

University of Missouri – Kansas City School of Law
Leon E. Bloch Law Library
Collection Development Policy, September 16, 2024

I. Introduction

A. *What is this Policy?*

This policy is a concise statement of the Law Library's collection development policy and planning process. This policy is meant to provide vision, goals, and a framework for decision-making in acquisition and weeding. This policy may be supplemented by additional procedures regarding specific types of resources as needed.

B. *Mission of the Collection*

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, and is complete, current, and accessible for the purposes of carrying out the law school's program of legal education. Collection decisions are made by evaluating, selecting, organizing, and providing access to appropriate information resources and services. The collection should stimulate intellectual curiosity and scholarship and facilitate self- and group-directed learning. The collection includes resources to support pro se litigants and the legal community, as well as fulfilling obligations to consortia, as resources allow.

II. Collection Methodology

- A. Pursuant to ABA Standards for the Approval of Law Schools Standard 604, the Law Library must provide "reliable and efficient access to a collection of materials and information resources that is complete, current, and with sufficient continuing access for the law school to operate in compliance with the Standards and to carry out its program of legal education." The standard does not mandate any particular formats or means of access, though Interpretation 604-2 states that subscription databases, free online resources, resource-sharing arrangements, and print materials are all viable options.
- B. The Law Library shall meet this goal by:
1. Prioritizing databases that have broad coverage with a record of reliable access and current content.
 2. Forming resource-sharing agreements with other institutions, including Miller Nichols Library and MU Law Library, and negotiating consortial subscriptions and purchases where practical. Requests will be filled through Interlibrary Loan when possible.
 3. Identifying perpetual, reliable, and freely accessible legal resources online and adding them to our catalog, discovery engine, or research guides.
 4. Acquire specialized databases and individual items based on demand and need.
 5. Purchasing print materials only when requested by a faculty member, are of local interest, or are unavailable in another format.

III. Coverage Priorities

ABA Standard 604(a) reads: “The law library shall provide reliable and efficient access to a collection of materials and information resources that is complete, current, and with sufficient continuing access for the law school to operate in compliance with the Standards and to carry out its program of legal education.” “Reliable and efficient access” is interpreted in line with Interpretation 604-2; it means that resources are accessible by stakeholders when needed without unreasonable delay.

The Law School offers three degrees: the J.D., the LL.M., and the M.L.S. The J.D. program offers seven optional areas of emphasis: Advocacy; Business & Entrepreneurial Law; Child & Family Law; Estate Planning; Intellectual Property; International, Comparative & Foreign Law; and Urban, Land Use, and Environmental Law. The LL.M. degree is offered in two programs: Law (General) and Taxation.¹ The J.D. program and its associated areas of emphasis take precedence over LL.M. and M.L.S. programs.

Additionally, the collection must be sufficient to support faculty research, which often requires access to more esoteric resources than student research. This also requires that faculty have access to the most current versions of their regularly used sources. Finally, the Law Library is open to the public and gets a sizable amount of traffic from pro se patrons and area attorneys. Their needs should be served, but not at the expense of other priorities.

A. Resources to support Core J.D. Curriculum

1. U.S. Primary Law

The Law Library shall provide reliable and efficient access to all United States Federal and State Primary Law. This is necessary to support the Core J.D. Curriculum and all other programs. The bulk of this access will be provided through electronic resources, but Missouri and Kansas Primary Law shall be maintained in print as well.

2. General Secondary Sources, including Scholarly Publications

The Law Library shall provide reliable and efficient access to key secondary sources that are of a general nature for national, federal, and relevant state jurisdictions, such as *Federal Practice & Procedure*, *Missouri Practice*, *American Law Reports*, and *American Jurisprudence 2d*. These are necessary starting points for students conducting independent research in unfamiliar topics.

Additionally, the Law Library recognizes that students benefit greatly from access and exposure to scholarly works, both from a research standpoint and as guidance for conducting their own scholarly writing for law review and research & writing requirements. Thus, the law library shall provide reliable and efficient access to all U.S. law school-affiliated law reviews and journals, as well as prominent scholarly journals from other organizations and publishers as resources allow.

¹ As of the date of this policy, the LL.M. in Taxation is entering hiatus and its future is uncertain. Because it is still listed in the catalog, it is listed here.

