

San Diego Law Library Collection Development Policy

Section I: Introduction

Purpose

The purpose of the San Diego Law Library (SDLL) collection is to support the legal information, access to justice, and research needs of Library patrons. Patrons include members of the San Diego County legal and business community, San Diego County residents, the judiciary, state, county, and other local officials. This Policy will serve as a guide for the acquisition, maintenance, transition, and retention of the Library's collection in all formats in accordance with its legislative mandate (Cal. Business & Professions Code section 6300 et seq.) and the Law Library Vision and Mission statements.

Policy Management

The Law Library Director has responsibility for the acquisition, maintenance, transition, and retention of the Library's collections. The Director will delegate the routine selection and deselection and other collection oversight responsibilities to a Collection Development Team. Responsibilities will be delegated to staff members who are qualified for this duty by education, training, interest, and job classification. The team can be changed, dissolved, and reconstituted as the Director sees fit in order to meet the changing circumstances of the Law Library.

This Policy may be revised at any time at the discretion of the Director and with approval by the Library Board of Trustees. The Director of the Law Library shall ensure that the policy is reviewed on a regular basis to respond to new resources, technologies, budgetary limits, and patron demand.

Requests to make changes to this Policy should be submitted in writing to the Law Library Director.

Policy Framework

The Law Library strives to provide a collection that is comprehensive for California law practice, balanced, authoritative, and adheres to the standards and ideals set forth by the library community which are incorporated by reference in the following table:

Name	Author
County Public Law Library Standards	American Association of Law Libraries, Government Law Libraries Special Interest Section https://www.aallnet.org/about-us/what-we-do/policies/public-policies/county-public-law-library-standards/
Code of Ethics	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-ethical-principles/
Bill of Rights	American Library Association http://www.ala.org/advocacy/intfreedom/librarybill

	The San Diego Law Library espouses the principles of the ALA’s Library Bill of Rights with regard to censorship. Users who wish to protest any item in the collection should place his/her concern in writing to the Director of Libraries. The final decision for retention or removal rests with the Director of Libraries. Complainants will receive written notification of any decision.
Freedom to Read Statement	American Library Association http://www.ala.org/advocacy/intfreedom/freedomreadstatement
Government Relations Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-government-relations-policy/
AALL Preservation Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-preservation-policy/

Section 2: Selections

Collection Categories

The term “collect” is used to mean the resources the San Diego Law Library acquires with ownership, while the term “provide access to” is used to mean online resources that the Library does not own, but that are available through subscription databases to which the Library subscribes or sources that are publically available for free on the Internet.

California Legal Materials

Primary Law

For the law of California the Library collects and/or provides access to the following primary materials:

- California Constitution and a collection of materials about the California Constitution
- Session laws and related documents from all legislative sessions from 1850-current
- Current annotated code
- Current state administrative code
- All published court decisions
- All published administrative decisions
- California Attorney General opinions
- Court rules

Secondary Legal Materials

The law library collects and/or provides access to secondary materials that facilitate the research and practice needs of our patrons and that fulfill the public service and access to justice mission of the Law Library. Secondary materials include, but are not limited to:

- Practice guides in a wide variety of subject areas with an emphasis on law practice and legal interpretation on major California law topics
- Self-help guides and how-to materials for non-attorneys and self-represented litigants including print or online resources for people with limited English Proficiency and materials in languages other than English to reflect the needs of users
- Legal encyclopedias
- Jury verdict compilations
- State citation service
- Form books (procedural and transactional)
- Motion guides
- Procedural materials (civil and criminal)
- California Court of Appeal and Supreme Court briefs
- Selected MCLE (Minimum Continuing Legal Education) materials
- State ethics opinions for the California Bar

Periodicals

The library collects and/or provides access to the following:

- Law reviews
- Bar journals (ABA, California, San Diego, Los Angeles, Orange County)
- Selected ABA section newsletters
- Legal newsletters
- Legal newspapers

Local

- Collect and provide access to the San Diego city charter and the San Diego County charter
- Collect and provide access to the ordinances and the code of ordinances of the city of San Diego
- Provide access to the codes of ordinances of all other municipalities in San Diego County
- Collect and provide access to the ordinances and code of ordinances of the County of San Diego
- Provide access to the code of ordinances of the City of Los Angeles
- Provide access to the code of ordinances of neighboring counties (Imperial, Riverside, Orange and Los Angeles counties)
- Provide access to the resolutions and ordinances of the San Diego City Council
- Provide access to San Diego County Board of Supervisors policies and procedures
- Provide access to the opinions and other legal documents of the City Attorney
- Collect and provide access to the San Diego Superior Court rules
- Provide access to San Diego Superior Court forms
- Collect and provide access to items related to local legal history

