

**WIDENER UNIVERSITY SCHOOL OF LAW LEGAL INFORMATION CENTER**

**WILMINGTON, DELAWARE**

**HARRISBURG, PENNSYLVANIA**

**COLLECTION DEVELOPMENT POLICY**

## **ABOUT THE COLLECTION**

The Legal Information Center is housed on two campuses: Wilmington, Delaware and Harrisburg, Pennsylvania. The collection emphasis is on Anglo-American primary and secondary sources. The Legal Information Center has a complete collection of federal court decisions, annotated statutes, administrative regulations and their finding tools and can provide access to current annotated statutes, superseded statutes, session laws and codes for selective states in print format and for all states through LexisNexis Public Access and other subscription databases. National Reporter sets and selected state reporters provide access to state cases in print format. Shepard's Citation subscriptions are maintained for all federal cases and statutes as well as selected state cases, in addition to providing access through LexisNexis and LexisNexis Public Access.

The Legal Information Center collects at a comprehensive level for local state jurisdictions with respect to both primary and secondary materials. The Legal Information Center has an extensive collection of secondary sources and finding tools, including treatises, legal encyclopedias, Restatements of the Law, form books, digests, looseleaf services, and legislative histories. The Legal Information Center subscribes to approximately 2000 journals, representing scholarly materials from United States law schools, some foreign law schools, commercial journals, ABA journal publications and state bar association journals.

Both the Wilmington and Harrisburg sites are designated as United States Government Depository Libraries. Depository status enables selection and free-of-charge receipt of a broad spectrum of government documents and reports which supplement the federal administrative materials.

More than one third of the volumes in the collection are held in microform. The Legal Information Center is making the transition to electronic access through subscriptions to BNA-ALL, CCH, HeinOnline and other online providers. Electronic content is the preferred format over microform.

## **HISTORY OF THE COLLECTION**

The Legal Information Center collection began in Wilmington in the early 1970s with materials acquired primarily by donation and purchase on the secondhand book market. By 1975 the library collection had more than doubled its initial size to 130,000 volumes. As resources improved in the 1980s, there was a continuous expansion of the core collection of both current and retrospective materials. Continuations as well as back runs were purchased and multiple copies of heavily used materials were acquired. The breadth and depth of the collection was expanded to support new electives and concentrations. Retrospective materials such as United State Supreme Court Records and Briefs, Attorney General Opinions, state session laws, Code of Federal Regulations, Congressional Information Service, Serial Set, and the Association of American Law Schools Recommended Law Books were added to provide resources for scholarly research.

In 1989, the Harrisburg campus library opened with a collection of almost 100,000 volumes. The foundation collection was developed in compliance with the specific requirements of the American Bar Association (ABA) and Association of American Law Schools (AALS) to support

the law school curriculum. Major sets were duplicated; complete runs of law review were purchased in hard copy for the past 20 years and in microform for earlier volumes. The top twenty-five law reviews were purchased in hard copy from their inception. A basic collection of print and non-print materials was assembled to support all courses offered. Collection Development for both campuses was and remains premised on two critical factors: first, materials flow freely between Wilmington and Harrisburg, and second, technology permits ever increasing access to information. The constant exchange of materials between campuses is coupled with a full commitment to utilize developing technology.

### **THREE CAMPUSES AND BEYOND**

The dual campus law school configuration offers a unique opportunity in terms of collection development and resource sharing. Access to Wolfram Library on the main campus of Widener University offers additional resources beyond the bounds of law. The three campuses share an online library system that can be searched as a whole or limited to either the law school or main campus collection. A request function is available to patrons on all three campuses to move circulating materials between campuses when needed. Materials are transported by in-house couriers, sent through Ariel/Odyssey™ if appropriate, or, if necessary, by overnight delivery.

