
FLORIDA STATE UNIVERSITY COLLEGE OF LAW RESEARCH CENTER

COLLECTION POLICIES

2015

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COLLECTION DEVELOPMENT POLICY

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1. INTRODUCTION

The collection development policy of the Florida State University College of Law Research Center attempts to reflect the institutional goals of the College of Law and the University. Its primary responsibility is to support the educational and research functions, present and future, of the College of Law and the University.

The collection development policy does not try to reduce selection to a mechanical process, but rather to provide a broad framework guiding all who participate in the process. While a coherent and directed materials selection process is desirable, all of the particulars with the written policy statement are subject to modification to meet the needs of users or to respond to changing circumstances affecting the Research Center.

As the Research Center's collection shifts increasingly to digital materials, this policy will prioritize access over any specification to purchase or license.

A note about information formats:

In the past decade, emphasis in collection development has shifted from paper and microformat to electronic resources. The Research Center has purchased or licensed numerous electronic resources including LexisNexis, Westlaw, Bloomberg Law, Hein Online, BloombergBNA, LLMC Digital, The Making of Modern Law, CCH Intelliconnect, and a variety of other legal databases. We also benefit from databases licensed by other Florida State University departments, such as JSTOR, the ProquestCongressional and ThomsonReuters Checkpoint tax databases, and from consortial purchases by the Florida Virtual Campus (FLVC) for the entire state university system.

In making decisions about whether to purchase/license a database and whether to continue to acquire paper copies of items now available electronically, the Research Center staff consider factors such as cost, ease of access, pedagogical needs, and faculty research interests. For access to electronic databases, IP access to all FSU faculty and students is preferred; however, if the cost is prohibitive, access to only the College of Law community may be selected. In all collection decisions, our goal is to provide the College of Law with the most effective research tools in the most cost-efficient manner.

2. LEVELS OF COLLECTION INTENSITY

In setting levels of collection intensity, the Research Center shall use the collection level codes formerly established by the Research Libraries Group (RLG). Few areas of the collection will be developed at level 5; most areas collected will be at levels 3 or 4; many areas within the law conspectus will not be collected at all. Level definitions are taken from the RLG conspectus.

- A. **Level 5 – Comprehensive Level.** A collection in which the library endeavors, so far as is reasonably possible, to include all significant works in the defined field. This level of collecting intensity is one that maintains a "special collection"; the aim, if not the achievement, is exhaustiveness. Older materials are acquired for historical research. This level is reserved for a very small number of subjects for which the Research Center has or seeks to have historically extensive collections.
- B. **Level 4 – Research Level.** A collection which includes all materials and information required for faculty and law student instruction and research, including dissertations, graduate papers, and independent research. It allows for an expansion of the faculty and advanced student research programs in any way these may develop in the future. It includes the major published source materials required for independent research, all basic reference works and a wide selection of monographs, as well as an extensive collection of journals. Older materials may be acquired for historical research.
- C. **Level 3 – Instructional Support Level.** A collection which is adequate to support instruction in law and research at the J.D. level. It usually consists of a selection of reference tools, and extensive collection of primary legal materials and documents, the most important monographs, and a selection of the outstanding journals in the field. Historical material need not be acquired. The emphasis is on building current and representative collections adequate to maintain knowledge of a subject of limited or generalized purposes but less than scholarly research.
- D. **Level 2 – Basic Information Level.** A collection of up-to-date general materials which will aid readers' immediate understanding of a subject and will serve to introduce readers to the subject and to other sources of available information. Such a collection might include reference tools, handbooks, or texts or a combination of these, in the minimum number which will serve the purpose. A basic information collection is not sufficiently intensive to support instruction in any course in the subject area involved.
- E. **Level 1 – Minimal Level.** A subject area in which only a few basic works and works specifically requested by faculty members are collected.

3. AMERICAN LAW - CRITERIA BY FORM

A. **Court Decisions**

1. FEDERAL. Provide access to all published decisions of all federal courts.
2. STATES. Provide access to at least one complete set of all state cases as published in the National Reporter System. Excepting Florida, do not collect reprints of National Reporter System by state.
3. SELECTIVE LAW REPORTS. Provide access to complete annotated reports (including associated digests and finding aids) such as ALR and its predecessors.
4. TOPICAL LAW REPORTS. Selectively provide access to topical law reports based on whether reported opinions are also contained the West Regional Reporters and convenience of use.
5. FINDING AIDS AND CITATORS. Provide access to in paper the current WEST'S FLORIDA PRACTICE DIGEST , WEST'S FLORIDA DIGEST, and SHEPARD'S FLORIDA CITATIONS.

B. **Briefs and Records.** Provide access to complete set of records and briefs of following courts:

1. UNITED STATES SUPREME COURT
2. FLORIDA SUPREME COURT

C. **Court Rules.**

1. FEDERAL. Provide access to court rules of all federal courts comprehensively.
2. FLORIDA. Provide access to court rules of all Florida courts comprehensively.

