

# **COLLECTION DEVELOPMENT POLICY**

JAMES J. LUNSFORD (HILLSBOROUGH COUNTY) LAW LIBRARY

## **Introduction**

### **Library Mission Statement**

The Mission of the Law Library is to collect, maintain and make available legal research materials in print and electronic format not generally obtainable elsewhere in the County for use by the Bench, Bar, students and all Hillsborough County citizens.

### **Definitions**

“Librarian” means the Senior Librarian of the James J. Lunsford (Hillsborough County) Law Library.

“Library” means the James J. Lunsford (Hillsborough County) Law Library or its staff.

“Material” or “Materials” means legal or law-related information or resources, regardless of format. For example, subscription databases are “materials.”

“Policy” means this Collection Development Policy.

### **Purpose of the Policy**

The purpose of this Policy is to guide the Library in the selection, acquisition and retention of materials for the Library and to serve as a plan for the overall development of the collection. The Policy establishes priorities in collection, supplementation and retention.

The Library’s acquisitions policies are based on the needs of the Library as well as the needs of the community it serves.

This Policy must grow and change to meet the needs of the Library and its patrons. Accordingly, this Policy will be reviewed and revised as new resources and technologies become available and old ones disappear, and as the needs of the Library and its patrons demand.

## **Collection Development Principles**

### **Responsibility for Selection**

The Librarian in consultation with the other Library staff, is responsible for the review and selection of materials for purchase. The Librarian will abide by the criteria stated in these guidelines. The Librarian will welcome suggestions and recommendations from the public and legal community.

## **Selection Criteria**

The focus of the Library's collection will be to provide the materials its patrons need and use for their day-to-day research needs.

The following will be considered when evaluating materials for acquisition:

- Potential use, including projected frequency of use.
- Patron request for materials.
- The collection objectives of the Library as reflected in this Policy.
- Whether the materials bring unique coverage to the collection in the subject area, add depth to an otherwise shallow area of coverage, or duplicate existing Library materials.
- Reputations of the author or editor and the publisher or producer.
- Appearance of the title in review sources.
- Currency of coverage.
- Current and permanent value, including consideration of whether the materials will be updated.
- Availability of alternative formats or sources.
- Cost, including continuing and indirect costs.
- Format and technical support.
- Physical quality.
- Available space.

## **Current Materials vs. Retrospective Materials**

The Library will generally purchase only current materials. However, the Library will purchase retrospective materials to replace older materials missing from essential core collections.

## **Selective Supplementation**

Supplementation to all Florida materials, primary materials, and secondary materials that are heavily used or likely to undergo significant changes during the year are acquired according to publishers' schedules.

Supplementation to other secondary materials may be cancelled at the discretion of the Librarian in consultation with the other Library staff, following prescribed procedures. The decision of whether to retain lapsed secondary materials shall be made in accordance with the Specific Retention Guidelines in this Policy.

## **Format Selection**

In general, the Library will acquire information in the most effective and efficient manner, whether that manner is traditional books and periodicals or computer databases, microforms, and compact discs or such other format that may be available or may become available in the future.

Materials formerly available only in paper or microform are increasingly made available through computerized resources. When materials are available in both print and computerized media, the decision to purchase one format or the other, or both, is based on frequency of need, convenience of use, the need for multiple access points, and price. In choosing a format, the Library will also consider the selection criteria above.

The availability of a resource through an online service will be a significant factor in determining whether the Library will acquire the resource in hard copy, as well as the number of copies of the print resource that will be acquired.

### **Duplication and Multiple Copies**

Multiple copies and duplication of resources will be avoided unless there is a clear and demonstrated need.

### **Languages**

Generally, selection will be based on a preference for materials in languages appropriate for the Library's intended patrons.

### **Gifts and Donations**

The Library welcomes offers of gifts of books and other materials that may, in the discretion of the Librarian, contribute to the development of its collection and services and are consistent with the collection guidelines in this Policy. Gifts to the Library are considered outright and unrestricted donations to be used without restrictions by the donor. The Library reserves the right to use the gift in any appropriate way for the support of the Library, and may dispose of gift items at any time and in any manner deemed appropriate.

The Library will not participate in the retrieval of gift materials, except in extraordinary circumstances as shall be determined by the Librarian. The Library will not assign a monetary value to or appraise donated materials. Written acknowledgment may be provided to the donor.

