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Law Library Collection Development Policy (January 2013)

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Recommended Citation
Georgia State University Law Library, "Law Library Collection Development Policy (January 2013)" (2013). *College of Law Library Policies*. Paper 10.
http://scholarworks.gsu.edu/col_lib_policies/10

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GEORGIA STATE UNIVERSITY COLLEGE OF LAW LIBRARY COLLECTION DEVELOPMENT POLICY – 2005 (Revised); 2010 (Revised) 2011 (Revised); 2012 (Revised); 01/2013 (Revised)

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Introduction
Mission Statement of the College of Law Library

The primary mission of the Law Library is to provide faculty, students and staff of the College of Law with the information resources and services that are necessary to support effective legal instruction and research. Additionally, we instruct students in information-seeking skills for their academic success and for use in their legal careers. We also provide resources and services to the Georgia State University community, the legal community of Atlanta, and the general public.

The Law Library attempts to fulfill its mission by achieving the following objectives: (i) selecting and maintaining materials that are best suited for faculty and student instructional and research needs; (ii) providing online bibliographic access to information resources; and (iii) using the latest technology. It is important that the librarians and staff stay abreast of technological developments in the information field so our students will be competent in both manual and electronic sources. Our students must have excellent legal research skills as they enter the job market. Thus, the library has an educational mission and is the true laboratory for the law student since this is where the law student learns to use the basic tools of the profession.

Goals of this Policy
The goals of creating this Collection Development Policy are:

- To provide a means of analyzing present collecting practices.
- To inform librarians and staff of the collection emphases and criteria for evaluating new materials and canceling existing titles.

Major considerations in establishing a collection development policy at Georgia State University College of Law Library are the budget, faculty and student research needs. Shelf space is not a current issue in acquiring materials since there are several open shelves on the upper level of the library.

Cooperative Collection Development

Cooperative collection development and resource sharing agreements at the local and regional levels are a part of the Law Library collection development program. The Law Library relies on other collections for materials that are often beyond the collection scope of the Law Library. The Law Library relies heavily on Interlibrary Loan to obtain materials not in its collection.

University Library

The Law Library does not duplicate materials held by University Library unless it is necessary because of high demand, class use, or inconvenience in access if not present in the Law Library. The Law Library has access to all databases and electronic journals licensed for campus use.

GALILEO (State Virtual Library of Georgia)

As a part of the University System of Georgia Libraries, the Law Library has access to all databases and features included in GALILEO.

SOLINET (Southeastern Libraries Network)

As a member of SOLINET, an OCLC regional affiliate, the Law Library participates in shared interlibrary loan and cataloging with other members. The Law Library also qualifies for group discount purchasing/licensing of library databases, materials, and supplies.

COSELL (Consortium of Southeastern Law Libraries)

COSELL members allow for interlibrary loan at no charge among member libraries. There is a group discount-purchasing plan for monographic titles through YBP, Inc. (Yankee Book Peddler), which is currently at 17%.

NELLCO (New England Law Library Consortium)

As an Affiliate Member of NELLCO, the Law Library qualifies for group discount purchasing/licensing of library materials, mainly databases.

Patron Base

The Law Library supports the legal education program leading to the J.D. degree. It also supports the study of legal-related courses in various other departments of the university. We do not support paralegal programs. The following groups make up the patron base for the Law Library:

Law Faculty - primary
Law Students - primary
Law Staff - primary
Georgia State University Community - secondary
Graduates of the College of Law - secondary
Georgia Legal Community - secondary
Academic and Library Institutions of the State of Georgia - secondary
General Public – secondary.

The needs of our primary users guide the direction of the collection. The needs of the secondary users are considered, but do not guide the direction of the collection.

General Guidelines and Policies
Selection Process for Print Materials

The Law Librarian selects materials, however receives input from the librarians. Faculty recommendations are critical in the selection process. When the COL adds new courses, we consult standard bibliographies to assure adequate coverage. With the emergence of centers, clinics, and interdisciplinary courses, selection of materials must coincide with these subjects.

The Law Librarian reviews a variety of sources to learn of the availability of new materials. These include publishers' and vendors' brochures and catalogs, announcements from several law and academic library jobbers, major bibliographies and faculty or patron recommendations. The Law Librarian also selects materials from YBP'sGOBI-2.

The Law Library uses the following primary book jobbers:

- Yankee Book Peddler
- William S. Hein & Company
- Alibris for Libraries (Out of print titles)
- Amazon (not a book jobber – but primary company used)

We instruct publishers not to send items for examination or approval without a prior order from the Law Library. We do not do business with telephone salespersons.

The Law Library has blanket standing orders from various organizations:

- American Bar Association
- Nolo Press
- NCLC (National Consumer Law Center)

The Acquisitions/Serials Librarian and staff are responsible for the ordering and receipt of materials.

Faculty Requests

We honor specific requests made by faculty members unless the cost or subject matter of the item is significantly beyond the scope of regular library purchases. Selective titles may be purchased for faculty member's offices. Specific funds are not budgeted for faculty office materials.

Reserve Collection Policy

The numbered steps below represent the current practice regarding the Reserve Collection. Digital items are not managed using the E-Res system. As an alternative, Agora, maintained by the College of Law IT department, is used for those files. The IT department is responsible for training faculty support staff that will be using the Agora system. Copyright clearance responsibility lies with the faculty member who posts items to Agora. The Library continues to do outreach to faculty members to raise awareness about copyright clearance, such as by presenting Lunch and Learn sessions.

1) Keep one copy of all course materials according to booklist sent from the Assistant to the Associate Dean for each semester. Multiple copies may be on Reserve if they are available in the library collection. The Catalog Librarian receives the booklist and works with the Acquisitions Librarian to order books we do not have. Professors may request additional titles be added to the reserve collection by contacting the Faculty Services Librarian, who would then communicate that information to the Catalog Librarian.

2) All Reserve items are assigned "Law Reserves" location in Voyager and have three hours loan time.

3) We only keep the items for courses on Reserve.

4) Reserve items not associated with a course are removed from Reserve by Stacks Maintenance staff in the end of each semester and then sent to Library Associate I for location change in Voyager.

