



WILLIAM MITCHELL  
COLLEGE OF LAW

**WARREN E. BURGER LIBRARY  
COLLECTION DEVELOPMENT POLICY**

William Mitchell College of Law  
2011

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## OVERVIEW

### **Purpose of the Collection:**

The Warren E. Burger library exists to support the faculty, staff and students of William Mitchell College of Law. Alumni and area attorneys use the library and their needs are considered when making collection development decisions, (especially those relating to the formats of library materials) but the library does not purchase titles solely to meet their needs.

As a selective government depository, the library makes its collections available to the general public who are doing legal research. It does not purchase materials solely to support the public.

Although the library seeks to provide a solid collection of resources for its primary users, it makes collection development decisions in the context of being in a large metropolitan area that is rich in library resources. The University of Minnesota provides a comprehensive collection of research materials in all subjects and is a full depository for federal documents, Minnesota documents and UN documents. Its law school has a comprehensive international law collection. The State Law Library, Hennepin County Law Library and the other two local law schools (Hamline and St. Thomas) are other sources for resource sharing in the community. The library also participates in MINITEX, a statewide consortium of libraries that share resources through interlibrary loan and negotiate for consortial pricing on databases.

### **Purposes of the Collection Development Policy:**

The purposes of this collection development policy are: (1) to ensure that the library meets the collection development needs of the college; (2) to ensure that the college meets the standards for access to library materials set by the American Bar Association and Association of American Law Schools; (3) to provide a record of library practice that can serve as a basis for faculty and staff education as well as a basis for periodic review by both groups to ensure that policies and practices evolve to meet changing needs.

### **Maintenance and Updating of the Policy:**

The library's collection development plan is thoroughly revised every seven years on a schedule that corresponds to that of its sabbatical ABA inspection. The Assistant Director for Collection Resources has primary responsibility for coordinating the process and for preparing the proposed final draft of the revision in consultation with the library director. That draft is submitted to the members of the curriculum and library committee, along with summaries of any substantive changes. That committee votes on amendment and adoption of the policy and forwards its recommendation to the full faculty for review if it judges that necessary.

Between major revisions, staff keeps the policy and practice up-to-date by meeting with each new faculty member and addressing his or her research needs, consulting with relevant faculty

about purchases or changes in purchases in their subject areas, and by soliciting feedback from faculty on emerging policy issues. In some cases feedback is solicited at a faculty meeting or by email.

### **The Collection:**

The library has a comprehensive collection of federal and Minnesota primary source materials. It provides access to periodicals, treatises, looseleaf services and a variety of reference sources to supplement the primary collection. Subject coverage supports the curriculum and the research needs of the faculty with special emphasis on Intellectual Property, Taxation, Legal Research and Writing, Employment Law, and Practice Skills. Recent interests of the faculty have broadened the scope of the collection to include more international and interdisciplinary materials and materials covering topics of current interest. It has a special collection of materials in Japanese Trademark Law.

Electronic resources are an increasingly important part of the collection. For materials like case reporters and law reviews, the digital format is preferable to paper. The choice to rely on electronic resources in place of print is dictated by relative cost, availability of space (for traditional print), stability of vendor, authenticity of content.

### **Selection Process:**

The Assistant Director, Collection Resources makes selection recommendations based on familiarity with the existing collection, knowledge of course offerings, consultations with faculty and knowledge of competing products. She also gathers information from available resources: book reviews in journals, publisher's ads and websites, and selection tools like *Current Publications in Law and Related Fields*. All new faculty members are contacted about their research needs and materials that the library should purchase to support courses they are teaching.

### **Electronic Resources:**

Collection development criteria for electronic resources are the same as for tangible products. In addition, the following criteria are considered in making the choice to provide access to free or commercial products:

- Frequency of updating
- License agreement terms
- Ability to access by IP address
- Ability to enter the database freely or by proxy from remote locations
- Staff time required for maintenance and training (themselves and patrons)
- User friendliness (intuitiveness, interface design, searching capabilities)
- Availability of technical support from the vendor

- Availability of usage data
- Authenticity
- Cost or incremental cost

Electronic resources are evaluated to determine if title level access will be provided in the catalog. The catalog provides links to all periodicals that are available in full text through a database or as an individual subscription. Links to useful free and paid databases are provided through the LibGuides section of the library's website.

### **Gifts:**

The library accepts the donation of books that support the mission of the law school. Gifts are accepted with the understanding that they become the property of the library and the disposition of the books is at the discretion of the library staff. By law, the library as the recipient of a gift cannot appraise books for tax purposes.

### **Continuation of Existing Subscriptions**

The Assistant Director, Collection Resources and library director review subscription invoices to evaluate the current relevancy to the curriculum and research needs of the college. The review process includes checking cost/year, cost to replace if allowed to lapse, impact on faculty, circulation and in-house usage, availability on Westlaw/Lexis, HeinOnline or other databases and likelihood of a new edition being published soon. Some items are cancelled permanently; some are put on a "replace every 2 or 3 year cycle"; some are only updated when new editions are published.

### **Replacements:**

The library evaluates titles that are lost or damaged for possible replacement. When purchasing replacements the staff gives preference to current editions of treatises unless there is a particular reason for purchasing the prior edition. Titles that are judged to be of little current value are withdrawn from the collection.

### **Preservation:**

The library uses a commercial bindery to bind all periodicals that are retained permanently in the collection. It binds all Minnesota Continuing Legal Education materials. It binds (in house) government documents that are shipped to the library with stapled bindings and no covers if they will be cataloged for permanent retention. It selectively binds other titles that wear out or are subject to vandalism when stored in binders or boxes.

### **Retention and Weeding:**

The library generally keeps prior editions of classic treatises. It withdraws outdated editions of casebooks that were added to the collection as gifts. It does not keep superseded volumes of annotated state statutes except for the Hein microfiche of Minnesota Statutes Annotated.

### **How to Read and Understand the Policy:**

1. The title used is the most recent bibliographic title.
2. Paper and microform titles are italicized.
3. Electronic equivalents to the paper titles are listed (indented) under the paper title.
4. Electronic services that contain the information though not necessarily as an equivalent to the title are listed separately and bulleted.
5. Holdings for a title are complete unless otherwise noted by dates of coverage.
6. Dates in primary source holdings are dates of coverage, not copyright dates.

## FEDERAL PRIMARY SOURCES

### A. CONSTITUTION

Policy: The library provides access to the text of the constitution and to major documents relating to the development and ratification of the constitution.

Representative sources:

#### 1. Text

- *United States Code* (official) 2008
- <http://1.usa.gov/eRHasx>
- *United States Code Annotated*
- Westlaw
- *United States Code Service*  
LexisNexis
- *Constitution of the United States of America: Analysis and Interpretation* 1992-  
<http://1.usa.gov/gyySLF>  
HeinOnline  
LLMC Digital, 1972, 1982

#### 2. Historical Sources

- *Documentary History of the Constitution of the United States of America, 1787-1870* (Dept. of State) (microfiche)
- Farrand, *Records of the Federal Convention of 1787*  
<http://lcweb2.loc.gov/ammem/amlaw/lwfr.html>
- *The Debates in the Several State Conventions on the Adoption of the Federal Constitution as Recommended by the General Convention at Philadelphia in 1787* (Elliot's Debates), 2d .ed, 1891  
<http://lcweb2.loc.gov/ammem/amlaw/lwed.html>
- *Documentary History of the Ratification of the Constitution* (State Historical Society of Wisconsin)
- *The Federalist Papers*  
[http://avalon.law.yale.edu/subject\\_menus/fed.asp](http://avalon.law.yale.edu/subject_menus/fed.asp)

### B. LEGISLATIVE MATERIALS

#### 1. Bills and Resolutions

Policy: The library provides comprehensive access to the texts of federal bills and resolutions beginning with 1983. It provides selective access to the texts for prior years. It provides comprehensive access to bill tracking information for bills beginning with 1973.

Representative sources:

##### a. Texts of bills and resolutions

- Congressional bills and resolutions (GPO), 98<sup>th</sup> (1983) -106<sup>th</sup> (2000) Cong. (microfiche)  
<http://1.usa.gov/hVjFq1> 1993/94-  
<http://memory.loc.gov/ammem/amlaw/lwhbsb.html> 1799-1873 selected  
<http://thomas.loc.gov> 1989-  
ProQuest Congressional, 1989-  
LexisNexis 1989-  
Westlaw 1994-

b. Bill tracking information

- <http://thomas.loc.gov> 1973-
- ProQuest Congressional, 1989-
- LexisNexis
- Westlaw

2. House and Senate Hearings, Documents, Committee Prints and Reports

Policy: The library provides comprehensive access to published House and Senate hearings, documents and committee reports from 1970. It provides indexing for those materials from 1789. It provides selective access to committee reports from 1941. It also provides access to significant collections of historical Congressional Documents.

Representative holdings:

a. Texts

- *CIS*, 1970-2008 (microfiche)
- *Readex U.S. Congressional Serial Set 1817-1994*
- ProQuest Congressional: reports 1990- ; hearings (selective) 1988- ; prints (selective) 1993- ; documents 1995-
- *United States Code Congressional and Administrative News*, and its predecessor title, *United States Code Congressional Service*, 1951-
- <http://1.usa.gov/e61dUd> congressional documents, 1985/86-
- <http://1.usa.gov/hYAaje> committee prints, 1995/96- (selective)
- <http://1.usa.gov/gWB5Z2> hearings, 1985/86-
- <http://1.usa.gov/eJJ76I> (FdSys) reports, 1995/96-
- <http://1.usa.gov/fnbAMm> (Thomas) reports: 1995/96-
- LexisNexis: reports, 1990- ; prints, 1995-
- Westlaw: USCCAN, 1948- ; reports, 1990-

b. Indexes and Finding Aids:

- *CIS Annual*: Index; Abstracts; Legislative Histories  
ProQuest Congressional
- *CIS U.S. Serial Set Index*
- ProQuest Congressional
- *Numerical Lists and Schedules of Volumes of the United States Congressional Serial Set*

- *United States Congressional Serial Set Catalog*
- *CIS US Congressional Committee Prints Index*  
ProQuest Congressional
- *CIS US Congressional Committee Hearings Index*  
ProQuest Congressional
- *CIS Index to US Senate Executive Documents and Reports*  
ProQuest Congressional
- *CIS Index to Unpublished US House of Representatives Committee Hearings, 1833-1972*  
ProQuest Congressional
  
- *CIS Index to Unpublished US Senate Committee hearings, 1823-1980*  
ProQuest Congressional
- *Catalogue of the Public Documents of the... Congress, 1893-1940*
- *Monthly Catalog of United States Government Publications, and its predecessor title, United States Government Publications Monthly Catalog, 1941-1995*
- Catalog of U.S. Government Publications: <http://catalog.gpo.gov>

c. Collections of legislative documents

Representative holdings:

- *American State Papers*
- HeinOnline Legislative History Library

3. Congressional Debates

Policy: The library provides access to the complete set of Congressional debates.

