

Elisabeth Haub School of Law at Pace University
Pace Law Library
Collection Development Policy
Revised September 2016

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I. Mission Statement

“The Law Library of the Elisabeth Haub School of Law at Pace University is a gateway to information. As an essential component of legal education, the Library collects and organizes information to support the curriculum and programs of the Elisabeth Haub School of Law, makes effective use of all available resources to promote student and faculty scholarship, and teaches Elisabeth Haub School of Law students, faculty, and staff how to retrieve, evaluate, and manage information in an efficient, professional, and ethical manner.”

The Law Library’s Collection Development Policy reflects the Library’s primary mission, which is to support the educational and research programs of the Law School. To accomplish this, the Law Library is committed to providing all relevant resources, services, and facilities to the extent that funding permits.

II. Clientele

The Law Library has as its primary clientele current Elisabeth Haub School of Law students, faculty, and staff. Other groups and individuals—the general Pace University community, Law School and University alumni, the practicing bar, and the general public—are welcome to use the materials that we purchase for our primary clientele in support of our mission.¹ However, we do not consider their needs in our collection development decisions, with one significant exception—the public-access subscription to Lexis, available on one PC in the Law Library. The Law Library cannot serve as a substitute for bar association, court system, or law firm libraries; nor can it serve as the major source of legal information for the local community.

The Law Library is a federal depository library. As such, we are obligated to serve members of the general public who need access to federal information. We are also obligated to take the needs of the public into consideration when we select items for the depository collection.

III. Introduction

The Law Library is a graduate-level research library. Collection development is the foundation on which we achieve our mission of providing legal information to our faculty and students. The 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. The Policy is designed so that the selection of materials is made within the context of institutional goals, as well as in compliance with standards promulgated by the [American Bar Association](#).

In August 2014, the American Bar Association issued Revised Standards that require law schools to focus on instruction in professional skills, including the following areas: interviewing, counseling, negotiation, management of legal work, collaboration, cultural competency, and self-evaluation.² This development will have an impact on the collection development activities of law school libraries. Libraries should investigate the most effective way to introduce practice-related materials, both print and online, to their collections in support of the changes to legal education. Certain areas of the collection will be targeted for special consideration by the liaison librarians to accentuate our holdings of practice-ready resources. We may highlight them during research training sessions and on our research guides.

¹ Individuals not affiliated with Pace University may purchase access to the Law Library upon payment of a fee. See [Access Policy](#).

² Am. Bar Assn, ABA Standards and Rules of Procedure for Approval of Law Schools (2014-2015) (2014) (Standard 302 and Interpretation 302-1).

The Law Library Director has the ultimate responsibility for the maintenance and development of the law library collections, facilities, and services, and for the expenditure of the materials budget in a responsible and proactive manner. In implementing collection development decisions, the Law Library Director may delegate selection responsibilities to individual librarians and, when appropriate, to a selection committee. Faculty and student recommendations for the purchase of materials are always welcome. Faculty input is often directly solicited for high-cost and high-maintenance materials.

A. Procedures for Selecting New Books for the Law Library

Orders for new materials are generated from many sources: faculty and student requests, librarian recommendations, advertisements, phone calls and emails from publishers and publisher's representatives, book reviews and articles read by the Law Library staff, Hein Green Slips³, and the Yankee Book Peddler (YBP) Approval Book Program. All titles ordered by the Law Library are evaluated for their suitability for our primary clientele—faculty and students of the Elisabeth Haub School of Law. More specific selection criteria are listed in Section [IV.A](#) of this policy.

Faculty and student requests are acted upon promptly. The request is reviewed immediately by the Director and the order placed as soon as possible if it is felt that the title will enhance the Law Library collection, and if the budget will accommodate its purchase and maintenance. The individual who initiated the request is notified of the Law Library's decision by email. If the Law Library decides not to purchase an item recommended by a faculty member or student, that decision may be appealed to the Dean of the Law School.

Advertisements, phone calls, emails, and approval plan books are reviewed by the Head of Technical Services to weed out inappropriate and duplicative material and the balance is referred to the Director and the reference librarians. The YBP Approval Plan Program makes it possible for the Law Library to receive recently published books soon after publication and at a discounted price; YBP sends books or lists of titles which fit into a profile geared to graduate-level American law. We return any books that do not belong in our collection.

Other vendors send additional ads or slips. They, like all potential purchases, are evaluated using the standards articulated in the Collection Development Policy. Although we do not order many titles from these sources, we find that using them ensures that we are made aware of important titles that would not normally be available from the above-mentioned sources.

The professional librarians read a wide variety of current awareness periodicals that regularly feature reviews of books, audiovisual materials, databases, and Internet sites: the New York Times, the New York Law Journal, the Chronicle of Higher Education, Law Library Journal, the New York Review of Books, the ABA Journal, Library Journal, Legal Information Alert, and many other library and law journals. If any material is appropriate for our collection, a copy of the review is forwarded to the [Head of Technical Services](#) for ordering.

Depending on the subject, the librarians may consult with their assigned faculty members to determine the usefulness of a title to faculty or students. We also consider the price, the cost of updating, access to online versions, and the amount of shelf space each title would occupy. For

³ Hein Green Slips are notification slips prepared especially for law libraries by the William S. Hein Company. While the slips cover a wide range of materials from all types of publishers and are frequently the only source of information for alternative press books and associations, they also represent the major book publishers.

expensive titles, a committee of librarians will discuss the title and research other means of supplying the information (reliable access to Lexis, Westlaw, Bloomberg Law, other local libraries, other titles available, databases, the Internet). All materials, if costly, and all serial titles that involve continuing expense and upkeep, are reviewed by the Director for a final decision. When new titles arrive, the Director reviews them and evaluates their usefulness; some may be returned following this review.

