

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 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 College 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 500-600 combined full-time and part-time students. Enrollment is planned to be at a pace of 180 students per year for the foreseeable future. Students are divided about evenly between the common law and civil law divisions. As of August 2014, there are 35 full-time ("ordinary") faculty members, four teaching fellows, eight clinical faculty members, four law library faculty members, as well as approximately 25 adjunct faculty members. The College 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 traditional academic instruction 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, additional materials will not be purchased for their 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 400 patrons. The law library staff includes four professional librarians and five 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

U.S. federal and state materials along with comprehensive Louisiana materials 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 law school community. The primary commitment of the law library is keeping the collection current; however, 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 may 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. Students, alumni, and others are welcomed to submit suggestions for materials that may be added to the collection.

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. Current Publications in Legal and Related Fields
7. Foreign Law: Current Sources of Codes and Legislation in Jurisdictions of the World

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. 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. The Library also participates in the European Union Depository program and provides access to those collected documents. In order to make effective use of these depository collections, the law library will acquire appropriate commercially produced finding tools including indexes, digests, and loose leaf services in paper 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 (see Appendix 1).

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. Format Guidelines – General

Materials are collected primarily in print or digital format. Materials targeted for retention may be collected in print, microform, digital, or perpetual access formats. In some cases the law library will provide access only through electronic resources.

A. Serials / Continuations Format Preference

The Library collection is slowly transitioning from a primarily print format to primarily digital format currently with concern to serials. This follows a continuous progression and not one of radical change. Factors in determining this conversion include: stability of the resource in digital format, reliability of vendors providing said digital resource, and the digital version being authentic and official.

B. Monographs Format Preference

Print format is preferred for most monographic purchases. Considerations are also made to the procurement of e-books, online resources that contain monographs, and purchase on demand options with regard to digital formatted monographs.

C. Electronic Resources Preference

The law library acquires electronic resources in multiple ways. Some resources are directly purchased while others are shared with the Loyola Monroe Library. Considerations are also made to consortia agreements that may benefit the collection.

D. Audio-Visual, CD-Rom, Microforms Preferences

The law library purchases audio-visual materials primarily via faculty request or ABA package plan. CD-Rom purchases are limited to archival or special purpose where other formats are not available. Microforms are collected to supplement archival or historical materials and if it is the best archival form available.

VIII. Non-Treatise/Monograph Collection

A. Indexes and Bibliographies

The law library will subscribe to:

1. Indexes

- a. *Index to Legal Periodicals and Books* (online)
- b. *Index to Foreign Legal Periodicals* (online)
- c. *CIS Indexes and Abstracts* (print)
- d. 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 Supreme Court of the United States, local, and selected regional digests. For other jurisdictions, the law library will rely on electronic digest access.

C. Citators

The law library will rely on electronic citators. For members of the public who do not have access to Westlaw, LexisNexis, or BloombergBNA (as Loyola Law constituents do) the law library has procured a public Fastcase subscription.

D. Directories

One print copy of all the Louisiana volumes of Martindale-Hubbell Law Directory 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 general legal encyclopedia will be maintained in print. Encyclopedias in selected law-related subjects will also be acquired according to patron demand.

F. Dictionaries

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

G. Periodicals, Journals, and Newspapers

Access to periodicals will be through paper or online databases. Duplicate copies of periodicals may be acquired for those periodicals having very heavy use. Multiple copies of the Loyola and other Louisiana law school's journals and reviews will be acquired.

Casual reading selections are selectively purchased for dissemination in the law library reading rooms (in print) or via login (online).

H. Reports / Reporters

The law library will collect multiple print copies of the Southern Reporter, Louisiana edition. The law library will rely on online databases for other regional Reporters. Foreign law reporters may be obtained in print if from a civil law jurisdiction.

I. Statutes / Ordinances

At least one official and one annotated federal statutory compilation will be acquired. As of September 2014 the law library acquires state statutory compilations for Louisiana, Arkansas, Mississippi and Texas. State session laws may be acquired in microform. Selected codes of primary civil law jurisdictions will also be acquired. Ordinances for the City of New Orleans will also be kept in print.

J. Casebooks

No casebooks will be procured unless specifically requested by the professor of the class.

K. Faculty Authored Materials

The law library strives to acquire a minimum of two copies of all published academic materials of the Loyola law faculty. One copy is to be kept in the Loyola law archives.

L. Past Examinations

The law library provides a copy of all past law examinations that faculty have approved for release. These are available at the circulation desk, in the second and third floor copy rooms, and via the online catalog. These exams are generally bound with some exception based upon faculty request. A master copy of all exams is bound for the Dean's suite and ABA accreditation purposes.

M. Gifts

The library welcomes donations or gifts to the collection. Gifts may be kept and added to the collection if they provide a benefit to library patrons. Gifts of library materials may be accepted so long as the donor does not attach conditions to the gift and the materials conform to selection guidelines. The law library retains the right to dispose of gifts at any time and in any manner deemed appropriate by the law library. The law library does not estimate the value of the gift for tax purposes.