3. Leading Specialty Texts, Treatises and Handbooks

The Law Library shall provide reliable and efficient access to the leading texts, treatises, handbooks, and practice guides in the key areas of the law that are connected to required courses and common electives not connected to an Emphasis Area. This includes the following areas of law:

- a. Required Curriculum
 - i. Contracts
 - ii. Torts
 - iii. Real Property
 - iv. Constitutional Law
 - v. Civil Procedure
 - vi. Criminal Law
 - vii. Business Organizations (including mergers and governance)
 - viii. Taxation
 - ix. Evidence
 - x. Criminal Procedure
 - xi. Professional Responsibility
- b. Common Elective Areas
 - i. Health & Health Care
 - ii. Immigration
 - iii. Labor & Employment
 - iv. Commercial Law
 - v. Sports Law

4. Legal Skills Development Resources

The Law Library shall provide reliable and efficient access to resources specialized in developing the skills necessary to succeed in the practice of law but not specifically tied to substantive coursework. This includes, but is not limited to:

- a. Legal Research
- b. Legal Writing, Style, and Composition
- c. Law Practice Technology
- d. Client Counseling and Interviewing
- e. Cross-cultural Competency and Bias Reduction
- f. Law Practice Management and Finances
- g. Legal Project Management
- h. Alternative Dispute Resolution, including Mediation, Arbitration, and Negotiation

5. Student Academic Support & Wellness Resources

- a. The Law Library shall provide reliable and efficient access, in a combination of physical and electronic formats, resources intended to assist students in class preparation, exam preparation, and bar exam preparation. This can include study aid access packages, print

study aids, games and flash cards, digital subscriptions to class preparation programs, and more. The Faculty Services and Collection Development Librarian shall consult with the faculty in general, as well as the Director of Academic Support and the Director of Bar Services in particular, when selecting resources for this part of the collection.

- b. With input from the Office of Student Services, the Law Library shall provide reliable and efficient access, in a combination of physical and electronic formats, to resources geared toward helping students manage and balance their lives during law school. This may include resources pertaining to:
 - i. Mental Health and Wellness
 - ii. Physical Health and Exercise
 - iii. Maintaining healthy social relationships
 - iv. Managing finances and other responsibilities during law school
 - v. Guides to organization and studying
 - vi. Resources for students managing disabilities
6. Career Planning and Professional Identity Development Resources
- a. The Law Library shall keep a collection of resources, in an appropriate combination of print and electronic formats based on availability, designed to assist students in planning for job searches and career goals. This can include resources for:
 - i. Preparing parts of an application process, such as resumes and cover letter
 - ii. Finding job opportunities
 - iii. Alternative legal careers
 - iv. Solo practice
 - v. Interviewing
 - vi. Resources for students from disadvantaged backgrounds or groups
 - b. The Law Library shall keep a collection of resources, in an appropriate combination of print and electronic formats based on availability, designed to assist students in the formation of a professional identity. This can include resources such as:
 - i. Guidance on professional etiquette and dress
 - ii. Networking assistance
 - iii. An inclusive collection of legal biographies and memoirs
 - iv. Recorded interviews with attorneys and judges
 - v. Legal classics collection
- B. Resources to support Emphasis Areas

The ABA standards require that for an emphasis to be offered, there must be resources in the collection to support those emphasis areas. For each emphasis area below, the Law Library shall provide leading texts, treatises, and handbooks in the subject; practice-oriented resources such as forms and litigation/transaction guides; notable monographs and recent scholarship; and specialized skill-related resources. Any additional resources beyond this shall be noted in the description for each emphasis.

1. Advocacy
 - a. Guidance on formal and informal communications
 - b. Expanded guidance on client counseling
 - c. Resources on rhetoric and argumentation
2. Business & Entrepreneurial Law
 - a. Guidance for business planning
 - b. Expanded resources on business entity formation
 - c. Expanded resources on the law of business and real estate finance
3. Child & Family Law
 - a. Expanded resources on domestic violence
 - b. Expanded resources on representing children
 - c. Any resources required by the Child & Family Clinic
4. Estate Planning
 - a. State and local tax resources appropriate to the disposition of trusts and estates
 - b. Elder law resources
5. Intellectual Property
 - a. Government documents related to copyright, trademarks, and patents
 - b. Materials on trade secrets, right of publicity
6. International, Comparative & Foreign Law
 - a. United States Treaties in Force
 - b. United Nations Materials
 - c. European Union Materials
 - d. Access to an appropriate selection of non-US primary law
7. Urban, Land Use, and Environmental Law
 - a. Environmental science resources
 - b. Sustainability resources
 - c. Energy and resource extraction resources

C. Resources to Support LL.M. Programs

The ABA standards require that for an LL.M. degree to be offered, there must be resources in the collection to support that degree. Based on the required courses for the LL.M. degree, the general J.D. collection should be sufficient to cover the coursework.

D. Resources to Support M.L.S. Program

The ABA standards require that for an M.L.S. degree to be offered, there must be resources in the collection to support that degree. Based on the required courses for the M.L.S. degree, the general J.D. collection should be sufficient to cover the coursework, if supplemented with additional regulatory compliance resources.