5) When a current edition of a casebook is no longer being used in a course, we move the casebook to General Stacks. Discard previous editions of casebooks.

Selection Standards – Language

All materials will be purchased in the English language.

Print Cancellation Policy and Procedures

The Associate Dean for Library and Information Services (DEAN) makes the decision if a cancellation project is necessary based on the fiscal year's budget, duplication, and/or rising maintenance fees for updates. The current subscription list from the major vendors (CCH, Aspen, West, LexisNexis, and Hein) is reviewed. The DEAN makes suggestions of which titles to cancel and presents the list to the Law Librarians. Faculty is consulted in some incidence about usage. Comments are reviewed and the DEAN makes the final decision on what to cancel. Titles either are removed from the stacks or marked "No Longer Updated."

Cancellation procedures:

- Cancellation request is submitted.
- Vendor is contacted and confirmation of cancellation is requested.
- Titles are pulled from the stacks or marked "No Longer Updated"
- GILL record is removed or updated to reflect the change.

Disposition Policy

According to the policy, materials purchased with state funds cannot be sold for cash or given away. Materials may be sold to a vendor for credit to use on purchasing new materials from that same vendor. Materials that have no value to vendors are disposed of through the excess property procedures set up by the state.

Faculty Authors

All books authored by current faculty members or former faculty members at the time of their employment at Georgia State University College of Law fall into this category. Each faculty-authored book is labeled as a faculty-authored item both on the front of the book and in the notes field of the OPAC record. All books that fall into this category are a permanent part of the law library collection.

Newspapers

The law library receives the daily *Atlanta Journal Constitution, WSJ, USA Today and NYT,* but only retains the current issue. In addition, the law library retains three months of the print *Daily Report* and *National Law Journal*. Earlier issues of these newspapers are available on microform or online. The print and microform newspaper collection is heavily supplemented by online databases that contain the full-text of domestic and international newspapers.

Lost Books

Books identified as lost are either overdue for more than three months or missing from the shelf for an extended period of time. Books that fall into this category are evaluated to determine whether a replacement is available and/or necessary.

Weeding & Retention Policy see Appendix

In support of the COL's mission as a teaching and research institution, the law library maintains a combination of current print and online primary and secondary research

materials. The retention policy for material in specific areas appears under their own headings in this document.

Factors to be considered when weeding the library collection:

- Does the resource support the teaching curriculum and research endeavors of the library's primary users?
- Is the resource affordable?
- Is the resource outdated?
- Is the resource consulted by patrons?
- Is it user friendly?
- Does it duplicate another resource available to patrons? Is it available online?
- What is the physical condition of the resource?
- Is the material available through resource sharing cooperatives?

Electronic Resources Selection, Purchase, Renewal, Access and Cancellation

Selection

1. COL faculty or librarian request or express interest in an ER
2. Associate Director for Public Services (ADPS) contacts vendor. ADPS gathers pricing, licensing information, technology options, Marc record service information, and trial access to ER.
3. ADPS researches possible preferred consortium pricing, collects relevant consortium reviews and investigates access via the Westlaw and LexisNexis portal.
4. All Librarians and relevant faculty are included in evaluation of ER.
5. At next regularly scheduled Librarians' meeting, ER is discussed and a purchasing decision is recommended to the Associate Dean for Library and Information Services (DEAN). Faculty comments are shared with Librarians. ADPS reminds librarians in advance of the meeting of any trials that are available for the products being reviewed.
6. After discussion, DEAN makes purchase decision.
7. Acquisitions Librarian communicates decision with vendor. Acquisitions Librarian obtains contract and or licensing agreement if ER purchased, seeking approval of the Legal Affairs office as needed for any contracts.
8. Legal Affairs negotiates licensing agreement with vendor and if agreement can be made, signs contract and arranges for invoice to be sent to Acquisitions Librarian (AL).
9. Acquisitions Librarian notifies the Catalog Librarian (CL) and the Reference/Student Services Librarian (R/SSL) who maintains the database list that the purchase has been made. The R/SSL adds the database to the proxy server and emails the CL, who then uploads any relevant catalog records.
10. Faculty Services Librarian (FSL) contacts faculty participating in evaluation.

Purchasing

In general, library databases for the collection are exempt from the University purchasing process. Licensing agreements, before payment, must be reviewed by University Legal. Weekly status check-ins by the AL with University Legal are recommended. Upon approval of the license agreement by University Legal, AL makes purchase. Acquisitions made through the Tech Fee process follow a different purchasing process, as they are pre-approved not to go through the University purchasing process.

1. When AL receives invoice, AL confirms final price for ER with ADPS.
2. AL submits invoice to DEAN.
3. DEAN confirms purchase.
4. AL releases funds.

Renewals

1. ADPS researches possible preferred consortium pricing, collects relevant consortium reviews.
2. All Librarians and relevant faculty are included in reevaluation of ER.
3. At next regularly scheduled Librarians' meeting, ER is discussed. Faculty comments are shared with Librarians.
4. After discussion, DEAN makes purchase decision.
5. AL communicates with vendor.
6. ADPS reviews, negotiates and signs new contract. Upon receipt of subscription confirmation, information is forwarded to a Reference/Student Services Librarian (R/SSL) and Catalog Librarian (CL).
7. FSL contacts faculty participating in evaluation.

Access Services

A. Library web access

1. Once AL has notified a R/SSL and CL with ER subscription confirmation, the

R/SSL is charged with creating a record for it in the Database Subscriptions webpage.

2. The R/SSL adds the ER to the proxy server.
3. The R/SSL adds ER to internet filtering allow list.
4. The R/SSL provides URLS and proxy server links to CL.
5. The R/SSL contacts University Library's ESL to add to University Library's proxy server if ER is licensed for university access.

B. Online Catalog

In general, all subscribed and selected free ER will be cataloged based on the following cataloging policy.

1. Paid electronic resources: All paid electronic resources including individual titles within these databases are required to fully catalog in Voyager
    - Marc records sent by Cassidy's and other vendors are edited by the CL and uploaded in a batch to catalog.
    - Licensed electronic resources with no Marc record service are cataloged by the CL after receiving notification of their availability from the AL and R/SSL.
2. Free electronic resources: Free electronic resources are cataloged in Voyager as soon as the CL receives request from RL.