D. **Legislation.**

1. FEDERAL
 - a. *Session Laws.* Provide access to federal session laws, e.g., STATUTES AT LARGE, U.S.C.C.A.N..
 - b. *Statutory compilations.* Provide access to statutory compilations, e.g., U.S.C., U.S.C.A., U.S.C.S..
2. FLORIDA.
 - a. *Session Laws.* Provide access to multiple copies of session laws.

- b. *Statutory compilations.* Provide access to copies of FLORIDA STATUTES, WEST'S FLORIDA STATUTES ANNOTATED and one copy of LEXISNEXIS FLORIDA ANNOTATED STATUTES.

3. OTHER STATES.

- a. *Session Laws.* Provide access to retrospective and current session laws of other states.
- b. *Statutory Compilations.* Provide access to current statutes to other state statutes.
- c. *Florida Municipalities and Counties.* Provide access to charters, ordinances and codes of City of Tallahassee and Leon County. Provide access to other Florida municipal and county ordinances via MuniCode.
- d. *Special subject compilations.* Access to collections of statutes from a single jurisdiction or from several jurisdictions relating to a specific subject will be provided only if they relate to a subject of special interest to Research Center users, significantly improve access to the materials, or include materials or features not otherwise available.

E. **Legislative History Materials.**

1. FEDERAL.

- a. *Legislative debates and proceedings.*
 - i. Provide access to Congressional Record current and retrospectively.
 - ii. House and Senate Journals. Provide access to complete sets both current and retrospectively.
- b. *Committee Hearings, Reports, Documents, Prints, etc.* Provide access to current reports and significant retrospective materials. Complete coverage of retrospective materials will be provided as funds permit.
- c. *Senate and House Bills.* Provide access to current bills; acquire retrospectively as funds permit.

2. FLORIDA.

- a. *Senate and House Journals.* Provide access to Journals as they become available.

- b. *Senate and House Bills*. Provide access to bills and finding aids from 1967-current.
 - c. *Reports, Hearings, Staff Analyses*. Provide access to materials from 1989-present.
- 3. OTHER STATES. Do not collect unless subject is especially important to research or instructional needs.

F. Administrative Judicial Type Decisions.

- 1. FEDERAL. Provide access to complete sets of all published federal administrative decisions, including both bound volumes and advance sheets. Acquire older, i.e., pre 1950, decisions as research needs and funds permit..
- 2. FLORIDA. Provide access to all published decisions of Florida administrative agencies.

G. Administrative Rules & Regulations.

- 1. FEDERAL.
 - a. *Federal Register*. Provide access to current materials and full retrospective coverage.
 - b. *Code of Federal Regulations*. Provide access to Code of Federal Regulations.
 - c. *Special Subject Compilations of Federal Regulations*. Provide access to special subject compilations of federal regulations only if they relate to a subject of special interest to Research Center users, significantly improve access to the materials, or include materials not otherwise available.
- 2. FLORIDA.
 - a. *Registers*. Provide access to all issues of Florida Administrative Registers, and like materials. Fill retrospective gaps to extent possible.
 - b. *Administrative Codes*. Provide access to all editions of Florida Administrative Code. Fill retrospective gaps to extent possible.
- 3. OTHER STATES. Provide access to other states' administrative codes and registers as resources permit.

H. Administrative Reports (non-decisional).

1. FEDERAL. Provide access to reports of federal agencies having legal significance, e.g., S.E.C., F.T.C., Civil Rights Commission.
2. FLORIDA. Provide access to reports of all Florida agencies having legal significance, e.g., Secretary of State.

I. Attorneys General Reports, Opinions, Decisions.

1. FEDERAL. Provide access to complete sets of the Official Opinions of the Attorney General, including advance sheets, and the Annual Report of the Attorney General of the United States, as well as all other relevant reports issued by the Attorney General.
2. FLORIDA.
 - a. *Published Opinions.* Provide access to all published reports and opinions of the Attorney General, including advance sheets or slip opinions.
 - b. *Other Publications.* Provide access to all publications issued by the Florida Attorney General.

J. Constitution Conventions and Revisions. Provide access to constitution revision commissions from Florida and other states when available.

K. Restatements. Provide access to all current Restatements in multiple copies, including tentative drafts, Restatement in the Courts. Collect retrospectively.

L. Legal Treatises – Multi-Jurisdictional and Federal

1. CURRENT MULTI-JURISDICTIONAL OR FEDERAL TREATISES.
Provide access to one copy of selected current multi-jurisdictional or federal legal treatises produced by reputable publishers; add duplicates as dictated by patron demand or faculty recommendation.
2. NON-CURRENT MULTI-JURISDICTIONAL AND FEDERAL TREATISES.
 - a. Selectively Provide access to one copy of works considered classic, recommended in a reputable bibliography or frequently cited in contemporary legal sources;
 - b. Provide access to one copy of works relating to subjects in which the Law Library aims to establish an exhaustive collection (see part IV *infra*);
 - c. Provide access to other works as required by special circumstances such as faculty research or absence of materials on the subject.

