

COLLECTION DEVELOPMENT POLICY

FIU LAW LIBRARY

Florida International University (FIU) is a state-supported university in Miami, Florida. The FIU College of Law was accredited by the American Bar Association in December, 2006 and attained membership in the Association of American Law Schools in January 2009. To this end, the library looked to ABA and AALS standards when first developing its policies and collection, and already has exceeded these standards. The library seeks to continuously provide a high level of service to support the instructional and research needs of the FIU students and faculty, and strives to achieve a national reputation for excellence.

The library collection policy takes particular recognition of the College of Law's mission. The library's collection supports the educational objectives of a diverse population, with a particular focus on a curriculum that integrates comparative, international and foreign legal studies.

TABLE OF CONTENTS

Objectives and Goals	3
Law Library Objectives.....	3
Collection Development Goals	3
Selection	4
Selection Criteria	4
Jurisdictions.....	4
Federal Law of the United States and Florida State Law.....	4
Law of the Remaining States, District of Columbia, and U.S. Territories.....	5
Foreign, Comparative and International Law	5
Formats	7
Specific Materials	7
Newspapers.....	7
Newsletters	7
Legal Periodicals	8
Manuscripts.....	8
Rare Books.....	8
Microform	8
Audio-Visual	9
CD-ROMs.....	9
Software.....	9
Online Databases and Access to Materials and Resources via the Internet.....	9
Languages.....	9
Supplementation.....	10
Duplication.....	10
Donation of Materials to the Collection	10
Retention and Weeding.....	10
Preservation	11
Procedures.....	11
Selection and Acquisition	11
Bibliographic Control and Processing	11
Funding.....	11

OBJECTIVES AND GOALS

LAW LIBRARY OBJECTIVES

The primary goals of the library are to satisfy the curricular and research needs of the law students and to support the teaching, scholarship, research, and service needs of the faculty. The library's collection must, then, support a wide range of scholarly interests.

The College of Law Library, as part of a large public state university, has another important role: to provide legal information to non-law school library users, including members of the greater FIU campus community, the practicing bar and the public.

The library performs these roles through its focus on providing a multi-format collection, and by ensuring access to free and purchased online databases. Collaborative collection agreements and cooperation with local, state, regional, national, and international interlibrary loan networks provide additional support. The library plans to continue being a contributing member of these networks by continuing to acquire specialized collections that may become valuable shared resources.

COLLECTION DEVELOPMENT GOALS

The library will continue to collect materials that support the curriculum of the College of Law and supports the research of its students and faculty. Given the cost of competing legal materials the library will focus on reducing duplicative materials (primarily in the area of American primary legal resources) in order to expend resources on improving the foreign, comparative and international law collections.

The library undertakes to cover a wide-array of legal subjects, guided heavily by law faculty scholarship and research interests, and by emphases within the law school curriculum. The depth of the collection should support original scholarship and research.

Specialized, focused, collection goals will be regularly reviewed and amended to reflect the scholarly agendas of new faculty and changes in the College's curriculum, including any LL.M., summer foreign study programs, or joint-degree graduate programs.

SELECTION

SELECTION CRITERIA

Criteria for evaluating all prospective purchases within the library's priorities are:

- significance of the subject matter
- importance and reputation of the author
- accuracy and currency of the information and data
- potential for use by patrons
- importance to the total collection
- authoritativeness of the publisher or producer
- importance of the title in reputable bibliographies and recognized reviewing media
- current and/or permanent value
- availability of materials on the subject
- purchase price
- continuation costs
- format (e.g., book, electronic, digital, newspaper, CD-ROM, microform)
- physical quality (e.g., binding, paper, print)
- duplication
- available space
- technical processing and maintenance costs

JURISDICTIONS

The library has established the following criteria for collecting materials from various jurisdictions:

FEDERAL LAW OF THE UNITED STATES AND FLORIDA STATE LAW

The following primary source materials will be collected comprehensively: constitutions, session laws, statutes, codes, court rules, court decisions, administrative codes, regulations, registers, and decisions. Given the wide availability of many of these resources in multiple formats, preference will be given to the format that is the most cost effective and efficient for use by our primary patrons.

Additionally, strong efforts will be made to collect secondary sources and finding tools to the extent they support the research and educational goals of the law school community.

Practice books and form books for the United States and Florida will be collected to support clinical education associated with the law school.

LAW OF THE REMAINING STATES, DISTRICT OF COLUMBIA, AND U.S. TERRITORIES

The following primary materials will be collected: constitutions, statutes, annotated codes, and decisions. The codes for the remaining jurisdictions will be provided in the format that is most cost effective and efficient for use by our patrons.

Access to selected secondary sources and finding tools, particularly journals, citators, indexes, directories, reference works, encyclopedias, and digests, will be provided in the format that is most cost effective and efficient for use by our primary patrons.

