

University of Tulsa
Mabee Legal Information Center
Collection Development Policy
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I. MLIC Mission Statement

The primary mission of the Mabee Legal Information Center (MLIC), as an indispensable partner with the College of Law, is to provide an outstanding legal education learning center to support the research and teaching activities of the faculty, students, and staff of the University of Tulsa College of Law. The MLIC, as the largest law library in northeastern Oklahoma, also extends support for the legal information needs of the larger community of the University of Tulsa, the local legal community, and others in the region.

The MLIC exists to help students become attorneys who are competent to perform legal research in an increasingly complex world of legal information. The MLIC Director and staff provide law students with legal research instruction within the Legal Writing curriculum and by faculty request within substantive course research sessions. The staff is dedicated to providing research and instructional support to students throughout their legal education. In partnership with the College of Law, the MLIC provides an environment which supports productive study, scholarship, and effective legal research and encourages students to graduate with a lifelong love of learning.

II. Introduction

A. Purposes of the Collection Development Policy

This collection development policy document will guide selection and maintenance of a collection of materials in diverse formats which are necessary to support the teaching, information, and research needs of the University of Tulsa College of Law. The policy serves as a guide to the philosophy of the MLIC and as a program of action for the future direction of the Center. It will allow for consistent selection of resources based upon stated criteria and provide for collection management which will achieve its stated goals.

This policy document will inform staff, users, and administration of the intended scope and nature of the resources in the MLIC collection and will help allocate the fiscal resources for purchases. By defining the commitments of the MLIC in specific areas, and its reliance on other institutions for certain resources, this policy document should also facilitate cooperative arrangements with other libraries in the provision of access to resources.

This policy emphasizes that another goal of the Center's library collection is to meet and surpass the requirements of the American Bar Association's Standards for Approval of Law Schools and the Association of American Law Schools' Executive Committee Regulations pertaining to law collections.

B. Collection Size and Scope

The University of Tulsa College of Law's Mabee Legal Information Center provides over 45,000 net square feet of space for the provision of information services. The library collection totals 392,620 volumes of books and other materials as of 2013. The MLIC contains two computer labs for student use, several conference rooms, two classrooms, compact shelving, comprehensive wireless access and twelve group study rooms. There are specialty areas for the Native American Law Center and the Comparative and International Law Center. The MLIC also contains a suite of offices with space for various student organizations and an office for a faculty emeritus. In addition, student journal offices and the Board of Advocates are housed on the first floor of the MLIC. There are adequate facilities for copying, printing, and microfiche reading and printing, as well as video and DVD viewing.

The collection surpasses the requirements set forth in the American Bar Association Standards for Approval of Law Schools (Standards 601 and 606). The MLIC's collection includes a comprehensive research library of Anglo-American law, with special emphases in several areas as determined by the curricular and research strengths of the College of Law. The MLIC's staff serves the legal research needs of the faculty, students, and administrative staff of the College of Law; the University of Tulsa community; and the Tulsa area legal community. In supporting the needs of the College of Law, the MLIC emphasizes a high level of service, accessibility, and ease of use of resources.

C. Audiences and Selection

A goal of the MLIC is to ensure that the quality of the collection, regardless of size, will support and enhance the research, teaching, and service mission of the School of Law. In the selection process, the MLIC pays particular attention to our primary patrons: University of Tulsa School of Law faculty, students, and staff. Consideration is given only as demand indicates and funding permits to the needs of secondary patrons: the University of Tulsa community; members of the bar; judges; and other academic institutions. In general, the MLIC collection will not include non-law materials. Patrons seeking such materials will be directed to the other campus library or local public libraries. The MLIC will collect, on a minimal basis, legal materials intended for popular audiences and academic audiences below the graduate level.

D. Roles of the MLIC Director, and College of Law Faculty and Students

The MLIC Director, guided by this collection development policy and with College of Law faculty consultation, has ultimate responsibility for the development and preservation of the MLIC collection, facilities, and services. In implementing collection development decisions, the Director has delegated selection responsibilities to individual librarians in key subject areas and to the Technology/Collection Development Librarian to coordinate and facilitate purchasing

decisions. Faculty and student recommendations for library purchases are welcome, and faculty are consulted on collection development issues within their areas of expertise. These criteria should all be weighed in the selection process; they are not ranked in priority order.

The MLIC encourages College of Law faculty recommendations for purchase, subject to budget limitations, and often directly solicits faculty input into selection decisions. The Faculty is annually surveyed regarding research interests, needs, and recommendations for purchase. Student recommendations for the purchase of materials are also encouraged and are always welcome.

E. Policy Revision

This policy is an expression of the current needs of the College of Law community. As academic programs grow and change, and the number and formats of legal information resources proliferate, the MLIC will review and revise this policy to better meet the needs of the College of Law community. A comprehensive review of the policy will be undertaken by the Technology/Collection Development Librarian in December of every year. Additionally, a mid-year review will take place each summer wherein all MLIC librarians will be asked to review and update the policies that directly pertain to their areas of responsibility.

