

University of Missouri – Kansas City School of Law
Leon E. Bloch Law Library
Collection Development Policy

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I. Introduction

A. Law Library Collection Mission Statement

The Library supports the instructional, research and service programs of the faculty, students and staff of the University of Missouri-Kansas City School of Law. It does so by evaluating, selecting, organizing and providing access to appropriate information resources and services. The library does more than help users “find the law” or warehouse books. It stimulates intellectual curiosity and scholarship, is the Law School’s focal point for self and group-directed learning, and is dedicated to sanctuary, reflection, discovery, study, and communal awareness.

As the largest collection of legal information resources in the Kansas City metropolitan area, the Law Library serves users other than Law School students, faculty and staff. The Law Library offers its resources and services to assist the following additional constituencies, in order of priority, in meeting their needs for legal information:

1. Faculty and students of other departments of UMKC;
2. Other campuses and libraries of the University of Missouri System;
3. The Kansas City metropolitan legal community, bench and bar;
4. Other consortium libraries
5. The public.

B. Law Library Collection Vision & Strategic Plan

Since the last ABA reaccreditation site visit in 2006, the School has rethought and restated the Law Library’s Collection Development Vision based on a variety of factors, including adoption of the School’s Strategic Plan, continuing changes in formats and costs of legal materials and budget realities. This vision is now driven and defined by four factors:

1. Maximizing the use of space allocated to the Law Library. As the School has increasing need for space to support innovative new centers and programs, and

as paper titles are increasingly replaced by electronic formats, it has become increasingly important for all space use to be continually reassessed, including space within the library, to insure it is meeting its highest and best use. With regard to library space, this will be accomplished in three primary ways:

- a) relocation of titles essential to the 1L Lawyering Skills program, as well as offices for librarians who provide significant teaching and support for that program, to the Collaborative Instruction and Technology Library on the renovated ground floor of the Law Library;
- b) relocation of seldom used titles to space in the high density storage facility on campus known as the RooBot (pursuant to a Memorandum of Understanding with the Miller Nichols Library - attached), and relocation of materials deemed archival to the Columbia depository for storage;
- c) following relocation of titles to the RooBot and the depository, shifting the collection on the first and second floors of the Law Library to open significant portions of the third floor for library and law school priority needs including development of self and group directed learning spaces.

2. Areas of Emphasis and LL.M Programs. The School has now developed two primary focus areas, advocacy and entrepreneurship, in which it is working to develop Centers of Excellence, as well as several curricular emphasis areas: Litigation; Business and Entrepreneurship; Law of Children and Families; Urban, Land Use and Environmental Law; Foreign, International and Comparative Law; and Intellectual Property. In addition, the School has an LL.M. in Taxation and an LL.M. for foreign lawyers. On a quarterly basis throughout each fiscal year, the Law Library will review its budgetary position and direct resources to concentrate on acquisition of materials to support these areas.

3. Electronic Resources. The Law Library will continue to strategically increase electronic holdings and access to electronic databases with respect to scholarly research in areas of emphasis, LL.M Programs and special collections.

4. Special Collections. The Law Library will support projects such as Doug Linder's *Famous Trials Website*, Professor David Achtenberg's *Petition to Decision Website*, the *Sir Edward Coke Digital Collection*, and the *Charles D. Gould, Jr. Collection of Nuremberg Photographs and Memorabilia*. As resources permit, the Law Library will consider other noteworthy digital projects, particularly projects that can be done through grant funding or in conjunction with the University of Missouri Digital Library and Institutional Repository.

C. Purposes of the Collection Development Policy

This collection development document is designed as a statement of the Law Library's collection philosophy and as a blueprint for the preservation and future direction of the collection, consistent with the mission of the Law Library and the School of Law. This policy statement will guide present and future librarians to consistently select resources based upon stated criteria, and to provide access to a substantial array of legal information resources while avoiding unnecessary duplication. This document will provide a basis for reasoned allocation of acquisitions funds, and will inform the Law Library faculty and the communities it serves of the scope and nature of the existing array of resources. This document should also facilitate cooperative arrangements with other libraries in the provision of access to resources.