### **Collection Development by Jurisdiction**

The following guidelines are intended to state the minimum required for the Library's core collection and are not meant to limit the scope of the Library's collection efforts. These guidelines are based on the County Public Law Library Collection guidelines of the American Association of Law Libraries State, Court and County Law Libraries Special Interest Section in *County Public Law Library Standards* (Approved by the AALL Executive Board on April 2009). [www.aallnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-county-standards.html](http://www.aallnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-county-standards.html) & the SCCLL Standards for County Law Libraries – Final Draft February 6, 2015.

The Library will provide print or electronic access to the following resources:

**Florida Legal Materials:**

- A complete collection of the published decisions of state courts.
- Current annotated state and local rules. If space and budget permit, a collection of superseded state/local court rules.
- Current statutory compilation, annotated if available. If space and budget permit, older statutory compilations and superseded volumes.
- A complete set of session laws, including a current session law service, if available.
- The current state constitution as well as various historical versions of the constitution, and any published debates/proceedings of state constitutional conventions.
- Local, county and municipal codes, charters, by-laws or ordinances within area served.
- Current state administrative code, if available.
- Published decisions of state administrative agencies, if available.
- A complete set of Attorney General Opinions.
- The state legal encyclopedia, if available.
- Significant state-oriented legal treatises and practice materials.
- Selected legal periodicals and newspapers.
- State and local bar publications and ethics opinions.
- The state digest or online case law classification service.
- A citation service, such as Shepard's or Keycite.
- State-oriented reference tools including state government manual, legal/social services directories, city and/or county directory.

**Federal Legal Materials:**

- Official or another reporter of the decisions of the Supreme Court of the United States.
- A U.S. Supreme Court digest or online case law classification service.
- An annotated version of the United States Code.
- *U.S. Statutes at Large* or other commercial federal session law service.
- All published decisions of the U.S. District Courts, U.S. Courts of Appeal, and U.S. Bankruptcy Courts.
- Federal court rules and forms.
- Local Federal rules and forms for courts within jurisdiction.
- Federal case digest or online case law classification service.
- Federal Register and the Code of Federal Regulations.
- A citation service, such as Shepard's or Keycite, for reports and codes held by the library.

**General United States Materials:**

- The published opinions of federal, appellate, and state courts.
- Current statutory compilations for contiguous states, as needed.
- *American Jurisprudence 2d* and/or *Corpus Juris Secundum*.
- *American Law Reports* and *American Law Reports Federal*.
- General legal forms set.
- *ABA/BNA Lawyers Manual of Professional Conduct*.

- American Law Institute *Restatements*.
- *Uniform Laws Annotated*.
- A basic collection of legal texts, treatises, practice materials and looseleaf services of contemporary value on subjects of interest to the legal community and the public.
- A broad selection of legal periodical titles.
- A legal periodical index or comparable online service.
- A citation service, such as Shepard's or Keycite, for case reporter and code units held by the library.
- Legal reference tools including dictionaries, thesauri, judicial biographical and legal abbreviations directories, legal quotations compilations, and a standard legal citation guide such as the Harvard *Bluebook*.
- General reference tools, including an unabridged dictionary, atlas, and statistical abstracts.
- A collection of general legal and self-help titles on subjects of interest to the public and self-represented litigants, including print or online resources for people with limited English proficiency and materials in languages other than English to reflect the needs of users.

### **Collection Development by Subject**

The subject area priorities for collection development are dictated by the extent to which items in a particular subject area are used. As new subject areas develop, new resources will be added based upon patron needs. Subject materials in high demand include:

- Bankruptcy law and creditors' rights.
- Business entities (including materials on corporations, nonprofit corporations, and partnerships).
- Constitutional law.
- Construction law.
- Contract law.
- Criminal law and criminal practice and procedure.
- Family law.
- Immigration law.
- Insurance law.
- Intellectual property (including materials on patents, trademarks and copyright).
- Labor and employment law.
- Legal profession.
- Real property (including deeds, landlord/tenant and liens).
- Taxation
- Tort law (including materials on automobile law and practice and products liability).
- Traffic
- Trial practice (including class actions, evidence, juries and jury instructions, appellate practice, and arbitration).
- Trusts and estates, estate planning and probate.

## **Weeding and Retention**

“Weeding” is the process through which materials are removed and withdrawn from the Library’s collection. Generally, the Library will remove from its collection obsolete or outdated materials (that have little historical or research value), worn out or extensively damaged materials (that will also be considered for repurchase), and surplus copies of materials no longer in high demand. Weeding determinations are based on the following factors:

- Frequency of use of the material by Library patrons.
- Whether the material is outdated and of little or no historical value.
- Whether the material is duplicated in another text or service, or is a duplicate copy of a work already held by the Library.
- Whether the material is in a physical form of lasting value.
- Whether the material is available in another format for archival purposes.
- Whether the material is considered an authoritative work.
- Whether the material is of direct interest to Florida attorneys and legal researchers.
- The degree to which the material fits the selection and retention criteria of this Policy.

