

Texas Southern University, Thurgood Marshall School of Law Library Collection Development Policy

I. Philosophy

The mission of the Thurgood Marshall School of Law Library is to promote excellence in academic achievement and provide legal information to the Thurgood Marshall School of Law faculty, students, staff, and the surrounding community. The library seeks to bolster the professional and scholarly undertakings of its faculty while supporting the research and reference needs of students. The library is committed to strengthening the academic and professional skills of students and faculty by supporting the law school curriculum, programs, and organizations through the integration of technology and creating a supportive environment of learning, scholarship, and exposure to innovative research products and techniques.

II. Goals

The primary objective of the collection development policy is to establish a plan for growing and maintaining the library collection in a manner that supports the current direction of the law school curriculum and research interests of its faculty and other constituents. The plan contained herein provides guidelines for developing, maintaining, and monitoring the major components of the current core collection, subject concentrations, and the special collection. The library currently seeks to further develop the special collection in African and Latin American studies, Civil Rights Law, and genealogical research. The policy herein also reflects review of and compliance with collection requirements promulgated by the American Bar Association's Standards for Approval of Law Schools and the Association of American Law School's Executive Committee Regulations.

III. Collection Principles

The library abides by the following fundamental principles in order to meet the needs of its users.

- Principle 1. The library follows the American Bar Association and the American Association of Law Schools collection standards.
- Principle 2. The library collects materials necessary to support teaching, scholarship, and research needs of the faculty and student body.
- Principle 3. The library's collection is concentrated in three broad areas: federal law, state law, and interdisciplinary subjects related to the curriculum.
- Principle 4. The library collects material in a mixture of print, electronic, and microform formats, with a general preference for electronic format where available and stable.
- Principle 5. The library generally collects one copy of individual titles in a single format.
- Principle 6. The library minimizes the purchase of print serials such as periodicals, loose-leaf publications, supplemented books, and practice guides.

- Principle 7. As resources allow, print copies of core legal research materials will be replaced with the electronic equivalent.
- Principle 8. This policy is reviewed as needed for currency and accuracy.
- Principle 9. This policy is intended as a guideline. Exceptions will be made when it benefits the faculty, students, or institution.

IV. Subjects Covered

A. General Collection - United States

1. Federal Law

The library's collection of federal primary and secondary legal materials includes current, updated and historic sources of the following: the United States Code, the United States Statutes at Large, the Federal Register, the Code of Federal Regulations, federal administrative decisions, finding aids, legal encyclopedias, dictionaries, Congressional sources, and other relevant titles (print and electronic).

Federal government documents are selected on the same general basis as other library materials and are integrated into the collection. Thurgood Marshall School of Law Library is a selective library of the Federal Depository Library Program, selecting approximately 13% of depository titles. Hearings and reports from select Congressional committees are made available electronically or in print through the Federal Depository Program. Our government documents collection is comprised of materials selected for deposit that include law-related periodicals, serials and non-Federal Depository publications. The Government Documents Librarian reviews the list of selected publications yearly to assure that we are receiving the needed items and in the proper format. Only documents that directly support the curriculum are collected.

2. State Law

Materials collected for Texas include the state code, session laws, case reporters, court rules, Attorney General opinions, administrative codes, state encyclopedias, multi-volume practice sets, specialized form books, selected treatises, general forms, bar journals, bar association reports, jury instructions, and treatises on legal research. Other states' materials are available electronically.

B. Special Collections & Archives

The Special Collections is a repository of scholarly material that addresses the legal, political and social history of people of African descent in the United States.

Additionally, the Special Collections focuses on Civil Rights, genealogical research, and African and Latin American studies. The Archives preserve the institutional memory of the law school and contains donated papers from alumni, legal professionals, organizations and members of the community. Special Collections and Archive materials are generally non-circulating and must be viewed in the law library.

V. Selection

A. Level

The following categories represents the levels at which materials are collected by the law library.