FOREIGN, COMPARATIVE AND INTERNATIONAL LAW

Consistent with the mission of the College, the library will collect comprehensively on international and comparative law, including major international law institutions and international trade organizations, and for select foreign jurisdictions. Materials may be acquired in the vernacular of foreign jurisdictions.

Major international organizations to receive attention include: the European Union, the United Nations, the Organization of American States, and the African Union, including the main organs and specialized agencies within these bodies, and international courts.

Major international trade organizations to receive attention include: the European Union (EU), World Trade Organization (WTO), the Common Market of the Southern Cone (MERCOSUR), any other agreement between the countries of North, Central and South America, and any other international trade agreement that might be established in the future where the United States is a part.

It is not feasible to collect legal materials comprehensively for all foreign jurisdictions. In selecting those foreign jurisdictions, nations or territories and the subject areas for comprehensive focus, the library will take into account Florida's history and the role Miami and surrounding communities in South Florida play as a strategic international commercial and trading center. The criteria relied upon in selecting jurisdictions and subject areas of focus include the following:

- Countries with significant historic and cultural ties to Florida;
- Countries which contributed significantly to the development of law in the United States generally and in Florida specifically;

- Countries which figure prominently in commercial enterprise and trade in South Florida,
- The scholarly interest of the FIU law faculty;
- The location and curriculum of study abroad programs offered by the College of Law, and
- The needs of any joint degree programs, institutes, or centers affiliated with the College of Law.

Additionally, the library will take into account the extent to which other law libraries have developed comprehensive collections of foreign or international legal materials and the degree to which those materials are otherwise accessible to the FIU faculty and students. So as to contribute to the global scholarly community and to participate meaningfully in the exchange of legal materials, the FIU law library will particularly seek to collect legal materials for Caribbean and Latin America countries not otherwise collected.

With all these criteria in mind, the following jurisdictions, nations or territories are to receive particular focus:

- The indigenous Native American Indian nations located in Florida;
- Caribbean and Latin America countries generally, with special concentration on Argentina, Brazil, Chile, Colombia, Cuba, the Dominican Republic, Haiti, and Venezuela;
- Countries within Africa which have had historic ties to Florida, and
- Spain.

The following primary sources are collected: constitutions, treaties, laws and statutes, declarations and resolutions. Official legislative gazettes and court/tribunal decisions from specified countries within Latin America are collected, if not available through other libraries in the United States. Secondary sources including scholarly commentaries, treatises, journals, reports, yearbooks, and encyclopedias will be maintained.

Within foreign, comparative and international law, special emphasis may be placed on: business associations, constitutional law, legal systems, the legal profession and legal ethics, immigration and asylum, human rights, rights of indigenous people, civil rights, law and religion, family law, conflicts of law, criminal justice, property rights, estate planning, taxation, criminal justice, juvenile justice, commercial transactions, intellectual property, torts and products liability, and international trade and investment.

FORMATS

As the result of changing technology, legal information may be available in a wide variety of formats (microforms, books, online databases, CD-ROMs, the Internet, audio and video DVDs). Each of these formats present advantages and disadvantages for patron service and collection building. In determining the appropriate format for selection, the following are guidelines:

- ease of access
- cost of initial purchase and cost of maintenance
- readability
- storage considerations
- longevity of format
- currency of information
- potential historical significance

Certain formats will not meet all the above guidelines, which may necessitate purchasing information in multiple formats.

SPECIFIC MATERIALS

NEWSPAPERS

Paper subscriptions to major local, national and international newspapers relevant to FIU's curriculum or which provide coverage of general news to patrons are purchased on a subscription basis. Professional newspapers which provide current awareness of the legal community, the activities of the legislature, courts or legal institutions, and newspapers covering higher education (e.g. Chronicle of Higher Ed) will be acquired.

Paper copies of newspapers will only be retained on a short term basis and may be augmented or replaced by other formats where there is a long-term research need.

NEWSLETTERS

Newsletters published by the American Bar Association, other national professional legal organizations, and national and regional professional law library associations are of high interest to the collection. Only those newsletters indexed in standard research indices or newsletters that contain unique information meriting retention for research will be cataloged and made a permanent part of the collection. The library normally will

not subscribe to a subject-specific newsletter, unless it is requested by a faculty member, is of reasonable cost, and provides an important current awareness service not otherwise readily available.

Other legal newsletters that are received gratis, are not indexed in any standard periodical indices, or are of peripheral value to the collection are given low priority for processing and collecting. A decision may be made to route a newsletter to an interested faculty member without any additional processing – that is, the newsletter may be routed with no cataloging and no record will be retained as to issues received.

LEGAL PERIODICALS

FIU Law Library participates in open access to legal scholarship and supports collecting and making available scholarly works published in the major U.S. and International legal publications. Given the evolution of open access to legal scholarship, the law library maintains indexes to major legal journals. Additionally, the collection includes many of the journals indexed by major databases.

