

**MAURICE A. DEANE SCHOOL OF LAW
AT HOFSTRA UNIVERSITY**

LAW LIBRARY

COLLECTION DEVELOPMENT POLICY

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TABLE OF CONTENTS

I. INTRODUCTION AND OVERVIEW	3
A. Introduction to the Policy	3
B. Overview of the Collection	3
C. Library Objectives	5
D. Operating Principles	6
E. Factors Affecting Principles	6
II. ACQUISITIONS GUIDELINES	9
A. Selection Criteria	9
B. Imprint Dates	9
C. Duplication	9
D. Formats and Selection Standards	10
E. Languages	13
F. Faculty Requests	13
G. Gifts	13
H. Weeding	14
I. Retention	15
J. Preservation	15
III. SELECTION PROCESS	16
IV. BIBLIOGRAPHIC CONTROL AND PROCESSING	17
V. COORDINATION AND COOPERATION WITH OTHER LIBRARIES	18
VI. COLLECTION DEVELOPMENT POLICIES FOR PRIMARY AND SPECIALIZED MATERIALS IN VARIOUS FORMATS	19
VII. COLLECTION DEVELOPMENT POLICIES: SUBJECT MATTER COLLECTION LEVELS	
A. DEFINITIONS	31
B. COLLECTION LEVELS	33
APPENDIX A. GOVERNMENT DOCUMENTS POLICY	35

I. INTRODUCTION AND OVERVIEW

A. Introduction to the Policy

This collection development policy recognizes the central role of the Law Library in law school teaching and research and provides the guidelines for the continued growth and development of the collection. It will provide guidance not only in the selection of new titles, but also in weeding, preservation, and access to all library materials. The policy should enable selectors to consistently work toward established goals, to use funds wisely, and to shape a strong collection without unnecessary duplication. It should also provide library patrons with information about the criteria upon which selections are based.

B. Overview of the Collection

As of September 1, 2017, the Library holds 558,215 volumes and volume equivalents. The collection consists of 170,722 titles and a number of electronic databases. The collection emphasis is on Anglo-American primary and secondary sources with a carefully curated collection of international law materials. It includes comprehensive coverage of basic American primary source materials, including all reported decisions of federal and state courts, as well as current and retrospective collections of federal and state codes and session laws. Practitioner-oriented material is acquired selectively, and generally not collected for states other than New York.

The international law collection focuses primarily on international business transactions, international trade, public and private international law, international organizations, international environmental law, and human rights. The foreign law collection is primarily focused on Commonwealth countries, though we do have a broad range of resources in foreign law. The specifics of the foreign law collection will be detailed in the section on foreign law collection policy.

United States Government Documents

Many of the federal publications that the library receives are available at no charge through the U.S. Government Printing Office Federal Depository Library Program (FDLP). The Law Library became a member in 1979, following enactment of Public Law 95-261 which extended FDLP eligibility to libraries of ABA accredited law schools. The library currently selects approximately 11% of the materials available through the Depository Program. Although federal depository publications are free to depository libraries, they require library resources to process and house them so they are selected with the same care used when choosing commercial publications. The Depository Library "Profile of Selections" is reviewed annually to determine that the library's selections are meeting the needs of its primary user community.

Hofstra Law School Archives

Since June 1997, the library has maintained a Faculty Archives, a collection of publications written by faculty members. Three copies of each faculty authored book is acquired, with one copy residing in the archives. Since September 2005, the law library has also been building a law school archive to collect and preserve active and ceased law school publications from the inception of the institution. This collection is presently held in storage and is divided roughly by year. As this collection was unsorted when delivered to the library, it has not yet been fully cataloged.

Scholarly Commons at Hofstra Law

In the spring of 2012, the library embarked on the development of a digital institutional repository for the law school called the Scholarly Commons at Hofstra Law. The repository can be found at <http://scholarlycommons.law.hofstra.edu/>. It is designed to capture the intellectual output of the School of Law and preserve its institutional history, and as such includes faculty scholarship, publications of the school of law (past and present), archival collections unique to the school, and other materials reflective of the impact of our institution.

Special Collections

Monroe H. Freedman Special Collection - papers and materials from the work of Prof. Monroe H. Freedman, one of the greatest American scholars and practitioners in the field of legal ethics and professional responsibility.

William R. Ginsberg Special Collection - papers and materials from the work of Prof. William R. Ginsberg, a leader in the field of easements and land use.

Hecht Maritime Collection - published works in the Admiralty / Maritime subject areas.

Hillman Collection – published works in the Property / Real Estate / Land Use subject areas.

Fortunoff Rare Books Collection – a collection of rare and historical texts on criminal law and capital punishment.

Bernard S. Mayer Collection – personal office papers and materials of Judge Bernard S. Mayer, New York Supreme Court Justice 1959-1972.

Eric J. Schmertz Special Collection – reports, awards, and opinions in labor arbitrations from the former law school dean, Eric J. Schmertz.

New York City Charter Revision Commission Collection -- All background materials for the New York City Charter Revision Commission, 1986-1989 are in this collection. The materials include: the Final Report; Transcripts of some of the Public Hearings before the Commission; Minutes of the Public Hearings before the Commission; Transcripts of

some of the Public Meetings before the Commission; Written Testimony submitted at Public Hearings; Minutes of Public Meetings before the Commission; Documents of the Commission's files; Correspondence, Documents, Memos; Exhibits; and more.

The 1989 revision of the New York City Charter was "the most thorough overhaul of the municipal government since the Greater City of New York was created in 1898." This unique collection was the gift of Eric Lane who served as director/counsel to the Commission.

C. Library Objectives

The library's primary collection development goal is to provide the Law School with an adequate, well balanced collection of legal materials to support the curricular and research needs of its faculty and students. Satisfaction of these needs requires not only responding to current curricular and research interests but also developing a quality research collection capable of supporting a wide variety of interests in the future. An academic law library has a responsibility to collect and preserve some historically significant, esoteric, ephemeral or superseded works whose importance to scholarship in the future is unknown at the present time. Accordingly, the Library's secondary objective is to develop a broad-based permanent scholarly collection.

Although the library's main responsibility is to serve the Law School, its resources are available to the Hofstra University community, as well as to lawyers, judges, and legal scholars. The needs of these secondary patrons are considered as staff, budget, and space resources permit.

The collection development policy supports the mission of the Law Library, which is:

- To support the curriculum of the Law School with emphasis on subjects in which the law school offers specialized programs (e.g., Family Law LLM) or for which it is renowned (e.g., Ethics);
- To provide information resources and services to advance legal scholarship and discourse; and
- To offer proficient information access services which promote the effective use of the Library's resources in an atmosphere conducive to study and research.

This policy emphasizes that another of the library's primary goals is to meet and surpass the requirements of the American Bar Association's Standards for Approval of Law Schools and the Association of American Law Schools' Executive Committee Regulations pertaining to law collections.