D. Roles of the Law Library Director, and School of Law Faculty and Students

The Law Library Director -- guided by this collection development policy and through consultation with the law school by means of the faculty library committee -- has ultimate responsibility for the development and preservation of the Law Library collection, facilities, and services. In implementing collection development decisions, the Director may delegate certain responsibilities to other qualified librarians. The Law Library encourages School of Law faculty and students to recommend items for purchase, subject to budget limitations, and often directly solicits faculty input for selection decisions.

II. General Collection Development Policies

A. Methodology

Selection policy is driven by the law school's objectives as set forth in section I.C. above and as measured against annual review of the collection using the OCLC's WorldCat Collection Development Analysis Service. Because many areas need to be addressed, it is not sufficient for the collection policy to simply rank the priority of topical interests in the collection. It must also address with particular attention the law school's areas of emphasis and LL.M programs as well as the overall need to develop and preserve the core collection, support the teaching of legal research and writing across the curriculum, advance faculty and student scholarship, bolster other law school programs and .generally meet the needs of the School's Strategic Plan. This requires regular and meaningful involvement of other constituents within the school in the continuing growth of and reductions in the collection.

B. Selection

1. Addressing the Core Collection & Other Law School Programs

UMKC School of Law will continue to maintain a core collection of essential materials accessible in the law library, and will continue to strive to make those materials available to our primary constituencies in multiple formats available from inside and outside the library. This plan contemplates continuing to retain much of the required federal material as well as a substantial amount of the state materials and all required Missouri (as well as Kansas) materials in print. In addition, all of the materials required by Interpretation 606-5 will remain available through Westlaw, Lexis and Bloomberg and many are available through additional subscription databases. Significant secondary works necessary to support the program of the School are available through the primary legal research databases as well as other subscription databases. The library also maintains a robust collection of on-line journals and e-books.

The remainder of the “core collection” is to be defined in terms of the mission of the school. For UMKC School of Law, that core includes those materials necessary for teaching research and lawyering to students at all levels of our academic program, for meeting the immediate research needs of students and faculty, and for serving the basic needs of our emphasis programs. Our plan calls for us to continue to develop that core as we move forward on our strategic plan and its related strategic initiatives.

2. Other Selection Criteria

Criteria to consider in evaluating materials for likely purchase (or replacement) include:

- a. Potential or known use by patrons based on faculty research interests, curricular development or use, student requests, and other sources (with particular concern for meeting the needs of the legal writing and research curriculum);
- b. Whether the item is available in a useable format via subscription services or the Internet;
- c. Accuracy and quality of the information and data based on reviews, recommendations, evaluations, etc.;
- d. Reputation of the author;
- e. Authority of the publisher or producer;
- f. Current or permanent value to the collection;
- g. Scarcity of material on the subject;
- h. Availability of material or information in other formats in the collection, availability of material or information in other local libraries, and availability of material or information online or on the Internet;

- i. Price, including initial purchase price and maintenance costs for continuation/updating, equipment, and staff;
- j. Language;
- k. Type of issuance, whether monographic or serial;
- l. Physical format or access method, whether bound printed volumes, loose-leaf, microform, optical disk, network access, etc.;
- m. Longevity of physical medium;
- n. Other physical qualities, including binding, print, margins, etc.;
- o. Duplication in the collection, including duplication in another format;
- p. Physical space available for supporting the material in a given format;
- q. Whether the item will enhance library circulation, including materials for lending through the MOBIUS consortium.

