



Underwood Law Library

Collection Development Policy – 2018

Southern Methodist University Dedman School of Law

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Part One – Overview of Law Library Collection Development Policies & Guidelines

The Underwood Law Library (the “Library”) has primary responsibility for collecting and providing access to legal information and publications at Southern Methodist University (“SMU” or the “University”).

The general responsibility of the Underwood Law Library is to support the activities and mission of the SMU Dedman School of Law (the “Law School”). To this end, the Library collects materials to support the curriculum, faculty scholarship, and research and writing programs of the faculty and students of the Law School.

Mission

The principal mission of the Library is to support the instructional and research needs of our primary patrons: the students, faculty, and staff of the Law School. In addition, in support of the mission of the Law School and of the University in general, the Library provides access to legal information for (a) the students, faculty, and staff of the SMU community, (b) the legal professionals of the Dallas / Ft. Worth region, and (c) the general Dallas community to the extent that they are granted access to the collection.

To meet these responsibilities the Library has prepared guidelines for the selection of materials for its collection. The guidelines provide a framework for professional staff decisions concerning the acquisition of materials necessary to support the interests of the Law School. These guidelines should be viewed as statements of goals for the collection and not necessarily as statements of the current level of collection development. The guidelines represent broad statements of the concentration of intended acquisition of materials and services, subject to the availability of funds.

Because these goals are intended to reflect the changing research and curricular interests of the Law School, they are subject to review and revision. It is expected that the professional staff of the Library will reexamine these guidelines on a regular basis and revise certain policies from time to time to reflect the changing circumstances of the institution.

Pursuant to these guidelines, the Library collects or maintains access to a wide variety of materials in both print and electronic formats.

There are a few general policies applicable to all aspects of the Library's collection. These include policies on purchasing duplicate copies of titles, the language(s) of materials acquired, and general considerations. These general policies should be kept in mind when reading any of the individual sections of this collection development policy statement.

Language

Generally, the Library purchases materials in the English language unless not otherwise available. Materials in the foreign law collection will be sought in English translation, but portions of the collection will, of necessity, be purchased in the vernacular of the jurisdiction, primarily French, Spanish and German. In addition, the Library may maintain access to legal databases in foreign languages such as Chinese.

Format

The Library purchases materials in the format deemed most useful to its patron base, but also considers information value, physical space demands and long-term availability. Hard copies of many materials are acquired for materials either not available digitally or required for pedagogical purposes, such as the Legal Research and Writing classes.

As of FY 2017-18, the evolving user preference for digital formats has increasingly driven selection criteria in favor of online formats including subscription electronic databases. Moreover, widespread availability of electronic databases for primary and secondary sources has enabled the Library to significantly improve and broaden user access while at the same time reducing the Library's reliance on duplicative print formats for the same content.

The Library will invest in the technology required for law students and faculty to access materials available only in electronic format, particularly via electronic subscription databases. In deciding whether to purchase print titles, the Library will consider the availability of the specific title or equivalent content in high quality electronic format, such as LexisNexis, Westlaw, Bloomberg Law/BNA, William S. Hein (Hein Online), Gale's Making of Modern Law, ProQuest, and others.

Formerly, the acquisition of materials in microform depended on a number of factors including: (1) the frequency of use; (2) the difficulty of obtaining the materials in hard copy; (3) costs of materials in microform versus hard copy; (4) quantity of shelving space required for the equivalent hard copy; and (5) the conservation requirements for older worn and brittle materials. Microforms were also considered as an alternative format for additional duplicate copies of titles. In light of the increasing availability of full-text legal materials in electronic format, the library has discontinued the purchase of microform titles in favor of legal titles and government documents in electronic format.

Significant numbers of publications are published in hardbound and paperback editions. While the Library's preference is for hardbound for preservation purposes, the Library will select paperback editions of works if significantly less expensive or if hardbound versions are not available. The selector will consider the expected long-term value of the work and whether or not the price difference between hardbound and softbound is more than the cost of library binding. The size of the price difference need not be more than the binding cost and the Library is not expected to bind all paperback editions acquired.

When the long-term value of a publication is considered significant, the Library will also consider vendor plans that provide for Class A library bindings on paperback titles rather than the Library assuming the cost of binding.

Other General Considerations/Guidelines

In making acquisition decisions within the scope of these policies, the Library will also consider:

- 1) Availability of a requested title at other SMU campus libraries;
- 2) Anticipated demand for a requested title versus its availability through interlibrary loan; and
- 3) Circulation statistics in considering the purchase of subsequent editions of an existing title in the collection.

The Library does not normally purchase casebooks used in courses, nor will the Library normally purchase legal newspapers or newsletters in print with little lasting research value or that lack subject access through common reference tools. This policy is particularly applicable during periods of fiscal restraint. The Library considers the purchase of new information and analytical materials as a higher priority over materials that are a "repackaging" of information or are "convenience" publications.

Cooperative Arrangements

The Library does not have the funds to purchase all potentially relevant materials, from all jurisdictions, in all languages. Its acquisitions policies, therefore, factor the availability of cooperative interlibrary loan or interlibrary collection development activity at the local, regional, and national levels.

In order to provide access to materials not otherwise found in the Library collection, the Library participates in the national OCLC interlibrary loan system and cooperates with other SMU libraries in collection development. The Library also participates in other cooperative programs such as those of the Texas Association of Law Libraries.

The Library joined the New England Law Library Consortium (NELLCO) as an affiliate member in May 2003. The NELLCO membership provides a strong negotiating body with specific law library interests. In addition, the library benefits from price discounts for electronic services and print materials through EBSCO Gobi Library Solutions (formerly Baker & Taylor YBP Library Services).

In addition, the Library occasionally shares the cost of a major digital purchase with SMU's Fondren Library. For example, this cooperative arrangement enabled the purchase of the LexisNexis (now ProQuest) United States Serial Set Part I in 2010 and the Proquest Congressional Hearings, Part A, in 2011.

Electronic Information Resources

The Library's electronic sources are web-based, with an emphasis on subscription databases. The Library no longer purchases CD-ROM and will not invest in technology to network same. However, CD-ROMs that are packaged with print materials have been retained with the hard copy materials for circulation to individual users.

The Library utilizes a substantial number of regional, national, and international electronic resources for information retrieval to broaden access to information for students and faculty. In considering whether or not to acquire access to the resources of particular aggregators of electronic publications, the Library considers the following factors:

1. Availability of full-text;
2. Quality, features and user-friendliness of search engine;
3. Scope of retrospective coverage;
4. Currentness and update frequency;
5. Whether Serial Solutions records are available;
6. Whether permanent access may be acquired via purchase and cost of hosting fees;
7. Quality of user guides, tutorials, etc;

8. Aggregator/vendor reliability, if applicable;
9. Cost and comparative pricing of existing subscriptions (print or electronic);
10. Incremental cost, if any, for campus-wide access vs. Law School only;
11. Terms of license agreement, such as cancellation policies, service disruption policies, billing procedures, inclusion of interlibrary loan, etc.;
12. Production quality is satisfactory (e.g., no large numbers of typos or linking errors in database);
13. Availability of IP access;
14. Scope of license for simultaneous users;
15. Quality of technical support;
16. Availability of meaningful user statistics, preferably counter-compliant statistics; and
17. Recent and relevant product reviews.

Third Party Vendors and Special Arrangements

The Library seeks to acquire information in the most effective and economical manner possible. To the extent workable, the Library will effectively and efficiently acquire legal information through contracts with third party vendors, approval plans, package plans, etc.

Currently, the library maintains such arrangements with EBSCO Gobi Library Solutions, William S. Hein, American Law Institute, Thomson Reuters (Westlaw), American Bar Association, American Association of Law Schools, and other organizations.

