

**STETSON UNIVERSITY COLLEGE OF LAW LIBRARY
COLLECTION DEVELOPMENT POLICY
December 2008**

I. Collection Development Policy

1. Provides a means of analyzing present collecting practices.
2. Provides guidance for those involved in developing the collection in the future.
3. Informs law school administrators, faculty, students, and Library staff of the collection's highlights and criteria for evaluating materials.

The collection development policy of the Stetson University College of Law Library describes the decision process concerning the appropriate titles and subject areas of material purchased for the Library and types of material (print, microform, electronic, audio, video or other media) appropriate for the collection. The collection development policy also sets out goals for the storage, retention, weeding, and preservation of Library materials.

This Collection Development Policy is intended to be an organic document and will be modified as necessary.

II. Library Objectives

The primary role of the Library is to support the curricular, service and research needs of Stetson University College of Law. Satisfaction of these needs requires not only responding to current curricular and research interests but also to the development of a quality research collection capable of supporting a wide variety of interests now and in the future. Secondary roles include providing some leisure reading for the law school community and legal information to the wider Stetson University community and to alumni, the judiciary and members of the practicing bar.

The Library's roles are served through its book, microform, and audio-visual collections, and through electronic resources. Additional support is realized through cooperation with the University's general library and access to national, regional, and local interlibrary loan networks. It should also be noted that the Library aspires to be a contributing member of these national and regional networks by acquiring and sharing resources as appropriate.

Since the College of Law Library is approved by the American Bar Association and is a member of the Association of American Law Schools, and since the Law Library is a selective depository of United States government documents, standards of the ABA, AALS, and the Depository Library Program must be observed.

III. Collection Development Goals

It is the Library's intention to acquire the following basic classes of material for the collection:

A. Primary source material collection, i.e. case and statutory law for the United States, the separate states, U.S. territories, and to a lesser extent Great Britain, Canada, Ireland and international associations; administrative materials for the United States; and government documents of the United States. The Law Library has been an active selective depository of Government Printing Office materials since 1975.

B. Secondary source material collection, i.e. treatises and serials which annotate and analyze the primary source material or present philosophies for this material as well as treatises and serials that are peripheral but helpful to the further understanding and implication of the primary legal source material.

C. Finding tools, i.e. indexes, digests, encyclopedias, dictionaries, directories, citators, and compendiums leading to better use of both primary and secondary source materials.

D. One goal of the Library is to cover all legal subjects, with depth of coverage in each subject guided by law faculty research interests and by emphases within the College of Law curriculum. Additional collection development areas are as follows:

1. Stetson University College of Law LL.M. and dual degree programs.

2. Stetson University College of Law Publications

In addition to subject-specific goals, the Library maintains a collection of College of Law publications including:

- all publications of Stetson University College of Law faculty
- annual Stetson College of Law bulletins
- all publications of College of Law journals

3. Trial Advocacy Resources:

The Law Library will attempt to maintain a complete collection of publications in all formats relating to trial advocacy.

4. Legal Research and Writing Resources:

The Law Library will attempt to maintain a complete collection of publications in all formats relating to legal research and legal writing.

5. Centers of Excellence and Institutes

The Law Library will maintain a collection focused on supporting the College of Law Centers of Excellence.

6. Legal Association Publications and Publications Related to Legal Education:

Publications of the American Bar Association, American Association of Law Schools, and other legal professional organizations will be collected, as well as other publications relating to legal education.

IV. Selection

A. Selection Criteria:

Criteria for evaluating all prospective purchases within the Library's priorities are:

- significance of the subject matter
- importance of the author
- accuracy of information and data
- potential for use by patrons
- importance to total collection
- authoritativeness of publisher or producer
- importance of title in significant bibliographies, lists, and recognized reviewing media
- current and/or permanent value
- availability in the DuPont-Ball Library or elsewhere in the region
- scarcity of materials on the subject
- purchase price
- continuation costs
- format (e.g., book, newspaper, CD-ROM, microform)
- physical quality (e.g., binding, paper, print)
- duplication
- available space
- technical processing and maintenance costs
- longevity of format

B. Jurisdictional Considerations:

The Library has established four categories of emphasis for collecting materials from various jurisdictions. Listed after each category are the appropriate collection goals:

Category 1. Federal law of the United States and the state law of Florida.