E. Resources to Support Faculty Research

Faculty research is essential to the development of legal thought and the expertise of instructional faculty. Thus, the Law Library's next duty after satisfying ABA standards is to ensure that faculty have access to the resources they need for their research. This is accomplished through many of the same resources used by the educational programs, supplemented with resource sharing agreements and Interlibrary Loan. However, additional resources may be required, especially if a faculty member is performing research outside the normal course offerings. These additional needs shall be addressed in the following ways:

1. Faculty Requests – The Law Library shall make all reasonable effort to acquire items requested by faculty members for the collection. Any faculty member may request resources be added to the collection.
2. Tracking Faculty Research Areas – The Faculty Services and Collection Development Librarian shall monitor the areas in which faculty members are conducting research and make efforts to ensure that there is adequate access to relevant resources in those areas.
3. Faculty Publications – The Law Library shall make reasonable efforts to add all faculty publications to the collection or the Institutional Repository.
4. Legal History Materials – Faculty research often requires looking into historical primary and secondary sources to track the development of legal doctrine. To accommodate this research, the Law Library shall provide reliable and efficient access to historical legal materials, either in print or electronic format, with a focus on Missouri and Kansas City historical materials.

F. Resources to Support Other Patron Use

The Law Library is open to the public and receives public funding, and is visited regularly by pro se patrons and area attorneys seeking access to library resources. However, these patrons are not our primary audience. That said, the Law Library shall endeavor to assist these patrons by providing the following:

1. Patron Access to one of the major Legal Research platforms for at least one user at a time
2. Missouri and Kansas primary law in print
3. A small collection of print or online legal self-help resources from reputable vendors, as finances permit

G. Other Resources

The Law Library may acquire additional resources not covered by the categories above if finances allow and a need is identified. If resources covering particular content categories need to be acquired on an ongoing basis, they should be added to this policy as appropriate.

IV. Decision-Making Process

Subject to the Coverage Priorities in Part III, the Law Library has a process for making decisions regarding acquisition, retention, and withdrawal of resources from the collection. Decisions on what

to collect or remove are made by the Faculty Services and Collection Development Librarian, subject to the approval of the Director of the Law Library

A. *Acquisitions*

1. The Faculty Services and Collection Development Librarian regularly monitors new releases, upcoming titles, new and changing subscription offerings, stakeholder requests, and unmet patron needs. Acquisitions are evaluated for purchase based on the following criteria:
 - a. Unmet needs of the collection, including requests from law library stakeholders
 - b. Availability and comparability of alternative resources
 - c. Appropriateness to the Law Library's collection
 - d. Availability of item through existing resources or channels
 - e. Format of the resource
 - f. Price
2. Potential purchases and renewals are reviewed approximately once every two weeks. The evaluation team consists of the Director of the Law Library, the Faculty Services and Collection Development Librarian, and the Circulation and Operations Librarian. Additional stakeholders will be invited if they can provide insight on an unmet need or expertise that can help evaluate a particular resource.

B. *Review, Retention, Off-siting, and Withdrawal of Physical Resources*

1. The Faculty Services and Collection Development Librarian shall review the physical collection during every summer session for retention and withdrawal. Sets and individual items will be retained or designated for further action (off-siting or withdrawal). For an item to be retained, it must satisfy multiple of the following criteria:
 - a. Resource is actively updated or is most recent edition
 - b. Missouri or Kansas Materials
 - c. Materials designed for Pro Se patrons
 - d. Condition:
 - i. For books, not in poor or worse condition, according to used book grading standards
 - ii. For other media, must still be usable, functional and compatible with current technology
 - e. Regularly used by one or more faculty members or courses
 - f. Necessary to meet a need for our collection
 - g. Cost of continued updates is reasonable
 - h. Regularly circulated material or regularly used reserve or ready-reference materials
 - i. Resource is unavailable through other means
 - j. Available space is sufficient for this resource

C. *Review, Renewal, and Cancellation of Electronic Resources*

1. The Faculty Services and Collection Development Librarian, with input from the Director of the Law Library and other Librarians, shall maintain a ranking of electronic resources that the library currently subscribes to or has interest in subscribing to in the future. This ranking shall be used in conjunction with annual budgets and ongoing contract status to determine renewals and new purchases.

2. The following criteria shall be used to determine the ranking:
 - a. Importance of resource to the needs of the collection
 - b. Quality of resource
 - i. Depth & Breadth of coverage
 - ii. Currency & frequency of updates
 - iii. Authoritativeness of resource
 - c. Usage of resource
 - d. Cost of resource
 - i. Pricing model (Subscription vs. Perpetual Access)
 - ii. Three-year average cost inflation
 - iii. Contract duration
 - e. Faculty demand
 - f. Usability of resource
 - g. Comparison to alternatives/substitutes
 - h. Customer service & Vendor communication

V. Special Collections, Archives, and Rare Books

The Law Library has a limited set of special collections. Most physical Special Collections activities, including Archives, are handled through the University Libraries' LaBudde Special Collections. The Law Library lacks the proper preservation tools and storage facilities for maintaining those collections, and arranges for hosting through LaBudde when appropriate. There are, however, some exceptions.