In addition, notifications regarding new titles, editions and supplementation are received, mostly electronically, from major domestic and foreign legal publishers, as well as from book jobbers, such as EBSCO Gobi Library Solutions and Hein. Monograph orders are purchased primarily from EBSCO Gobi Library Solutions, Amazon.com or the publisher depending on price and availability.

Definitions—Levels of Coverage

The Library will meet collection standards established by the American Bar Association (ABA) and the Association of American Law Schools (AALS). Current and projected courses, individual research projects, and other Law School activities will be identified to help establish the degree of acquisitions intensity in specific areas. Depending on the area, the Library collects on the levels described below.

The Collection Levels and their Definitions:

Level 1 - Minimal level. An extremely selective collection that is very limited in both scope and depth.

Level 2 - Basic information level. A selective collection that provides the user a basic introduction to and outline of the subject. This includes introductory books such as hornbooks and nutshells, a few selected treatises, and only the most widely-used specialized periodicals. Collection at this level will support only general research into the subject area.

Level 3 - Instructional support level. A collection that adequately supports J.D. course work and somewhat broader research into the subject area than is provided at the “Basic information level.”

Collection at this level contains the most authoritative multi-jurisdictional treatises, several widely-used specialized periodicals, and access to law and law-related computer information services and databases.

Level 4 - Research level. A collection that includes major published source materials required for independent scholarly research by Law School faculty and students. Included are all significant multi-jurisdictional treatises, the best historical and current treatises, all widely-used specialized periodicals, the major reference works in the area, significant non-legal treatises which will aid in the understanding of the subject area, and access to law and law-related computer information services and databases.

Level 5 - Comprehensive level. A collection in which the library attempts to collect, as far as possible, all major works on a given subject, both current and retrospective. This collection supports the most rigorous, in-depth research.

Scope of Collection Levels by Format

As an aid to understanding the intent of the general collection development definitions, below are listed the types of materials that may be purchased under each collection development level.

Level One: Minimal

Selected treatises

Level Two: Basic

Level 1+

Bibliographies

Dictionaries

General reference sources

Hornbooks

Indexes

Selected periodicals

Level Three: Instructional

Level 1+2+

Codes or annotated codes

Computer information services and databases

Constitutions

Continuing education materials

Court rules

Encyclopedias

Form books

Judicial decisions

Law School course materials

Law School seminar materials

Law School theses

Legal databases

Looseleaf services

Most authoritative multi-jurisdictional treatises

Regulations

Restatements

Session laws and/or Session law services (selected jurisdictions)
Treaties
Wider range of treatises or monographs (law) and selected interdisciplinary titles

Level Four: Research

Level 1+2+3+

Administrative decisions
All significant multi-jurisdictional treatises
All widely-used specialized periodicals
Broad range of treatises or monographs
Court records & briefs
Legislative histories
Major reference works in the area
Monographs & treatises in related subject fields (interdisciplinary materials are normally classified outside the "K" range of the Library of Congress classification system.)
Non-legal databases
Periodicals in related subject fields
Theses (very select)
Travaux preparatoires and commentaries on multilateral treaties

Part Two – United States Law Collection Development Guidelines

The major thrust of the collection of the Library is United States law. Because such a large proportion of collection acquisition is done with respect to this jurisdiction, the collection development guidelines for U.S. law are divided into several parts.

The policies with respect to U.S. law are divided into guidelines for:

- a. Core Collection
- b. Special vendor notes/policies
- c. U.S. Law by subject matter/type of publication
- d. State Law (other than Texas)
- e. Texas Law
- f. Government Documents
- g. General Reference Collection

In addition to these substantive guidelines, below is a general explanation of how the collection guideline codes (levels of coverage defined above) are interpreted in terms of the types of materials that will be purchased. These are to be considered guidelines and are subject to the discretion of the Library's professional staff in making final acquisition decisions.

The Core Collection Guidelines

The American Bar Association and the Association of American Law Schools publish guidelines that the Library adheres to in meeting minimum requirements for accreditation. These materials are referred to as the "core" collection for the purposes of the Library's collection development policies.

The "core" collection represents those publications generally required to support the basic curriculum for a Juris Doctor degree. This portion of the collection includes fundamental primary sources, secondary sources and appropriate finding tools for U.S. legal research. Under current ABA Standards (2017-2018), "ownership or reliable access" to sources is sufficient to meet accreditation standards.

These materials are the most heavily used publications in the Library and are essential to scholarly research as well as the curriculum. Therefore, the Library may acquire duplicate copies of titles or provide reliable electronic access necessary to meet the demands of faculty, students and other SMU-affiliated patrons of the Library.

The core collection will include:

Subject Matter/Publication Type

American Law Reports – electronic only

Administrative law - both printed and electronic access to *Code of Federal Regulations*, *Federal Register*, *Texas Administrative Code*, and *Texas Register*; mostly electronic access to federal and state agency decisions and other agency publications; electronic access to state (other than Texas) administrative codes and registers

Bloomberg Law

Citators – electronic only

Decisions of federal courts - printed versions of *United States Reports* and *Supreme Court Reporter*; electronic access for other federal cases, except the library retains its comprehensive printed collection of federal cases through 2015

Decisions of state courts - printed version of only the *Southwestern Reporter*, except the library its comprehensive collection of state court decisions through 2015, including pre-National Reporter System reports

Dictionaries – legal and non-legal, English and foreign languages

Digests – print and electronic access to the *Texas Digest*; other digests electronic only

HeinOnline

Legal encyclopedias – both printed and electronic access to *American Jurisprudence* and *Texas Jurisprudence*; electronic only access to others

Legal periodicals¹

Lexis

Practice materials – electronic access to most federal and state practice materials, including those of federal, state, and local bar associations; nearly comprehensive print and electronic access to Texas practice materials

Restatements

"Services" appropriate to the curriculum: antitrust and trade regulation, commercial law, corporations, intellectual property, labor, legal ethics, securities, taxation

¹ Effective 2018, print subscriptions for law journals are limited so long as reliable electronic access is available (e.g. HeinOnline, LexisNexis, Westlaw, open access on the web).

Statutes, federal (U.S.) – printed and electronic access to *Statutes at Large*, *United States Code Congressional & Administrative News*, *United States Code*, *United States Code Annotated*, and *United States Code Service*

Statutes, state (U.S.) – printed and electronic access to the codes of the seven most populous states, plus Delaware, with only electronic access to the remaining states; print and electronic access to Texas session laws, with access via the web and HeinOnline for other state’s session laws

Texas – print and electronic access to all legal materials

Treatises – general goal of owning in print at least the leading treatises in each legal subject area and Texas treatises comprehensively, subject to high costs of supplementing many printed treatises, as well as treatises’ availability in Lexis, Westlaw, and Bloomberg Law

U.S. congressional publications –printed copies from Federal Depository Library System of *Congressional Record*, congressional reports, reports hearings, and other congressional publications; electronic access through the open web and ProQuest Congressional online

Uniform laws and model acts annotated

United States Treaties & Other International Agreements (U.S.T.) and other treaty publications including all current published treaties and international agreements of the United States

Westlaw

Materials are to be complete and up-to-date in order to satisfy curriculum and faculty research needs and the requirements for accreditation. (See the A.B.A. Standard 606 (a) and 606(b) and AALS Executive Committee Regulation 6-8.4)

Special Vendor Notes/Policies

Due to significant increases in supplementation costs from 2000-2017 (absent comparable content value) of materials from Thomson Reuters (Westlaw), LexisNexis, Bloomberg Law/BNA, and Wolters Kluwer/CCH/Aspen, the Library limits supplementation of selected titles that are either available on LexisNexis, Westlaw or Bloomberg Law/BNA or that are not essential to curriculum and law faculty scholarship. Where appropriate, the Library will purchase new editions of titles and forego supplementation.