The following primary source materials will be comprehensively collected: constitutions; session laws; statutes; codes; court rules; court decisions; administrative codes; regulations; registers; and decisions.

Additionally, strong efforts will be made to collect secondary sources and finding tools to the extent they support the research and educational goals of the College of Law community. Specifically, selected practice books and form books for the United States and Florida will be collected to support the College of Law constituencies.

Category 2. Law of the remaining states, the District of Columbia, and U.S. territories.

The following primary materials will be collected comprehensively: constitutions, session laws, statutes, codes, court rules and decisions.

Selected secondary sources including journals, citators, indexes, directories, reference works, encyclopedias and digests will be collected.

Category 3. Law of the United Kingdom, Canada, Australia, Ireland, Latin America, the European Union, the United Nations, the Organization of American States, International law, and International human rights law.

For Category 3 jurisdictions the following primary sources on the national or international level are collected: constitutions, statutes, and court decisions.

Selected secondary sources including treatises, journals, and encyclopedias will be maintained. Within the broad category of international law, special emphasis will be placed on collecting international human rights law and public international law.

Category 4. The law of other nations, legal systems divergent from the common law and comparative law.

Category 4 materials will be collected on a selective basis, in English only, and with particular focus on the subject areas of constitutional law, family law, human rights law, environmental law, jurisprudence, law and religion, and legal ethics.

C. Formats:

As the result of changing technology, legal information is now available in a wide variety of formats (microforms, books, online databases, CD-Roms, the Internet, audio and video cassettes and DVDs). Each of these formats present advantages and disadvantages for patron service and collection building. In determining the appropriate format for selection, the following guidelines are to be used

- authoritativeness of content
- ease of access
- readability
- storage considerations
- longevity of format
- currency of information
- potential historical significance.

Certain formats will not meet all the above guidelines and may necessitate purchasing information in multiple formats. For example a statute online may provide the most current information, but will not provide any historical record once the statute is updated in the online system. Therefore, the Library may choose to purchase statutory material in book or microform as well in an online format.

The specific guidelines for individual formats are described below:

1. Paper Formats:

a. Books

The predominant format of the College of Law Library collection has been the printed book. The book, because of its readability, remains the preferred format for many Library patrons. Preference should be given to this format whenever ease of use, permanent acquisition of information and readability are the highest goals. Production on acid free paper should be considered before selecting expensive book sets.

b. Newspapers

Paper subscriptions to major legal newspapers relevant to the Law Library's patrons are purchased on a daily, weekly or monthly subscription basis. Paper copies are retained as appropriate.

c. Newsletters

Paper copies of a newsletter may be purchased if it is of reasonable cost and if it provides an important current awareness service that is not otherwise available. Newsletters published by the American Bar Association, other national professional legal organizations, national and regional professional law library associations, and any other newsletters purchased by the Law Library will be cataloged and made a permanent part of the collection.

Other legal newsletters that are received gratis, are not indexed in any standard periodical indexes, or are of peripheral value to the collection are given low priority for selection and processing. A decision may be made to temporarily retain such newsletters without further processing, to catalog and add to the collection, or to route to interested faculty members.

d. Journals

The collection will include, in paper and/or online, journals indexed in the Index to Legal Periodicals and Current Law Index, plus major international, comparative, and selected foreign law journals.

2. Microforms

Microforms provide a means of augmenting the collection in a way that is particularly efficient in terms of cost, space, and permanence. Moreover, some material is now only available in microformat. Positive image, silver halide or diazo microfiche with a reduction ratio of 24 x or 42 x is the preferred microformat.