Holdings:

- *Annals of the Congress of the United States, 1789-1924*  
<http://memory.loc.gov/ammem/amlaw/lwaclink.html>
- *Register of Debates in Congress, 1824-1837*  
<http://memory.loc.gov/ammem/amlaw/lwrdlink.html>
- *Congressional Globe, 1833-1873*  
<http://memory.loc.gov/ammem/amlaw/lwcglink.html>
- *Congressional Record* (bound), 1873-1976 (microfilm), 1977- (microfiche); some vols. in paper
- *Congressional Record* (daily) (paper), minimum of current 3 years  
<http://1.usa.gov/dizksR> 1994-  
<http://1.usa.gov/fcVrR8> 1989/90-  
ProQuest Congressional, 1985-  
Westlaw, 99th Congress, 1985-  
LexisNexis, 99th Congress, 1985-

#### 4. Slip Laws

Policy: The library provides access to current public slip laws in paper and to all current slip laws electronically. It provides historical access to public slip laws since 1988 and to private slip laws since 1995.

Holdings (public laws):

- *Public Laws*, current in paper  
<http://1.usa.gov/aQayXW> 104th Congress (1995/96)-
- *United States Code and Congressional Administrative News*  
Westlaw
- *United States Code Service Advance*
- *United States Code Annotated* (statutory pamphlets)  
ProQuest Congressional, 1988-
- LexisNexis, 100<sup>th</sup> 2d, 1988-
- Westlaw, 1973-

Holdings (private laws):

- <http://1.usa.gov/aQayXW> 104th Congress (1995/96)-

#### 5. Session Laws

Policy: The library provides access to all federal session laws and to the classic compiled indexes to those laws.

Holdings:

a. Texts:

- Hein's Early Federal Laws [microfiche]
- LLMC Digital: Laws of the United States, 1789-1796
- *United States Statutes at Large* (official)  
<http://memory.loc.gov/ammem/amlaw/lwsl.html> , 1789-1875  
<http://1.usa.gov/hnpBah> , 2003-2007  
LLMC Digital
- *U.S. Code Congressional and Administrative News*  
Westlaw

b. Indexes:

- Beaman, *Index Analysis of the Federal Statutes, 1789-1873* (microfiche, paper)
- Scott, *Index Analysis of the Federal Statutes, 1873-1907* (microfiche, paper)
- McClenon, *Index to the Federal Statutes, 1874-1931* (microfiche)  
LLMC Digital

## 6. Codes

Policy: The library provides access to current and historical official editions of the United States Code. It also provides access to the two unofficial annotated codes.

### Holdings:

- *United States Code* (official), 1934 ed., 1952 ed.- [The library lacks the 1926 ed. and some of the supplements]  
<http://1.usa.gov/ePov00> 1994-
- *Revised Statutes of the United States*, 1873-74 and its supplements (paper and microfiche)
- *United States Code Annotated*  
Westlaw
- *United States Code Service*  
LexisNexis  
ProQuest Congressional, current

## C. EXECUTIVE BRANCH MATERIALS

### 1. Presidential Documents

Policy: The library provides comprehensive access to executive orders of the Presidents and to the public papers of the presidents beginning with the papers of President Truman. It provides selective access to other presidential documents and papers.

### Representative holdings:

#### a. Papers and Documents

- *American State Papers* (Hein)
- *Compilation of the Messages and Papers of the Presidents*, 1789-1926  
LLMC Digital
- *Weekly Compilation of Presidential Documents*, 1992- (microfiche) [Library lacks 1965-1991]  
<http://1.usa.gov/rwfk0> , 1992- [includes daily]  
[LexisNexis, 1979-](#)  
[Westlaw, 2000-](#)  
[HeinOnline, 1965-](#)
- *Public Papers of the Presidents of the United States*, 1929-1933, 1945- *Cumulated Indexes to the Public Papers of the Presidents of the United States*, 1945-; [Library lacks the papers of Franklin Roosevelt]  
<http://1.usa.gov/h855YZ> , 1991-  
LexisNexis, 1979-

LLMC Digital, 1929-1932, 1945-  
Westlaw, 1984-

b. Executive Orders

- *Federal Register*
- *Code of Federal Regulations, Title 3*
- *United States Code Congressional and Administrative News*
- *United States Code Service*
- LexisNexis, July 1, 1980-
- Westlaw, 1936-
- LLMC Digital, 1954-1989

2. Administrative Rules and Regulations

Policy: The library provides comprehensive access to the *Federal Register* and the *Code of Federal Regulations*.

a. Texts

- *Federal Register*, current plus previous year (paper); 1936-81 (microfilm); 1982- (microfiche)  
<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=FR> 1994-  
Westlaw, July, 1980-  
LexisNexis, July, 1980-  
HeinOnline, 1936-  
*Code of Federal Regulations*, 1990- (paper); 1939-1980 (microfilm); 1981-1993 (microfiche)  
<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> 1996-  
Westlaw, 1984-  
LexisNexis, 1981-  
HeinOnline, 1938-

b. Finding Tools

- *Federal Register Index*, 1936- (paper and microfiche)
- *Code of Federal Regulations Index and Finding Aids*, 1979- , 1939-1980 (microfilm), 1981-1993 (microfiche)
- *LSA: List of CFR Sections Affected*, 1978- (paper), 1982- (microfiche); Cumulative bound volumes for 1949-2000  
<http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=LSA>, 1997-
- HeinOnline

### 3. Administrative Agency Decisions

Policy: The library provides comprehensive access to the decisions of administrative agencies in paper and through government databases. It provides access to HeinOnline's U.S. Federal Agency Documents, Decisions and Appeals.

Holdings: See Appendix: Holdings of Administrative Materials

## D. CASE LAW

### 1. Case reports

Policy: The library provides comprehensive access to the published decisions of the U.S. Supreme Court, the federal appellate courts and the federal district courts. It provides access to the "unpublished" decisions of those courts if they are available on LexisNexis or Westlaw. The library also provides access to the decisions of the specialized federal courts.

Holdings:

#### a. Supreme Court

- *United States Reports* (official)  
<http://www.supremecourtus.gov/opinions/boundvolumes.aspx> , 1991-  
HeinOnline  
LLMC Digital
- *Supreme Court Reporter* (West)  
Westlaw
- *United States Supreme Court Reports* (Lawyer's Ed.), 1<sup>st</sup> & 2d series -2011  
LexisNexis

#### b. Courts of Appeals

- *Federal Cases*  
LLMC Digital  
LexisNexis  
Westlaw
- *Federal Reporter*, 1<sup>st</sup>, 2d , 3d (1st thru v.150 of the 2d series also available in microfiche)  
LexisNexis  
Westlaw  
LLMC Digital, 1<sup>st</sup> ed. only
- *West's Federal Appendix* 2001-2011  
Westlaw

#### c. Temporary Emergency Court of Appeals and its predecessors

- *Federal Reporter*, 1<sup>st</sup>, 2d (1st thru v.150 of the 2d series also available in microfiche)
- LLMC Digital (Commerce Court)

- d. United States Court of Appeals for the Federal Circuit (and its predecessors)
- *Federal Reporter*, 1<sup>st</sup>, 2d, 3d (1st thru v.150 of the 2d series also available in microfiche)
  - *West's Federal Appendix*
  - *Cases Decided in the United States Court of Claims (Court of Claims Reports)*  
LLMC Digital
  - *Court of Customs and Patent Appeals*
  - *Court of Customs and Patent Appeals Reports*  
LLMC Digital
  - *Court of Customs Appeals Reports*  
LLMC Digital (incomplete)
  - [http://www.cafc.uscourts.gov/index.php?option=com\\_reports&view=report&layout=se  
arch&Itemid=12](http://www.cafc.uscourts.gov/index.php?option=com_reports&view=report&layout=se<br/>arch&Itemid=12) (federal circuit opinions for the last 90 days)
  - <http://www.findlaw.com/casecode/courts/fed.html>
  - LexisNexis
  - Westlaw
- e. United States Court of Federal Claims (and its predecessors)
- *Cases Decided in the United States Court of Claims (Court of Claims Reports)*
  - *United States Claims Court Reporter*
  - *Federal Claims Reporter*
  - <http://www.uscfc.uscourts.gov/opinions-decisions-0>, July 3, 1997-
  - *Federal Reporter*
  - *Federal Supplement*, 1<sup>st</sup> and 2d series  
LexisNexis  
Westlaw
- f. United States Court of International Trade (and its predecessor)
- *United States Customs Court Reports*  
LLMC Digital  
LexisNexis  
Westlaw
  - *United States Court of International Trade Reports*  
[www.cit.uscourts.gov/slip\\_op/slip-op.html](http://www.cit.uscourts.gov/slip_op/slip-op.html) (slip opinions), 1999-
  - *Customs Bulletin*  
LexisNexis  
Westlaw  
LLMC Digital
- g. District Courts
- *Federal Supplement*, 1<sup>st</sup> and 2d series
  - *West's Federal Rules Decisions*
  - *West's Bankruptcy Reporter*

- *Federal Rules Service*, 1<sup>st</sup> and 2d series  
LexisNexis  
Westlaw  
<http://www.law.cornell.edu/federal/districts.html#circuit>
  
- h. Bankruptcy Courts
  - *West's Bankruptcy Reporter*  
LexisNexis  
Westlaw  
<http://www.law.cornell.edu/federal/districts.html#circuit>
  
- i. Tax Court (and its predecessor)
  - *Reports of the United States Board of Tax Appeals*  
LLMC Digital  
LexisNexis  
Westlaw  
Checkpoint  
CCH Intelliconnect
  - *Reports of the United States Tax Court* and its predecessor, *Reports of the Tax Court of the United States*  
LLMC Digital (incomplete)  
LexisNexis  
Westlaw  
Checkpoint  
CCH Intelliconnect
  - *BTA-TC Memorandum Decisions*  
LexisNexis  
Westlaw  
Checkpoint  
CCH Intelliconnect
  - *Tax Court Memorandum Decisions*  
LexisNexis  
Westlaw  
Checkpoint  
CCH Intelliconnect
  - <http://www.ustaxcourt.gov/UstcInOp/asp/HistoricOptions.asp>, 1995- ; summary opinions, 2001-
  
- j. United States Court of Appeals for the Armed Forces (and its predecessor) and Courts of Military Review
  - *Court-Martial Reports*
  - *West's Military Justice Reporter* - 2011
  - <http://www.armfor.uscourts.gov/Opinions.htm> , 1996-

- LexisNexis
- Westlaw

k. United States Court of Appeals for Veterans Claims (and its predecessor)

- *West's Veterans Appeals Reporter* -2011
- [http://www.uscourts.cavc.gov/orders\\_and\\_opinions/Opinions.cfm](http://www.uscourts.cavc.gov/orders_and_opinions/Opinions.cfm), 2000-
- LexisNexis
- Westlaw

2. Digests and Finding Aids

Policy: The library acquires the standard digests used to research federal case law.

