

Collection Development Policy

Purpose The Collection Development Policy of the San Diego County Public Law Library is intended to serve as a guide to the acquisition and retention of materials for the Library in accordance with its legislative mandate (Cal. Business & Professions Code §6300 et. seq.) and Vision and Mission Statements.

Effective date November 19, 2008

Definitions This table contains definitions of terms used throughout this policy.

Term	Definition
Committee	Collection development committee
Electronic Resources	Databases, e-journals, and e-books licensed for use by the library.
Information Resources	All materials that the library collects in all formats.
Model	3-dimensional object selected for inclusion in the collection. <i>Synonymous with the term realia.</i>
Storage materials	Out of print or discontinued titles that have continuing research value.
Superseded materials	Volumes replaced by a new edition that have continuing research value.
Withdrawn materials	Items removed from the collection and discarded.

Contents This policy contains the following topics:

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Policy Management

Overview

The San Diego County Public Law Library's Collection Development Policy must be a "living document" that grows and changes to meet the needs of the law library and its users. Accordingly, this policy will be reviewed as new resources and technologies become available and as the needs of the library demand.

Collection development committee: Membership & terms

A committee has been established to facilitate the collection development process. The members and terms for each member of the collection development committee are listed in the following table.

Position	Committee Term
Assistant Director, Public Services, Chair	Permanent
Assistant Director, Technical Services	Permanent
Acquisitions Librarian	Permanent
Main Reference	2-year, staggered
Branch Representative	2-year, staggered

Roles and responsibilities

This section describes the roles and responsibilities of individuals and groups at the Library with respect to this collection development policy.

Role	Responsibilities
Assistant Director, Public Services	Administer the collection development policy, which includes: <ul style="list-style-type: none"> • Appointment of committee members. • Ensure that collection development policy is reviewed and revised as needed. • Prepare and present proposed revision of the policy to the Board of Trustees for approval. • Ensure adherence to the policy.
Assistant Director, Technical Services	<ul style="list-style-type: none"> • Prepare a proposed materials budget. • Prepare Millenium reports for evaluation of the collection. • Monitor the approved materials budget.
Board of Trustees	<ul style="list-style-type: none"> • Approve the changes to the collection development policy.
Collection Development Committee	<ul style="list-style-type: none"> • Collection maintenance activities. • Review the collection development policy. • Review and update <i>Collection Development Retention & Weeding Table</i>.

Budget allocation

The Materials Budget is based on

1. Availability of funds for information resources.
2. Costs of information resources in previous years and expected increases in vendor prices.
3. Collection development committee decisions to cancel existing or add other information resources.

Types of expenses included in the Materials Budget:

1. Books (monographs, serials, continuations)
 2. Electronic resources
 3. Microforms
 4. Models
 5. Replacements
 6. Sound and video recordings
 7. Visual materials (maps, photos, etc.)
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Roles and responsibilities

This section describes the roles and responsibilities of individuals with respect to allocating funds for the materials budget.

Role	Responsible for
Assistant Director, Technical Services	Preparing the materials budget proposal.
Senior Managers	Developing the library's total budget.
Library Director & Business Manager	Presenting the proposed total budget to the Board of Trustees for approval.

Process to modify the policy

This policy should be reviewed every two years or as changes in technologies, financial conditions, and user needs demand. Request to make changes to this policy should be submitted to the Chair or any members of the Committee. The Committee will meet to review the policy, consider the request for changes, discuss, and draft the proposed changes or revisions to the policy to be submitted to the Board of Trustees for approval.

Questions or comments?

Please send all questions or comments about this policy to any members of the Collection Development Committee.

Scope of Collection

Goal

The Library strives to provide a collection that is comprehensive, balanced, authoritative, and adheres to standards and ideals set forth by the library community and are incorporated by reference in the following table.

Name	Author
Public Law Library Standards	American Association of Law Libraries, State, Court and County Special Interest Section
Code of Ethics	American Association of Law Libraries
Bill of Rights	American Library Association
Freedom to Read Statement	American Library Association
Government Relations Policy	American Association of Law Libraries

Library users

The Library collects and maintains materials based upon the legal information and research needs of the following:

1. Members of the legal community
 2. San Diego County residents
 3. The judiciary
 4. State, county, and other local officials
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Scope of collection

The Library collects and maintains the following materials:

1. A core collection of primary legal materials for California, United States, selected other states, and U.S. territories.
2. A collection of legal materials about the California constitution and government, judges, lawyers, and bar associations.
3. Secondary legal materials with an emphasis on law practice and legal interpretation.
4. An up-to-date collection of Minimum Continuing Legal Education CDs and DVDs.
5. Legal self-help and how-to materials for non-attorneys and self-represented litigants.
6. Selective collection of California and U.S. government documents.
7. Selective collection of foreign and international law materials
8. Special and archival collection of research and historical materials about the United States, California, and San Diego County that are of interest to the legal community.