- M. **Treatises and Practice Books Applicable to Florida.** Provide access to a broad selection of materials, whether current or not, relating to Florida law, regardless of form or level of sophistication. Duplicate such materials as dictated by need.
- N. **Treatises and Practice Books of Other States.** Very selectively provide access to current materials relating to the law of those states for which the library collects in depth preferring those which provide substantive documents of the law over those which are intended as aids to the practicing attorney.
- O. **Form Books.** Selectively provide access to Florida legal and procedural form books.
- P. **Law Student Materials**, e.g., HORNBOOKS, NUTSHELLS.
1. Selectively provide access to current multi-jurisdictional law student texts on subjects related to the curriculum.
 2. Do not collect study aids. E.g., GILBERTS.
- Q. **Student Casebooks**
1. Acquire one copy of required casebooks used in law school course.
 2. Collect in general only if casebook contains
 - a. Primary materials not readily available elsewhere in collection,
 - b. Substantial commentary by the compiler, or
 - c. Topics not adequately treated in other forms.
- R. **Publications**, including ethics opinions, of Bar Associations and like groups. Provide access to published materials of the American Bar Association, The Florida Bar, and their sections.
- S. **Periodicals.**
1. Selectively Provide access to substantial Anglo-American legal periodicals with emphasis on titles indexed in the INDEX TO LEGAL PERIODICALS AND BOOKS and LEGAL TRAC, including institutes and annuals.
 2. Provide access to the law reviews of all A.B.A. approved law schools.
 3. Provide access to select foreign jurisdiction law titles where there is faculty demand.

4. Selectively provide access to journals of bar associations and other legal organizations.
5. Selectively provide access to journals in disciplines related to law, e.g., economics, sociology, which are of high scholarly quality, contain frequent legal or law related materials, and are cited with relative frequency in legal materials and which are not available online.
6. Non-legal journals available in other campus libraries should be acquired only when frequency of demand suggests title should be acquired by Research Center.
7. Acquire very selectively popular magazines and state and national newspapers.

T. Newsletters

1. Selectively provide access to newsletters of interest to faculty on broad subjects from reputable publishers.
2. Selectively provide access to library science newsletters to support the research or job responsibilities of the Librarians.

U. Law for the Lay Person, i.e., “do-it-yourself” works.

1. Selectively provide access to materials of the "do-it-yourself" genre which relate to Florida law.
2. Selectively provide access to “do-it-yourself” materials of multi-jurisdictional scope, acquiring only those which could be useful to Florida residents.
3. Do not collect “do-it-yourself” materials which are limited in scope to the law of other jurisdictions.

V. Looseleaf Services.

1. **DEFINITION.** Those materials consisting of individually replaceable pages that are updated six times or more each year on a regular basis.
2. **CRITERIA FOR SELECTION.**
 - a. Topic inadequately covered by the West National System.
 - b. Topic subject to frequently changing governmental regulation.
 - c. Topic in which bound monographs are not updated frequently enough to keep up with major changes in the field.

- d. Collect no more than one looseleaf service in a specific area unless the area receives heavy use and the services are widely accepted as authoritative.
- e. Other considerations
 1. Services available through Web-based products to which we subscribe are not collected in print unless there is a specific need for paper copy.
 2. Initial and upkeep costs of the service.
 3. Cost of filing.

4. AMERICAN LAW - CRITERIA BY SUBJECT

The projected depth of the collection in various broad subject areas is outlined in this section. The subject area designations have been borrowed, with modifications and additions, from RECOMMENDED PUBLICATIONS FOR LEGAL RESEARCH published annually by Rothman. For each subject area, the level of collection intensity is indicated by the collection level codes established by the Research Libraries Group (RLG). The level of collection development is indicated by the number in parenthesis following the subject heading. For more information about the collection development levels, see Section II of this policy.

Level 5 - Comprehensive Level
 Level 4 - Research Level
 Level 3 - Instructional Support Level
 Level 2 - Basic Information Level
 Level 1 - Minimal Level

This subject listing also indicates call numbers within the collection within which this subject is classified.

1. **Administrative Law** (4); KF 5401-5425
2. **Admiralty** (2); KF 1096-1114
 Agency. SEE Business Enterprises.
3. **Alternative Dispute Resolution**(3); KF 9084
4. **American Indian Law** (3); KF 8201-8228
 Antitrust Law. SEE Trade Regulation.
5. **Banking Law** (3); KF 966-1032
6. **Bankruptcy** (3); KF 1515

7. **Biography** (3)

Focus on U.S. Supreme Court justices, Florida lawyers and judges, U.S. and foreign judges and other prominent or influential persons in legal or law-related fields.

8. **Business Associations/Corporations** (3); KF 1355-1480

a. **Agency** (3); KF 1341-1348

b. **Nonprofit Institutions** (3)KF 1388-1390

c. **Partnership** (3); KF 1365-1381

Church and State. SEE Constitutional Law.