In addition, to limit the significant price increases for materials provided by Thomson Reuters (Westlaw), the Library has entered into a series of two-year or longer “library management agreements” with this publisher, commencing in 2010 and most recently renewed in 2018. These agreements require the Library to retain a designated list of materials in print with contractually agreed upon price increases that are significantly lower than historical and projected increases for those titles in the absence of the agreement.

Guidelines for U.S. Law by Subject Matter / Type of Publication

The specific collection development guidelines for U.S. law and/or specific classes of U.S. law publications are listed below. These guidelines are arranged alphabetically. For ease of reference to the Library’s collection, the primary classification range is also listed for each subject area. When necessary, footnotes are provided to amplify or explain a particular collection guideline.

What should be kept in mind is that the Library purchases materials in allied fields to supplement or amplify its law collection. While the guidelines are expressed in terms of "KF"

classification numbers, materials purchased are classified according to national standards and may fall outside of the law classification range, e.g. in "H" or "R" or other portions of the Library of Congress classification scheme. A subject listed in any of the guidelines therefore represents all materials collected relevant to a field.

<i>Subject Matter/Publication Type</i>	<i>Class Range</i>	<i>Code (Level)</i>
Abortion	KF3771	3 [instruc'l]
Admiralty, see Carriers, etc.		
Agency	KF1341-1345	3 [instruc'l]
Alternate Dispute Resolution	KF9084	3 [instruc'l]
Appellate Procedure	KF9050-9075	4 [research]
Arbitration & Award	KF9085	3 [instruc'l]
Aviation, Regulation of	KF2400-2462	4 [research]
Bankruptcy, see Creditors' Rights		
Bibliography	KF1-8	3 [instruc'l]
Biographies, General		2 [basic]
Biographies, Law		4 [research]
Carriers, Carriage of Goods & Passengers, Carriage by Sea, Maritime Commercial Law	KF1091-1137	3 [instruc'l]
Civil Procedure	KF8810-8925	4 [research]
Commercial Arbitration, see Arbitration & Award		
Commercial law	KF911-935	4 [research]
Computers - law & legislation	KF390.5	3 [instruc'l]
Conflicts of Law	KF410-418	4 [research]
Constitutional Law	KF4501-5130	4 [research]
Continuing Legal Education Materials-Texas		4 [research]
Contracts	KF801-1241	4 [research]
Copyright, see Intellectual Property		
Corporations, Associations	KF1355-1480	4 [research]
Courts	KF8700-8807	4 [research]
Creditors' Rights	KF1501-1548	3 [instruc'l]
Criminal Law	KF9201-9479	4 [research]
Criminal Procedure	KF9601-9760	4 [research]
Criminal Trials	KF220-224	2 [basic]
Criminology	HV	3 [instruc'l]
Criticism, Legal Reform, General Administration of Justice	KF384	4 [research]
Customs & Tariffs	KF6651-6708	3 [instruc'l]
Education	KF4101-4258	3 [instruc'l]
Election Law	KF4885 -4921	3 [instruc'l]
Environmental Law & Public Health	KF3775-3813	3 [instruc'l]
Equity	KF398-400	3 [instruc'l]
Estate Planning	KF746-750	4 [research]
Ethics, see Legal Profession		

Evidence	KF8931-8969	4 [research]
Family Law, Persons	KF465-553	3 [instruc'l]
Hornbooks		3 [instruc'l]
Immigration & Naturalization		3 [instruc'l]
Indians (Native Americans)	KF8201-8228	2 [basic]
Insolvency, see Creditors' Rights		
Insurance	KF1146-1238	3 [instruc'l]
Intellectual Property	KF2971-3192	4 [research]
Judgments	KF8990-9002	3 [instruc'l]
Juries	KF8971-8986	4 [research]
Jurisprudence	KF379-383	3 [instruc'l]
Juvenile Criminal Law & Procedure	KF9771-9827	3 [instruc'l]
Juvenile Justice, see above		
Labor Law	KF3301-3580	4 [research]
Law and Medical Ethics issues	R724, QH300's	4 [research]
Law and Psychology (psychiatry)	KF9656, etc.	3 [instruc'l]
Law Reports & Related Mat'ls	KF101-153	See Core Guidelines
Legal Aid, Legal Aid Societies	KF336-337	2 [basic]
Legal Education	KF262-292	4 [research]
Legal Encyclopedias		See Core Guidelines
Legal Profession, Legal Ethics	KF297-334	4 [research]
Legal Research, Legal Bibliography & Legal Writing	KF240-251	4 [research]
Legislative Documents	KF16-49	See Core Guidelines
Local Government	KF5300-5332	3 [instruc'l]
Medical Legislation	KF3821-3829, KF1347-8	3 [instruc'l]
Military Law and Procedure	KF7201-7755	3 [instruc'l]
Model Codes, Model Laws		4 [research]
National Defense, see Military Law		
Natural Resources	KF1681-1873	4 [research]
Oil & Gas, see Natural Resources		
Partnerships, see Corporations, etc.		
Patents, see Intellectual Property		
Periodicals ,		4 [research]
Philosophy of American Law, see Jurisprudence		
Probate, see Succession upon death		
Professional Responsibility, see Legal Profession		
Property law	KF560-720	4 [research]
Public Finance	KF6200-6795	3 [instruc'l]
Public Health, Sanitation, see Environmental Law & Public Health		
Public Property, Public Restraints on Private Property	KF5500-5865	3 [instruc'l]
Public Safety	KF3941-3977	2 [basic]
Public Utilities	KF2076-2140	3 [instruc'l]

Records & Briefs of Individual Civil Suits	KF228	1 [minimal]
Regulation of Industry, Trade & Commerce	KF1601-2940	3 [instruc'l]
Restatements of the Law		5 [comprehensive]
Science & the Arts, Research	KF4270-4330	2 [basic]
Secured Transactions	KF1046-1062	4 [research]
Securities, Investments, Stock Exchange Transactions	KF1066-1083	4 [research]
Social Legislation	KF3300-3750	3 [instruc'l]
Space Law	KF2471-2480	4 [research]
Special Proceedings & Remedies	KF9010-9039	4 [research]
Sports, Control of Social Activity	KF3985-3995	3 [instruc'l]
Statutes and Administrative Regulations	KF50-90	4 [research]
Succession upon Death	KF753-780	4 [research]
Taxation	KF6271-6645	4 [research]
Torts	KF1246-1327	4 [research]
Trade, Export & Import regulation	KF1987-1996	3 [instruc'l]
Trade Regulation, Control of Trade Practices	KF1601-1666	3 [instruc'l]
Trademarks, see Intellectual Property		
Trusts and trustees	KF726-745	4 [research]
Unfair Competition	KF3195-3198	3 [instruc'l]
Water Law	KF5551-5590	3 [instruc'l]
Wills, see Succession upon death		
Zoning, City & Regional Planning	KF5691-5710	3 [instruc'l]

State Collections (excluding Texas)

The Library does not generally collect treatises and local practice materials for state law other than Texas. Exceptions will be made for materials required for faculty research, materials deemed to have long-term value to the subject collections of the Library, or materials that deal with unique subjects such as Louisiana civil law and are not available otherwise.

Materials available from government web sites and proprietary databases, such as LexisNexis, Westlaw, and Bloomberg Law/BNA, particularly in the area of administrative regulations, court rules, digests, citators, legal encyclopedias and session laws, are selected whenever possible in lieu of print. General guidelines for state primary sources are listed below:

<i>Subject Matter/Publication Type</i>	<i>Code (Level)</i>
State Administrative Regulations	3 [instruc'l]
State Codes	4 [research]
State Citators	4 [research]
State Court Reporters	4 [research]
State Court Rules	4 [research]
State Digests	2 [minimal]

State Form Books	2 [minimal]
State Legal Encyclopedias	3 [instruc'l]
State Session Laws	4 [research]
Superseded State Codes	3 [instruc'l]
Municipal codes	0 [out of scope]

Texas Collection

The Library maintains a research level collection on Texas law. Generally, the Library collects at least one copy of all primary sources, i.e., Texas legislation, regulations, codes, court opinions, state administrative decisions, and attorney general opinions. This policy applies to all current information sources and the development of a comprehensive historical collection on Texas law.