The Law Library initially entered into a Library Maintenance Agreement (LMA) with the Thomson Reuters Corporation in 2005. The LMA is a three-year contract, the purpose of which is to control the pricing of materials, which goes up at a fixed rate during the life of the contract; the benefit to the publisher is that the Library locks into purchasing certain print titles. The original LMA included a subscription to a public version of the Westlaw database, but this was later cancelled due to the cost. A subscription to a public version of Lexis was substituted at a much lower price. During the negotiations for subsequent LMAs, the Law Library tweaked the list of titles to which we subscribe, but tried to maintain a significant number of Thomson Reuters titles in print. With the most recent negotiation, which took place in fall 2014, the library focused instead on reducing the cost of the LMA; this step was necessitated by reduced budgets for FY 2014-2015 and FY 2015-2016. The result is that the Law Library drastically reduced the number of Thomson Reuters print titles in its collection. Among the cancellations were the federal digests, the Restatements of the Law, the regional reporters, some federal reporters, and hundreds of treatises. Some cancelled titles are reliably available through the academic Westlaw subscription; others are not, but we determined that we have adequate coverage through other publishers' print and online offerings.

B. Overview of the Collection

The Law Library is the premier law library in Westchester County, New York. The collection's emphasis is on Anglo-American primary and secondary sources, with a research-level collection on environmental law and an expanding collection of international law materials. See Section [VII](#) for collection level definitions. The Law Library owns federal court decisions in print, although the Federal Supplement and Federal Reporter were cancelled in 2014, and annotated federal statutes, and their finding aids. It also owns annotated codes and session laws for New York, official reporters for New York, and the National Reporter System in print, although most components were cancelled in 2014. Shepard's Citators are no longer maintained in print. Citators are available to current students, faculty, and staff of the Law School through Lexis (Shepard's), Westlaw (KeyCite), and Bloomberg Law (BCite). The Law Library's subscription to Lexis on one of the public-access PCs makes Shepard's available to alumni and public-access patrons.

The Law Library collects at an enhanced research level for New York State with respect to both primary and secondary materials. For all other states, we collect at a very basic level. We collect state research guides and guides to state constitutions whenever available. We cancelled our subscriptions to the regional digests in 2011. We rely on Lexis, Westlaw, Bloomberg Law, and the internet for materials we do not purchase in print. Federal and New York State are the only jurisdictions for which legislative history materials are purchased.

In 2012, the Pace University Libraries began participating in the Connect NY consortium initiative to load general academic ebooks into our online catalog following the consortium guidelines. The pilot ended in 2014, although Pace University continues to subscribe to some ebook packages. Pace has no individual input into title selection and some titles overlap the titles that would normally be ordered in print. The Law Library tries to not duplicate any ebook title and returns some approval

books that are already available in electronic format. When ebook titles are deaccessioned, the Law Library considers whether to purchase a print copy following our normal protocol.

The Law Library's collection of secondary sources and finding tools, including treatises, legal encyclopedias, Restatements of the Law and Principles of the Law (both cancelled in 2014), form books, digests (most cancelled in 2012 and 2014), and loose-leaf services is available in several formats—print, online through subscription databases, and microformat. We very selectively subscribe to print journals, representing scholarly materials from some ABA-accredited United States law schools, legal associations, commercial entities, and state bar associations. Generally speaking, we do not subscribe in print to journals available through our HeinOnline subscription. In 2012, the Law Library was asked to cut its budget significantly and the librarians decided that this could be accomplished in part by cutting most print subscriptions to law journals. The department heads reviewed the Ebsco renewal list and targeted law journals that were reliably accessible on HeinOnline and other electronic sources. In September 2016, the Law Library began to review backfiles of all law journals; titles available on HeinOnline are being discarded, while those not available on HeinOnline or another reliable online source are being retained. Our collection of international law materials contains treaties, reports, United Nations documents, and treatises, with special focus on international environmental law, international commercial law, and international criminal law.

The Law Library was designated a federal depository in 1978, and has elected to receive approximately 17% of the items available through the depository program. The collection includes judicial, congressional, executive, and administrative primary legal materials, and secondary materials relating to areas of curricular interest, including the environment and health. Many depository documents are shelved according to Library of Congress call numbers in the main collection, although the majority of government publications received by the Law Library are in microfiche and electronic formats. A few publications deemed not relevant to the Law Library collection are shelved according to the Superintendent of Documents (SuDocs) classification scheme in the Documents stacks. Depository documents selected in microfiche are located in the microform collection on stack level 1, arranged in SuDocs order. The Law Library owns many indexes to congressional and other federal publications. The majority of documents selected in electronic format are cataloged and linked through the [online catalog](#), and a piece-level record of all selected electronic documents, including electronic documents with their PURLS, is maintained. Members of the public are welcome to use the depository materials whenever a reference librarian is on duty.

Approximately one half of the Law Library collection is in microformat. Microforms are selected when the following criteria are met: 1) titles are vital to research, but are used infrequently; 2) back-up copies are necessary for fragile or heavily used materials; 3) microformat is the only available medium; or 4) materials are voluminous and microformat is the most efficient storage medium available. Microform increases the availability of valuable storage space and has gained acceptance by patrons who have access to a quality microform reader/printer and scanner. However, less material in microformat is being collected as more core materials are digitized, and the microform collection is not growing as quickly as it did in the past. In fall 2013, the Law Library purchased a ScanPro 3000 microform scanner in order to improve access to the microform collection.

C. History of the Collection

1. Overview

The Law Library began with the founding of the Law School in the late 1970s. At that time, materials were acquired primarily by donation and by purchase on the secondhand book market. As resources improved in the 1980s, there was a continuous expansion of the core collection at both current and retrospective levels. Continuations, as well as backfiles, were purchased and multiple copies of heavily used materials were acquired. The collection was expanded to support new electives and concentrations. Retrospective materials primarily in microformat such as United States Supreme Court Records and Briefs, Attorney General Opinions, the Congressional Record and its predecessors, the Code of Federal Regulations, the Federal Register, and the Congressional Information Service Serial Set were added to provide resources to support the curriculum and facilitate scholarly research. More recently, the Law Library's collection of retrospective treatises was enhanced by the purchase of the Making of Modern Law database.