3. Format of Materials

a. General Criteria When Considering Formats

Legal collections include many formats of information resources. The Law Library will support and maintain access to materials in print, microform, video, audio, web-based and online services, and other new technologies, as appropriate. Besides the other selection criteria, the following shall be considered when choosing among formats:

- 1. Frequency of use;
- 2. The space required for the equivalent hard copy;
- 3. The cost of different formats;
- 4. The availability and costs of equipment necessary to access the resource;
- 5. Staff support required;
- 6. The difficulty of obtaining the material in hard copy.

b. Print v. Electronic Formats

Assuming other selection criteria have been sufficiently addressed, the Library will consider acquisition of items in costlier print formats based on the following factors:

- 1. The item is not available through the Library's electronic subscription services or on the internet. Items available in CD, DVD or other formats that have to be "loaded" onto computers, or are limited to use on certain computers, are generally not good substitutes for electronic subscription services, and shall be avoided;
- 2. The material does not support frequent and easy use, as may be demanded by the curriculum.
- 3. The item is important for the law school to preserve in a format other than electronic form;
- 4. The item is likely to circulate among Library patrons;

5. The licensed use of electronic information is too restrictive relative to other lawful uses of the print edition of the item;
6. There is a genuine need for an official or authentic form of the item, which can be replicated in electronic form;
7. The print version includes additional features such as indexing which are not available in electronic form.

With respect to number 5 above, restrictive licensing terms do not provide for interlibrary loan (at least locally or in accordance with accustomed practices with print items), provide insufficient guarantees of sustained long-term access, deny fair use rights or other user rights, remove items from the public domain, have unreasonable “denial of service” penalties, insist upon remote arbitration or application of foreign law, require patron monitoring, violate patron privacy, or unreasonably limit types of use or users (for instance, limiting database usage to scholarly research).

c. Considerations for Electronic Formats

Because of their distinctive nature, electronic resources require the consideration of specialized selection criteria, in addition to those listed in III.C.1.a. These include:

1. File formats, whether ASCII, HTML, PDF, etc.;
2. Physical carrier formats and delivery mechanisms, such as CD-ROM, DVD-ROM, Internet, commercial online, etc.;
3. Relationship of content of electronic version to content of versions in other formats;
4. Method of updating content, e.g. through distribution of new optical disks, or via another format;
5. Permanence of site, especially for Internet-based resources;
6. Evidence of ongoing site maintenance, especially for Internet-based resources;
7. Hardware, telecommunications, and software requirements;
8. Usability of user interface;
9. Usability of search software;
10. Search response time;
11. Display options;
12. Output options, including downloading and printing;
13. Authentication procedures, ranging from manual log-in to IP address authentication;
14. Licensing terms;
15. Access restrictions, such as use being limited to law faculty and students;
16. Access to previous, superseded or archived information;
17. Need for instructional and other staff support;
18. Availability of direct customer support, such as help lines;
19. Facility to the primary audience in employing the technology required to access and use the resource;

20. Accessibility of database for those with physical disabilities and whether accommodations can be made as required by law and university policy;
21. Compatibility of the medium and technology with preservation efforts and policies (i.e. can the data be made accessible in the future in the face of technological migration).

The Law Library prefers electronic resources which offer information in file formats that are compatible with hardware and software easily accessible to School of Law faculty, students and staff, and physical carrier formats and delivery mechanisms that are compatible with existing Law Library technology. The Law Library prefers authentication by IP address whenever possible.

d. Audiovisual materials

The Law Library maintains a collection of audiovisual materials, consisting mainly of six types of material (in order of priority):

1. Instructional and demonstration materials on trial advocacy;
2. Archival recordings of classes, seminars, and presentations offered at the School of Law;
3. Continuing legal education materials on Missouri and U.S. law;
4. Scholarly or authoritative works on legal subjects;
5. Recordings of programs offered at professional law library association conferences;
6. Popular legal works.

Audiovisual materials require the consideration of specialized selection criteria, including:

1. Physical format, e.g. CD-ROM, DVD, half-inch VHS videocassette, 3 7/8 x 2 1/2 inch audiocassette;
2. Compatibility of physical format with display/reception hardware and software available in the Law Library;
3. Facility of potential users with technology needed to display/receive the resource;
4. In the case of electronic resources, licensing terms, and other issues pertaining to electronic resources listed in III.C.2.o.

