

University of Colorado School of Law
William A. Wise LawLibrary

**Collection Development Policy for Federal Depository Library
Materials**

(Last updated September 2008)

Table of Contents

1. Mission Statement	3
2. Community Analysis	3
3. Selection Responsibility	4
4. Subject Areas & Collection Arrangement	4
5. Formats	6
6. Selection Tools, Non-Depository Items, & Retrospective Sources	6
7. Cooperation with Other Libraries	7
8. Collection Evaluation	8
9. Weeding & Maintenance	8
10. Access	8
11. Sources	9

1. Mission Statement

The University of Colorado Law Library, located in the 2nd U.S. Congressional District for Colorado, was designated a Federal Depository Library on November 10, 1988, under the provisions of 44 U.S.C. §1916. The primary purposes of the Law Library's involvement in the Federal Depository Library Program are to support the U.S. government legal information needs of the faculty and students of the University of Colorado School of Law, and to assist the Regional Depository, located at the University of Colorado at Boulder's Libraries, in serving the government information needs of the constituents of the 2nd U.S. Congressional District, especially the legal community.

The Law Library collects federal government documents in the subject areas listed below in "4. Subject Areas & Collection Arrangement."

The Law Library maintains selective housing arrangements with four other libraries at the University of Colorado at Boulder: the Government Publications Library, the Business Library, the Engineering Library, and the Earth Sciences Library.

2. Community Analysis

The University of Colorado School of Law faculty and students are the primary community served by the Law Library. For 2007-2008, the School of Law has approximately 47 faculty, 7 library faculty, and 534 students. The School of Law curriculum focuses on U.S. law, and prepares students to receive the J.D. degree. Key areas of research and instruction at the School of Law include U.S. constitutional law, Native American law, U.S. natural resources and environmental law, sustainable energy law, and telecommunications policy. Additional School of Law research and instruction areas are detailed below in "Subject Areas & Collection Arrangement." Complementing the School of Law curriculum are research centers and special programs, including: the Byron R. White Center for American Constitutional Study, the Center For Energy & Environmental Security (CEES), the Natural Resources Law Center, the Silicon Flatirons Center for Law, Technology and Entrepreneurship, the American Indian Law Program, the Juvenile and Family Law Program, the Legal Aid & Defender Clinic, and several joint degree programs. The School of Law publishes three legal journals, the *University of Colorado Law Review*, the *Colorado Journal of International Environmental Law and Policy*, and the *Journal on Telecommunications and High Technology Law*.

The Law Library also serves the U.S. government legal information needs of the residents of the 2nd U.S. Congressional District, especially the legal community. This area has a large population of persons employed in legal services. According to the latest available U.S. census data, in 2003, Boulder County alone employed 1203 persons in legal services, in 283 legal services business establishments. 271 of these establishments had fewer than 20 employees. Nearby Weld and Larimer Counties hosted an additional 1354 persons employed in legal services in 2003, who worked at 137 establishments of fewer than 20 employees, out of a total of 208 legal services establishments. (U.S. Bureau of the Census, County Business Patterns Economic Profile 2003, available at: <http://www.census.gov/epcd/cbp/map/03data/08/013.txt>)

As the only state-funded, publicly-accessible, full-service law library in the state of Colorado, the Law Library also serves legal professionals across the state. In 2006, there were 29,001 persons working in legal occupations in Colorado. Of these, 13.7% were self-employed in own incorporated businesses, 12.5% were self-employed in own not incorporated businesses, and 3.3% worked in private not-for-profit organizations (U.S. Bureau of Census, 2007 American Community Survey, available at: http://factfinder.census.gov/servlet/STTable?_bm=y&-geo_id=04000US08&-qr_name=ACS_2007_1YR_G00_S2406&-ds_name=ACS_2007_1YR_G00_&-_lang=en&-redoLog=false). The data indicate a potential need for legal information services on the part of a large number of practicing legal professionals and their staffs in solo or small legal settings.

Another key characteristic of the area is a large and growing number of citizens seeking to represent themselves pro se in legal proceedings (Steven Berson, Overview of the Colorado Court System, Colorado Association of Law Libraries' Annual Legal Institute, Feb. 28, 1998). This is not limited to Colorado. In 1971, for example, only 1% of California divorce cases involved a pro se party. As of 2005, that figure was approaching 75% (Drew A. Swank, The Pro Se Phenomenon, in *BYU Journal of Public Law*, v. 19 (2005), p. 373). This indicates a need for legal information resources geared to pro se public patrons.