2. Impact of Space Constraints

It is impossible to discuss the history of the Law Library without mentioning the problem of space. The Law Library traditionally lacked adequate space for students, materials, and staff. The need for staff space was addressed as other groups housed in the Gerber Glass Law Center were moved to their new office space and the Library moved into the vacated space in 2006. The University undertook a multi-phase plan whereby the vacated space was renovated to meet the Law Library's needs. Study space was also made available through the renovation plan, which was completed in 2007.

The lack of space for materials has been more difficult to resolve, in part because the building requirements for stack space are much more demanding than the requirements for office space or study space. Some help was provided when the former Hayes Library stack space was turned over to the Law Library. We moved a small collection of easily definable materials (e.g., law reviews published prior to 1980, Canadian provincial reports, British case reports) to Hayes and had a well-organized system in place to retrieve them as needed.

In January 2001, all materials stored at Hayes were moved to the Iron Mountain commercial storage facility in Ulster County to make way for the New York State Judicial Institute, and were thereafter retrievable either by messenger or by fax. In 2004, the University turned over half of the ground floor of Aloysia Hall to the Law Library for storage, and renovated it to house compact shelving. Unfortunately, this solution did not allow us to bring back on campus everything that was in remote storage. Some seldom-used items, such as Canadian provincial reporters, federal administrative reports, and British cases, were donated to the LLMC consortium to be digitized, or have otherwise been disposed of. There has been an ongoing problem with leaks in the Aloysia stacks, which has led to the discard of many water-damaged materials and limits the types of materials that can be shelved there. In September 2016, the Law Library began a project to empty the Aloysia stacks and vacate the space. Materials available through online databases are being discarded, while other materials are being shelved in the Gerber Glass Law Center.

In 2012 and 2013, we started reevaluating the materials being held in storage at the Iron Mountain facility. We have destroyed the following materials which are no longer needed in

print or are duplicative: New York nominative reporters, New York Appellate Division Reports, McKinney's Session Laws, Laws of New York, British cases, League of Nations Treaty Series, Federal Cases, Martindale Hubbell, Canadian Abridgement, American Decisions, and Restatements. We have reviewed the rare books currently stored with Iron Mountain to determine if some items can be brought back safely; unfortunately there is still no safe space on campus where they can be shelved.

An ongoing strategy we have employed to deal with the finite amount of space in the Gerber Glass Law Center is to weed the collection aggressively (See [Weeding Policy](#)). The most recent weeding project took place in summer 2014; all floors were affected and shifting was done to make better use of newly-vacated space. We are also converting some holdings into microformat or to digital equivalents and discarding the print. Finally, we are proactively cataloging digital resources identified by the librarians as being valuable. In some cases, doing so obviates the need to buy the print and saves money and shelf space.

3. Consortial Agreements

In addition to the holdings in the Law Library, the Law School community has access to the holdings of the other Pace University Libraries. The [online catalog](#) is available both over the internet in the Law Library and remotely. A well-organized system of intercampus loan and document delivery is in place. It must be recognized, however, that the other Pace University libraries have traditionally not been funded adequately to support all of the Law Library's requirements for interdisciplinary materials, a situation that remains true today. Even if the University had strong undergraduate and graduate collections, they would not be particularly convenient for use by the Law School community because of the distances among campuses. Although the University Libraries have moved aggressively to provide electronic access to materials and the Law Library is able to share in the electronic access provided by the University Libraries, we already have access to many of the same materials through our Lexis and Westlaw subscriptions. See [Intercampus Loan Policy](#).

To support the research needs of the Law School community, the Law Library has also developed a strong interlibrary loan system. Today no law library by itself can meet the information needs of every user. Subscribing to the OCLC ILL system provides the ability to borrow materials or receive photocopies from any of the more than 72,000 OCLC member libraries, archives, and museums around the world. See [Interlibrary Loan Policy](#). In addition, in 2005, the Law Library joined ConnectNY, a consortium of private academic libraries in New York State that offers patron-initiated interlibrary loans with a short turnaround time.

Supplementing its membership in OCLC and ConnectNY, the Law Library also belongs to a number of consortia in the metropolitan area that permit the onsite use of materials we would otherwise have to consider purchasing. Consortia memberships allow the Law Library to concentrate its collection development on law and law-related materials that support the specific curricular and research needs of the Law School, and to make accessible those materials not needed for regular use by members of the Law School community.

These consortia are:

- ALLDOG (The Academic Law Library Directors of Greater New York)
Membership in ALLDOG permits Elisabeth Haub School of Law students, faculty, and staff to

use the collections of other area law school libraries for facilitated access to materials not available at Pace.

- [WALDO \(Westchester Academic Libraries Directors Organization\)](#)
Membership in WALDO permits Elisabeth Haub School of Law students, faculty, and staff to use the collections of the academic libraries located in Westchester County, as well as the collections of Fordham and Saint John's Universities. WALDO libraries permit Law School faculty members to charge out materials with their Pace IDs and WALDO stickers.
- [METRO \(Metropolitan New York Library Council\)](#)
METRO membership allows Elisabeth Haub Law School students, faculty, and staff to use⁴ virtually any library in the New York metropolitan area. It also facilitates interlibrary loan and document delivery services, but not onsite borrowing.