Federal Legal Materials

Primary Law

For the law of the United States, the Law Library collects and/or provides access to the following primary materials:

- Constitution of the United States
- Session laws
- Statutes
- United States Code and an annotated version of the United States Code
- Regulations including the Federal Register and the Code of Federal Regulations
- All published court decisions from the Supreme Court, Circuit Courts of Appeal, U.S. District Courts, and U.S. Bankruptcy Courts
- Published decisions from administrative agencies
- Attorney General opinions
- Court rules for local federal courts
- A citation service

Secondary Legal Materials

The law library collects and/or provides access to a select group of secondary materials that facilitate the research and practice needs of our patrons and that fulfill the public service mission and access to justice mission of the Law Library. Secondary materials include, but are not limited to:

- Practice guides in a variety of subject areas
- Self-help guides and how-to materials for non-attorneys and self-represented litigants including print or online resources for people with limited English Proficiency and materials in languages other than English to reflect the needs of users
- Legal encyclopedias
- Form books (procedural and transactional)
- Motion guides
- Procedural materials (civil and criminal)
- Supreme Court briefs

Laws of Other States

The Law Library provides access to the statutes and codes of other states. At our discretion, we may collect or provide access to treatises or practice guides of other states as deemed necessary for the legal practice needs of our patrons.

Multi-Jurisdictional

The Law Library provides access to the following multi-jurisdictional resources:

- Uniform laws and model codes

- Court decisions
- Selected treaties
- Legal reference tools including dictionaries, judicial biographies, and standard citation manuals

Foreign and International

The Law Library serves as a starting point for foreign and international law by providing access to legal research guides that are publically available online. The Library also collects selected codes of Mexico and legal research guides to Mexican Law.

Government Documents

Federal

As a selective Federal Depository for United States government publications (Chapter 19 of Title 44 of the United States Code sections 1901-1916) the Library collects or provides access to materials that help to enhance our mission of providing access to justice to the residents of San Diego County. These resources include:

- Congressional debates
- Congressional committee hearings and reports
- Selected Congressional documents
- Statutes, codes, bills, and other legislative history materials
- U.S. Reports and court rules
- Presidential publications
- Decisions, rulings, and orders of selected regulatory agencies
- Department of Justice publications
- Judiciary publications
- Reports of executive branch departments
- Census data
- IRS publications
- The “Basic Collection” as defined in the [Federal Depository Library Handbook](#)
- The “Essential Titles Collections” as defined in the [Federal Depository Library Handbook](#)

California

Under the California Library Distribution Act (CA Government Code sections 14900-14912) the Law Library is authorized to receive California government publications. The Library collects or provides access to:

- Legislative hearings and reports
- Statutes and amendments to the codes

- Senate and Assembly histories
- Senate and Assembly journals
- Legislative index and tables of sections affected
- Agency reports prepared for the legislature or governor including the California Law Revision Commission
- Judiciary materials
- Agency compiled subject specific codes (e.g. *California gambling law, regulations and resource information*)
- Code of Regulations
- Decisions, orders, and notices of selected agencies
- Consumer information

Section 3: Selection and Decision Making Criteria for Law Library Purchases (all formats)

The Library will take the following criteria, where applicable, into consideration when selecting materials, no matter the format.

1. Relevance (California Practice materials are a priority). Practice-oriented materials, rather than scholarly or academic sources, are preferred. The Library does not collect legal textbooks.
2. Particular attention is given to materials to assist self-represented litigants and solo and small firm practitioners.
3. Anticipated usage.
4. Upkeep costs and frequency of updates.
5. Unique content.
6. Ease of use.
7. Quality, accuracy, and reliability of the material.
8. Reputation of author, publisher, editor, compiler.
9. Current or permanent value for the collection.
10. The Library avoids duplication between print and online sources and rarely collects multiple copies of any sources and only if usage demands.
11. Technical requirements to host the source.
12. Demand based on patron requests.
13. Space.
14. Language.
15. Library's status as a selective federal and state depository.
16. Functionality.
17. Need for multiple access points.
18. Price.
19. Permanent and Continuous access.
20. Technical support.
21. Date Coverage and any embargoes on access.

