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Part One – Overview of Law Library Collection Development Policies & Guidelines

The Underwood Law Library (the "Library")

The Library purchases materials in the format deemed most useful to its patron base, but also considers information value, physical space demands and long-term availability. Hard copies of many materials are acquired for materials either not available digitally or required for pedagogical purposes, such as the Legal Research and Writin-5 (e)-8 (,)-arf.6 (al)-1.3 (t)-3 (h)-6.6 6.6 (p)]wre

The Library does not normally purchase casebooks used in courses, nor will the Library normally purchase legal newspapers or newsletters in print with little lasting research value or that lack subject access through common reference tools. This policy is particularly applicable during periods of fiscal restraint. The Library considers the purchase of new information and analytical materials as a higher priority over materials that are a "repackaging" of information or are "convenience" publications.

The Library does not have the funds to purchase all potentially relevant materials, from all jurisdictions, in all languages. Its acquisitions policies, therefore, factor the availability of cooperative interlibrary loan or interlibrary collection development activity at the local, regional, and national levels.

In order to provide access to materials not otherwise found in the Library collection, the Library participates in the national OCLC interlibrary loan system and cooperates with other SMU libraries in collection development. The Library also participates in other cooperative programs such as those of the Texas Association of Law Libraries.

The Library joined the New England Law Library Consortium (NELLCO) as an affiliate member in May 2003. The NELLCO membership provides a strong negotiating body with specific law library interests. In addition, the library benefits from price discounts for electronic services and print materials through EBSCO Gobi Library Solutions (formerly Baker & Taylor YBP Library Services).

8. Aggregator/vendor reliability, if applicable;
9. Cost and comparative pricing of existing subscriptions (print or electronic);
10. Incremental cost, if any, for campus-wide access vs. Law School only;
11. Terms of license agreement, such as cancellation policies, service disruption policies, billing procedures, inclusion of interlibrary loan, etc.;
12. Production quality is satisfactory (e.g., no large numbers of typos or linking errors in database);
13. Availability of IP access;
14. Scope of license for simultaneous users;
15. Quality of technical support;
16. Availability of meaningful user statistics, preferably counter-compliant statistics; and
17. Recent and relevant product reviews.

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p2BT/TT3 1Tj/TT1Tt4m/MCID 26 BDC 0.004 Tc (lian)l9 (v)-6.5 (a)-1.3 (i)](m)397.

Collection at this level contains the most authoritative multi-jurisdictional treatises, several widely-used specialized periodicals, and access to law and law-related computer information services and databases.

. A collection that includes major published source materials required for independent scholarly research by Law School faculty and students. Included are all significant multi-jurisdictional treatises, the best historical and current treatises, all widely-used specialized periodicals, the major reference works in the area, significant non-legal treatises which will aid in the understanding of the subject area, and access to law and law-related computer information services and databases.

. A collection in which the library attempts to collect, as far as possible, all major works on a given subject, both current and retrospective. This collection supports the most rigorous, in-depth research.

As an aid to understanding the intent of the general collection development definitions, below are listed the types of materials that may be purchased under each collection development level.

1 **B**
Selected treatises

1 **W** : **B**

Level 1+

Bibliographies

Dictionaries

General reference sources

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e8 0 11.04 72 411.72 Tm[(L

The American Bar Association and the Association of American Law Schools publish guidelines that the Library adheres to in meeting minimum requirements for accreditation. These materials are referred to as the "core" collection for the purposes of the Library's collection development policies.

The "core" collection represents those publications generally required to support the basic curriculum for a Juris Doctor degree. This portion of the collection includes fundamental primary sources, secondary sources and appropriate finding tools for U.S. legal research. Under current ABA Standards (2017-2018), "ownership or reliable access" to sources is sufficient to meet accreditation standards.

These materials are the most heavily used publications in the Library and are essential to scholarly research as well as the curriculum. Therefore, the Library may acquire duplicate copies of titles or provide reliable electronic access necessary to meet the demands of faculty, students and other SMU-affiliated patrons of the Library.