Holdings:

- *Digest of United States Supreme Court Reports* and its predecessor, *United States Supreme Court Digest*
- American Digest System
- *West's Federal Practice Digest 2d, 3d, and 4<sup>th</sup>* and its predecessors, *Federal Digest*, *Modern Federal Practice Digest*
- *West's Military Justice Digest* -2011
- *United States Federal Claims Digest* and its predecessors, *United States Court of Claims Digest*, *United States Claims Court Digest*
- *West's Bankruptcy Digest*
- *West's ALR Digest of Decisions and Annotations*

3. Records, Briefs and Oral Arguments

Policy: The library provides access to the records and briefs of the Supreme Court beginning with its 1897/98 Session and to the oral arguments of the Supreme Court beginning with the 1954/55 term. It provides access to the records and briefs of the Courts of Appeals beginning with the 1980/81 term.

Holdings:

a. Supreme Court:

- *Records and Briefs in Cases Decided by the Supreme Court of the United States*, (microfiche)  
LexisNexis, 1979/80-  
Westlaw, 1976/77-
- *Landmark Briefs and Arguments of the Supreme Court of the United States. Constitutional Law* (UPA)
- *Complete Oral Arguments of the Supreme Court of the United States* (UPA)  
(microfiche)  
Westlaw, 1990/91-

b. Courts of Appeals:

- *Records and Briefs of the U.S.C.A., Eighth Circuit*, 1983/84, 1990/91-1993/94 (microfiche) Westlaw, 1980-
- <http://www.ca8.uscourts.gov/onestop.html> (briefs and oral arguments) [other courts follow the same pattern: ca3 would be the 3<sup>rd</sup> circuit] 1995-
- Oral arguments:  
<http://www.ca8.uscourts.gov/oralargs/oaFrame.html> [other courts follow the same pattern: ca3 would be the 3<sup>rd</sup> circuit], 2000-

4. Current Awareness

Policy: The library provides access to at least one current awareness source for case law.

Holdings:

- *United States Law Week* (BNA) July 1958-  
LexisNexis, 1982-  
Westlaw, 1986-  
BNA Online, 2003-
- *Preview of United States Supreme Court Cases*, Sept. 30, 1991-  
Westlaw, 1989-

## E. COURT RULES

Policy: The library provides access to the text of the federal rules of civil procedure, criminal procedure and evidence and to annotated versions of those rules. It also provides access to federal local court rules. In addition the library provides access to the leading titles publishing rules decisions. It provides selective access to historical materials relating to the development of the rules. It provides access to the major treatises discussing the rules.

Holdings:

1. Text of Rules

- *United States Code*
- *Federal Civil Judicial Procedure and Rules*  
<http://www.law.cornell.edu/rules/frcp/overview.htm>
- *Federal Criminal Code and Rules*  
<http://www.law.cornell.edu/rules/frcrmp/>
- *Federal Rules of Evidence*  
<http://www.law.cornell.edu/rules/fre/overview.html>  
Westlaw
- *Federal Local Court Rules*
- <http://www.uscourts.gov/RulesAndPolicies/FederalRulemaking/LocalCourtRules.aspx>
- LexisNexis

- Westlaw
2. Annotated Rules
    - *United States Code Service*  
LexisNexis
    - *United States Code Annotated*  
Westlaw
    - *U.S. Supreme Court Digest, Lawyers Edition*
  3. Federal Rules as Interpreted by the Court
    - *West's Federal Rules Decisions*  
Westlaw
    - *Federal Rules Service*
    - *Federal Rules of Evidence Service*
  4. Treatises
    - *Moore's Federal Practice*  
LexisNexis
    - *Wright & Miller, Federal Practice and Procedure*  
Westlaw
  5. Historical sources:
    - *Records of the U.S. Judicial Conference: Committees on Rules of Practice and Procedures, 1935-* (microfiche with paper index vols.)
    - *Drafting History of the Federal Rules of Criminal Procedure...* 1991
    - *Federal Rules of Evidence: Rules, Legislative History, Commentary and Authority, 1999*

## MINNESOTA LAW

### I. PRIMARY SOURCES

#### A. Constitution

Policy: The library provides access to the unannotated and annotated text of the Constitution and to proposed amendments to it.

##### 1. Text

- *Minnesota Statutes* (official)
- *Minnesota Statutes Annotated*  
Westlaw
- *Minnesota Legislative Manual*
- <http://www.house.leg.state.mn.us/cco/rules/mncon/mncon.htm>
- LexisNexis

##### 2. Historical Source

- *Debates and Proceedings of the Minnesota Constitutional Convention...*

##### 3. Proposed Amendments

- *Session Laws of the State of Minnesota* [Laws of Minnesota] (Official)
- *Minnesota Session Law Service* (West)

#### B. Legislative Materials

Policy: The library provides comprehensive access to the laws of the territory and the session laws of Minnesota. It also provides access to available specialized finding aids to the session laws.

##### 1. Session Laws

###### a. Text

- *Session Laws of the State of Minnesota* [Laws of Minnesota], including its predecessor title, *General Laws of the State of Minnesota* (official bound set)
- *Session Laws of the State of Minnesota* (Hein microfiche) (including territorial laws)  
Hein Online
- *Minnesota Session Law Service* (West), current issues only
- [http://ros.leg.mn/revisor/pages/search\\_text/doc\\_search.php?search=laws](http://ros.leg.mn/revisor/pages/search_text/doc_search.php?search=laws) 1994-
- LexisNexis, 1989-
- Westlaw, 1988-

###### b. Finding Aids:

- *Index Digest to All the Laws of the State of Minnesota General and Special, Including the Joint Resolutions and Memorials to Congress, 1894*

## 2. Codes

Policy: The library provides access to the official and unofficial compilations of all available editions of the Minnesota code and its territorial predecessor. The library also acquires the Hein microfiche set of superseded annotated statutes for Minnesota.

- *Minnesota Statutes* (official) 1849-1923; 1941- (includes various predecessor titles)  
Note: The library lacks a few historical volumes (see Appendix). The library will acquire those volumes as they become available.
- *Mason's Minnesota Statutes* 1927 (including 1940 and 1944 supp.) (unofficial)
- *Minnesota Statutes Annotated* (West) The library also acquires the Hein microfiche set of superceded annotated statutes for Minnesota.
- <http://www.leg.state.mn.us/leg/statutes.asp> (current only)
- <https://www.revisor.mn.gov/rules/.mn.gov/statutes/>
- LexisNexis, 1991-
- Westlaw, 1991-

## 3. Legislative History Materials

Policy: The library provides access to the journals of the Minnesota Senate and House.

Holdings:

- *Journal of the House of Representatives, 1921-*  
<http://www.house.leg.state.mn.us/cc/journals/journl.htm>, 1994-
- *Journal of the Senate, 1921-*  
<http://www.senate.leg.state.mn.us/journals/index.php#current> , 1995-

## 4. Bills and Bill Tracking

Policy: The library provides access to the text of state bills and to bill tracking information beginning with 1991.

Holdings:

- *Briefly: The Minnesota Senate Week in Review, 1995-1997; Senate Briefly, 1997-*  
<http://www.senate.leg.state.mn.us/briefly/>, 1995-
- *Session Weekly:* <http://www.house.leg.state.mn.us/hinfo/swmain.asp> (1995-
- LexisNexis, current
- Westlaw, 1991-

## C. Executive and Administrative Materials

### 1. Administrative Rules

Policy: The library provides comprehensive access to codified administrative rules beginning with the publication of *MCAR, Minnesota Code of Agency Rules*.

Holdings:

- *MCAR - Minnesota Code of Agency Rules*
- *MCAR*, reprint edition
- *Minnesota Rules*  
<https://www.revisor.mn.gov/rules/>, current  
Westlaw, 2002-
- *Minnesota State Register* and its predecessor title, *State Register*  
[http://www.comm.media.state.mn.us/bookstore/state\\_register.asp](http://www.comm.media.state.mn.us/bookstore/state_register.asp) , 1997-  
LexisNexis, 1999-

### 2. Administrative Agency Decisions

Policy: The library provides access to the published reports, recommendations and orders of the Office of Administrative Hearings. It also provides access to the unpublished documents it has obtained from the office, and to the documents available on Lexis/Nexis and Westlaw. In addition, it provides access to the text or summaries of additional opinions, orders and awards from other agencies as requested by the faculty.