The centralized law school Collection Development team, including acquisitions functions, offers the opportunity for a coordinated policy as well as efficiencies of scale. Each site has a stand-alone collection with respect to satisfying ABA and AALS requirements. While striving to provide balanced collections to the community of users at each campus, the relationship affords the opportunity for developing complementary specialties at each site. For instance, corporate law and health law is heavily emphasized in Wilmington, while public interest law is heavily emphasized in Harrisburg. The synergies between the two campus holdings enrich the collection in a way previously not possible. The efficiency of resource sharing is particularly noteworthy in electronic resources. When both campuses have a strong interest in a particular area of the law, such as constitutional law and environmental law, every effort is made to support the research needs on both campuses. In these instances, key titles are purchased for both campuses in lieu of sharing resources. The cost of specialized electronic titles is shared between two or three of the libraries depending on content and vendor requirements. General legal reference materials are duplicated on both campuses.

### **GENERAL POLICIES**

The Legal Information Center is a research library. Collection Development is the foundation on which the Legal Information Center achieves its mission of providing legal information to the faculty, students, and members of the bench and bar. The excellence of that research collection is the focus of collection development.

The Collection Development Policy of the Widener University School of Law Legal Information Center provides the guidelines for the continued growth and development of the collection. The Policy is designed so that selection of materials is made within the context of institutional goals as well as in compliance with standards promulgated by the ABA or AALS. The Policy is reviewed periodically and revised as required.

The collection development process takes into account the commitment of the three campuses to providing intralibrary loan to each other. The online catalog allows faculty, staff and students to request items housed on the other campus be sent to them.

The collection development process also takes into account the Legal Information Center's public services policy that interlibrary loan is not a substitute for local collection development but is a valuable means to meeting the information needs of students and faculty.

The Collection Development Policy recognizes the central role of the Legal Information Center in law school teaching and research. The Policy is designed to be flexible and responsive to the changing demands of the curriculum, faculty, and program offerings.

The objective of the Collection Development Policy is to support:

- The curriculum of the law school, including all core and elective courses, with emphasis on corporations, legislation, administrative law, health law, public law and environmental law;
- The research demands of a faculty engaged in scholarship; and
  - The programs and offerings that help to share the law school environment, including:
    - Graduate programs in health law and corporate law and finance
    - Joint degree programs in law/psychology, law/business/ law/library science and law/marine policy;
    - The Clinic programs in Pennsylvania Civil Practice, Pennsylvania Criminal Defense, Delaware Civil Practice, Bankruptcy, Family Law, Environment and Natural Resources, and Veterans Assistance;
    - Institutes including Health, Environment, Law and Government, Public Interest, Advocacy and Delaware Corporate/Business.
    - Recommended areas of concentration with the J.D. including business law, business taxation, criminal law, environmental law, family law, health law, intellectual property, international law, personal taxation & estate planning, public service and real estate.
    - The Law Review research and publication of the Delaware Journal of Corporate Law, The Widener Law Review, The Widener Law Journal and the Widener Journal of Law, Economics and Race;
    - Moot court competitions in which the students participate, and
    - International Programs

Strict adherence is made to the qualitative and quantitative standards set forth by the ABA's Standards for Approval of Law Schools and the AALS's Executive Committee Regulations.

#### **SELECTION CRITERIA**

Materials considered for purchase are subject to the following considerations:

- Objective review
  - Reliability of publisher or producer;
  - Reputation and importance of author or editor;

- Accuracy of information and data;
- Rating of title in standard bibliographies and reviewing sources; and
- Availability of material in duplicate formats, i.e., electronic databases.
- Subjective analysis:
  - Relevance of the subject matter in support of the curriculum and faculty or student research interests;
  - Importance to total collection;
  - Patron awareness of the material;
  - Current and/or permanent value;
  - Availability of materials on the subject; and
  - Content duplication of existing materials.
- Physical/non-content concerns:
  - Format (book, paper, microform, disk, electronic);
  - Physical quality (binding, paper, print, margins, size, etc.);
  - Initial price and upkeep costs, if applicable;
  - Required maintenance (filing);
  - Required housing space.

### **Selection Tools**

To meet the objectives of the Collection Development Policy, the Collection Development Team, working with the faculty liaison librarians, will monitor the research needs of the faculty and curriculum as well as the trends of legal scholarship and interest.