The core collection will include:



American Law Reports – electronic only

01 (s2.3 3 i (ra (rat)225(ae c)3 11.9 -ra (rl)2 TTdlt(ra (rec)39 -i (ra (r9 -ra (rnc592-1 p)233 (aft2 Td(3s))--1asdea.3--5(ra (rte 707)-5/MCI 0,)6

Statutes, federal (U.S.) – printed and electronic access to 



and

Statutes, state (U.S.) – printed and electronic access to the codes of the seven most populous states, plus Delaware, with only electronic access to the remaining states; print and electronic access to Texas session laws, with access

classification numbers, materials purchased are classified according to national standards and may fall outside of the law classification range, e.g. in "H" or "R" or other portions of the Library of Congress classification scheme. A subject listed in any of the guidelines therefore represents all materials collected relevant to a field.

BI

B

P

B

B

B

(L)

Abortion

KF3771

3 [instruc'l]

Admiralty, see Carriers, etc.

Agency

KF1341-1345

3 [instruc'l]

Alt(c)-4.9n4[3(h)2.2 Td()TjEMC /P /6 -0.004 Twl.001 T.3 3 (,)-1 (s)-1.Td(217 Td.f.8[/P AMCID 6 BDC -0.004 Tc 0.004 Tw -

Evidence
Family Law, Persons

KF8931-8969

4 [research]

Records & Briefs of Individual
Civil Suits
Regulation of Industry, Trade &
Commerce

KF228

1 [minimal]

State Form Books	2 [minimal]
State Legal Encyclopedias	3 [instruc'l]
State Session Laws	4 [research]
Superseded State Codes	3 [instruc'l]
Municipal codes	0 [out of scope]

The Library maintains a research level collection on Texas law. Generally, the Library collects at least one copy of all primary sources, i.e., Texas legislation, regulations, codes, court opinions, state administrative decisions, and attorney general opinions. This policy applies to all current information sources and the development of a comprehensive historical collection on Texas law.

With respect to secondary sources, the L
alSL

Court reports, official	5 [comprehensive]
Court rules	5 [comprehensive]
Department of Justice publications	4 [research]
Directories	See Reference Guidelines below
Government handbook	2 [basic]
Internal Revenue Service publications	4 [research]
Library of Congress publications	See note below
Presidential commission reports	4 [research]
Presidential documents	4 [research]
Securities & Exchange Commission publications	4 [research]
State Department materials on Human Rights	3 [instructional]
State Department material	See International Law Guidelines
Treaties	See Core Guidelines above and the International Law Guidelines
U.S. Government Manual	

DIRECTORY INFORMATION – Where not readily available on LexisNexis, Westlaw, Bloomberg Law/BNA or from free Internet sources, the Library may acquire directories for attorneys, courts, bar organizations, government & non-government organizations, associations, libraries and educational institutions related to law. These directories may be local, Texas, US and international in scope.

GEOGRAPHICAL INFORMATION -- The Library may acquire one or more US and world atlases and/or a current geographical dictionary for ready-reference queries.

BIOGRAPHICAL INFORMATION – Where not available from electronic subscription servic- IN

NOTE: The above list of "reference" materials is not comprehensive. There are other materials which can be deemed "reference" in nature or use, for example, jurisdiction-specific directories of legislative officials, subject-specific handbooks or desk books, legal research texts, database manuals, form books, etc. Acquisition of such "reference" materials will be treated in other guidelines. The "reference" materials not covered by the statements in the above "general reference materials guidelines" will normally be classified and shelved in the main collection.

Part Three - Foreign/Comparative Law Collection Development Guidelines

The Foreign and Comparative Law Collection Development Guidelines are divided into two main sections. The first section provides general criteria for acquisition decisions on foreign national law. The second section addresses comparative law materials. The goal is to support the curricular and research needs of the Law School students and faculty for current information on foreign national law and foreign legal systems and for comparative legal analysis. On a selective basis the Library acquires materials in support of the students attending the Law School's international LL.M. program

These policies are a statement of goals for the Library and may not reflect the existing state of the Library's collection inasmuch as actual development of the Library's collections is necessarily dependent on adequate levels of funding and will not be accomplished for all jurisdictions simultaneously.