The Library is also a selective depository for United States government documents and complies with all of the requirements of the GPO Depository Library program.

This collection statement expresses the current needs of the Law School community. The policy seeks to be flexible and may be amended in light of technological changes in storing and retrieving information. Because academic programs grow and change, the policy will be periodically reviewed to determine the validity of stated principles and procedures, to

incorporate curriculum changes, and to assess fiscal considerations influencing collection development. Changes in specific segments may be a continuing process, but a formal review of the entire statement will be done at regular intervals.

D. Operating Principles

Three major principles guide the Library's collection development.

1. Support of the Scholarly, Curricular, and Research Work of the Law Faculty and Students

The primary goal of the collection development policy is to support the present and future teaching and research activities of the Law School. Materials relevant to the Law School curriculum and law faculty research areas have the highest priority.

2. Support of Research Needs of the Surrounding Legal Community

As the law library is the only academic law library in Nassau County, the library serves the general legal community as well as the Hofstra Law community. Materials that are significant for general research or New York research are collected to maintain the Library's position as a legal research library. These materials will fall into two categories: (a) materials that a smaller, less research-oriented institution would consider too esoteric to purchase, or (b) practice materials. Materials selected under this principle are particularly vulnerable to budgetary constraints.

3. Provide Study and Limited Leisure Materials for Students

For their well-being, students occasionally require some relief from strict legal study, and this principle acknowledges that the library serves not only to educate minds but also to benefit them in less obvious ways. The library seeks to develop a small collection containing study aids, leisure reading, DVDs, and other A/V items. We also circulate other items on an as-needed basis, including umbrellas, phone chargers, ice scrapers, and power strips.

E. Factors Affecting Principles

Current or future needs or demand for materials is of primary concern when choosing items to be added to the collection. Other factors which affect the application of the general principles to actual selection decisions are:

1. Faculty Interest
2. Student/Alumni Interest
3. Quality
4. Availability
5. Format (including longevity, usability, and functionality)
6. Cost

7. Language

These factors influence the selection of a work that falls outside of the relatively limited range of materials that are automatically acquired such as treatises by leading authors on subjects currently taught at the Law School, American law reviews, state and federal statutes and court reports.

1. Faculty Interest

Faculty interest is a crucial factor. Even in the absence of a specific faculty request, past, present, or future faculty interest in a given work is taken into consideration when making an acquisitions decision. Materials are selected to support current interests as well as likely future interests. If a subject has been one of prior faculty interest, but is not currently or likely to be of interest in the future, acquisitions in this area are reduced to the major primary and secondary materials.

2. Student/Alumni interest

Student and alumni interest are important as well. Librarians, through their work as faculty liaisons and their interactions at the reference desk, are familiar with our students' and alumni's current educational and research needs. Even in the absence of a specific student or alumni request, present or future student interest in a given subject area or type of work is taken into consideration when making an acquisitions decision.

3. Quality

The objective is to buy only those items that meet a certain level of quality, based on the selector's knowledge of authors and publishers. Faculty assistance in gauging quality may be requested. Reviews are also used; however, a bad review does not necessarily mean an item will not be purchased since evidence of controversy may provide adequate reason to purchase the material or the item might fill a specific need for this collection.

4. Availability

Availability is a relatively insignificant reason for not buying certain American works, but, combined with cost, it is a major reason for not obtaining some foreign materials. American selections which are out of print or subject to limited distribution can often be obtained by advertising for a used copy or requesting a photocopy or interlibrary loan from another library.

The problem of availability arises more with foreign materials. In many countries, particularly Africa, Latin America, Asia and the Pacific, publishing of primary and secondary legal material is at either a rudimentary level or the material cannot be exported. The greater the underdevelopment of a country, the more difficult it is to obtain its publications. These materials would also be of limited value to the Library's primary patrons at this time.

5. Format

As electronic resources (free and commercial) proliferate and users' expectations increase accordingly, the library's objective is to obtain a resource in the most reliable, user-friendly format possible. Where a source is available only in electronic format, is not reliable and is also very expensive, the library may elect not to acquire the source, despite potential use.

6. Cost

Cost is a factor to some extent in every selection decision, even though some materials are purchased almost regardless of cost. Generally a decision not to acquire a resource will be based upon cost and one other of the listed factors. For example, an expensive and good book about international law written in German would probably not be acquired unless specifically requested by a faculty member doing research in that area. Both initial purchase and continuation costs are considered in the library's evaluation.

7. Language

In general, only materials in English are regularly collected as this currently meets the research needs of the faculty and students.

II. ACQUISITIONS AND DESELECTION GUIDELINES

A. Selection Criteria

Criteria for recommending acquisition or recommending de-selection include:

1. Significance of the subject
2. Importance of the author
3. Accuracy of the information and data
4. Potential for use by patrons
5. Importance to the total collection
6. Authoritativeness of publisher or producer
7. Current and/or permanent value
8. Scarcity of material on the subject
9. Maintenance (actual and staff cost)
10. Duplication within the collection or within Axinn's collection

[abbreviated and modified from from Mueller & Kehoe's Law Librarianship: a handbook, p. 312]

B. Imprint Dates

The Library will seek to acquire current material (having an imprint date within the last ten years) as a higher priority than acquiring retrospective material. Retrospective material will be acquired if it constitutes a part of a back file of a current title, if it is likely to receive a high degree of use, if it is received through donation or if it is in a subject area which the Library collects at the research level.

C. Duplication

Databases and other online resources have reduced the need for excessive duplication of primary sources, periodicals, and increasingly, major secondary sources. Duplication within the collection will be avoided unless there is a demonstrable need for additional copies based on student and faculty use. Availability of materials in other New York City area libraries will be taken into consideration to avoid duplication of expensive or rarely used items.

The Library does not duplicate materials housed in the Axinn Library collection unless duplication is necessary because of the volume or nature of use. The Library will rely on the Axinn Library and interlibrary loan utilizing the OCLC system to provide interdisciplinary materials unless a faculty member makes a specific request for a title to support the curriculum or faculty research.

Duplication of large sets will generally occur through microform or electronic collections; however, duplicate print copies may be maintained when required by heavy use.

D. Formats and Selection Standards

As the result of changing technology, legal information is now available in a wide variety of formats, including books, microforms, CD-ROMs, dvd's, electronic databases, and streaming media. Each of these formats present advantages and disadvantages for patron service and collection building. In determining the appropriate format for selection, the following are guidelines to be used:

- ease of access
- readability
- storage considerations
- longevity of format
- currency of information
- potential historical significance

In many cases, a format will not meet all of the above guidelines, at which time the library may elect to subscribe/purchase the resource in multiple formats to preserve all options. However, in considering cost, the library may alternatively select the format that is most useful for the majority of its primary patron population.