IV. General Guidelines

A. Criteria for Purchasing New Materials

Criteria for recommending materials for purchase include:

- Relevance to the Law School curriculum;
- Relevance to the research interests of the Law School's faculty and students;
- Potential for known use by our primary clientele (see [Section II](#) of the Collection Development Policy);
- Reliable availability of content on Lexis (academic and public-access subscriptions), Westlaw, Bloomberg Law, and/or HeinOnline, or other databases;
- Authoritativeness/Importance of the author;
- Authoritativeness of the publisher or producer;
- Significance of the subject matter;
- Price;
- Availability as an ebook from an established ebook vendor (these contracts are negotiated and paid for by the Pace University Libraries);
- Importance to the whole collection;
- Appearance of the title in important bibliographies, lists, and reviewing media;
- Current and/or permanent value;
- Scarcity of material on the subject;
- Availability of the material elsewhere in the New York metropolitan area;
- Accuracy of the information or data;
- Format (print, online, microform, CD-ROM, etc.);
- Physical quality (binding, margins, print, etc.);
- Duplication of material already in the Law Library collection or the collections of the other Pace University Libraries (unless there is a demonstrable need for additional copies evidenced by faculty and student use);
- Available stack space;
- Maintenance (actual and staff costs to update);

⁴ To use a METRO library, patrons must have a current Elisabeth Haub School of Law ID and a METRO pass. The Law Library issues a METRO pass when a patron needs access to specific material held by a particular library. The pass is usually good for one or two days.

- Language.

The Collection Development Policy must take into account the range of electronic resources available today through online databases such as Lexis, Westlaw, Bloomberg Law, HeinOnline, the internet, CD-ROM resources, and commercial databases. Reliance on electronic materials is determined by such factors as the nature of the materials (primary sources, jurisdictional coverage, retrospective coverage), relevance to the Law School's needs; availability in other formats; reliability; ease of use; cost; terms of access, i.e., remote or campus only; and the ABA Standards and Rules of Procedure for Approval of Law Schools, Standard 606 and Interpretations. See Section [IV.G.](#)

B. Categories of Material Excluded from the Collection

The Law Library has decided that certain categories of materials will not be purchased at this time except by specific request of a Law School faculty member. A faculty member who requests the purchase of an item on the exclusion list will be asked to provide the Director with a compelling rationale before we make the purchase. These categories will be reexamined if curricular needs change.

- Casebooks and textbooks, except those specifically requested by a professor for course reserve;
- "True crime" materials, unless dealing with a local crime;
- Law enforcement materials;
- International relations and foreign relations materials unless they are legal in nature;
- Fiction;
- Materials with a local emphasis not New York, except for state legal research guides and guides to state constitutions;
- Bender "rainbow books";
- Continuing legal education materials;
- Study aids, except for selected hornbooks and nutshells; some audio materials; and selected titles from the Aspen Examples and Explanations series, the LexisNexis Understanding and Questions and Answers series, and the West Academic Sum and Substance series;
- Practitioner material outside the scope of the curriculum with the exception of New York;
- Materials written for use by lay persons or paralegals;
- Reprints of materials already in the collection unless the original is in poor physical condition and needs to be replaced;
- Rare books unless the item is of clear curricular value and funds are available.

C. Foreign Language Materials

The focus of collection development is on materials published in the English language. When available, we purchase translations of materials deemed particularly important for the collection. We also purchase English translations of select subject area foreign codes as they become available. Foreign language materials will be purchased in the original language if no English translation is available and if the substantive contents directly support the curricular needs of the Law School. Gifts of foreign language materials will be accepted only if they are in line with the Collection Development Policy. For foreign language dictionaries, see [V.B. 2.](#)

D. Faculty Office Copies

The Law Library has an extremely limited budget with which to purchase materials for private office use. The Law Library does not normally purchase for individual faculty use material that is available online from Lexis, Westlaw, or Bloomberg Law through our academic subscriptions.

All copies purchased with Library funds belong to the Law Library, not to the faculty member. If the faculty member leaves the employ of the Law School or retires, he must return the books to the Law Library; we will shelve them in the collection or withdraw them if they are not needed for general use.

A small collection on teaching is shelved in the Faculty Lounge in Preston Hall; some of these titles duplicate what is in the circulating collection.

E. Gifts

The Law Library considers all offers of gifts of materials; however, we will only accept donations of material that conform to the Collection Development Policy. When a donation is accepted, a full inventory of the donation is made and included in a letter of acknowledgement. We do not make monetary evaluations of donations. Gifts are accepted with the understanding that once accepted, a gift becomes the property of the Law Library, and its ultimate disposition is determined by the Law Library.

F. Federal Depository Collection

The Law Library collects tangible copies of, or catalogs links to electronic versions of, all publications listed as the [Federal Depository Library Program's Basic Collection](#), and complies with the [Legal Requirements and Program Regulations of the Federal Depository Library Program](#) (June 2011). The Law Library also selects the majority of the items identified in the Federal Depository Library Program's [Suggested Core Collection: Law Library](#) (last updated January 28, 2015). These materials are essential parts of our collection, and also meet the needs of the public for access to federal legal information. Materials are reviewed when they are received; most are cataloged and shelved in the Law Library's main collection, while other materials, less relevant, are targeted for eventual discard. We catalog many "born digital" federal publications in order to make them accessible through the online catalog.

We also collect congressional hearings, prints, reports, documents, and other congressional materials comprehensively in microform. In addition, we collect many types of materials from the judiciary, including Supreme Court decisions (slip opinions and bound volumes of United States Reports).

Federal depository documents are selectively acquired from the Executive Branch and from administrative agencies. The following subject areas are of particular interest: law and justice, criminal law and procedure, judicial proceedings and court administration, environmental law, human rights, foreign relations, health care, trade and commerce, homeland security, immigration, and terrorism. Because the available materials in these areas are voluminous, we collect only those items that support the curriculum of this law school. Federal administrative agency decisions are collected comprehensively; however, they are increasingly moving to online availability and very few are issued in print anymore.

Commercially prepared indexes, dictionaries, and digests are purchased to give access to depository materials, and are made available to members of the general public who use the depository

collection. Retrospective collections of major depository publications are purchased based on curricular demand and availability of financial resources See [Government Documents Policy](#) for further information.

G. Alternative Formats and Technology

Several assumptions guide the Law Library's approach to alternative formats and technology:

- The purchase of hardcopy materials is declining as funds are redirected away from some print primary sources to online services;
- Law book publishing will continue at, or will exceed, its present rate;
- Technology is changing the ratio of online to print materials;
- Changes in serial publishing are resulting in more electronic access to full-text articles;
- The Law Library's acquisitions budget has contracted severely during the recession and is not increasing;
- Our patrons tend to prefer online materials.