When acquiring audiovisual materials, DVDs are preferred over other media.

e. Loose-leafs

Because of the expense and practice-orientation of many loose-leaf titles, the Law Library selectively acquires loose-leaf materials, based principally upon six considerations, in addition to those listed in III.C.1.a:

1. High-quality intellectual content in a relevant subject area;
2. The material is not covered by another work in the collection;
3. The title is more current than other resources in the collection;

4. Recommendation by a School of Law faculty member (the Law Library routinely consults with School of Law faculty members regarding loose-leaf purchases);
5. Complexity of the organization of the work, especially in terms of the time and effort required for updating;
6. The inclusion of other media, such as optical disks, in the work.

f. Microforms

The Law Library acquires microfiche, microfilm, and other microformats primarily for the following reasons:

1. The highest quality of microfilm, with an estimated 500-year life span, may be the best long-term preservation media (it can provide access to print materials that have become brittle, fragile or damaged);
2. Microforms can complete holdings in a serial title;
3. So that the Library may acquire materials for which the Library has insufficient space to house the print version;
4. So that the Library may acquire materials that are unavailable in print or in electronic format.

Microforms require the consideration of specialized selection criteria, in addition to those set for above, including:

1. Specific physical format, whether microfiche, microfilm, etc.;
2. Dimensions of physical format;
3. Film type;
4. Polarity;
5. Reduction ratio;
6. Compatibility of physical characteristics of microform with display and printing hardware in the Law Library;
7. Expected level of use of material;
8. Use of material for preservation/archival purposes;
9. Availability of indexing or cataloging records for the content.

Microfiche is preferred over microfilm, except in the case of newspapers. When microfiche is purchased, the standard dimensions of 11 x 15 cm (4 x 6 inches) are preferred, and silver halide is generally preferred over diazo or vesicular. When microfilm is purchased, 35mm is preferred over other dimensions. For microfilm and microfiche, negative polarity is preferred over positive, and reduction ratios of 14 - 24x are preferred over other reduction ratios.

4. Other General Policies

a. Languages

Generally, the Law Library limits its collection to English language materials. Some foreign language materials, especially primary source documents and

secondary materials written in languages in which faculty members are proficient, may be added as needed using the selection criteria listed in this document.

b. Duplication

The Law Library may acquire duplicate copies of primary materials based on use patterns and patron demand. For secondary materials, duplicate purchases may be considered if the work is substantial, if use patterns dictate, or if the material is likely to be stolen or is hard to replace. The Law Library will also consider the cost of the material and its availability at nearby libraries.

c. Commitment to Subsequent Editions

As an academic research library, the Law Library seeks to retain superseded editions of legal research materials, and to acquire previous editions of such sources when appropriate, according to the criteria listed above. In general, the Law Library will seek to retain not more than one copy of each previous edition of a title, or of those particular editions deemed of greatest research value.

III. Specific Items

A. Casebooks and Textbooks

The Law Library does not purchase casebooks and textbooks. Individual or review copies of casebooks or textbooks assigned by the faculty for courses taught during the current semester may be placed on course reserve by the faculty.

B. Materials to Support Clinical Programs

Generally, clinical programs are supported pursuant to this policy's support for Law School areas of emphasis and LL.M programs. In addition, materials are purchased in support of clinical programs that have grant funding which includes information resources.

C. Continuing Legal Education Materials

The Law Library acquires continuing legal education (CLE) materials according the following criteria:

1. The Law Library comprehensively collects materials published by UMKC-CLE;
2. Missouri and Kansas CLE materials from other publishers will generally be acquired, subject to evaluation under the criteria listed in above;
3. CLE materials available on Lexis or Westlaw – e.g. *Practising Law Institute* publications -- are not a high priority for collecting.

D. Faculty Publications

These publications consist of published information resources and their supplements in any medium, which were authored or edited by faculty members; and audiovisual recordings of special presentations by the faculty, such as continuing legal education programs, public lectures, and conference presentations.

As a general matter, School of Law faculty are welcome to donate a copy of their works to the Law Library, and the Law Library may ask the faculty to do so. If a faculty member does not donate a copy of a work, and if the work falls within the Law Library's selection parameters, the Law Library will order a copy for the circulating collection. Examples of faculty works not purchased for the general collection include: study aids, such as course outlines; and articles, essays, or letters published in non-law sources or the popular press.