To meet the objectives of the Collection Development Policy, the Collection Development Team reviews standard current awareness services for legal bibliography and interdisciplinary topics, publisher catalogs or titles, acquisition lists of other law libraries, the online catalog of various libraries, and patron recommendations. Immediate consideration is given to faculty requests for collection additions. Faculty and library staff are routinely consulted on titles in areas of their subject expertise.

To meet the objectives of the Collection Development Policy, the Collection Development Team establishes standing orders to ensure the continued receipt of ongoing subscriptions.

### **Selection Formats**

Access to information is the keystone of the Legal Information Center's service. The Legal Information Center, recognizing changes in the way their constituencies seek to have their information needs met, will choose electronic as the preferred format for acquiring materials

The collection currently includes hard copy, microforms, CD-Rom disks, and subscriptions to online services. Print materials include books, periodicals, loose-leafs, newspapers and newsletters.

The Legal Information Center has a significant number of titles in microform. Microform selections routinely are not duplicated through purchase for each campus.

### **Electronic Formats**

With increasing frequency information is available in multiple formats. If a title is available in multiple formats, the decision of which format to purchase or whether print should be maintained will be considered. This decision will be based on price considerations as well as ease of use, accessibility, currency and dependability of alternative formats.

Online access to information provides an efficiency of searching; an enhanced selection of legal and general titles which would otherwise be available only through interlibrary loan; and, usually but not always, more current information. Open and Public Access to electronic materials will be considered in order to provide alternative access to library users.

The Legal Information Center subscribes to the online services offered by the LexisNexis Group and Thomson Reuters. The Lexis/Nexis and Westlaw subscriptions provide full academic access for the faculty, staff and students of the Widener Law School. Loislaw is available to students throughout the year supplementing the primary online services. LexisNexis Public Access is available to the public on both campuses, but may not be accessed remotely.

Online services which meet our selection criteria are considered for subscriptions. Online services are evaluated as to ease of use, speed of retrieval, currency of information and relevance within the total collection. Decisions on whether to buy a title in print or rely on online access are made based on interest in the subject as well as comparative contents to the print product, though electronic access is fast becoming the preferred format. The Legal Information Center currently offers access to CCH Intelliconnect, BNA-ALL, HeinOnline and Aspen treatises through Loislaw.

The Legal Information Center will only purchase audio or video cassettes if a faculty member requests that format and the information is not available in a more accessible format. CDs and DVDs purchased are primarily done so upon the recommendation of faculty for course-related use.

### **Duplication**

Duplication of materials within each campus is based on demonstrable need for additional copies evidenced by students and faculty use. Multiple copies are acquired, as a matter of course, for hornbooks and study aid materials.

### **Selection Responsibilities**

The Director of the Legal Information Center has the final responsibility for the maintenance and development of the collection, facilities and services. To facilitate collection development, the Director has established a Collection Development Team to oversee the growth and maintenance of the legal collection. Faculty are encouraged to assist in selection decisions in their areas of expertise. Librarians on both campuses are routinely consulted in the decision-making process.

Both campuses are selective depositories of federal materials. The Government Documents Librarian on each campus is responsible for the selection of documents within the objectives of the Collection Development Policy. The State Documents Librarian on each campus is relied upon for recommending acquisitions of Pennsylvania and Delaware state materials.

## **SPECIFIC CATEGORIES OF MATERIALS SELECTED**

FEDERAL MATERIALS: STATUTORY, ADMINISTRATIVE, JUDICIAL

### **Statutory**

The Legal Information Center maintains all sources necessary for federal statutory research. This includes both the official and commercially annotated sets of the UNITED STATES CODE, STATUTES AT LARGE, and slip laws.

