

**COLLECTION DEVELOPMENT POLICY  
GEORGETOWN LAW LIBRARY  
2017\***

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## Introduction

The mission of the Georgetown Law Library is to support fully the research, scholarly, educational, and service endeavors of the students and faculty of the Georgetown University Law Center by collecting, organizing, preserving, and disseminating legal and law related information in any form, by providing effective service and instructional programs, and by utilizing electronic information systems to provide access to new information products and services.

The Georgetown Law Library Collection Development Policy supports the Law Library's mission by setting forth the philosophy and principles under which our collection is shaped and provides guidelines for decisions concerning the collection of materials necessary to support research and scholarship at Georgetown Law. The policy provides a rational framework for present collection activities and will be periodically reviewed to ensure that it continues to meet the community's needs.

### **COLLECTION PHILOSOPHY**

The Georgetown Law Library is one of the largest academic law libraries in the United States. In support of the Law Center and Law Library missions, the Georgetown Law Library's primary collection development goal is to provide access to deep and rich information for legal and interdisciplinary research and scholarship now and in the future, and to support the curriculum and skills training programs at the Law Center.

### **COLLECTION PRINCIPLES**

This document is intended to provide general guidelines, and exceptions to rules may be granted under special circumstances. The Law Library abides by the fundamental principles that allow it to best meet the needs of its users. These principles are founded in large part upon ABA Standard 606 (Collections).<sup>1</sup>

Principle 1. The Law Library collects materials necessary to support teaching, scholarship, and research needs of the faculty and student body.

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<sup>1</sup> See Appendix 1 for ABA Standard 606.

Principle 2. The Law Library's collection is concentrated in four broad areas: United States Law, Foreign & Comparative Law, International Law, and Interdisciplinary subjects.

Principle 3. The Law Library collects materials in multiple formats including print, electronic, audiovisual, and microform.

Principle 4. The Law Library increasingly prefers ownership of or licensing access to materials in electronic formats, including online subscription-based resources, historic and current digital collections, e-journals, and e-books.

Principle 5. The Law Library generally collects one copy of individual titles in a single format. Content may be retained across multiple formats in order to provide the greatest flexibility in use and ensure reliable access to core resources.

Principle 6. The Law Library generally limits holdings of print secondary sources for narrow subject areas or U.S. state jurisdictions with the exception of local jurisdictions (i.e., District of Columbia, Maryland, and Virginia).

Principle 7. The Law Library is committed to responding to emerging legal fields, evolving areas of legal expertise, and increasing focus on skills-based instructional opportunities.

Principle 8. The Law Library is committed to meeting the immediate needs of Law Center members in a nimble and cost effective manner by acquiring titles as quickly as possible in the case of an urgent need.

## **COLLECTION POLICIES**

### **Collection Statement**

The Law Library collects legal, law-related, and other interdisciplinary titles at levels designed to support the use and research of the law faculty and students. The intensity of collecting for specific subjects is guided by law faculty research interests, major areas of specialization within the law school curriculum and programs, and legal aspects of interdisciplinary research. Within the parameters of the Collection Principles enumerated above, the Georgetown Law Library generally collects legal materials that have scholarly or curricular value – including materials relevant to our clinical programs, institutes, initiatives, and administrative offices.

### **Cooperative Acquisitions**

The Law Library will not purchase titles already held by the Lauinger Library unless the title has a subject or call number identifying it as a book about the law, or when a review of the book's table of contents or index reveals sufficient legal content. Exceptions can also be made when subject selectors determine that the title significantly enhances the Law Library collection.

### **I. Core Collection**

The Law Library maintains a core collection of essential materials and uses the ABA standards<sup>2</sup> as a guideline for collecting these sources. Core legal materials are held in a mixture of print, electronic, and microform formats.

