

WAKE FOREST LAW LIBRARY COLLECTION DEVELOPMENT POLICY

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INTRODUCTION

Wake Forest Law Library ("Law Library") supports the mission and vision of Wake Forest University School of Law ("Wake Forest Law") through its services and resources. The Law Library's goal for developing its collection and providing access to resources is to support the curricular and research needs of students, faculty, the legal community, alumni, and the public in their pursuit of Wake Forest Law's mission and vision.

PURPOSE

The purpose of this policy is to:

- 1) Summarize the philosophy of the library's collection of resources;
- 2) Outline the Law Library's collection and its composition; and
- 3) Document the Law Library's policies and processes for developing, maintaining, and evaluating the collection and providing access to resources.

This policy itself is regularly evaluated and updated as Wake Forest Law and its curricular and scholarship needs evolve with changes in the legal landscape and as information resources develop and change.

SELECTION OF RESOURCES

Responsibilities for Selection

The Director of the Law Library is ultimately responsible for the development of the collection, although certain selection responsibilities are delegated to a committee of librarians and staff who play a role in the collection development process. The Law Library encourages recommendations from faculty, staff, and students for purchases and regularly solicits faculty input in selection and retention decisions.

General Selection Criteria

The following criteria are used in making selections:

- relevance of the subject matter in supporting the curriculum and faculty or student research interests;
- authority of the publisher or producer;
- reputation of the author;
- accuracy of the resource, based on reviews, recommendations, evaluations etc.;
- physical qualities of the resource, including binding and format;
- accessibility of the resource;
- duplication of resources already in the collection, including availability of information in other formats;
- language in which the publication is written;

- initial purchase price and ongoing costs for maintaining and housing or accessing the publication;
- geographical coverage with emphasis on coverage of areas where Wake Forest Law graduates frequently practice;
- frequency of use;
- cost difference among different formats (i.e., softbound hard copies of titles are usually preferred over hardback copies, due to budgetary considerations);
- physical space required for hard copy;
- difficulty of obtaining the material in hard copy; and
- staff support required for updating hard copy (i.e., filing of loose-leaf updates).

Duplication of Resources

Multiple copies of certain materials are acquired as necessary by faculty and student usage. When possible, electronic resources may be substituted to reduce the need for hardcopy duplication.

Languages

The Law Library prefers to collect English language materials. Some foreign language materials, especially documents written in languages in which faculty members are proficient, may be added using the general selection criteria. Legal dictionaries in languages frequently used by LL.M. and S.J.D. students are another exception to this general rule.

OVERVIEW OF THE COLLECTION

The Law Library collects and provides access to those materials mandated by the [American Bar Association's Standards for Approval of Law Schools](#). These standards describe the essential elements of a core Law Library collection as well general standards for collecting and providing access to resources that meet the needs of a law school. In addition to providing resources based on American Bar Association standards, the Law Library collects or provides access to resources that meet the specific curricular and research needs of Wake Forest Law.

PRIMARY SOURCES

Federal Resources

The Law Library collects and provides access to primary sources of federal law issued by all three branches of the U.S. Government. These resources are collected at an extensive level in support of instruction and research. Sources collected include the following:

Executive Branch

- Administrative regulations and documents
- Presidential statements
- Attorney General opinions

Legislative Branch

- Congressional documents and pieces of legislative history
- Statutes
- Session laws

Judicial Branch

- United States Supreme Court cases
- Circuit court cases
- Select district court cases
- Cases from specialized federal courts

North Carolina Resources

As a North Carolina Law School, the Law Library places a high priority on primary materials of North Carolina law. The Law Library collects the following primary sources of North Carolina law with the goal of supporting independent research and instruction:

Executive Branch

- Administrative regulations and documents
- Statements from the governor
- Attorney General opinions

Legislative Branch

- Congressional documents
- Statutes

Judicial Branch

- North Carolina Supreme Court cases
- North Carolina Court of Appeals cases
- Briefs from the North Carolina Supreme Court and North Carolina Court of Appeals

Other State Resources

The Law Library provides access to statutes, state supreme court, and appellate court decisions of all other states.

Government Documents

The Law Library was designated as a selective Federal Depository Library in 1990 and currently receives approximately 12.4% of GPO materials. The Law Library follows the [same criteria](#) for selecting subjects and formats for government documents as is used in selecting materials for the main collection. Documents are classified in the Library of Congress scheme where possible, but a small collection is maintained in the Superintendents of Documents (SuDoc) classification scheme as well. The Law Library's Depository selections focus on Congressional and Judicial branch materials, as well as selected executive agency publications; other local depository collections are considered when evaluating the needs of this collection.

Foreign and International Resources

The Law Library maintains a core collection of international law materials including treaties, reports, and United Nations documents.

SECONDARY RESOURCES & SPECIFIC CATEGORIES OF RESOURCES

Audiovisual Materials

The Law Library maintains a small collection of audiovisual materials. Currently, the library only purchases audiovisual resources upon request .

Casebooks

The Law Library generally does not collect casebooks except for those written by Wake Forest Law faculty members or those covering a topical gap in the collection. Faculty-written casebooks are typically placed in the archives and a second purchased copy is placed in the regular collection.

