



DREXEL UNIVERSITY

Thomas R. Kline

School of Law

Legal Research Center

Legal Research Center

Collection Development Policy

(Revised July 2013)

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I. Legal Research Center Mission Statement

MISSION STATEMENT: The mission of the Legal Research Center at Drexel University Thomas R. Kline School of Law (LRC) is to support the teaching, scholarship, research, and service activities of the Drexel University Thomas R. Kline School of Law (the “School of Law”) by providing the highest level of information services to School of Law faculty, staff, and students. The Legal Research Center will accomplish this mission both by providing reference, instructional, and bibliographic services, and by delivering effective and efficient access to legal information resources, whether those resources are stored locally or at regional, national, or international repositories, and regardless of format. In particular, the Legal Research Center will carry out this mission by:

- furnishing access to legal information in a single format whenever possible, preferring a digital format when appropriate;
- collaborating with the Drexel University Libraries;
- developing collaborative ventures with other area law libraries and consortia.

II. Introduction

A. Purposes of the Collection Development Policy

This policy, consistent with the mission statement of the Legal Research Center, states the rationales and criteria for the development of the Legal Research Center’s collection. This Policy will facilitate the consistent selection of resources, tailored to the needs of the faculty, staff, and students of the School of Law, the Legal Research Center’s primary patrons. This Policy will provide a basis for reasoned allocation of acquisitions funds, and will inform the members of the School of Law community of the scope and nature of the Legal Research Center’s existing collection. This Policy will also facilitate cooperative arrangements with other libraries and consortia in the provision of access to resources.

B. Definition of Terms

The Legal Research Center’s collection uses the definitions stated in section 606 of the *American Bar Association Standards for Approval of Law Schools*.

http://www.americanbar.org/content/dam/aba/publications/misc/legal_education/Standards/chapter_6_2012_2013_aba_standards_and_rules.authcheckdam.pdf

C. Collection Size and Scope

As of June 30, 2013, the Legal Research Center collection contained over 54,900 tangible volumes and volume equivalents. The tangible collection stored in the Legal Research Center building included 12,738 printed monograph and treatise titles, 382 active print law review and periodical subscriptions, and 2,744 cataloged microform titles.

The Legal Research Center provides reliable access to thousands of electronic titles, including 127,631 owned digital monographs and 58 databases, all of which are accessible in the Legal Research Center at public computer terminals and via wireless devices connecting to Drexel University's wireless network.

The Legal Research Center collection satisfies the requirements set forth in the *ABA Standards and Rules of Procedure for Approval of Law Schools*.

The Legal Research Center aspires to provide a comprehensive research collection on United States law, with special emphases in business and entrepreneurship law, criminal law, health law, and intellectual property. The Legal Research Center collects primarily law-related materials, as well as non-legal materials in support of faculty research and curricular needs, and relies on the Drexel University Libraries, as well as research libraries elsewhere, to provide access to resources from non-legal disciplines.

D. Audiences

A fundamental goal of the Legal Research Center is to maintain a collection that supports the teaching, scholarship, research, and service activities of the School of Law. In selecting resources for the collection, the Legal Research Center prioritizes the needs of its primary patrons: School of Law faculty, staff, and students. After meeting the collection requirements of its primary patrons, the Legal Research Center considers the needs of its secondary patrons—School of Law Alumni and the scholarly community of Drexel University.

E. Roles of the Dean of the School of Law, the Legal Research Center Director, and School of Law Faculty and Students

The Dean of the School of Law and the Legal Research Center Director, in consultation with the faculty of the School of Law, have ultimate responsibility for the development of the Legal Research Center's collection. The Dean of the School of Law has delegated this responsibility to the Legal Research Center Director. The Legal Research Center's Collection Development Team, consisting of the Director, the Head of Collection Services, all Research and Instructional Services Librarians, and the Head of Access Services meet to consider and approve all titles for purchase. The Legal Research Center encourages School of Law faculty recommendations for purchase. The Legal Research Center also welcomes selection recommendations from School of Law students.