III. General Collection Development Policies

A. Definition of Terms

The MLIC follows the American Bar Association Standards for Approval of Law Schools (Standard 606 (a)) in defining the word "collection" to include "printed sources, microforms, audio-visual works, and access to electronic formats," whether the latter is served from within the MLIC, or from a remote site.

B. Audience

The primary objective of the MLIC is to develop a collection and systems of access to resources that will meet the curricular and research needs of its students and support the curricular, research and scholarship, and service needs of the faculty. A second essential element of this objective is to meet the standards of both the American Bar Association and the Association of American Law Schools.

The MLIC also recognizes that an academic law library has a responsibility to collect and preserve historically significant, esoteric, ephemeral, or superseded works which may be of importance to scholarship in the future or which will serve some special objectives of the College of Law. Accordingly, the secondary objective of the MLIC is to develop a broad-based, scholarly collection with special emphases on a few particular subjects as noted within this document.

As part of a private institution, the MLIC makes its resources available to legal researchers, lawyers, and scholars. Accordingly, the third objective of the MLIC is to meet the basic legal information needs of these patrons.

C. Selection

1. General Evaluation Standards

a) General Selection Criteria

Criteria to consider in evaluating materials for likely purchase (or replacement) include:

- Significance or timeliness of the subject matter;
- Importance to the total collection;
- Potential for known use by patrons based on faculty research interests, curricular development or use, student requests, and other sources;
- Accuracy and quality of the information and data based on reviews, recommendations, evaluations, etc.;
- Reputation of the author;
- Authority of the publisher or producer;
- Current or permanent value to the collection;
- Scarcity of material on the subject;
- Availability of material or information in other formats in the collection, availability of material or information in other local libraries, and availability of material or information online or on the Internet;
- Price, including initial purchase price and maintenance costs for continuation/updating, equipment, and staff;
- Language;
- Type of issuance, whether monographic or serial;
- Physical format or access method, whether bound printed volumes, looseleaf, microform, optical disk, network access, etc.;
- Longevity of physical medium;
- Other physical qualities, including binding, print, margins, etc.;
- Duplication in the collection, including duplication in another format;
- Physical space available for supporting the material in a given format; and
- Appearance of the title in "A-rated" reviews or important lists or bibliographies.

b) Subject Areas of Intensive Collecting

The MLIC acquires materials in a very wide range of subject areas of law. In accordance with its mission, the MLIC places emphasis on subjects taught in College of Law courses and content areas in which the College of Law faculty conduct research, or which are the focus of publications of the College of Law. In addition, the College of Law offers three certificate programs and two clinical programs to assist TU students in their preparation for the ever-

changing legal environment. These special programs are supported by the Center's budget and the selection expertise of librarians assigned to the subject area. As of December 2013 June, 2014 MLIC librarians are assigned to collect in the following subject areas:

Daniel Bell – All general areas.

Richard Todd – Natural Resources, energy and environmental law.

Melanie Nelson – Public policy and regulation, tax, health, lawyering skills, native and indigenous people's law.

Certificate programs include:

Health Law

Native American Law

Sustainable Energy and Resources Law

Clinical Programs include:

The Immigrant Rights Project

The Family Advocacy Clinic

The MLIC collects with particular intensity in the following subjects:

- Oklahoma law (all areas);
- U.S. administrative law;
- U.S. civil and criminal procedure;
- U.S. commercial law;
- U.S. constitutional law;
- U.S. law of contract;
- U.S. corporate law;
- U.S. domestic relations law;
- U.S. law of evidence;
- U.S. law pertaining to Native Americans;
- U.S. natural resources law;
- U.S. tax law;
- U.S. water law;
- International indigenous peoples law;
- The law of foreign countries pertaining to indigenous peoples;
- International environmental law;
- Jurisprudence;
- Conflicts of Law;
- Legal writing and research;

- Dispute resolution;
- Medical Law; and
- Trial practice.

c) Jurisdictions

The primary jurisdictional focus of the MLIC collection is United States law, both federal and state. Collections for states other than Oklahoma are generally restricted to primary source materials. The Oklahoma state law collection is essentially comprehensive. The MLIC also collects limited materials for foreign jurisdictions to support the academic needs of particular professors.

d) Formats

Legal collections include many formats of information resources. The MLIC will support and maintain access to materials in print, microform, video, audio, CD, DVD, online services, and other new technologies as appropriate. Purchase or licensing of materials in any format requires consideration of all pertinent factors listed above under III. C. 1. a. General Selection Criteria. Especially critical to a choice of format decision are the standards of:

- Frequency of use;
- The space required for the equivalent hard copy;
- The cost of different formats;
- The availability and costs of equipment necessary to access the resource;
- Staff support required;
- The difficulty of obtaining the material in hard copy;
- Availability of value-added features in different formats;
- Currency of different formats; and
- Ease of use of different formats.

