



Dolly & Homer Hand Law Library
Collection Development Policy

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Collection Development Policy

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Dolly & Homer Hand Law Library Collection Development Policy

I. General Objectives

The Dolly & Homer Hand Law Library—commonly known as the Law Library—will provide a collection that meets, and in many respects exceeds, the standards of the American Bar Association, the Association of American Law Schools, and the core requirements of the Southern Association of Colleges and Schools Commission on Colleges. This policy is intended to inform law school administrators, faculty, students, and library staff of the collection’s highlights and criteria for evaluating materials.

A. Mission of the Law Library

The Dolly & Homer Hand Law Library works in partnership with the College of Law community to support the curriculum and programs, to deliver access to the collections, provide services and spaces that support the teaching and research programs, promote intellectual growth, and educate students about critical evaluation of all formats of legal information. The mission also reflects the Library’s primary purpose, which is to support and promote student and faculty scholarship. The Law Library also aims at providing legal information for the Stetson University community, alumni, the judiciary, and members of the bar.

B. Archives Mission

The College of Law Archives collects, stores, organizes, promotes, and makes accessible a wide variety of records, publications, photographs, and artifacts about the history of Stetson University College of Law, including the earlier history of the physical plant, which includes documentation relating to the following:

- Rolyat Hotel (1926-1932)
- Florida Military Academy (1932-1951)

The Archives’ collections include information on the College’s teaching, research, and outreach programs as well as professional contributions of faculty, administrators, and alumni. The collection also documents student and faculty life, building history, key events taking place at Stetson University College of Law since it’s founding in Deland, Florida in 1900.

C. Goals of the Law Library

The Law Library offers modern and comfortable spaces to support faculty and student study. The Library acquires and organizes information to maintain a physical and

virtual collection to support student success, support the programs and curriculum, facilitate the delivery of online legal resources while enhancing training and professional development.

D. Clientele

The Law Library has as its primary clientele current students, faculty, staff, alumni, and the overall University. While the Library is available to the general public, its priority is to provide access to the legal information needed to support the programs and curriculum of the College of Law. The Library's collection development decisions are based only on the needs of the primary clientele. The Law Library is a federal depository library and aims to serve members of the general public who need access to that collection.

E. Responsibility for Implementing the College of Law's Collection Development Policy

The Law Library Director is responsible for implementing this policy in consultation with librarians and the faculty. The Director is assisted by the Associate Director and Librarians, and other members of the Law Library staff. The Director surveys the faculty to help identify the materials essential to their teaching, research, service, and clinical work.

II. Selection Criteria

High priority will be given to support faculty research and the College of Law's curriculum. Faculty requests for additions to the collection will be given immediate consideration and will be acquired as soon as possible, subject to budget and availability in other media. When appropriate, the collection may also be augmented by interlibrary loan, the use of online databases, and cooperative arrangements with other libraries.

A. Collection Objectives

To support the goals described in Section I (C) above, the Law Library has formulated the following objectives:

1. Provide the core collection requirements to support changing needs.
2. Regularly refine the acquisition policy to ensure that it fully supports the curriculum, including the clinical program, and provides necessary materials for student and faculty research.
3. Update the collection as needed.
4. Strengthen the College of Law's substantial and current reference collection.

5. Provide materials in various formats for ease of use and cost-effectiveness, including print, online, and microforms.
6. Maintain a subscription only to the following journals: all Florida law schools and those requested by the faculty not available in HeinOnline.
7. Selection decisions are reached with the assistance of advertisements, alerting services, bibliographies, brochures, catalogs, publishers' representatives, personal recommendations, and reviews in professional publications.
8. The Library may collect titles that broadly illustrate areas in which non-legal disciplines interact with the law and clinic practice areas.

B. Criteria for Selection

The criteria for selection will be governed by the following guidelines:

1. The Identified Need

The Director and Librarians will determine need in several ways:

- core ABA collection requirement;
- reference collection;
- faculty and administration requests;
- librarian requests;
- availability in the DuPont-Ball Library;
- standard work in the subject area;
- balance in the collection; and
- anticipated demand compared to its availability through interlibrary loan;
- other compelling reasons.

2. The relationship of materials with Florida law

The Law Library maintains a substantial collection of Florida legal materials.

3. Price and need

This question considers the current status of the budget.

4. Supplementation needs and future commitment of funds

The expense of the book is calculated in terms of its longevity of format.