With respect to secondary sources, the Library collects at least one copy of all major treatises on Texas law, substantive continuing legal education materials from the State Bar, and all continuing education and seminar materials from programs sponsored by the Law School on Texas law. It will selectively acquire such materials from programs sponsored by other law schools or local bar associations within the State and will accept donations of such materials.

The Library collects all Texas law school journals and reviews, state bar journals, and such local bar publications as are deemed necessary to the overall Texas collection.

Within the context of the above general statements, the specific subject guidelines for Texas follow:

<i>Subject Matter/Publication Type</i>	<i>Class Range</i>	<i>Code (Level)</i>
Bar directories	See Reference Guidelines	
Civil Procedure, Courts, Evidence	KFT1708-1760	4 [research]
Constitutional Law	KFT1600-1627	4 [research]
Contracts, Commercial Law	KFT1350-1394	4 [research]
Corporations, Associations	KFT1402-1418	4 [research]
Court reports		5 [comprehensive]
Court rules		5 [comprehensive]
Creditors' Rights	KFT1420-1426	4 [research]
Criminal Law & Procedure	KFT1761-1793	4 [research]
Directories of Legislature and Government		2 [basic]
Education	KFT1590-1596	3 [instruc'l]
Family Law, Persons	KFT1291-1306	4 [research]
Intellectual Property	KFT1530	4 [research]
Juvenile Criminal Law & Procedure	KFT1795-1799	3 [instruc'l]
Labor Law	KFT1531-1538	4 [research]
Local Government	KFT1630-1639	3 [instruc'l]
Municipal codes		2 [basic]
Property	KFT1310-1334	4 [research]
Public Property	KFT1642-1664	3 [instruc'l]

Regulation of Industry, Trade and Commerce	KFT1430-1529	4 [research]
Taxation and Public Finance	KFT1665-1692	4 [research]
Texas Legislature: bills, journals & related services		5 [comprehensive]
Torts	KFT1395-1401	4 [research]
Wills, Trusts & Probate	KFT1337-1348	4 [research]

Federal Government Documents Collection

The Library acquires a wide variety of U.S. legal materials through its cooperative arrangement to share the materials of the U.S. Government Depository located in SMU's Fondren Library. Under this arrangement, the Library receives a broad range of government publications related to law. Government documents will be found in the collection of primary sources on the Second Floor, classified by subject in the collection, or housed in the Government Documents collection in the Basement. Government publications not available through the depository system may be acquired through commercial sources, if not available on the Web.

As funds permit, the Library purchases government resources in IP-accessible digital format from vendors such as ProQuest and Hein, along with cataloging records, to preserve long-term access to primary sources of American law. The same selection criteria noted under **Electronic Information Resources** above and the same subject matter and collection code guidelines noted above under **United States Law Collection Development Guidelines, Guidelines for U.S. Law by Subject Matter/Type of Publication** are applicable to the purchase decisions for digital government documents.

The objective is to replace and complement materials in the microform collection, provide a searchable medium with higher research functionality than print format, and to invest in valuable primary source research materials that were previously available only in print and only selectively through our above-noted arrangement with SMU's Fondren Library.

Generally, the Library collects the following types of U.S. government documents:

<i>Subject Matter/Publication Type</i>	<i>Code (Level)</i>
Administrative agency annual reports	4 [research]
Administrative agency decisions/opinions	4 [research]
Administrative agency decisions: indexes, digests, etc.	4 [research]
Administrative codes	5 [comprehensive]
Administrative Office of the U.S. Courts publications	5 [comprehensive]
Administrative regulations	4 [research]
Attorney General, Office of, publications	4 [research]
Congressional bills, resolutions	4 [research]
Congressional committee documents	4 [research]
Congressional committee hearings	4 [research]
Congressional committee reports	4 [research]
Congressional journals	5 [comprehensive]

Court reports, official	5 [comprehensive]
Court rules	5 [comprehensive]
Department of Justice publications	4 [research]
Directories	See Reference Guidelines below
Government handbook	2 [basic]
Internal Revenue Service publications	4 [research]
Library of Congress publications	See note below
Presidential commission reports	4 [research]
Presidential documents	4 [research]
Securities & Exchange Commission publications	4 [research]
State Department materials on Human Rights	3 [instructional]
State Department material	See International Law Guidelines
Treaties	See Core Guidelines above and the International Law Guidelines
U.S. Government Manual	See Reference Guidelines below

General Reference Materials Guidelines

The function of the Library's reference collection is to provide ready access to current information relevant to the needs of the law students, faculty, and other SMU-affiliated patrons. This information may be factual, statistical, biographical, bibliographical, geographical or language-related. Multiple copies of selected individual titles may be purchased to support general demand (e.g. *Black's Law Dictionary*, *The Bluebook : A Uniform System of Citation*, *The Greenbook : Texas Rules of Form*, etc.).

IP-accessible digital sources for reference materials of all types will be given precedence over print format for all types of reference materials described below, assuming the quality of the content is the same or superior to the print and applying the selection criteria described in the **Electronic Information Resources** section above.

Superseded print titles from the reference collection will be shelved in non-public stack rooms of the Library if they have continuing value or, if not, they will be discarded. Exceptions to this general policy may be made for superseded titles which are regularly requested by patrons of the Library. The professional staff may determine that such titles are to be shelved in public stack areas rather than in non-public areas, e.g. the Martindale-Hubbell Law Directory.

FACTUAL SOURCES – The Library generally does not purchase non-law reference sources in print that are duplicated by electronic holdings of the Law School or available through campus-wide license agreements.

Legal encyclopedias and related titles are selected under the "Core Guidelines." They may or may not be shelved as part of the general reference collection.

The reference collection should not contain guides or handbooks to specialized legal subject areas. These latter works are to be classified as part of the subject collection and shelved in that collection.

"Factual" sources may also include copies of in-house publications aimed at making use of the Library easier.

DIRECTORY INFORMATION – Where not readily available on LexisNexis, Westlaw, Bloomberg Law/BNA or from free Internet sources, the Library may acquire directories for attorneys, courts, bar organizations, government & non-government organizations, associations, libraries and educational institutions related to law. These directories may be local, Texas, US and international in scope.

GEOGRAPHICAL INFORMATION -- The Library may acquire one or more US and world atlases and/or a current geographical dictionary for ready-reference queries.

BIOGRAPHICAL INFORMATION – Where not available from electronic subscription services, such as LexisNexis, Westlaw, Bloomberg Law/BNA and electronic reference sources available through campus-wide license agreements, the Library may purchase ready-reference biographical works for Texas, the US, and world-wide coverage.

The collection will emphasize information about law-connected individuals and also cover government, education, economics and such other fields as found reasonably necessary to meet regular information demands. The reference collection will not contain volume-length biographies about individuals or groups. Such works are to be classified as books for the collection.

STATISTICAL INFORMATION -- The Library may acquire current editions of major statistical publications or yearbooks on the US and the world that are not included on Law School electronic subscriptions, as needed. Subject coverage may include but not be limited to state & federal courts, attorneys & bar organizations, and financial & general Texas statistical sources. Statistical sources not used for ready-reference may be classified and shelved in the regular collection.

BIBLIOGRAPHIC INFORMATION – As most current legal and law-related bibliographic information is available in digital format (e.g. WorldCat, USGPO, etc.). the reference collection may maintain bibliographic tools and special indexes used by the reference staff or that commonly require reference assistance for historical information and for use by non-SMU patrons. Sources that are not regularly used may be housed in non-public areas.