Equipment required to access all microformats is maintained as part of the microforms collection and includes digitizing capability.

3. Audio-Visual

Audio and video resources may be purchased when materials appropriate to the collection are produced in those formats. Currently DVD format is preferred for video materials.

4. Electronic Resources:

Library materials in electronic format can be divided into those which are locally owned and physically located within the Library (specifically CDs, DVDs, and floppy disks) and those which are accessed via Internet connections to servers located outside the Library's location and control.

CDs and other physically present electronic resources are purchased and collected generally as ancillary to print collections, providing updating or indexing services, or when such materials represent the only available format for a particular title.

Internet sources are further divided into those which are generally available to anyone and those which are available to the Library's specific patron group. In the former category are many government documents and databases that are relevant to the Library's patrons. As the more important sources are identified, access to them will be offered to patrons via entries in the catalog and/or through Library or College of Law web pages. Those Internet sources that are more restricted in their access and/or that require payment for use are selected according to criteria listed in Section IV and by whether the availability of the source in question in a web environment is appropriate for the Library's users.

D. Languages:

Most materials are now purchased in English, if available. Materials in other languages are purchased selectively, usually only when specifically requested by a scholar who will use the material.

E. Chronological Periods:

The chronological focus of the collection is the time period since the establishment of European colonies in North America, and more precisely, since the establishment of a federal government for the United States. At present, there is emphasis on current law and on historical research materials necessary to support the study of Anglo-American legal history.

F. Supplementation:

As a general rule all currently published supplementation will be purchased for titles in the collection. Decisions not to supplement a specific title may be made after consideration of the cost, duplication, use, and quality of the supplements available.

G. Duplication:

Duplication is to be avoided in the collection except for:

1. Core legal resources available at both the Tampa satellite Library and the Gulfport Law Library.
2. Materials used heavily in connection with a law school course, e.g., hornbooks.
3. Other materials known to be used heavily.
4. Materials continued or replaced in another format, e.g. ABA Journal in paper and microfiche.

Parallel works will be purchased or selected as government depository items for proper, complete citations, e.g., official reports and unofficial reporters for U.S. Supreme Court decisions.

H. Government Depository Materials:

As a selective Federal Depository, the Law Library acquires those publications produced by the government that are relevant to legal research and reference.

Please see the Federal Depository Library Materials Collection Development Policy attached to this document.

I. Gifts:

Gift materials are treated in the same manner as other potential acquisitions. That is, they are accepted, retained, discarded, exchanged, sold, circulated, and located in accord with collection development policies of general application. As with free government depository items, the cost of processing, cataloging, binding, filing, and storage should be considered in the decision to accept gift materials. Conditional gifts are not favored and may be refused. Gifts will be acknowledged as appropriate, generally by the Library and/or College Relations.

J. Weeding:

The Law Library has undertaken the process of developing a collection capable of supporting in-depth, scholarly legal research. In light of this goal, weeding includes the removal of material replaced by microform or other format when the original print material is in poor condition or shelf space is limited. Weeding may also be done to remove excess copies of an outdated work; one copy of each title unique to the collection will be retained. Superseded supplementary material completely replaced by later editions or supplementation will also be considered for weeding.

K. Retention:

The primary objective in developing a research collection is to insure that materials will be available for current and future scholarly use. As with any activity that attempts to anticipate the future, predicting the needs of legal scholars in the coming decades is uncertain. In light of this, retention decisions will be based predominately on maintaining the presence of information in the collection rather than on the probability of future patron use.

Other factors which should be considered in retention decisions include the cost and ability to adequately preserve the physical format of the information, cost and availability of content replacement in another format, shelving space, and duplication of information in other sources.