C. SFX update and maintenance of aggregate databases

1. Once the AL and R/SSL has notified CL the receipt of new aggregate database, the CL activates the database to include it in SFX local holdings. The individual titles in the database should be activated automatically.
2. For aggregate database without record in SFX Knowledge Base, RL will review and identify the titles included in the aggregate database that should have access through SFX. The CL will add the database including the identified titles

to SFX KB if possible.

3. Once a month, the Library Associate II (LA) is notified to download the add, change, and delete files from the SFX server.
4. The LA reviews the files changed and deleted files and updates the SFX knowledge base accordingly.

Optional Advertising and Publication of ER

1. ER is written up in the *Blackacre Times* by the same Reference Librarian who created database record.
2. Short news story is posted to the COL website.
3. Print materials are created to advertise the ER in the Law Library.
4. Law Library hosts a faculty brown bag.
5. Communicate with University Library.

Cancellations

1. Library Director fills out cancellation form.
2. AL contacts vendor.
3. AL notifies CL and R/SSL.
4. CL removes ER from
    a. Catalog.
    b. SFX
5. R/SSL removes ER from
    a. Database list.
    b. Proxy Server.
    c. Filtering software.

Guidelines for Specific Types of Materials
Sources – Primary Law of the United States and States and Access Tools

Administrative Decisions – U.S.

- Official – depository
    - Acquired through the Federal Depository Library Program (previously published in print, microfiche and currently in electronic format by the GPO)
    - All of the titles are cataloged in our OPAC and assigned Library of Congress call numbers.
- Online – LLMC, HeinOnline

Administrative Decisions – State

- Georgia - very little available - websites

Administrative Rules and Regulations – U.S.

- C.F.R. - depository - one year in paper,; indexes – retain.
- Federal Register – depository – one year in paper, 1936-2004 on microfiche; indexes – retain.
- Online – HeinOnline, GPO, ProQuest.

Administrative Rules and Regulations – State

- Georgia -Official Compilation and Georgia Register
- GA Secretary of State website
- Other states - the library does not collect

Attorney General Reports and Opinions -

- U.S. - reports and opinions in hard copy and microform; HeinOnline, LLMC
- Georgia - opinions in hard copy and microform.
- Other states - HeinOnline

Citator

- Print – Georgia only (cancelled, but still held)
- Online – KeyCite, Shepard's, and Shepard's for Public Use

Codes U.S.

- 1 copy of U.S.C.A., 1 copy of U.S.C.S, 1 copy of U.S.C.S. in Faculty Lib.
- United States Code published by GPO in hardcopy from 1964 to present. U.S.C also available in microfiche from 1925 – 1982.
- HeinOnline

Codes States

- Georgia only

OCGA COMPLETE SETS

1. Reference Desk
2. Gen Stacks
3. Gen Stacks
4. Fac. Lib.
5. Fac. Lib.

6. Law Review
7. Milich
8. HeLP Clinic

OCGA INDIVIDUAL VOLUMES

Vol. 2		Cunningham/Clinic
Vol. 6		Yarn
Vol. 7		Sobelson
Vol. 12		Tucker, A.
Vol. 12		Taylor, E.
Vol. 12		Brewer, C.
Vol. 13		Sobelson
Vol. 13		Cunningham/Clinic
Vol. 14 & 14A & 14B		Cunningham/Clinic
Vol. 15		Cunningham/Clinic
Vol. 16		Edmundson
Vol. 20		Sobelson
Vol. 20		Cunningham/Clinic
Vol. 22		Radford
Vol. 23		Scott
Vol. 29 & 29A		Cunningham/Clinic
Vol. 31		Wiseman
Vol. 32		Wiseman
Vol. 39		Scott

Vol. 39		Taylor
Vol. 40		Brewer, C.
Vol. 40		Radford

- Superseded editions of the Georgia Code:

  Most of the codes prior to 1933 in hardcopy.

  Superseded 1933 Code on microfiche from 1933 to 2004.

  Additional historical Georgia codes which were donated to the library.

- Other states- all other state codes canceled 2009.

Court Reporters

- U.S. – 1 copy of U.S., Supreme Court Reporter,
- L.Ed.(canceled, but held)
- Lower Federal – 1 copy of Federal Reporter, Federal Supp.
- Special subject reports – Fed Rules Decisions, Bankruptcy, Claims Court, Military Justice, Federal Appendix, Veterans Appeals, and Education – canceled, but held
- Regionals – Southeastern ONLY, all others canceled in 2012.
- State - library collects only Georgia official reports - no other states.
- Pre-National Reporter System (state cases on microfilm)
- Online – many sources, including BNA U.S. Law Week, HeinOnline Supreme Court Reports

Court Records and Briefs

- U.S. Supreme Court Records and Briefs, 1832-1978 – Microfiche, and Making of Modern Law, 1832-1978.

Court Rules

- Federal - comprehensive
- States – Georgia only

Jury Instructions

- Federal
- States - Georgia only

Digests

- Federal, not Supreme Court Digest
- No special reports digests
- States – Georgia only
- Regional –

  -Southeastern canceled, but held

Legislative History Materials – U.S**.**

- Compiled legislative histories in hardcopy, notably the tax acts
- ProQuest Congressional – Hearings, Prints, Reports, Cong Record, C.R.S., Bills, Public Laws, Legislative History, U.S. Code, Statutes at Large.
- Federal Legislative History - HeinOnline
- USCCAN (selected congressional reports and documents)

Legislative History - State

- Georgia- journals (House and Senate) and GSU Law Review Peach Sheets
- Other - the library does not collect materials comprising legislative history for other states, except New York Legal Research Library - HeinOnline

Session Laws U.S.

- 1 copy of U.S. Statutes at Large
- 1 copy of U.S.C.C.A.N.
- HeinOnline, ProQuest.

Session Laws Georgia –

- 1 or 2 copies in hardcopy, 1 in microform
- Georgia Legislative Documents on Galileo

Session Laws Other States

- Micro – 1950-, HeinOnline

Shepard's - print

- Georgia only (cancelled, but held)

Sources – Secondary and Other Materials

A.L.R.