Single and multiple volume bibliographies are not to be included in the reference collection. Such bibliographies will be classified and shelved in the main collection. Reference tools connected with legal citations and legal abbreviations are selected with Texas, national, foreign and international scope.

LANGUAGE-RELATED INFORMATION -- The Library purchases current law and general dictionaries for English and other languages to be found in the collection. The dictionary collection should cover legal maxims, words & phrases, acronyms, abbreviations, compilations of quotations, and dictionaries of terms in specialized subject areas connected with the collection and/or curriculum. It should also contain English language and law thesauri, one or more ready-reference works on English grammar and one or more well-recognized style manuals.

Additional copies of American law dictionaries and English & non-English language dictionaries may be acquired for shelving in other parts of the collection as a service to users.

NOTE: The above list of "reference" materials is not comprehensive. There are other materials which can be deemed "reference" in nature or use, for example, jurisdiction-specific directories of legislative officials, subject-specific handbooks or desk books, legal research texts, database manuals, form books, etc. Acquisition of such "reference" materials will be treated in other guidelines. The "reference" materials not covered by the statements in the above "general reference materials guidelines" will normally be classified and shelved in the main collection.

Part Three - Foreign/Comparative Law Collection Development Guidelines

The Foreign and Comparative Law Collection Development Guidelines are divided into two main sections. The first section provides general criteria for acquisition decisions on foreign national law. The second section addresses comparative law materials. The goal is to support the curricular and research needs of the Law School students and faculty for current information on foreign national law and foreign legal systems and for comparative legal analysis. On a selective basis the Library acquires materials in support of the students attending the Law School's international LL.M. program

These policies are a statement of goals for the Library and may not reflect the existing state of the Library's collection inasmuch as actual development of the Library's collections is necessarily dependent on adequate levels of funding and will not be accomplished for all jurisdictions simultaneously.

The foreign law collection development policy is also based upon the same general "levels of coverage" (code definitions) as used for the U.S. law collection. The general policies and considerations outlined in the introductory section to the collection development policy apply to this portion of the collection, as well as to United State law materials.

As of FY 2017-2018 evolving user preference for digital formats has increasingly driven selection criteria favoring online formats. Moreover, the growing availability and improved quality of electronic databases for primary and secondary sources has enabled the Library to significantly improve and broaden user access to foreign and comparative law materials. As a result, electronic purchases and subscriptions are supplanting print and microform wherever possible, given equal or superior quality and scope. In addition, the expansion of non-proprietary sources on the Web, at no cost to the Library, is a significant aid to the overall collection.

As a further aid to understanding the application of the general definitions to the foreign law collection, below is a list of the types of publications that are intended to be included for each level of coverage for foreign and comparative law. Please note that foreign law publications are not always identified by the same language as the comparable American legal publications.

The following section contains the guidelines by geographic region or jurisdictional breakdown. For ease of reference, the collection development codes are followed by the heading for that code.

Jurisdiction or Country/Region

Jurisdiction or Country/Region

Code (Level)

Afghanistan	1	[minimal]
Africa (general)	2	[basic]
Albania	1	[minimal]
Algeria	1	[minimal]
Andorra	1	[minimal]
Angola	1	[minimal]
Antarctica	3	[instructional] (int'l environmental and international law aspects of Antarctica)
Antigua and Barbuda	1	[minimal]
Argentina	1	[minimal]
Armenia	1	[minimal]
Aruba	1	[minimal]
Australia	2	[basic]
Austria	1	[minimal]
Azerbaijan	1	[minimal]
Bahamas	1	[minimal]
Bahrain	1	[minimal]
Bangladesh	1	[minimal]
Barbados	1	[minimal]
Belarus	1	[minimal]
Belgium	2	[basic]
Belize	1	[minimal]
Benin	1	[minimal]
Bermuda	2	[basic]
Bhutan	1	[minimal]
Bolivia	1	[minimal]
Bosnia and Herzegovina	1	[minimal]
Botswana	1	[minimal]
Brazil	2	[basic]
Brunei	1	[minimal]
Bulgaria	1	[minimal]
Burkina Faso	1	[minimal]
Burma/Myanmar	1	[minimal]
Burundi	1	[minimal]
Cabo Verde	1	[minimal]
Cambodia	1	[minimal]
Cameroon	1	[minimal]
Canada	3	[instructional]
Canadian Provinces	3	[instructional]
Central African Republic	1	[minimal]
Chad	1	[minimal]
Chile	2	[basic]
China (People's Rep.)	3	[instructional]
Colombia	2	[basic]
Commonwealth of Independent States	1	[minimal]
Comoros	1	[minimal]
Congo (Dem. Rep.)	1	[minimal]

Congo (Rep.)	1	[minimal]
Costa Rica	1	[minimal]
Cote D'Ivoire	1	[minimal]
Council of Europe	3	[instructional]
Croatia	1	[minimal]
Cuba	1	[minimal]
Curacao	1	[minimal]
Cyprus	1	[minimal]
Czech Republic	1	[minimal]
Denmark	1	[minimal]
Djibouti	1	[minimal]
Dominica	1	[minimal]
Dominican Republic	1	[minimal]
Ecuador	1	[minimal]
Egypt	1	[minimal]
El Salvador	1	[minimal]
Equatorial Guinea	1	[minimal]
Eritrea	1	[minimal]
Estonia	1	[minimal]
Eswatini/Swaziland	1	[minimal]
Ethiopia	1	[minimal]
Europe (general)	3	[instructional]
European Union	4	[research]
Fiji	1	[minimal]
Finland	1	[minimal]
France	3	[instructional]
Gabon	1	[minimal]
Gambia	1	[minimal]
Georgia	1	[minimal]
Germany	3	[instructional]
Ghana	1	[minimal]
Greece	1	[minimal]
Grenada	1	[minimal]
Guatemala	1	[minimal]
Guinea	1	[minimal]
Guinea-Bissau	1	[minimal]
Guyana	1	[minimal]
Haiti	1	[minimal]
Holy See/Vatican	1	[minimal]
Honduras	1	[minimal]
Hong Kong (S.A.R. China)	2	[basic]
Hungary	1	[minimal]
Iceland	1	[minimal]
India	2	[basic]
Indonesia	1	[minimal]
Iran	1	[minimal]
Iraq	1	[minimal]
Ireland	2	[basic]

Israel	2	[basic]
Italy	2	[basic]
Jamaica	1	[minimal]
Japan	2	[basic]
Jordan	1	[minimal]
Kazakhstan	1	[minimal]
Kenya	1	[minimal]
Kiribati	1	[minimal]
Korea, North	1	[minimal]
Korea, South	2	[basic]
Kosovo	1	[minimal]
Kuwait	1	[minimal]
Kyrgyzstan	1	[minimal]
Laos	1	[minimal]
Latvia	1	[minimal]
Lebanon	1	[minimal]
Lesotho	1	[minimal]
Liberia	1	[minimal]
Libya	1	[minimal]
Liechtenstein	1	[minimal]
Lithuania	1	[minimal]
Luxembourg	1	[minimal]
Macau (S.A.R. China)	1	[minimal]
Macedonia	1	[minimal]
Madagascar	1	[minimal]
Malawi	1	[minimal]
Malaysia	1	[minimal]
Maldives	1	[minimal]
Mali	1	[minimal]
Malta	1	[minimal]
Marshall Islands	1	[minimal]
Mauritania	1	[minimal]
Mauritius	1	[minimal]
Mexico (federal)	2	[basic]
Mexico (state)	2	[basic]
Micronesia	1	[minimal]
Middle East (general)	2	[basic]
Moldova	1	[minimal]
Monaco	1	[minimal]
Mongolia	1	[minimal]
Montenegro	1	[minimal]
Morocco	1	[minimal]
Mozambique	1	[minimal]
Namibia	1	[minimal]
Nauru	1	[minimal]
Nepal	1	[minimal]
Netherlands	1	[minimal]
New Zealand	2	[basic]