### **A. U.S. Materials**

The Law Library's collection of primary and secondary legal materials includes current, updated and historic sources. The Law Library collects materials for federal, selected states<sup>3</sup> and local jurisdictions<sup>4</sup>. These include, per ABA Standard 606, *reported federal court decisions and reported decisions of the highest appellate court of each state and U.S. territory; (2) all federal codes and session laws, and at least one current annotated code for each state and U.S. territory; (3) all current published treaties and international agreements of the United States; (4) all current published regulations (codified and uncoded) of the federal government and the codified regulations of the state or U.S. territory in which the law school is located; ...* Federal government documents are selected on the same general basis as other materials and are integrated into the collection. The Georgetown Law Library also provides ABA Standard 606 current content for all jurisdictions through electronic as well as print access. The Law Library provides access to at least one copy or format of most primary legal materials unless there is a significant research, pedagogical or practical reason to purchase multiple copies or access. Exceptions include annotated versions of the United States Code, and multiple code versions, for local jurisdictions (i.e., District of Columbia, Maryland, and Virginia). Superseded primary materials for local jurisdictions and selected states are kept in the Historic Core collection.

The Law Library collects materials for federal, selected states<sup>5</sup> and local jurisdictions<sup>6</sup>. Included in the collection of state materials for selected states are both current and historic primary legal materials, basic practice materials, and selected treatises. Collecting levels are highest for local jurisdictions: District of Columbia, Maryland, and Virginia. Special attention is also given to New York and California. Superseded primary state materials for local jurisdictions and selected states are retained. With the exception of legal research titles, materials for the remaining 36 states are made available in print to our users through cooperative agreements with George Washington and American University Law Libraries.

Materials collected for the District of Columbia, Maryland, and Virginia include all versions of state codes and advance legislative services, session laws, case reports, court rules, Attorney General opinions, professional responsibility opinions, administrative codes, state encyclopedias, multi-volume practice sets, the state register, specialized form books, selected treatises, general forms, bar

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<sup>2</sup> See Appendix 1 for ABA Standard 606.

<sup>3</sup> California, Delaware, Florida, Georgia, Illinois, Louisiana, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Texas

<sup>4</sup> District of Columbia, Maryland, Virginia

<sup>5</sup> California, Delaware, Florida, Georgia, Illinois, Louisiana, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Texas. States listed here are commitments of Georgetown Law within the cooperative agreements mentioned at the end of the paragraph.

<sup>6</sup> District of Columbia, Maryland, Virginia

journals, bar association reports, jury instructions, and all treatises on the topics of legal history, professional responsibility and legal research.

Materials for New York and California include one current annotated state code, session laws, case reports, and court rules. Attorney General opinions in microform or electronic format, professional responsibility opinions, administrative code, state encyclopedia, multi-volume practice set, the state register, selected basic treatises, general forms, specialized forms, bar journals, bar association reports, jury instructions, and all treatises on the topics of legal history, professional responsibility and legal research. When multiple versions are available in print, the library only collects one, which is selected for its reputation and content.

Publications of states known for legal treatment of particular subjects, such as Delaware for corporations and Florida for estate law, are collected at a high level in those specialized areas. The dominions, territories, possessions and other jurisdictions formally affiliated with the United States are not treated as states for purposes of this policy. They are considered below as part of this section on specific jurisdictions.<sup>7</sup>

## **B. Foreign Law Materials**

The foreign and comparative law collection includes primarily materials which compare the laws of different countries or a subject treatment of the laws of other jurisdictions. Jurisdictions of interest are major trading partners and the emerging-market jurisdictions, a pattern established in connection with a focus on trade law and international economic law in the curriculum.

The Law Library maintains current foreign law collections for France, Germany, Great Britain (primarily England and Wales), as well as Mexico in their vernacular languages at a research level. Chinese and Japanese primary law is collected selectively with a focus on commercial law and in the form of bilingual materials. Jurisdictions such as BRIC countries (Brazil, Russia, and India, in addition to China PRC as indicated above) and several Anglophone African and Asian countries are represented by selective primary law acquisition and leading journals. Electronic formats predominate, as these jurisdictions have been added to support interest in developing countries' rule of law and work with human rights, particularly the rights of women. Religious law – canon, Islamic and Jewish – forms a strong collection primarily in English. Translations into English of major codes or statutes for any jurisdiction of the world may be acquired.

