



STETSON LAW

Dolly & Homer Hand Law Library

Collection Development Policy

**Gulfport, Florida
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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 maintenance and criteria for evaluating materials.

A. Mission of the Law Library

The Dolly & Homer Hand Law Library partners with the College of Law community to support the curriculum and programs, promote student and faculty scholarship, and provide access to collections, services, and spaces supporting teaching, study, and research. The Law Library also aims to promote intellectual growth and provide legal information for the College of Law, the Stetson University community, alumni, the judiciary, and bar members.

B. Archives Mission

The Law Library Archives supports the College of Law by collecting, storing, and organizing a wide variety of historical records, publications, photographs, and artifacts about the history of the College of Law and the earlier history of the physical plant, which includes the following:

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

The archives' collections include information on the college's teaching, research, outreach programs and professional contributions from faculty, administrators, and alumni. The collection also documents student and faculty life, building history, and key events at the College of Law since its founding in Deland, Florida, in 1900.

C. Goals of the Law Library

The library staff aims to offer a space that is conducive to study, collaboration, and contemplative thought. The library spaces provide a flexible environment for students to use in a way best suited to their needs. The staff acquires and organizes information to maintain a physical and virtual collection to support student success, support the programs and curriculum, and facilitate the delivery of online legal resources while enhancing training and professional development.

D. Clientele

The Law Library's primary clientele includes current students, faculty, staff, alumni, and the entire university. While the Library is available to the general public, its priority is to provide access to the information needed to support the College of Law's programs and curriculum. The Library's collection development decisions are based only on the needs of the primary clientele. The Law Library is a federal document depository that selects 16.02% of U.S. Government Publishing Office print publications.

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

The Law Library Director implements this policy in consultation with the Dean of the College of Law, librarians, and the faculty. The Director is assisted by the Associate Director, librarians, and Library staff members. The Director surveys the faculty to help identify the materials essential to their teaching, research, service, and clinical programs.

II. Selection Criteria

High priority will be given to supporting 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. The collection may be augmented when appropriate by interlibrary loans, online databases, student suggestions, 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 it fully supports the curriculum, including the clinical programs, and provides necessary materials for student and faculty research.
3. Update the collection as needed.
4. Strengthen the current reference collection.
5. Provide materials in various formats, including print, online, and microforms, for ease of use and cost-effectiveness.

6. Maintain subscriptions only to the following journals: Stetson law publications and those requested by the faculty not available in HeinOnline.
7. Selection decisions are reached with the assistance of advertisements, alerting services, publishers' representatives, personal recommendations, and reviews in professional publications.
8. The Library may collect titles on interdisciplinary subject areas in which these disciplines interact with the law and clinic practice areas.

B. Criteria for Selection

The following guidelines will govern the criteria for selection:

1. The Identified Need

The Director and Librarians will determine needs in several ways:

- core ABA collection standard;
- AALS Bylaws;
- reference collection updates;
- faculty and administration requests;
- librarian requests;
- availability in the duPont-Ball Library;
- faculty research in a subject area;
- balance in the collection;
- 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 to support the College of Law's curriculum and members of the Bar.

3. Price and need

This question considers the current status of the budget.

4. Supplementation needs and future commitment of funds

The frequency of supplementation and changes in the law will be considered for purchases.

5. Need for duplicate or multiple copies

The Law Library may purchase duplicate copies to maintain an acceptable level of availability (e.g., due to popularity). Additional copies of a title may also be purchased for the Reserve Collection at the request of a faculty member or Library Director.

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.

8. Readily available or out-of-print

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

9. Cancellation

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

- a. Consider canceling an item not in substantial demand or of permanent value.
- b. Prefer reducing the number of copies of a title held in duplicate or multiple copies over canceling single titles, which will be helpful later and may go out of print. (An exception is made for core materials that have regular, heavy use.)
- c. Cancellation of print loose-leaf services over other serials. (These are the most expensive paper format and can be restored later if needed.)
- d. Prefer cancellation of cumulative supplements over sequential supplements.
- e. Consider canceling low-demand titles that are available through interlibrary loans.
- f. Consider cancellation of titles available online through Lexis, Westlaw, HeinOnline, or comparable databases.
- g. Consider the cancellation of one or more titles in cases of competing coverage of the same subject matter.