The specific guidelines for individual formats are described below:

1. Print Formats

The Library, when given the choice, will select a hard copy version of a title when:

The frequency and/or nature of the use of the material make a non-print format particularly inconvenient or unwieldy, e.g., when users find it necessary to browse through many pages in a volume.

The titles have tables, charts, statistics, images, etc., which are most clearly presented and copied in print format.

a. Monographs

The predominant format of the Law Library collection has been the printed book. The book, because of its readability, remains the preferred format for many library patrons. Preference should be given to this format whenever ease of use, permanent acquisition of information and readability are the highest goals.

Scholarly treatment of the subject is preferred to a practitioner-oriented approach. Strong preference is given to university-press materials and titles from reputable publishers. Bibliographies, anthologies and repetitive compilations of treaties, laws and other primary material normally are not collected.

b. Statutory texts

Print statutes remain valuable for research purposes; thus, they are retained for the U.S. Code, New York, and selected jurisdictions that support curricular initiatives.

c. Journals

The Library primarily collects scholarly titles in English that are indexed in Index to Legal Periodicals and Books and Current Law Index with a strong preference for access to journals available electronically in PDF format. The faculty and students have expressed a strong preference for this format. As such, the library strictly limits the acquisition of print periodical titles to those:

- i. expressly requested in print by faculty members.
- ii. unavailable electronically (preferably in PDF) and critical to the curriculum and scholarship of the law school.
- iii. available electronically but limited by significant embargoes set by the publisher.

Journals consisting of reprinted articles are not purchased. Non-legal scholarly journals are considered if they focus consistently on topics collected at instructional or research levels. The Library does not subscribe to those journals that are so specialized that a very limited number of patrons would use them, e.g., a journal dealing with an aspect of law and technology that is aimed toward the scientist rather than the public policy maker, or a journal that covers a narrow aspect of a subject where that aspect is already covered by other journals with a greater breadth of focus. Specific faculty requests for these types of journals are evaluated on an individual basis.

d. Loose-leaf Services

The purpose of a loose-leaf service is current awareness or an expedited entry into a specific subject of law. Loose-leaf services are generally very expensive because of the labor-intensive treatment by publishers and the frequency of updating. The Library selectively acquires and maintains quality loose-leaf services from reputable legal publishers which directly support the curricular or research needs of the faculty. Selecting a loose-leaf title is considered a long-term commitment. Due to expense, loose-leaf services are closely scrutinized before purchase.

Factors to be considered in loose-leaf selection decisions include:

- i. The known and projected research activity in the subject area.
- ii. The availability and utility of duplicated material in the existing collection.
- iii. Whether the currency of material is essential to research in the particular subject area (e.g., taxation, labor) and if so, the frequency of updating.
- iv. The worth of the publisher's or compiler's features, such as annotations,

- arrangement and integration of materials and accessing aids.
- v. In the case of competing services, whether more than one title is necessary for the researcher. This decision may be facilitated by consultation with appropriate faculty members.
- vi. Availability in online databases is also a consideration.

The principal loose-leaf services (e.g., BNA, CCH, Thomson/RIA, LexisNexis), are evaluated on an annual basis. Titles which no longer meet selection criteria and are of no interest to faculty are cancelled and clearly marked as no longer updated.

e. Manuscripts

Manuscripts are not collected because of the special problems they present for storage and inventory control.

2. Online Databases

The Library, when given the choice, will select an electronic, online version of a title when:

- a. The frequency and/or nature of the use of the material make an online format more timely (e.g., citators, clipping services, newsletters) or more useful for its primary user population (e.g. indexes).
- b. The online version has greater functionality (e.g. allows each user to customize his or her services) than another format.

3. Audio and/or visual materials

The Law Library selectively collects audio and video materials relevant to legal study and practice when materials appropriate to the collection are produced in those formats. Preference is given to the most current stable format.

The Law Library collects a carefully selected sample of popular movies portraying lawyers and legal issues to support the curriculum and for general use by students and faculty.

4. Microform, CD-Roms or Software

Microforms, CDs, and various software packages provide a means of augmenting the collection in a way that is particularly efficient in terms of cost, space, and permanence. These formats are our least preferred formats, except for purely historical and infrequently accessed materials or materials that are available only in such formats.

Materials in these formats will be acquired for the following reasons:

- a. To replace deteriorating materials that cannot be replaced at reasonable cost in another format.
- b. To provide duplicates of large, frequently used sets.

- c. To fill in gaps in a serial or multi-volume file.
- d. To collect materials for which the Library would have insufficient space if preserved in hard copy and for which there are no reasonably priced alternative formats.
- e. To collect materials otherwise unavailable to the Law Library in other formats, such as out of print materials.

When purchasing microforms, these format guidelines will be followed:

- a. Fiche, if available, will be purchased instead of film.
- b. When microfiche is purchased diazo is preferred.
- c. When microfilm is purchased, 35mm is preferred over 16 mm if both are available.
- d. Negative polarity is recommended over positive.
- e. The lowest possible reduction rate within published standards for the format type (fiche or film; 35mm or 16mm film) and size of the original should be purchased, to ensure clarity of image and to facilitate future digitization and optical character recognition (OCR) projects.

E. Languages

Most materials are purchased in English. Materials in other languages are purchased only when specifically requested by a faculty member who will use the material.

F. Faculty Requests

Specific requests made by faculty members are honored unless the cost or subject matter of the item is significantly beyond the scope of regular Library purchases. In such cases, the Director will discuss the request with the professor and then make a decision regarding purchase. All faculty requests receive expedited processing. Faculty members are notified of the decision, and if approved, the faculty member who initiated the request receives either notification that the material has arrived or has the material routed to him/her, according to the faculty member's expressed preference. Requests from law faculty costing less than \$100 are not reviewed by the Director, but are ordered immediately by the Access and Collection Services Librarian. In all cases, titles are purchased and processed as Library copies. Under special circumstances, and with the Director's approval, a particular title may be located in a faculty office.

G. Gifts

The Library will accept gifts only if the proffered material can be used in the collection to augment it or replace worn out volumes. Limited space precludes the acceptance of gifts as a gesture of goodwill or political expediency. Gifts of library materials will be accepted provided no conditions are attached and materials conform to selection guidelines. Offers to donate gifts of materials to the Library are sent to the Director who makes the decision to accept the gift or not. The Dean is notified of any monetary gift or special collection offered to the Library. When a donation is accepted, an inventory of the donation is made and included in an acknowledgment letter sent to the donor.

Conditions under which gifts are accepted include:

1. The Library will determine the housing, classification, and circulation of all gift items.
2. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate including acceptance, discard, sale or exchange of unwanted and/or duplicate materials.
3. The Library will not evaluate the gift for tax purposes. The Library may refer donors to used book dealers who can help them determine the value of the books.