The Law Library does not collect foreign law at the sub-federal level for federal states other than Canada, for which Ontario and Quebec primary law are collected. Secondary materials may address regional or sub-federal legal issues or systems.

## **C. International & Comparative Law Materials**

International Law is a major subject collection held in multiple formats and divided into several important sub-topics. Comparative law is supported both by the Foreign Law collections described above and by materials selected for topical areas within international law, derived historically from

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<sup>7</sup> International and transnational or comparative law will be addressed in the Subject Concentrations section.

harmonization of law, most often through international agreements.<sup>8</sup> Public international law<sup>9</sup> is collected through its primary and secondary sources<sup>10</sup> at the “Research” level.<sup>11</sup> Treaties and treaty law, the Law of the Sea, and the Law of Outer Space are considered part of the modern subdivisions of public international law and are included in this collecting level.

Private international law<sup>12</sup> is collected in secondary sources, such as treatises that summarize customary rules for resolving these conflicts internationally, and also in primary materials (e.g., treaties and agreements which seek to harmonize and unify such rules at the level of treaty law). Major examples include the work of the Hague Conference on Private International Law. In sum, all three areas of international law: public, private, and transnational, are collected at the research level.

The collection also includes documentation from many international organizations with strong roles in the “hard law” of treaty regimes or the “soft law” of regulatory guidelines and recommendations. These include the United Nations and specialized or related organizations (such as the International Labour Organization), the World Trade Organization, the World Intellectual Property Organization, human rights organizations, and the Organisation for Economic Co-operation and Development. Official documents from these bodies, as well as regional governing bodies (e.g., European Union, the Organization of American States) are acquired more selectively.

**II. Subject Concentrations** The collection includes works on topics taught in the curriculum and designated as selection topics for both law and related interdisciplinary titles. These subjects are collected at an “Instructional Support” level.<sup>13</sup> (See Appendix 2, Collecting Levels-Collecting Levels by Subject). The following subject areas are collected intensively based on faculty research interests and the activity of Law Center institutes focused on the following areas of research and teaching:

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<sup>8</sup> This transnational law is reflected in the following areas of interest for teaching and research: international family law, materials relating to trade and the international sale of goods, international economic and financial law, international criminal law, international trade law, international environmental law, international health law, human rights law, and refugee law.

<sup>9</sup> Public international law governs the relationship between sovereign nations, the relationship between those states and individuals or groups, or relations with and within international organizations.

<sup>10</sup> Art. 38 (1) of the Statute of the International Court of Justice defines these sources as followed, with brackets indicating their material type in the library’s collection:

“The Court, whose function is to decide in accordance with international law such disputes as are submitted to it, shall apply:

a. international conventions, whether general or particular, establishing rules expressly recognized by the contesting states [primary law: treaties and their direct commentaries];

b. international custom, as evidence of a general practice accepted as law [secondary materials such as yearbooks and digests];

c. the general principles of law recognized by civilized nations [represented by collections of or access to primary law as foreign and comparative law];

d. subject to the provisions of Article 59, judicial decisions and the teachings of the most highly qualified publicists of the various nations, as subsidiary means for the determination of rules of law.” [ primary law in the form of international case law and other decisional documents of arbitral or monitoring bodies; secondary materials such as treatises that include major classics of international law theory and doctrine and equivalent modern works such as monographs of leading scholars and articles or reports in peer-reviewed journals or American legal reviews].

<sup>11</sup> See Appendix 2 for Collecting Levels definitions.

<sup>12</sup> Private international law originates in conflict of laws of sovereign nations and related questions of the laws to be applied in particular circumstances.

<sup>13</sup> See Appendix 2 for Collecting Levels definitions.

- Constitutional Law, the U.S. Supreme Court, and Comparative Constitutionalism
- Environmental Law and Climate Change
- Health Law, both national and global
- Human Rights
- International Economic Law and World Trade
- International Migration, Asylum, and Refugee Law
- Legal Profession
- National Security Law
- Poverty and Inequality
- Technology Law, Policy and Privacy
- Transnational Business Law
- Voting Rights
- Women's International Human Rights; Women's Law and Public Policy

The Law Center curriculum and faculty research are regularly monitored for new subject areas of interest.