3. Selection Responsibility

Responsibility for the selection of federal government documents and supporting materials, as with the selection of all materials in the Law Library collection, rests with the Director of the Law Library. The Technical Services Librarian coordinates all selection processes, makes recommendations, and meets with the Director and other librarians, as appropriate, to evaluate and select new items offered through GPO surveys and to review and re-evaluate items currently selected. The Director and the librarians also identify for purchase commercially available sources to support the collection. In addition, librarians at each of the four selective housing units annually review and re-evaluate the items for materials stored in their libraries, and meet with the Technical Services Librarian to add and drop items to be housed in their facilities.

4. Subject Areas and Collection Arrangement

The Law Library currently receives approximately 13% of materials distributed through the Federal Depository Library Program. These publications include titles listed in "Basic Collection" (in *Federal Depository Library Handbook*, at 60-63) and most of the item numbers included in "Suggested core collection for law libraries" (in *Federal Depository Library Handbook*, Appendix A, at 217-225). These materials consist of:

- * All primary legal sources;
- * Administrative decisions and annual reports of agencies and their inspectors general;
- * Commission reports;
- * Most publications of the judicial branch;

- * Pertinent Department of Justice publications;
- * Relevant statistical materials.

The Law Library provides electronic access to government documents if they are available on government websites or other reputable websites. Electronic format may be the only version the Law Library provides if the material is issued solely in digital form.

A. Subject Areas:

The Law Library collects federal government documents in the following subject areas:

- * U.S. administrative law;
- * U.S. civil and criminal procedure;
- * U.S. commercial law;
- * U.S. constitutional law;
- * U.S. law of contracts;
- * U.S. corporate law;
- * U.S. criminal law;
- * U.S. energy law;
- * U.S. environmental law;
- * U.S. labor law;
- * U.S. law of evidence;
- * U.S. immigration law;
- * U.S. intellectual property law;
- * U.S. land use and real property law;
- * U.S. law pertaining to Native Americans;
- * U.S. natural resources law;
- * U.S. telecommunications and technology law;
- * U.S. water law;
- * Native American indigenous law;
- * The law of foreign countries pertaining to indigenous peoples;
- * Foreign and international criminal law and procedures;
- * Foreign and international environmental law;
- * International business law;
- * Jurisprudence;

This list may change as conditions warrant.

For further information, please see the University of Colorado Law Library Collection Development Policy, *III.C.1., General Evaluation Standards*.

B. Collection Arrangement

The Law Library classifies all depository materials in the Library of Congress Classification System (LCC), and integrates them into the general collection. The Law Library catalogs all depository materials and makes them available in its online catalog, LAWPAC. Superintendent of Documents Classification (SUDOC) numbers are noted on all bibliographic records for depository materials. LAWPAC can be used to search for and browse depository materials by SUDOC number, as well as by LCC number.

The Law Library maintains selective housing arrangements with four other libraries on the Boulder Campus of the University of Colorado:

- i. Government Publications Library. Housing unit since: 1988. Collecting Scope: Regional Depository: houses duplicate copies of depository materials in a wide range of subjects.
- ii. Business Library. Housing unit since: August 15, 1990. Collecting Scope: U.S. and international business and trade, economic statistics, intellectual property, banking and finance.
- iii. Earth Sciences Library. Housing unit since: August 15, 1990. Collecting Scope: Maps of all kinds; geology.
- iv. Engineering Library. Housing unit since: August 15, 1998. Collection Scope: engineering, defense, aerospace, medical technology.

5. Formats

The Law Library selects depository materials in a variety of formats. Criteria for choice of format are listed in *III.C.2. Evaluation Standards for Specific Types, Formats, and Jurisdictions of Material*, in the University of Colorado Law Library Collection Development Policy.

6. Selection Tools, Non-Depository Items, and Retrospective Sources

A. Selection Tools for Depository Resources

The Law Library relies on a number of resources for selecting and evaluating depository materials. These include:

- * *Federal Depository Library Handbook*
- * *Item Lister*
- * *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries*
- * *Union List of Item Selections*
- * *Catalog of Government Publications*
- * GPO subject bibliographies
- * *Administrative Notes*
- * *Administrative Notes Technical Supplement*
- * New and noteworthy resources from GPO
- * New products and services announcements from GPO
- * Sales product catalog
- * Recommendations from users and librarians

B. Selection and Acquisition Resources for Non-Depository Resources

The Law Library also employs several resources for discovering, selecting, and obtaining non-depository federal government publications. These include:

- * *United States Law Week*
- * *New York Times*
- * *Chronicle of Higher Education*
- * *Library Journal*
- * GOVDOC-L electronic mailing list
- * LAW-LIB electronic mailing list
- * Direct contact with government agencies (for documents not in the Federal Depository Library Program)
- * Contact with GPO regarding non-depository publications

C. Retrospective Resources

The Law Library retrospectively collects federal government publications primarily for the following purposes:

- * To obtain historical monographs and serials that pertain to the subject areas listed above in "Subject Areas and Collection Arrangement;"
- * To complete holdings of primary legal resources, agency annual reports, and serials pertaining to the subject areas listed above in "Subject Areas and Collection Arrangement."