10. Language

Materials are purchased in English. Materials in other languages are purchased selectively.

11. Format

Information for purchase or subscriptions may be available in one or more formats: online, microform, book, audio, video, or software. For materials that provide citation or bibliographic access, online formats are preferred over books or microforms. For materials primarily providing document 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.

12. Media-Created Resources

The Law Library, in its capacity as educational support for the College of Law, may produce video recordings during the ordinary course of the school year.

13. Retention and shelving

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

- a. 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. In addition:
 - Older Florida materials are kept for historical and research purposes.
 - According to the instructions received with the replacement volumes or pages, superseded reporter advance sheets, pocket parts, and loose-leaf pages are to be discarded. Superseded materials may be collected.
 - Outdated reference materials that are still useful for historical research 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 not available in paper format;
- Hornbooks and West's Nutshell series;
- Maximizing information access;
- Circumstances where preservation in other formats is superior to paper copy;
- Materials that are infrequently used;
- When cost is significantly lower than in other formats;
- Materials in paper format that will require extensive shelf space or
- Back-up copies as needed of frequently used hard copy items;

2. Books

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

“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 loose-leaf services that support the College of Law's educational and scholarship programs. While recognizing the importance of the coverage these services provide, they will be selected only when necessary to achieve currency or unique content. Looseleaf services 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, reasonable cost, faculty demand, and assured reliability.

a. The Library subscribes to the following online resources:

- Fastcase
- Lexis Nexis
- Westlaw
- West Academic Study Aids
- Aspen Learning Library
- 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
- ProQuest

- EBSCO
- Other specific databases relevant to course offerings and seminar topics

b. Online Catalog

The Law Library's Online Catalog has been managed by the Integrated Library System (ILS) powered by a Web-Scale Management System (WMS) since 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 utilizes OCLC's Web-scale Management Services (WMS) for circulation, cataloging, acquisitions, and serials subscription management. The duPont-Ball Library also utilizes WMS.

5. Microforms

Microfiche is preferred over film. In microfiche, 24:1 or 42:1 reduction is desired. 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 Publishing Office, and the William Hein Company. Silver halide may be purchased for high-use sets 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 any other format. One microform reader/printer is available for patron use.

6. Audio/Video

Audio/video formats are purchased when the nature of the 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:

- Stetson Law publications;
- Various journals of particular interest to faculty.

D. General Guidelines

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

1. Materials supporting the skills, instructional, clinical programs, and research needs of the law faculty and students, 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. New books, including sets, will be purchased to ensure an up-to-date legal collection that meets the curriculum, clinics, and research needs of students and faculty, focusing primarily on reference, reserve, and core collections.
4. Secondary priority will be given to the identified needs of the University community, alums, bar, and the general public.
5. Foreign language materials will not be purchased, with minor exceptions.
6. Faculty may send requests for purchases to the librarians or the Director. These requests will be processed promptly. The faculty request will be identified 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 research, scholarship, or practice needs. Office copies will be fully processed and checked out to faculty members as long as the title is essential for their research or course preparation. Office copies will remain the property of the Law Library and will be returned to the Library when the faculty use is no longer desired.
7. The Library will maintain standing orders for serial publications and selected monographic series to ensure their continued, systematic, and timely receipt.

E. Gifts

The Director accepts gifts that meet or exceed the standards of this collection development policy. Accepted donations will be analyzed in accordance with selection guidelines or for other values.

The Library Archives accepts gifts from on-campus departments and alums on a case-by-case basis. All gifts to the Archives imply the transfer of ownership to the Stetson College of Law Library Archives, including all rights to duplicate, photograph, or display the item(s) as part of physical and/or digital archival collections. Thus, they cannot be returned or reclaimed. The Library Archives department reserves the right to responsibly discard any deposited and gifted items not appropriate to our collections at any time.