The Law Library selects titles for ordering and also maintains several approval plans for automatic shipment of print monographs according to a set of pre-formulated instructions. The principal approval plan provides for profiling and enabling firm order of e-books as well. Through these curated profiles, the Law Library seeks to receive all published scholarly U.S. legal monographs and selected foreign and international monographs designated as being at or above an academic level. Selected non-legal titles which are scholarly and designated as being at or above an upper academic level are also received selectively on the approval plan. Selectors actively review materials from multiple publishers and sources in order to fill the gaps not covered by the approval plans.

### III. Collection Formats and Platforms

#### A. Serials

The Law Library provides access to legal periodicals, legal loose-leafs, supplemented treatises, special subject law reporters, annuals, proceedings, practice guides, and other secondary legal and non-legal serials across multiple formats in order to support the research needs of the Law Center.

1. **Periodicals.** The Law Library strives to provide access to all periodicals appropriate to support the research and educational needs of the Law Center. Journal subscriptions are reviewed as they come up for renewal based on format, collecting levels, ongoing interest, and cost considerations. The Law Library increasingly relies on Interlibrary Loan and purchasing individual articles for periodicals not included in the collection.

Access to both print and digital journals is provided through the online catalog and discovery service. If the Law Library previously subscribed to a journal or newsletter in print, links to access continuing content through an electronic alternative (freely available or subscription based) are provided when available. The Law Library increasingly prefers the electronic version of periodicals and actively explores these alternatives in order to maximize user access

while also minimizing the resources required for processing.

The Law Library collects the print version of a periodical where:

- The journal is published by the Law Center,
- The journal is one in which the available electronic version is unavailable or inadequate (e.g., graphs or maps do not display properly), or
- The journal is deemed to be the premier journal in a faculty member's field of interest where (i) the most current issue is not available in pdf format, or (ii) the delay between content appearing in print and appearing electronically is disruptive.

2. **Secondary and other legal serials.** The Law Library minimizes the purchase of print serials such as loose-leaf publications, supplemented books, and practice guides. However, those titles not available electronically may be collected in print to support the subject collections and research needs of the Law Center.

### **B. Monographs & Treatises**

Legal treatises provide in depth commentary and analysis of legal subjects. They vary in breadth of subject, publication format and updating patterns, and can be written for particular audiences with differing research agendas (e.g., a law student working in a clinical setting, or laypersons looking for self-help information). Monographs are detailed scholarly works of book length written on relatively narrow topics, and are rarely updated.

The Law Library continues to add broadly to its collection of monographs and treatises. Print is the preferred format for scholarly monographs because it ensures permanent access, remains the preferred format for this category of materials, and is the only format available from some publishers. Legal treatises are provided in print or electronic format, with increasing preference for electronic access as an alternative to frequently-supplemented print treatises.

Researchers have access to many digital collections of historical treatises, such as the Making of Modern Law collections and HeinOnline's Legal Classics. As more legal treatises become available electronically, and as licensing options continue to evolve, the Law Library expects to expand electronic access to individual e-titles.

Selection considerations for e-books include type of content, faculty format preferences, perpetual access, platform usability, cost, restrictions which prohibit interlibrary sharing (digital rights management), print and download options, and interest in the law community in e-book access.

### **C. Databases**

The Law Library subscribes to a broad range of legal research databases for general use, specific subjects, countries and jurisdictions. Databases may include a variety of types of materials (e.g., primary sources, journals, books, current awareness) or focus on particular topics, jurisdictions, and legal practice tools.

Highest priority in database selection is given to image-based content (e.g., Making of Modern Law series), resources to replace print titles that are frequently updated (e.g., Practising Law Institute



titles), and those with broad interest for law and other disciplines (e.g., ProQuest Legislative Insight). Campus-wide access is negotiated whenever possible and cost effective.