A. *Law School Publications*

The Law Library maintains a small archive of print publications from UMKC Law and its predecessor, the Kansas City School of Law. These publications are typically single copies of viewbooks, yearbooks, newspapers/newsletters, and the Law Review. Materials are digitized when possible. This collection is largely fixed, though the Law Library does attempt to fill holes on the rare occasions an opportunity presents itself.

B. *Lord Coke Collection*

The Law Library has one special collection of rare materials, the "Lord Coke Collection," containing early printings of Sir Edward Coke's *Institutes of the Lawes of England* (one volume is a third printing, the others are first printings), plus a number of additional supporting writings from Lord Coke. The Law Library preserves these, but is not actively expanding this collection.

C. *Charles D. Gould, Jr. Nazi Trials Collection*

The law library holds a number of artifacts from the post-war trials of war criminals from Nazi Germany. This collection is currently available digitally through the legacy MOSpace digital library (<https://dl.mospace.umsystem.edu/umkclaw/islandora/object/umkclaw%3A16224>) but will be migrated to the Institutional Repository as soon as possible.

D. *Rare and Fragile Books*

In addition to law school and Lord Coke materials, the Law Library keeps a small, secured collection of books that are either rare (early editions, small print runs, or unique copies) or physically fragile. Much of this collection consists of early Missouri materials, which complete the Law Library's historical Missouri collection but are too fragile or too rare to leave on public display. Most of these come from various gifts and donations. The Law Library is not actively expanding this collection, but some historical materials are gradually shifted to this collection for preservation purposes.

VI. Institutional Repository

The Law Library maintains a BePress Digital Commons Institutional Repository at <https://irlaw.umkc.edu>. The IR is currently used exclusively by the Law School. While some older materials are also on MOspace, the University of Missouri System's repository, the Law Library is focused entirely on the Digital Commons space. The materials collected include, but are not limited to:

A. *Publications of UMKC Law Faculty*

The Law Library preserves copies of faculty scholarship in the Institutional Repository when possible, subject to publication agreements. New scholarship is added prospectively, and older papers are added as permissions and metadata are secured. If permissions cannot be secured, metadata and linkage is still provided to ensure that papers are discoverable.

B. *UMKC Law Review*

Symposium issues of the UMKC Law Review are hosted digitally through the Institutional Repository. If the Law Review Board decides to make the full Law Review available through the Repository, they will be added to the Repository on an ongoing basis.

C. *Student-Produced Materials*

The Institutional Repository maintains a collection of student-produced materials, including papers for the R&W requirement, videos, and other materials submitted by students or faculty for preservation.

D. *Digital Special Collections*

The Institutional Repository contains digitized editions of materials from the Law Library's Special Collections (see "Special Collections and Archives" above), when digitization is available.

E. *Future Growth*

The Institutional Repository is intended to add more types of content as it matures. Additional projects will be undertaken as opportunities present themselves. These potentially include:

1. Sample Exams
2. Artifacts of Kansas City and Missouri Legal History
3. A repository of Law-Related Data Sets
4. Revisiting the former Lawyering Skills section of the IR, if content becomes available

VII. Gifts, Donations, and Endowments

- A. As of June 1, 2024, the Law Library generally does not accept gifted or donated material for the general collection. The Law Library still welcomes gifts and donations in the following categories:
 1. Donations of Law School Faculty books, papers, and materials
 2. Donations of Rare or Unique items
 3. Donations of items of local interest to Kansas City or UMKC
 4. Donations of archival papers and materials from Judges, Politicians, Attorneys, and Alumni
- B. In some circumstances, the law library may request that donations of items requiring special processing or maintenance be accompanied by a monetary donation to help offset the costs of processing and storage.
- C. The Law Library cannot accept monetary donations directly; those wishing to make monetary donations will be directed to the UMKC Law Foundation.

VIII. Review of Policy

This policy will be reviewed once per academic year. Revisions will be proposed by the Faculty Services and Collection Development Librarian and distributed to the Director of the Law Library and Law Library Faculty for comments and review. The Law Library Faculty will vote to approve or reject proposed revisions. Revisions approved by the Law Library Faculty will then be forwarded to the Law School Library Committee, which will review them and bring the revisions to the Law School Faculty for approval. Once approved, revisions to the policy will be effective immediately.