9. **Civil Procedure** (3); KF 8810-9075

a. **Federal Jurisdiction** (3); KF 8840-8858

b. **Injunctions** (2); KF 9014

c. **Remedies** (3); KF 9010

10. **Coastal and Ocean Law** (3); KF 5627

11. **Commercial Law/UCC** (3); KF 871-890

a. **Commercial Paper** (3); KF 956-962

b. **Sales of Personal Property** (3); KF 914-915

c. **Secured Transactions** (3); KF 1046-1062

12. **Conflict of Laws** (3); KF 410-418

13. **Constitutional Law** (4); KF 4501-5130

a. **Church and State** (3); KF 4865-4869

b. **Civil and Political Rights** (3); KF 4741-4785

c. **First Amendment** (3); KF 4770

Consumer Law (3); KF 1039-1040, KF 1601-1610

Contracts (3); KF 801-951

Copyright Law. SEE Intellectual Property.

Corporations. SEE Business Enterprises.

Corporate Tax. SEE Taxation.

16. **Courts/Judicial Administration** (3); KF 8700-8735

 a. **U.S. Supreme Court** (4); KF 8742-8745

Creditor's Rights. SEE Bankruptcy.

17. **Criminal Law and Procedure** (3); KF 9201-9760

 a. **Juvenile Law** (3); KF 9771-9827

18. **Disability Law** (2); KF 480, KF 3469

19. **Economic Analysis**

 a. **Law and Economics**(3); K 487

20. **Education Law** (2); KF 4101-4257

21. **Elder Law** (2); KF 390

22. **Entertainment Law** (3); KF 4296

 a. **Film Law and Finance** (3); KF 4302

23. **Environmental Law** (4); KF 3775

Estate and Gift Tax. SEE Taxation.

Estate Planning. SEE Trusts and Estates.

24. **Evidence** (4); KF 8934; Florida evidence KFF 540

25. **Family Law** (3); KF 501-553

Federal Jurisdiction. SEE Civil Procedure.

First Amendment. SEE Constitutional Law.

26. **Florida Law** (4); KFF

 a. **Florida Administrative Practice** (4); KFF 440

 b. **Florida Civil Practice** (4); KFF 537-555

 c. **Florida Criminal Practice** (4); KFF 561-575

 d. **Florida Dissolution of Marriage** (4); KFF 100

 e. **State Constitutional Law** (4); KFF 401-402

Food, Drug, Cosmetic Regulation. SEE Social Legislation.

Gratuitous Transfers. SEE Trusts and Estates.

Health Law. SEE Medical/Legal.

Housing Law. SEE Land Planning/Zoning.

27. **Human Rights** (3); JC571, K3230-40, KJC5132-35, KF4745-50

28. **Immigration Law** (3); KF 4800-4848

Injunctions. SEE Civil Procedure.

29. **Insurance Law** (3); KF 1146-1238

30. **Intellectual Property** (3); KF 2971-3192

31. **International Trade** (3); KF 1976, KF 3943

International Taxation. SEE Taxation.

Judicial Administration. SEE Courts/Judicial Administration.

32. **Jurisprudence** (4); K 226-237, KF 379-382

Juvenile Law. SEE Criminal Law and Procedure.

33. **Labor and Employment** (3); KF 3301-3464

34. **Land Planning/Zoning** (3); KF 56981

35. **Housing Law** (2); KF 5721-5740

Land Transfer. SEE Property.

Law and Economics. SEE Economic Analysis.

36. **Legal Education** (3); KF 292-361

37. **Legal History**

 a. **American Legal History** (3); KF 350-374

 b. **English Legal History** (2); KD

38. **Legal Profession** (3); KF 297-334

 a. **Professional Responsibility/Legal Ethics** (3); KF 306

39. **Legal Research and Writing** (3); KF 240-251

40. **Literature and Law** (3)

41. **Local/Municipal Government Law** (3); KF 5300-5332

42. **Media Law** (3); KF 2750
43. **Medical/Legal** (3); KF 3800-3829
- a. **Health Law** (3); KF 3821
- b. **Psychiatry and Law** (3); KF 2910
44. **Military Law** (2); KF 7201-7755
- Mining Law. SEE Natural Resources.
45. **Natural Resources Law** (3); KF 1681-1873
- a. **Oil and Gas Law** (3); KF 1801-1873
- Nonprofit Institutions. SEE Business Associations.
- Oil and Gas Law. SEE Natural Resources.
- Partnership. SEE Business Associations.
- Partnership Taxation. SEE Taxation.
46. **Product Liability** (3); KF 1296
- Professional Responsibility. SEE Legal Profession.
47. **Property** (4); KF 560-720
48. **Land Transfer & Finance/Real Estate Transactions** (3); KF 665
- Psychiatry and the Law. SEE Medical/Legal.
- Real Estate Transactions. SEE Property.
- Remedies. SEE Civil Procedure.
- Sales of Personal Property. SEE Commercial Law.
- Secured Transactions. SEE Commercial Law.
49. **Securities Regulation** (3); KF 1066-1084
50. **Social Legislation** (3); KF 3600-3986
- a. **Food, Drugs, Cosmetics Regulation** (2); KF 3861-3896
- b. **Poverty Law** (3); KF 3720
- c. **Worker's Compensation** (3); KF 3613-3615
51. **Sports Law** (3); KF 3989

State Constitutional Law. SEE Florida Law.