Nicaragua	1	[minimal]
Niger	1	[minimal]
Nigeria	1	[minimal]
Norway	1	[minimal]
Oman	1	[minimal]
Pakistan	1	[minimal]
Palau	1	[minimal]
Palestinian Territories	1	[minimal]
Panama	1	[minimal]
Papua New Guinea	1	[minimal]
Paraguay	1	[minimal]
Peru	1	[minimal]
Philippines	2	[basic]
Poland	1	[minimal]
Portugal	1	[minimal]
Qatar	1	[minimal]
Romania	1	[minimal]
Russia	3	[instructional](const'l law, commercial, business, trade, corporations, tax, banking, judicial system)
Rwanda	1	[minimal]
St. Kitts and Nevis	1	[minimal]
St. Lucia	1	[minimal]
St. Vincent and the Grenadines	1	[minimal]
Samoa	1	[minimal]
San Marino	1	[minimal]
Sao Tome and Principe	1	[minimal]
Saudi Arabia	2	[basic]
Senegal	1	[minimal]
Serbia	1	[minimal]
Seychelles	1	[minimal]
Sierra Leone	1	[minimal]
Singapore	2	[basic]
Sint Maarten	1	[minimal]
Slovakia	1	[minimal]
Slovenia	1	[minimal]
Solomon Islands	1	[minimal]
Somalia	1	[minimal]
South Africa	2	[basic]
South Sudan	1	[minimal]
Spain	2	[basic]
Sri Lanka	1	[minimal]
Sudan	1	[minimal]
Suriname	1	[minimal]
Sweden	1	[minimal]
Switzerland	1	[minimal]
Syria	1	[minimal]

Taiwan	2	[basic]
Tajikistan	1	[minimal]
Tanzania	1	[minimal]
Thailand	2	[basic]
Timor-Leste/East Timor	1	[minimal]
Togo	1	[minimal]
Tonga	1	[minimal]
Trinidad and Tobago	1	[minimal]
Tunisia	1	[minimal]
Turkey	1	[minimal]
Turkmenistan	1	[minimal]
Tuvalu	1	[minimal]
Uganda	1	[minimal]
Ukraine	1	[minimal]
United Arab Emirates	1	[minimal]
United Kingdom	3	[instructional]
Uruguay	1	[minimal]
Uzbekistan	1	[minimal]
Vanuatu	1	[minimal]
Venezuela	1	[minimal]
Vietnam	1	[minimal]
Yemen	1	[minimal]
Zambia	1	[minimal]
Zimbabwe	1	[minimal]

In addition to jurisdiction-related materials, the “foreign law” guidelines include Library purchases of a variety of general law and comparative law materials in particular subject areas. The collection codes/levels can be applied to these subject categories in terms of the levels of intensity with which the Library will purchase materials. The list below includes the subject areas, the related Library of Congress classification range and the collection code (level) assigned.

In many instances, subject categories will be found in more than one range of the Library of Congress Classification system. For example, corporations law is found in the United States collection (KF’s) and in the English collection (KD’s) and in the general/comparative law collection (K1301-1366). The collection development guidelines for other portions of the collection should be examined for related subject matter.

<i>Subject Matter/Publication Type</i>	<i>Class Range</i>	<i>Code (Level)</i>	
Ancient, Roman & Theocratic Legal Systems	KA1-KCQ9999	3	[instructional]
Arbitration & Award	K2400-2405	3	[instructional]
Biography	K170	3	[instructional]
Civil Law	K623-968	3	[instructional]
Commercial Law	K1000-1388	4	[research]
Comparative Law		3	[instructional]
Conflict of Laws	K7051-7690	3	[instructional]
Constitutional Law	K3154-3367	4	[research]

Contracts, Obligations	K830-968	3	[instructional]
Corporations, Associations	K1301-1366		4 [research]
Courts, Procedure	K2100-2390	3	[instructional]
Criminal Law & Procedure	K5000-5570	4	[research]
Finance	K4430-4453	3	[instructional]
History of Law	K140-165	3	[instructional]
Intellectual Property	K1401-1578	4	[research]
Int'l Trade & Customs	K4600-4640	3	[instructional]
Jurisprudence	K201-487	3	[instructional]
Labor Law	K1701-1841	3	[instructional]
Legal Systems		3	[instructional]
Maritime Law	K1150-1231	3	[instructional]
Persons, Domestic Relations	K7120-7197	3	[instructional]
Primitive Law	K190-195	2	[basic]
Property	K7200-7218	3	[instructional]
Regulation of Industry, Trade & Commerce	K3840-4375	3	[instructional]
Social Legislation	K7585-7595	2	[basic]
Taxation	K4456-4590	4	[research]
Wills, Trusts, Probate	K795-821	3	[instructional]

Foreign & Comparative Law Electronic Sources (subscriptions & ownership)

For a current list of electronic titles, see the list of Research Databases by Topic: "Foreign Law" and "Foreign Law – European Union Law" on the Library's web page

Part Four – International Law Collection Development Guidelines

In support of the curricula, research, journals and other programs of the Law School, the Library acquires and maintains an international law collection of monographs and documents from a variety of international organizations. The Library also acquires and maintains a broad range of international and comparative law journals, yearbooks, and document compilations such as *International Legal Materials*.

To some extent this collection overlaps with guidelines drafted for the United States law collection. In those instances, cross-references to the guidelines will be provided rather than repeating the information.

The International Law Guidelines are divided into several parts. The first subdivision is a subject breakdown of international law to which the general collection development codes/levels are applied. Thereafter, there are subdivisions covering the United Nations and International Court of Justice and documents/publications to be acquired from other international or multinational organizations.

Subject Matter/Publication Type

<i>Subject Matter/Publication Type</i>	<i>Class Range</i>	<i>Code (Level)</i>
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Adjudications (trials)	KZ1165-1208	4 [research]
Air and Space Law	JX5760-5810, KZD1002-6715	4 [research]
Asylum & Extradition	JX4275-4399	3 [instructional]
Conflict of Laws	JX6000-6958	4 [research]
Criminal Law	K4000-5456, KZ6300's	4 [research]
Diplomatic Relations	JX101-115	3 [instructional]
Int'l (General topics)	JX2001-4004	3 [instructional]
Int'l Arbitration	JX1901-1995, KZ5510-6299	3 [instructional]
Int'l Persons	JX4005-4084	3 [instructional]
Jurisdiction, Competence	JX4173-4195	3 [instructional]
Law of Treaties	JX4161-4171, KZ1298-1304	4 [research]
Maritime & Sea Law	JX4408-4449, KZA1002-4205	3 [instructional]
Nationality & Alienage	JX4203-4270	3 [instructional]
Right & Domain of Property, Territory	JX4085-4155	3 [instructional]
Treaties	JX120-191, KZ118-194	4 [research]
U.S. Treaties	<i>See U.S. Law Guidelines</i>	
War, Law of	JX4471-5297, KZ6730-6795	3 [instructional]

United Nations and International Court of Justice Collection

The Library collects selected documents from the United Nations and its various sub-agencies as well as treatises about the United Nations and its role in international law. In order to meet the research needs of the Law School, the Library collects official publications related to law from the following portions of the United Nations and International Court of Justice:

- a. General Assembly
- b. Security Council
- c. International Civil Aviation Organization
- d. International Law Commission
- e. International Court of Justice

- 1) Text of decisions
- 2) Text of records & briefs

The Library also selects individual documents from other U.N. agencies under the subject matter guidelines of the United States, foreign/comparative, and general international law policy statements.

