C
- Immigration and Naturalization Law Level C
- Insurance Law Level C
- Intellectual Property Level B
- International Business Transactions Level B
- International Public Law Level B
- Judicial Administration Level C
- Jurisprudence Level B
- Juvenile Law Level C
- Land Development Law Level C
- Legal Bibliography Level C
- Legal Ethics Level C
- Legal History Level C
- Legal Profession Level C
- Legislative Process Level C
- Literature and the Law Level C
- Local Government Level D
- Medical Jurisprudence Level C
- Military Law Level D
- Native Peoples Law Level D
- Oil, Gas, and Mineral Law Level C
- Property (Common law) Level C
- Regulated Industries Level C
- Religion and the Law Level B
- Securities Regulation Level C
- Social Welfare Level B
- Sports Law Level C
- Taxation Level C
- Torts Level C
- Transportation Law Level D
- Travel Law Level D
- Trial and Appellate Practice Level C
- Trials Level C
- Trusts and Estates Level C
- Water Law Level D
- Wills Level C
- Workers Compensation Law Level C

A small number of current non-fiction works of general interest (approximately 25 per year) will be acquired which fall outside these subject guidelines.
B. By Jurisdiction

1. Louisiana                       Level A
2. General Federal                Level B
3. U.S. States                    Level C
4. Quebec                         Level C
5. France                         Level C
6. Scotland                       Level C
7. England                        Level C
8. Australia and New Zealand      Level D
9. South Africa                   Level C
10. Western Europe (other than France) Level D
11. Eastern Europe                Level E
12. Other Foreign Law             Level E

X. Evaluation

As a means of gauging and evaluating the growth of the Law Library’s collection, statistics will be kept as to volume growth of monograph, serial, and microform collections. The library will conduct ongoing evaluations of the collection to determine strengths and weaknesses.
Guidelines for the Formulation of Collection Development Policies

Collection Development Levels

Level A   COMPREHENSIVE:   Encompasses all significant works in all formats and in all languages for a well-circumscribed field of study. *In law collections, this includes manuscripts, dissertations, and material on non-legal topics.*

Level B   RESEARCH:   Refers to major source materials sufficient for doctoral level research, including all significant reference works and an extensive collection of specialized monographs, journals, and indexes. *In law collections, American and foreign government documents are included in this level.*

Level C   INSTRUCTIONAL SUPPORT:   Provides materials for a course of study in the field for sustained independent research by students. *In American law collections, this includes comprehensive trade publications and loose-leafs, and for foreign law, periodicals and monographs.*

Level D   BASIC INFORMATION:   Includes those materials necessary for an introduction to the subject area and includes basic reference sources for the field, such as encyclopedias, indexes, and bibliographies. *For law collections, this includes selected monographs and loose-leafs in American law and case reports and digests for foreign law.*

Level E   MINIMAL:   Refers to a subject area in which almost all selections are basic works. *For foreign law collections, this includes statutes and codes.*

Resources and Technical Services Division of the American Library Association