The Law Library increasingly receives faculty requests for highly specialized databases, products used in commercial fields and law practice, and datasets of interest to one or a small number of researchers. The Law Library supports these resources whenever possible and seeks out cost sharing with other libraries whenever possible. Costs are also managed through negotiating limited time periods, academic rates, monitoring usage statistics, and arranging trials to ensure the product meets the desired need.

A list of legal databases and links is maintained on the [Law Library website](#), including both those managed by the Law Library and Georgetown University Libraries. Databases are also provided and maintained through the Law Library's catalog discovery services.

#### **D. Digital Texts**

Digital texts are selected or made available by way of purchased subscription or free databases or document collections (such as governmental, intergovernmental, or non-governmental organizational documents such as Congressional or United Nations documents) which aggregate texts and make them searchable. Selection of individual digital texts and the preservation of scholarship, such as journal articles or working papers in a digital format, take place as well. The two main categories of such items are the following:

##### **1. Born Digital items**

The library, as part of the Legal Information Archive (a LIPA program, formerly known as the Chesapeake Digital Preservation Project), selects born-digital documents to preserve.<sup>14</sup> The library's contributions consist of "secondary legal sources, such as reports and studies from commissions, task forces, agencies, organizations, scholarly societies, and lobbying groups. The library's collections are primarily topical and thematic, based on research and educational areas of interest at the Law Center. Additional collection areas include law-related publications produced by and about the District of Columbia, and select high interest reports and studies produced by federal commissions."<sup>15</sup> Documents selected by the Law Library are added to the collection.

##### **2. Repository items**

The library administers and collects materials for the [Georgetown Law Scholarly Commons](#), a repository of the scholarly works of the Georgetown University Law Center.

Subjects of faculty research are high interest topics and are collected at a "Research" level for both legal and relevant related non-legal titles.<sup>16</sup> As an institutional repository there is no subject filter

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<sup>14</sup> The Chesapeake Legal Preservation Group, <http://cdm266901.cdmhost.com/>. The Legal Information Archive, <https://lipa.access.preservica.com/>

<sup>15</sup> The Chesapeake Project, *Collection Plan*, language taken from an online plan no longer posted.

<sup>16</sup> *Id.*

for Scholarly Commons; the goal is to be as comprehensive as possible in collecting the scholarship of full-time faculty.

The library makes electronic documents available as part of its collection.

#### **IV. Special Collections and Archives**

The Special Collections department maintains the Law Library's rare, historical and manuscript materials, the Law Center Archives, and the National Equal Justice Library (NEJL). Special Collections collecting areas are described below.

##### **Rare Books**

Special Collections acquires rare books that are significant to legal history, especially Anglo-American legal history. The rare book collection's purpose is to further support the research of the members of the Law Center community. Rare books that are law-related, such as subjects within the law, political theory, legal education, and history are also collected. Rare books significant to the evolution of legal practice and law making are also acquired. The core of the rare book collection is centered around Anglo-American texts, but also includes Irish, Welsh and Scottish texts. Special Collections collects rare book formats and other bound volumes, such as illuminated manuscripts and incunabula, when their content adds value to our current collection.

##### **Manuscripts Collection**

Special Collections collects and acquires manuscripts related to the development of law and legal education that fall under a wide range of subjects within the law, legal education, and history. Manuscript collections are acquired to further support the rare book and archival collections already maintained by the library. Areas of collecting include Native American treaties, judicial papers, international legal papers, legislative and regulatory minutia, diaries and writs of importance.

##### **Law Center Archives**

The Law Center Archives holds the institutional records and historical memory of the Georgetown University Law Center by collecting records, in all formats, of permanent value. This includes the records and publications produced by Law Center departments, clinics, institutes and administrators, faculty authored work, as well as images and digital files created by the Law Center. The Law Center Archives also collects and maintains the historical and cultural memory of the Law Center, through the acquisition of student group materials, yearbooks, student produced publications, department publications, commencement materials, and some ephemera. The Law Center Archives collects materials in a variety of formats both analog and digital, including audio and video.