The library previously acquired U.N. documents in microfiche from the "law" collection of Readex. Backfiles were purchased to provide coverage of documents from 1991 forward. The Readex subscription was supplanted in 2011 by several electronic sources including: 1) HeinOnline Foreign & International Law Resources; 2) HeinOnline History of International Law; 3) HeinOnline United Nations Law Collection 4) HeinOnline World Treaty Library; 5) the Official Document Service of the United Nations, a website maintained by the U.N.; and 6) UN Documentation Center website.

Official Documents from Other non-U.S. Organizations

In order to support research needs, the Library acquires official publications from selected non-U.S. organizations. The documents and publications to be acquired are those deemed law-related and meet the collection guidelines under United States, foreign/comparative and/or international law. Persistent electronic access is considered as an alternative to paper copy. The Library currently selects publications and/or documents from the following organizations, among others:

- Council of Europe
- European Union
- International Centre for Settlement of Investment Disputes
- International Chamber of Commerce
- International Court of Justice
- International Criminal Court
- International Labour Organisation
- International Monetary Fund
- Organization for Economic Cooperation and Development
- Organization of American States
- World Bank
- World Trade Organization

International Law Electronic Databases (subscriptions & ownership)

For reasons noted in Part Three, Foreign/Comparative Law Collection Development Guidelines, the Library continues to increase its investment in digital formats for international materials, while taking advantage of free, full text materials available on governmental and non-governmental organizations' websites, such as the World Trade Organization, the United Nations, etc.

For a current list of electronic titles, see the Library's Research Databases page by topic: 1) International Law; 2) International Law – Treaties; 3) International Law – United Nations.

Part Five – Electronic Sources & Services

In keeping with advancing technology and changing user preferences in favor of digital formats, the Library has significantly increased the percentage of its materials budget devoted to electronic sources and services since the mid-2000s. This portion of the collection development policy covers background information-- the general guidelines followed, the criteria to be used in making purchase decisions, and related policies.

Background

The Library has long been the coordinator for student and faculty access to LexisNexis, Westlaw, and Bloomberg Law/BNA, as well as many other proprietary research databases maintained by the Law School. The content available from these online databases is a major factor in the selection of print and non-print titles and in de-selection decisions.

Each of the Library's proprietary electronic sources now resides on Internet platforms and most subscription electronic sources include IP access (the major exceptions being LexisNexis, Westlaw and

Bloomberg Law/BNA, which still require individual usernames and passwords). The Library's holdings are considerably enhanced, moreover, by the availability of interdisciplinary sources, such as multiple EBSCO databases, as a result of the campus-wide license agreements acquired by SMU's Fondren Library and other SMU campus libraries. In turn, the Library, where financially feasible, attempts to negotiate licenses of new electronic sources that include access by the other SMU campus libraries.

With respect to alternate electronic formats, such as CD-ROMs, the Library does not generally accept disk-based products unless bundled, at no additional charge, with a print source. The library does not intend to replace or duplicate disks if the originals are lost or damaged by use. Disks, whenever possible, are inserted in the back of the associated print publication and shelved as any other print title.

Policies

As noted above, the Library strongly prefers IP-accessible, Internet-based subscriptions and purchases that enable access both within the Law School and remotely via the Law School's Virtual Private Network.

The Library generally will not accept digital subscriptions requiring usernames and passwords for web-based products, other than for LexisNexis, Westlaw, and Bloomberg Law/BNA as noted above. Exceptions may be made for free subscriptions, or for subscriptions required for faculty scholarship, or to support a curricular need where no equivalent IP-accessible alternative is available.

LICENSING/SELECTION ISSUES FOR ELECTRONIC FORMATS

- **Quality & Content**: Reputation of the author and producer of the content for accuracy, reliability and consistency over time. Scope of content, especially where retrospective content is relevant.
- **Value added**: What value-added features are offered by the electronic format for the particular database/publication? How does cost compare to the added value?
- **Accessibility**: Whether the service is IP-accessible and any licensing restrictions with respect to secure remote access via Virtual Private Network or proxy server. Ease of use for end users. Whether cataloging records are provided or, if not, are available at a reasonable cost.
- **Functionality**: Quality and flexibility of search engine. Limitations on downloading or printing.
- **Current**: Frequency of updates and clarity of information regarding scope of content. For electronic versions of treatises still published in print, are the electronic updates consistent with the current print editions?
- **Pricing**: Cost/benefit considerations, such as increased access to primary Law School patrons, whether pricing is based on full-time enrollment (FTE), number of simultaneous users, hosting fees and comparable costs for print, if applicable.

- Archive: For digital purchases in particular, whether the vendor will provide permanent access to material via a copy of the database or similar alternative in the event of business failure or discontinuation of hosting service.
- Technical issues:
 - Special software or hardware requirements.
 - Internet browser compatibility issues.
 - Print and download functionality.
- Usage Statistics: Are usage statistics provided? Counter-compliant?

Part Six – McKnight Antiquarian Book Collection - Guidelines

The intent of the Library's McKnight Antiquarian Book Collection is to support instruction in legal history and other scholarly activity. The focus of the collection is on pre-1860 imprints of commentaries related to the development of American law and pre-1860 imprints of materials related to Texas legal history.

In addition to a work's relevance to the research and curriculum needs of the Law School and its date of publication, the Library will consider the following guidelines in determining whether to add or acquire specific items for the collection whether or not they are connected with the development of American law:

- 1) books of substantial interest to legal history and the development of law;
- 2) books generally unavailable in the open market either as in-print publications or as reasonably priced and easily available second-hand books;
- 3) books of unique value due to limited editions, private printings, past ownership or association, or due to internal notes and annotations of significance;
- 4) market value;
- 5) books which enhance the research value of the collection due to their historical or scholarly relationship to items already acquired;
- 6) books included in recognized bibliographies; and
- 7) books deemed irreplaceable by the Library under any of the above guidelines.

Under these guidelines the Library will focus on the acquisition of monographs (treatises), but the Library will also consider the following classes of materials:

- a) manuscripts;
- b) legal biographies;
- c) textbooks;
- d) collections of primary law on particular subjects;
- e) bibliographies;
- f) publications & documents related to trials; and
- g) works of similar quality and research value.

It is not the intent of the Library for the to be the repository for early codes, statutes, court reports, or digests. The only exceptions may be for materials related to the early or pre-statehood period of Texas that meet any of the above acquisition guidelines or titles that are so fragile as to merit supervised or specialized usage.

The development of the collection may be through the purchase of individual works, the receipt of donations or the exchange of materials with other institutions or organizations. See the Gifts Policy for further information.

Part Seven – Gifts and Gifts-in-Kind Policy

The Library encourages gifts and donations of materials or funds to purchase them. Items accepted as donations are expected to meet the general collection guidelines. The Library accepts donations which may help to fill gaps in a serial, acquire missing editions of works, rare or scholarly out-of-print publications, titles not previously owned, or items which can be used to replace worn and physically damaged volumes in the existing collection.

Special exceptions to the general policy are noted in the collection policy statements. For example, the Library does not generally purchase casebooks, but it will accept them as donations for the collection.² Donations may also be the means of acquiring state bar materials of longer-term value for Texas and other states that might not otherwise be acquired for the collection.

The Library will not accept gifts with conditions attached as to their disposition or location except by permission of the Director of the Library or Dean of the Law School.

The Library is free to dispose of unneeded publications no matter how they were acquired.

The Library does not provide appraisals of gifts for tax purposes. The Library will comply with Internal Revenue Service regulations and with any University policies and procedures with respect to donations of materials in kind. Independent appraisers must conduct appraisals of gifts and any documentation must comply with I.R.S. and University requirements.³

² Casebook donations are processed by the Library's Technical Services Department for the "Law Storage" collection in the Basement. Donations of statute and regulation supplements and teacher's manuals accompanying casebooks are not accepted.