E. Gifted Items

The Law Library appreciates the donation of gift materials. As a general rule, the Law Library only accepts donations that are without conditions on their use or disposal. A designated librarian, in consultation with the Law Library Director, and with other librarians as necessary, determines the disposition of all gift materials based on the evaluation criteria used for all other acquisitions. The Law Library will determine the classification, housing, and circulation of all gift items, and retains the right to dispose of gifts at any time and in any manner deemed appropriate.

F. Government Documents

Because of their distinctive means of distribution and acquisition, government documents require the consideration of specialized selection criteria, in addition to those listed herein, including:

1. Availability of the resource throughout the libraries of the University of Missouri System;
2. Availability of the resource through the Federal Depository Library Program, especially for federal materials;
3. Availability of the resource through reproduction by Regional Federal Depository Libraries, especially for federal microfiche and non-copyrighted print materials;
4. Availability of the resource from a "needs and offers" list;
5. Availability of the resource through a cooperative program, such as the Documents Exchange Office at the Library of Congress;
6. Availability of the resource from the producing agency;
7. Availability of the resource from a commercial vendor;
8. Availability of cataloging records for the material;
9. For electronic resources, the criteria listed above;
10. For microforms, the criteria listed above;
11. For audiovisual materials, the criteria listed above;

12. Required retention period, especially for federal depository materials.

In the past, the Law Library has relied heavily upon government documents to maintain its growth, perhaps over-subscribing to government documents. Many government document programs are cutting back most, if not all, of their print publications. Consequently, electronic access to these materials will become increasingly important. In addition the Library will seek other depository arrangements with the EU and UN, which can help to grow the collection in the area of international law.

G. Out of Print and Rare Materials

Generally, the Law Library cannot afford rare books (i.e., an edition of an item which is both out of print and whose purchase price exceeds \$200) in print formats, except within carefully defined projects, such as the *Lord Coke Digitization Project*. The principal means for access to rare books and out of date materials is through electronic databases such as the *Making of the Modern Law, Eighteenth Century Collection Online*, and such other databases as may become available. The Law Library will consider other collection criteria as set forth above such as the relevance of the material to the law school's areas of emphasis and LL.M programs.

Besides rare books, the Law Library will actively strive to acquire out-of-print materials in print format that meet the selection criteria set forth in this document, including items that meet the targets set forth in section II **AError! Reference source not found.** above, or which are included on the list of items held by at least eight of the top ten law schools, as set forth on Exhibit C. In addition to those criteria listed above, the following will be considered:

1. The relationship of the edition desired by the Law Library to editions available on the out-of-print market;
2. Condition of text block, binding, and dust jacket;
3. Presence of accompanying materials;
4. Access to a suitable electronic, microfiche or microfilm edition (many items published before 1923 are available in subscription databases or through the Google Book Project).

In instances not in violation of copyright or license agreements, the Library may print and bind electronic versions of out-of-print and rare books for purposes of preservation.

H. Periodicals

Increasingly periodicals are available in PDF or other formats with identical page formatting and numbering as print versions. Because law reviews and other journals are typically not expensive, and to support law school publishing activities, the Law Library has not cut subscriptions to such journals, even though electronic versions in PDF or other formats are increasingly available. In addition, the Law Library supports "voluntary" subscriptions at reasonable prices to journals, reviews and other periodicals in electronic format, even if the material

is otherwise freely available, in an effort to encourage new publishing models and broad access to law journals.

With respect to law reviews and journals from commercial publishers, the Library will generally not purchase a print version, if an electronic version, subject to the same considerations set forth above in section I.B.1.b, is available.

In determining priorities, a prime indicator of a law review's or journal's worth is its "scholarly impact," including impact within a particular legal field. In sorting priorities, the Law Library will rely upon the last ranking and impact scores found at *Washington & Lee Law Schools: Journals Rankings & Submissions*, at <http://lawlib.wlu.edu/LJ/index.aspx>. A special emphasis is made to ensure access to any US law review or journal with an impact score greater than zero (at the time of this writing, 656 US journals qualified under such criteria). Noteworthy specialty law journals from fields which align with collection priorities set forth above, such as family law, shall also be emphasized.