F. Policy Revision

This Policy reflects the current needs of the School of Law community. The Legal Research Center will periodically revise this Policy to ensure that the Policy satisfies the needs of the School of Law community.

III. General Collection Development Policies

A. General Selection Principles

The Legal Research Center collects principally in the discipline of law, and relies on other Drexel University Libraries, and other research libraries, for access to materials in other disciplines.

B. General Selection Criteria

Criteria to consider in evaluating materials for possible acquisition include:

1. Significance of the subject matter to the teaching, scholarship, research, and service activities of the School of Law;
2. Relationship of the work to the entire Legal Research Center collection, including whether the work adds current or long-term value to the collection;
3. Potential for known use by patrons based on faculty research interests, curriculum, patron requests, and other sources;
4. Quality and accuracy of the information content based on reviews, recommendations, first-hand evaluations, etc.;
5. Currency of the information content;
6. Authority or reputation of the author, editor, publisher, or producer;
7. Scarcity of material on the subject;
8. Availability of the same or similar information content through other resources in the Legal Research Center collection, or available from other campus libraries, or free of charge on the Internet;
9. Price and costs involved, including initial purchase price and maintenance costs (*i.e.*, short-term and medium-term costs) for continuation/updating, equipment, and staff;
10. Language;
11. Type of issuance, whether monographic or continuing resource;
12. Format or access method, whether bound printed volumes, looseleaf, microform, optical disk, network access, etc.
13. Longevity of physical medium;
14. Other physical qualities, including binding, print, margins, etc.;
15. Physical space available for supporting the material in a given format;
16. Availability and cost of equipment needed to provide access to the resource, and to enable printing and other forms of output;
17. Costs of maintaining and preserving the resource (*i.e.*, long-term costs), including processing, binding, storage, and long-term preservation.

C. Jurisdictions

The primary jurisdictional focus of the Legal Research Center collection is United States law, both federal and state. Collections for states other than Pennsylvania and New Jersey are generally restricted to primary source materials. The Pennsylvania law collection is intended to

support instruction at the J.D. level. The Legal Research Center provides access to basic collections of the law of the other countries, with special emphasis on faculty interests. Further, the Legal Research Center collects materials on public international law and comparative law at the instructional level.

D. Formats

Legal collections include information resources in many formats. The Legal Research Center will maintain access to materials in print, microform, electronic, and other formats, as appropriate to meet the needs of School of Law faculty and students. The Legal Research Center will furnish access to legal information in a single format whenever possible, preferring a digital format when appropriate. Purchase or licensing of materials in any format requires consideration of the pertinent selection criteria listed in this Policy.

E. Languages

The Legal Research Center prefers to acquire primary and secondary works in English. Some non-English language materials, especially primary source materials and secondary materials written in languages in which faculty members are proficient, may be added as needed using the selection criteria listed in this Policy.

F. Duplication

In its acquisition of tangible and digital resources, the Legal Research Center seeks to avoid duplicating material in the collections of the Legal Research Center or the Drexel University Libraries. Thus, for example, the Legal Research Center generally does not acquire duplicate copies of tangible materials, nor does it generally purchase tangible copies of monographs acquired in electronic format by the Legal Research Center or Drexel University Libraries. To avoid duplication, Legal Research Center staff, before ordering new titles in any format, searches the holdings of the Legal Research Center and the Drexel University Libraries in the Drexel University Libraries' catalog.

IV. Specific Collection Development Policies

A. By Format

i. Print Materials

Hardcover Versus Paperback Binding

If an edition of a print publication approved for acquisition is available in both hardcover and paperback bindings, the Legal Research Center generally acquires the hardcover binding.

ii. Audiovisual Materials

The Legal Research Center collects audiovisual materials that fit the collection development parameters.

iii. Electronic Resources

In evaluating electronic resources for possible acquisition, in addition to the General Section Criteria listed above, the Legal Research Center considers the following Specific Selection Criteria:

- a. Relationship of the content of electronic version to the content of versions in other formats;
- b. Continued availability of the resource from the prospective provider, and availability through other providers;
- c. Licensing terms
- d. Access method:
 - o The Legal Research Center prefers to access electronic resources via web browsers
- e. File formats, including HTML, PDF, etc.;
- f. Authentication method:
 - o The Legal Research Center adopts the Drexel University Libraries' preferences for authentication method. Currently, the preferred method is by IP address;
- g. Frequency of updating of content;
- h. Availability of usage data;
- i. Availability of automatic e-mail notification services;
- j. For resources containing multiple monographic or serial titles, the availability of bibliographic records;
- k. The vendor's compliance with industry standards for data preservation;
- l. Stability or permanence of site, especially for free-of-charge Internet-based resources;
- m. Evidence of ongoing site maintenance, especially for free-of-charge Internet-based resources;
- n. Hardware, telecommunications, and software requirements;
- o. Connectivity/reliability of access (unscheduled downtime/unavailability);
- p. Usability of user interface;
- q. Usability of search software;
- r. Search response time;
- s. Display options;
- t. Output options, including downloading and printing;
- u. Access to previous, superseded, or archived information;
- v. Need for instructional and other staff support;
- w. Availability of customer support, such as help screens and direct help lines;
- x. Availability of training from the vendor;
- y. Primary patrons' access to technology required to access and use the resource;
- z. Ability of the resource to interface with the Legal Research Center's bibliographic access tools, including the online catalog, electronic journal management system,

- federated search engine or portal, or legal periodical indexes, through standards such as OpenURL;
- aa. Compatibility with the technological infrastructure of the School of Law, the Legal Research Center, and the University;
 - bb. Accessibility of the resource via handheld device.

iv. Microforms

The Legal Research Center only acquires materials on microform that are unavailable in print or digital format.

The Legal Research Center prefers microfiche over microfilm,

B. By Type of Resource

i. Casebooks and Textbooks.

The Legal Research Center will purchase one copy of each book assigned on the School of Law booklist for each School of Law course and section, and places these copies on course reserve. The Legal Research Center generally refrains from purchasing other casebooks or textbooks.

The Legal Research Center will purchase one copy of each book assigned on the booklist for a School of Law course, including student study aids, and place these copies on course reserve.

ii. Materials to Support Clinical Programs

The Legal Research Center collection includes treatises and practice tools to support School of Law clinical programs.

iii. School of Law Publications

The Legal Research Center maintains a collection of two copies of the Drexel Law Review.

iv. Faculty Publications

The Legal Research Center maintains a print collection of works authored or edited by full-time members of the School of Law faculty.

With respect to monographs of which a School of Law full-time faculty member is an author or editor, the Legal Research Center generally will acquire two copies, one copy for the Faculty Publications Collection, and one copy for the Legal Research Center's circulating collection. School of Law faculty are kindly encouraged to donate one copy of each of their works for inclusion in the Faculty Publications Collection.

v. Continuing Legal Education Materials

The Legal Research Center maintains a print standing order for continuing legal education (“CLE”) course handbooks published by the Pennsylvania Bar Institute, and selectively acquires CLE course handbooks published by the New Jersey Institute for Continuing Legal Education. The Legal Research Center selectively acquires other CLE materials in print format, using the criteria stated in this Policy. The Legal Research Center generally does not acquire CLE materials in print that are available on *LexisNexis* or *Westlaw*, such as Practising Law Institute course materials.

vi. Digests

The Legal Research Center collection subscribes to print copies of the following digests : Atlantic, Pennsylvania, Federal and Supreme Court.