We will, however, continually reconsider the first four assumptions in the light of developments in legal publishing and technology. The Law Library expects to continue to rely on hardcopy versions of some of its major research materials, while at the same time expanding its use of alternative formats wherever possible.

Microforms generally represent large sets of out-of-print and/or infrequently used items, as well as providing additional copies of heavily used materials or those materials subject to damage or deterioration. Microformat offers the additional advantage of being a stable medium for the long-term storage of research materials. Future microform collection development will not be nearly as robust as in the past, but will continue to focus on government documents and selected legal newspapers.

Commercial DVDs are purchased according to the same criteria that guide our other purchasing decisions, although we do purchase DVD versions of law-related movies and television programs for our "Law on Film" collection; we also purchase films on environmental themes for the "Law on Film" collection. They are cataloged and kept indefinitely. Videotapes and DVDs of Pace Law School events prior to 2010 have been digitized and are made available on the Law Library website, from the [Archives and Special Collections](#) page. The Law Library uses the Bepress platform to provide access to faculty and student scholarship as well as complete runs of the Pace student law reviews.

The Law Library provides faculty and students with access to Lexis, Westlaw, Bloomberg Law, and other databases, some of which are Law Library subscriptions, and some of which are University Libraries subscriptions. Faculty and students have internet access through the University. Increasingly, the Library is subscribing to internet-based services or other online systems that provide access to both law and law-related subjects and materials. We are subscribing to Internet databases that are not available in any other format. When arranging access to an online product, we always try to negotiate the broadest access possible so that students and faculty will be able to use the product remotely as well as on campus.

The Law Library has chosen to limit its reliance on CD-ROMs because of institutional and technological limitations. Some CD-ROMs now come "free" with treatises and contain added information, e.g., forms. CD-ROMs are acquired only when the information they contain is unique; if and when the vendor makes access possible over the internet, we cancel the CD-ROM and initiate a

subscription to the internet product when feasible. For these reasons, the Law Library's collection of CD-ROMs is shrinking. Most publishers are now issuing DVDs rather than CD-ROMS.

The Law Library will continue to monitor and adjust its mix of formats as availability, cost, and demand warrant; regular review of the Collection Development Policy will allow our collection to best meet the needs of our patrons.

V. U.S. Law

A. Primary Sources (Federal, New York State, Other States, Foreign)

1. Statutes

a. Federal

We collect and maintain one copy of the federal session laws and the official unannotated code, one copy of the United States Code Annotated, and one copy of the United States Code Service. Superseded editions of the official United States Code are retained in microfiche and print. Session laws are kept current in hardcopy. The Congressional Record is kept current in microfiche, but congressional bills and resolutions in microfiche ceased in 2009. Other legislative history research materials are collected on a current basis through the federal depository program. Commercially produced retrospective legislative history material is collected in microformat when funds become available for its purchase, and compiled legislative histories for selected statutes are available on HeinOnline. We collect the current rules for all federal courts.

b. New York State

The library currently purchases one copy of McKinney's annotated code and one copy of the CLS annotated code. All three versions of the session laws (the official and the two commercial sets) are collected and retained in hardcopy, with an additional copy purchased in microformat. One copy of legislative history materials such as the Legislative Annual and the Legislative Digest is collected. New York State bill jackets were collected in microformat from 1975 until 2001. They are current online, 1995-date. Current and superseded editions of New York State court rules are maintained.

c. Other states

We do not collect statutory compilations for states other than New York. State session laws were collected in microformat until 2013, and are available on HeinOnline. State legislative history materials for states other than New York are not collected on a regular basis. As of 2008, we do not collect state court rules with the exception of New York.

2. Court Decisions

a. Federal

One copy of the published decisions of all federal courts was collected until 2014 when the Federal Supplement and Federal Reporter were cancelled. We do not purchase the Federal Appendix and cancelled the Supreme Court Reports Lawyers' Edition in 2014. Records and briefs of the United States Supreme Court and the United States Court of Appeals for the Second Circuit are kept in microformat; in neither case do we own a complete backfile, and neither collection is being updated in microformat.

b. New York State

One copy of all published official and unofficial decisions of New York courts is collected. Records and briefs of the New York Court of Appeals are available in microformat from 1956 until 2014. We purchase access to New York Court of Appeals Records and Briefs through HeinOnline beginning with 96 N.Y.2d.

c. Other States

As of 1998, the Law Library no longer collects official state reports that are reported in the National Reporter System, except for New York. We have discarded our collection of state reports that had been stored offsite. Pre-National Reporter system state cases are collected in microform. The regional reporters were cancelled in 2014.

3. Regulations and Other Administrative Material

a. Federal

One complete current set of the Code of Federal Regulations was collected in hardcopy until July 2013, when it was cancelled. We have a backfile in microformat, 1979-2002 (scattered holdings), 2014-date. As of 2014, we purchase the annual edition of Title 3 of the Code of Federal Regulations in print. The Federal Register is complete in microformat; hardcopy issues are no longer being collected as of July 2013. We purchase access to complete backfiles of these titles in PDF through our HeinOnline subscription.

Most current administrative decisions are available over the internet. Backfiles of most are maintained in microformat. A complete set and current subscription to opinions of the United States Attorney General are maintained in a mixture of hardcopy and microformat, and are also available through our subscription to HeinOnline. Incomplete print holdings of administrative decisions are shelved in the Aloysia stacks.

b. New York State

One set of the current Official Compilation of the Rules and Regulations of the State of New York (NYCRR) is maintained. The print edition of the New York State Register ceased in 2010; we have the backfile on microfiche, 1974-2009.