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 LawInstructional Support Level

- Administrative LawInstructional Support Level
- Admiralty and Maritime LawInstructional Support Level
- Alternative Dispute Resolution.....Instructional Support Level
- Antitrust and Trade Regulation Law.....Instructional Support Level
- Banking LawInstructional Support Level
- Bankruptcy.....Instructional Support Level
- Legal Biography.....Instructional Support Level
- Business EnterprisesInstructional Support Level
- Canon LawInstructional Support Level
- Civil Law (General)Research Level
 - Law of Persons.....Research Level
 - Conventional ObligationsResearch Level
 - Civil Law Property.....Research Level
 - Community Property.....Research Level
 - Civil Law Sales and LeasesResearch Level
 - DonationsResearch Level
 - Successions and ProbateResearch Level
- Civil ProcedureInstructional Support Level
- Commercial Law.....Instructional Support Level
- Comparative LawInstructional Support Level
- Computer LawInstructional Support Level
- Conflict of LawsInstructional Support Level
- Constitutional Law.....Instructional Support Level
- Construction Law.....Instructional Support Level
- Consumer LawInstructional Support Level
- Contracts (Common law).....Instructional Support Level
- Criminal LawInstructional Support Level
- Criminal Procedure.....Instructional Support Level
- Economics and LawInstructional Support Level
- Education LawInstructional Support Level
- Elder Law.....Instructional Support Level
- Employment Discrimination.....Instructional Support Level
- Energy and Natural Resources Law.....Instructional Support Level
- Entertainment Law.....Instructional Support Level
- Environmental Law.....Instructional Support Level
- Evidence.....Instructional Support Level
- Family LawInstructional Support Level
- Health and Health Care Law.....Instructional Support Level
- Immigration and Naturalization Law.....Instructional Support Level
- Insurance LawInstructional Support Level
- Intellectual Property.....Instructional Support Level
- International Business TransactionsInstructional Support Level
- International Public Law.....Instructional Support Level
- Judicial Administration.....Instructional Support Level

- JurisprudenceInstructional Support Level
- Juvenile LawInstructional Support Level
- Land Development Law.....Instructional Support Level
- Legal BibliographyInstructional Support Level
- Legal EthicsInstructional Support Level
- Legal HistoryInstructional Support Level
- Legal Profession.....Instructional Support Level
- Legislative Process.....Instructional Support Level
- Local GovernmentInstructional Support Level
- Medical JurisprudenceInstructional Support Level
- Oil, Gas, and Mineral Law.....Instructional Support Level
- Property (Common law)Instructional Support Level
- Regulated Industries.....Instructional Support Level
- Religion and the LawInstructional Support Level
- Securities RegulationInstructional Support Level
- Social Welfare.....Instructional Support Level
- TaxationComprehensive Level
- TortsInstructional Support Level
- Trial and Appellate Practice.....Instructional Support Level
- TrialsInstructional Support Level
- Trusts and EstatesInstructional Support Level
- Wills.....Instructional Support Level
- Workers Compensation Law.....Instructional Support Level

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.....Comprehensive Level
2. General FederalResearch Level
3. U.S. States.....Instructional Support Level
4. QuebecInstructional Support Level
5. France.....Instructional Support Level
6. Scotland.....Instructional Support Level
7. EnglandInstructional Support Level

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 Depth Indicators
(adapted from the RLG Conspectus and IFLA Suggestions¹)**

0 Out of Scope.

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

1 Minimal Information Level

Collections that support minimal inquiries about this subject and include:

- A very limited collection of general materials, including monographs and reference works.
- Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.

The collection should be frequently and systematically reviewed for currency of Information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

2 Basic Information Level

Collections that serve to introduce and define a subject, to indicate the varieties of information available elsewhere, and to support the needs of general library users through the first two years of college instruction include:

- A limited collection of monographs and reference works.
- A limited collection of representative general periodicals.
- Defined access to a limited collection of owned or remotely-accessed electronic bibliographic tools, texts, data sets, journals, etc.

The collection should be frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information should be withdrawn. Classic or standard retrospective materials may be retained.

3 Study or Instructional Support Level

Collections that provide information about a subject in a systematic way, but at a level of less than research intensity, and support the needs of general library users through college and beginning graduate instruction include:

- An extensive collection of general monographs and reference works and selected specialized monographs and reference works.

¹ <http://archive.ifla.org/VII/s14/nd1/gcdp-e.pdf>

- An extensive collection of general periodicals and a representative collection of specialized periodicals.
- Limited collections of appropriate foreign language materials, e.g. foreign language learning materials for non-native speakers or foreign language materials about a topic such as German history in German.
- Extensive collections of the works of well-known authors and selections from the works of lesser-known authors.

The collection should be systematically reviewed for currency of information and for assurance that essential and important information is retained, including significant numbers of classic retrospective materials.

4 Research Level

A collection that contains the major published source materials required for doctoral study and independent research includes:

- A very extensive collection of general and specialized monographs and reference works.
- A very extensive collection of general and specialized periodicals.
- Extensive collections of appropriate foreign language materials.
- Extensive collections of the works of well-known authors as well as lesser-known authors.
- Defined access to a very extensive collection of owned or remotely accessed electronic resources, including bibliographic tools, texts, data sets, journals, etc.

Older material is retained and systematically preserved to serve the needs of historical research.

5 Comprehensive Level

A collection in a specifically defined field of knowledge that strives to be exhaustive, as far as is reasonably possible (i.e., a "special collection"), in all applicable languages includes:

- Exhaustive collections of published materials.
 - Very extensive manuscript collections.
 - Very extensive collections in all other pertinent formats.
 - A comprehensive level collection may serve as a national or international resource.
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This version of the Loyola New Orleans Law Library Collection Development Policy has been approved by the Loyola Law Library Faculty and the Loyola University College of Law Library & Technology Committee.