The Legal Research Center also provides electronic access to *West’s Key Number Digest on Westlaw*, including the digital equivalent of all of West’s case digests, which affords complete subject access to the entire *National Reporter System*.

vii. Editions

The Legal Research Center maintains selected superseded editions of tangible resources in a not current section, With respect to superseded editions that the Legal Research Center does not retain, the Legal Research Center provides reliable access via interlibrary loan or full text electronic resources.

viii. Gifts

The Legal Research Center gladly accepts unconditional gifts of useful materials. All gifts become the property of the Legal Research Center. The Legal Research Center reserves the right to add, discard, sell, or exchange materials received as gifts. The Legal Research Center acknowledges each gift with a letter, but does not provide monetary valuations of gifts. The Legal Research Center applies the criteria stated in this Policy when deciding whether to add a gift to the collection.

ix. Government Documents

a. U.S. Federal Government Documents

The Legal Research Center maintains print subscriptions to selected U.S. federal government documents.

In addition, the Legal Research Center provides reliable online access, including through MARCIVE bibliographic records in the Drexel University Libraries’ catalog, to the full range of U.S. federal legislative, executive, judicial, administrative, and relevant statistical materials. The

Legal Research Center acquires additional U.S. federal government documents that serve the teaching, scholarship, research, and service needs of the School of Law, by using the criteria stated in this Policy.

b. Specific Selection Criteria for U.S. State Government Documents

The Legal Research Center selectively acquires resources issued by U.S. state governments, using the selection criteria stated in this Policy.

For the Commonwealth of Pennsylvania, the Legal Research Center acquires the following resources in print or microform:

- published decisions of the Pennsylvania courts;
- court rules for all Pennsylvania courts;
- session laws;
- administrative regulations;
- official codified statutes.

Additionally, the Legal Research Center provides reliable electronic access to Pennsylvania primary legal publications, legislative history resources, executive orders, judicial publications, administrative materials, commission reports pertaining to Pennsylvania law, and relevant statistical materials.

c. Specific Selection Criteria for Municipal and County Codes

The Legal Research Center has a current print subscription to the Philadelphia charter and code. The Legal Research Center does not acquire other municipal or county codes in print.

x. Legal Research Guides

The Legal Research Center acquires current guides to researching U.S. federal law, the laws of each of the U.S. states, the laws of selected foreign nations, and international law.

xi. Legislative Histories

a. U.S. Federal Legislative History Information

With respect to U.S. federal legislation the Legal Research Center provides access to legislative history services; accordingly, the Legal Research Center generally does not collect compiled federal legislative histories.

b. U.S. State Legislative History Information

To enable research on Pennsylvania legislative history, the Legal Research Center owns a complete set of the Pennsylvania session laws on microfiche, as well as current subscriptions to official and unofficial Pennsylvania codified statutes.

To enable research on legislative history for New Jersey, Delaware, and New York, the Legal Research Center owns a complete microfiche set of the session laws as well as a current print annotated code for each of those states. Additional legislative history resources for these and other states are available through the Legal Research Center's electronic resource subscriptions, as well as through the Legal Research Center's interlibrary loan and document delivery services.

xii. Replacement of Missing Materials

Periodically, the Legal Research Center generates a list of materials missing from the Legal Research Center collection. The materials on that list are evaluated for possible replacement according to the following criteria:

- a. The continued value of the title in the collection according to the criteria stated in this Policy;
- b. Whether the title is still in print;
- c. Cost of replacement;
- d. Availability of the title from other libraries;
- e. Availability of the title in other formats.

xiii. McNaughton Plan

From Brodart Co., the Legal Research Center rents a small collection of print copies of popular novels and nonfiction works for use by School of Law faculty, staff, and students, using an arrangement known as the McNaughton Plan.

xiv. Out-of-Print Materials

When the Legal Research Center has decided to purchase a tangible copy of a work that is out of print, in addition to the General Selection Criteria stated above, the Legal Research Center considers the following specific selection criteria:

- a. The relationship of the edition desired by the library to editions available on the out-of-print market;
- b. Condition of text block and binding;
- c. Presence of accompanying materials.

xv. Periodicals

a. Specific Selection Criteria for Periodicals

In addition to the General Selection Criteria listed above, the Legal Research Center uses the following criteria in deciding whether to subscribe to, or retain, a periodical.