The foreign law collection development policy is also based upon the same general "levels of coverage" (code definitions) as used for the U.S. law collection. The general policies and considerations outlined in the introductory section to the collection development policy apply to this portion of the collection, as well as to United State law materials.

As of FY 2017-2018 evolving user preference for digital formats has increasingly driven selection criteria favoring online formats. Moreover, the growing availability and improved quality in q(s).826 -1. 8

Afghanistan	1	[minimal]
Africa (general)	2	[basic]
Albania	1	[minimal]
Algeria	1	[minimal]
Andorra	1	[minimal]
Angola	1	[minimal]
Antarctica	3	[instructional] (int'l environmental and international law aspects of Antarctica)
Antigua and Barbuda	1	[minimal]
Argentina	1	[minimal]
Armenia	1	[minimal]
Aruba	1	[minimal]
Australia	2	[basic]
Austria	1	[minimal]
Azerbaijan	1	[minimal]
Bahamas	1	[minimal]
Bahrain	1	[minimal]
Bangladesh	1	[minimal]
Barbados	1	[minimal]
Belarus	1	[minimal]
Belgium	2	[basic]
Belize	1	[minimal]
Benin	1	[minimal]
Bermuda	2	[basic]
Bhutan	1	[minimal]
Bolivia	1	[minimal]
Bosnia and Herzegovina	1	[minimal]
Botswana	1	[minimal]
Brazil	2	[basic]
Brunei	1	[minimal]
Bulgaria	1	[minimal]
Burkina Faso	1	[minimal]
Burma/Myanmar	1	[minimal]
Burundi	1	[minimal]
Cabo Verde	1	[minimal]
Cambodia	1	[minimal]
Cameroon	1	[minimal]
Canada	3	[instructional]
Canadian Provinces	3	[instructional]
Central African Republic	1	[minimal]
Chad	1	[minimal]
Chile	2	[basic]
China (People's Rep.)	3	[instructional]
Colombia	2	[basic]
Commonwealth of Independent States	1	[minimal]
Comoros	1	[minimal]
Congo (Dem. Rep.)	1	[minimal]

Congo (Rep.)	1	[minimal]
Costa Rica	1	[minimal]
Cote D'Ivoire	1	[minimal]
Council of Europe	3	[instructional]
Croatia	1	[minimal]
Cuba	1	[minimal]
Curacao	1	[minimal]
Cyprus	1	[minimal]
Czech Republic	1	[minimal]
Denmark	1	[minimal]
Djibouti	1	[minimal]
Dominica	1	[minimal]
Dominican Republic	1	[minimal]
Ecuador	1	[minimal]
Egypt	1	[minimal]
El Salvador	1	[minimal]
Equatorial Guinea	1	[minimal]
Eritrea	1	[minimal]
Estonia	1	[minimal]
Eswatini/Swaziland	1	[minimal]
Ethiopia	1	[minimal]
Europe (general)	3	[instructional]
European Union	4	[research]
Fiji	1	[minimal]
Finland	1	[minimal]
France	3	[instructional]
Gabon	1	[minimal]
Gambia	1	[minimal]
Georgia	1	[minimal]
Germany	3	[instructional]
Ghana	1	[minimal]
Greece	1	[minimal]
Grenada	1	[minimal]
Guatemala	1	[minimal]
Guinea	1	[minimal]
Guinea-Bissau	1	[minimal]
Guyana	1	[minimal]
Haiti	1	[minimal]
Holy See/Vatican	1	[minimal]
Honduras	1	[minimal]
Hong Kong (S.A.R. China)	2	[basic]
Hungary	1	[minimal]
Iceland	1	[minimal]
India	2	[basic]
Indonesia	1	[minimal]
Iran	1	[minimal]
Iraq	1	[minimal]
Ireland	2	[basic]