## **Specific Retention Guidelines**

### **Codes, session laws and ordinances**

- Superseded volumes of the *Florida Statutes* are kept permanently.
- Superseded volumes of the *Florida Statutes Annotated* are discarded when replaced by the publisher.
- All other states’ codes (or statutes) are available on Westlaw.
- *Florida Administrative Code* is available on Westlaw.
- All other states’ administrative codes are available on Westlaw.
- *Florida Attorney General Opinions* are kept permanently and currently available on Westlaw.
- Superseded volumes of the *United States Code Annotated* are discarded when replaced by the publisher.
- *Code of Federal Regulations* is available on Westlaw.
- Replaced pages and superseded editions of the *Hillsborough County Code of Ordinances and Laws* and the *Hillsborough County Charter* and the *City of Tampa Code of Ordinances and City of Tampa Charter* are discarded when replaced by the publisher.
- *Laws of Florida* are kept permanently.
- *USCCAN* is kept permanently and currently available on Westlaw.
- *Uniform Laws Annotated* is available on Westlaw.

### **Reporters**

- *Southern Reporters* are kept permanently.
- Supreme Court of the United States decisions are available on Westlaw.
- Published decisions of the U.S. Courts of Appeal, U.S. District Courts, and U.S. Bankruptcy Courts are available on Westlaw.
- Published decisions of all other states’ courts are available on Westlaw.
- Selective Florida administrative decisions are available on Westlaw.

- Selective administrative decisions of other states' are available on Westlaw.
- *American Law Reports* and *American Law Reports Federal* are available on Westlaw.

### **Court Rules and sentencing guidelines**

- Florida and local rules of court are kept for five years.
- Florida annotated rules are discarded when replaced by the publisher.
- Federal and local rules of court are kept for five years.
- Federal annotated rules are discarded when replaced by the publisher.
- *Florida Sentencing Guidelines* are discarded when replaced by the publisher.
- *Federal Sentencing Guidelines* are discarded when replaced by the publisher.

### **Digests**

- Florida case law classification service is available on Westlaw.
- All other states' case law classification service is available on Westlaw.
- U.S. Supreme Court case law classification service is available on Westlaw.
- U.S. Courts of Appeal, U.S. District Courts, and U.S. Bankruptcy Courts case law classification service is available on Westlaw.

### **Citation Service**

- Keycite is available on Westlaw.

### **Forms**

- *Florida Pleading and Practice Forms* are discarded when replaced by the publisher.
- *Florida Jur Legal and Business Forms* are discarded when replaced by the publisher.
- *Federal Procedural Forms, Lawyers Edition* are discarded when replaced by the publisher.
- General pleading and practice and legal forms are available on Westlaw.

### **Constitutions**

- United States annotated constitution is discarded when replaced by the publisher as when updated, the annotations are cumulative.
- United States constitution (unannotated) is kept permanently.
- Florida annotated constitution is discarded when replaced by the publisher as when updated, the annotations are cumulative.
- Florida constitution (unannotated) is kept permanently.

### **Treatise and continuing legal education materials**

- Florida continuing legal education materials and superseded treatise volumes are kept at the discretion of the Librarian, taking into account the policies above.
- Lapsed treatise materials are reviewed after three years, but may be retained as necessary to fill a subject gap in the collection. These materials will be clearly marked "no longer updated".
- *Restatements of the Law* are kept permanently and currently available on Westlaw.

### **Legal Encyclopedias**

- *Florida Jurisprudence 2d* is discarded when replaced by the publisher.
- *American Jurisprudence 2d* is available on Westlaw.

### **Law Reviews and Journals**

- Florida law reviews are kept permanently.
- Popular law reviews (Harvard, Yale, etc.) are kept permanently.
- Hillsborough County Bar Association Journals, the *Bulletin* & the *Lawyer* (limited holdings) are kept permanently.
- Selective legal periodicals are available on Westlaw.

### **Other Materials**

- Law dictionaries, thesauri, legal abbreviation directories and legal citation guides are kept at the discretion of the Librarian in consultation with other Library staff.

### **Review and Revision**

This Policy will be reviewed and revised as new resources and technologies become available and old ones disappear, and as the needs of the Library and its patrons demand.