Current sets and backfiles of the decisions of most New York State administrative agencies are collected, but some are now available exclusively over the internet. We also own a partial set of the New York State Attorney General opinions in hardcopy and microformat, and purchase access to the opinions through our subscription to HeinOnline.

c. Other States

The Connecticut regulations were cancelled in October 2014, and the New Jersey regulations were cancelled in October 2014. We subscribed to the microformat edition of Attorney General opinions from all fifty states with holdings varying by state, but the subscription was cancelled in 2014. We purchase access to state Attorney General opinions on HeinOnline.

4. Treaties

We collect all treaties of the United States. The official edition, United States Treaties, has ceased publication, and an unofficial microformat edition from Hein was cancelled in 2013.

Instead, we subscribe to an Internet-based treaty compilation for U.N. treaties, and purchase access to HeinOnline's Treaties and Agreements Library and World Treaty Library. These services provide searching capabilities and currency that the print sources cannot offer. Commercial compilations of treaties in special subject areas are generally not collected. See also [VI.C](#). International Law.

B. Secondary Sources

1. Legal Periodicals

a. Academic Law Reviews

In 2012, over 550 journals from the Ebsco renewal list were cancelled, and as of 2013, we no longer collect in print most law reviews produced by ABA-accredited American law schools. We tried, whenever possible, to have complete backfiles of most titles and are retaining our print holdings for now. In 2008, we stopped binding most periodicals. Our holdings for 2003–2015 are shelved in the Gerber Glass Law Center, and the backfiles are stored in Aloysia. As of September 2016, we are discarding all academic law reviews that are available on HeinOnline. We also own incomplete backfiles in microformat of selected major law reviews. We subscribe to HeinOnline, an internet-based library of law reviews available in full text, and rely on it for access to most law reviews. Some full text is also available through the Legal Source index.

b. Commercial Law Journals and Newsletters

Because of their high cost, commercial law journals and newsletters are collected very selectively, generally only when they offer unique coverage of a particular area of law or by faculty request. Backfiles of the commercial law journals are retained indefinitely, while newsletters are retained for only several years.

c. Current Awareness

In order to help our faculty stay up to date on current developments in law, we subscribe to three current awareness publications: CILP (Current Index to Legal Periodicals), the Legal Scholarship Network, and the Corporate Governance Network.

d. Bar Association Journals

We have a current subscription to the ABA Journal and also a complete backfile. Our subscription to the ABA package plan, including journals by ABA sections, was discontinued in October 2013, but we maintain backfiles of these titles. Journals published by the New York State Bar Association are collected in hardcopy and backfiles are maintained. The Record of the Association of the Bar of the City of New York was received until it ceased publication in 2009; we retain the print and also own it in microfiche. We rely on HeinOnline for access to publications of bar associations outside New York State.

e. Law-Related Publications

Interdisciplinary journals and law-related publications are collected only when they enhance and support curricular needs and are not available at another Pace University library in print or electronically. Preference is given to significant titles included in major legal indexes. Generally speaking, no attempt is made to collect backfiles of non-legal periodicals in hardcopy or microformat. However, the Law Library received a gift of law-related periodicals

in microformat when the Hayes Library closed; this collection is not being updated. We also received a gift of periodicals in microformat from the Mortola Library. At this time, we are retaining these collections.

f. Newspapers

The Law Library maintains a collection of the major legal newspapers, such as the New York Law Journal and the National Law Journal. Back issues in hardcopy are retained until replaced by microfilm or microfiche. There is an online subscription for the New York Law Journal that allows one user access at a time, and there is an online subscription to the American Lawyer.

Current subscriptions to newspapers of a general nature such as the New York Times and the Wall Street Journal are maintained; issues are discarded after one month. We own a partial backfile of the New York Times on microfilm, but it is not being updated, and have access to the New York Times Historical database through the University libraries.

g. Non-Legal Periodicals

Given the highly interdisciplinary nature of legal scholarship today, the Law Library subscribes to a few major scholarly periodicals of other disciplines upon faculty request. Generally, however, we will rely on the collections of the other Pace University libraries and on Lexis and Westlaw for coverage in this area.

h. Indexes

The Law Library subscribes to the major online legal periodical indexes such as Legal Source (Ebsco), Index to Legal Periodicals Retrospective (Ebsco), Index to Foreign Legal Periodicals (HeinOnline), and Index to Legal Periodical Articles Related to Law (available over HeinOnline, but no longer being updated by the publisher). We rely on access to interdisciplinary materials through the other Pace University libraries whenever possible, but also use interlibrary loan if necessary.

2. Reference Materials

Along with copies of items necessary for legal reference, such as legislative guides, legal dictionaries, and biographical materials on legal figures, the Law Library collects general reference materials necessary to maintain a small core collection for both current and historical research. Because the other Pace University libraries are not easily accessible, such a core collection is necessary in order to provide general reference assistance to faculty and students. Reference shelving is limited, so some materials that are of reference value are shelved in the open stacks, but do not circulate.

Examples of reference materials collected are:

- Multi-volume subject-specialty encyclopedias such as the Encyclopaedia Judaica or the Encyclopedia of Sustainability
- Subject-specialty dictionaries and single-volume encyclopedias
- Multiple copies of the latest edition of Black's Law Dictionary
- Legal and general thesauri
- Foreign language dictionaries
- Foreign language legal dictionaries
- General biographical sources

- Quotation sources
- Legal research guides (if relevant to the curriculum). We collect all state legal research guides; legal research guides for foreign countries are collected selectively.
- Directories (extremely selectively)

Superseded editions of legal and non-legal reference works will be retained only if it is determined that they have research value; most of the materials that would fall into this category are biographical in nature. In general, we will discard the previous edition of a reference work when the new edition arrives.

3. Legal Research Aids

a. Digests

The use and availability of the computerized research sources make it unnecessary to maintain most components of the West digest system in print.