L. Preservation:

The Law Library will attempt to preserve all materials in the collection in the original physical format where it is economically and physically feasible to do so. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. New items added to the collection will be subject to conservation measures, if warranted, to extend their usefulness.

M. Core Collection:

If at any time the librarians determine it is necessary and/or appropriate to significantly alter the format, updating or any other element of a core portion of the Law Library collection, for example moving from print to electronic access to regional reporters or digests, the proposed change will be brought to the Library and Technology committee for discussion, and if appropriate to the full faculty for consideration.

Such collection proposals will require a consensus of all professional librarians and will be based on a variety of factors including, but not limited to, budgetary considerations, law library space, user needs and preferences availability of resources and changes in available or accessible formats.

V. SELECTION MECHANISM, BIBLIOGRAPHIC CONTROL, AND PROCESSING:

A. Selection Mechanism:

- The Assistant Director/Head of Technical Services and the Collection Development Librarian will review all promotional literature, publishers' lists, faculty purchase suggestions, approval books, and other pre-order sources for potential purchases. They will make purchase recommendations to the Director for those publications that fit within the policy guidelines.
- Faculty will be given the opportunity to review pre-publication resources such as the Hein Green Slips and other similar materials' selection tools.
- Faculty may request the purchase of specific materials, and every effort will be made to fill such requests.
- For particular subjects or types of materials, College of Law librarians will be designated as resource experts in those areas. Purchase recommendations in those areas will be made in cooperation with, or at the recommendations of, or with the approval of those designated experts and such recommendations will be sent to the Director for final approval.
- Regular review of acquisitions from representative law libraries will be undertaken to compare Law Library purchasing decisions and to assess Law Library activities.
- An annual review of the Collection Development Policy in conjunction with an annual report of collection purchasing activities will be used as a basis for changing the Policy as necessary and incorporating changes into this general plan; however, suggestions for changing the Policy can be entertained at any time.

B. Bibliographic Control and Processing:

All materials added to the collection will be cataloged and classified according to national standards as expeditiously as staff resources permit. Some deviation from national standards will be permitted where local necessities dictate.

VI. FIVE YEAR GOALS:

During the next six months, the Law Library will undertake a comprehensive analysis of its collection using online collection assessment tools including WorldCat. This analysis will provide a foundation for developing and enhancing the Law Library collection to better support Stetson's evolving curriculum and the research and service needs of faculty, students and staff.

During the next five years the Library will attempt to increase its rate of current acquisitions of all suitable material within the guidelines discussed above. Additionally, the Library will seek out opportunities for enhancing particular areas of the collection through special purchases or because of development opportunities that might arise.

Stetson University College of Law Library Federal Depository Library Materials Collection Development Policy December 2008

I. Mission Statement

The Stetson University College of Law Library, located in the 10th U.S. Congressional District for Florida, was designated a Federal Depository Library in 1975. The primary mission of the Law Library's involvement in the Federal Depository Library Program is to support the legal research and teaching needs of the College of Law and the community of users in the 10th Congressional District, especially the legal community. The collection is primarily focused on the broad range of legal issues that are appropriate for a law library. The emphasis and concentration of acquisitions and support are for institutional specialties, policy and sources of primary authority for cases, statutes, and regulations.

II. Community Served

The Stetson University College of Law faculty and students are the primary community served by the Law Library. The College of Law has approximately 50 faculty and 1000 students. The College of Law curriculum focuses on U.S. law and prepares students to receive the J.D. degree. There is also an L.L.M. program in International Law and one in Elder Law. The College of Law also offers three joint degree programs: JD/MBA, JD/MPH and JD/MD.

The Law Library also serves the U.S. government legal information needs of the residents of the 10th Congressional District, especially the legal community. This area has a large number of persons in legal services. In 2006, Pinellas County alone employed over 3500 persons in legal services in 832 legal services business establishments. 624 of these establishments had fewer than five employees. (U.S. Bureau of the Census, County Business Patterns 2006.)