Israel	2	[basic]
Italy	2	[basic]
Jamaica	1	[minimal]
Japan	2	[basic]
Jordan	1	[minimal]
Kazakhstan	1	[minimal]
Kenya	1	[minimal]
Kiribati	1	[minimal]
Korea, North	1	[minimal]
Korea, South	2	[basic]
Kosovo	1	[minimal]
Kuwait	1	[minimal]
Kyrgyzstan	1	[minimal]
Laos	1	[minimal]
Latvia	1	[minimal]
Lebanon	1	[minimal]
Lesotho	1	[minimal]
Liberia	1	[minimal]
Libya	1	[minimal]
Liechtenstein	1	[minimal]
Lithuania	1	[minimal]
Luxembourg	1	[minimal]
Macau (S.A.R. China)	1	[minimal]
Macedonia	1	[minimal]
Madagascar	1	[minimal]
Malawi	1	[minimal]
Malaysia	1	[minimal]
Maldives	1	[minimal]
Mali	1	[minimal]
Malta	1	[minimal]
Marshall Islands	1	[minimal]
Mauritania	1	[minimal]
Mauritius	1	[minimal]
Mexico (federal)	2	[basic]
Mexico (state)	2	[basic]
Micronesia	1	[minimal]
Middle East (general)	2	[basic]
Moldova	1	[minimal]
Monaco	1	[minimal]
Mongolia	1	[minimal]
Montenegro	1	[minimal]
Morocco	1	[minimal]
Mozambique	1	[minimal]
Namibia	1	[minimal]
Nauru	1	[minimal]
Nepal	1	[minimal]
Netherlands	1	[minimal]
New Zealand	2	[basic]

Nicaragua	1	[minimal]
Niger	1	[minimal]
Nigeria	1	[minimal]
Norway	1	[minimal]
Oman	1	[minimal]
Pakistan	1	[minimal]
Palau	1	[minimal]
Palestinian Territories	1	[minimal]
Panama	1	[minimal]
Papua New Guinea	1	[minimal]
Paraguay	1	[minimal]
Peru	1	[minimal]
Philippines	2	[basic]
Poland	1	[minimal]
Portugal	1	[minimal]
Qatar	1	[minimal]
Romania	1	[minimal]
Russia	3	[instructional](const'l law, commercial, business, trade, corporations, tax, banking, judicial system)
Rwanda	1	[minimal]
St. Kitts and Nevis	1	[minimal]
St. Lucia	1	[minimal]
St. Vincent and the Grenadines	1	[minimal]
Samoa	1	[minimal]
San Marino	1	[minimal]
Sao Tome and Principe	1	[minimal]
Saudi Arabia	2	[basic]
Senegal	1	[minimal]
Serbia	1	[minimal]
Seychelles	1	[minimal]
Sierra Leone	1	[minimal]
Singapore	2	[basic]
Sint Maarten	1	[minimal]
Slovakia	1	[minimal]
Slovenia	1	[minimal]
Solomon Islands	1	[minimal]
Somalia	1	[minimal]


Taiwan	2	[basic]
Tajikistan	1	[minimal]
Tanzania	1	[minimal]
Thailand	2	[basic]
Timor-Leste/East Timor	1	[minimal]
Togo	1	[minimal]
Tonga	1	[minimal]
Trinidad and Tobago	1	[minimal]
Tunisia	1	[minimal]
Turkey	1	[minimal]
Turkmenistan	1	[minimal]
Tuvalu	1	[minimal]
Uganda	1	[minimal]
Ukraine	1	[minimal]
United Arab Emirates	1	[minimal]
United Kingdom	3	[instructional]
Uruguay	1	[minimal]
Uzbekistan	1	[minimal]
Vanuatu	1	[minimal]
Venezuela	1	[minimal]
Vietnam	1	[minimal]
Yemen	1	[minimal]
Zambia	1	[minimal]
Zimbabwe	1	[minimal]

In addition to jurisdiction-related materials, the “foreign law” guidelines include Library purchases of a variety of general law and comparative law materials in particular subject areas. The collection codes/levels can be applied to these subject categories in terms of the levels of intensity with which the Library will purchase materials. The list below includes the subject areas, the related Library of Congress classification range and the collection code (level) assigned.