- 52. **Statutory Interpretation** (3); KF 425
- 53. **Taxation** (4); KF 6271-6645
 - a. **Corporate Tax** (3); KF 6461-6465
 - b. **Estate and Gift Tax** (3); KF 6571-6572
 - c. **International Taxation** (3); KF 6419
 - d. **Partnership Taxation** (3); KF 6452
- 54. **Torts** (3); KF 1246-1327
 - a. **Toxic Torts** (3); KF 1299
- 55. **Trade Regulation** (3); KF 1601-1668
 - a. **Antitrust Law** (3); KF 1631-1657
- 56. **Trial Advocacy** (3); KF 8914-8915
- 57. **Trials, Famous** (2); KF 220-228
- 58. **Trusts and Estates** (3); KF 726-750
 - a. **Estate Planning** (3); KF 746-7501
 - b. **Gratuitous Transfers** (3); KF 753
- 59. **Water Law** (2); KF 5569
- 60. **Women and the Law** (3)

Workers Compensation. SEE Social Legislation.

5. FOREIGN LAW - CRITERIA BY JURISDICTION.

The projected depth of the paper and microform collections for various foreign law jurisdictions is outlined in this section. (This document does not indicate electronic databases purchased for specific jurisdictions. Faculty and students seeking legal materials for foreign jurisdictions also make use of the foreign law materials in LexisNexis and Westlaw.) For all jurisdictions, materials in English are favored where available unless another language is specifically requested. *For jurisdictions not listed, the Research Center collects only materials in English on the legal system and/or business law.* The level of collection intensity for materials in listed jurisdictions is indicated by the collection level codes established by the Research Libraries Group (RLG). The level of collection development is indicated by the number in parenthesis

following the subject heading. For more information about the levels, see Section II of this policy.

- Level 5 - Comprehensive Level
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This listing also will indicate call numbers within the Research Center collection for this subject.

Jurisdictions Collected:

1. **China and Hong Kong**(3); KNN-KNR

We collect statutes in Chinese and English for the PRC, and a variety of monographs and treatises.

2. **Commonwealth Caribbean** (4)

This collection was begun in connection with the work of the Caribbean Law Institute, directed by Professor Elwin Griffith. The Research Center has decided to maintain it because many of these titles are not widely available in American law libraries. For these jurisdictions we collect all published compilations of statutes or cases available in paper or microform. The collection includes the following jurisdictions:

Antigua & Barbuda KGK

Bahamas KGL

Barbados KGL

Belize KGA

Bermuda KDZ

British Virgin Islands KGL

Cayman Islands KGM

Commonwealth of Dominica KGP

Grenada KGR

Guyana KGN

Jamaica KGT

Montserrat KGT

St. Christopher & Nevis KGW

St. Lucia KGW

St. Vincent & The Grenadines KGW

Trinidad & Tobago KGX

Turks & Caicos Islands KGY

3. **European Union** (3); KJE

We collect important documents and treaties, cases, and monographs and treatises on a variety of topics.

4. **United Kingdom** (3); KD

We collect statutes, cases of national interest, and a variety of monographs and treatises, including historical materials.

6. INTERNATIONAL/TRANSNATIONAL LAW

This section includes works on Roman law, theocratic legal systems, comparative law, international organizations, public international law and other works on law that transcend national boundaries.

1. **Ancient Law** (1); KL

2. **Aviation/Space Law** (3); (new) KZD, (old) JX 5768

3. **Canon Law** (1); KBG

4. **Comparative Law** (3); K 558-559, KDZ (North America)

5. **Compilations of Laws** (3)

6. **Conflict of Laws (Private International Law)** (3); K 7000-7720

7. **International Organizations** (3)KZ 4935-5272

8. **United Nations** (2); (new) KZ 4935-5272, (old) JX 1976

9. **Jewish Law** (1); KBM

10. **Law of the Sea** (3); (new) KZA, (old) JX 4408-4419

11. **Public International Law** (3); (new) KZ, (old) JX

12. **Roman Law** (2); KJA

13. **Treaties** (3); (new) KZ 118-194, (old) JX 120-236

7. LAW RELATED MATERIALS [ONLY BOLD FACED ITEMS ACQUIRED SYSTEMATICALLY]

1. **Accounting** (1); HF 5601-5695
2. Agriculture (1); S
3. Art (1); N
4. American History (1); E-F
5. **Bibliography** (3); Z
6. Economics (2); H-HJ
7. Education (1); L
8. **General Works (Encyclopedias, Dictionaries, Almanacs, Yearbooks)** (2); A
9. History (other than American) (1); D
10. **Library Science** (2); Z
11. **Literature** (relating to law or legal questions) (2); PN, PR, PS, PZ
12. Medicine (1); R
 - a. **Medical Ethics/Bioethics** (3); RA
13. Military Science (1); U
14. Philosophy(1); B-BJ
15. **Political Science** (2); J
16. **Psychology** (2); B-BJ
17. Religion (1); BL-BX
18. Science (1); Q
19. Sociology (1); HM-HX
20. Technology (1); T

RETENTION & STORAGE POLICY

This document brings together decisions about a wide array of Research Center continuations. The first section, "General Collection," contains policies that apply to the entire collection. Instructions for materials in specific areas, such as Florida materials, which may be different than those for the general collection, appear under their own heading.