Holdings:

- [Reports] (Minnesota Office of Administrative Hearings), 1976- (some reports missing)  
<http://search.state.mn.us/oah/> 1993- (some reports before 1993)
- *Advisory Opinions* (Minnesota Campaign Finance and Public Disclosure Board and its predecessor, Minnesota State Ethical Practices Board)  
<http://www.cfboard.state.mn.us/ao> 1992- (a few before 1992)
- *Stipulation and Order* (Minnesota Board of Medical Malpractice) 1990-
- *Arbitration Award Summaries* (Bureau of Mediation Services)  
[http://www.bms.state.mn.us/arbitration\\_awards.html](http://www.bms.state.mn.us/arbitration_awards.html), 2006-
- LexisNexis, coverage varies by agency
- Westlaw, coverage varies by agency

### 3. Decisions of Specialized Administrative Courts

Policy: The library provides access to decisions of the Tax Court and the Workers' Compensation Court of Appeals.

a. Tax Court

Holdings:

- [Opinions] (Minnesota Tax Court) 1939-1991 (slip opinions bound and indexed by William Mitchell)  
<http://www.taxcourt.state.mn.us/pubsrch.asp> 1990- (searchable, not browsable)  
LexisNexis, 1979-  
Westlaw, 1965-

b. Workers' Compensation Court of Appeals

Holdings:

- *Worker's Compensation Decisions*, 1975-  
<http://search.state.mn.us/workerscomp/>, 1999-  
LexisNexis, 1984-  
Westlaw, 1981-
- [*Workers' Compensation Decisions, unpublished*], 1978- (slip opinions bound and indexed by William Mitchell)  
<http://search.state.mn.us/workerscomp/>, 1999-

4. Attorney General Opinions

Policy: The library provides comprehensive access to the opinions of the Attorney General.

a. Text

- *Opinions of the Attorneys General of the State of Minnesota : from the Organization of the State to Jan. 1, 1884*
- *Opinions of the Attorneys General of the State of Minnesota*, 1884-1904
- *Biennial Report of the Attorney General to the Governor of the State of Minnesota*, 1904-1938
- *Report of the Attorney General to the Governor, State of Minnesota*, 1940-1960
- *Selected Opinions of the Attorney General*, 1961-1968
- *Minnesota Legal Register. Attorney General's Opinions Issue*. 1968/69- (paper and microfiche)
- Minnesota. Attorney General, *Opinions* (official), (microfiche) 1858-  
<http://www.ag.state.mn.us/resources/resourcesattgenopinion.asp>. (1993-  
LexisNexis, 1977-  
Westlaw, 1977-

b. Historical Indexes & Tables

- *Cumulative Index, Published Opinions of the Attorney General, State of Minnesota*, 1910-1938
- *Numerical Index to the Selected Opinions of the Minnesota Attorney General*, 1933-1969

## D. Case Law

For federal cases applicable in Minnesota see the Federal Primary Sources Policy.

### 1. Case Reports

Policy: The library acquires a comprehensive collection of case reports from the Minnesota Supreme Court and the Minnesota Court of Appeals. It provides access to videos of oral arguments at the Minnesota Supreme Court. It provides access to the orders of the Minnesota Tax Court and the Decisions of the Minnesota Workers' Compensation Court of Appeals.

#### a. Minnesota Supreme Court

Holdings:

- *Minnesota Reports* (official)
- *North Western Reporter* (paper and microfiche)
- *North Western Reporter 2d*
- *Finance & Commerce* (weekly ed.) (microfilm)
- *Minnesota Lawyer* (weekly) paper (current only) and microfilm, 1997-  
[www.minnlawyer.com/](http://www.minnlawyer.com/) 2000-
- <http://www.courts.state.mn.us/default.aspx?page=230> (current)
- <http://www.lawlibrary.state.mn.us/archive/index.html> May 1996-
- LexisNexis, 1851-
- Westlaw, 1851-

Oral argument videos: <http://www.tpt.org/courts/>

#### b. Minnesota Court of Appeals

Holdings:

- *Minnesota Reporter* -2011
- *North Western Reporter 2d*
- *Finance & Commerce* (weekly ed.) in microfilm, 1983-1997
- *Minnesota Lawyer* (weekly) current in paper, earlier in microfilm, 1997-  
<http://www.minnlawyer.com/>  
<http://www.lawlibrary.state.mn.us/archive/index.html> May 1996-
- LexisNexis, 1983-
- Westlaw, 1983-

#### c. Minnesota Tax Court

- <http://www.taxcourt.state.mn.us/pubsrch.asp>

#### d. Minnesota Workers' Compensation Court of Appeals

- <http://search.state.mn.us/workerscomp/>

## 2. Digests

Policy: The library acquires the comprehensive digests of Minnesota court decisions and provides access to parallel reference tables for official and unofficial decisions.

### a. Digests of court decisions

Holdings:

- *Minnesota Digest*
- *West's Minnesota Digest, 2d*
- *North Western Digest*
- *West's North Western Digest 2d*
- *Minnesota Case Reports* (digest of cases reported in *Minnesota Trial Lawyer*)

### b. Parallel Reference Tables

Holdings:

- *Minnesota Blue and White Book*
- *National Reporter Blue Book* (includes Minnesota cases through *Minnesota Reports*, v. 312)

## 3. Records and Briefs:

Holdings:

- *Minnesota Briefs* 1874-300 NW 2d (incomplete) (offsite storage)
- *Minnesota Briefs* (microfiche) 300 NW 2d - <http://www.lawlibrary.state.mn.us/briefs.html>, 637 NW2d – (2002)  
Westlaw: Appellate briefs, 2001- ; Supreme Court briefs, 2002-

## E. Court Rules

Policy: The library provides comprehensive access to the court rules for Minnesota.

Holdings:

- *Minnesota Rules of Court*, (West )1981-  
<http://www.courts.state.mn.us/?page=511>
- *General Rules of Practice Annotated*
- *Civil Rules Annotated*
- *Appellate Rules Annotated*
- *Minnesota Rules of Criminal Procedure*
- *Minnesota Rules Practice*
- Minnesota Tax Court Rules:  
[www.revisor.leg.state.mn.us/arule/8610](http://www.revisor.leg.state.mn.us/arule/8610)
- Minnesota Workers' Compensation Court Rules:

[www.revisor.leg.state.mn.us/arule/9800](http://www.revisor.leg.state.mn.us/arule/9800)

- LexisNexis, current
- Westlaw, current

## F. Citators

Policy: The library provides access to citators for Minnesota law.

- LexisNexis - Shepard's
- Westlaw - Keycite

## II. SECONDARY SOURCES

### A. Treatises

Policy: The library acquires an extensive collection of treatises and practice manuals on Minnesota law.

### B. Legal Periodicals

Policy: The library acquires all law reviews published by Minnesota law schools, the state bar journal, the Ramsey and Hennepin County bar journals, appropriate subject-specific state practice journals, and indexes to Minnesota legal periodicals. It also provides access to those journals through the electronic databases it subscribes to. It typically does not acquire newsletters of local bar association sections or law firms.

### C. State Legal Encyclopedia

Policy: The library provides access to *Dunnell Minnesota Digest*.

### D. CLE Publications

Policy: The library acquires all Minnesota specific CLE materials. It provides access to Minnesota CLE Online Library for its primary patrons.

### E. Newspapers

Policy: The library provides access to the statewide and Twin Cities legal newspapers. Paper copies are retained for six months.

Holdings:

- *Minnesota Lawyer*
- *Finance and Commerce*

- *St Paul Legal Ledger*

## F. Form Books

Policy: The library acquires the Minnesota legal forms needed to support its clinics and other courses.

Representative holdings:

- *Civil Practice Forms*
- *Minnesota Civil Practice*
- *Probate*

Court Forms: <http://www.courts.state.mn.us/default.aspx?page=513>

## G. Reference Tools

Policy: The library provides access to a collection of major directories of Minnesota attorneys, legislative officials and court officials. See Appendix IV: Reference Tools

**Appendix: Minnesota Primary Sources the library lacks but would acquire if available.**

## STATUTES

*Amendments to the Revised Statutes of the Territory of Minnesota*,... January 6, 1852

*Code of Pleadings and Practice in Civil Actions* (Goodrich) 1858

*An Analytical Index to the General and Special Laws of the Territory and State of Minnesota from 1849 to 1875.*

*General Statutes of the State of Minnesota*... 2d ed. (Young) 1880

*General Statutes of the State of Minnesota*... 4<sup>th</sup> ed. (Young) 1883

*Changes in the General Statutes of 1878 Effected by the General Laws of the Extra Session 1879 and 1881...*

*Changes in the General Statutes of 1878 Effected by the General Laws of the Extra Session 1881 and the Regular Session 1883*

*Penal Code of the State of Minnesota to Take Effect January 1, A.D. 1886...*

*Complete Index of Unrepealed General Laws of Minnesota Not Contained in Revised Laws of 1905....* 1906

*Stalland's Minnesota Curative Acts Affecting Title to Real Estate*, 1930

**SESSION LAWS**

Laws of Minnesota, 4th session 1853.

## STATES OTHER THAN MINNESOTA

### I. PRIMARY SOURCES

#### A. Constitutions

Policy: The library provides access to the text and annotations of all state constitutions and to selective guides and commentary to those constitutions.

Holdings:

##### 1. Texts

- Annotated statutes of the surrounding states, California, Delaware and New York  
<http://www.findlaw.com/11stategov/indexcode.html>  
<http://www.law.cornell.edu/states/listing.html>  
<http://www.washlaw.edu/uslaw/index.html>

##### 2. Guides

- *Reference Guides to the State Constitutions of the United States*

#### B. Statutes

##### 1. Codes

Policy: The library selectively acquires annotated statutes in print. It provides access to all 50 state statutes through Westlaw, LexisNexis, Fastcase and the Internet.

Representative sources:

- Annotated statutes of the states surrounding Minnesota, Delaware, New York and California.
- Links to websites for state materials  
<http://www.findlaw.com/11stategov/indexcode.html>  
<http://www.law.cornell.edu/states/listing.html>  
<http://www.washlaw.edu/uslaw/index.html>
- LexisNexis
- Westlaw
- Fastcase

##### 2. Session Laws

Policy: The library provides access to all colonial and state session laws. It also provides access to the public laws database for each state.

- Colonial Session Laws (Hein) (microfiche)
- State Session Laws (Hein) (microfiche). -2006

- Links to states that may have session laws on their webpages  
<http://www.law.cornell.edu/states/listing.html>
- <http://www.washlaw.edu/uslaw/index.html>
- LexisNexis
- Westlaw
- HeinOnline

### C. Administrative Materials

#### 1. Codes and Regulations

Policy: The library provides access to state administrative codes and regulations through Westlaw, LexisNexis and the Internet.

Links to websites:

- <http://www.law.cornell.edu/states/listing.html>
- <http://www.washlaw.edu/uslaw/index.html>
- LexisNexis
- Westlaw

#### 2. Attorney General Opinions

Policy: The library acquires the attorney general opinions for all states in microfiche. It provides links to websites and databases that provide access to the Attorney General reports for the states.

- State Attorney General Reports and Opinions (Hein) (microfiche)
- <http://www.findlaw.com/11stategov/indexag.html>
- <http://www.law.cornell.edu/states/listing.html>
- <http://www.washlaw.edu/uslaw/index.html>
- LexisNexis
- Westlaw

### D. Case Law

#### 1. Reporters

Policy: The library acquires the *North Western Reporter* in paper. It also owns a set of the first series of the regional reporters in microfiche. It maintains a set of the state reporters that precede the National Reporter System in paper and/or microfiche if they are not available through LLMC Digital.

Holdings:

- National Reporter System through 2011; *North Western Reporter*
- State reports: See Appendix II for a table of the state reporters held.