Law reviews and journals shall be prioritized for subscription in print or electronic form on the basis of scholarly impact scores, both generally, and with respect to specific topical classes meeting collection objectives as set forth above.

Besides the above, the Law Library considers the following (in ranked order of priority) in deciding whether to subscribe to, or retain, a periodical:

1. Law reviews and law journals published by law schools approved by the American Bar Association;
2. Legal periodicals indexed in *Index to Legal Periodicals* or *Current Law Index*, or other legal periodical indexes held by the Law Library;
3. Official periodicals of the American Bar Association and its subordinate bodies;
4. Official periodicals of the Association of American Law Schools and its subordinate bodies;
5. Official periodicals of significant foreign and international legal associations;
6. State bar association official journals and annual reports;
7. Official publications of other national legal associations, major public interest legal organizations, Missouri legal associations, and major Missouri law firms, especially when these can be obtained free of charge;
8. Respected legal news and legal professional sources, unavailable in other sources in the collection;
9. Periodicals obtained by individual or institutional memberships in legal associations.

The Law Library seeks to obtain complete runs of periodicals in its collection. When this is not possible, the Law Library attempts to acquire a complete run of a periodical spanning the period in which the periodical has been indexed in a legal periodical index held by the Law Library.

I. Placement Materials

The Law Library generally does not purchase placement materials, except in conjunction with the Career Services Office or for use in our Business Intelligence Center. The Law Library may purchase a placement tool if the tool also has use in the Law Library's general collection.

J. Student Study Aids (Including Bar Review Materials)

The renovated lower level of the Law Library has a Student Strategies classroom and library for use by our Academic Strategies Program. The Law Library will continue to purchase materials that will assist students in developing skills for student success as recommended by the Director of the Program.

The Law Library regularly acquires the West Group's "Nutshell" series of study aids. In addition, if a faculty member includes a study aid as a required book for a class, then the Law Library will purchase the study aid along with the other required texts. The Law Library maintains the following bar review material:

1. Missouri Bar Exam sample questions
2. Multi State Essay Exam
3. Multi State Performance Test
4. Multi State Professional Responsibility Exam

K. Pamphlets and Clippings

The Law Library very selectively acquires pamphlets -- defined as paper-bound monographs consisting of 50 or fewer pages -- which will generally be added to the collection. Pamphlets must meet the same criteria for selection as other works. (See "III. C.1.a. General Selection Criteria"). If a pamphlet meets these criteria and is acquired, it will be treated as any other title and integrated into the collection, with additional handling and storage measures taken as needed, including binding and storage in boxes or standard-size binders.

The Law Library neither collects clippings nor maintains a clipping ("vertical") file.

L. Missouri Specific Material

The Law Library regularly acquires and maintains primary, secondary and historical material specific to Missouri law in monograph, serial and electronic format. The Law Library seeks to provide comprehensive coverage of all sources of primary Missouri law.

1. Primary material includes:
 - West's Missouri Legislative Service
 - House and Senate Bills
 - House and Senate Journals
 - Laws of Missouri
 - Revised Statutes of Missouri and earlier compilations
 - Missouri Reports

Missouri Appeals Reports
S.W. Reporter, 2d, 3d
Missouri Cases S.W. Reporter
Code of State Regulations current (replaced sheets retained)
Attorney General Opinions (bound, microform and online)
Court Rules and Jury Instructions
Reports and other materials from Missouri administrative agencies

2. Secondary sources include:

West's Missouri Digest, 1st and 2d.
Shepards Missouri Citators
West's Missouri Practice set, updated
All Missouri Bar CLE publications
Other forms and practice manuals as practicable

3. Historical material includes:

Journal of the Missouri State Constitutional Convention (1861, 1865, 1875)
Debates of the Missouri State Constitutional Convention of 1875
Journal and Reports of the Constitutional Convention of 1943
Papers of Missouri judges and attorneys
Materials from famous and important Missouri trials
Histories of Missouri and 8th Circuit Courts and professional bars

M. Digests

The Decennial Digest through the Eleventh Decennial (2004) and the General Digest through the 11th Series (2005) are on accessible stacks on the main floor of the Law Library. The Missouri Digest 2d, Kansas Digest 2d and Federal Practice Digest 4th and 5th are all current and maintained on accessible stacks on the ground floor of the library. Earlier federal digests are on accessible stacks on the main floor of the Law Library. The most recent editions of the Atlantic, North Western, Pacific, and South Eastern Regional Digests are also current and maintained on accessible stacks on the ground floor of the library. Additional digests will be acquired and made available as needed to support the needs of the Lawyering Skills program of 1L research instruction.