22. IP authentication is preferred rather than single user logins.
23. Concurrent users on all Law Library computer terminals is preferred over individual or access limited to certain terminals.
24. Remote access to authenticated law library patrons is preferred.
25. Any online source provider should be able to provide detailed usage statistics on a regular basis. Online service providers should allow contract language that protects the library from liability if a library patron misuses the resource. Vendors should provide non appropriation of funds language in all contracts.
26. Public access interfaces for electronic resources must protect public user privacy and allow for all public users to access the database.
27. Possible collaborations with other organizations to avoid costly and ineffective duplication of materials. SDLL seeks to join information networks (state, local, or national) to aid in acquiring, sharing, and providing access to materials and services. Participation in cooperative networking agreements may provide assistance in purchasing and the sharing or resources and SDLL is committed to any collaborative effort that benefits SDLL library patrons and the community.
28. Whether the materials are available via Interlibrary Loan.
29. Any online service provider should not, wherever possible, restrict the Library from utilizing documents from an electronic database for document delivery or ILL.

Section 4: Special Considerations for Specific Collection Matters

Library Branch Collections

This Policy focuses on the Library Collections and materials at the Main Library in San Diego. Branch collections reflect the needs of the community they serve. In general, all physical (print) branch collections focus on self-help legal materials; practice-guides for solo and small firm practitioners; and basic California Primary law materials. The main source of branch collections is access to the online databases which provide the majority of access to legal resources at those locations.

Donations

The Library has discretion to accept donations of materials based on the following:

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 any manner deemed appropriate (including sale, disposal, or adding to the collection);
4. Reserves the right to decline any or all of a donation for any reason including, but not limited to, available storage space or the appropriateness of the materials for the collection.
5. The Library's collection development policy applies to all gifts and donations.

The Library, on request, will provide the donor with a letter acknowledging receipt of the donations. No itemized list establishing monetary value of the donated materials will be provided. The Library will not move or retrieve any donated materials; that is the responsibility of the donor.

Materials donated for the Library archives are subject to additional requirements set for in a separate Archives Policy.

Patron Requests

The Library considers all requests submitted either through a written request or online through the Library catalog. The Collection Development Team evaluates all such requests and will notify the patron of any decision.

Legal Materials in Languages other than English

The Library primarily provides access to legal materials in English as there is little available for purchase in other languages and few materials have been reliably translated. Where available, legal materials are also purchased or otherwise made available in Spanish and other languages common in the Library's community. The focus of these collections are materials that will benefit Self-Represented Litigants for whom English is not their primary language.

Self-Help or "Do It Yourself" Law Collection

In accordance with AALL's *County Public Law Library Standards*, particular collection attention is given by the Library to materials that assist self-represented litigants.

Audiovisual Materials

The Library actively collects audio and video recordings of Minimum Continuing Legal Education (MCLE) programs. These are selected primarily based upon the required credit areas of bias, ethics, and competency issues and secondarily upon legal practice areas or topics deemed to be of interest to our patrons.

Other audiovisual materials can be selected if one or more of the following criteria are met:

1. The audiovisual content was produced by or for the Law Library
2. The Law Library supports the media format
3. The material is relevant to the Law Library's mission and vision
4. The material is not available in other formats

Ideally video material that is selected should be closed captioned for the hearing impaired.

Audiovisual Formats that the Law Library currently supports include:

- Compact disc
- DVD

- CD-ROM
- DVD-ROM
- Streaming audio and video (MP3, MP4, AVI, et al.)

Purchase of Retrospective or Replacement Materials

The Library generally purchases only current print or digital materials. An exception may be made if the retrospective materials would be valuable to the Library collection.

The Library does not automatically replace damaged, worn, lost, or stolen materials. The Library staff will review usage, cost of replacement, budget, and other coverage on the same subject in determining whether these items will be replaced.

Section 5: Retention and Weeding

Retention

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 *Retention Decisions Table*.

Weeding

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. Materials for which there is insufficient space to house them.
9. Rarity – Special consideration should be given to materials that are not available elsewhere in San Diego County.
10. 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 to the retention and weeding regulations explained in the Legal Requirements & Program Regulations of the Federal Depository Library
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	Program. Retention and discard decisions adhere to those regulations.
California Documents	The weeding of materials received through the Library Distribution Act (LDA), 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 13, 2019.

Note: this Collection Development Policy supersedes all earlier Collection Development Policies.