Electronic access:

- <http://findlaw.com/11stategov/index.html>
- [www.law.cornell.edu/states/listing.html](http://www.law.cornell.edu/states/listing.html)
- LexisNexis
- LexisNexis Academic
- Fastcase
- Westlaw
- Westpac (Westlaw Patron Access)
- LLMC Digital

## 2. Digests

Policy: The library acquires the American Digest System to cover states outside our region, Northwestern Digest and Wisconsin Digest.

Holdings:

- *American Digest, Century Edition*
- *Decennial Digests*
- *West's General Digest*
- *Northwestern Digest, 1st*
- *West's North Western Digest, 2d*
- *Wisconsin Key Number Digest*

## 3. Rules of Court

Policy: The library acquires corresponding desk books to supplement state statute sets it owns that do not incorporate the rules of court into the code set.

Electronic access:

- [www.llrx.com/courtrules](http://www.llrx.com/courtrules)
- LexisNexis
- Westlaw

## II. REFERENCE TOOLS

### A. Legal Research Guides

Policy: The library comprehensively acquires current legal research guides for each state.

### B. Finding Aids

Policy: The library acquires general reference tools to assist in the study of state laws. It acquires subject specific surveys of the laws of all the states for topics likely to be researched by our primary patrons.

Selected Holdings:

- *Sources and Documents of United States Constitutions* (Oceana)
- *National Survey of State Laws* (Gale)
- *Guide to State Legislative and Administrative Materials* (Hein)
- *State Legislative Sourcebook* (Government Research Service)
- *Searching the Law, the States* (Transnational)
- *Subject Compilations of State Laws* (Boast)

## INTERNATIONAL LAW

**Overview:** International law is defined as the law governing the relationship between states. It has evolved to include broader issues of international concern including the environment, trade, human rights and intellectual property. It also includes the decisions and guidelines that emanate from international organizations.

### I. SOURCES OF INTERNATIONAL LAW

The sources of law are defined by the Statute of the International Court of Justice (59 Stat. 1055 (1945)):

1) international conventions; 2) international custom, as evidence of a general practice accepted as law; 3) the general principles of law recognized by peace loving nations; 4) adjudications; and 5) teachings of the most highly qualified publicists (i.e., international law scholars).

#### A. International Conventions

##### 1. Treaties to which the U.S. is a party

Policy: The library provides comprehensive access to international conventions to which the U.S. is a party. It provides access to the official sources, a selection of commercial sources and the classical historical collections of treaties and unperfected treaties. It provides access to commercial indexes to international conventions. It also provides access to the official and one commercial guide to treaties in force. In addition, the library provides access to indexes to Senate Treaty Documents (formerly, Senate Executive Documents) and Senate Executive Reports. It provides access to the documents beginning with 1970.

##### a. Text:

###### (1) Pre-1950 treaties:

- *United States Statutes at Large*, 1778-1844 consolidated in vol. 8; 1846-1950 continued in annual volumes.  
LexisNexis  
Westlaw  
<http://memory.loc.gov/ammem/amlaw/lwsl.html>  
LLMC Digital
- Bevans, *Treaties and Other International Agreements of the United States of America, 1776-1949*  
LexisNexis  
HeinOnline Treaties and Agreements Library
- Malloy, *Treaties, Conventions, International Acts, Protocols, and Agreements Between the United States of America and Other Powers*

HeinOnline Treaties and Agreements Library

- Miller, *Treaties and Other International Acts of the United States of America*  
Note: The library lacks v.1 [o/p]  
HeinOnline Treaties and Agreements Library
- Avalon Project (Yale) : <http://avalon.law.yale.edu/default.asp>

(2) Treaties 1950-:

- *United States Treaties and Other International Agreements (UST)*, 1950- , updated by *Treaties and Other International Acts Series (TIAS)*
- *Hein's United States Treaties and Other International Agreements Current Service* , 1990- (microfiche)
- HeinOnline Treaties and Agreements Library
- LexisNexis
- Westlaw, 1980- (selected coverage)
- *International Legal Materials*

(3) Unratified or Unperfected Treaties

- Wiktor, *Unperfected Treaties of the United States of America, 1776-1976*
- [http://www.senate.gov/pagelayout/legislative/d\\_three\\_sections\\_with\\_teasers/treaties.htm](http://www.senate.gov/pagelayout/legislative/d_three_sections_with_teasers/treaties.htm)
- <http://www.thomas.gov/home/treaties/treaties.html>
- *International Legal Materials*  
LexisNexis  
Westlaw, 1980- (selected coverage)

(4) Indian Treaties:

- *Early American Indian Documents: Treaties and Laws, 1607-1789*
- Pre United States Statutes at Large, 1722-1805  
<http://earlytreaties.unl.edu/>
- *United States Statutes at Large*, consolidated in vol. 7 (1778-1842), continued in annual volumes  
<http://memory.loc.gov/ammem/amlaw/lwslink.html>  
LexisNexis  
Westlaw
- Kappler, *Indian Affairs: Laws and Treaties*  
<http://digital.library.okstate.edu/kappler/>  
HeinOnline Treaties and Agreements Library
- Avalon Project: [http://avalon.law.yale.edu/subject\\_menus/ntreaty.asp](http://avalon.law.yale.edu/subject_menus/ntreaty.asp)

b. Finding Tools

- *United States Treaty Index, 1776-1990 Consolidation: Master Guide*; updated by *Current Treaty Index*  
HeinOnline Treaties and Agreements Library

- *Treaties in Force*, 1968- (official)  
HeinOnline Treaties and Agreements Library, 1955-  
LexisNexis  
Westlaw
- *A Guide to the United States Treaties in Force*, 1990-  
HeinOnline, 1982-
- *International Legal Materials*  
LexisNexis  
Westlaw 1980- (selected coverage)

c. Legislative History

- *CIS* [Congressional Information Service] (microfiche) and its indexes, 1970-
- *CIS Index to U.S. Senate Executive Documents and Reports: covering...*
- *US Department of State Dispatch, 1990-1999* (formerly *Department of State Bulletin*, 1981-1990) <http://www.state.gov/www/publications/dispatch/index.html>, 1997-1999
- LexisNexis Congressional: Indexes, 1789- ; Reports, 1989- ; Documents, 1995-

2. International Conventions to which the U.S. Is Not Necessarily a Party

Policy: The library provides access to the three standard compilations of multilateral treaties to which the U.S. is not necessarily a party. It does not acquire treaty series for specific countries other than the United States or for regional organizations such as the Organization of American States without a demonstrated need. In addition to the indexes provided in the compilations of treaties, it provides access to the three major current indexes to multilateral treaties and to the classic historical indexes.

Holdings:

a. Text

- *Consolidated Treaty Series*
- *Treaty Series (League of Nations)* (microfiche)  
<http://untreaty.un.org.proxy.wmitchell.edu/>
- *Treaty Series (United Nations)* (microfiche)
- <http://untreaty.un.org.proxy.wmitchell.edu/>
- *International Legal Materials*  
LexisNexis  
Westlaw, 1980- (selected coverage)

Indexes:

- *Index-Guide to Treaties: Based on the Consolidated Treaty Series*
- *World Treaty Index*
- Bowman & Harris, *Multilateral Treaties: Index and Current Supplement*

- *International Legal Materials*  
LexisNexis  
Westlaw, 1980- (selected coverage)

### 3. Subject Compilations of Treaties

Policy: The library selectively acquires major subject compilations of treaties for courses that have an international focus and to support faculty research.

## B. International Custom

Overview: Customary law and international practices are found in the practice of the states and documented in sources such as digests, foreign relations documents, restatements and yearbooks from individual countries that summarize their international law activities.

### 1. Digests

Policy: The library acquires the classic United States digests of international law.

#### a. Historical Digests:

- Wharton, *Digest of the International Law of the United States*
- Moore, *Digest of International Law*
- Hackworth, *Digest of International Law*
- Whiteman, *Digest of International Law*

#### b. Current Digests:

- U.S. Dept. of State, *Digest of United States Practice in International Law*  
Updated by "Contemporary Practice of the United States Relating to International Law"  
in *American Journal of International Law*.

### 2. Foreign Relations Documentation

Policy: The library provides access to historical information on U.S. foreign relations in *Foreign Relations of the United States* and the *U.S. Department of State Dispatch*. It provides access to current documentation through the State Department website.

#### Holdings:

- *Foreign Relations of the United States* 1947- and its predecessor, *Papers Relating to the Foreign Relations of the United States* (microform) 1861-1931  
[http://www.state.gov/www/about\\_state/history/frusonline.html](http://www.state.gov/www/about_state/history/frusonline.html), 1945-1968  
<http://history.state.gov/historicaldocuments> 1945-76
- *U.S. Department of State Dispatch*, 1990-1999, formerly *Department of State Bulletin*,

1981-1990

[www.state.gov/www/publications/dispatch/index.html](http://www.state.gov/www/publications/dispatch/index.html), 1997-1999

### 3. Restatements

Policy: The library provides access to the restatements of the law that reflect the customs of the United States relating to international law and foreign policy.

Holdings:

- *Restatement of the Law: the Foreign Relations Law of the United States*: 1st edition (only published as tentative drafts), Restatement (Second), and Restatement (Third)  
LexisNexis  
Westlaw
- *Restatement of the Law, Second: Conflict of Laws, 1st and 2d*  
LexisNexis  
Westlaw
- *The American Law Institute Archive Publications* (microfiche)

### 4. Yearbooks

Policy: The library provides access to English language yearbooks from the United States and other foreign countries that are international in scope and indexed in the two major law indexes.

## C. General Principles of Law Recognized by Peace Loving Nations

Policy: General principles of law are those principles common to the major legal systems of the world. The library provides access to those principles by providing overviews of the laws of major foreign countries and treatises on comparative law. See the Foreign and Comparative Law Policy.

## D. Adjudications

### 1. Decisions of International Courts:

Policy: The library provides access to the decisions of the International Court of Justice and its predecessor, the Permanent Court of International Justice, the European Court of Human Rights and the International Criminal Court. It also provides access to any digests that correspond to its case reporters.