In many instances, subject categories will be found in more than one range of the Library of Congress Classification system. For example, corporations law is found in the United States collection (KF’s) and in the English collection (KD’s) and in the general/comparative law collection (K1301-1366). The collection development guidelines for other portions of the collection should be examined for related subject matter.

<i>BI</i>	<i>P</i>	<i>B</i>	<i>G</i>	<i>K</i>
Ancient, Roman & Theocratic Legal Systems		KA1-KCQ9999	3	[instructional]
Arbitration & Award		K2400-2405	3	[instructional]
Biography		K170	3	[instructional]
Civil Law		K623-968	3	[instructional]
Commercial Law		K1000-1388	4	[research]
Comparative Law			3	[instructional]
Conflict of Laws		K7051-7690	3	[instructional]
Constitutional Law		K3154-3367	4	[research]

Contracts, Obligations	K830-968	3	[instructional]
Corporations, Associations	K1301-1366	4	[research]
Courts, Procedure	K2100-2390	3	[instructional]
Criminal Law & Procedure	K5000-5570	4	[research]
Finance	K4430-4453	3	[instructional]
History of Law	K140-165	3	[instructional]
Intellectual Property	K1401-1578	4	[research]
Int'l Trade & Customs	K4600-4640	3	[instructional]
Jurisprudence	K201-487	3	[instructional]
Labor Law	K1701-1841	3	[instructional]
Legal Systems		3	[instructional]
Maritime Law	K1150-1231	3	[instructional]
Persons, Domestic Relations	K7120-7197	3	[instructional]
Primitive Law	K190-195	2	[basic]
Property	K7200-7218	3	[instructional]
Regulation of Industry, Trade & Commerce	K3840-4375	3	[instructional]
Social Legislation	K7585-7595	2	[basic]
Taxation	K4456-4590	4	[research]
Wills, Trusts, Probate	K795-821	3	[instructional]

Adjudications (trials)	KZ1165-1208	4 [research]
Air and Space Law	JX5760-5810, KZD1002-6715	4 [research]
Asylum & Extradition	JX4275-4399	3 [instructional]
Conflict of Laws	JX6000-6958	4 [research]
Criminal Law	K4000-5456, KZ6300's	4 [research]
Diplomatic Relations	JX101-115	3 [instructional]
Int'l (General topics)	JX2001-4004	3 [instructional]
Int'l Arbitration	JX1901-1995, KZ5510-6299	3 [instructional]
Int'l Persons	JX4005-4084	3 [instructional]
Jurisdiction, Competence	JX4173-4195	3 [instructional]
Law of Treaties	JX4161-4171, KZ1298-1304	4 [research]
Maritime & Sea Law	JX4408-4449, KZA1002-4205	3 [instructional]
Nationality & Alienage	JX4203-4270	3 [instructional]
Right & Domain of Property, Territory	JX4085-4155	3 [instructional]
Treaties	JX120-191, KZ118-194	4 [research]
U.S. Treaties		
War, Law of	JX4471-5297, KZ6730-6795	3 [instructional]

The Library collects selected documents from the United Nations and its various sub-agencies as well as treatises about the United Nations and its role in international law. In order to meet the research needs of the Law School, the Library collects official publications related to law from the following portions of the United Nations and International Court of Justice:

- a. General Assembly
- b. Security Council
- c. International Civil Aviation Organization
- d. International Law Commission
- e. International Court of Justice

- 1) Text of decisions
- 2) Text of records & briefs

The Library also selects individual documents from other U.N. agencies under the subject matter guidelines of the United States, foreign/comparative, and general international law policy statements.

The library previously acquired U.N. documents in microfiche from the "law" collection of Readex. Backfiles were purchased to provide coverage of documents from 1991 forward.

Bloomberg Law/BNA, which still require individual usernames and passwords). The Library's holdings are considerably enhanced, moreover, by the availability of interdisciplinary sources, such as multiple EBSCO databases, as a result of the campus-wide license agreements acquired by SMU's Fondren Library and other SMU campus libraries. In turn, the Library, where financially feasible, attempts to negotiate licenses of new electronic sources that include access by the other SMU campus libraries.