5. Need for duplicate or multiple copies

Some titles, because of popularity, are purchased in multiple copies. Additional copies of a title may also be purchased for the Reserve Collection at the request of a faculty member or the Law Library Director. The Law Library will purchase duplicate copies in sufficient numbers to maintain an acceptable level of availability in the Library.

6. Alternative acquisition formats

Subject to core collection requirements, substantial savings in shelf space and money may be achieved by obtaining materials online.

7. Support or access to other materials in the collection

Books, e.g., digests, citators, indices, etc., enhance the utility of materials already in the collection.

9. Readily available or out-of-print

The cost of out-of-print materials that are widely sought-after may be higher than the original price.

10. Cancellation

Over time the Law Library will inevitably need to consider cancellation of some materials. Recommendations for cancellations will be made to the Library Director, who will make decisions for cancellation in consultation with the librarians. Opinions may also be requested from the faculty on particular titles. The following guidelines will be followed:

- (1) Consider the cancellation of an item that is not in substantial demand and is not of permanent value.
- (2) Prefer reducing the number of copies of a title held in duplicate or in multiple copies over canceling single titles, which will be useful later and may go out of print. (An exception is made for core materials which have regular, heavy use.)
- (3) Cancellation of print loose-leaf services over other serials. (They are the most expensive paper format and can be restored at a later date by a new subscription without leaving a gap.)
- (4) Prefer cancellation of cumulative supplements over sequential supplements.
- (5) Consider cancellation of low demand titles which are available through interlibrary loan.

- (6) Consider cancellation of titles available online to students and faculty through Lexis, Westlaw, HeinOnline, or comparable databases.
- (7) Consider the cancellation of one or more titles in cases of competing coverage of the same subject matter.

11. Language

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.

12. Format

The information available for purchase or subscriptions may be available in one or more formats: online, microform, book, audio, video, or software. For materials that provide a citation or bibliographic access, online formats are preferred over book or microform. For materials that primarily provide document text delivery, the format most readily available to the faculty and students and most efficient for the Law Library will be the preferred format. Significant numbers of books are published in hardbound and paperback editions. To maximize purchasing power, preference will be given to paperback editions.

The acquisition of information in microform, if any, will depend on several factors including:

1. the difficulty of obtaining the information in other formats;
2. the cost of acquiring material in microform versus paper copy;
3. the amount of shelving space required for the equivalent hard copy; and
4. the conservation requirements for older, worn and brittle material.

13. Media-Created Resources

In the normal course of each semester, the Law Library, in its capacity of providing educational support for the College of Law, creates a number of video recordings.

14. Retention and shelving

Many materials are updated on an ongoing, frequent basis. Older editions of these titles will be handled as follows:

1. Directories will be withdrawn and discarded when the newest edition is shelved. Items in the Study Aids collection are withdrawn and discarded when newer editions are shelved, or available online, with the following exceptions:
 - a. Older Florida materials are kept for historical and research purposes.
 - b. Superseded reporter advance sheets, pocket parts and loose-leaf pages are to be discarded in accordance with instructions

- received with the replacement volumes or pages. Superseded materials may be collected.
- c. Outdated reference materials that are still useful for historical research purposes may be shelved in the General Collection.

C. Format of Materials Selected

The majority of materials selected are online or in print format.

1. Online Formats

Online formats are considered for:

- Materials are not available in paper format;
- Hornbooks and West's nutshell series;
- To maximize information access;
- Preservation in other formats is superior to paper copy;
- Materials are infrequently used;
- Cost is significantly lower in other formats;
- Materials in paper will require extensive shelf space; or
- Back-up copies are needed for frequently used hard copy sets.
- The acquisition of information in microform will depend on the difficulty of obtaining the information in other formats.

2. Books

The Law Library will acquire treatises that directly support the curriculum needs and research interests of our students and faculty, to the extent that funds permit. The following categories of monographs are collected: treatises by recognized authorities in the field, American Bar Association publications; and university press publications on legal subjects, and subjects relevant to the teaching, service, research and educational needs of the faculty and students.

"Practice" works and form books are collected on federal and Florida subjects subject to budget considerations. Bibliographies, directories, statistical sources and miscellaneous reference works are collected selectively.