The Law Library is open for use by the general public throughout the year, providing access to the government documents collection. Assistance with the depository collection and general legal research material is available by telephone, email, and on a walk-in basis during regular reference hours.

III. Selection Responsibility

The Documents Librarian is responsible for selecting new depository item numbers annually during the Item Selection Update Cycle with input from the Reference Librarians and approval of the Director. De-selection is done immediately when unnecessary items are identified or at the time of the annual Update Cycle.

IV. Subject Areas

The Law Library currently receives 13% of materials distributed through the Federal Depository Library Program. These publications include the "Basic Collection"

http://www.access.gpo.gov/su_docs/fdlp/coll-dev/basic-01.html and most of the item numbers included in the "Suggested Core Collection" for law libraries.
http://www.access.gpo.gov/su_docs/dpos/corelist.html.

These materials include:

- *All primary legal sources;
- *Administrative decisions and annual reports of agencies;
- *Commission reports;
- *Most publications of the judicial branch;
- *Pertinent Department of Justice publications;
- *Relevant statistical materials;
- *Most Congressional materials;
- *Most Executive Office of the President materials.

The Law Library collects federal government documents in the following subject areas:

- *U.S. administrative law
- *U.S. civil and criminal procedure
- *U.S. commercial law
- *U.S. constitutional law
- *U.S. contracts law
- *U.S. corporate law
- *U.S. domestic relations law
- *U.S. law of evidence
- *U.S. immigration law
- *U.S. intellectual property law
- *U.S. land law
- *U.S. law pertaining to Native Americans
- *U.S. natural resources law
- *U.S. tax law
- *U.S. water law
- *Comparative law
- *International law

V. Collection Arrangement

The Law Library classifies the documents most relevant to the collection in the Library of Congress Classification System. The remainder are classified in the Superintendent of Documents Classification System. The majority of the print collection is shelved in the compact shelving on 2 North. Some of the collection is integrated into the LC classified material on 3 North, as well as the tax and federal collections. The Law Library catalogs all depository material currently received making these materials available in the online catalog.

VI. Formats

The preferred format of government documents is now online. Currently, approximately 85 percent of government documents are published online. The Law Library selects depository materials in a variety of formats. Paper is still the favored format whenever possible, but space considerations have necessitated the selection

of microfiche for most Congressional materials including hearings and committee prints, as well as the Serial Set. A limited number of CD-ROMs are selected. More electronic only publications are being cataloged, since the Government Printing Office has been directed to select them over paper copies of documents.

VII. Resource Sharing

The Law Library is located approximately 150 miles from the main campus Stetson University duPont-Ball Library. The Law Library does request documents through inter-library loan from the main campus Library, which has a larger documents collection. In fact the duPont-Ball Library became a depository in 1887, and is the oldest depository library in the State of Florida. Sometimes it is easier to contact local libraries in the area, such as the University of South Florida Library in Tampa, because it is closer and collects approximately 65% of available depository materials. The Law Library also has contacts with the regional Federal Depository Library at the University of Florida in Gainesville.

VIII. Collection Evaluation

The Law Library evaluates the depository collection in several ways:

- * Statistical Analysis: the Law Library uses statistics gathered by noting the frequency with which documents are re-shelved as well as noting interlibrary loan requests and reference questions answered using the documents collection;
 - * Zero-Based Collection Review: the Law Library periodically conducts a zero-based collection review at the time of the annual item selection update cycle;
 - * Evaluation of Standard Bibliographies and Lists: the Law Library periodically compares its depository holdings with standard lists, such as GPO subject bibliographies, core collections as defined in the Federal Depository Library Manual, and selection lists issued by vendors.
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IX. Weeding & Maintenance

The Law Library's depository collection is maintained in accordance with the guidelines set out in the Instructions to Depository Libraries. An accurate shelflist of all depository publications is maintained to the piece level. All documents are clearly marked with the depository property stamp and the SuDoc number.