- 1 copy, cancelled, but held, A.L.R. International - current

Audio

- The library actively collects study aids on CD, such as Sum & Substance, PMBR, and Gilbert's Law Summaries.
- Other audio titles may be added to the collection when requested by faculty.

Casebooks

Casebooks are purchased for class reserves. They are not permanently maintained in the Stacks, unless for historical purposes.

CD-ROM

- The library has never collected CD-ROMS.

Computer Disks and Software

- Computer disks, which accompany printed material, are acquired with the printed material and made available to patrons; however, we do not support patrons using the disks in the library. Computer disks and software are not acquired.

Continuing Legal Education Publications

- Georgia - ICLE
- Other - none

Dictionaries

- Current dictionaries
- Online OED - Galileo

Directories

- Internet – MartindaleHubbell.com
- Martindale-Hubbell on microfiche (1868-1999)

Encyclopedias

- Georgia Jurisprudence
- CJS, cancelled, but held, Am. Jur. – current.

Exams

- The Law Library maintains an online collection of exam materials. This collection includes exams administered by College of Law faculty, practice exams and sample questions, and sample exam answers.
- Materials are added to the exam archive by the Faculty Services Librarian (FSL) upon the request of College of Law faculty.
- The FSL solicits contributions to the exam archive within the first two to three weeks of each semester and may solicit contributions at other times as needed.

Faculty Authors Collection in display case and Faculty Library –

- 1 copy in display case; older Faculty Publications in Faculty Library (arranged by faculty member).
- Collection includes reprints of faculty publications, books, book chapters.
- The FSL asks faculty members to contribute reprints.

Faculty Commons (Library) Collection

- U.S.C.S. – current 9/12
- O.C.G.A. – current 9/1
- Faculty publications

Formbooks

- General – Am Jur Legal Forms; various procedural form books
- Georgia – all published

Gifts

- The library accepts gifts of useful materials, with the provision that no conditions be attached to the donated material. Cash donations are also welcomed and can be used to develop the collection in specific subject areas (e.g., water law). The library will determine the classification, housing and circulation of all gift items. It retains the right to dispose of gifts at any time and in a manner deemed appropriate. The library cannot be responsible for the monetary valuation statement of the donor for tax purposes. The Law Librarian sends a letter of acknowledgment, including a list of titles donated. Gift items can be book plated as requested by the donor.

Government Documents

Federal Documents

- Depository. The library has been a selective depository library for United States government documents since 1984.

  Item selections are made using the same criteria and procedures as employed for titles to be purchased commercially. Materials are cataloged and classified into the regular collection. Congressional fiche (reports, hearings, etc.) is maintained in the Superintendent of Documents classification order.

State Documents

- Georgia - Georgia state documents are deposited in the libraries at the University of Georgia and the Georgia Southern University. The Law Library does not attempt to collect Georgia documents.
- Georgia Government Publications on Galileo (agency publications 1994 – present)

- Digital Library of Georgia on Galileo

Journals - print

- All journals produced by American Law Schools, including second, third, etc. journals from schools.
- No foreign journals, including Canadian.
- Practice-oriented journals only if requested by faculty or support the curriculum.
- Newsletter only if requested by faculty or support the curriculum – see retention policy for newsletters.
- The library will considered whether specialized journals are available electronically.
- Bar Journals – in microfiche and HeinOnline, except for Georgia & A.B.A.
- Bind weekly or messy journals only.

Journal Indexes

- None in print.
- Online – Index to Legal Periodicals and Retrospective, Legal Trac, HeinOnline, and Index to Legal Periodical Literature 1786-1922 and E-Journal Locator

Law for the Layperson

- Nolo Press (selected titles on Ready Reference)

Legal Encyclopedias

- National - American Jurisprudence 2d. and C.J.S.

- Georgia – current Georgia Jurisprudence
- Other states – none are current

Legal Fiction

- Collect

Leisure Collection

- The Law Library subscribes to a few non-legal newspapers and magazines for leisure reading, e.g., Time, The New Yorker, and the Atlanta Journal-Constitution. Non-legal newspapers and magazines are added to the Leisure collection.
- Selected fiction titles from the general collection are added to the library's Leisure collection. All fiction titles purchased after 2010 are added to the Leisure collection; selected fiction titles purchased and added to the general collection prior to 2010 have been added to the Leisure collection.
- Selected nonfiction titles from the general collection are added to the Leisure collection. Nonfiction titles are added to the Leisure collection when the work appears to be written for a general, popular audience.
- Most DVDs in the library's collection are added to the Leisure collection. Only DVDs of limited interest are not added to the Leisure collection; those DVDs are added to the Reserve collection. VHS tapes are not added to the Leisure collection.

Loose-leaf Services

- If available electronically, choose that version over print.
- In print – Matthew Bender major sets, CCH Standard Federal Tax
- Online – BNA All and CCH Internet Research Network

Microform

- The Library has a large historical microform collection.

  English Reports (1220 – 1787)

  Supreme Court Records and Briefs (1832 – 2004)

  Pre-National Reporter System state cases

  Congressional Record (1789 – present)

  Federal Register (1936 – 2004)

  Code of Federal Regulations (1938 – 2004)

  Statutes at Large (1776 – 1980)

  Martindale-Hubbell (1868 – 1999)

  CIS microfiche collection of Congressional publications (1970 – 1983)

  AALS Law Books Recommended for Libraries

  ALI Publications on microfiche

  We actively receive these microforms:

  National Center for State Courts

  Council of State Governments

  Daily Report

Newsletters

- Acquire only if requested by faculty members.

Newspapers

- Major legal newspapers, AJC, Wall Street Journal, UAS Today and New York Times – see policy on retention of newspapers.

- Legal newspapers – American Lawyer, Daily Report (older in microfilm)

Practice Material

- Georgia - comprehensive

Rare Books

- Rare books are generally not purchased.
- Gifts are accepted.

Ready Reference

Ready Reference collection includes Georgia practice materials, such as treatises and formbooks, selected Nolo Press self-help books that are popular with our public patrons, and materials on Bluebook citations.