1. Research Level

The Research Level collection supports faculty needs for conducting original research as well as student research related to seminar work. This collecting level also provides practitioners with the depth to research complicated legal questions. It includes the major published source materials required for independent research, all basic reference works, and a wide selection of monographs, an extensive online collection of journals and major indexing and abstracting services in the field. A Research Level collection would include all major sources in any format, both current and historical, most subject related loose-leaf services, complete runs of periodicals, and a wide selection of government documents in the field. The library collects at the research level for all core courses.

2. Instructional Support Level

The library collects at the Instructional Support Level for all subject areas that are taught in the curriculum. It provides practicing attorneys the information support necessary to handle typical legal problems encountered in the practice of law in the specified subject area. Typical instructional support materials include a selection of reference tools, an extensive collection of primary legal materials and documents, the most important monographs, and a selection of the outstanding journals in the field, and treatises. Study aids, supplemental material?

3. Basic Level

A collection of up to date general materials aids readers' immediate understanding of a subject and will serve to introduce readers to the subject and to other sources of available information. Materials selected generally provide an introduction or outline of legal issues related to the topic as well as an indication of the variety of information that may be available elsewhere. Representative material includes legal dictionaries, encyclopedias, self-help materials, or a combination of these. A basic information collection is not sufficiently intensive

to support instruction in any course in the subject area involved. The library maintains at least a Basic Level collection for all subject area concentrations.

B. Criteria

1. General Criteria

The following general criteria are used to evaluate material in any format.

- Relevance to law school curriculum
- Relevance to faculty research
- Authoritativeness of content
- Ease of access/readability
- Potential historical significance
- Accuracy of information and data
- Appearance of title in important bibliographies, lists and recognized reviewing media
- Reputable nature of publisher and author
- Availability of material elsewhere in the region
- Available space
- Continuation costs
- Current and/or permanent value
- Duplication
- Format (print, microfilm, loose-leaf, electronic, etc.)
- Importance to total collection
- Physical quality (binding, print, margins, size, etc.)
- Potential for use by patrons
- Acquisition and upkeep costs
- Availability of materials on the subject
- Significance of the subject matter

2. Additional Criteria for Electronic Resources

- Full-text searching
- Remote access
- Simultaneous access
- Wireless environment

C. Responsibility

While the Director is responsible for final expenditure decisions, the faculty, staff, and students are partners in the collection development process. The Director attends faculty and staff meetings including the library committee meetings and solicits collection recommendations from these constituents. Librarians solicit recommendations through student and faculty interactions.

Each librarian is assigned several subject concentration areas (See section E. at bottom of page for subject concentrations.) The librarian responsible for a particular subject

conducts research in the area, selects books, and inventories that subject's collection to determine if weeding is warranted or if additional books are needed. The librarian is also responsible for recommending any electronic resources covering the subject. Librarians meet monthly to evaluate the current collection, monitor ongoing expenditures for materials, and recommend titles for purchase or weeding.

In 2013 the Thurgood Marshall School of Law Library launched its Faculty Liaison Program. The Faculty Liaison Program pairs each faculty member with a designated librarian that holds a J.D. degree, who is responsible for contacting them to assess their research needs. Through this program, librarians obtain faculty-recommended purchases.

D. Acquisition Methods

The library has acquitted a collection development service from Baker & Taylor YBP Library Services (YBP). Librarians receive YBP's electronic notifications of new titles in their subject areas. Through the YBP profile, the librarians actively acquire published scholarly U.S. legal monographs designated as being at or above an academic level. Non-legal titles related to subject concentration areas that are scholarly and designated at or above an upper academic level are received for consideration. In addition to YBP the librarians may use reviews journals and/ or book reviews in order to determine if new titles should be added to the collection.