The Law Library owns digests for New York State decisions. As of 2014, we do not subscribe to West's Federal Practice Digest, but we retain the backfile of all series. We also no longer subscribe to the General Digest, but do retain the Century Digest and all the Decennial Digests through the 11th Decennial, Part 1 (2011). We have discarded the National Reporter System regional digests. We do not collect digests for states other than New York. Digests for administrative decisions are purchased when available or acquired through the depository program if the material is related to curricular needs.

b. Shepard's Citators, KeyCite, and BCite

The Law Library does not collect Shepard's in hard copy. Current faculty, students, and staff can access Shepard's using Lexis. Others can access Shepard's using the one public-access terminal opposite the Reference Desk where Lexis is available. Current faculty, students, and staff can access KeyCite using Westlaw, and can access BCite using Bloomberg Law.

c. Other Legal Research Aids

American Jurisprudence 2d in print was cancelled in 2014. Corpus Juris Secundum and Words and Phrases were discarded in 2012, and American Law Reports was discarded in 2015. We have one copy of the Restatements of the Law and Principles of the Law, but they are not being collected in print as of 2014.

4. State-Specific materials

a. New York

The Library comprehensively purchases treatises, both scholarly and practitioner oriented, and form books dealing with New York law. Prior editions are kept if they are determined to have research value. One copy of New York Jurisprudence 2d is maintained in print.

b. Other States

The Library purchases secondary materials for other states extremely selectively. Earlier editions, if owned, are discarded. We purchase legal research guides and constitutional guides for all states and keep only the current editions.

VI. Foreign, Comparative, and International Law

A. Foreign Law

The Library does not collect heavily in foreign law. There is neither sufficient curricular demand nor adequate financial resources to support aggressive acquisitions in this area. We take advantage of the good foreign law collections at the Columbia and New York University law libraries, and refer our students and faculty to those libraries as needed.

1. Statutes

We rely on Lexis and Westlaw for access to current British and Canadian statutory law, and collect British and Canadian statutes in microfiche. HeinOnline provides the Revised Statutes of Canada, a historical compilation. We have statutes of selected Commonwealth countries in microformat, but they are not currently collected. The codes of foreign countries are increasingly being made available over the internet in their original languages, and we will generally rely on online access rather than build up a comprehensive collection at Pace. However, we do purchase some foreign codes if they are available in English translation, especially in the area of environmental law, and we subscribe to Global-Regulation, a database that translates foreign laws into English. We have access to historical and current versions of constitutions through our subscription to HeinOnline.

2. Court Decisions

We rely on Lexis and Westlaw for access to current British case law; however, this content will be taken down by the end of 2016, at which time we plan to access current case law through the [British and Irish Legal Information Institute \[BAILII\]](#). Retrospective collections of English cases are available through our HeinOnline and LLMC subscriptions and through BAILLI. The British Digest was cancelled in May 2013, and the All England Law Reports was cancelled effective 2009.

We rely on Lexis, Westlaw, and HeinOnline for access to Canadian case law. LLMC also has some retrospective Canadian case law. We cancelled and discarded the Canadian Abridgement.

We do not collect the court reports of foreign countries with the exception of the online database International Law in Domestic Courts and Israel Law Reports, which is accessed through our subscription to HeinOnline.

3. Regulations and Other Administrative Material

No regulations or administrative materials from foreign countries are collected.

4. Secondary Sources

Secondary materials are purchased if they are in English, and if they support the curriculum in our specialty area, environmental law. We selectively purchase guides to the legal systems of foreign countries if they are published in English, but keep only the current editions. For this information, we rely on the [Law Library of Congress's Guide to Law Online](#) and New York University School of Law's [Hauser Global Law School Program GlobalLex](#). We accept gifts of foreign law materials subject to our policy on gifts. See [IV.E](#).

B. Comparative Law

Treatises on comparative law are purchased very selectively. Acquisitions are based on curricular need, and tend to focus on environmental law materials in English.

C. International Law

The Law Library selects basic primary and secondary sources in international law to support the certificate program, the Pace International Law Review, and the international law moot court teams. Included in the international law collection are treaty series that are complete and current including the United Nations Treaty Series (in microformat until 2013 and online through subscription), United States Treaties (in hardcopy and online through HeinOnline), and the Consolidated Treaty Series, 1969-1981. Indexes and other finding aids for treaties are also part of the collection. We collect and keep current State Department publications that are received through the depository program such as Foreign Relations of the United States, which is also on HeinOnline. We keep current the Digest of International Law and have all of its predecessors and successors. We subscribe to and maintain backfiles of commercial periodicals important for international law research, and subscribe to HeinOnline for current access to academic law reviews. We subscribe to the Foreign and International Law Resources collection, the Hague Academy collection, the History of International Law collection, the World Trials Library, the Philip C. Jessup Library, the Kluwer Law International Journal Library, the Treaties and Agreements collection, and the World Treaty Library on HeinOnline.

We also collect documents from the United Nations. The subscription to the Law Library Core Collection on microfiche was cancelled and ceased in February 2013, but we subscribe to the United Nations Law Collection through HeinOnline. We collect the publications of the International Court of Justice (Reports, Pleadings, Bibliographies), and law-related publications from the Council of Europe and the European Union. The ICJ Yearbook was cancelled in 2015.

Collections of international law cases are maintained, and classic treatises of international law are purchased unless they are available on HeinOnline, with a strong preference for materials published in English. We also focus on curricular need when purchasing international law treatises, so that human rights, international commercial arbitration, international environmental law, international commercial law, international criminal law, law of war, and terrorism are emphasized.

VII. Collection Levels by Subject Areas

A. Collection Levels Defined

The goal of the Law Library is to develop its collection to support the teaching and research of faculty and students. All areas of law are represented in the collection, although not to the same extent. Acquisition decisions are made on different levels according to varying standards laid out in the Manual for the North American Inventory of Research Library Collections (Association of Research Libraries, Rev. ed., 1988). These levels have been somewhat modified for use by the Library and are described as follows:

1. Minimal level

Only basic works are selected if any are purchased at all. This level would be appropriate for subjects not currently being taught at Elisabeth Haub School of Law.