H. Weeding

The Library is committed to building a current and retrospective scholarly legal research collection. The collection development process involves decisions not only about what to acquire, but also what to discard. A systematic, ongoing program of collection review to decide what can be discarded can alleviate problems such as changes in institutional goals or programs, space limitations, increasing collection size and cost, accumulation of unneeded duplicates or obsolete materials, and the aging and deterioration of materials.

Weeding may be done to remove excess copies of an outdated work or copies no longer relevant to the collection. Titles which are under consideration for withdrawal from the collection are evaluated as to their historical value within the subject area. Titles listed in the AALS Law Books Recommended for Libraries are never discarded, except for the circumstances under which duplicates are found.

Materials on subjects which have minimal interest, for example, where courses on this subject are no longer offered or programs have been discontinued, are routinely weeded. In addition, deteriorated or defaced material may be removed from the collection.

Factors that may be used to determine which items may be weeded include level of use; publication date; consultation with the faculty; qualitative value using criteria similar to those for book selection; continuing need for duplication; physical condition; and availability in other libraries.

When a title is removed from the collection, standing orders for supplementation to that title will be canceled, including orders for future editions. Newsletters which are canceled will be removed from the collection. Superseded supplementary materials completely replaced by later editions or supplementation are discarded.

Government documents received through the depository program are reviewed according to depository guidelines. Aside from ephemera and microforms, which are housed in the library's Superintendents of Documents collection area, government documents are integrated into and cataloged with the main collection. Items deemed unnecessary after the five-year retention period are offered through the New York State Regional Depository and are discarded or recycled if they are unclaimed.

I. Retention

The primary objective in developing a research collection is to insure that materials will be available for current and future scholarly use. As with any activity that attempts to anticipate the future, predicting the needs of legal scholars in the coming decades is very uncertain. In light of this, retention decisions will be based predominately on maintaining the presence of information in the collection rather than on the probability of future patron use.

Other factors which should be considered in the retention decision include the cost and ability to adequately preserve the physical format of the information, cost and availability of content replacement in another format, shelving space, and duplication of information in other sources.

J. Preservation

The Library will attempt to preserve all materials in the collection in the original physical format where it is economically and physically feasible to do so. Where costs, deterioration, or damages prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. New items added to the collection will be subject to conservation measures, if warranted, to extend their usefulness.

III. SELECTION PROCESS

Although the Director has final authority over all materials purchased or accepted as gifts for the collection, all of the reference librarians participate in collection development. As part of their faculty liaison duties, they monitor the research needs of the faculty and curriculum, and also follow the trends of legal scholarship and discourse in legal communities. They make purchase and subscription recommendations and forward these to the Director for final approval and coordination with other orders and offers.

The materials selection process involves professional judgment, a thorough knowledge of the collection and an ability to assess current and future needs. It often includes an analysis of other holdings in specific areas. The librarians use a variety of selection tools. They review standard current awareness services for legal bibliography, book reviews in various publications, publisher catalogs of titles, acquisitions lists of other law libraries, online and print vendor catalogs, and the online catalogs of various law libraries. The Library has also established a slip plan through Yankee Book Peddler to receive notification of recently published books appropriate to the collection. Interlibrary loan requests are another source reviewed for selection decisions.

The selection process also requires a close interaction with the faculty due to the need to anticipate their curricular and research needs. Almost all Law Faculty requests for purchase are honored. Faculty members are consulted about certain titles, as part of the current awareness service provided by the library. The relationship between the librarians and their liaison professors enables librarians to select in areas of current interest to the faculty and to seek advice from faculty regarding selection questions.

Standing orders are established to ensure the continued receipt of ongoing subscriptions.

IV. BIBLIOGRAPHIC CONTROL AND PROCESSING

All materials added to the collection will be cataloged and classified according to the Library of Congress classification system and will appear in the Library's online catalog. Some deviation from national standards will be permitted where local necessities dictate.

Online services to which the Library subscribes will appear in the online catalog with an active URL link to the service. Where possible and cost effective, the library will also individually catalog the titles contained within each subscription database or purchase the cataloging records from providers. Internet websites, which may be accessed without charge, will be cataloged selectively focusing on those sites which are likely to be stable and long-lasting and would be of interest to Library patrons.

V. COORDINATION AND COOPERATION WITH OTHER LIBRARIES

Increases in prices and proliferation of titles have changed the emphasis to reliable access rather than ownership. It is well established that no law library by itself can meet the needs of every user, so a strong interlibrary loan program is a necessity. Cooperative collection development and resource sharing agreements at the local, regional and national levels have also become an integral part of the collection development program. They allow the Library to rely on other collections for materials that are often beyond the collection scope of the Hofstra Law Library. Interlibrary loan via OCLC is utilized to obtain legal and interdisciplinary titles not owned by the Library. Through this online bibliographic utility, faculty and students have access to the collections of over 55,000 member libraries.

The Library relies on Axinn Library and other university libraries in New York and the Northeast to acquire law-related materials from other scholarly disciplines such as economics, history, sociology, political science, and medicine.

It is anticipated that some cooperative ventures may occur in the future, either through informal groups or consortia. Possible consortium projects could include compilation of union lists of regional holdings covering loose-leaf services, microforms, records and briefs, state administrative codes and registers and GPO publications; establishment of a joint purchase fund for expensive items; sharing of cancellation information and acquisitions lists; and coordinated communication of concerns to increase influence with publishers.

The Law Library is also a member of the New England Law Library Consortium (NELLCO). Member libraries generally are not charged for interlibrary loans and also receive negotiated group discounts for certain database subscriptions. The directors of each member library meet annually at AALL to discuss and implement cooperative activities.

VI. COLLECTION DEVELOPMENT POLICIES FOR PRIMARY AND SPECIALIZED MATERIALS IN VARIOUS FORMATS

ADMINISTRATIVE CODES AND REGULATIONS

Federal

Code of Federal Regulations

The Library maintains the current CFR in paper.

A copy of the CFR on microfiche from 1938-2012 is also maintained.

The CFR is available online via Lexis, Westlaw, Bloomberg Law, HeinOnline, and FDsys.

Federal Register

The current and prior year are maintained in paper.

A copy of the Federal Register on microfiche from 1936-2012 is also maintained.

The Federal Register is available online via Lexis, Westlaw, Bloomberg Law, HeinOnline, and FDsys.

State

New York

One current copy of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR) is maintained. The current NYCRR is online via Lexis, Westlaw, Bloomberg Law, and the New York Department of State web site.

Other States

Lexis, Westlaw, Bloomberg Law, and individual state government web sites are relied on for this coverage.