3. Loose-leaf Services

The Law Library subscribes to those loose-leaf services that support the educational and scholarship programs of the College of Law. While recognizing the importance of the coverage that these loose-leaf services provide, they will be selected only when necessary to achieve currency or unique content. Looseleaf services are susceptible to theft of pages and represent a high cost. Topical reports and loose-leaf services are collected selectively. Criteria for selection include relation to curriculum, online availability, faculty demand,

uniqueness of the material included, whether the material is indexed, ease of filing, currency, and cost.

4. Online Services

The Law Library maintains access to the major general legal online services, such as Westlaw, LexisNexis, Bloomberg Law, and Hein Online. More specialized subscription services will be acquired only if they offer significant advantages, such as greater currency than is otherwise possible and at a reasonable cost, faculty demand, cost savings can be realized, and cost-control and accountability can be assured. The Library subscribes to the following online resources:

- Fastcase
- Lexis Nexis
- Westlaw
- West Academic Study Aids
- Bloomberg Law
- CALI
- Gale Databases: News Vault, Gale Legal Forms, Nineteenth Century U.S. Newspapers, National Geographic Virtual Library.
- Florida Law Weekly
- Foreign Law Guide
- Hein Online
- JSTOR
- Max Planck Encyclopedia of Public International Law Online

A. Online Catalog

Presently, the Law Library's Online Catalog is operated by Encore Duet, a product that utilizes EBSCO Discovery Services (EDS) discovery layer over Innovative Interfaces (III) Encore Product. This system interacts with the library's current ILS, III's Sierra, as well as OCLC's WorldCat Discovery Services for interlibrary loan.

The Law Library's Online Catalog will be transitioned to a new Integrated Library System (ILS) powered by the Web-Scale Management System (WMS) beginning the Summer of 2021. The system interacts with the Internet and enhances avenues of information accessibility for the Library and additional sources of information with many libraries around the U.S and worldwide. The law library staff will use OCLC's Web-scale Management Services (WMS), for circulation, cataloging, acquisitions, and serials subscription management. OCLC's Web-scale Management Services (WMS) is already in use at the duPont-Ball Library.

5. Microforms

Microfiche is preferred over film. In microfiche, 24:1 or 42:1 reduction is preferred. Negative polarity will be preferred over positive for better print capability. Diazo is

preferred over silver halide because it is not as sensitive to storage conditions, is less susceptible to mold, and is less likely to be scratched during use. It is also the type offered by the Law Library Microform Consortium, the Government Printing Office, and the William Hein Company. For high use sets, silver halide may be purchased, however, because it is less susceptible to fading. Ultrafiche continues to be avoided. Micro-opaques will not be acquired because of the difficulty of obtaining satisfactory prints from them. The Law Library collects materials in microform when:

- Materials are not available in paper format;
- Preservation in microform is superior to paper copy;
- Materials are infrequently used;
- Materials in paper will take up a great deal of shelf space; or
- Cost is significantly lower in microform.

One microform reader/printer is available for patron use.

6. Audio/Video

Audio/video formats are purchased when the nature of material is uniquely suited to that format.

7. Serials/Periodicals

The Law Library subscribes to selected legal periodicals and maintains some past issues on microfiche:

- Journals from all Florida Law Schools;
- Various journals of special interest to faculty.

D. General Guidelines

The Law Library is in an ongoing process of maintaining its comprehensive collections. These guidelines prioritize the allocation of the annual acquisitions budget:

1. Materials supporting the skills, instructional, clinical practice and research needs of the law faculty and students, the Law Library's primary patrons, consistent with the ABA's core collection requirements.
2. Materials of practical and scholarly significance will be as complete as possible and all supplemental aids for their use such as indices, digests, or citators will be acquired.
3. Current authority is usually controlling in the law. Faculty, students, attorneys and other patrons must have the most up-to-date information available.
4. Maintenance requires continuing purchase of updating materials such as pocket parts, replacement volumes, loose-leaf service releases, bound volumes, advance sheets, and

continuation volumes. This maintenance represents a constantly increasing cost for the Law Library. Supplemented materials will be reviewed regularly in light of changes in the curriculum, faculty and the law.

5. New books, including sets, will be purchased to assure an up-to-date legal collection that meets the needs of the curriculum, clinics, and research needs of students and faculty, focusing first on the reference, reserve, and core collections.

6. Secondary priority will be given to the identified needs of the University community, alumni, bench and bar, and the general public.