CAUTION: Materials received from the Government Printing Office as part of the Federal Depository Libraries Program are subject to federal regulations governing the retention of materials. Such material must not be withdrawn and discarded without checking with the librarian supervising government documents.

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1. *General Collection*
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1. GENERAL COLLECTION

A. Basic Guidelines

1. When replaced volumes are moved to storage, if there is more than one copy in the collection, only the best copy will be retained. The copy number will not be changed.
2. Pocket parts, supplements, and update pamphlets which are replaced will be discarded as soon as the new materials are in place. This includes supplements to casebooks. In the case of treatises, if the entire treatise is replaced by a new edition, the final pocket parts or supplements to the old edition will be discarded unless the treatise is of particular importance. If pocket parts to be kept are large, consideration should be given to binding or the use of pamphlet binders to avoid further damage to the bound volume.

B. Cases & Digests

1. Paper advance sheets which are replaced by permanent bound volumes will be discarded as soon as the bound volume is on the shelf. Ordinarily the Reference Librarians will make the determination, but a responsible

student assistant may be assigned this duty.

2. Replaced digest volumes should be withdrawn and discarded, with the exception of the Florida Digest. A single copy of Florida Digest replaced volumes will be retained in storage. When a digest is replaced by a new edition, the old edition will normally be kept on the shelf next to the new edition, but if there is no space, the old edition can be moved to storage. Only one copy of prior editions shall be retained. Digests which are discontinued by the publisher, such as Southern Digest, can be kept in the general collection or in storage as long as they seem useful. The Reference Librarians will make the decision as to when they should be withdrawn and discarded.

C. Shepard's Citators

1. Shepard's Florida Citations bound volumes for cases which are replaced by new bound volumes will be withdrawn and discarded. Shepard's Florida Citations bound volumes for statutes which are replaced by new bound volumes will be moved to storage. Cancelled citators for other materials will be withdrawn and discarded.

D. Legal Encyclopedias

1. Legal encyclopedias which are completely replaced by a new edition will be placed in permanent storage. (State encyclopedias for states other than Florida will not be retained.) Single copies of individual replaced volumes of Florida Jurisprudence and CJS will also be placed in permanent storage. Replaced volumes of American Jurisprudence will not be retained.

E. Treatises

1. Replaced volumes in treatises and legal treatises completely replaced by new editions shall be moved to the storage area. When treatises of very many volumes are replaced by a new edition over a period of many years, such as happened with Farnsworth on Contracts, to avoid confusion we will move the earlier edition to storage as replacement volumes arrive, treating the set as though it were an encyclopedia. In the case of looseleaf treatises replaced by a new edition, the old edition must be bound to avoid confusing looseleaf filers and patrons.
2. Looseleaf treatises which have not been updated may be replaced by the purchase of a whole new set of current contents. In such a case the new pages are not a new edition, and the replaced contents may be given away to faculty or discarded. Looseleaf treatises which are canceled and not replaced may be kept on the shelves (with suitable labels to indicate that they are not current) until the Reference Librarians determine that they are no longer useful. After that they should be moved to storage or withdrawn and discarded.

F. Directories and Reference Works

1. Superseded issues of reference works and directories which are issued annually shall be moved from Reference to the regular collection (except Martindale-Hubbell which goes to storage, see Para. 10, below). Only one copy shall be kept, except for legal dictionaries, where two copies may be kept (all copies of Black's 8th ed shall be retained). Additional copies, if any, shall be withdrawn and discarded. Older replaced directories in the regular collection may be withdrawn and discarded when space becomes tight.
2. Martindale-Hubbell directories [Ref KF 190 .M3] are kept for one year in Reference. An extra copy of the volume containing Florida information is kept on Reserve. When new volumes are received, the old set should be placed in storage. We get multiple copies of the volume containing Florida. Keep the best copy for storage and withdraw the others.

G. Newsletters

1. Newsletters consisting solely of casenotes, and those consisting of organizational meetings and personalities are usually not bound for permanent retention. Such materials will be kept for a minimum of two years. Older issues may be discarded when the binder in which they are kept becomes overcrowded. Consult serials check-in note on specific item for retention/binding information.