IV. Acquisitions & Preservation –Practices

A. Wholesalers and Subscription Agencies

The Law Library works with a variety of wholesalers and subscription agents to consolidate ordering, receiving, renewals, invoicing, and payment of monographs

and serials. These arrangements allow the Law Library to expedite acquisitions, reduce processing costs, and achieve significant discounts. When selecting a wholesaler or subscription agent, the Law Library will consider such criteria as compatibility of selection utilities and slip service profiles with collection targets (see section II, subsection A above), accuracy, fulfillment rate, fulfillment time, level of discounts, availability of flat-rate discount, shipping costs, reporting capabilities, return policies, pre-binding services, and the recommendations of other libraries.

B. Approval Plans, Standing Orders, and Package Plans

Certain publishers and vendors offer services that allow libraries to acquire materials based upon a range of non-item-specific parameters, including series title, publisher, subject area, issuing agency, language, and jurisdiction. The Law Library makes use of approval plans, standing orders, and package plans, as appropriate, to expedite acquisitions, reduce processing costs, and achieve significant discounts. When selecting an approval vendor, the Law Library will consider such criteria compatibility of selection utilities and slip service profiles with collection targets (see section II, subsection A above), as discount amounts, shipping costs, number of imprints/publishers covered, profiling characteristics, return policy, pre-binding services, report capabilities, technical services, invoicing, quality of service, and references from other libraries. When selecting a standing order vendor, the Law Library will consider such criteria as discount amounts, shipping costs, report capabilities, invoicing, quality of service, and references from other libraries. The Law Library maintains a package plan with the American Bar Association, and will consider other package plans, using the general selection criteria listed herein.

C. Cooperative Agreements

Cooperative agreements have become increasingly important, as no library can collect in all subject areas. These agreements can include cooperative acquisitions, retention policies, the housing of joint purchases, and other arrangements. In particular, the Law Library is anxious to work with other MOBIUS law libraries in developing a cooperative acquisitions policy, particular with reference to foreign, international and comparative law or other defined areas of the collection.

The criteria for entering into cooperative arrangements include:

1. The conformance of the proposed arrangement with the mission of the Law Library;
2. The costs and benefits of the arrangement for the Law Library;
3. The type and reputation of the potential partner organization(s);
4. The provision for the periodic evaluation of the arrangement by all parties;
5. The ability of participating parties to withdraw from the arrangement;
6. The ownership or control of purchased or licensed materials when the arrangement ends;

7. The ability to access materials not housed in the Law Library.

D. Needs and Offers

Current and historical legal materials may occasionally be obtained at very low cost from other libraries through "needs and offers" lists. The Law Library regularly monitors such lists, and actively acquires materials according to the criteria set forth in this document.

As a Federal Depository Library, the Law Library complies with Federal Depository Library Program regulations and guidelines for maintaining a list of needed materials, listing offers, and obtaining materials through depository "needs and offers" lists.

If the Law Library is able to acquire only portions of a multi-volume work via the "needs and offers" process, the available portions of the work will be added to the collection, and the missing volumes will be sought.

E. Exchanges

Because of the turnover of law journal student editors and problems with gaps in subscriptions, the Law Library has generally not entered into an exchange agreements. However, it may do so if a stable means and non-labor intensive means of maintaining exchange agreements can be found, especially for foreign journals or when it is the sole means for receiving materials. Exchanges are not encouraged.

