

## Collection Development Policy

### University of Baltimore School of Law Library

2016 (rev. 2022)

#### Mission Statement

***The mission of the Law Library is to promote and support the scholarly, research, and curriculum needs of the students and faculty of the UB School of Law; and to make available law and law-related resources to the UB community and to the public.***

***The Law Library is where law students learn to use the basic tools of the profession. The Library provides exceptional services and instruction; identifies, selects and maintains appropriate, innovative and comprehensive resources in multiple formats; and creates an environment that allows our students and faculty to succeed.***

#### General Collection Development Policies – [Standard 606 \(a\)](#):

*The law library shall provide a core collection of essential materials through ownership or reliable access. The choice of format and of ownership in the library or a particular means of reliable access for any type of material in the collection, including the core collection, shall effectively support the law school's curricular, scholarly, and service programs and objectives, and the role of the library in preparing students for effective, ethical, and responsible participation in the legal profession.*

This Collection Development Policy provides a framework for analyzing the Library's collections to ensure that the Law School has a "core collection of essential materials" and that the collection serves UB's "curricular, scholarly, and service programs and objectives." It provides policies and criteria to be used to evaluate new materials under consideration to be added to the Library's collection and serves to inform the University of Baltimore School of Law community of the Library's collection development policies. The Library will review this plan on an annual basis to make certain that the collection reflects the changing needs of the UB community, the changing nature of legal publishing, and the increasingly diverse options for conducting legal research.

Accordingly, University of Baltimore Law Library will evaluate, select, organize and provide access to information resources that support the curricular, research and scholarship needs of the faculty and students of the University of Baltimore School of Law and the greater UB community. The law library makes every effort to maintain appropriate access tools in order to provide easy identification and access to materials through the catalog and database lists, regardless of format, both on- and off-campus. The Library will provide access to legal information resources of value to graduates of the Law School, the broader Maryland legal community, and the general public. To acquire and/or access relevant legal and non-legal materials needed by our patrons, the Library will take advantage of opportunities offered by cooperative arrangements, resource sharing programs including our membership in the University System of Maryland and Affiliated Institutions (USMAI) consortia and

other means, such as the use of interlibrary loan, the Internet, The Federal Depository Library program and subscription databases.

### **Selection Process**

The Law Library Director has final responsibility for all library activities, including oversight of collection development policies, practices and attendant budgetary requirements. The Director works in concert with the Chair and members of the Collection Development Committee, who regularly review online YBP Yellow Slips and make recommendations for purchase. The Director also works with members of the faculty and Law School offices who make requests for additions to our collection. The Collection and Database Services department is responsible for day to day collection related activities, including the purchasing and processing of new materials, and supervising standing orders.

As a limited federal depository library, we select available government documents using Federal Depository Library Program (FDLP) guidance as applicable to academic law libraries. The Government Documents/Reference Librarian is the primary liaison with the Government Publishing Office and is responsible for complying with the FDLP selection, collection maintenance, and recordkeeping for those Depository items added and held in our collection in any format.

### **General Selection Criteria**

A number of criteria are to be considered in evaluating materials for purchase and apply to all formats considered for acquisition. Additional factors may also be considered as future technological developments in access and format warrant. The general criteria include:

- Curricular Needs
  - Budget considerations
  - Price, including initial purchase price and maintenance costs for continuation/updating, equipment and staff
  - Faculty Research
  - Student Research
  - Needs of Law School Programs and Clinics, school-published journals and publications, the moot court program
  - Authoritativeness of publisher or source
  - Reputation or importance of author and/or publisher
  - Accuracy of information and data
  - Significance of the subject matter to the collection and the curriculum
  - Available physical space
  - Potential for use by patrons
  - Availability of the material or information in other formats in the collection, other local libraries, or online
  - Duplication in the collection
  - Availability or scarcity of the material
  - Type of publication, e.g., monographic or serial
  - Physical format or access method
  - Longevity of the physical medium
- Other factors:
- License requirements and limitations
  - Possibility/feasibility of ownership
  - Availability of customer support – maintenance and user help.

- Training opportunities

Generally speaking, because of space limitations, budgetary constraints, and an increasing patron preference for electronic format, reliable access in digital format of legal and non-legal information is the preferred format for materials purchased for the UB School of Law community. In the recent past, the Library has moved in a very deliberate fashion to this model; remote access to digital materials provides our patrons with an immediate, dependable and expected source of information at any time and from any place they want or need to access that information. The Library no longer maintains any federal, regional or state reporters other than those of the state of Maryland. The Library also no longer subscribes to any state code other than Maryland's, and the number of copies of other "core collections" including digests, American Law Reports, most law journals have either been eliminated, available in limited print copies, or only online .

Purchases of print materials and micro-format continue, where there is no electronic version or where costs are such that non-digital materials are the best solution for obtaining the materials for UB.

### **Gifts and Exchanges**

The Library does not actively seek or solicit gifts. The Library provides donors with a letter acknowledging their gift, including an accurate bibliographic list of the title, but does not put a value on any gift it receives. The Library only accepts unconditional gifts, and the following conditions must be met before the gift is accepted:

- The donor either provides a list of titles in the gift, or a member of the Library staff will examine the gift (in situ) before agreeing to accept.
- The materials are in good condition.
- The materials are not already in the Library's collection and have some value to the collection.

Decisions to accept gifts are made by the Chair of the Collection Development Committee in consultation with the committee when necessary. Factors in the decision may include: available library space, availability in other formats, general usefulness of the items, faculty interest, and the level of difficulty in incorporating the material into the Library's collections.