Reference Collection

- Dictionaries, directories, research guides, bibliographies, statistics and other reference resources
- Add reference titles to the collection if the subject matter supports the curriculum and the activities of the law school.

Reserve – Class Reserve only

- The library supports the curriculum by buying and putting on reserve casebooks (with current supplements), hornbooks and other books listed on the Course Book List each semester. The assistant in the Associate Dean's office is the contact person.
- Teacher's manuals are not acquired.

Restatements

- American Law Institute Library – Historical documents, including drafts and final versions of the Restatements – HeinOnline.

State Guides

- Legal Research Guides - The library collects all states
- AALL State Documents Bibliographies - The library collects all states.

Study Aid Collection – Non-circulating

We collect one copy of the following:

- Siegel's (Aspen) ***
- Nutshells
- Hornbooks (where available)
- Examples & Explanations ***
- Understanding ***
- Crunch Time Concepts & Insights ***
- Concise Hornbooks
- Questions & Answers (Lexis) ***
- Acing (West)
- Glannon Guides (Aspen)
- Short and Happy Guide (West)
- Sum and Substance (West)

  What Matters & Why? (Inside) (Aspen)

Collect four (4) copies for required classes (contracts, torts, property, civil procedure, criminal law, constitutional law I, evidence, professional responsibility) of the following titles:

- Examples and Explanations (Aspen)
- Siegel's (Aspen)
- Questions & Answers (Lexis)
- Crunch Time (Aspen)
- Understanding (Lexis)

Substantive Law of a Particular State

- As a general rule, the library does not collect treatises on the substantive law of other states.

Treatises

- Scholarly treatment of the subject is preferred over a practitioner-oriented approach. For Georgia, we attempt to collect all monographs, scholarly or practice-oriented. New treatises are selected in accordance with the priorities identified in Subject Collections.
- Collect items that support the curriculum or faculty research.
- There is little attempt to acquire retrospectively.
- Circulation or usage of previous editions or similar titles.
- Author or editor of the publication is known for the quality of previously published work or has an established reputation in the field.
- Extent to which the subject matter of the item may be covered by the existing collection, or may be complementary to materials already owned.
- All hornbooks and nutshells.

- Casebooks for classes taught – on reserve – 1 copy.
- Many electronic, including online – Making of Modern Law, HeinOnline
- Editions – Georgia only – keep all editions in stacks; other treatises – keep latest edition

Video

- The library actively collects movies, TV shows, and documentaries that relate either to the law generally, a particular aspect of the law, or a subject related to areas of law, which is a particular strength of the College of Law, i.e., medicine, negotiation, and professional ethics.
- Most video titles are added to the Leisure collection; titles on subjects of limited interest are added to the Reserve collection, e.g., Crazy Love, a documentary on Burt Pugach and Linda Riss, is in the Leisure collection, while You Will Be a Credible Witness at Deposition is in the Reserve collection.
- The video collection includes Eyes on the Prize, The Constitution: That Delicate Balance, seasons of Law and Order and The West Wing, and films such as The Verdict, Inherit the Wind, and Flash of Genius.
- Videos on standard DVD are preferred over videos on VHS or Blu-ray. However, videos in an alternative format may be collected when specifically requested by a faculty member and unavailable in standard DVD format.
- The library retains older titles on VHS as requested by faculty. When possible, titles on VHS are replaced by the same title on DVD.

Young Adult Collection

The Young Adult Collection is intended to support coursework and research dealing with children's and young adult literature. In addition to College of Law users, it is expected that additional University departments, including the College of Education and Department of English, will make use of the collection. General Collection Guidelines:

- **Languages:** English is the primary language of the collection.
- **Chronological Guidelines:** Mainly current materials. Historical works are added as needed.

- **Geographical Guidelines:** Primary United States publishers.
- **Treatment of Subject:** The collection will include both fiction and non-fiction materials written for middle school and high school aged. The items collected will relate to United States law, the United States system of government, criminal justice, and related materials.

Other Countries and International

Australia

Primary Materials

Federal – acts on microfiche, online

Canada

Primary Materials

Federal – acts on microfiche, online

Provincial – none

Secondary Materials - very selective

Great Britain

Primary

Historical cases on microfilm

Justis (Georgia Britain Statutes and Statutory Instruments online)

English Reports (HeinOnline)

Scottish Legal History Library (HeinOnline)

Seldon Society Publications (HeinOnline)

Secondary – very selective

Other Commonwealth Countries

The library does not collect the primary materials of these countries.

All Other Countries

The library collects English-language translations of the constitutions and codes, as well as some yearbooks and law journals.

International and Foreign Law - mainly online

- Foreign Law Guide
- Hague Academy Collection Courses Online
- History of International Law Library (HeinOnline)
- Israel Law Reports Library (HeinOnline)
- Kluwer Arbitration
- Kluwer Law International Journal Library (HeinOnline)
- Making of Modern Law (including FCIL, Trials, and Primary Sources libraries)
- Max Planck Encyclopedia of Public International Law
- Oxford Reports on International law
- Oxford Scholarship Online
- Phillip C. Jessop Library (HeinOnline)
- United Nations Law Collection (HeinOnline)
- World Constitutions Illustrated (HeinOnline)
- World Trials Library (HeinOnline)

Treaties

- Online – HeinOnline
- Online - U.N Treaty Collection

Appendix A- Electronic Databases by Subject

See

http://law.gsu.edu/library/subscriptions.php

Appendix B - Weeding and Retention Policy

This Document brings together decisions about a wide array of Law Library materials. The first section, “General Collection,” contains policies that apply to the entire collection. Instructions for materials in specific areas, such as Georgia materials, which may be different from those for the general collection, appear under their own headings.

GENERAL COLLECTION

Basic Guidelines

Pocket parts, supplements and update pamphlets that are replaced will be discarded as soon as the new materials have been shelved. If an entire treatise is replaced by a new edition, the final pocket parts or supplements to the old edition should be discarded unless the treatise is of particular importance.

Reporters and Digests

Paperback advance sheets that are replaced by permanent bound volumes will be discarded as soon as the corresponding bound volume has been shelved.

