

Drake University Law Library Collection Development Policy

I. INTRODUCTION

The collection development policy of Drake University Law Library guides the selection, format, collection maintenance, and access to materials that support the curriculum and research needs of students and faculty at Drake University Law School. The collection serves law students and faculty by providing access to scholarly materials through traditional print, audiovisual, and microform materials; subscriptions to electronic resources; and open access materials.

II. SELECTION RESPONSIBILITY AND PROCESS

The Law Library Director is responsible for the development of the collection. Responsibility for coordinating and maintaining the collection is overseen by the Collection Development and Metadata Librarian.

On a regular basis, the Collection Management and Metadata Librarian will submit to the Law Library Director a list of recommended materials to be purchased. To create this list, the Collection Management and Metadata Librarian will review book slips from the EBSCO GOBI program, Hein's Current Publications in Legal and Related Fields list, the GOBI Forthcoming Law List, pre-publication alerts, promotional announcements from legal publishers, and other sources. Upon approval by the Law Library Director, the Collection Management and Metadata Librarian will purchase the materials.

The Collection Management and Metadata Librarian will submit standing orders, package plans, and annual subscriptions to the Law Library Director to confirm renewal or cancellation.

Recommendations for purchases can also be submitted by law librarians, law library staff, faculty, and students. Final selection of a purchase is based upon the Selection Guidelines below and approval by the Law Library Director.

III. SELECTION GUIDELINES

The priority for selection of materials is based on the curriculum of Drake University Law School and the needs of the Law Library's primary user groups. The Law Library collects legal and law-related materials relating to the law of the United States, the state of Iowa, and, to a lesser extent, international law and the law of selected jurisdictions. The research needs of the faculty are also given high priority when they are closely related to the curriculum. Objective data of circulation borrowing statistics, interlibrary loan requests, and use of resources also guides material selection.

Specific considerations in choosing materials include:

- Quality of scholarship
- Format
- Cost to purchase

- Publisher
- Appropriateness of the academic level of the material
- Lasting value
- Strength of current holdings in subject area
- Anticipated usage
- Iowa specific law-related materials
- Language
- Cost of supplementation

Additional guidelines:

- Textbooks are not normally purchased
- Multiple copies are only purchased when justified by usage
- If an item is high in cost, the availability of the item at nearby libraries or by interlibrary loan is considered
- If an item is currently available at Drake University Cowles Library, the Law Library will not typically purchase a duplicate copy
- Lost items are not automatically replaced. A decision on replacement will be based on borrowing statistics, importance to the collection, and cost

Exceptions to the guidelines will be evaluated by the Law Library Director on a case-by-case basis.

V. SELECTION OF SPECIFIC TYPES OF MATERIALS

The Law Library mainly purchases materials in print or digital format, but other formats are considered when needed to serve general research or collection needs. Specific criteria for individual formats are noted in the following sections.

A. Audiovisuals

The Law Library will purchase audiovisuals upon professor request and approval by the Law Library Director.

B. CD-ROM

The Law Library does not actively purchase this format. CD-ROM's which accompany books are added to the collection.

C. Electronic Resources

The Law Library owns and provides access to materials in electronic format. These include online indexes, databases, e-books, and journal subscriptions. The criteria for purchasing electronic resources are based on those outlined in the Selection Guidelines.

Additional criteria for purchasing electronic resources include:

- Remote access availability via IP authentication
- Number of simultaneous users allowed

- Usability of the resource in terms of design and functionality
- Quality of searching and retrieval
- Licensing terms
- Availability of usage statistics
- Long term reliability of the resource

If the selection of a fee-based or subscription Internet resource duplicates an existing print resource, the following criteria will also be considered:

- Determining if a cost benefit for purchasing multiple formats exists
- Desirability of multiple formats to meet the different needs of library patrons
- Feasibility of canceling the print subscription and relying solely on the electronic version

The Director will negotiate all licensing agreements and will act as the signer of the agreements. The Law Library will comply with all applicable vendor licensing agreements.