##### **National Equal Justice Library**

Georgetown Law acquired the National Equal Justice Library in 2006 as a donation from the [Consortium for the National Equal Justice Library, Inc.](#) (CNEJL). The collection is devoted

to preserving the history of public interest law and legal services. It collects books, administrative files from legal services providers, oral histories, images and digital files, personal papers, document and other related materials. Areas of focus are the papers of significant participants in the legal aid and public defender movements, publications about legal aid and indigent defense in the United States and other countries. NEJL also actively collects born-digital research materials and documentation on civil legal assistance and indigent defense in the United States.

## **V. Other Curated Collections (multiple formats)**

### **Reference Collection**

The Law Library collects print atlases, bibliographies, catalogs, collective biographies, thesauri, dictionaries, directories, encyclopedias, research guides, handbooks, quotation collections, indexes, yearbooks, and almanacs, with an emphasis on legally themed materials to support current research and coursework at the Law Center.

### **Study Materials Collection**

The Law Library collects selected print (?) current study materials such as hornbooks and nutshells, and current Legal Research and Writing titles. The current editions are made available in the Reading Room Reserve collection and do not circulate.

Casebooks are typically not collected unless the casebook is a definitive work or more traditional secondary sources are limited for a particular subject area. A limited number of casebooks are purchased each semester for 1L courses and selected high enrollment courses. Because these texts are not intended to replace students' personal copies, only one copy is provided.

### **Popular Reading Collection**

This collection includes materials in multiple formats including selected newspapers (legal and non-legal), popular magazines, novels and other non-literary fiction, non-scholarly biographies and other non-fiction, and popular law-related DVDs. Generally, these materials are selected for the potential interest and enjoyment of law students and faculty.

### **Lawyer Wellness Collection**

The Law Library maintains a collection of print resources focused on work/life balance for law students and lawyers. The records for these titles are designated with the searchable note "Lawyer Wellness Collection." The items are not housed together.

### **Teaching Skills Collection**

The Law Library maintains a collection of print resources focused on teaching techniques for faculty use. It is housed in the Faculty Lounge.

## **Experiential Learning & Practice**

The Law Library collects print? experiential learning and practice materials to support the clinical and practical curriculum of the Law Center, including appropriate CLE Materials for local jurisdictions.

## **Interdisciplinary Literature**

The Georgetown University Law Center is distinguished by interdisciplinary approaches to scholarship and learning with many formal and informal relationships between departments and schools. The Law Library serves not only the Law Center community, but also as the source of law materials for the entire Georgetown community. In keeping with Georgetown University's emphasis on interdisciplinary scholarship and learning, the Law Library's collection provides access to a broad range of resources on law and law's intersections with other disciplines. Internationalization is also emphasized at Georgetown and the Law Center. Comparative and international perspectives enhance nearly every area of legal study, and the Law Library is committed to maintaining and building strong collections to support research in these areas.

In order to best meet these evolving needs, the Law Library is committed to selecting print interdisciplinary materials as outlined in Appendix 2. In addition, campus-wide electronic access to a wide range of interdisciplinary journals, and improved intra-campus document delivery, have displaced the need to collect journals from other disciplines for law community use. Subscriptions, whether print or electronic, to non-law journals are acquired only to meet specific ongoing curricular and faculty needs when they are otherwise not available on campus or through interlibrary loan.

## **VI. Other Types of Acquisitions**

### **Georgetown Journals and Faculty-Authored Publications**

The Law Library purchases two copies of all Journals published at the Law Center.

The Law Library purchases three copies of all full-time, faculty-authored or faculty-edited scholarly monographs and two copies of new editions of casebooks. The Law Library also purchases one copy of annual editions released by faculty members every three years. The Law Library purchases one copy of books in which faculty members have authored a chapter if the book falls within the Collection Development Policy. The Law Library does not purchase faculty-edited or authored case or statutory supplements to casebooks.

### **Faculty Office Copies**

As a general rule, the Law Library does not purchase personal office copies for faculty out of the library's budget, though it does facilitate purchases for faculty out of their personal faculty accounts. The Law Library will consider requests for additions to the collection, but all materials are subject to recall by other patrons.