Superseded digest volumes should be withdrawn and discarded. Replacement volumes in digests ordinarily contain everything that was in the volume it replaced and its supplements. When a digest is continued by a new series**,** the old series will normally be kept on the shelf next to the new one.

Legal Encyclopedias

Legal encyclopedias that are completely replaced by a new edition will be withdrawn and discarded.

Treatises

Legal treatises completely replaced by new editions will be withdrawn and discarded unless a member of the faculty authored it.

Casebooks

Keep all copies of a casebook that is on reserve. Keep one copy of the most recent edition of a casebook that is in stacks. However, keep a copy of each casebook written by a member of the faculty, even if it would otherwise be discarded under the policy.

Loose-leaf Services/Multi-Volume Updated Sets

Current Loose-leaf Services

Follow filing instructions for loose-leaf services; if filing instructions indicate that the edition is superseded by new materials, follow the filing instructions and withdraw the superseded materials.

Loose-leaf updates may also be accompanied by newsletters, statutory pamphlets, and forms and practice aids. These items do not generally receive their own bar codes or

typed call number labels. The newsletters, generally highlighting updates, are usually only several pages long and do not need to be kept for longer than one year. Statutory pamphlets may contain newly passed legislation; these do not need to be kept after they are available elsewhere in the library. Forms or practice aids are reports or articles prepared specifically for the service and dealing with a narrow area of interest. These practice aids may be barcoded and added to the loose-leaf service's catalog record as an alternate title entry.

Discontinued Loose-leaf Services

Loose-leaf services that the library has discontinued acquiring should be marked with a 'no longer updated as of' label. If a loose-leaf service has been discontinued, evaluate the service for retention based on the following criteria: depth of coverage of the title and the depth of the collection in that area of law; frequency of update; inclusion of noteworthy content, such as helpful legislative history information that would not change/become outdated or useful appendixes or forms; the availability of the service online; whether the title is part of the library's core collection; the changeability of the area of law; the Svengalis rating. No single factor controls the determination; the law librarian should balance the factors in making a determination to discard a loose-leaf service.

Directories and Reference Works

Superseded issues of non-legal reference works and directories which are issued annually should be withdrawn and discarded unless records state otherwise. Change the bibliographic record to state: "**Library keeps latest edition only."** If a reference work is to be kept indefinitely, the record will say: "**Current edition in reference; earlier editions in General Stacks."**

Newsletters

Newsletters consisting solely of case notes, and those consisting of organizational meeting information are usually not bound for permanent retention. Such materials will be kept for a limited time determined by their frequency of publication.

Magazines and Newspapers

Magazines of general interest will be stored in the Leisure collection and not added to the general collection.

General computer periodicals purchased for staff review shall be retained for 1-2 years and then withdrawn and discarded.

Daily newspapers will be retained for one month, except the Atlanta Journal Constitution, New York Times, USA Today and Wall Street Journal, only retain current issue. Weekly newspapers will be retained for three months.

Law Study Aids

When a new edition of a collected title arrives, the immediate prior edition is moved to the circulating Law Study Aids. Older editions are marked with a red “SEE LATER EDITION” sticker. Any prior editions in the circulating Law Study Aids collection are to be withdrawn and discarded.

Circulating Titles

- Titles can be checked out for three (3) days only. We will house the current and all copies of the previous edition only.

Volumes written by faculty members will be kept indefinitely.

Other Material

Superseded form books should be withdrawn and discarded (except for Georgia titles).

Superseded books of jury instructions and court rules should be withdrawn and discarded (except for Georgia titles).

Popular works on law, such as those from Nolo Press, should be withdrawn and discarded as soon as they are replaced by a new edition. Selected titles are located in the Ready Reference collection.

Leisure Collection

Fiction and popular non-fiction added to the Leisure collection will be retained as space permits. Material removed from the Leisure collection will be moved to the general collection. When it is necessary to weed the Leisure collection due to space constraints, works by more popular authors should be retained in the Leisure collection, with works by less popular authors being moved to the general collection. However, works by less popular authors may be preferred when necessary to provide a diverse and balanced selection of titles and authors.

Video

VHS tapes will be retained when requested by faculty. When possible, titles on VHS will be replaced by the same title on DVD.

Movies, TV shows, and documentaries on DVD will be retained as space permits. Weeding the DVD collection should follow the same general principles as weeding the print Leisure collection, with an emphasis on retaining more notable and popular works. When necessary, material of more limited interest may be moved to the Reserve collection. Faculty should be consulted before removing a DVD title from the library's collection, as many faculty use DVDs in their teaching.

Audio

Audio study aids should be discarded as soon as they are replaced by a new edition.

Exams

Exams posted to the online exam archive will be removed (a) when the faculty member who authored the exam leaves the College of Law or (b) upon request by the faculty member who authored the exam.

Faculty Authors

All editions of faculty's publications will be kept indefinitely.

Federal Depository Materials

The law library is a very selective depository for federal government documents. Selective titles include Statutes at Large, U.S. Code, Federal Register, Code of Federal Regulations, and U.S. Reports.

CAUTION: Materials received from the Government Printing Office (GPO) as part of the Federal Depository Libraries Program are subject to federal regulations governing the retention of materials. Such material must not be withdrawn and discarded without checking with the Government Documents Librarian.

Federal Legislative Materials

Paperback advance sheets to USCCAN are discarded when bound volumes are received. The codified USCS session law pamphlets should be discarded when the new pocket parts are received. Ask a Librarian about USCA before discarding.

Publishers sometimes mail out special pamphlets containing new federal legislation, committee reports, etc. on subjects such as tax law.

Slip laws published by GPO are retained in Princeton files until they are superseded by a bound volume of U.S. Statutes at Large.

Federal Cases and Digests

Preliminary Prints of US Supreme Court decisions are kept in Princeton files. Because these are depository items, they must be kept until the bound volumes of the US Reports are received.

Federal Administrative Regulations

The paper Federal Register issues are kept for 1 year only. A collection is available on microfiche from 1936-2004. We keep and bind the GPO Federal Register Index.