Holdings:

#### a. Text

- Permanent Court of International Justice: <http://www.ici-cij.org/pcij/index.php?p1=9>  
1922-1946

- International Court of Justice, *Reports of Judgments, Advisory Opinions and Orders* (Official), 1947-  
Westlaw  
International Court of Justice <http://www.icj-cij.org/homepage/index.php?lang=en>
- *International Law Reports* [includes International Court of Justice decisions] (Grotius) 1950- and its predecessor title, *Annual Digest and Reports of Public International Law Cases*, 1919-1949
- *European Human Rights Reports*
- [European Court of Human Rights] Judgments:  
<http://www.echr.coe.int/ECHR/EN/Header/Case-Law/HUDOC/HUDOC+database/>
- *International Legal Materials*  
LexisNexis  
Westlaw, 1980- (selected holdings)
- International Criminal Court: <http://www.icc-cpi.int/Menus/ICC/Situations+and+Cases/Cases/>

b. Digests

- *World Court Digest* and its predecessor title, *Digest of the Decisions of the International Court of Justice*

c. Regional, National and Subject Collections

Policy: The library acquires compilations of United States cases relating to international law. It does not acquire regional or national compilations of cases for other countries except as listed in the Foreign Law policy. It also selectively acquires subject collections of cases that directly support the curriculum, and it collects materials relating to War Crime Tribunals.

Holdings:

- *American International Law Cases*

For additional U.S. cases relating to international law see the Federal Primary Sources Policy.

- *International Law Reports* (Grotius) 1950- and its predecessor title, *Annual Digest and Reports of Public International Law Cases*, 1919-1949
- *Global War Crimes Tribunal Collection. The Yugoslav Tribunal*  
<http://www.un.org/icty/>  
Westlaw
- *Global War Crimes Tribunal Collection. The Rwanda Tribunal*  
<http://www.un.org/law/rwanda>  
Westlaw

## 2. International Arbitral Proceedings and Awards

Policy: The library provides selective access to compilations of awards made in disputes between states and private parties; it acquires compilations primarily recommended by faculty.

### Historical Holdings:

- Moore, *History and Digest of the International Arbitrations to Which the United States Has Been a Party*
- Moore, *International Adjudications: Ancient and Modern...*
- *Repertory of International Arbitral Jurisprudence* (Nijhoff)
- *Survey of International Arbitrations*

### Representative Current Holdings:

- *Reports of International Arbitral Awards*
- *International Law Reports*
- Westlaw: GATT Panel Decisions
- *World Trade Organization Dispute Settlement Decisions*  
LexisNexis  
Westlaw
- [http://www.wto.org/english/docs\\_e/legal\\_e/legal\\_e.htm](http://www.wto.org/english/docs_e/legal_e/legal_e.htm)
- *North American Free Trade Agreements* (Oceana)  
Westlaw
- <http://www.nafta-sec-alena.org/en/view.aspx?x=206>
- *Collection of ICC Arbitral Awards*
- *UNILEX: International Case Law and Bibliography on the UN Convention on Contracts for the International Sale of Goods (CISG)*
- UNCITRAL: <http://www.uncitral.org/uncitral/en/index.html> (CLOUT)  
Westlaw
- ICSID: <http://icsid.worldbank.org/ICSID/Index.jsp>
- *World Arbitration and Mediation Report* (BNA) - 2006

## **E. Teachings of the Most Highly Qualified Publicists (i.e., International Law Scholars)**

Policy: The library acquires the classic texts and treatises in international law. It has purchased the *Recueil des Cours* retrospectively, insofar as there is some text in English. It does not generally acquire treatises on the related fields of foreign policy and foreign affairs.

Selective Holdings:

- *Recueil des Cours* 1961-
- Brownlie, *Principles of Public International Law*
- Janis, *An Introduction to International Law*
- Brierly, *Law of Nations: an Introduction to the International Law of Peace*
- Shaw, *International Law*
- Starke, *Introduction to International Law*
- *Oppenheim's International Law*
- American Society of International Law. *Proceedings of the... Annual Meeting...*
- Classics of International Law Series (Carnegie Endowment for International Peace)

## **II. OTHER INTERNATIONAL LAW MATERIALS**

### **A. Research guides**

Policy: The library provides access to research guides for international law.

### **B. Encyclopedias and Dictionaries**

Policy: The library selectively acquires encyclopedias and dictionaries covering major topics in international law.

### **C. Treatises**

Policy: The library provides access to significant treatises on international law including treatises that focus on current topics of international concern.

## **III. INTERNATIONAL ORGANIZATIONS**

Policy: The library provides access to primary source documents of the following international organizations: the United Nations, the European Union, the World Trade Organization, the World Intellectual Property Organization, the Organization of American States and the Council of Europe. It provides access to the documents of other organizations to the extent those documents are found on the Internet or are available in one of the databases to which the library subscribes.

## A. United Nations

### 1. Treaty Series

#### a. Text:

- *Consolidated Treaty Series*
- *Treaty Series (League of Nations)* (microfiche)  
<http://untreaty.un.org.proxy.wmitchell.edu/>
- *Treaty Series (United Nations)* (microfiche)  
<http://untreaty.un.org.proxy.wmitchell.edu/>
- *International Legal Materials*  
LexisNexis  
Westlaw, 1980- (selected coverage)

#### b. Indexes:

- AccessUN (Readex)
- *United Nations Statement of Treaties and Agreements 1983-*
- United Nations Treaty Collection: *Status of Multilateral Treaties Deposited with the Secretary General*

### 2. Other documents:

#### Holdings:

- International Court of Justice: <http://www.icj-cij.org/documents/index.php?p1=4>
- AccessUN (Readex)

## B. European Union

### 1. Primary Legislation (Treaties)

Policy: The library provides access to all treaties concerning the European Union.

#### Holdings:

- *Treaties Establishing the European Communities*, 1987 [official]
- *European Union Law Reporter (formerly Common Market Reporter)* -2008
- *Sweet & Maxwell=s European Community Treaties*, 1972 (HMSO English version), 1975 (Official version)
- *Treaty of Rome Consolidated and the Treaty of Maastricht*, 1992
- *Treaty on European Union (Maastricht Treaty)* 1992
- *Treaty of Amsterdam, text and commentary*, 1997
- <http://eur-lex.europa.eu/en/treaties/index.htm>
- LexisNexis
- Westlaw

## 2. Constitution

Policy: The library provides access to the Constitution of the European Union.

Holdings:

- [http://www.euabc.com/upload/rfConstitution\\_en.pdf](http://www.euabc.com/upload/rfConstitution_en.pdf)
- [http://www.unizar.es/euroconstitucion/Treaties/Treaty\\_Const.htm](http://www.unizar.es/euroconstitucion/Treaties/Treaty_Const.htm)

## 3. Secondary Legislation: Regulations, Directives, and Decisions

Policy: The library acquires one or more good commercial looseleaf services and treatises that contain secondary legislation. The library does not attempt to collect legislative histories other than those found in the looseleaf services it acquires. It provides access to the Directory of Legislation in Force through the Europa database.

a. Text:

- *European Union Law Reporter* (CCH) 1962-2008
- *Smit & Herzog on the Law of the European Union* (Matthew Bender)  
LexisNexis
- Official Journal (L series): <http://eur-lex.europa.eu/JOIndex.do?ihmlang=en>, 1998-  
LexisNexis  
Westlaw
- Legislation: [http://eur-lex.europa.eu/RECH\\_legislation.do?ihmlang=en](http://eur-lex.europa.eu/RECH_legislation.do?ihmlang=en)  
<http://www.europarl.europa.eu/activities.do?ihmlang=EN>  
[http://europa.eu/legislation\\_summaries/index\\_en.htm](http://europa.eu/legislation_summaries/index_en.htm)

b. Finding Aids (Legislation in force):

- Directory of Community Legislation: <http://eur-lex.europa.eu/en/legis/latest/index.htm>

## 4. Case Law

Policy: The library provides access to case law of the European Union.

a. Text

- *Common Market Law Reports*, (Sweet & Maxwell) 1962-2008  
and its supplement, *C.M.L.R. Antitrust Reports*  
Westlaw
- *European Union Law Reporter* (CCH) and its bound *European Community Cases* -2008
- Official Journal (C series) <http://eur-lex.europa.eu/JURISIndex.do?ihmlang=en>
- ECJ website: [http://curia.europa.eu/jcms/jcms/i\\_6/](http://curia.europa.eu/jcms/jcms/i_6/)
- LexisNexis: EUR-Lex
- Westlaw

b. Finding Tools: Citators, Tables of Cases, Digests

Policy: The library provides access to a collection of European Union case law citators and digests.

Holdings:

- *Gazetteer of European Law* (1953-1983)
- *Halsbury's Laws of England Consolidated Tables of Cases* [v.54] - 2008 [Only deals with cases that have relevance to British law.]
- *The Digest: Annotated British, Commonwealth and European Cases* 1981-2007
- Digest of the case-law: [http://curia.europa.eu/jcms/jcms/Jo2\\_7046/](http://curia.europa.eu/jcms/jcms/Jo2_7046/)
- *Current Law Case Citator* (1947-1999)
- Westlaw: European Union Case Law Locator
- LexisNexis

**C. Other International Organizations**

- *World Trade Organization (GATT) Basic Instruments and Selected Documents* (BISD), 1952-
- *Law and Practice of the World Trade Organization*, (Oceana), 1995- [contains Panel decisions]
- *Handbook of WTO/GATT Dispute Settlement* (Kluwer) [contains Panel decisions]
- World Intellectual Property Organization Collection of Laws: CLEA <http://clea.wipo.int/>
- Organization of American States:  
[http://www.oas.org/en/information\\_center/default.asp](http://www.oas.org/en/information_center/default.asp)
- Council of Europe: <http://www.coe.int/DefaultEN.asp>

## FOREIGN AND COMPARATIVE LAW

### I. PRIMARY SOURCES

Policy: The library owns an historical collection of British and Canadian primary source materials. It maintains a special collection of Japanese trademark materials to support the research of a faculty member. It generally acquires primary source materials for other countries only to the extent that the information is not available on the Internet or in other databases to which the library subscribes.