The Legal Research Center generally restricts its legal periodical subscriptions to the following categories of publications:

- i. Law reviews and law journals published by law schools approved by the American Bar Association;
- ii. Legal periodicals indexed in *Index to Legal Periodicals*, *LegalTrac*, or other legal periodical indexes subscribed to by the Legal Research Center;
- iii. Legal periodicals treating subjects within the Legal Research Center's subject areas of collecting (*see* section III(C) of this Policy);
- iv. Official periodicals of the American Bar Association and its subordinate bodies;
- v. Official periodicals of the Association of American Law Schools and its subordinate bodies;
- vi. Legal newsletters that provide current information unavailable in other sources in the collection;
- vii. Respected legal news and legal professional sources;
- viii. Periodicals obtained by individual or institutional memberships in legal associations.

The Legal Research Center also subscribes to authoritative nonlegal news sources of particular value to School of Law faculty.

b. Retention Periods and Numbers of Copies of Periodicals

- i) Subject to the following exceptions, the Legal Research Center retains one copy of the most recent five years of issues of periodicals acquired in tangible format.
- ii) Exceptions:
 - (1) The Legal Research Center permanently retains two copies of all printed issues of periodicals published by the School of Law.
 - (2) The Legal Research Center permanently retains one copy of all printed issues of periodicals acquired in tangible format that are not available in electronic format.
 - (3) Where the Legal Research Center acquires a periodical in tangible format and the most recent issue of that periodical available in a citable electronic format was published more than five years ago, the Legal Research Center retains one copy of all printed issues covering the period for which no issues in a citable electronic format are available.
 - (4) Where the Legal Research Center acquires a periodical in tangible format and the most recent issue of that periodical available in a citable electronic format was published less than five years ago, the Legal Research Center retains one copy of all printed issues covering the period for which no issues in a citable electronic format are available.

c. Other Means of Providing Access to Periodicals

The Legal Research Center provides access to earlier issues of periodicals satisfying the criteria stated in this Policy through subscriptions to electronic services paid for by the Legal Research Center or Drexel University Libraries

xvi. Periodical Indexes.

The Legal Research Center subscribes to the major indexes to legal periodicals covering the Legal Research Center's subject areas of collecting.

The Legal Research Center provides access to numerous indexes to periodicals in other disciplines via subscriptions maintained by the Drexel University Libraries.

xvii. Placement/Career Services Materials

The Legal Research Center selectively acquires resources to support the activities of the School of Law's Career and Professional Development Office.

xviii. Rare Books

The Legal Research Center maintains a collection of rare books, defined as printed works published prior to 1850. The LRC does not acquire rare books, except for purchases in honor of faculty appointed to endowed professorships in the School of Law, or to commemorate other special events in the history of the School of Law.

In addition to the General Selection Criteria listed above, selection criteria for rare books include:

- a. The relationship of the desired edition to editions available on the rare book market;
- b. Condition of text block and binding;
- c. Presence of accompanying materials;
- d. Presence of signatures of the author or other noteworthy persons;
- e. Presence of bookplates or other emblems of ownership;
- f. Other criteria appropriate to the occasion or specified by the honoree.

xix. Student Study Aids and Bar Review Materials

The Legal Research Center regularly acquires selected student study aids.

C. By Jurisdiction

Foreign, Comparative, and International Law

- a. The Legal Research Center collects non-U.S. law based on scholarly and curricular interests.
- b. Public International Law
- c. International Governmental Organizations & Tribunals

1) United Nations

The Legal Research Center provides electronic access to most primary United Nations legal sources. The Legal Research Center maintains print standing orders to key law-related United Nations serials. The Legal Research Center selectively acquires other United Nations legal sources using the criteria stated in this Policy.

2) European Union

The Legal Research Center provides electronic access to primary and selected secondary legal resources for the European Union according to faculty scholarship and curricular interest. The Legal Research Center collects monographs at an instructional level..

3) Treaties and International Agreements

The Legal Research Center selectively acquires primary and secondary materials with respect to international treaties and international agreements.

4) Comparative Law

The Legal Research Center acquires resources of good quality on comparative law in subjects reflecting scholarly or curricular interests.