2. Basic informational level

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, access to appropriate bibliographic databases, selected editions of important treatises or one major looseleaf service in print or reliably online, handbooks, and a few major periodicals if not available on HeinOnline. We will not retain superseded editions of materials collected at this

level. This level would be appropriate for non-law, but law-related, subjects or for law subjects in which less than one course per year is offered.

3. Instructional support level

A collection that is adequate to support most graduate instruction or sustained independent study. It includes selected current multi-jurisdictional treatises, one or two major looseleaf services in print or reliably online, collections of the works of more important writers, selections from the works of secondary writers, a selection of representative journals in print or reliably online, and the reference tools pertaining to the subject. We will not retain superseded editions of materials collected at this level. The instructional support level is appropriate for subject areas in which two or fewer courses per year are offered.

4. Research level

A collection that includes the major published source materials required for independent research at the J.D. level. It is intended to include all important reference works and a wide selection of specialized monographs, periodicals, and looseleaf services in print or reliably online, as well as major indexing and abstracting services in the field. Older scholarly material is retained for historical research, but older practitioner-oriented materials will not be retained. Access to specialized databases may be provided. This level is appropriate for areas in which many courses are offered each year, for law reviews, and for areas in which faculty members are engaged in significant ongoing research. Generally speaking, the more courses that are offered in a subject area, the more heavily we will collect in that area.

5. Research level (enhanced)

A collection that exceeds the standards set for collection development at the Research level by including materials required for research to complete certificate programs and LL.M. and S.J.D. degrees. Collecting at this level will have more depth; most relevant English-language periodicals and treatises will be collected in print and retained, unless they are practitioner oriented or available reliably online. Access to specialized databases will be provided.

6. Comprehensive level

A collection in which a library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge 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. Older material is retained for historical research. We have never collected at this level, and do not currently have the resources to do so in any subject.

B. Collection Levels Assigned

1. Minimal Level

- Accounting
- Canon Law
- Greek Law
- Islamic Law
- Jewish Law
- Military Law

- Native American Law
- Roman Law

2. Basic Informational Level

- Admiralty Law
- Advertising Law
- Aviation Law
- Art Law
- Banking Law
- Biography, Legal
- Construction Law
- Consumer Law
- Corrections
- Entertainment and Sports Law
- Government Contracts
- Insurance Law
- Law and Economics
- Law and Literature
- Law of War
- Legal History
- Poverty Law
- Space Law

3. Instructional Support Level

- Alternative Dispute Resolution
- Antitrust and Trade Regulation
- Arbitration and Award
- Bankruptcy
- Communications Law
- Disability Law
- Education Law
- Elder Law
- Employment Law (includes Discrimination)
- Food, Drugs, and Cosmetics Law
- Gender and the Law
- Housing (includes Discrimination)
- Jurisprudence/Philosophy of Law/ Sociology of Law
- Juvenile Law (Criminal)
- Labor Law
- Law of the Child
- Law Office Management
- Legislation/Statutory Interpretation/Statutory Construction
- Local Government/Municipal Law
- Maritime Law
- Non-Profit Organizations

- Social Security
- Taxation, International

4. Research Level

- Administrative Law
- Business Organizations, Corporations, Agency, Partnerships, LLCs
- Civil Procedure
- Civil Rights
- Commercial Law
- Conflict of Laws
- Constitutional Law
- Contracts
- Criminal Law and Procedure (includes International Criminal Law)
- Domestic Relations/Domestic Violence
- Election Law
- Eminent Domain
- Estates and Trusts (includes Estate Planning)
- Evidence
- Family Law
- Feminist Legal Theory
- Health Law
- Human Rights
- Immigration Law
- Intellectual Property (includes Copyright, Computer Law, Cyberlaw, Patents, Trademark)
- International Commercial Law (includes Arbitration)
- International Law (Public)
- International Organizations
- Judges and Judging
- Judicial Administration
- Law Schools and Legal Education
- Legal Profession (includes Professional Responsibility)
- Legal Research and Writing
- Prisoners' Rights
- Products Liability
- Property
- Real Estate Law (includes Real Estate Finance and Real Estate Transactions)
- Remedies, Equity, Restitution, Habeas Corpus, Damages
- Securities Regulation (includes International Finance)
- Taxation (U.S.)
- Torts
- Trial Advocacy (includes Appellate Advocacy)
- Women and the Law

5. Research Level (Enhanced)

- Environmental Law (see the [Environmental Law Collection Development Levels](#) for more detail)
- Land Use (includes green development, sustainability, zoning, transit- oriented development, green buildings, fair and affordable housing, vacant and abandoned property)

6. Comprehensive Level

- None at this time

C. Environmental Law Collection Development Levels

Research Level Enhanced	Research Level	Instructional Level	Basic Level	Minimal Level
Climate Change (sea-level rise, adaptation, mitigation, disaster law, greenhouse gases)	Animal Law (ESA, MPRSA)	Agriculture Law Aquaculture	Biotechnology	None
International Environmental (UN, treaties, organizations, Law of the Sea, CITES)	Air Pollution Regulation (CAA)	Chemical Regulation (FIFRA & Pesticides)	Environmental History (primarily US & NY)	
NY State Environmental (all)	Energy Law (renewables, alternative fuels, markets, public utilities)	Conservation Law	Environmental Economics	
Water Pollution Regulation (CWA, SDWA)	Environmental Litigation	Cultural Heritage Law	Environmental Science	
	Environmental Justice	Environmental Crime	Environmental Taxation	
	Food Law	Environmental Dispute Resolution	Fisheries	
	Foreign Environmental Law	Hazardous Waste (CERCLA, RCRA, TSCA, Brownfields)	Forestry	
	Natural Resource Law	Historic Preservation	Health & Safety (OSHA, EPCRA)	
	Oceans & Coastal Law	NJ/CT State Environmental	Nanotechnology	
	Toxic Torts	Nuclear Regulation & Waste Disposal	Oil & Mineral Law	
	Water Law		Other States Environmental	