7. Foreign language materials will not be purchased, with minor exceptions.

8. Faculty may send requests for purchases to the librarians or the Law Library Director. These requests will be processed promptly. The faculty request will be identified as such in the order record. The faculty member will be notified of the receipt of the item, and it will be routed to the faculty member if requested. Faculty office copies of treatises, loose-leaf services, etc., may be provided when necessary to meet the research, scholarship, practice or needs. Offices copies will be fully processed and checked out to a faculty member for as long as the title is essential for his/her research or course preparation. Office copies will remain the property of the Law Library and will be returned to the Library when the faculty office use is no longer desired.

9. The Library will maintain standing orders for serial publications and selected monographic series to assure their continued, systematic and timely receipt.

E. Gifts

The Director is responsible for accepting gifts. The donation will then be analyzed in accordance with selection guidelines or for other value. The Law Library will not accept gifts with conditions to their disposition or location except by express permission of the Director. The Director will determine the disposition of the materials at any time and in any manner deemed appropriate. Serials offered as gifts will be subject to the same selection policies as those obtained by purchase, except for filling in gaps and incomplete runs of sets. The Law Library will not appraise the value of gifts for tax purposes.

F. Superseded Materials and Weeding

Advance sheets are retained only until bound volumes are received. Superseded pocket parts are discarded. Pocket parts in superseded volumes are retained if the volumes are retained. Superseded digest volumes are discarded.

Newsletters primarily intended for current awareness, with little substantive content, not indexed in the standard indexes, are generally retained for one year only. Works that may be weeded from the collection include:

- Multiple copies of infrequently used materials;
- Multiple copies of old editions; occasionally two copies of superseded editions of significant treatises may be kept;
- Superseded replacement volumes of current editions; and
- Substantially incomplete runs of periodicals in peripheral subject areas.

III. General Scope of the Collection

A. Introduction

The Law Library's first priority is to collect at the core collection level to support the College of Law's course offerings, including practice materials for clinics, and materials to support the students and faculty research needs. Second, the Law Library will collect materials to maintain a current and comprehensive reference and reserve collection. To the extent resources permit, the Law Library attempts to maintain the research quality of specific collections during periods of waning interest or inactivity if it appears that research in that subject is likely to be renewed.

B. The Collection

The Law Library collects legal and law-related materials relating to the law of the United States, Florida Law, and in subjects such as immigration, tax law, cybersecurity law, professional responsibility, space law, jurisprudence/law & philosophy, legal research and writing, admiralty, international human rights, elder law, intellectual property, and international law. The types of material collected include primary sources, finding tools, and secondary sources. The Law Library collects secondary sources intended for a scholarly audience and those for practitioners in the areas of the College of Law's clinics.

1. Federal Materials

a. Primary Materials

The Law Library collects published primary materials for federal law including the legislative codes, e.g. *United States Code*, and the *United States Code Annotated*. The Law Library collects primary statutory materials as required for its core collection. The full text of pending legislation and enrolled Public Laws are available online through Congress.gov, beginning with the 93d Congress.

b. Code of Federal Regulations

The Law Library maintains a current copy of the *Code of Federal Regulations* in print and keeps earlier versions in microfiche (1939-1993).

c. Federal Case Reporters

The Law Library subscribes to the major federal caselaw reporters. The Library collects secondary federal materials as required for its core collection. The Library has a complete collection of state reports published prior to the beginning of West's National Reporter System in microform. Most state reports are also available on LexisNexis, Westlaw or online.

d. Legislative Histories - Federal

The Library maintains materials for compiling legislative histories and historical documents comprising the history of a bill, act or law. In addition, the Law Library subscribes to the electronic product such as US Serial Set, Congressional Hearings (1824-2003), Congressional Universe, Capital State Universe, Congressional Index, and Statutes at Large with HeinOnline. The Library subscribes to the United States Statutes at Large and the U.S. Code Congressional & Administrative News.

e. Federal Secondary Materials

The Law Library subscribes to the West's Federal Practice Digest. The Library also has the complete Decennial Digests.