Collection Evaluation

Evaluation criteria

The Library evaluates its collection wholistically on a regular basis to maintain its usefulness and relevance to the research and legal information needs of its users and takes the following into consideration:

1. Relevance of the subject matter based on usage.
 2. Availability of the material on the subject.
 3. Availability of the material in alternative formats or sources.
 4. Importance of the subject matter to the entire collection.
 5. Physical condition of the material.
 6. Cost to maintain or preserve the material.
 7. Historical value.
 8. General selection criteria set forth in the following section.
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Selection Criteria

General criteria

The Library will take into consideration the following when selecting materials to be acquired and added to the collection:

1. Relevance
 2. Potential or anticipated increase in use
 3. Initial and upkeep cost
 4. Unique content
 5. Ease of use
 6. Quality, accuracy, and reliability of the material based on reviews, recommendations, and evaluations.
 7. Reputation of author, editor, compiler, or publisher.
 8. Current or permanent value
 9. Duplication
 10. Technical support requirements
 11. Demand based on number of requests by patrons
 12. Bibliographic control or inclusion of the title in nationally reputable bibliographies, indices, and citators.
 13. Space
 14. Language
 15. Library's status as a selective federal and state depository
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**Selection
criteria by type
of material**

The Library will collect and maintain the following types of materials as listed in this table.

Type	Materials
Statutes and codes	Federal, California, and selected other states.
Advance legislative and interim annotation services	Federal and California
Legislative history	Federal and California
Administrative Regulations	Federal and California
Administrative Decisions	Selected Federal and California
Attorney General Opinions	Federal and California
Court Reports	U.S. Supreme Court, Federal Courts, California Courts, and other States Courts.
Digests and Citators	Federal, California, multi-jurisdictional and selected topical.
Legal Encyclopedias	Federal, California, and multi-jurisdictional
Treatises and Practitioner's Materials	Comprehensive California law. Selective Federal, other states, and multi-jurisdictional treatises on general and specific subjects.
General Reference materials	Subject-specific areas of law
Continuing Legal Education materials	Current materials only
Self-Help Law Books	Current materials only
County and City Charter and Municipal Ordinances	San Diego County and its cities, selectively for Imperial, Riverside, San Bernardino, Los Angeles, and Orange County
Periodicals	Selected legal periodicals and newspapers; and a legal periodical index

**Selection
criteria by
jurisdiction**

The Library will collect materials in the following jurisdictions listed in the table below:

Jurisdiction	Materials
Federal	Constitution, code, session laws, statutes, court rules, court decisions, regulations, attorney general opinions, and selected treatises.
California	Constitution, code, session laws, statutes, court decisions, regulations, attorney general opinions, treatises, and selected continuing legal education materials.
San Diego	County and city charter, ordinances, board policies and procedures.
Other States	Selected annotated codes or statutes, and practice materials.
Multi-jurisdictional	Uniform laws and model codes, court decisions, and selected treatises
Foreign and International	Laws of the United States Territories and selected foreign governments with relations to the United States, published in English. Selected treaties.

**Selection
criteria by
format**

The Library will take the following criteria into consideration when selecting materials that are available in multiple formats. The decision to purchase a particular source in print and in multiple quantities will significantly depend upon whether or not that source is also available through an online source.

1. Functionality
 2. Ease of use
 3. Need for multiple access points
 4. Frequency of use
 5. Price
 6. Permanent and continuous access
 7. Technical support for the format
 8. Space
 9. Same content as the original source
 10. Date coverage
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Government Documents

About government documents

The Library serves as a selective Federal and California government depository for the County of San Diego. The Library upholds the Core Principles of the Federal Depository Library Program (FDLP) and follows the California Government Code Section 14909 mandate.

Locating government documents

The majority of the government documents are integrated into the Library's general collection and are accessible through the online catalog with links to the electronic version, which is the preferred format. However, in cases where there is an issue of the authenticity, reliability or permanence of the electronic source, or where print is the more usable format, the Library will select print.

Selection criteria for government documents

The Library selects materials that support this policy and meet the government information needs of its users. The following table lists the depository items that the Library collects.

