



WARREN E. BURGER LIBRARY COLLECTION DEVELOPMENT POLICY

Mitchell Hamline School of Law
2020

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OVERVIEW

Purpose of the Collection:

The Warren E. Burger Library exists to support the students, faculty, and staff of Mitchell Hamline School of Law in accordance with the school's mission, vision, and values.

Alumni and area attorneys use the library and their needs are considered in making collection development decisions. The library does not purchase titles primarily to meet their needs given the accessibility of the state and county law libraries.

As a selective government depository, the library makes its collections available to the general public. 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, Ramsey County Law Library, Hennepin County Law Library, and University of St. Thomas School of Law are other sources for resource sharing in the community. For non-legal resources, the library has a reciprocal relationship with Hamline University's Bush Memorial Library. The library also participates in MINITEX, a statewide consortium of libraries that share resources through interlibrary loan and negotiate for consortia 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 law school; (2) to ensure that the law school 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 five years on a schedule that corresponds to the school's Strategic Planning process, and ensures currency during its sabbatical ABA inspection. The Library Director has primary responsibility for coordinating the process and for preparing the proposed final draft of the revision. 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 their 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, loose-leaf services and a variety of reference sources to supplement the primary collection. Subject coverage supports the curriculum as well as the scholarship interests, and research needs of the faculty. It has a special collection of materials in Japanese Trademark Law.

Electronic resources are a major 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, and the need to provide equal access to resources for all students.

Selection Process:

The Library Director, in consultation with the library acquisitions and reference staff, makes selection recommendations based on familiarity with the existing collection, knowledge of course offerings, consultations with faculty and knowledge of competing products. They also gather information from available resources in book reviews in journals, publisher's ads and websites, and selection tools like *Current Publications in Legal and Related Fields*. All new faculty members are contacted by the director 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:

- Need to provide equal access to materials for all students
- 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 are provided through the Legal Research Resources 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 Library Director and acquisitions staff review subscription invoices to evaluate the current relevancy to the curriculum and research needs of the school. 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 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 that arrive unbound. Selected government documents are in-house bound for permanent retention. High-demand and irreplaceable books in need of major repair are rebound commercially or in-house.

Retention and Weeding

The library generally keeps prior editions of classic treatises. It withdraws outdated editions of casebooks and study guides, keeping the most recent edition and the preceding edition only. It does not keep superseded volumes of annotated state statutes except for the Hein microfiche of Minnesota Statutes Annotated. An assessment of the collection, by staff subject specialists, is

conducted every three to five years to determine relevancy and timeliness of materials.

FEDERAL PRIMARY SOURCES

I. 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.

II. Legislative Materials

A. 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.

B. 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.

C. Congressional Debates

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

D. 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.

E. Session Laws

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

F. Codes

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

III. Executive Branch Materials

A. 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 Roosevelt. It provides selective access to other presidential documents and papers.

B. Administrative Rules and Regulations

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

C. 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.

IV. Case Law

A. 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.

B. Digests and Finding Aids

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

C. 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.

D. Current Awareness

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

V. 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.

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.

B. Legislative Materials

1. Session Laws

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.

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.

3. Legislative History Materials

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

4. Bills and Bill Tracking

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

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 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.

3. Decisions of Specialized Administrative Courts

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

Court of Appeals.

4. Attorney General Opinions

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

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.

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.

3. Records and Briefs

Policy: The library provides access to historical Minnesota Supreme Court records and briefs.

E. Court Rules

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

F Citators

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

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.

F. Form Books

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

G. Reference Tools

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

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.

B. Statutes

1. Codes

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

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.

C. Administrative Materials

1. Codes and Regulations

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

2. Attorney General Opinions

Policy: The library provides comprehensive access to 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.

D. Case Law

1. Reporters

Policy: The library provides comprehensive access to the *North Western Reporter* in paper. It also owns a set of the first series of the regional reporters in ultrafiche. It maintains a set of the state reporters that precede the National Reporter System in paper and/or microfiche.

2. Digests

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

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.

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.

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.

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.

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.

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.

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.

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.

3. 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.

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. European Union

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

a. Constitution

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

b. Secondary Legislation: Regulations, Directives, and Decisions

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

c. Case Law

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

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

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

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. 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

Policy: The library maintains historical source materials including statutes, case law and commentary.

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. Native American Law

Policy: The library provides access to federal and tribal Native American law resources.

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 online access to the Brill 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.

REFERENCE MATERIALS

I. Legal Reference Materials

A. Guides to Legal Research

Policy: The library provides access to a comprehensive collection 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 Thesauri

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 layperson.

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, Thesauri and Usage Guides

Policy: The library provides access to a selection of current dictionaries, thesauri 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.

CITATORS

I. Shepard's Citators

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

II. KeyCite

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

III. Other Specialized Citators

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

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 law school. It also acquires a few general interest magazines for the student reading lounge.

III. 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.

IV. 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.

V. Nonlegal Newspapers

Policy: The library acquires the Minnesota Star Tribune, Pioneer Press, New York Times and Wall Street Journal. It also provides access to full-text newspapers through ProQuest Newsstream, 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, loose-leaf sets, and rulebooks, continuing legal education materials and practice sets in the library's collection.

GOVERNMENT DOCUMENTS

Background

Mitchell Hamline School of Law library became a depository for the 4th Congressional district in 1979. It is a selective depository which acquires approximately 14% of the items offered through the depository program. Three other depositories (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 Library Director 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: MHSL 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: MHSL 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 law school (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 collection of its own alumni publications. It does not maintain a collection of alumni publications from other law schools.

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. The library 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 only adds gifted casebooks to the collection and only those that are publishers' current edition and published within the last 10 years. Selected titles should support 1L and 2L studies. On a regular basis, outdated casebooks are withdrawn 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 previously administered exams contributed by faculty. It selectively acquires collections of published bar exams.

9. Faculty Office Copies

The library does not purchase additional 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, subject to approval from the Associate Dean of Academic Affairs.

10. Faculty Publications

The library acquires a single copy of faculty authored books. 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 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 faculty requests them.

12. Law Firm Histories

The library selectively acquires the histories of major local and national law firms.

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.

15. Restatements and Model Codes

The library provides comprehensive access in print, microfiche and online formats to restatements, including historical discussion drafts and tentative drafts. It provides comprehensive access to uniform acts and model codes.

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

While the library collects select textbooks for core courses, based on usage statistics, cost, and availability of materials, it does not actively acquire textbooks for all classes.

19. Trials

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

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.