State Registers

The New York State Register is held in paper from 1998-current, in microform from v. 1(1979) – v.35 (2013), and is available online at the New York Department of State web site. State Registers for other states are collected in accordance with the collection policy for state administrative codes.

Municipal Codes and Ordinances

Municipal ordinances from New York and other states are increasingly becoming available on the Web and these links have been provided on the library's website.

ADMINISTRATIVE DECISIONS

Federal

Decisions of major administrative agencies are collected through the Federal Depository Library

Program and are available on various agency Web sites. Publication and receipt are subject to the vagaries of the agencies and GPO. Greater reliance is now through electronic access via FDsys and agency web sites.

In some subject areas, agency decisions are collected by means of subject-specific loose-leaf services produced by private publishers (for example tax, labor, or energy). These are purchased in accord with the School's curriculum needs. Retrospective files have been obtained in hard copy or microform editions where available, and will continue to be obtained where gaps appear in the collection. Reprints and/or retrospective runs are considered when offered.

State

New York administrative decisions are acquired when available. Administrative decisions from other states are not collected.

ATLASES

A current edition of one major world/international atlas is maintained. Only the current edition is maintained.

ATTORNEY GENERAL OPINIONS

U.S. Attorney General Opinions from 1791 - 1982 are held in paper.

U. S. Attorney General Opinions are also available on Lexis, Westlaw, and HeinOnline from 1791. Opinions after 1982 are found in HeinOnline and the U.S. Department of Justice web site.

The Library has access to all state attorney general opinions via HeinOnline. Date of coverage varies by state. Earlier opinions were collected and are maintained in paper for many states. Paper copies are currently collected only for New York. State opinions are also available on Lexis, Bloomberg Law, and Westlaw.

BAR JOURNALS

Bar journals issued by the ABA and ABA sections are collected in print when available, but more of these publications are moving to electronic format every year. A subscription is maintained to the HeinOnline library for state bar journals. A microfiche subscription is maintained for state bar journals not included in the HeinOnline library and for some county bar journals. The ABA Journal, the New York State Bar Association Journal, and the Record of the Bar of the City of New York are maintained retrospectively in paper and/or microfiche. Current issues are kept in paper.

BIBLIOGRAPHIES

Legal and law-related bibliographies are collected selectively. Annotated bibliographies are preferred.

CASEBOOKS

Casebooks are not collected unless:

1. They are authored by Hofstra Law School faculty members and are added to the faculty collection.
2. They are added as gifts to the collection.
3. They are the only published material in a new area of law, or cover topics not adequately treated in other forms.
4. They are one of the required texts for 1L students. We will continue to purchase a small number of copies of each of the required 1L texts to be kept on course reserve.

Only one copy of the most recent edition of a casebook should be maintained. Older editions of and supplements to a casebook should be discarded upon acquisition of a newer edition unless the older items are part of a special collection.* Only the most recent supplement to the most recent edition of a casebook in the collection should be retained. All editions of faculty authored casebooks will be retained. Copies of instructor's manuals are not added to the collection.

*Casebooks required for 1L students are considered part of a special collection. One copy of one prior edition of each required text for 1L students should be retained in the classified collection. All older editions of 1L required texts should be discarded.

Gifted casebooks should be added to the collection only if they have the potential to contribute to the collection in a meaningful way. Casebooks older than 5 years old should not be added to the collection unless there is a compelling reason.

Current casebooks which contain materials other than reprinted decisions may be purchased selectively. Contemporary casebooks often have the title "Cases and Other Materials...". If the "other materials" are original commentary of the compiler, a reprint of information not easily accessible elsewhere, or on rare occasions reprints of collected statutory materials in a more convenient arrangement than the original statutes, these items may be considered for purchase.

CITATORS

The Library provides access to citators and updating cases through electronic means using Lexis' Shepard's, Westlaw's KeyCite, and Bloomberg Law's BCite. Some print editions of Shepard's Citators are maintained for training purposes, but they are placed in storage.

CODES (Statutory Compilations)

Federal Codes

One copy each of the official United States Code, U.S. Code Annotated, and U.S. Code Service is maintained in the Main Reading Room. One copy of the superseded official United States Code is maintained in the Classified Collection. The U.S. Code (1925-2012) is also available in microform.

Both current and superseded versions of the U.S. Code are available via Lexis, Westlaw, Bloomberg Law, HeinOnline, and FDsys.

State Codes

Current annotated statutes with upkeep service are maintained for all states, Puerto Rico, and the District of Columbia. In cases of competing sets, preference is given to those codes recommended by knowledgeable law librarians of the jurisdiction with the following exception: bound volume format is preferred over loose-leaf unless the latter is clearly superior in editorial features such as arrangement, indexing and annotations.

Superseded codes for all states are available in microfiche through 2013. The library also subscribes to the Historical Archive of State Statutes library in HeinOnline.

CONSTITUTIONS AND CONSTITUTIONAL CONVENTION PROCEEDINGS

The Federal Constitution is readily available in multiple sources including the United States Code, United States Code Annotated, and United States Code Service. An additional annotated text may be located in The Constitution of the United States of America Analysis and Interpretation (Library of Congress edition). Other special works include Swindler's Sources and Documents of U.S. Constitutions and Oceana's Constitutions of the United States, National and State.

The New York Constitution and constitutions of the other states are available in the Library in state statutory compilations and in LLMC Digital.

The Library has bound state constitutional convention proceedings for New York. Constitutional Convention proceedings (1775-1985) for New York are also available in microform.

HeinOnline's World Constitutions Illustrated is relied on for foreign jurisdictions.

CONTINUING LEGAL EDUCATION

The Library selectively collects materials from New York, but few other CLE materials from other states, unless faculty research interest is present. Selected course handbooks from PLI and some ALI-ABA materials are purchased.

COURSE EXAMINATIONS

Examinations given by Hofstra Law School professors are kept if provided by the professor. These exams are mounted on the Library's web site. Examinations from other schools are not collected. Bound volumes for earlier years are kept in archives.

COURT BRIEFS AND RECORDS

U. S. Supreme Court

The Library has microform records beginning with January 1832. Online access is available for all briefs from 1832-1978 in the Making of Modern Law, while more current records and briefs are also found on Westlaw and Lexis.

U.S. Court of Appeals for the Second Circuit

Microfiche for the 1983/84 Term through the 1993/94 Term is held. Briefs are available beginning in 1981 on Westlaw and 1983 on Lexis.

New York Court of Appeals

The Library holds microform from 265 NY (1st) (1934) to date. Selected briefs are available on Lexis beginning in 2000, on Westlaw from 1992 and on HeinOnline beginning with 1 NY3d.

New York Appellate Division

The Library holds microform from 41 AD2d through mid-1996. The Library no longer subscribes to this title since it is rarely used by faculty or students. The nearby Nassau County Supreme Court Library has a current subscription which could be used if needed. Selected briefs are available on Lexis beginning in 2000, on Westlaw from 1997.