CLE Resources

The Law Library collects a limited amount of North Carolina CLE materials.

Databases

The Law Library subscribes to a selection of major legal databases that provide access to a wide range of primary and secondary legal resources. The Law Library also subscribes to a number of subject specific databases and online resources to provide access or ownership to legal content that is not otherwise available or needs to be simultaneously accessible by many users. Included in the collection are databases made available through the central university.

Dissertations

Dissertations written by S.J.D. students at Wake Forest Law are added to the Law Library collection. Generally, one copy is added to the circulating collection and a second copy is added to the Law Library archives.

Faculty Office Collections

The Law Library purchases material intended for permanent housing in faculty offices. These materials are purchased at the request of individual faculty members and processed through the Law Library, including being cataloged but suppressed from the public library catalog.

Faculty Publications

The Faculty Publications Collection is intended to be a comprehensive collection of publications of the faculty, past and present, during their time at the Wake Forest Law. This includes published materials authored or edited by the faculty

member as well as those publications that contain supplements, articles, essays, or letters by the faculty member. In general, the Law Library requests that faculty members of Wake Forest Law donate a copy of each of their works to the Law Library for inclusion in the Faculty Publications Collection as part of the permanent archive. If no copies are donated, the Law Library purchases a copy for the archives. In most cases, the Law Library also purchases copies of all faculty publications for the regular collection.

Materials to Support Clinical Programs

The Law Library maintains relationships with Wake Forest Law's clinics and orders materials to support their endeavors. These materials are generally housed in the Law Library's main collection but may be treated as office copies upon request.

Microforms

Microform materials are selected only when the following criteria are met:

- The titles are significant to research, but are used infrequently;
- They represent back-up copies for fragile or heavily used materials; or
- Microform is the only medium available.

North Carolina Specific Resources

As a North Carolina Law School, the Law Library places a high priority on secondary sources of North Carolina law. Materials collected include commercial legal publications, publications of legal associations and law firms, North Carolina specific treatises, and selected continuing legal education materials.

Periodicals

The Law Library provides access to all the law reviews of a general nature published by ABA- accredited schools of law. Law reviews of select major law schools and some legal periodicals are acquired in print, but the preferred format for periodicals is online.

Reference Materials

Information resources in the Reference Collection are intended to supply factual answers to librarian, student, and faculty questions. These materials include atlases, dictionaries, general encyclopedias, statistical sources, quotation books, and style manuals.

Reserves

The Law Library provides course reserves and some resources that are kept permanently on reserve. Course reserves are made up of both faculty-owned items temporarily made available for a course and other resources that the Law Library purchases upon request by faculty. Permanent reserves are those resources for which

the Law Library needs to closely control access either due to high demand or the high cost of the resource.

Study Aids

The Law Library collects some popular study aids. Titles are collected by purchase and donation, with an emphasis on titles recommended by Wake Forest Law faculty where recommendations can be solicited. The Assistant Dean for Academic Engagement and staff of the Academic Engagement Program may be consulted for specific recommendations if necessary.

Special Collections and Archives

The Law Library maintains special collections, such as the Darryl Hunt and Hunt Trials Collection, and an archive of current and historic Law School and faculty publications including resources such as student and alumni directories, student produced newspapers, clinic newsletters, event postcards, and admissions material.

Treatises

The Law Library purchases treatises to support the scholarly and curricular work of the faculty and student body. Titles which deal with foreign law or state law outside the region, materials designed exclusively for practitioners, as well as treatises written in languages other than English, are subject to heightened review.

COLLECTION MAINTENANCE

Access to Materials

The Law Library regards access to materials as vital to scholarship and study. Bibliographic records are provided for the vast majority of materials, regardless of format.

Retention

The Law Library continuously evaluates its collection to ensure that it continues to support the research needs of its users. Retention decisions are generally made on a case-by-case basis. Space needs and new resource availability periodically provoke more comprehensive reviews of collection and retention practices.

Editions

As an academic Law Library, the Law Library retains several editions of some items in the collection as long as they serve the purposes of its users and to acquire earlier editions as appropriate, according to collection development criteria. For some classic treatises, all editions may be subject to retention. Other materials, such as study aids and CLE materials, may only be kept while timely.

Gifts

The Law Library accepts the donation of gift materials. All gift materials are subject to the guidelines of the collection development policy. The Library will determine the classification, circulation, and location within the collection, or the disposition of the gift if it does not meet the needs of the collection.

Loose-leaf Publications

Decisions made on the retention of loose-leaf titles—including those that are canceled or have ceased or changed formats—are determined on a case-by-case basis, depending on their value to Law Library users.

Rare Books

The Law Library does not actively collect rare legal books but does seek to preserve any rare materials that are already owned, as well as those acquired from time to time.

Preservation

The Law Library retains and binds periodicals and serials on a selective basis. Additional preservation activities for library materials include small in-house book repairs and the insertion of errata sheets, as needed.

CONTACT US

For questions or concerns regarding this policy, please contact lawref@wfuf.edu for assistance.