Congressional documents and indexes which provide insight into the legislative history of federal statutes are collected. Congressional bills in microform date back to the 96<sup>th</sup> Congress (1979). The CONGRESSIONAL INFORMATION SERVICE'S SERIAL SET in microform provides coverage of all House and Senate Reports and Documents from 1925 to 1978. Access to materials available in microfiche from GPO or electronic access through GPOAccess covers Reports and Documents from 1979 to the present. The CONGRESSIONAL RECORD is available in microfiche on the Delaware Campus and electronically on both the Harrisburg and Delaware campus through HeinOnLine, Congressional Quarterly and GPOAccess. To facilitate access to this material an electronic subscription to LexisNexis Congressional has been purchased. The Legal Information Center also purchases published legislative histories when the subject of the statute is one which we collect at the research level.

### **Administrative**

All sources necessary for research in federal administrative law are purchased or received through depository status.

In selective areas of administrative law, subscriptions are entered with commercial services in order to supplement the official administrative reports.

Scholarly titles published on the subject of federal administrative law are routinely considered for purchase.

### **Judicial**

The official U. S. Reports are maintained on both campuses in print and through HeinOnLine. The commercially produced series of Supreme Court Reports are also received through standing order. Copies of the published series of the federal courts are received through standing order. The Legal Information Center does not purchase the Federal Appendix series of unpublished federal opinions, relying on electronic resources for opinions not published in the Federal Supplement or Federal Reporter.

### **U. S. Government Documents**

Both the Delaware and Harrisburg campuses are selective depositories for U. S. government documents. The core of the government documents collection is the laws of the United States, Congressional publications, and decisions of the Judiciary. Also included are regulations issued by federal agencies. Publications of the following agencies are always considered for selection, either in print, microformat or electronically: Federal Register Office, Civil Rights Commission, Federal Trade Commission, General Accounting Office, Government Printing Office, Justice Department, Judiciary, Library of Congress, National labor Relations Board, Management and Budget Office, Securities and Exchange Commission, Internal Revenue Office, Congress, Administrative Conference of the United States, Federal labor Relations Authority, and Occupational Safety and Health Review Commission.

Because the study of law touches on all aspects of life, publications or other agencies such as the Commerce Department, the Environmental Protection Agency, the Social Security Administration, and the Food and Drug Administration, are often considered for selection for inclusion in the collection. Within each agency, annual reports and decisions are usually acquired. Indexes, bibliographies and other reference tools are usually selected for inclusion in the collection.

When a class number is deemed no longer useful to our collection, the number is deselected. Discarding of superseded material is done in strict accordance with the FEDERAL DEPOSITORY LIBRARY HANDBOOK.

STATE MATERIALS: STATUTORY, ADMINISTRATIVE, JUDICIAL

The Legal Information Center is committed to providing an excellent collection of primary sources for research in state law. Annotated codes for selected states are received through standing order. Superseded codes from selected states are maintained on microfiche. Complete sets of session laws for selected states, as well as colonial session laws, are maintained on microfiche. Pre- and post- national reporter system cases are available on microfilm. The National Reporter System is currently maintained in bound volume and advance sheet copy. State Attorney General Opinions are maintained on microform and continued through electronic subscriptions. The Collection Development Team will evaluate the desirability of continuing print subscriptions for state materials in light of electronic availability keeping in mind issues of permanent public access, authenticity and preservation.

### **Regional Collections**

The Legal Information Center collects the publications of contiguous states at a level that surpasses other more remote states; this selection does not equal the collected publications of the home states of Delaware and Pennsylvania.

### **Campus Home State**

Selection of publications for each home state is done at a comprehensive level. Therefore, at each campus, collection building focuses on acquiring a complete collection of significant legal materials pertinent to the legal community of that state. This collection building is not limited to print materials but includes providing access, through the catalog, to state materials that are available on the internet through government websites or subscription databases.