COURT REPORTS

As case law becomes increasingly available online via Westlaw, Lexis, BloombergLaw, and individual court web sites, and space is at a premium, the library has elected to reduce the total number of reporters acquired in print. In no event will the library retain a current subscription to more than one copy of any reporter.

One copy of all published official New York state reports and one copy of New York Supplement are maintained. The Library does not subscribe to official reporters for states other than New York. However, earlier reporters pre-dating the National Reporter System were collected and are maintained in paper for many states. Historical state reporters can also be found in LLMC Digital.

COURT RULES

Court rules, both federal and state, are available in sources such as statutory compilations, court reports, administrative regulations, or through court web sites. In addition to these sources, the Library maintains commercially produced compilations of selected court rules such as *Federal*

Rules Service.

Federal court rules may also be found in Title 28 of the United States Code and its annotated services as well as treatises such as Wright and Miller's *Federal Practice and Procedure*.

State court rules are often part of the state code. They are also typically found on state court web sites. The library does not maintain print subscriptions to court rules for other states, though we do maintain a current subscription to court rules for New York.

DICTIONARIES AND THESAURI

Legal Dictionaries

Most legal English language dictionaries and thesauri, including Black's and Ballentine's and others are collected. Legal dictionaries from other foreign jurisdictions are selectively purchased. Languages are selected to support the international programs of the law school.

General Dictionaries

The Library selects general dictionaries, and has access to the online edition of the Oxford English Dictionary. Superseded dictionaries are kept in the classified collection.

DIGESTS

Because the vast majority of case law research now happens in an online context, West digests are very selectively purchased. The New York Digests and Federal Digest are retained, along with one copy of earlier New York and Federal Digest series. Other digests are purchased only when specific curricular needs dictate, such as use by the legal writing faculty.

DIRECTORIES

Legal and law-related directories, including congressional, judicial, federal, and administrative directories are collected selectively.

Older editions of selected directories are kept in the Classified collection or discarded, depending on the nature of the directory.

State bar directories for New York and New Jersey are purchased.

ENCYCLOPEDIAS

Legal

One copy each of Corpus Juris Secundum, American Jurisprudence 2d, and New York Jurisprudence 2d is maintained. Older national encyclopedias are retained in the Classified collection, while older state encyclopedias are kept with state materials.

General

The Library no longer collects general encyclopedias, but very selectively acquires subject-specific and authoritative encyclopedias in the social sciences and humanities.

FORM BOOKS

The Library collects multi jurisdictional form books broadly including both legal form books and practice and procedure form books. It also collects most New York form books.

Forms from states other than New York are generally not collected unless by specific request, or where they are included in selected practice material for a given state.

Superseded form books are discarded.

HORNBOOKS

The Library maintains selected titles from the West Hornbook series. The latest editions are kept on reserve with one copy of earlier editions integrated into the classified stacks. If both student and practitioner's editions are published, the student edition is purchased for the collection.

LAW FOR THE LAYPERSON

Books aimed at the layperson are generally not selected.

LEGAL NEWSPAPERS

Due both to a significant increase in online access to legal newspapers and a significant decrease in demand for print newspapers by faculty, legal newspapers are very selectively collected in print. Online access is available for most major legal newspapers in a number of databases held by the law library and Axinn library.

National Law Journal and *Legal Times*--These titles now arrive together in a subscription, and this set of titles routes to a number of faculty members and administrative offices. Print copies of this title are retained until the microform is received.

New York Law Journal--Three paper copies are received, and one copy is held on Reserve until microform is received. The Library maintains a site license to the online edition.

LEGISLATIVE DOCUMENTS

Bills

Federal

All Congressional Bills are received via microfiche from 1980 - 2000. In January 2001, GPO moved to electronic publication of bills. Consequently, primary reliance is on Lexis, Westlaw, and Congress.gov.

State

The Library does not hold New York State bills, but relies on online services. Bills from other states are not collected.

Session Laws

Federal

All federal session laws are collected and the United States Statutes at Large in hard copy is maintained. Subscriptions are also maintained to the U.S.C.A., U.S.C.S. and U.S.C.C.A.N. to provide access to recent laws. Session laws are also readily available from Westlaw, Lexis, Bloomberg Law, and FDsys.

State

Session laws for all states are available in microfiche through 2012. The Library maintains a print collection for New York session laws. The Library relies upon online availability through HeinOnline's State Session Laws library, Lexis, Westlaw and the web for access to session law for states other than New York.

LEGISLATIVE HISTORIES

Federal

The Library subscribes to ProQuest Congressional which has full text of legislative documents, including the Serial Set back to 1789 and compiled legislative histories from 1970. The time span for available documents after 1970 in full text on ProQuest continues to increase in scope. Compiled full text legislative histories are available on HeinOnline, Lexis and Westlaw. The Library also has some compiled legislative histories in print and microform and one copy of U.S.C.C.A.N. is maintained. Access to print and microform compiled legislative histories collections is through the online catalog. The Library also maintains the U.S. Serial Set in print from 86th Cong. (1959) - 96th Cong. (1996) and in CIS and Government Printing Office microform sets. In addition, the CIS Index and Abstracts can be used in conjunction with CIS and GPO depository microfiche collections of Congressional documents, reports, hearings, etc.

State

Legislative histories for state statutes are not collected. The Library holds New York State Bill jackets for 1950-58 and 1975-82 on fiche. The New York State Library and Westlaw have more recent bill jackets available online. The Nassau County Supreme Court Law Library maintains a collection of New York State bill jackets from 1905-1996. The Library holds the Legislative Documents in print

for 1919-1962 and the complete collection, 1919-1975 on fiche. The series was discontinued in 1976. The Library holds Documents on the Assembly and the Senate for 1831-1918 on fiche. In print the Library holds McKinney's Session Laws and New York Legislative Annual through current volumes. New York Session laws are also available on fiche and LLMC Digital, Hein Online and other electronic resources. The Library holds the Reports of the Law Revision Commission 1935 - 1970. The Reports are available online from 2001 and in McKinney's Session Laws.

LEGISLATIVE JOURNALS

Federal

The Congressional Record is collected. The Library holds a complete set of bound volumes from 1927-1984, as well as microfiche from 1873-1927 and from 1980 to current (Bound edition) and from 1989 to current (Daily edition). Access is also available on Lexis and Westlaw from 1985, and on HeinOnline from 1873-2010 (Bound ed.) and for 1980 to the present (daily ed.), and on Bloomberg Law from 1933-present. The remaining years of the Congressional Record are due to be available on HeinOnline in 2008. Access to predecessors of the Congressional Record (Annals of Congress, Register of Debates and Congressional Globe) covering 1789-1873 is available on HeinOnline.