### **Gifts & Donations**

The decision to accept a gift of materials for the library is made by the director or the selectors, depending on the subject of the materials. Where donations fit within collection development guidelines, they will be added to the collection. Individual titles are added to the general collections and shelved according to subject. Donated materials are not kept together unless they can be classified as a “special collection,” where the titles have unique or historical significance.

#### **APPENDIX 1. ABA STANDARD 606. COLLECTION<sup>17</sup>**

(a) The law library shall provide a core collection of essential materials through ownership or reliable access. The choice of format and of ownership in the library or a particular means of reliable access for any type of material in the collection, including the core collection, shall effectively support the law school’s curricular, scholarly, and service programs and objectives, and the role of the library in preparing students for effective, ethical, and responsible participation in the legal profession.

(b) A law library core collection shall include the following:

- (1) all reported federal court decisions and reported decisions of the highest appellate court of each state and U.S. territory;
- (2) all federal codes and session laws, and at least one current annotated code for each state and U.S. territory;
- (3) all current published treaties and international agreements of the United States;
- (4) all current published regulations (codified and uncoded) of the federal government and the codified regulations of the state or U.S. territory in which the law school is located;
- (5) those federal and state administrative decisions appropriate to the programs of the law school;
- (6) U.S. Congressional materials appropriate to the programs of the law school;
- (7) significant secondary works necessary to support the programs of the law school; and
- (8) those tools necessary to identify primary and secondary legal information and update primary legal information.

(c) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,

- (1) meets the research needs of the law school’s students, satisfies the demands of the law school curriculum, and facilitates the education of its students;
- (2) supports the teaching, scholarship, research, and service interests of the faculty;
- (3) serves the law school’s special teaching, scholarship, research, and service objectives; and
- (4) is complete, current, and in sufficient quantity or with sufficient continuing access to meet faculty and student needs.

(d) The law library shall formulate and periodically update a written plan for development of the

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<sup>17</sup> ABA Standards are available at [http://www.americanbar.org/groups/legal\\_education/resources/standards.html](http://www.americanbar.org/groups/legal_education/resources/standards.html). Standard 606 can be found in Chapter 6: Library and Information Resources.

collection.

(e) The law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.

## APPENDIX 2. COLLECTING LEVELS

The level definitions used here are adapted from the Association of Research Libraries and Research Libraries Group and have been refined for the Georgetown Law Library's collection.<sup>18</sup>

**[1] BASIC:** A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. In addition to important treatises and introductory books, it may include access to appropriate bibliographic databases, historical surveys, bibliographies, and a few widely used periodicals on the subject. A collection at this level supports general research and brief examination of a topic.

**[2] BASIC ACADEMIC SUPPORT:** A broader selection of materials for a subject is provided on a wider range of topics with more depth. This collection would include a greater variety of material such as explanatory and reference works, analytical works, a range of periodicals and historical descriptions. Subjects are often included in this category due to a strong legal component in an interdisciplinary area, a developing academic interest in the area, or special library funding supporting the area above a basic level.

**[3] INSTRUCTIONAL SUPPORT:** A collection that is adequate to support law school and graduate instruction, or sustained independent study and generalized examination of a topic. An instructional legal collection includes most primary sources, a significant number of monographs, selected treatises that are regularly updated, retrospective and historical works, a selection of specialized journals, access to appropriate non-bibliographic databases, and the reference tools and fundamental bibliographical apparatus pertaining to the subject. This level may include some practitioners' materials and authoritative multi-jurisdictional titles.

**[4] RESEARCH:** A collection that includes the major sources in a defined area necessary to do extensive research including materials required for dissertations and independent research. A research level legal collection includes materials that allow for extensive research, seminar level research and writing, and most faculty research needs. It also supports journal publication and editing. It includes an extensive range and more specialized secondary sources, nearly all monographs in the area, and a range of specialized databases. This level includes representative practitioners' titles, and materials for most jurisdictions. Pertinent foreign language materials are included. Older material is retained for historical research.