³ See the SMU Policies Manual in the Administrative Office.

Parties interested in donating materials should be directed to the Collection Development Librarian, the Associate Director, or the Director of the Library. The Library may require an examination of materials prior to acceptance. After the decision to accept a donation, the staff will make arrangements for the shipping of the donated materials.

Part Eight – Law Storage Collection Policies

The Library has added significant non-public shelving capacity by installing compact shelving in the east side of the Library’s basement. In light of the continued growth of the paper-based collection and limitations on adding further stack space to the main floors of the Library, it was determined that some portions of the historical parts of the Library’s collection could be stored in “B-E,” the location designated as Law Storage. This material is shelved in call number order and occupies the central section of the compact shelving.

Materials sent to Law Storage are cataloged and appear in the online catalog with this location. The books are processed with a “Law Storage” label in addition to their call number spine labels.

Materials to be sent to this storage area include:

- 1) Casebooks.
- 2) Superseded editions of reference titles.
- 3) Selected, infrequently used classified materials for the Library of Congress call number range A through JV.

Part Nine – Guidelines for Cancellation, Reinstatement, and Weeding of Titles

Cancellation

To manage its budget efficiently and make best use of existing space, the Library will consider canceling or discontinuing selected titles or subscriptions. The Collection Development Librarian proposes cancellations of titles with a final decision reached in consultation with the Library Director and professional staff.

The following lists selected general criteria for cancellation decisions:

- 1) Quality of Content, Condition and Archival Value: Title is considered of poor quality in substance or physical condition. Demand, usage and archival value no longer merit retention.
- 2) De-selection of duplicate or multiple copies of titles preferred to cancellation of single copies of titles, which will be useful later and may go out of print.
- 3) Availability in electronic format, including Lexis, Westlaw, Bloomberg Law/BNA, HeinOnline or other reasonably stable proprietary vendor or publisher.

4) Loose-leaf Services: Because of the accelerating cost of supplementation of loose-leafs over other types of serials, cancellations of this format are given precedence where other cancellation criteria are met.

This criterion is driven not only by cost, but also by availability in electronic format and increasing user preference for same.

5) Curricular & Faculty Research Value: Cancel titles that are of more interest to practitioners than to the Law School students and faculty. (First priority is to the curriculum and research needs of the Law School students and faculty.)

6) Consider whether or not the item is on permanent or course reserve or is routed to one or more faculty. (If routed to a single faculty member, discuss the value of the title with the faculty member before making a decision on cancellation.)

7) Prefer canceling cumulative supplements to canceling sequential supplements. (Example: many Warren, Gorham & Lamont publications have 2-4 cumulative supplements within one year.)

8) Prefer canceling current-awareness materials to canceling indexed serials of permanent value (e.g., newsletters canceled before periodicals) unless faculty rely on the current awareness item.

9) Consider canceling convenience subscriptions (i.e. extra copies for the Faculty Library or offices of titles that can be shared.)

10) Consider cancellation of low demand titles that are available at other SMU campus libraries or the Dallas County Law Library or the Dallas Public Library or through interlibrary loan.

11) Consider canceling titles available to students and faculty in full text through LexisNexis, Westlaw, Bloomberg Law/BNA or comparable databases available in the Law School. *Caveat: Secondary materials licensed from other publishers such as LexisNexis, Westlaw, and Bloomberg Law/BNA are NOT guaranteed to remain in those databases.*

12) Consider canceling one or more titles in cases of competing coverage of the same subject matter.

13) Avoid canceling titles that are of permanent value and that are not readily available from other sources.

14) Consider canceling print indexes if the same information is available from an equivalent or superior electronic subscription.

15) Practice materials for states other than Texas will be closely examined at time of renewal or for new editions.

16) Guidelines for criteria on canceling primary sources:

- There is at least one web site that contains full text, in addition to LexisNexis, Westlaw, or Bloomberg Law/BNA -- preferably free access web sites that are likely to be stable.
- At least one available web site has a keyword search engine and one or more effective means of browsing for a known item.
- Usage of print in the library is deemed low or non-existent, and there does not appear to be any near-term law school demand.
- The cost of the print is disproportionately high to level of use.
- Annual supplementation costs are not predictable or are regularly rising at a significantly higher rate than the industry standard.
- Whether the Library maintains a historical paper collection that overlaps the start of the electronic version.
- Whether the Library continues appropriate indexes to identify documents for that jurisdiction.

Deselection

Some types of publications receive little use in day-to-day legal research and may not merit available space in open stacks. In order to leverage public stack space, the Library may move certain classes of infrequently used materials to its Law Storage location or to off-site storage as appropriate.

Examples of materials moved from open stacks to storage include:

- 1) Casebooks;
- 2) Superseded reference materials;
- 3) Selected treaties series that are available electronically on HeinOnline, LexisNexis, Westlaw and other quality digital alternatives; and
- 4) Selected titles in the Library of Congress A – J classifications, depending on age and circulation statistics, at the discretion of the professional Library staff.

Specific Cancellation Policies

Advance Legislative Services – State Codes in Print

The library will consider cancellation of interim “*advance annotation services*” that are billed separately from the main state code services for selected states as they come up for renewal. Texas will be retained, and major states such as California, Delaware, Florida, Illinois, New York, Ohio, and

Pennsylvania will be reviewed individually based on considerations of available funds and electronic alternatives.

Citators

The Library has cancelled Shepard's Citations titles in print in favor of superior electronic alternatives on LexisNexis and Westlaw.

State Rules of Court – in Print

The library has cancelled all state rules of court published by Thomson Reuters/Westlaw that are billed separately from the main state codes, with the exception of Texas. Rules of Court, including local rules, are readily accessible not only on LexisNexis and Westlaw but also on individual court websites.

American Digest & National Reporter Systems

As the Legal Research and Writing program continues to focus increasingly on electronic legal research, the Library will review and evaluate renewals to digests and reporters, retaining in print those titles required for pedagogical purposes. As of 2018, the Library maintains print subscriptions only to the Supreme Court Reporter and Southwestern Reporter 3d. De-selection decisions will continue to be made by means of joint consultation of the Collection Development Librarian, the Library Director and other professional Library staff, working closely with faculty coordinating the legal research and writing program.

Because of significantly increased reliance on LexisNexis, Westlaw, and Bloomberg Law/BNA and minimal or non-existent use by internal patrons, the following materials are now accessed exclusively on proprietary electronic services (to the extent provided by the electronic service providers):

Digests

The Library has cancelled its print subscriptions to the *General Digest* and state digests.

Topical & Courts of Special Jurisdiction

Where court cases are readily available on LexisNexis, Westlaw, and Bloomberg Law/BNA, the Library has discontinued subscriptions to topical reporters and digests and reporters and digests for courts of special jurisdiction in print, including: the *West's UCC Case Digest* and *UCC Reporting Service*, *West's Bankruptcy Digest* and *Bankruptcy Reporter*, and *West's Military Justice Reporter*, *West's Veterans' Appeals Digest* and *Reporter*.

Part Ten – Law School Archives and Manuscript Collections

Law Archives

The archives of the Law School are currently under the stewardship of the Library. Requests for copies of the inventory should be sent to the Director of the Library.

Manuscript Collections

The Library selectively accepts donations of the papers, manuscripts, and memorabilia of lawyers, judges, or faculty connected with the Law School or that are historically important to the legal community of Dallas and/or North Texas.

Selection criteria include, but are not limited to:

- 1) the substance and historical or intellectual value of the content;
- 2) costs of integrating content into the collection, including staff time, space consideration requirements, and requirements for additional equipment, shelving furniture and outside staff/expertise;
- 3) availability of external or internal funding to integrate and maintain the content;
- 4) copyright ownership and restrictions; and
- 5) whether a donor will consider funding the digitization of all or part of the content to facilitate access and preserve content.