State

The New York Assembly and Senate Journals are available online, and archives prior to the cessation of print publication are retained in our collection.

NEWSPAPERS AND MAGAZINES

A small collection of newspapers is maintained. New titles are added upon request and review by the librarian liaisons and Director. Newspapers are maintained for the current week only. Magazines are not currently collected. Foreign language newspapers are only purchased upon special request by faculty members.

PERIODICAL INDEXES

A subscription is maintained to the web based version of the Index to Legal Periodicals and Index to Foreign Legal Periodicals. Current Index to Legal Periodicals is received via email and SmartCILP (a customizable email service for selected portions of CILP) is used by several faculty and librarians. Print periodical indexes are retained only if they focus specifically on legal materials.

PERIODICALS

A collection of significant English language legal periodicals and specialized periodicals to

support the research interests of faculty and the curriculum is maintained. The Library primarily collects scholarly titles in English that are indexed in Index to Legal Periodicals and Current Law Index with a strong preference for access to journals available electronically in PDF format. The faculty and students have expressed a strong preference for this format. Foreign language legal periodicals are purchased very selectively when requested by faculty.

RARE BOOKS

Rare books are defined as books having value as an object, aside from or in addition to the intellectual value of the text. The Library considers non-American law books prior to 1800 and American law books prior to 1820 (serials) and 1870 (monographs) to be rare books.

The Library does not currently have a significant rare book collection. There are some very old leather bound books in storage which could provide the basis for such a collection. Reprints of titles held as rare books would not be purchased unless the particular rare book title is in poor condition or may have wide circulation interest.

RESTATEMENTS AND MODEL CODES

One copy of all Restatements is maintained on reserve. Multiple copies of tentative drafts and other drafts are maintained as available.

The Library also maintains the Uniform Commercial Code, Model Penal Code and Uniform Laws Annotated.

STATE DOCUMENTS

The Library is not a State depository Library. However, Axinn Library became a New York State Depository Library in 1999. Axinn receives state documents through the depository program, most of which are published electronically.

STATE MATERIALS (non New York)

State treatise and practice materials are generally not purchased, except to support the first year Legal Research and Writing Program, or in subject areas important to faculty or specific to the jurisdiction.

STUDY AIDS

Commercial study aids, purchased or donated to the library, are added to the collection on a selective basis. Frequently requested series such as Examples and Explanations, Concise Hornbook, and the Understanding series will be maintained on standing order. One copy of the current West Nutshell series is maintained on Reserve. One copy of earlier editions of the Nutshell and Examples and Explanations series are housed in the classified collection. Earlier editions of other series are discarded.

TREATIES AND INTERNATIONAL AGREEMENTS

The Library seeks to acquire the full text of all treaties to which the United States is or has been a party and a full collection of those treaties registered or filed and recorded with international organizations of which the United States is a member or with whom it maintains close ties.

All of the major treaty series are maintained including, but not limited to, the following:

1. United States Statutes at Large
2. Treaties and Other International Agreements of the United States, 1776-1949
3. Unperfected Treaties of the United States of America, 1776-1925
4. United States Treaties and Other International Agreements
5. Consolidated treatise & international agreements. Current document service, United States.

Treaties also appear selectively in International Legal Materials.

Treaties are available online through the Library's subscriptions to Westlaw, Lexis and HeinOnline, In addition treaties are available online through a number of free websites, including the UN Treaty database.

U.S. GOVERNMENT DOCUMENTS

The Library is a selective depository for federal documents. In addition, the Library obtains selected documents outside the depository system from individual agencies or the GPO sales program.

The Library selects materials in the following areas:

- Agency decisions
- Agency regulations
- Annual reports of selected agencies
- Congressional reports and documents
- Justice department publications (selective)
- Laws
- Other agency publications (selective)
- Reports of decisions in U.S. courts
- State department publications (selective)

The Library also relies on Axinn's Government Documents collection, which is an electronic collection. Axinn selects about 24% of the items available to depository libraries.

VII. DEFINITIONS OF COLLECTING LEVELS

The definitions used here are adapted from the Research Libraries Group (<http://www.loc.gov/acq/devpol/cpc.html>) and have been refined to reflect collecting levels for the Hofstra Law Library's collections more accurately.

0 - OUT OF SCOPE:

The library does not collect in this area.

1 - MINIMAL:

A subject area in which few selections are made beyond very basic works. It also includes works specifically requested by faculty members. This level would be appropriate for subjects not currently being taught at Hofstra.

2 - BASIC:

A collection of up-to-date general materials that serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any advanced undergraduate or graduate courses or independent study in the subject area involved. This level would be appropriate for non-law but law related subjects or for law subjects in which Hofstra offers less than one course per year.

3 - INSTRUCTIONAL SUPPORT:

A collection that is adequate to support Law School instruction, or sustained independent study. It includes most primary sources, a wide range of basic monographs, collections of the works of the more important writers, selections from the works of secondary writers, a selection of representative journals, some loose-leaf services of unduplicated coverage and the reference and bibliographic tools pertaining to the subjects. Most practitioner's guides, unless essential to the area, and materials from other states are excluded. Expensive monographs and serials are collected very selectively. This level is appropriate for subject areas in which Hofstra offers one to three courses per year.

4- RESEARCH:

A collection that includes the major published source materials required for independent research and supports journal and seminar students and meets most faculty research needs. It is intended to include all important reference works, a wide selection of specialized monographs and loose-leaf services and an extensive collection of journals and major indexing and abstracting services in the field. It includes more specialized secondary sources, a large number of monographs and most specialized journals. Most practitioner's guides and materials from other states are excluded unless needed because of curriculum or faculty research interest. Not all loose-leaf services in a subject area need to be collected if they are duplicative. Expensive monographs and

serials are collected selectively. Access to sources through at least one electronic database is assumed. Pertinent foreign language materials may be included selectively. Older material is retained for historical research. Access to specialized databases may be provided.

This level is appropriate for areas in which many courses are offered each year, for law review research and for areas in which faculty members are engaged in significant ongoing research. The more courses that are offered in a subject area, the more heavily the Library will collect in that area.

5 - *COMPREHENSIVE*:

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection;" the aim, if not the achievement, is exhaustiveness. This level is reserved for subjects in which the library has or seeks to have historically extensive collections. Dissertations are included, and older material is retained for historical research. The Library has not collected at this level and does not currently have the resources to do so.