With respect to alternate

- a) manuscripts;
- b) legal biographies;
- c) textbooks;
- d)

Parties interested in donating materials should be directed to the Collection Development Librarian, the Associate Director, or the Director of the Library. The Library may require an examination of materials prior to acceptance. After the decision to accept a donation, the staff will make arrangements for the shipping of the donated materials.

Part Eight – Law Storage Collection Policies

The Library has added significant non-public shelving capacity by installing compact shelving in the east side of the Library's basement. In light of the continued growth of the paper-based collection and limitations on adding further stack space to the main floors of the Library, it was determined that some portions of the historical parts of the Library's collection could be stored in "B-E," the location designated as Law Storage. This material is shelved in call number order and occupies the central section of the compact shelving.

Materials sent to Law Storage are cataloged and appear in the online catalog with this location. The books are processed with a "Law Storage" label in addition to their call number spine labels.

Materials to be sent to this storage area include:

- 1) Casebooks.
- 2) Superseded editions of reference titles.
- 3) Selected, infrequently used classified materials for the Library of Congress call number range A through JV.

Part Nine – Guidelines for Cancellation, Reinstatement, and Weeding of Titles

To manage its budget efficiently and make best use of existing space, the Library will consider canceling or discontinuing selected titles or subscriptions. The Collection Development Librarian proposes cancellations of titles with a final decision reached in consultation with the Library Director and professional staff.

The following lists selected general criteria for cancellation decisions:

- 1) Quality of Content, Condition and Archival Value: Title is considered of poor quality in substance or physical condition. Demand, usage and archival value no longer merit retention.
- 2) De-selection of duplicate or multiple copies of titles preferred to cancellation of single copies of titles, which will be useful later and may go out of print.
- 3) Availability in electronic format, including Lexis, Westlaw, Bloomberg Law/BNA, HeinOnline or other reasonably stable proprietary vendor or publisher.

4) Loose-leaf Services: Because of the accelerating cost of supplementation of loose-leaves over other types of serials, cancellations of this format are given precedence where other cancellation criteria are met.

This criterion is driven not only by cost, but also by availability in electronic format and increasing user preference for same.

5) Curricular & Faculty Research Value: Cancel titles that are of more interest to practitioners than to the Law School students and faculty. (First priority is to the curriculum and research needs of the Law School students and faculty.)


6) Consider whether or not the item is on permanent or course reserve or is routed to one or more faculty. (If routed to a single faculty member, discuss the value of the title with the faculty member before making a decision on cancellation.)

7) Prefer canceling cumulative supplements to canceling sequential supplements. (Example: many Warren, Gorham & Lamont publications have 2-4 cumulative supplements within one year.)

8) Prefer canceling current-awareness materials to canceling indexed serials of permanent value (e.g., newsletters canceled before periodicals) unless faculty rely on the current awareness item.

9) Consider canceling convenience subscriptions (i.e. extra copies for the Faculty Library or offices of titles that can be shared.)

10) Consider cancellation of low demand titles that are available at other SMU campus libraries or the Dallas County Law Library or the Dallas Public Library or through interlibrary loan.

11) Consider canceling titles available to students and faculty in full text through LexisNexis, Westlaw, Bloomberg Law/BNA or comparable databases available in the Law School. 

12) Consider canceling one or more titles in cases of competing coverage of the same subject matter.

13) Avoid canceling titles that are of permanent value and that are not readily available from other sources.

14) Consider canceling print indexes if the same information is available from an equivalent or superior electronic subscription.

15) Practice materials for states other than Texas will be closely examined at time of renewal or for new editions.

16) Guidelines for criteria on canceling primary sources:

x

Pennsylvania will be reviewed individually based on considerations of available funds and electronic alternatives.

The Library has cancelled Shepard's Citations titles in print in favor of superior electronic alternatives on LexisNexis and Westlaw.

The library has cancelled the following titles in print in favor of superior electronic alternatives on LexisNexis and Westlaw:

The Library selectively accepts donations of the papers, manuscripts, and memorabilia of