H. Magazines & Newspapers

1. Magazines of general interest which are not to be added to the collection will be kept behind the Circulation Desk for about 6 months except as otherwise provided.
2. Daily newspapers will be kept for approximately one week except for The New York Times and The Wall Street Journal, which shall be kept for two weeks. A schedule of other newspapers and their retention period follows:

ALI-ABA CLE Review	6 months
American Lawyer	wait for microform
Arbitration Times	6 months
Chronicle of Higher Education	6 months
Florida Bar News	wait for microform
Legal Times	wait for microform
National Law Journal	wait for microform
New York Law Journal	wait for microform
New York Review of Books	6 months
New York Times Book Review	6 months

I. Periodical Indexes

1. Cancelled periodical indexes shall be discarded.

J. Other Materials

1. Hornbooks and Nutshells which are replaced by new editions will be retained in the collection, but multiple copies will be withdrawn and discarded unless there is a particular need to retain more copies. Superseded Nutshells will be kept until they fall apart, then withdrawn and discarded without major repairs or replacement.
2. Casebooks: We will keep the current edition and one copy of the prior edition of casebooks. Casebooks more than 10 years old should be withdrawn and discarded.
3. New editions of portfolios in the BNA Corporate Practice Series and Tax Management Portfolios will be cataloged separately. Older editions will be retained in storage.
4. One copy of replaced volumes of CCH Standard Federal Tax Reporter will be bound and kept permanently in storage.
5. Replaced form books should be withdrawn and discarded. Form books which are no longer supplemented but have not been replaced by a new edition can be retained or discarded at the discretion of the Reference Librarians.
6. Replaced books of jury instructions should be withdrawn and discarded (other than Florida, see Sec. 2, below).
7. For popular works on law, such as those from Nolo Press, the current and most recent prior edition shall be retained. Older editions shall be withdrawn and discarded.
8. Books which are judged to be no longer suitable for inclusion in the collection shall be taken from the shelves and brought to the attention of the Collection Development Committee. If there is no disagreement they shall be withdrawn and discarded.
9. LexisNexis and Westlaw furnish a variety of user aids and promotional materials which are not added to the collection. In the case of items which are replaced by new editions, such as the Westlaw Database Directory or Reference Manual, only the most recent edition will be kept.
10. Other promotional/educational material (e.g. "How to Find the Law," "The Living Law") is ordered for use in the Legal Writing program. This

material is not added to the collection, and will be discarded when new editions are received.

2. FEDERAL MATERIALS

A. Legislative Materials

1. Paper advance sheets to USCCAN are discarded when bound volumes are received. At the same time the session laws pamphlets provided with USCS and USCA may be discarded. The codified USCS and USCA session law pamphlets should be discarded when the new pocket parts are received.
2. One copy of each replaced volume of the U.S. Code and annotated codes are kept in storage; however, paper Index and Tables volumes produced annually for USCA and USCS may be discarded. Be sure that each volume in storage is labeled with the publication date of that specific volume.
3. Separately published compilations of statutes on a particular subject may be retained in the collection for ten years, except for the Internal Revenue Code. The annual West and CCH versions of the tax code will be kept permanently.
4. Publishers sometimes mail out special pamphlets containing new federal legislation, committee reports, etc., on subjects such as tax law. These pamphlets are reviewed by the Acquisitions Librarian. Those that contain analysis & explanation will be added to the collection; those without will be discarded.

B. Cases & Digests

1. The slip opinions of the U.S. Supreme Court are kept in looseleaf notebooks [KF 101 .U5]. Because these are depository items they must be kept until the advance sheets to U.S. Reports are received.

C. Administrative Regulations

1. The paper copy of Federal Register [KF 70.A2] is received simultaneously in microfiche form [MIF 256]. Since we have shelf space, we maintain twelve months in paper form.
2. Federal Register indexes: The January-December index that comes with the paper Federal Register is bound and shelved with the regular collection.
3. The Code of Federal Regulations (CFR) is replaced each year by new pamphlets. Replaced pamphlets are moved to permanent storage.

4. Indexes to CFR: Superseded annual official CFR indexes are kept in storage.

D. Other Federal Materials

1. Annual pamphlets of the complete Federal Rules (Rules of Civil Procedure, Criminal Procedure, Evidence, etc.) are received from several publishers. We bind one copy of Moore's Federal Practice Rules [KF 8816 .M6] for permanent retention. Additional copies may be discarded after 2 years. West's pamphlets and those of other publishers may be withdrawn and discarded when a new edition is received.
2. Directories of federal agencies will be withdrawn and discarded when a new directory is received.

3. FLORIDA MATERIALS

A. Legislative Materials

1. Keep one copy of the Florida Legislature House and Senate Journals in the Florida collection on the second floor.
2. We receive multiple copies of the Laws of Florida. Extra copies of the current year's set, including unprocessed copies, may be kept in Storage. Once the next year's set has been received, we should withdraw and discard all but three copies of the older set. Permanently retain three copies of Laws of Florida (2 copies on second floor, 1 in storage). All copies retained should be processed and added to the collection.
3. We also receive multiple copies of the Florida Statutes. After the new edition is received by the Law Library, the library staff arranges the distribution of all but four copies of the superseded Florida Statutes to law students and graduates. Permanently retain four copies of outdated sets of Florida Statutes (2 copies on second floor, 2 copies in storage). All copies permanently retained should be processed and added to the collection.
4. Two copies of the Digest of General Laws [KFF 7 .F5], which is published online after each legislative session, will be downloaded from the legislature's website, bound and kept permanently.
5. The Daily Bill History, Index, Citator, and Sponsor Report published during sessions of the Florida Legislation [KFF 6 date .Z2] is cumulative. Since it is frequently used, the most recent four issues should be kept on the shelves. The final version is entitled Final Legislative Bill Information, and is published a few months after the end of the legislative session. This is to be bound when received. When it has been returned from the bindery,

all prior Bill Histories for that session may be discarded.