COLLECTION LEVELS

LEVEL 1: Minimal

Accounting
Canon Law
Historic Preservation
Military Law

LEVEL 2: Basic

Administration of Justice
Agricultural Law
Air and Space Law
Conflict of Laws
Construction Law
Entertainment & Sports Law (Including Arts)
Equity
Mining Law
Nuclear Energy Law
Social Legislation

LEVEL 3: Instructional Support

Administrative Law
Admiralty & Maritime Law
Banking
Bankruptcy
Business Associations
Civil Procedure
Commercial Law
Comparative Law
Computer Law
Contracts
Corporations
Criminal Law & Procedure
Education Law
Estate Planning
Evidence
Environmental Law
Federal Courts & Jurisdiction

Insurance
International Law
Judicial Administration
Jurisprudence
Juvenile Law
Law Office Practice
Legal Education
Legal History
Legal Profession
Media Law
Natural Resources
Oil & Gas Law
Regulated Industries
Securities
State & Local Government
Torts
Telecommunications Law
Trade Regulation (Including Antitrust)
Water Law
Wills
Worker's Compensation

LEVEL 4: Research

Alternative Dispute Resolution
Civil Rights
Constitutional Law
Family Law
Health Law & Policy
Immigration
Intellectual Property
Labor Law
Land Use Planning
Legal Ethics
Litigation/Trial Practice
Property/Real Estate Transactions
Taxation
Trusts

LEVEL 5: Comprehensive

None at this time

APPENDIX A
GOVERNMENT DOCUMENTS
COLLECTION DEVELOPMENT POLICY

Federal Depository Library Program

The Federal Depository Library Program was established by Congress in the late 19th century, as outlined by Title 44, Chapter 19 of the United States Code. It was to be administered by the Superintendent of Documents at the United States Government Printing Office (GPO). The mission of the program is to provide free access to federal government information to the residents of the United States of America.* Depository libraries select publications based upon the needs of their primary clientele and upon the congressional district in which the library resides.

(**Federal Depository Manual*, rev. 1993, p. 165)

Depository History

The Law Library at Maurice A. Deane School of Law at Hofstra University (the Law Library) gained depository status in 1979 pursuant to 44 U.S.C. sec. 1916. Its primary clientele consists of the faculty, students, and staff of Hofstra University, as well as the residents of the 4th Congressional district. Because of its location in the center of Nassau County, which is densely populated, it also serves the population of neighboring congressional districts, as well as Suffolk County.

The Library currently selects approximately 11% of the total number of items available through the Federal Depository Library System.

Mission Statements

The primary goal of the Law Library, including its Government Documents collection, is to support the curricular and research needs of the law faculty and the law students. The collection focuses on executive, congressional, and judicial and other legal resources. The Law Library also serves the entire Hofstra University community, and it may possess U.S. legal materials that are not selected by the John W. Wydler Depository Library of Hofstra University. Because of the university's proximity to the Nassau County seat of Mineola, the Law Library is used by many legal professionals and by a small number of *pro se* public patrons who require access to U.S. government information as it pertains to the law (the latter are admitted only to consult the government documents collection). The Hofstra University government documents libraries form a dynamic system, with ongoing evaluation and assessment intended to accommodate changing user requirements and an evolving information environment. The Law Library advances the mission of the Hofstra University Libraries through effective utilization of print and electronic resources to meet the need for government information.

The Collection

The Library currently receives approximately 11% of materials distributed through the Federal Depository Library Program. These publications include the “Basic Collection” (Appendix C, in Federal Depository Library Manual, 1993) and several of the item numbers included in the “Suggested Core Collection” for law libraries (Appendix A, in Federal Depository Library Manual, 1993). The Library selects materials in the following areas:

- Agency decisions
- Agency regulations
- Annual reports of selected agencies
- Congressional reports and documents
- Justice department publications (selective)
- Laws
- Other agency publications (selective)
- Reports of decisions in U.S. courts
- State department publications (selective).

The library also purchases non-governmental indexes, directories, and monographs to enhance use of the government materials.

Selection Responsibility

Selection responsibility rests with the government documents librarian, who consults with the other reference librarians and the law faculty. The core collection of primary legal materials is maintained and developed. Patrons may request that the library acquire materials not currently held in the collection. All requests are evaluated to determine the appropriateness of its inclusion and possible access issues. Selections of items are in conjunction with and intended to support and enhance the Library’s overall Collection Development policy. Because more items are migrating to an electronic environment, review of item number selections is an ongoing process.

Selection Criteria

- Support for the law school’s academic programs
- Support for historical research
- Availability of information in other sources
- Level of technical material
- Fulfillment of responsibility to keep citizens informed

Formats

The Library predominately selects electronic, paper, and microfiche products. Past practice recognized that paper has traditionally been the format of choice by users, but that preference appears gradually to be changing in favor of electronic formats, a trend that the

government documents librarian keeps in mind and monitors. The library incorporates online Web-based products through the online catalog and links to selected government Web sites through the online resources compilation on the Library's Web site. In addition, the Library offers access to online government information via its Government Documents LibGuide.

Management

The Library's Government Document collection is managed according to the guidelines established by the Library Programs Service of the Superintendent of Documents at the United States Government Printing Office.

Weeding

As a basic principle, the Library collects materials that are of value to researchers. This principle is the primary criterion for weeding the government documents collection. Weeding focuses on dated materials, ephemera, pamphlets, and microforms. Electronic substitution of an item number may occur, and will likely be preferred in the future. When weeding is done, it is in accordance with the Guidelines for Depository Libraries. All documents are clearly marked with the depository property stamp, shipping list date, and the SuDoc number. Collection review is an ongoing process.

Preservation

The department is committed to preserving federal materials in appropriate formats, and works with the appropriate library departments to ensure appropriate binding, storage, and handling of permanent materials. The department makes every effort to replace damaged materials.

Binding

Binding of periodicals is in accordance with the Library's periodical binding policy. Other materials may be selected for binding in accordance with the historical research needs of the university and local community.

Public Access Policies

The collection of United States federal government documents is available to the public during the hours that the law library is open and staffed. The Library catalogs all federal depository materials, and these records are available via the online catalog and the database Marcive. Many of the materials are integrated into the general collection and are assigned Library of Congress classification numbers. It is an ongoing project of the library to integrate all tangible materials into the classified collection. Materials not yet integrated are housed in a separate government documents collection and are located by the assigned Su Doc number. This collection now consists primarily of microfiche, and contains very few print materials

Borrowing Guidelines

Documents circulate in accordance with the Law Library's circulation policy. Essentially, only monographic documents circulate to Hofstra faculty, students, and staff.

Reference Service

Although there is a government documents librarian primarily responsible for supervising the collection, all of the public services librarians are able to answer most government documents questions. This allows the availability of reference assistance during most of the hours that the law library is open. Ready reference may be handled over the telephone, but users are encouraged to use the library. No research is done for telephone patrons.

Resource Sharing

The density of population on Long Island has endowed the geographic area with many depository libraries in several types of libraries: public, academic, and law. There is a high level of cooperation among libraries both informal and formal through the Long Island Libraries Resource Council. The Library government documents department complements the electronic collection of John W. Wydler Depository Library of Hofstra University.

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