D. Government Documents

The Law Library is a selective depository of federal government publications and receives approximately 12% of items available to depository libraries. Selected materials emphasize the curricular and research needs of Drake University Law School users especially in the area of agriculture, education, and legislation, and statistical data. The Law Library also receives publications from the State of Iowa depository program.

E. Microforms

The Law Library no longer actively purchases this format but collects government documents arriving in microfiche. Microforms would only be acquired to fill gaps in the collection when the material is not available in print or electronic format.

F. Print Journals

Access to journal titles are provided by electronic databases such as HeinOnline, Index to Legal Periodicals Full Text, and LegalTrac. If a title is not available electronically or is an Iowa law related title, a print version will be considered for purchase.

G. Study Aids

The Law Library purchases study aids in print format for first-year classes, upper level required classes, and selected bar courses. The Law Library avoids purchasing study aids keyed to individual casebooks and high court summaries.

The Law Library will also consider purchasing electronic access to study aids.

VII. SUBJECT ANALYSIS

Emphasis in a particular subject area depends on the depth of resources necessary to support the

curriculum and research on the subject. The four levels of collection depth identified in this policy are: Comprehensive, Research, Reference, and General.

A. Comprehensive

The Comprehensive level strives to acquire all major items in the subject area.

B. Research

The Research level should support faculty needs for conducting original research and support the work of law review students, moot court and seminar students. This level can also provide practitioners with the depth to research complicated legal questions.

C. Reference

The Reference level should support the needs of law students in their regular course work or the investigation of routine legal problems by faculty or practicing attorneys.

D. General

The General level provides a basic introduction to and an outline of the issues involved in the subject.

Subjects

- Administrative Law (Reference)
- Agricultural Law (Research)
- Appellate Advocacy and Practice (Reference)
- Business Associations (Reference)
- Civil Procedure (Research)
- Clinical Experience (Reference)
- Commercial Law (Reference)
- Comparative Law (Reference)
- Compliance (Reference)
- Conflict of Law (Reference)
- Constitutional Law (U.S.) (Research)
- Constitutional Law (Foreign) (General)
- Contracts (Research)
- Corporate Law/Business Associations (Research)
- Criminal Law and Procedure (Research)
- Election Law (Research)
- Employment Law (Reference)
- Environmental Law (Reference)
- Estate Planning (Reference)
- Evidence (Research)
- Family Law (Research)
- Gaming Law (Research)

- Health Law (Reference)
- Immigration Law (Research)
- Insurance Law (Reference)
- Intellectual Property Law (Reference)
- International Law (Reference)
- Iowa Law (Comprehensive)
- Jurisprudence (Reference)
- Legal History (Reference)
- Legal Research and Writing (Research)
- Legislation (Reference)
- Legal Technology (Reference)
- Mediation (Reference)
- Negotiation (Reference)
- Product Liability (Reference)
- Professional Responsibility (Research)
- Property (Research)
- Secured Transactions (Reference)
- Securities Law (Reference)
- Tax (Research)
- Torts (Research)
- Trial Practice (Research)
- Workers Compensation (Reference)

VIII. GIFTS

The Law Library accepts gifts of books and other materials when they can be used to enhance the collection, replace damaged copies, or are of historical significance. The Law Library reserves the right to dispose of any materials which are not in good condition or do not meet the Selection Guidelines. Upon request, the Law Library will provide a list of donated materials but will not appraise the value of the donation due to IRS regulations.

Donors are encouraged to deliver or ship gifts to the law library. If that is not feasible, the Law Library Director may ask an employee or hire student workers to obtain the gifted materials. Reimbursement for mileage, according to Drake University policies, will be provided if a personal car is used by an employee.

IX. COLLECTION MAINTENANCE

The Law Library continually reviews the collection to decide what to retain, withdraw, or relocate to storage areas. The decision to withdraw include the following criteria:

- Physical condition of the item
- Importance of the item to the collection
- Circulation statistic count of the item
- Availability of item at nearby libraries and online

Items in poor condition but still relevant to the collection will be repaired if possible or

replaced.

X. UPDATING

The Collection Management and Metadata Librarian will review this policy at least once per year and update to reflect needed changes.

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