The Code of Federal Regulations (CFR) is replaced each year by new pamphlets. Retain the current 1 year only. Keep and bind the CFR Indexes. List of Sections Affected (LSA) should also be kept and bound. Check with the Government Documents Librarian before binding the issues.

GEORGIA MATERIALS

All superseded Georgia materials are kept indefinitely. Retain only one copy of superseded titles: including practice treatises, ICLE program materials, court rules, etc. Retain all copies of superseded Georgia treatises authored by GSU law faculty. Mark superseded titles with “See Later Edition” label. Most formbooks and practice materials are located on Ready Reference. Retain previous editions in General Stacks (with label).

Official Code of Georgia Annotated: Retain superseded O.C.G.A. volumes in the remote storage area. Bind superseded pocket parts each year after filing new pocket parts.

OTHER STATES

Superseded volumes or sets of state codes should be withdrawn and discarded.

FACULTY LIBRARY

The Library Stacks Maintenance Supervisor maintains the collection in the Faculty Library.

APPENDIX C - RETENTION PERIOD FOR ITEMS NOT BOUND

Please discard all items at the end of the retention period.

AALS Newsletter – retain 1 year

Academe – retain 1 year

Administrative & Regulatory Law News – retain 1 year

Against the Grain – retain 2 years

American Banker – retain 3 months

American Lawyer – retain 1 year

American Libraries – retain 1 year

Bookmarks – retain 1 year

Brief – retain 1 year (ABA)

Charleston Advisor – retain 1 year

Charleston Report – retain 1 year

Chronicle of Higher Education- retain 3 months

Communications Lawyer – retain 1 year (ABA)

Construction Lawyer – retain 1 year (ABA)

Criminal Justice – retain 1 year (ABA)

Development in Mental Health Law – retain 1 year

Dispute Resolution Magazine-retain 1 year

Diverse Issues in Higher Education – retain 1 year

E-Content – retain 1 year (Online)

Entertainment and Sports Lawyer – retain 1 year

Experience – retain 1 year (ABA)

Family Advocate- retain 1 year (ABA)

Freedom to Read – retain 1 year

Fulton County Daily Report – current month

Georgia Library Quarterly – retain 1 year

Georgia Trend – retain 1 year

Georgia's Cities – retain 1 year

GP Solo – retain 1 year

Health Lawyer – retain 1 year

High Country News – retain 1 year

Human Rights – retain 1 year (ABA)

ILSA Quarterly – retain 2 years

Information Outlook – retain 1 year

Information Today – retain 1 year

International Law News (ABA) – retain 1 year

Internet Law Researcher – retain 2 years

Judge's Journal – retain 1 year (ABA)

Judicial Conduct Reporter – retain 1 year

Legal Education Digest – retain 1 year

Library Journal – retain 1 year

Modern Healthcare - retain 2 years

National Law Journal – retain 3 months

Natural Resources & Environment – retain 1 year (ABA)

Norton Bankruptcy Law Adviser – retain 1 year (KF1507 .N6)

Online – retain 1 year

Probate & Property – retain 1 year (ABA)

Procurement Lawyer – retain 1 year (ABA)

Public Justice – retain 1 year

Public Lawyer – retain 1 year (ABA)

Searcher – retain 1 year

Student Lawyer – retain 1 year (ABA)

Trends (ABA) – retain 1 year

Women Lawyer's Journal – retain 1 year

Zoning Practice – retain 1 year

Government Documents

Congressional Record – 2 years (previous and current)

Federal Register – 2 years (previous and current)

APPENDIX D - Collection Levels by Subject Area - 2012

We collect the following topics at a research level:

Biography (law)
Bioethics and biotechnology law
Civil rights

Constitutional law
Contracts
Courts – federal
Criminal law
Criminal procedure
Georgia Law
Health law
Legal education
Legal ethics – professional responsibility
Legal history – U.S.
Legal profession
Legal research and reasoning
Legal writing and drafting
Legislation
Race in Law
Statutory Interpretation
Supreme Court

APPENDIX E – Digital Archive Policy – 2013

The Digital Archive is the home of documents produced by and about the College of Law as well as those authored by faculty members. Its primary purpose is to provide electronic access to College of Law and Law Library publications back to the inception of the law school.

Organization

The Digital Archive contains the following collections:

1. College of Law Historical Materials [Content: Publications related to the history and operation of COL and its Centers]
2. College of Law Publications [Content: Official COL publications; outside distribution]
3. Operational Documents [Content: Internal distribution documents]
4. Law Library [Content: Documents created by the library or specifically about the library]
5. Georgia Business Court Opinions [Content: Opinions from several business courts in Georgia]
6. Buck v. Bell Documents [Content: Primary materials related to Paul Lombardo's book *Three Generations, No Imbeciles*]
    a. This collection is hidden from the Digital Archive index and browse functions, with primary access coming through Lombardo's website.

Ongoing Collection Management

The Digital Archive contains electronic copies of many historical documents and publications related to the College of Law. However, coverage may not be complete for each document type because print copies of the publication are not always available. The law library will create and upload electronic copies of any missing publications as these materials are located in the law school or donated by members of the law community. For ongoing publications, the Digital Archive administrator will send out quarterly requests for new materials to the College of Law departments responsible for their creation.

Criteria for Inclusion of Faculty Materials

GSU law professors often have interests and projects which result in the creation of documents, as well as the need to store documents. Mere involvement in a project by a GSU law professor is insufficient to warrant inclusion in the Digital Archive however. Documents and collections which are not written by members of the GSU law faculty or which do not directly relate to the operation of the College of Law will be hosted elsewhere.

Current exceptions to this policy include the Buck v. Bell Documents and the Georgia Business Court Opinions, which were both added to the Digital Archive prior to the creation of this policy. They remain hosted on the Digital Archive because public, external sites already linked to these materials on the Digital Archive. Future similar materials will be hosted elsewhere.

Law Review and Business Court – Maintenance and Training

The Georgia State University Law Review and the Georgia Business Court library are hosted by bepress in the Digital Archive. Select members of the faculty and Law Review staff are trained each year to upload and maintain that particular collection. They receive this training from one of the Reference/Student Services Librarians and from the university's bepress Support contact. Both the Reference/Student Services Librarian and the bepress contact are available throughout the year in a support capacity, but do not maintain the collection directly.