F. Materials Missing from the Law Library Collection

Occasionally, materials are found to be missing from the Law Library collection. Once a year, a list of missing materials is generated and its contents are evaluated for replacement, based on criteria that include:

1. Relevance of the title to the collection for instruction, or current or historical research;
2. Cost of replacement;
3. Availability of the title from other libraries;
4. Whether the title is still in print.

G. Interlibrary Lending/Document Delivery

The faculty and students of the School of Law at times have information needs that require access to resources not included in the Law Library collection or on the University of Missouri – Kansas City campus. The Law Library therefore augments its collection by participating in interlibrary lending and document delivery arrangements, in order to satisfy the diverse information and research needs of the faculty and students of the School of Law.

H. Monograph Binding

Most scholarly and many professional and trade publishers today print their paperback monographs on permanent paper. High quality pre-binding processes allow libraries to provide paperback books with a durable binding. Moreover, most book wholesalers offer pre-binding as a standard service. Therefore, if both cloth and paper bindings for a title are available, the Law Library will generally purchase the paper version and have it pre-bound. This policy allows the library to acquire monographs at considerable cost savings, while outfitting books with high-quality, durable bindings.

Titles available only in paper binding and acquired through a wholesaler that offers pre-binding will be pre-bound. Titles available only in paper binding and acquired directly from the publisher or from a vendor that does not offer pre-binding may be bound after acquisition.

I. Collection Review

On a regular basis, but at least biannually, the Law Library shall review its collection using comparative data provided by services such as WorldCat Collection Analysis. In addition, it shall develop techniques to evaluate holdings and usage of electronic titles and databases. Consideration shall be given not just to the collection subject headings, but collection age (particularly detailed, comparison of titles purchased in the last five years) and formats.

In addition, the Law Library regularly undertakes two additional kinds of collection review:

1. Shelf-Reading and Inventory: The Law Library conducts an ongoing process of shelf-reading and inventory, in order to verify the possession or accessibility of all materials acquired by the Law Library, and represented in the Law Library's catalog, Public and Technical Services staff cooperate in performing this process.
2. Weeding: Removal from the Law Library collection, removal to remote storage, or cancellation, of obsolete materials or titles of marginal subject interest is needed to maintain the quality and usefulness of the collection.

For many types of materials as well as for specific titles, the Law Library has established policies for weeding and cancellation. Criteria to be considered in selecting materials for possible weeding or cancellation include:

- a. Relation of subject matter to the Law Library's subject areas of intensive collecting;
- b. Relation of subject matter to the current research interests of the School of Law faculty, and curricula of the School of Law;
- c. Relation of subject matter to current governmental activity and to events in the School of Law community;
- d. Date: certain out-of-date materials that lack research value and that could pose a risk to users, should be removed from the collection;

- e. Physical condition of material;
- f. Duplication of copies or content;
- g. Format: alternative formats may offer cost and/or space savings, or other benefits;
- h. Space considerations;
- i. Cancellations;
- j. Circulation statistics.

J. Retention

For many types of materials as well as for specific titles, the Law Library has established policies for retention -- i.e. setting limits for keeping materials in the collection or in particular locations in the Law Library. These policies may be found in records on MERLIN, the Law Library's online catalog. Retention policies for primary materials, including statutes, advance legislative services, and court rules, are found in records on MERLIN.

K. Preservation

In addition to meeting the current needs of its patrons, the University of Missouri-Kansas City Law Library also has an obligation to acquire and preserve historical legal materials as a resource for future scholarship. To this end, preservation of materials is an important element of collection development and management at the Law Library. Preservation may encompass:

1. Paper and binding specifications for monographs and serials;
2. Specifications for film types of microforms;
3. Specifications for the physical carriers of magnetic or optical disks.
4. Vendors' or publishers' policies and procedures for providing long-term access to remote networked digital resources;
5. Proper shelving and handling procedures and resources;
6. Specialized care and storage of materials as protection from damage and deterioration;
7. Repair of damaged materials;
8. Conversion to a different format, where the quality of the original format, the importance of the materials, or the requirements of users and programs so dictate;
9. In licensing agreements, providing for long-term access to electronic resources including retention of database records in high definition tape, other long term electronic storage media, or on servers per agreement with the University of Missouri Library Systems Office.