In addition, certain formats require the consideration of additional selection criteria, which may be found below in III. C. 2. Evaluation Standards for Specific Types, Formats, and Jurisdictions of Material.

e) Languages

The MLIC generally prefers to collect English language materials if available. Some foreign language materials, especially primary source documents and secondary materials written in languages in which faculty members are proficient, may be added as needed using the selection criteria listed in this document.

f) Duplication

The MLIC may acquire duplicate copies of primary materials based on use patterns and patron demand. For secondary materials, duplicate purchases may be considered if the work is substantial, if use patterns or course requirements dictate, or if the material is likely to be unavailable due to long-term checkout or theft, or if it is hard to replace. The MLIC will also consider the cost of the material and its availability at nearby libraries. The MLIC tries not to duplicate holdings in McFarlin Library, the other campus library, unless those holdings are in McFarlin Special Collections, or use demands a copy in the MLIC as well.

g) Faculty copies

The MLIC purchases and may pay for faculty office copies of the Oklahoma Statutes. With few exceptions, the MLIC's budget does not provide office copies of other material to professors unless approved by the Director of the MLIC. Though housed in faculty offices, these materials are processed as library materials and revert to the library when no longer in use by the faculty member. There is no distinct common faculty library.

2. Evaluation Standards for Specific Types, Formats, and Jurisdictions of Material

a) Types

(1) Casebooks and Textbooks

The MLIC generally does not purchase casebooks or textbooks. The MLIC gladly accepts donations of casebooks or textbooks in good condition, single copies of which are added to the general collection. The MLIC will keep only one copy of the most recent edition of any casebook in the collection, along with one copy of the 1st edition of any casebook. All gift-plated casebooks given by John Rogers will also be retained in the collection. Duplicate copies of casebooks will only be maintained if they are placed on reserve and are in use for currently taught courses. Two copies of casebooks written by faculty will be retained in the MLIC collection, one copy placed in the faculty writs collection and one copy in the stacks or on reserve.

(2) Materials to Support Clinical Programs

The Boesche Legal Clinic purchases its own legal research materials unless circumstances require assistance from the MLIC. When the MLIC does purchase materials for the College of Law Legal Clinic, the Center's budget is reimbursed by the Clinic for new purchases and upkeep expenses. These materials belong to the Clinic and are not processed by the MLIC. The Clinic personnel select their own materials. Beyond these materials, the MLIC purchases many materials for the Center's collection that also benefit and support the clinical curriculum.

(3) Continuing Legal Education Materials

The MLIC acquires continuing legal education (CLE) materials according to the following criteria:

- The MLIC collects many of the titles published by Oklahoma Bar Association Continuing Legal Education;
- Oklahoma CLE materials from other publishers will generally be acquired subject to evaluation under the criteria listed in " III. C. 1. a. General Selection Criteria. "
- With some exceptions, CLE materials available on LEXIS or WESTLAW – e.g. Practising Law Institute publications -- are not widely acquired.

(4) Editions

As an academic research library, the MLIC seeks to retain superseded editions of legal research materials of value to the College of Law curriculum, and to acquire previous editions of such sources when appropriate, according to the criteria listed in III. C. 1. a. In general, the MLIC will seek to retain only one copy of each previous edition of a title, or of those particular editions deemed of greatest research value.

(5) Faculty Publications

The Faculty Publications Collection is intended to be a comprehensive collection of publications of the current faculty, including emeritus faculty, of the University of Tulsa College of Law, written while they were members of the College of Law faculty. These publications consist of published information resources, which were authored or edited by the faculty member, or which contain articles, essays, or letters by the faculty member. Because of the expense of scholarly journals, the MLIC may choose not to subscribe to a journal edited by a faculty member if the journal does not meet the selection criteria listed in "III. C. 2.a (11) Periodicals."

When possible, College of Law faculty members are encouraged to donate a copy of their works to the MLIC for inclusion in the Faculty Publications Collection, and the MLIC may ask the faculty to do so. If a faculty member does not donate a copy of a work, the MLIC purchases a copy. If the work falls within the MLIC's selection parameters, the MLIC will also order an additional copy for the circulating collection. Examples of works placed in the Faculty Publications Collection but not purchased for the general collection include: study aids, such as course outlines; and articles, essays, or letters published in non-law sources or the popular press. Publications in the Faculty Publication collection will not be updated but those faculty publications in the circulating collection may be updated.

Publications of current and selected emeritus faculty members are maintained in the display cases located at the west end of John Rogers Hall. Second copies of current faculty publications and publications of emeritus faculty written while teaching at the University of

Tulsa are maintained in the MLIC's regular circulating collection. Although these materials are not physically separated from the regular circulating collection, the catalog record for each title will indicate that it is part of the Faculty Writs Collection.

