

# Collection Development Policy, Legal Studies

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## **COLLECTION DEVELOPMENT POLICY**

Department: Legal Studies  
Drafted by: Meredith Semones  
Revised by: Meredith Semones  
Date Revised: April 20, 2015

### **COLLECTION PURPOSE**

The Department of Legal Studies currently offers an undergraduate degree program Legal Studies (BA, BS)

The Legal Studies Program provides students with a broad understanding of basic principles of law and the role and function of the legal system. The Legal Studies program, in addition to preparing students for law-related careers, provides a foundation for law school or other graduate education. All of the full time Legal Studies faculty are attorneys who are graduates of ABA approved law schools and are available for law school advising. Satisfactory completion of program requirements leads to the degree of Bachelor of Arts or Bachelor of Sciences in Legal Studies. The department houses Phi Alpha Delta (the Legal Studies professional society), the UCF Mock Trial Team.

### **COLLECTION DESCRIPTION**

UCF Libraries' legal collection supports the coursework and research activities of legal studies undergraduate level as well as the instruction and research activities of the legal studies faculty.

Law and Legal Education are included in LC classifications K – KFF.

The publications of government and intergovernmental organizations contain relevant primary data and policy information. As a member of the Federal Depository Library Program, the UCF Libraries receive more than 60 percent of non-classified federal documents. As a depository for Florida state publications, all Florida documents issued as part of the depository program are received.

## **GUIDELINES**

### **Chronology**

Although no limits are placed according to dates, emphasis is placed on the 20<sup>th</sup> and 21<sup>st</sup> centuries.

### **Language**

English is the primary language of the collection.

### **Geography**

The United States is the primary geographical area of interest, with special consideration of works on Florida, the Southeast, the Caribbean, Mexico/Latin America, and Canada. Historical topics from the English legal system should be given special consideration as well. Any publication with a specific regional focus should be given special consideration.

### **Subject treatment**

All legal subject matter is acceptable for the collection with emphasis given to collecting in areas such as civil practice, criminal law, legal research, real estate and business law. Historical works and scholarly biographies will be collected selectively.

### **Formats**

The Libraries collections currently consist of print and electronic books and journals, electronic databases, video and audio recordings, microform, photographs, archival materials, rare books & manuscripts, government publications and dissertations and theses. Other formats will be added as they are developed and to the extent that they meet the various selection criteria.

### **Publication Dates**

Current materials published within the past five years will receive priority. Retrospective purchasing will be very selective.

### **Collection Management Issues**

#### **Replacement**

Any book appearing on the Missing Titles sheets provided by the Circulation Department to the library liaison will be considered for replacement. The title may be ordered directly from the Collection Development replacement budget fund at the discretion of the Head of Acquisitions and the Collection Development Librarian for Legal Studies if the title is essential to the collection. Outdated or superseded editions will not be reordered unless there is a specific need.

## **Retention/deselection**

The decision to dispose of certain items must take into account factors such as past circulation, outdated material, nature of the material and the judgment of interested faculty members as to the continued usefulness of the material to their subject areas. Outdated, unused and no longer reliable materials should be removed from the collection.

Deteriorated materials may be repaired, replaced or discarded.

### **Periodicals or electronic resources will be weeded when:**

The libraries have only fragments of a title that do not justify the cost of filling out the run of the title with an alternative format.

A title has not been subscribed to for more than ten years and its value is not apparent.

A title has not been currently subscribed to for at least five years and the related program has been discontinued.

A title have been replaced by electronic format and its retention is no longer necessary.

## **Out of print acquisition**

The Collections & Acquisitions Department has online access to out-of-print vendors. Out-of-print materials will be acquired based on a clear need and that the cost is reasonable. Gifts and donations may be accepted selectively, based on the needs of the collection.

## **Preservation**

The Legal Studies Collection Development Librarian will consult with the Special Collections Department on all matters relating to repair and safekeeping of all circulating library materials regardless of format type.

Preservation issues of importance to the Collection Development Librarian include maintenance of existing materials, deacidification projects in subject areas, selected titles or whole collections. Reformatting materials to microfilm or digital formats. Questions related to gifts-in-kind that may require preservation should be in consultation with the Head of Collections & Acquisitions and the Head of Special Collections.