**[5] COMPREHENSIVE:** A collection that includes, so far as is reasonably possible, all significant works for a defined field, including extensive historical collections. While this level of collection intensity does not rise to that of a "special collection," the aim is to anticipate and serve research needs of faculty and any academic researcher. Some exclusions and omissions will occur, but these will be limited. Such a collection includes all significant current and historical secondary

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<sup>18</sup> Office of Mgmt. Studies, Ass'n of Research Libraries, *Manual for the North American Inventory of Research Library Collections* (1985 ed.).

legal materials, and may include manuscripts, and material on related non-legal aspects. Subjects at this level may result from maintaining historical collection strengths, matching the strengths of the law school curriculum and programs, or supporting special interests of the community.

## Collecting Levels by Subject

Accounting	2
Administrative Law (includes Executive Branch)	4
Alternative Dispute Resolution and Mediation	3
Animal Law & Welfare	3
Antitrust (includes Trade Regulation)	4
Art Law (includes Cultural Property)	3
Banking (includes Credit, Finance)	3
Bankruptcy	3
Business and Corporations	4
Children & the Law (see also Family Law and Juvenile Justice)	4
Civil Procedure	4
Civil Rights (see also Human Rights)	4
Commercial Law (includes UCC)	3
Comparative Law	4
Contracts	4
Constitutional Law & History	5
Consumer Law	3
Courts	
• <i>Federal and selected states</i> (California, Delaware, Florida, Georgia, Illinois, Louisiana, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Texas)	4
• <i>States</i> (all others)	
• <i>U.S. Supreme Court and local jurisdictions</i> (District of Columbia, Maryland, Virginia)	3 5
Criminal Law (includes Criminal Procedure, Domestic Violence; see also Juvenile Justice)	4
Criminology	1
Cyberspace Law (includes Internet, Cybercrime, Privacy, E-commerce)	3
Death Penalty	4
Disabilities Law	3
Election Law (includes Campaign Finance, Voting Rights)	4
Empirical Research and Statistics	3
Employment and Labor Law	3
Energy (includes Renewable, Sustainable Energy, Fracking)	3
Entertainment Law	3
Entrepreneurship	3
Environmental Law and Regulation (includes Natural Resources, Water Law)	4
Evidence	4
Family Law (includes Domestic Relations)	4
Gender & Law (includes Women & Law)	4
Human Rights Law	4
Immigration Law	3
Indigenous Peoples	3
Insurance Law	2
Intellectual Property (includes Copyright, Trademark, Patents)	5



International Business Transactions	4
International Commercial Arbitration	4
International Criminal Law	4
International Economic & Financial Law, Trade Law	5
International Environmental Law	4
International Health Law	4
Jurisprudence	4
Juvenile Justice	3
Law & Economics	4
Law & Literature (includes Film, Legal Fiction and other media)	2
Law & Religion	4
Law & Science (includes Health and Medicine Policy; Bioethics)	3
Law & Social Sciences (includes Psychology, Psychiatry, Sociology)	3
Law Librarianship	4
Law of Outer Space (see also Space Law)	4
Law of the Sea	4
Legal Biographies	
• <i>Judges</i>	5
• <i>Lawyers</i>	2
Legal Education	4
Legal Ethics & Professional Responsibility	4
Legal History	4
Legal Process (includes Trial & Appellate Advocacy)	3
Legal Research & Writing	5
Legislative Branch (includes Process, History)	4
Maritime Law	2
Military Law	3
National Security Law	4
Poverty Law	3
Privacy Law (includes areas of Torts & 4 <sup>th</sup> Amendment)	3
Property	4
• <i>Historic Preservation</i>	2
• <i>Housing</i>	3
• <i>Land Use</i>	2
Refugee Law	4
Securities & Financial Regulation	4
Sports Law	3
Taxation	4
Telecommunications Law	3
Torts	4
Trade Regulation (see also Antitrust, International Trade)	4
Space Law (see also Law of Outer Space)	4
Wills, Trusts & Estates	3