APPENDIX F : Tech Fee Proposals

Selection

1. COL Faculty or librarian request or express interest in an ER to buy specifically with tech fee money.
2. Librarian in charge of tech fee proposals for that fiscal year collects suggestions for proposals and contacts those vendors. The librarian gathers pricing, licensing information, technology options, and trial access to ER.
3. Librarian researches possible preferred consortium pricing, collects relevant consortium reviews and investigates access via the Westlaw, LexisNexis, or Bloomberg Law portal.
4. All Librarians and relevant faculty are included in evaluation of ER.
5. At next regularly scheduled Librarians' meeting, ER is discussed. Faculty comments are shared with Librarians.
6. After discussion amongst the librarians, the Associate Dean for Librarian and Information Services (DEAN) makes the purchase decision.
7. Upon approval, the Librarian in charge of the proposal then begins the Tech Fee Proposal Process.

Initial Tech Fee Online Setup

1. Once an ER has been selected and approved by the DEAN, the Librarian charged with preparing the proposal must go through the 3 Stage Process and the Awards Session.
2. The Librarian would access the proposal calendar by first going to the Student Technology Fee program page, http://www.gsu.edu/techfee/.
3. Under "Proposal Process," the Librarian should be able to find the Important Dates and Events, which provides deadlines in the proposal process. http://www.gsu.edu/techfee/26337.html
    a. The Librarian should be aware of the deadlines. Generally, the Stage I proposal will need to be submitted the first week of December.
    b. If at all possible, the Librarian should try to complete Stage I proposals prior to leaving for Winter Break.
4. The Librarian will also find the forms needed for submission for the different stages in the process. http://www.gsu.edu/techfee/forms.html
5. Word documents are provided for each stage, but final submissions for each stage should be in the online system. The online system can be accessed at https://webdb.gsu.edu/techfee/proposalform/
6. Log-in for the online system requires the Campus ID and Password (potentially different from the ID used for MyLaw and Novell).

Stage I Proposal

1. Once logged-in at https://webdb.gsu.edu/techfee/proposalform/, the Librarian can create a new proposal for Stage I.
2. The Stage 1 proposal is the shortest part of the process. Exact figures are not needed for Stage I.
3. Stage 1 requires two forms to be completed by the Librarian. These forms are used to assess the project's impact on the university's facilities and technology networking infrastructures.
    a. The two forms are the (1) Information Systems & Technology (IS&T) form and the (2) Capital Budgets and Space Allocation Committee (CBSAC) form.
4. Both forms must be submitted prior to the deadline listed on the student technology fee program page.
    a. The IS&T form deals more with networking and the purpose of the ER, while the CBSAC form deals with any alterations to facilities that may be needed to accommodate the new ER.

    b. NOTE: it does not matter if the ER is simply a database and will have no effect on the physical facilities; the CBSAC form must be submitted.
5. IS&T and CBSAC will return the Stage I Proposals complete with recommendations for consideration in developing the Stage II proposal.

Stage II Proposal

1. The Stage II proposal should be comprehensive and complete with budget justifications for the three possible levels of funding (100, 75, and 50 percent).
2. Exact figures will be needed for the Stage II proposal; therefore, the Librarian should reestablish contact with vendors and communicate their desire to purchase the product.
    a. The Librarian should inform vendors of the process and that some time will elapse between showing interest in buying the product and the final approval and purchase.
    b. Vendors can provide the Librarian with the correct total expense on the ER.
3. Once the Librarian has all the necessary figures, the Librarian should complete the Stage II proposal in its entirety, utilizing the same web based tool used for the Stage I proposal.
4. Upon completion, the proposals will need to be ranked by the DEAN in the ranking form via the web-based tool.
    a. Generally, more than one proposal will be submitted at a time, therefore, the DEAN must select rank them based on their own preference (consider importance and/or cost).
5. Once the rankings have been entered, the DEAN will click “submit” to submit the proposal for Stage II. The DEAN must click submit before the deadline.

Awards Session

1. The Awards Session usually takes place April in a location on campus designated by the Student Tech Fee Committee.
2. Each College/Department is allowed two votes: one by that College’s Tech Fee Committee member and one by a student representative.
3. The Librarian in charge of the tech fee proposals is tasked with speaking about the proposal and answering committee questions when that proposal comes up for a vote.

4. The committee can elect to fund at 100%, 75%, 50%, or deny funding. Based on the number of proposals awarded, all awarded amounts maybe further cut to ensure the total amount awarded does not exceed the total funds available.

Stage III Proposal

1. Upon notification that the proposal has been approved for funding, the Librarian must then follow the spending guidelines outlined in the awards letter, prior to the spending deadline.
    a. Generally, award letters are sent late spring (April/May), but budgets are not available for spending until the start of the fiscal year, July 1. The deadline to spend funds is the same every year, December 31.

Purchasing

1. The award letter will outline the spending guidelines for purchasing the resource.
2. The procedure will depend largely on cost and the type of product.
3. Purchasing a database will be similar to the procedure for purchasing a regular resource.
4. Purchasing hardware will follow a different procedure, and will require the Librarian in charge of the tech fee to work closely with the college of Law business agents.

After purchase, follow steps outlined for Regular Procedures, under the following categories:

1. Access Services including Cataloging
2. Individual Titles in Aggregate Databases
3. Optional Advertising and Publication of ER
4. Cancellations

Project Status Reports

1. Additionally, the Librarian will need to provide status reports on the project in the post reward stage.
2. The first status report is due at the end of January and the final status report is due the first of October.
3. Status reports must be submitted by the deadline to the following: techfee@gsu.edu

APPENDIX G – List of Abbreviations

ADPS – Associate Director for Public Services

AL – Acquisitions Librarian

CBSAC – Capital Budgets and Space Allocation Committee

CL – Catalog Librarian

COL – College of Law Library

DEAN – Associate Dean for Library and Information Services

ER – Electronic Resource

FSL – Faculty Services Librarian

IS&T – Information Systems & Technology

R/SSL – Reference/Student Services Librarian

SFX – Open URL link resolver