The Law Library employs a number of resources to identify, select, and obtain retrospective federal government publications. These include:

- * Needs and Offers lists
- * GOVDOC-L electronic mailing list
- * *Out of Print Catalogs*, in paper and electronic formats
- * Reprint publishers
- * *Monthly Catalog*, and its predecessors

7. Cooperation with Other Libraries

In order to provide access to federal government publications not available in the Law Library's depository collection, the Law Library relies on several resources. These include:

- * The University of Colorado at Boulder Government Publications Library, a regional Federal Depository Library;
- * Other regional and selective Federal Depository Libraries in Colorado and Wyoming;
- * OCLC Interlibrary Loan System;
- * Federal agency websites, including GPO Access.

8. Collection Evaluation

The Law Library evaluates the depository collection by several means:

- * **Statistical Analysis:** the Law Library periodically uses statistics gathered from its online catalog, LAWPAC, to determine the usage of particular depository titles, as well as titles in classification number areas;
- * **Zero-Based Collection Review:** the Law Library periodically conducts a zero-based collection review at the time of the annual item selection update cycle;
- * **Evaluation of Standard Bibliographies and Lists:** the Law Library periodically compares its depository holdings with standard lists, such as GPO subject bibliographies, core collections as defined in the Federal Depository Library Manual, and selection lists issued by vendors.

9. Weeding and Maintenance

The Law Library's depository collection is maintained in accordance with the guidelines set out in the Instructions to Depository Libraries. An accurate shelflist of all depository publications is maintained to the piece level. All documents are clearly marked with the depository property stamp, shipping list date, and the SUDOC number.

Superseded documents are withdrawn. Other documents may be reviewed for retention after five years. Collection review is an ongoing process. Those titles no longer needed are offered first to the regional depository, next to other depository libraries in Colorado and Wyoming, and then to depository libraries throughout the United States, either through postings to GOVDOC-L or through submission to the national "Needs and Offers List." Unneeded titles not claimed by another depository library are discarded with the permission of the regional depository.

Worn, lost, or stolen depository materials are evaluated for replacement according to the criteria listed in *III. C. 2.i. Materials Missing from the Law Library Collection*, in University of Colorado Law Library Collection Development Policy. The Law Library maintains a deposit account with the Government Printing Office Book Store to supplement the depository collection and to replace lost or damaged materials.

The Law Library endeavors to ensure the long term preservation of depository materials. The Law Library's preservation policies are described in *III.G. Preservation*, in University of Colorado Law Library Collection Development Policy.

10. Access

The Law Library provides free and unimpeded access to federal government information to the general public. All depository materials are cataloged in the Law Library's online catalog, LAWPAC. A professional librarian knowledgeable in government documents is available to provide service to the public during normal business hours, Monday through Sunday while the University of Colorado School of Law is in session, and Monday through Friday at other times. Subscriptions to Congressional Information Service resources, including *Annual/Index*, microfiche of legislative history materials, and *LexisNexis Congressional*, provide comprehensive access to legislative

history materials from 1970 to the present. Federal government documents are included in major Law Library pathfinders and bibliographies. The Law Library actively promotes the depository collection through its Federal Depository Library information webpage <<http://www.colorado.edu/law/lawlib/fdlp.htm>>; depository stickers, flyers, and bookmarks; and by instructing patrons on the use of federal government publications through bibliographic instruction sessions and reference-based instruction.

11. Sources

"*Basic Collection*", in *Federal Depository Library Handbook* (2008), at 60-63. Available on Internet (visited September 29, 2008) <<http://www.fdlp.gov/handbook/index.html>>

Carol Bednar, *Collection Development Policy*, Government Documents Section, University Library, California State Fullerton, 1996 (last visited September 24, 2008) <<http://www.lib.umich.edu/libhome/Documents.center/godort/admin/coll/collcsuf.txt>>.

Collection Development Policy. University of Colorado Law Library. Last updated September 2008. Available at:
<<http://www.colorado.edu/law/lawlib/colldev/PolicyDocument2008.pdf>>

"*Suggested core collection for law libraries*," in *Federal Depository Library Handbook* (2008), Appendix A, at 217-225. Available on Internet (visited September 29, 2008) <<http://www.fdlp.gov/handbook/index.html>>

U.S. Information Dissemination (Superintendent of Documents). Library Planning and Development. *Federal Depository Library Handbook* (2008). Available on Internet (visited September 22, 2008) <<http://purl.access.gpo.gov/GPO/LPS89341>>.