### **Both Campuses**

At the Harrisburg and Delaware Campuses, titles most acquired include Commonwealth of Pennsylvania State Documents: published opinions of all courts in the state, including federal district and appellate decisions, state reports for Supreme Court, Pennsylvania side reports, and district and county reports. Where available, indexes/digests and state encyclopedias are purchased for these reports. State statutes and materials relating to those laws are purchased. In addition state administrative regulations, including the Pennsylvania Code and Pennsylvania Bulletin are purchased and maintained. The Collection Development Team also considers for purchase treatises dealing with Pennsylvania law, form books and practice sets. All Pennsylvania Bar Institute publications are received through standing order. At the Delaware Campus, titles most acquired, but not limited to, include Delaware state documents: published regulations, bills and resolutions. The Delaware Campus collects the slip laws and session in bound and microfiche formats. Multiple sets of the Delaware Code Annotated are maintained. Treatises published on Delaware law or Delaware corporate law are also acquired. Books dealing with corporations located in Delaware and Delaware CLE publications are also considered for purchase.

### **Periodicals and Serials**

Law reviews and journals are an essential component of the collection. Therefore, easy access to their content is deemed critical. The Index to Legal Periodicals (ILP) provides a framework for selection of the journal collection as well as access to it.

The Legal Information Center subscribes to the vast majority of periodicals listed in the Index to Legal Periodicals (ILP). American academic law school journals, whether they are indexed or not, are included in the collection because, as a general rule, academic journals eventually will be indexed. New law school titles are being evaluated for purchase dependent on online access as well as other factors such as topic or region. The collection development team will monitor open access sources for periodicals and serials and will be a factor in decisions to maintain print materials or purchase new print materials. Selected foreign titles published by commercial publishers in Great Britain, Australia and New Zealand will be reviewed for inclusion in the collection based on faculty request.

One subscription per title is the norm for each campus. In addition, periodicals which are deemed to have low use and comparatively high cost will be purchased for one campus only. Because of space limitations and with the advent of subscription services such as HeinOnLine and JSTOR which provide PDF access to journals, the Legal Information Center no longer maintains complete runs of journals that are available through these databases.

Where current subscriptions are maintained, the general rule is that only the most recent ten years of a title will be maintained in print format.

The Legal Information Center subscribes to commercially published journals in the areas of law emphasized either on the Delaware or Harrisburg campus. Journals which are not directly law-related but which enhance interdisciplinary studies are also purchased as the need arises to support the research needs of the faculty and students. Retrospective volumes for non-legal periodicals are purchased as necessary to support the research needs of faculty, students and various institutes and clinics.

Journal titles, including interdisciplinary journals, are selected if they meet the criteria of providing support to the curriculum and/or research needs of our faculty and students. Journals will generally be purchased only if their contents are accessible through indexes or abstracting services. Journals which are not accessible through indexes are purchased only in rare instances.

All state bar journals are available in microfiche through 2009. Selective bar journals are available in print. The Legal Information Center subscribes to the state bar journal library on HeinOnLine. Many state bar journals are now also available in full text through LegalTrac.

The Legal Information Center provides electronic access to a broad range of full text articles in both legal and non-legal journals via HEINONLINE, EBSCOHOST, PROQUEST and JSTOR.

#### PERIODICAL INDEXES

To provide access to the collected American legal periodicals, the Legal Information Center subscribes to the Index to Legal Periodicals, Retrospective Index to Legal Periodicals, LegalTrac; Index to Foreign Legal Periodicals and HeinOnLine. These are all available electronically and provide some combination of indexing and full text access to legal periodicals.

The Legal Information Center subscribes to periodical index/full text services which support the inter-disciplinary interests of students and faculty. The Legal Information Center has added an A-Z list which enables users to better identify which database makes available the full-text of a periodical title.

#### LOOSELEAF SERVICES AND NEWSLETTERS

Ongoing subscriptions are entered and maintained for looseleaf services which directly support the curricular or research needs of the faculty. Selecting a looseleaf title is considered a long-term commitment.

Both CCH and BNA, two of the major publishers of looseleaf services, now offer their titles through the Internet. The three Widener libraries share selected online subscriptions to some CCH products. The two law libraries share a subscription to BNA-All, a package of BNA

products on the Internet. Electronic format for looseleaf services is now the preferred method for collection in the Legal Information Center.

Commercial newsletters that serve as current awareness tools in specific subject areas of the law are collected very selectively. Newsletters published by legal professional organizations, such as the American Bar Association and the American Trial Lawyers Association (ATLA) are collected and retained to the greatest extent possible.

