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 law school and library currently seek to further develop the special collection in Civil Rights Law. The policy herein also reflects review of and an attempt to maintain 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. This policy is intended as a guideline. Exceptions will be made when it benefits the faculty, students, or institution.

IV. Subjects Covered

A. United States

1. Federal Law
The library’s print 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, select loose-leaf services (print and electronic), Congressional sources, and other relevant titles.

Federal government documents are selected on the same general basis as other library materials and are integrated into the collection. Hearings and reports from select Congressional committees are made available electronically or in print through the Federal Depository Program. Materials selected for deposit include law and law-related periodicals and other serials; agency and department annual reports; primary legal reporters; business, economics, international trade, statistical and census reference materials; and other publications dealing with the law and the legal system. Thurgood Marshall School of Law Library is a selective library of the Federal Depository Library Program, selecting approximately 13% of depository titles. 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. The law library has a cooperative arrangement with the university’s library to house materials that are important to their curriculum in the university’s library. This list is reviewed annually with the Government Documents Librarian. Only documents that directly support the curriculum are collected.

2. State Law
Materials collected for Texas include the state code, advance legislative services, session laws, case reporters, court rules, Attorney General opinions, administrative codes, state encyclopedias, multi-volume practice sets, the state register, specialized form books, selected treatises, general forms, bar journals, bar association reports, jury instructions, and treatises on legal research. The library collects limited materials for other states. Included in the collection of state materials are state statutes or codes, digest and regional reporters. The dominions, territories, possessions and other jurisdictions formally affiliated with the United States are not treated as states for purposes of this policy.
B. Foreign Law
The library is planning a foreign law collection in African Law. A needs assessment will be conducted in order to ascertain the current needs of faculty in this area. Additional resources will pursued in order to develop this part of the collection.

C. Special Collection
Through its special collection in Civil Rights Law the library is charged with the mission and responsibility of collecting, storing, and disseminating information that analyzes, interprets, discusses and comments on the legal, political and social history of people of African descent in the State of Texas and abroad as well as to preserve the institutional memory of the law school. The collection began in 2002. Special collection materials are generally non-circulating and must be viewed in the law library. The following list highlights selected microform titles from the special collection: Black Abolitionist Papers, 1831-1865; Records of Ante-Bellum Southern Plantations from the Revolution through the Civil War; Records of the Tuskegee Airmen, Part I (Records of the Army Air Forces); Slavery and Anti-Slavery Pamphlets. Annotated bibliographies, finding aids, and guides are currently in progress.

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, a wide selection of monographs, an extensive 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. The library seeks to develop Immigration, Civil Rights, and African Law at this level.

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.
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.

1. Staff members assigned to specific resources
   One librarian is assigned to review various resources used to enhance the collection including, but not limited to collection development service, journals, and book reviews.

2. Staff members assigned to specific subjects
   Each librarian is assigned several subject concentration areas (See page six for subject concentrations.) The librarian responsible for a particular subject conducts research in the area, selects books in the area, and inventories the collection in the area 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.

   a. Faculty Liaison Program
      Librarians are assigned faculty members with research and teaching interests in their assigned areas. Through this program, librarians obtain faculty-recommended purchases.

D. Resources

1. Collection Development Service
   The library is currently reviewing collection development service from Baker & Taylor YBP Library Services (YBP). Through the YBP profile, the library seeks to receive all 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 will also be received for review. Librarians will receive YBP’s electronic notifications of new titles in their subject areas.

2. Loose-leaf
   The library utilizes Current Publications in Legal and Related Fields to ensure that the collection has the latest resources. The Learning Resources Librarian reviews and disseminates recommendations as appropriate.
3. Journals
The Learning Resources Librarian reviews journals in order to determine if new titles should be added to the collection.

   a. Law Library Journal – *Keeping Up With New Legal Titles*
   b. Current Law Index
   c. Journal of Legal Education – Book Reviews

4. Book Reviews
The Learning Resources Librarian reviews book reviews in order to determine if new titles should be added to the collection.

   b. New York Review of Books

E. Subject Concentrations

Immigration materials will be expanded due to the faculty voting to approve a proposal for the creation of an LL.M. program in Immigration Law. The goal of the LL.M. in Immigration Law is to provide students with practical skills to identify and solve complex problems in the field of Immigration Law. The collection will be tailored to advance these goals.

F. Selection Standards by Format

1. Serials

   a. Loose-leaf Services
   The following standards are considered: labor cost of filing updates, availability of electronic subscription, and comprehensive coverage of a topic regulated by an administrative agency.
b. Journals
The following standards are considered: level of scholarship, level of indexing, and availability through electronic access.

2. Newspapers
The following standard is considered: the need for current awareness and ease of use including access.

3. Monographs
The following standards are considered: ease of use over other formats and the need to be checked out. Books remain the preferred format for many library patrons, so preference is given to this format whenever ease of use, permanent acquisition, and readability are the highest goals. Production on acid free paper is considered before selecting expensive book sets.

4. Databases
The following standards are considered: ability to work with current hardware and software and the number of licenses.

5. Audio/Visual
Audio/visual material is purchased when materials appropriate to the collection are produced in those formats or upon the specific request of faculty member.

6. Microforms
Microforms provide a means of augmenting the collection in a way that is particularly efficient in terms of cost, space, and permanence. Some material is only available in microform. 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. Replacement decisions are based on the importance of the title, other titles in the collection on the same topic, online availability, additional copies in the collection, availability of the title in other formats, and availability of the title elsewhere on campus.

VIII. Gifts
The library reviews materials offered as gifts. The Technical Services Director and Director are
responsible for the review, treatment, acceptance or refusal of gifts. Each gift is evaluated in terms of its value in meeting the objectives of the Collection Development Policy. Factors considered include the need to duplicate a title in the collection, the condition of the material being offered, space required for the gift, and ongoing cost if the gift requires upkeep. Donors are advised that acceptance is conditional. It is within the library’s purview 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.

Gift materials are treated in the same manner as other potential acquisitions. They are accepted, retained, discarded, exchanged, sold, and circulated in accordance with collection development policies. As with free government depository items, the cost of processing, cataloging, binding, filing, and storage must also be considered in the decision to accept gifts.

IX. Duplication
Duplication is avoided unless there is a demonstrated need for the additional copies based on student and faculty use. This allows a broader range of available material.

X. Cancellation of Print and Electronic Subscriptions
The following criteria apply when considering the cancellation of material.
- Is it of current or potential interest to specific faculty?
- Is the publication routed to faculty?
- Is it important for curricular and student needs?
- Is it duplicated somewhere else on campus?
- Is it available in an electronic form, including the current issue?
- Is it available on other online services or the Internet?