6. Florida Statutes Annotated: Keep 1 copy of each replaced volume in storage. For older volumes, treat Harrison and West as two different volumes. Where two volumes from the same publisher are labeled Volume 7, check the publication date to see whether they are actually duplicates. Volumes to be retained should be relabeled to show the publication date. Discard all FSA pocket parts and indexes.

B. Cases & Digests

1. Florida Law Weekly [KFF 60 .F56] contains opinions from the Florida Supreme Court and the District Courts of Appeal. Current issues are kept on Reserve. It should be bound when the volume is six months old. Volumes more than six months old can be moved to the open shelves on the second floor. All bound volumes shall be kept on the second floor shelves. We retain the volumes of FLW to assist the patrons who have a case cite to FLW rather than Southern 2d and who want to see the FLW version.
2. FLW Supplement [KFF 60 .F561] contains selected opinions from the Florida Circuit and County Courts. The last two years are kept on Reserve. After two years it should be bound and moved to the second floor collection. The information published here is not available in any other print source.
3. FLW Federal [KFF 60 .F562] contains slip opinions from the United States Supreme Court, the United States Court of Appeals for the Eleventh Circuit, and United States District Courts and Bankruptcy Courts in Florida. Current issues are kept on Reserve. It may be bound and removed from Reserve when the volume is six months old. The United States Supreme Court opinions will be removed before binding and a sheet inserted behind the Supreme Court divider stating "U.S. Supreme Court opinions not bound. Consult United States Law Week or U.S. Reports."

C. Florida Administrative Regulations

1. One copy of replaced looseleaf pages for the Florida Administrative Code Annotated [KFF 35 1982 .A2] shall be kept permanently in storage. These pages will be bound - consult the Serials Librarian for information about how they are organized for binding.

D. Other Florida Materials

1. Executive Orders of the Florida Governor's Office [KFF 34 .A2 .G68] shall be bound and retained permanently.

2. Two copies of West's Florida Court Rules (State) [KFF 529 .A433 .A2 State], one of Florida Court Rules (Federal) [KFF 529 .A433 .A2 Federal] and one copy of Florida Court Rules (Local) are bound and kept indefinitely. Older volumes may be moved to storage as needed. Editions of Florida Rules of Court are published by The Florida Bar from time to time, in a separate pamphlet for each set of rules (e.g. Probate, Criminal Procedure). These pamphlets shall be withdrawn and discarded after the next edition is received.
3. Practice manuals from The Florida Bar, of which we acquire multiple copies, frequently have new editions which are sometimes almost indistinguishable from the original; this may confuse users, and looseleaf supplementary pages may be filed in the wrong edition. One copy of such replaced manuals will ordinarily be kept and be moved to storage. The retained copy of a looseleaf manual will be bound for this purpose. For other material from the Florida Bar, including traditional monograph practice manuals and CLE materials, one copy of replaced editions shall be retained. All other replaced copies will be withdrawn and discarded.
4. One copy of books of model jury instructions and unofficial annotated jury instructions for the state of Florida will be placed in permanent storage when replaced by a new edition or when they have not been updated for ten years. One copy of individual replaced volumes will also be moved to permanent storage.
5. Leon County and City of Tallahassee codes, when replaced by an entirely new edition, shall be bound and moved to storage. Other Florida city and county codes will be withdrawn and discarded once they are available on the Municipal Code Corporation Web site.

4. OTHER STATES' MATERIALS

- A. Replaced volumes (or replaced sets) of Delaware state codes will be placed in permanent storage.
- B. Cancelled codes for states other than Florida and Delaware shall be withdrawn and discarded. State administrative codes: Cancelled codes for states other than Florida shall be withdrawn and discarded.

5. FOREIGN MATERIALS

- A. Replaced volumes of foreign encyclopedias should be discarded and replaced volumes of treatises should be moved to storage. When the entire set is replaced, it may be left in the general collection. Replaced digest volumes should be retained.

- B. Replaced advance sheets (replaced by bound volumes), pocket parts, supplements and looseleaf pages should be discarded.
- C. Replaced volumes of statutes and administrative codes (sometimes called "statutory instruments" or "delegated legislation") should be retained. Replaced indexes to such materials should also be retained.
- D. Annual indexes to Caribbean legislation published by the West Indian Legislation Project at the University of the West Indies should be left in the general collection.