Newsletters of all kinds continue to migrate to the Internet in various ways. The library continues to catalog some electronic newsletters and provide a link to their content. The law library will purchase newsletters on the internet when there is an identifiable person or group with an interest in the subject. Free newsletters which were formerly received in print and are of continuing interest are cataloged.

#### TREATISES

The treatise collection includes histories of the law; theoretical works on jurisprudence; commentaries; and monographs. These cover a large or small topic in great detail.

Treatises considered for inclusion in the Legal Information Center collection fall into categories of federal, multi-jurisdictional, international or regional interest. Titles which deal with foreign law or state law outside the region, as well as treatises written in a language other than English are subject to stringent review. Materials designed exclusively for practitioners are subject to a more stringent review as to their selection. If a treatise is available through a reputable, reliable online subscription database such as Westlaw, Lexis, CCH, BNA or Loislaw, the Collection Development team will weigh the need to maintain a print subscription on factors such as public access, ease of use of the electronic version and faculty interest.

#### RESTATEMENTS AND UNIFORM OR MODEL LAWS

The Restatements are maintained, both in hard copy and on the Internet through HeinOnline. All tentative drafts are received automatically through a standing order. Standing orders for the Principles of the Law are also maintained in hard copy.

The annual reports and Handbooks of the Commissioners for Uniform State Laws are collected. The Handbooks are collected in hard copy.

Uniform and model laws whether they are published in compilations or individually are collected in hard copy.

#### HORNBOOKS AND STUDY AIDS

The Legal Information Center has a standing order to buy all West student edition Hornbooks. Hornbook-like texts issued by other publishers are also purchased. The number of multiple copies is assessed periodically and is dependent on student enrollment and use.

The current edition of each Hornbook is kept on reserve. The older editions are marked as superseded and retained in the treatise collection.

West also publishes Nutshells which are shorter more abridged treatments of the law. The Nutshells are published in soft cover, and in the recent past have covered not only the traditional subjects of the law, but also new topics of interest. A standing order for purchase of all nutshells is maintained. Nutshells are housed in the Reserve Area.

Certain series, intended as student study aids, are now purchased for the Legal Information Center. These series include: Examples and Explanations, the Understanding Series, and the Mastering series. The Legal Information also has a standing order for the Sum & Substance CD series. Duplicate copies of the print series are maintained; one set for extended check-out and one set for limited check-out.

#### CASEBOOKS

In general the Legal Information Center does not collect casebooks. An exception is made for casebooks written by any of our faculty members. This exception is followed in order to keep our collection of faculty publications complete.

#### REFERENCE MATERIALS

Materials housed in the Reference area are intended to supply short answers to librarian, student and faculty questions.

Included are atlases, dictionaries, directories, biographical directories, statistical sources, quotation books and style manuals. In addition, catalogs of government documents and books explaining how to find information from government documents are included. Bibliographic catalogs acquired for the collection are kept in the reference area. Subject specific bibliographies are shelves with related treatises in the stacks.

The Reference Collection should provide the most current information available; therefore, the most current edition of a reference work is located there. Previous editions of reference works which have research value are kept in the treatise collection. In instances where yearly editions have not been revised substantially, we will stagger the purchase of some directories between the two campuses. This information provides in-house access to the most current edition. Vital reference sources, such as legal directories, are on standing order for each edition. The availability of a particular reference item on the Internet or through a subscription database will be taken into consideration before purchase of print.

#### INTERNATIONAL, FOREIGN AND COMPARATIVE LAW

The Legal Information Center selects primary and secondary sources in international, foreign and comparative law to support faculty research and international programs which are offered on the Delaware Campus as well as international summer programs offered by both campuses. The Legal Information Center relies on electronic content for many of these

services with subscriptions through HeinOnline and international content available through Westlaw and LexisNexis, the Internet and U. S. government agency websites.