Selected foreign legal periodicals will be acquired. Special focus and acquisition of legal journals of those jurisdictions that we focus on, per Jurisdiction Selection process, when available only in print.

MANUSCRIPTS

Manuscripts are retained as part of the Special Collections, and given special treatment for storage and inventory control.

RARE BOOKS

Rare books may be acquired from the annual allocated budget only if the books provide important, unique research information or data. Selection decisions will be based upon the significance of the work to the mission of the College and integrity of the collection.

Rare books may be accepted as gifts to the library or may be collected as archival material or art only with the use of gift funds and when adequate protective display or storage facilities are available.

MICROFORM

Positive image, silver halide or diazo microfiche with a reduction ratio of 24x or 42x are the preferred formats of any microform purchased.

AUDIO-VISUAL

When available, streaming services are the preferred method for providing access to and delivery of videos. If not, and required by faculty for a course reserve, the preferred format is BluRay followed by DVD. The library does not collect VHS or lower formats.

CD-ROMS

The library does not collect CD-ROMs.

SOFTWARE

Software may be purchased to support the library in consultation with the faculty member responsible for a particular, related subject specialty, or in support of any library-related law school activities. Software may be purchased in limited quantities in response to particular demands.

ONLINE DATABASES AND ACCESS TO MATERIALS AND RESOURCES VIA THE INTERNET

Access to other materials and collections stored on remote servers are of great importance to the collection. Factors to consider in acquiring access to materials via the Internet or by subscription to databases include the following:

- Cost of the online database versus cost of the material in hardcopy
- Ease of access, including searching methods, display, and retrieval
- Reliability and dependability of the provider
- Ability to authenticate the origin of the information and materials
- Relative need to have “ownership” of the material

LANGUAGES

Most materials will be purchased in English, if available. Materials in other languages may be purchased without prejudice, especially when the official document is in a language other than English. Publications with companion translations in English are of high interest to the collection. Other than English, preferred languages are Creole, French, Portuguese, and Spanish.

SUPPLEMENTATION

As a general rule, all currently published supplementation will be purchased for titles in the collection. The library may decide to acquire multiple copies of heavily used titles (e.g., Florida materials) but may discard multiple copies of older volumes in the series. A decision not to supplement a specific title, or to supplement a title other than on an annual basis, may be made after consideration of the cost, duplication in the collection, patterns of use, and quality of the supplements available.

DUPLICATION

Duplication is to be avoided in the collection except for:

- Heavily used materials (e.g., hornbooks, law dictionaries, Florida practice materials)
- Materials continued in another format, (e.g. recent periodicals available online)

DONATION OF MATERIALS TO THE COLLECTION

Donations will be treated in the same manner as other potential acquisitions: they may be retained, discarded, exchanged, sold, circulated, and located in accord with collection development policies of general application. The cost of processing, cataloging, binding, filing, and storage should be considered in the decision to accept gift materials. Gifts will not normally be accepted with conditions attached regarding retention or use.

RETENTION AND WEEDING

Generally, one copy of each title unique to the collection will be retained. Weeding (de-accessioning and discarding materials) may be done to remove excess copies, outdated works, aged editions, or to remove materials that have lost research value purely because of the passage of time.

Other factors which should be considered in the retention decision include the cost and ability to adequately preserve the physical format of the information, cost and availability of content replacement in another format, shelving space, and duplication of information in other sources.

One copy of all superseded Florida materials should be kept for historical research value.

PRESERVATION

The FIU Law Library will attempt to preserve all materials in the collection in the original physical format where it is economically and physically feasible to do so. Where costs, deterioration, or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. New items added to the collection will be subject to conservation measures, if warranted, to extend their usefulness.

PROCEDURES

SELECTION AND ACQUISITION

The Law Library Director has final authority over the collection development policy and over all materials purchased or accepted as gifts for the collection. Authority for selection may be delegated to another librarian or to a collection committee. Recommendations from the librarians, faculty and students are encouraged and welcomed.

To assist in collection development, the Associate Dean normally will review publisher “publication slips” (e.g. Hein Green Slips, Yankee Book Peddlers slips), publishers’ catalogs and announcements, book reviews, Recommended Publications for Legal Research, the Chronicle of Higher Education, the National Law Journal, and bibliographies. An approval plan with a book jobber, such as Hein, Gaunt, Yankee Book or Blackwell North American, may be used.

BIBLIOGRAPHIC CONTROL AND PROCESSING

All materials added to the collection will be cataloged and classified according to national standards as expeditiously as staff resources permit. Some deviation from national standards will be permitted where local necessities dictate.

FUNDING

The College of Law is committed to providing sufficient funding to build and maintain a research-level collection that supports the instructional and research needs of its students and faculty, with a concerted focus on foreign, comparative and international materials.