#### A. Primary Source Materials for Great Britain

##### 1. Statutes

###### a. Chronological Publications

Holdings:

- *The Statutes of the Realm*
- *Acts and Ordinances of the Interregnum*
- *The Public General Acts and General Synod Measures*, and its predecessor titles, *Public General Acts and Measures; Law Reports. Public General Acts and the Church Assembly Measures; and Law Reports. The Public General Statutes -2005*
- <http://www.opsi.gov.uk/acts.htm> 1988-
- [www.statutelaw.gov.uk](http://www.statutelaw.gov.uk)
- [http://www.bailii.org/uk/legis/num\\_act/](http://www.bailii.org/uk/legis/num_act/) 1988-
- Westlaw, in force; historic, 1992-

###### b. Bills and Legislation

- [www.parliament.uk/business/bills\\_and\\_legislation.cfm](http://www.parliament.uk/business/bills_and_legislation.cfm)

###### c. Subject Compilations

Holdings:

- *Halsbury's Statutes of England and Wales*, and its predecessor title, *Halsbury's Statutes of England* (2d and 3rd ed.), 1948-2008  
LexisNexis

###### d. Citators

Holdings:

- *Chronological Table of the Statutes*, 1235-1988
- <http://www.opsi.gov.uk/chron-tables/chron-index.htm> 1235-2005

- *Chronological Table of Local Legislation, 1797-1994*
- *Current Law Legislation Citator* (1986-1994) and its predecessor title, *Current Law Statute Citator*
- *Halsbury's Statutes Citator* (current status) 2008
- <http://www.statutelaw.gov.uk/Toes.aspx>

## 2. Cases

### a. Historical sets of court reports

#### Holdings:

- Year Books (1307- ), as reprinted by the Selden Society [cataloged separately]
- *English Reports* full reprint (pre 1866)  
LLMC Digital: <http://hdl.handle.net/2027/lmc.79434>
- *All England Law Reports Reprint* (1558-1935)  
LexisNexis

### b. Current case reports (semi-official)

#### Holdings:

- *The Law Reports* (annual volumes)  
LexisNexis  
Westlaw
- *The Weekly Law Reports, 1953-* The library purchases the annual vol. 1 because it covers the cases not published in Law Reports.  
Westlaw, 1953-
- <http://www.bailii.org/databases.html> 1996-

### c. Current case reports (unofficial)

#### Holdings:

- *The All England Law Reports*

### d. Specialized subject case reports

#### Holdings:

- *Criminal Appeal Reports, 1909-1994*  
Westlaw, 1990-
- *Property, Planning & Compensation Reports* and its predecessor titles, *Property and Compensation Reports* and *Planning and Compensation Reports, 1949/51-1995*
- [www.bailii.org/databases.html](http://www.bailii.org/databases.html) 1996-

e. Digests:

Holdings:

- *The Digest: Annotated British, Commonwealth and European Cases.*

f. Case Citators:

Holdings:

- *Current Law Case Citator*, 1947- 2002
- *Law Reports. Consolidated Index* (contains a Table of Cases Judicially Construed), 1951-2005

3. Regulations

Holdings:

- *Halsbury's Statutory Instruments* and its citatory -2008

a. Text

- *Halsbury's Statutory Instruments - 2008*  
LexisNexis (current)  
Westlaw, 1992- (Historical); current  
<http://www.opsi.gov.uk/stat.htm> partial, 1948-1986, full, 1987-  
[http://www.bailii.org/uk/legis/num\\_reg/](http://www.bailii.org/uk/legis/num_reg/) 1987-

b. Citator to the Regulations

- *Halsbury's Statutory Instruments Citator 2008*

**B. Primary Source Materials for Canada**

Policy: The library no longer acquires primary source materials for Canadian law. It has some historical sets of statutes and case reports.

**C. Indian Law**

Policy: The library provides access to primary Indian law sources.

Selected holdings:

- Westlaw: West's American Tribal Law Reporter 1997-
- *Decisions of the Interior Board of Indian Appeals*  
Westlaw  
Lexis
- *Indian Law Reporter* (American Indian Lawyer Training Program)

### C. Selected Electronic Resources for All Countries:

- LexisNexis
- Westlaw
- HeinOnline: World Constitutions Illustrated
- <http://www.washlaw.edu>
- Law: Nations of the World, [www.loc.gov/law/guide/nations.html](http://www.loc.gov/law/guide/nations.html)
- FindLaw: [www.findlaw.com/12international/countries/](http://www.findlaw.com/12international/countries/)

## II. SECONDARY SOURCES

### A. Guides to Legal Research

Policy: The library selectively purchases guides to doing legal research in English speaking countries and for other countries when there is a demonstrated need. It provides access to the [Foreign Law Guide](#).

### B. Encyclopedias and Dictionaries

Policy: The library acquires major encyclopedias for comparative law and British law. It acquires a selection of major foreign law dictionaries, foreign language law dictionaries and comparative law dictionaries.

### C. Treatises

Policy: The library acquires authoritative treatises on the legal systems of the G7 countries (Canada, France, Germany, Italy, Japan, the United Kingdom and the United States) and of other countries deemed to be of potential interest to its faculty and students. It acquires high quality comparative law treatises that support the curriculum, faculty research or the foreign law program.

### D. Directories

Policy: The library provides access to the *Martindale-Hubbell International Law Directory* for biographical information on lawyers in foreign countries. It also provides access to international directories available on the Internet.

## REFERENCE MATERIALS

### I. LEGAL REFERENCE MATERIALS

#### A. Guides to Legal Research

Policy: The library provides access to a comprehensive collection of all editions of academic legal research guides. It provides access to published research guides for all states where available. It provides access to legal research guides for major countries.

#### B. Dictionaries and Thesauruses

Policy: The library provides access to a comprehensive collection of current and historical, scholarly English-language legal dictionaries and to commonly used popular legal dictionaries. It provides access to English/foreign language legal dictionaries for major languages.

#### C. Usage and Citation Guides

Policy: The library provides access to a core collection of legal usage and citation guides.

#### D. Encyclopedias

Policy: The library provides access to a core collection of general legal encyclopedias and the Minnesota legal encyclopedia. The library selectively provides access to specialized subject encyclopedias related to law. It does not acquire legal encyclopedias aimed at the lay person.

#### E. Directories

Policy: The library provides access to the directories necessary to meet the needs of its primary patrons.

#### F. Bibliographies and Catalogs

Policy: The library provides access to a core collection of general and subject specific legal bibliographies and library catalogs.

### II. GENERAL REFERENCE MATERIALS

#### A. Dictionaries, Thesauruses and Usage Guides

Policy: The library provides access to a selection of current dictionaries, thesauruses and usage guides.

## **B. Atlases and Maps**

Policy: The library provides access to a representative collection of maps and atlases including, at a minimum, one local city map, one atlas of the United States and one world atlas.

## **C. Encyclopedias**

Policy: The library acquires the *Encyclopedia Britannica* and provides access to the concise version on the Internet.

## **D. Miscellaneous Non-legal Sources**

Policy: The library provides access to additional reference resources to meet the needs of its primary patrons. Selective topics covered by its reference collection include quotations, etiquette, parliamentary procedure, almanacs, and statistics.

## CITATORS

### A. Shepard's Citators

Policy: The library provides online access to all Shepard's citators for its primary patrons. It provides access to LexisNexis Academic (including limited Shepard's functionality) for its public patrons. The library does not purchase print Shepard's citators.

### B. KeyCite

Policy: The library provides access to KeyCite on Westlaw for its patrons through Westlaw Classic/Westlaw Next (primary patrons) and Westpac (public patrons).

### C. Other Specialized Citators

Policy: The library keeps paper citators published as parts of treatises or looseleaf titles acquired by the library. It selectively acquires separately published titles that are recognized in the field.

Representative holdings:

- *Federal Taxes 2d. Citator, 2<sup>nd</sup> series and its predecessors.*  
*Westlaw*
- *Standard Federal Tax Reporter Citator*

## PERIODICALS, NEWSLETTERS, AND NEWSPAPERS

### I. LEGAL PERIODICALS

Policy: The library provides access to titles indexed in the two major United States legal periodical indexes (Legaltrac and Wilson Index to Legal Periodicals) unless the titles fall into one or more of the following categories:

1. unrelated to the curriculum or faculty research;
2. commercially published, very expensive and nonessential;
3. focused primarily on the laws of states other than Minnesota or a foreign country, unless the materials are needed for faculty research.

In those cases it provides access only if the titles are included in one of its aggregate databases.

The library will give preference to digital format if available from a stable vendor in pdf. The library may choose to purchase titles in print that have a high impact factor (frequently cited) or are subject to an embargo for a specified period in digital format. The library reserves the right to withdraw print volumes when they are available electronically.

The library will also purchase journals that are not available electronically to support the curriculum or faculty research.

### II. NONLEGAL PERIODICALS

Policy: The library provides access to the full-text and/or abstracts of non-legal periodicals available in the [Electronic Library of Minnesota](#), [Academic One File \(Gale\)](#) and selected collections of [JSTOR](#). The library selectively provides access to additional non-legal periodicals that support the curricular or administrative goals of the college. It also acquires a few general interest magazines for the student reading lounge and the faculty lounge.

### II. LEGAL NEWSLETTERS

Policy: The library acquires the ABA newsletters that are part of the [selective package plan](#). It also provides access to the newsletters that are available through its databases. It generally does not buy individual commercial newsletters.

### III. LEGAL NEWSPAPERS

Policy: The library provides access to the major U.S. legal newspapers and the local legal newspapers. It also maintains a microform archive of the local legal newspapers.

#### **IV. NONLEGAL NEWSPAPERS**

Policy: The library acquires the Minneapolis StarTribune, PioneerPress, New York Times and Wall Street Journal. It also provides access to full-text newspapers through ProQuest Newspapers, Westlaw and Lexis.

## FORMS

Policy: The library provides access to a core collection of federal and Minnesota form books and databases. It also provides access to subject specific form sets when they are needed to support the curriculum. Forms are also found in treatises, looseleaf sets, rule books, continuing legal education materials and practice sets in the library's collection.