E. Subject Concentrations

Current selection topics are: Administrative Law, Admiralty Law, Alternative Dispute Resolution, Animal Law, Bankruptcy, Business, Civil Procedure, Civil Rights, Commercial Law, Computer Law, Consumer Law, Constitutional Law, Contracts, Court Interpretation, Creditor/Debtor Law, Criminal Law, Cyber Crime, E-Discovery, Education Law, Elder Law, Election Law, Employment Law, Entertainment Law, Environmental Law, Evidence, Family Law, Federal Courts, Financial Services, Gaming, Health Law, Housing Law, Immigration, Insurance, Intellectual Property, International Law, Latinos and the Law, Lawyering Skills, Legal Profession, Legal Research, Legal Writing, Lesbian/Gay/Transgender and the Law, Library Materials, Litigation, Mergers and Acquisitions, National Security Law, Patent Litigation, Probate, Race and the Law, Real Estate, Regulatory, Religion and Law, Science and Law, Social Media, Sports Law, Taxation, Telecommunications Law, Torts, Travel Law, White Collar Crime, Wills and Estate Planning, and Women and the Law. Librarians annually review selection topics in order to determine what subjects should be added or deleted.

F. Selection Standards by Format

1. Serials

The majority of our print serial subscriptions, including loose-leaf services and journals, have been cancelled because of their availability through electronic access. Digital format is preferred and the following standards are considered:

- a. Labor costs of filing updates, binding or any other method of upkeep.
- b. Availability of a reliable electronic subscription with the capabilities to archive and preserve.
- c. Comprehensive coverage of a topic regulated by an administrative agency.

2. Monographs

Print format is generally preferred. The following standards are considered: format availability based on cost effectiveness and projected user demand.

3. Electronic Resources/ Databases

The following standards are considered:

- a. Compatibility with current hardware and software.
- b. License agreements.
- c. Campus network access.
- d. Propensity of use by law students, staff and faculty.

4. Audio/Visual

Audio/visual materials are purchased when they are deemed appropriate to the collection, only produced in those formats, or upon the specific request of a faculty member.

5. Microforms

Microforms provide a means of augmenting the collection in a way that is particularly efficient in terms of cost, space, and preservation. The following standards are considered: size of collection, frequency of use, need to replace print materials in order to avoid binding or storage cost, lack of availability of other formats.

VI. Deselection

The library is committed to building a current and retrospective scholarly legal research collection in print and electronic formats. The collection is continually reviewed to decide what can be withdrawn or relocated to reflect changes in institutional goals or programs, availability in electronic formats, usage, space limitations, increasing cost, duplication, obsolescence, and the condition of materials.

VII. Replacement of Missing or Damaged Items

The library replaces missing or damaged materials as needed. Replacement decisions are based on relevancy, importance, depth of subject matter coverage, duplication, availability of the title in other formats, and availability of the title elsewhere on campus or region.

VIII. Gifts

The library reviews materials offered as gifts. Gift materials are treated in the same manner as other potential acquisitions. Each gift is evaluated by a reference librarian in terms of its value in meeting the objectives of the Collection Development Policy. Factors considered include duplication, the condition of the material being offered, space requirements, and continuation costs if the gift requires upkeep. Donors are advised that acceptance is conditional. It is within the library's discretion to determine the classification, location, circulation policy, and ultimate disposal of any gift item. The library staff reserves the right to dispose of gifts as it deems necessary. Monetary donations for books are also welcomed. The Administrative Assistant is responsible for the compilation of a list of gift materials from donors. A letter acknowledging the receipt of materials is sent to each donor under the Director's signature. Under current tax law, the library is not permitted to provide a monetary estimate of a gift's value to the donor. Donors who need a tax value of a gift must seek an independent appraisal because the library's letter cannot assess tax value for the donated materials.

IX. Duplication

Duplication is avoided unless there is a demonstrated need for the additional copies based on student and faculty use.

X. Cancellation of Print and Electronic Subscriptions

The following criteria apply when considering the cancellation of material:

- Currency
- Potential Interest to Faculty
- Importance to the Curriculum & Student Needs
- Duplication
- Format Availability
- Electronic Access