The Law Library will not accept gifts with conditions to their disposition or location except with the 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, 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 maintained. 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 a core collection to support the College of Law's course offerings, including practice materials for clinics and materials to support the students' and faculty's research needs. Second, the Law Library collects materials to maintain a current and comprehensive reference and reserve collection. To the extent resources permit, the 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 cybersecurity law, elder law, environmental law, immigration, international human rights, international law, intellectual property, jurisprudence/law & philosophy, legal research and writing, professional responsibility, space law, tax law, and veterans 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 legislative codes, such as the United States Code. It also collects primary statutory materials as required for its core collection. The full text of pending legislation and enrolled Public Laws is available online through Congress.gov, beginning with the 82nd 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 provides access to the major federal caselaw reporters and state reports via LexisNexis, Westlaw, or online. It also provides access to secondary federal materials as required for its core collection. The Library has a complete collection of state reports published in microform prior to the beginning of West's National Reporter System.

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 online products such as US Serial Set, Congressional Hearings (1824- 2003), Congressional Index, ProQuest Congressional, and United States Statutes at Large with HeinOnline.

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. (Note: Cases before the West Reporting System are available on microfiche and Hein.) The coverage of LexisNexis and Westlaw makes duplicating case reporters and digests less necessary.

a. Florida

The Law Library aims to maintain a collection of materials from Florida, first for the students and faculty of the College of Law's Clinical Programs and next for the use of alums and members of the practicing bar in this jurisdiction. Materials selected include primary law, encyclopedia, form books, and essential 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 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 College of Law's educational, research, and public service missions. The sources include tools necessary to identify primary and secondary legal information and update

primary legal information, such as dictionaries 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 (16.02 %), the Library acquires government publications 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. It also maintains one set of Florida Jurisprudence. Other legal encyclopedias are generally not collected.

5. Bar Association Journals

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

IV. Circulation and Reserve

1. Reference Materials and Reserve Collection

The Law Library will prioritize acquiring and maintaining legal reference materials required for effective use of the collection and quick information such as ready reference materials. Next, the Library will acquire reference materials relevant to the instruction and research needs of law school faculty and students. The complete upkeep of materials will be subject to considerations of the need for the material, frequency of use, value, and cost. Old editions of reference materials will be retained in open stacks as the Director recommends. Materials placed on the Reference area shelves include sources to assist with ready reference and dictionaries, directories, and bibliographies.

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

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

2. Study Aids

The Law Library now provides online access to all hornbooks and nutshells. The Library also subscribes to the Wolters Kluwer (now Aspen) Online Study Aid Library.

3. Casebooks

The Law Library does not collect casebooks, except those written by faculty members and collected for archival purposes.

V. Cooperative Agreements and Interlibrary Loan

1. Tampa Bay Library Consortium

The Tampa Bay Library Consortium, Inc. (TBLC) is a nonprofit Multitype Library Cooperative of over 120 libraries. The Law Library's membership with TBLC provides Florida interlibrary loan delivery service and professional development opportunities for librarians and library staff members.

2. duPont-Ball Library

The Law Library has borrowing privileges with the university library. The College of Law's faculty and students have access to select duPont-Ball Library databases, such as JSTOR.

V. Additional Considerations

1. Library Science Materials

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

2. 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.

3. Rare Books

Rare books generally will not be purchased. In exceptional cases, rare books with particular importance, such as historical value or relevance to the mission of the College of Law, may be collected and maintained in the archives.

The Law Library Archives may accept rare books as gifts that meet the criteria of

historical value and/or are relevant to the College of Law's educational mission, are of monetary value, and are in decent condition.

4. Inventory

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

This policy was updated by the Director and Associate Director of the Law Library with input from all librarians. It was approved unanimously by the Faculty on May 15, 2024.