2. State Materials

The Library maintains current court rules for Florida. The Law Library collects session laws for Florida and one copy of the Florida Reports. The complete Pre-National Reporting System is available on microfiche. The Law Library has the complete Decennial Digests. The coverage of LexisNexis and Westlaw makes the duplication of case reporters and digests less necessary. Based on usage and cost, the Library maintains only one annotated code for the state of Florida.

a. Florida

The Law Library aims to maintain a collection of materials from Florida, first for the use of the students and faculty of the College of Law's Clinical Programs, and next for the use of alumni and members of the practicing bar in this jurisdiction. Materials selected include primary law, encyclopedia, form books, and basic treatises. Additional materials are maintained at the request of faculty for ongoing research needs. The Florida administrative code is available on LexisNexis, Westlaw, and FLRules.org. Because attorney general opinions for nearly all fifty states are available online on LexisNexis, Westlaw and online, they are not collected by the Law Library. The Law Library collects the Florida Digest, the complete Florida session laws, annotated historical codes and revisions of Florida law (microfiche), selected executive and administrative agency decisions, opinions, and Florida Attorney General Opinions (microfiche).

b. Additional Secondary Sources

The Law Library's general policy is to select significant secondary materials necessary to support the educational, research, and public service missions of the College of Law. The sources include tools necessary to identify primary and secondary legal information and to update primary legal information, such as: Dictionaries, Thesauri, and Style manuals.

c. Government Documents

The Library has been an active selective depository of Government Printing Office materials since 1975. As a selective Federal depository, the Library acquires those publications produced by the government that are relevant to legal research and reference.

3. Citators

Citators for all fifty states are available on LexisNexis and Westlaw.

4. Legal Encyclopedias

The Law Library collects at least one complete set of the C.J.S. and Am. Jur.2d. The Law Library also maintains one set of Florida Jurisprudence. Other legal encyclopedias are generally not collected.

5. Bar Association Journals

The Law Library collects few states bar association journals in hard copy but does collect a comprehensive set of state bar journals in microfiche. These are also available in HeinOnline.

IV. Circulation and Reserve

1. Reference Materials and Reserve Collection

The Law Library will give first priority to acquiring and maintaining legal reference materials required for effective use of the collection and quick information such as ready reference or deskbook materials. Next, the Law Library will acquire reference materials relevant to the instruction and research needs of law school faculty and students. Complete upkeep of materials will be subject to considerations of the need for the material and frequency of use, the value of the material, and cost. Old editions of reference materials will be retained in open stacks as recommended by the Director. Materials are identified in the catalog by the location designation Reserve. Materials placed on these Reference area shelves include sources to assist with ready reference as well as dictionaries, directories,

and bibliographies. Materials are identified in the catalog by the location designation "Reference."

The Library places on Reserve materials that are heavily used in conjunction with a course, those that present high security risks, or at the request of the faculty. These include:

- practice materials for Florida
- hornbooks,
- course materials,
- course handouts,
- audiovisual materials.

2. Study Aids

The Law Library now provides online access to all hornbooks and nutshells. Multiple copies of each edition of hornbooks are purchased for core courses. The Library may subscribe to the Wolters Kluwer Online Study Aid Library if possible.

3. Casebooks

The Law Library does not collect casebooks.

V. Cooperative Agreements and Interlibrary Loan

1. OCLC

The Law Library maintains its membership with OCLC, which provides its online services for the integrated library system. This system is used for cataloging all materials circulation services, and interlibrary loan. Membership in OCLC provides training free of charge in various subjects for the Library staff.

2. LYRASIS

The Law Library is a member of LYRASIS, the nation's largest regional non-profit membership organization serving libraries.

3. duPont-Ball Library

The Law Library has borrowing privileges with the university library. Faculty and law students have access to the duPont-Ball Library databases, such as ProQuest Complete.

VI. Additional Considerations

1. Technology and Innovation

The Library is researching and planning to transition to new technology formats. The Library is also researching the application of Blockchain technology.

2. Leisure Reading

The Law Library subscribes to a few legal and non-legal newspapers.

3. Library Science Materials

The Law Library selectively collects materials dealing with the library profession which may assist library staff in performing their duties or to promote professional development of the staff.

4. Lost and/or Out-of-Print Materials

Lost and out-of-print materials will be replaced or purchased following the guidelines of this collection development policy and from the publisher.

5. Rare Books

Rare books generally will not be purchased. In exceptional cases, rare books with particular importance or relevance to the mission of the school may be collected.

6. Inventory

The Law Library will conduct an inventory of all or a portion of its collection in order to identify materials that are improperly shelved, that are missing, may need replacing, or when needed to verify the shelf list and/or circulation records.

This new edition was drafted by the Library Director and Associate Director with input from all professional librarians. Approved by the Faculty January 20th, 2021. This policy will be reviewed by the Library Director and the Faculty of Law every twelve months.