Superseded documents are withdrawn unless a decision has been made to retain them for research purposes. Other documents are reviewed for retention after five years. Those titles no longer needed are offered first to the regional depository and then to the other depository libraries in Florida and Puerto Rico. Materials are listed and submitted to the Regional Library electronically. Documents are available for 30 days after the Regional Library has made its selection.

Worn documents are evaluated for replacement or withdrawal. When a depository item is replaced by a purchased item, that item becomes part of the depository collection and is subject to the rules and regulations governing it. The Law Library maintains a deposit account with the Government Printing Office to supplement the depository collection and to replace lost or damaged materials.

X. Access

All government documents are maintained to be accessible for public use in the Stetson Gulfport Law Library. Paper publications are either cataloged and shelved by Library of Congress call number or SuDocs number. These titles include:

- Public Papers,
- Foreign Relations of the U.S.
- Treaties and Other International Acts
- U.S. Code
- Code of Federal Regulations
- U.S. Reports
- Serial Set.

The Internal Revenue Bulletin and the U.S. Tax Court Reports are shelved with the tax collection.

Depository microfiche are maintained in cabinets in the Ives room. Those classified in LC are integrated with the regular LC collection microforms. Those having a SuDocs number are in separate cabinets. A microfiche reader/printer is available, as well as a digital reader/scanner for emailing or saving scanned pages.

Documents, CD-ROMs and DVDs are kept in the technical services area of the Library. These titles can be found in the online catalog and assistance in using these resources is available at the Gulfport circulation/reference desk.

The current goal of the federal government is to migrate its publications to an 'Internet Access Only' format. The Government Printing Office has taken on the task of creating and maintaining a digital library to preserve these publications. Many titles that were once available in physical form can now only be obtained electronically. Internet access to many federal documents, particularly those that are electronic only, is available by URL-links provided in the online catalog records.

A variety of indexing tools provide subject, title and author access to monographs and reports in the collection that are not yet entered into the public catalog. Online resources include: the Catalog of the U.S. Government Publications and the U.S. Government Bookstore.

Congressional publications can be searched using the CIS Index/Abstracts and LexisNexis Congressional. Quick links to selected documents and agencies are also available on the Federal Law page under Legal Databases and Webliographies on the College of Law Library web page. The U.S. Government Printing Office maintains the GPO Access website which provides links to legislative, executive and judicial publications. The Library of Congress offers links to federal legislative material on the Thomas web page

**National Clearinghouse for Science, Technology, and the Law
(NCSTL)
LIBRARY COLLECTION DEVELOPMENT POLICY
December 2008**

I. Goals of this Policy Statement

4. To provide a means of analyzing present collection practices.
5. To provide guidance to all those involved in developing the collection in the future.
6. To inform grant administrators, faculty, students, professionals in the field, and the public of the collection emphases and criteria for evaluating new materials.

This policy statement is intended to be an organic document and will be modified as appropriate to reflect any changes in policy or subject emphasis.

II. Library Objectives

The National Clearinghouse for Science Technology and the Law (NCSTL) special collection supports the NCSTL database by collecting books, major journals, and multimedia. The collection includes information resources related to the intersection of science, technology, and law, specifically focusing on the areas of forensic science, scientific evidence, crime scene investigation, and expert witness testimony. The NCSTL maintains a close relationship with Stetson University College of Law. Additional support for the NCSTL collection is provided through the College of Law Library's access to national, regional, and local interlibrary loan networks facilitating the acquisition and sharing of resources as appropriate.