#### PROFESSIONAL LIBRARY LITERATURE

The Legal Information Center recognizes that its staff requires sources relating not only to the literature of law but also to the discipline of library science. Professional library literature is necessary to uphold our commitment to excellence, to be aware of new technologies and their applications, to be aware of studies which relate to law libraries and their improvement, and to complete scholarly research in the area of legal librarianship.

The Legal Information subscribes to journals of professional topical interest to staff members. Monographic titles on librarianship which are relevant to current needs are also purchased.

#### FACULTY LIBRARY

The Legal Information Center maintains a small faculty library on each campus. The purpose of the faculty library collection is to provide convenient access to a limited set of material.

#### LAW SCHOOL EXAMS

The Legal Information Center solicits previous year's exams from faculty. These are kept either on reserve by course title and faculty name or through the Legal Information Center website. Because the decision to place an exam with the library is made by an individual faculty member, the collection is not comprehensive.

#### FACULTY PUBLICATIONS

The Legal Information Center automatically purchases and includes in the collection at least one copy of each publication of our tenure-track faculty. Two copies of monographs, authored by faculty will be purchased for the home library and one copy will be purchased for the sister campus.

#### ARCHIVAL MATERIAL

##### **Law School Archive**

The Legal Information Center maintains an archive of Widener Law School materials not retained by the administrative offices of the law school. It is the intention to document the school's history by collecting and organizing its publications, visual images, memorabilia, ephemera, etc.

The various items collected include: student and faculty handbooks, visual recordings of lectures and events; individual and collective faculty publications; biographical information

on members of the faculty and administration, bound and unbound copies of Law School publications, alumni directories; staff directories; legal education programs and symposia presented in conjunction with the law school; compilations of old exams; commencement programs; student competitions; invitations and programs for lectures and special events; memorabilia and ephemera; formal and informal student and campus photographs, etc.

### **Delaware Legal History Collection**

The Legal Information Center, Delaware Campus, attempts to preserve historical and superseded Delaware legal materials for research. These materials include: copy of the minutes of the Delaware Corporation Law Study Group; copy of Folk's original Review of the Delaware Corporation Law; first and subsequent editions of treatises discussing Delaware's corporation laws; Delaware Laws; superseded Delaware Codes and pocket parts; Delaware Reporter; superseded pages of municipal and county codes; copies of the decisions of the Delaware Chancery and District Courts which are not available on the State's website; papers of H. Albert Young, Delaware Attorney General from 1950-1954; speeches and opinions of the Hon. Daniel Herrmann, Chief Justice of the Delaware Supreme Court.

### MEDIA MATERIALS

#### In-house Production

The Legal Information Center is a repository for the visual record of the Law School. DVDs of graduations, convocations and special events held at the law School are kept in the Media Collection.

#### Commercial Products

DVDs are purchased primarily on the recommendation of faculty for course-related use. A small collection of popular, legal-themed DVDs are available on the Delaware campus.

### GIFTS AND DONATIONS

The Legal Information Center considers all offers of gifts of materials; however, we will accept only donations of material which we believe will enhance our collection. When a donation is accepted a full inventory of the donation is made and included in an acknowledgment letter. No monetary evaluation of donations is made. Gifts are accepted with the understanding that once accepted, a gift becomes the property of the Legal Information Center and its disposition is determined by the Legal Information Center.

### WEEDING

The withdrawal of titles and discarding of superseded materials is done in recognition of the fact that the Legal Information Center is a research center. The weeding process utilizes the selection criteria enumerated earlier in this document. Titles which are under consideration

for withdrawal from the collection are evaluated as to their historical weight within the subject area as well as their importance to the Legal Information Center collection. Titles listed in AALS Recommended Publications and Recommended Publications in Legal and Related Fields are never discarded. Faculty are consulted in the weeding process when a title falls within known areas of interest. A title may be weeded, if it is available in PDF format through a subscription database.

Weeding is applied routinely to subjects which have minimal interest, and where, for example, courses may no longer be offered or programs have been discontinued. In addition, deteriorated or defaced material may be removed.

When a title is removed from the collection, standing orders for supplementation to that title will be cancelled, including orders for future editions. Newsletters which are cancelled are generally removed from the collection.