### **Interlibrary Loan**

The Law Library provides our primary patrons with interlibrary loan through a Patron Placed Hold system with other USMAI Libraries and through ILLiad, which allows borrowing from any Library lending materials through OCLC. If an item, series, or class of items is borrowed by UB Law Library on a frequent and continuing basis from other libraries, the title(s) and any other pertinent information should be forwarded to the Chair of the Collection Development Committee for consideration for purchase.

### **Collection Criteria and General Guidelines, as of May 2016:**

1. All Maryland legal materials are acquired in print and are fully accessible in a variety of electronic, web-based formats. Where necessary, multiple copies sufficient to meet the demand are acquired.
2. Federal Materials: Access to all federal case decisions, all federal statutory materials, and all federal administrative decisions and regulations is offered in a variety of electronic, web-based formats that are available to authorized users regardless of their location. A limited number of federal primary materials are still collected in paper. Other items available in multiple formats include legislative history materials, session laws, and court rules. Public access to federal materials available over the internet is maintained on public use terminals. The University of Baltimore Law Library is a partial U. S. Government Documents Depository Library
3. States Other Than Maryland: Access to each state's primary materials (official court reports, state codes, session laws, administrative codes, and attorneys general opinions) is offered in a variety of electronic, web-based formats. Access to state secondary titles is typically restricted to those items that are available as part of one or more of the electronic collections to which the Law library subscribes (e.g., Lexis, Westlaw, HeinOnline, etc.).
4. All of the West National Reporter System with Decennial, Regional, and Maryland digests are accessible electronically. The Law Library purchases and updates the Maryland Digest in print. .
5. Legal Periodicals and periodical indices: the Law Library relies on HeinOnline and other reliable databases to deliver access to its growing number of essential law journals. The Law Library has cancelled most print versions of those journals kept current by HeinOnline, Lexis Advance, WestlawNext, Bloomberg Law and other databases. The Law Library may continue to obtain select journals in print that the library deems significant and some that are not available in digital format.
6. Secondary Materials: The Law Library collects most basic secondary resources in print and other formats, including Restatements, Uniform Laws, legal encyclopedias, and form books. Other secondary materials, including treatises, continuing legal education materials, citators, and looseleafs are also collected in print as need permits, and are also available electronically though subscription databases.
7. Hornbooks and casebooks: all hornbooks are purchased (in multiple copies where demand warrants). Other student study aids (such as Examples & Explanations, Nutshells, Understanding the Law, Questions and Answers) are purchased where demand warrants. Casebooks and other classroom materials are not collected unless little else is available on the subject, or on request by a faculty member.
8. International and Foreign Law: Access to cases, statutes, and secondary resources from international organizations and foreign jurisdictions is achieved, primarily, through databases and web-based resources to which the Law Library subscribes (e.g., Foreign Law Guide, Hein Foreign and International Law, Index to Foreign Legal Periodicals, and Making of Modern Law). The Law Library has occasionally purchased country specific resources to support intensive faculty research.

9. Acquisition of treatises and other materials are guided by the following emphasis in the subject areas listed in the grid below<sup>1</sup>:

*Research Level [R]* – all significant materials required for independent research in seminar courses, student publications and most faculty research and writing. This includes treatises, periodicals, loose-leaf services, and specialized reporters as appropriate. Previous editions may be retained. Determination of whether to collect the print or electronic version shall be governed by considerations of citation, preservation, and the desire to maximize amount of content in an important area with use of limited funds.

*Study Level [S]* – selections adequate to support current law school curriculum including basic research needs. Current comprehensive treatises on a subject; hornbooks; selected loose-leaf services and special subject reporters; major periodicals. Electronic access preferred over print.<sup>2</sup>

*Basic Level [B]* – skeletal collection of general works on a subject. Current editions only retained; electronic access preferred over print.

<b>Subject Matter</b>	<b>Collection Level</b>	<b>Subject</b>	<b>Collection Level</b>
Accounting	B	Ethics/Prof. Responsibility	S
Administrative Law	S	Evidence	R
Admiralty/Maritime	B	Family Law	R
Agency	S	Gender & the Law	R
Agricultural Law	B	Health & Medicine	S
Air & Space Law	B	Immigration	S
Alternative Dispute Resolution	S	Insurance Law	S
Antitrust	S	Intellectual Property	R
Banking Law	S	International Law	R
Bankruptcy	S	Jurisprudence/Legal Theory	S
Business Organizations	S	Labor & Employment	S
Children & the Law	S	Land Use Planning	R
Civil Procedure	R	Legal Education	S
Civil Rights	S	Legal History	S
Commercial Law	S	Legal Research & Writing	R
Communications/Media Law	S	Legislation	B
Conflicts of Law	S	Medical Malpractice	S
Constitutional Law	R	Military Law	S
Construction Law	B	Natural Resources/Energy	S
Consumer Protection	S	Pension & Retirement Law	B

<sup>1</sup> Many collection development policies include a “Comprehensive Level” for collection, where all works in all formats are collected for a particular subject. Our budget and space issues preclude us from collecting at that level with the exception of Maryland legal materials.

<sup>2</sup> Materials on topics that appear on the Maryland Bar examination will be treated with either an R or S level of collection.

Contracts	R	Products Liability	S
Corporations	S	Property	R
Criminal Law	R	Religion & Law	B
Criminal Procedure	R	Remedies	B
Damages	S	Secured Transactions	S
Disability Law	R	Securities	S
Economics & Law	S	Social Welfare & Benefits	B
Education Law	S	State and Local Government	S
Elder Law	S	Taxation - Federal	R
Entertainment/Sports Law	S	Taxation - State & Local	R
Environmental Law	S	Taxation - International	R
Estate & Trusts	S	Torts	R

\*\* The Law Library's retention and weeding guidelines for the collection are found in the procedures outlined in the Collections and Database Services Manual.