As a selective Federal and California Government Depository, the Library will provide access, either in print or electronic format with links in the Library catalog record to the following materials

Types	Materials
Federal depository items	<ol style="list-style-type: none"> 1. The "Basic Collection" as defined in the Federal Depository Library Handbook. 2. The "Essential Titles Collection" as defined in the Federal Depository Library Handbook. 3. Statutes, codes, bills, and other legislative history materials. 4. U.S. reports and court rules. 5. Administrative materials, including Executive Orders, Federal Regulations, and agency rules and regulations. 6. Decisions, rulings, and orders of selected agencies 7. Publications and documents of, and relating to the judiciary and major law enforcement agencies.
California depository items	<ol style="list-style-type: none"> 1. Legislative materials and documents produced by the state legislature, including reports from the legislative committees, the Senate Office of Research, the Legislative Analyst Office, and the California Research Bureau. 2. Basic legislative reference works such as Statutes and Amendments, the Senate History, the Assembly History, the Legislative Index, the Summary Digest, the Journal of the Senate and the Journal of the Assembly. 3. Agency reports prepared for the legislature or governor including California Law Revision Commission. 4. Judiciary materials and documents. 5. The Code of Regulations. 6. Decisions, orders, and notices of selected agencies.
Other materials	The Library will provide access only to the most recent version of agency-compiled subject-specific codes, treatises or consumer information.

Donated Materials

Policy

The Library:

1. Accepts donations subject to no conditions set by the donor;
2. Reserves the right to determine the classification, housing, and circulation status of donated materials;
3. Reserves the right to dispose of donated materials in a manner deemed appropriate;
4. Reserves the right to decline any or all of a donation for any reason including, but not limited to, available storage space.

Additional information

The Library will provide the donor with a letter acknowledging receipt of the donations that may be used for tax purposes. However, no itemized list establishing the monetary value of the donated materials will be provided.

Archival & Special Collection

Policy

The Library collects and maintains an archive of materials related to the history of the Law Library and the legal community of San Diego County.

The Library maintains several special collections that relate to United States and California or local history, or to the development of the law. It is the intention of the library to preserve and provide access to materials in the special collection.

Retention

Purpose Superseded and stored materials are retained because of their historical value and their potential value to people dealing with current legal issues. A single copy is sufficient for retention. Retention guidelines for specific types of materials are listed in the *Collection Development Retention & Weeding Table* maintained by the committee.

Policy The Library will retain certain materials permanently. Materials that the Library will keep permanent in its collection include, but is not limited to the following:

1. U.S. Statutes at Large and California session laws
 2. Annotated codes for the United States and California
 3. Code of Federal Regulations and Federal Register
 4. California Code of Regulations
 5. Reported Federal court decisions
 6. Reported California court decisions
 7. Federal, California and local court rules
 8. California Supreme and Appellate Court Briefs
 9. Title 24 of Cal. Code of Regulations
 10. Uniform Codes
 11. U.S. and California Attorney General Opinions
 12. Martindale-Hubbell Directory California & Index volume
 13. Journal of the San Diego County Bar Association or its successor
 14. The San Diego Daily Transcript
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Weeding

Policy

The collection will be continually reviewed so that outdated materials are removed. Factors to consider include:

1. Replacement – A new edition or version has been acquired and the older edition does not have continuing value and should not be superseded.
2. Currency of format – Media that is no longer supported through hardware should be withdrawn.
3. Online availability – Hard copy materials may be withdrawn from the collection once the guaranteed permanence and authenticity of the online version is verified.
4. Content currency – Some publications do not retain value over time and should be withdrawn when outdated.
5. Scope – Does material fit within the scope of the collection.
6. Frequency of use
7. Physical condition
8. Rarity – Special consideration should be given to materials that are not available elsewhere in San Diego County.
9. Rules for withdrawing government documents as described in the following section.

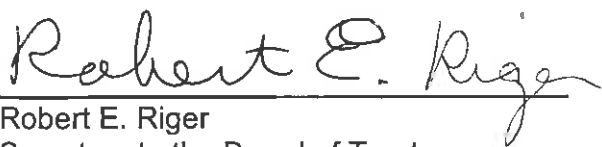
Rules for withdrawal of Govt. Documents

Federal Documents	The weeding of materials received through the Federal Depository Library Program (FDLP) is subject 44 United States Code §1911 provisions. Documents received through the FDLP are subject to a 5-year statutory retention period. However, documents that become obsolete, dated, or ephemeral may be discarded before the 5-year retention period if they are included in the FDLP's superseded list . The Library is required to offer its weeded documents to the regional depository, i.e. State Library. Documents not claimed by the regional depository should be offered to other California depositories via the CALDOC-L listserv. The regional depository requires a claim period of a minimum of two weeks.
California Documents	The weeding of materials received through the Library Distribution Act (LDA), Government Code §14900-14912 , is not subject to any specific laws or regulations. However, any documents received through the LDA that are weeded from the Library collection, prior to being discarded, should be offered to the regional depository, i.e. State Library.

This Collection Development Policy has been approved by the San Diego County Public Law Library Board of Trustees at a regular meeting on November 19, 2008.



K.Martin White
President of the Board of Trustees



Robert E. Riger
Secretary to the Board of Trustees