III. Collection Development Goal

It is the NCSTL's intention to acquire material for the collection including but not limited to:

- Accident investigation and reconstruction
- Arson/fire debris
- Biometrics (body scans, retinal scans, facial recognition)
- Bioterrorism
- bloodstain pattern analysis
- Crime laboratories
- Crime scene investigation
- Cybercrime
- Digital evidence

Digital image enhancement
DNA
Entomology
Expert witness testimony and malpractice
Explosives
Fingerprints
Firearms/ toolmarks
Forensic accounting
Forensic anthropology
Forensic engineering
Forensic linguistics
Forensic nursing
Forensic odontology
Forensic pathology
Forensic psychology
Law enforcement technology
 Communications and interoperability
 Vehicles and personal equipment
 Computer technology)
Questioned documents
Smart cards
Thermal imaging
Toxicology
Trace evidence (glass, hairs, fibers, paint, etc.)
Voice analysis

IV. Selection Process

The NCSTL Director of Research is responsible for selecting material for the NCSTL collection. The Director of Research is assisted by the Law Library Acquisitions Librarian, NCSTL staff, and the Advisory Committee. At the beginning of each month, the Director of Research reviews all book suggestions and determines which materials to order.

V. Sources of Information

The NCSTL reviews a wide variety of sources to learn of the availability of new materials. These include publishers' and vendors' brochures, catalogs and websites, recommendations from faculty, patrons and staff and major bibliographies. The Director of Research and NCSTL catalog Librarian also regularly check major newspaper book review sections, including the *New York Times*. In addition, *Choice*, the *Chronicle of Higher Education*, legal newspapers and periodicals, *Bimonthly Review of Law Books*, *Current Index to Legal Periodicals*, *Library Journal* and *Publisher's Weekly* are consulted. Titles requested through interlibrary loan are periodically considered for purchase.

VI. Selection Standards

The collection focuses primarily on materials published or produced after 1999. However, materials published or produced prior to 2000 may be collected to fill in back runs of significant and relevant journals, or to purchase a classic piece of literature relating to a relevant topic. Duplication of materials held by the College of Law Library is generally to be avoided.

A. Monographs

1. **Importance** of the topic to the NCSTL program and to areas of faculty scholarship. Scholarly treatment of the subject is preferred over a practitioner-oriented approach.
2. **Strong** preference is given to titles from reputable publishers.
3. **Author** or editor of the publication is known for the quality of previously published work or has established reputation in the field.
4. **Extent** to which the subject matter may be covered by the existing collection.
5. **Circulation** or usage of previous editions of similar title.

B. Journals

1. **Degree of scholarship** - the Clearinghouse generally subscribes to all new substantive journals produced for the forensic field.
2. **Long term research value** - the Clearinghouse prefers journals that are aimed towards providing current awareness in the field in forensic science.

VII. Choice of Format

The NCSTL collects material in print, and electronic formats. Selection criteria for format type include:

A. Print

The Clearinghouse, when given the choice, will select a print version of a title when:

1. The frequency and/or nature of the use of the material make a non-print format particularly inconvenient or unwieldy - e.g. when users find it necessary to browse through many pages in a volume.
2. Previous volumes of the same title have already been acquired in print.
3. The item is heavily used.

4. The titles have tables, charts, statistics, images, etc., which are most clearly presented and copied in paper format, or are unavailable online in an image format (PDF, TIFF, etc.).
5. The item should be permanently available in the NCSTL collection.

B. CD-ROM

The NCSTL prefers not to purchase CD-ROM titles unless the information is unavailable in print or online formats. Selection considerations include the ease of use of CD-ROM materials, duplication of content, cost, and the ability to easily print tables, charts, statistics, etc. from the CD-ROM product.

CD-ROMs which accompany and are an integral part of printed material are acquired with the printed material and are generally removed and shelved at the Library Circulation Desk.

C. Computer Disks and Software

Computer disks which accompany and are an integral part of printed material are acquired with the printed material and made available to patrons. Computer disks and software are not acquired on an individual basis.

D. Audio and Video

The NCSTL collects video materials, when such resources are unavailable in print or when this format provides the most effective way to present the information. Currently DVD format is preferred for video materials.