Representative holdings:

### I. General Federal Litigation Forms

- *American Jurisprudence Pleading and Practice Forms Annotated*  
Westlaw
- *Bender's Federal Practice Forms -2005*  
LexisNexis (current)
- *Bender's Forms of Discovery -2005*  
LexisNexis (current)
- *Federal Procedural Forms, Lawyers Ed. -2006*  
Westlaw (current)
- *West's Federal Forms*  
Westlaw
- *Westlaw (Nichols Cyclopedia of Legal Forms Annotated)*
- Court Rules, Forms and Dockets (LLRX) – <http://www.llrx.com/courtrules>
- FedForms – <http://fedforms.gov>
- FindLaw – <http://www.findlaw.com/16forms/index.html>
- U.S. Court Forms – <http://www.uscourtsforms.com>

### II. Areas of Practice Forms

#### A. General Forms

- *American Jurisprudence Legal Forms 2d ed.*  
Westlaw
- *West's Legal Forms*  
Westlaw
- *Current Legal Forms with Tax Analysis*  
LexisNexis

#### B. Subject Specific Forms

##### 1. Bankruptcy

- *Collier Bankruptcy Practice Guide*  
LexisNexis
- <http://www.uscourts.gov/bkforms/index.html>

2. Contracts

- *Williston on Contracts*  
Westlaw

3. Corporations

- *Fletcher Corporation Forms Annotated*  
Westlaw
- Internet Legal Research Group: <http://www.ilrg.com/forms/>

4. Intellectual Property

- *Intellectual Property Licensing: Forms and Analysis*  
LexisNexis
- *Patent Law Practice Forms*  
Westlaw
- *Trademark Law Practice Forms*  
Westlaw
- U.S. Copyright Office – <http://www.copyright.gov/forms/>
- U.S. Patent and Trademark Office – <http://www.uspto.gov/web/forms/index.html>

5. Taxation

- *Federal Income Taxation of Corporations and Shareholders: Forms*  
Westlaw
- *Federal Tax Forms* (CCH)
- Westlaw
- RIA Checkpoint
- IRS – <http://www.irs.ustreas.gov/formspubs/index.html>
- Unclefed Tax Help – <http://www.unclefed.com>

6. Uniform Commercial Code

- *Uniform Commercial Code Transaction Guide: Analysis and Forms*
- Westlaw

**III. Minnesota Forms**

- *Civil Practice Forms* (Minnesota Practice Series)  
Westlaw
- McFarland and Keppel, *Minnesota Civil Practice*  
LexisNexis  
Westlaw
- *Pirsig on Minnesota Pleading*  
LexisNexis

- Miller Davis forms  
Westlaw
- Eighth Circuit Court of Appeals – <http://www.ca8.uscourts.gov/newcoa/forms.htm>
- U.S. District Court – Minnesota – [http://www.mnd.uscourts.gov/FORMS/court\\_forms.shtml](http://www.mnd.uscourts.gov/FORMS/court_forms.shtml)
- Minnesota Secretary of State Forms – <http://www.sts.state.mn.us/ppforms.html>
- Minnesota State Courts – <http://www.sos.state.mn.us/index.aspx?page=218>
- Minnesota Tax Court – <http://www.taxcourt.state.mn.us/forms.html>
- Hennepin County District Courts – <http://www.mncourts.gov/district/4/?page=1824>

## GOVERNMENT DOCUMENTS

### Background

William Mitchell College of Law library became a depository for the 4<sup>th</sup> Congressional district in 1979. It is a selective depository that acquires approximately 14% of the items offered through the depository program. Four other depositories (Hamline University Law School, St. Paul Public Library, the State Law Library, and the University of Minnesota - St. Paul Campus) also support the information needs of the district. In addition, the regional depository at the University of Minnesota is approximately 5 miles away.

### Item Selection

The depository program requires that libraries select government publications by classes of materials within agencies rather than by title. The Asst. Director, Collection Resources reviews annually the program's *List of Classes* and makes selections for the next cycle according to the instructions from the Superintendent of Documents. In addition, when materials published by the federal government are requested during the year and the library does not have them, the *List of Classes* is checked first to see if we can obtain copies through the depository program.

The library uses the following guidelines for selecting items from the *List of Classes*:

#### A. Primary Sources

Policy: The library selects primary source documents from the Executive, Legislative, Judicial and Administrative branches of government. It acquires all titles listed in the suggested core collection for law libraries found in the *Instructions to Depository Libraries*. See Appendix: WMCL Holdings of Core Documents.

Holdings: see the Federal Primary Sources chapter of the Library's collection development policy.

#### B. Secondary Sources

##### 1. Annual reports

Policy: The library provides access to annual reports for major federal agencies and selectively provides access to reports for minor agencies.

##### 2. Finding aids

Policy: The library provides access to directories, digests, indexes, and bibliographies from the depository program and commercial sources to facilitate access to government documents. See Appendix: WMCL Holdings of Commercial Indexes Recommended by GPO.

### 3. Periodicals

Policy: The library provides access to the journals and newsletters of all major agencies. It selectively provides access to journals and newsletters of minor agencies.

### 4. General Publications

Policy: The library provides access to general publications of major agencies on topics that relate directly to the curriculum or business of the college (e.g. tax, environment, labor, higher education, aging, ethics, civil rights, international trade, and intellectual property). It selectively acquires operation manuals and circulars. It does not select the following categories of materials: maps, posters, press releases, and telephone directories.

#### **Format**

Policy: The library generally selects paper format if given a choice between paper and microfiche. It owns the bound *Congressional Record* in microfiche 1887-2002. Note: Over 90% of documents are delivered in electronic format. The library provides access to the electronic titles it selects through its online catalog. It also highlights government databases and links to relevant resources through its LibGuides.

#### **Retention**

Policy: The library retains in the permanent collection and fully catalogs all documents that have historical or legal research value regardless of the retention time defined in the list of superseded depository documents. For example, the library keeps all editions of the *United States Code*. It generally binds and keeps periodicals.

The library holds in the collection for 5 years those titles that are not considered to have permanent value for the collection. At the end of 5 years, the withdrawn titles are offered to the regional depository and the needs and offers program before they are discarded. The library follows the schedule provided by the regional depository library for selecting which materials will be reviewed for withdrawal each month. See the Appendix: Needs and Offers Schedule.

## MISCELLANEOUS PUBLICATIONS

### 1. Alumni Publications

The library has a complete collection of its own alumni publications. It does not maintain a collection of alumni publications from other law schools. It sends unsolicited issues of these publications to the faculty library after they have been routed internally to administrators.

### 2. Audiotapes, Video Tapes and DVD's

To support its commuter student body, the library acquires CD and DVD study aids in the subjects taught in large section courses. It acquires audiovisual resources requested by faculty for classroom use. It also maintains a small collection of popular videos and DVD's relating to law.

### 3. Bar Journals and Other Bar Publications

The library acquires bar journals from the American Bar Association, the Minnesota State Bar Association, the Hennepin County Bar Association and the Ramsey County Bar Association. It selectively purchases publications of ABA Sections to support the curriculum. It does not purchase publications of local and state bar committees. It owns the Hein bar journals in microfiche from 1980-2010 and electronically through HeinOnline.

### 4. Biographies

The library acquires biographies of U.S. Supreme Court Justices and U.S. Presidents. It selectively acquires biographies of noted attorneys and political figures.

### 5. Casebooks

The library does not purchase casebooks. It will add to the collection a current casebook that is received as a gift. It withdraws outdated casebooks from the collection.

### 6. Compiled Legislative Histories

The library has acquired a strong collection of compiled legislative histories of tax acts. It selectively acquires other compiled legislative histories in consultation with the faculty teaching in the subject area. It provides access to a collection of legislative histories through HeinOnline.

## 7. Dissertations

The library does not purchase subscriptions to series of dissertations or theses. It purchases individual titles when there is an unmet need.

## 8. Exam Files

The library provides access to a database of previously administered exams contributed by faculty. It selectively acquires collections of published bar exams.

Selected Published Holdings:

- Minnesota. State Board of Law Examiners. *Bar Examination*
- *Hein's State Bar Examinations* (microfiche)
- *Compilation of Bar Examination Questions and Answers*
- *Annual Examinations in Law* (Harvard)

## 9. Faculty Office Copies

The library does not purchase added copies to be housed permanently in faculty offices. If a faculty member wishes to have a personal copy of a title, the library will facilitate the purchase and charge the expense to the faculty member's discretionary account.

## 10. Faculty Publications

The library acquires two copies of books the faculty author (one for the main collection and one for the archives). The library has a collection of faculty articles in the archives. The Dean's Office asks faculty to donate a copy (offprint) of all journal articles and books that they author. The library staff also works with the faculty to build databases of faculty scholarship in BePress (Mitchell Open Access) and SSRN.

## 11. Jury Instructions

The library provides access to civil and criminal jury instructions for federal and Minnesota state courts. It does not purchase jury instructions for particular subject areas unless they are requested by faculty.

Selective Holdings:

### a. Federal Courts

- O'Malley, *Federal Jury Practice and Instructions*  
Westlaw
- *Modern Federal Jury Instructions, 1984-2001*  
LexisNexis
- 8<sup>th</sup> circuit: <http://www.juryinstructions.ca8.uscourts.gov/>

- *Manual of Model Civil Jury Instructions for the District Courts of the 8th Circuit*
- *Manual of Model Criminal Jury Instructions for the District Courts of the 8th Circuit*

b. Minnesota

- *Minnesota Jury Instruction Guides: Civil (CIVJIG)*  
Westlaw
- *Minnesota Jury Instruction Guides: Criminal (CRIMJIG)*  
Westlaw
- *Minnesota Jury Instruction Guides: Misdemeanor and Gross Misdemeanor (MJIG)*

## 12. Law Firm Histories

The library acquires the histories of major local and national law firms to support the career services program at the college.

## 13. Law for the Layperson (Self Help)

The library acquires a small collection of books designed specifically to support the pro se clinic and to support laypersons in dealing with legal issues. It generally refers patrons to the State Law Library and the local county law libraries for additional help.

## 14. Publisher's Series

The library decides to purchase all, some or no titles in publishers' series after reviewing descriptions of a series or sample titles in a series. The library maintains a list of publisher's series that it has reviewed for inclusion in the collection. See the Appendix: Publishers' Series

## 15. Restatements and Model Codes

The library provides comprehensive access to restatements, including discussion drafts and tentative drafts. It provides comprehensive access to uniform acts and model codes.

### Selected Holdings:

- Restatements (paper and microfiche)  
LexisNexis  
Westlaw
- Uniform Laws and Model Acts: <http://www.law.upenn.edu/bll/ulc/ulc.htm>  
LexisNexis  
Westlaw
- *Uniform Laws Annotated*  
Westlaw
- *Handbook of the National Conference of Commissioners on Uniform State Laws*
- American Law Institute Publications (microfiche)

## **16. Statutory Supplements to Textbooks**

The library does not acquire statutory supplements issued to accompany legal textbooks.

## **17. Teacher's Manuals**

The library does not acquire teacher's manuals or give them away to students.

## **18. Textbooks and Study Aids**

The library acquires treatises designed especially for students (for example, the West Hornbooks and Nutshells). It does not buy study aids designed primarily as exam preparation tools. It does not buy workbooks or outlines.

Representative holdings:

- West's Student Hornbook Series
- West's Nutshell Series
- University Textbook Series (Foundation Press)
- Coursebook Series, Textbook Series (Aspen)

## **19. Trials**

The library selectively acquires nonfiction narratives about important cases and trials. It provides access to HeinOnline's World Trials.

## **20. Working Papers**

The library selectively acquires working papers of associations. It has an online subscription for the papers on taxation from the National Bureau of Economic Research and a paper subscription for the working papers of the American Bar Foundation.