(6) Gifts

The Center will accept the gifts of useful materials whose donors have no conditions attached to such gifts. The Center accepts these gifts with the condition that they may be added to the collection or disposed of at any time and in any manner the library finds necessary. The Technology/Collection Development Librarian, in consultation with the MLIC Director, and with other librarians as necessary, determines the disposition of all gift materials based on the evaluation criteria used for all other acquisitions. (See " III. C. 1. a. General Selection Criteria. ") Cash donations are gladly accepted. All gifts are acknowledged unless the donor indicates none is needed. Copies of acknowledgment letters are sent to the donor, the University's Donor Relations Unit, as well as to the Director of the MLIC. The donor is not provided with an estimated value of the gift. Special gifts and memorials of books bought with funds donated for special purchase receive gift plates. Gift plates are also used on donations if the donor requests them or if there is something "special" about the donation. All donations that are added to the collection have a donor note placed in the cataloging record, and are processed and shelved as appropriate.

(7) Government Documents

Because of their distinctive means of distribution and acquisition, government documents require the consideration of specialized selection criteria, in addition to those listed in III. C. 1. a. These include:

- Titles listed in the Federal Depository Library Program's "Basic Collection" lists of required titles;
- Availability of the resource at the University of Tulsa McFarlin Library;
- Availability of the resource through the Federal Depository Library Program, especially for federal materials;
- Availability of the resource through reproduction by Regional Federal Depository Libraries, especially for federal microfiche and non-copyrighted print materials;
- Availability of the resource from a "needs and offers" list;
- Required retention period, especially for federal depository materials.

The University of Tulsa MLIC is a Selective Federal Depository Library. Through the Federal Depository Library Program the Center receives approximately 0.48% of materials distributed by the U.S. Government Printing Office. These publications include, but are not limited to, the basic collection available from the Federal Depository Library Program, primary legal sources, administrative decisions and annual reports of agencies and their inspectors

general, commission reports, publications of the judicial branch, pertinent Department of Justice publications, and relevant statistical materials. In the acquisition, processing, and retention of U.S. federal documents obtained through the Federal Depository Library Program (FDLP), the MLIC adheres to all FDLP regulations and guidelines. The FDLP requires each Selective Federal Depository Library to create a collection development policy for its depository collection. The MLIC's federal depository collection development policy is added to this document as Appendix B.

The FDLP has received a mandate from Congress to accelerate the transition of many agency documents from physical formats such as print or microfiche to exclusive World Wide Web publication. This has meant a change from reliance on item selection decisions made once a year to frequently monitoring FDLP sources of information on both new electronic titles and titles being converted from paper or microfiche to electronic formats.

In addition to U.S. federal documents, the MLIC selectively acquires resources issued by state, municipal, and international governments. The selection of official government documents and publications, whether federal, state, municipal, or international, is based on the subject criteria established within this policy. For the State of Oklahoma the MLIC aims to acquire all primary legal publications, as well as the publications of the judicial branch, available administrative decisions, and commission reports pertaining to Oklahoma law, and relevant statistical materials. For some U.S. states, the MLIC acquires primary judicial materials and statutes. See the MALLCO State Statutory Code Sharing Agreement in the Appendix for those state codes for which current subscriptions are kept.

In its documents selection process, the MLIC will consider the government documents holdings of the University of Tulsa McFarlin Library. The McFarlin library is a larger selective depository for U.S. federal documents, and an official depository for documents from the State of Oklahoma.

(8) Legislative Histories

The MLIC relies on ProQuest Congressional for legislative history information for U.S. federal statutes and ProQuest Legislative Insight for compiled full-text legislative histories for Federal Legislation from 1929-2013. The microfiche collection of Congressional documents covers the years 1970-2005 and provides access to the actual documents.

(9) Materials Missing from the MLIC Collection

Items of a critical nature are replaced after efforts have been exhausted to locate them. See III. H. for Procedures for Searching for Missing Items. For other missing items a list of missing materials is generated by Circulation on an as-needed basis and its contents are evaluated by the Technology/Collection Development Librarian for replacement based on criteria which include:

- Relevance of the title to the collection for instruction, or current or historical research;
- Cost of replacement;
- Availability of the title from other libraries; and
- Whether the title is still in print.

(10) Out of Print Materials

The MLIC will acquire out of print materials that meet the selection criteria set forth in this document.

In addition to those criteria listed in III. C. 1. a., selection criteria for out of print materials include:

- The relationship of the edition desired by the library to editions available on the out-of-print market;
- Condition of text block and binding; and
- Presence of accompanying materials.

(11) Periodicals

The MLIC relies on the content of HeinOnline for the major periodical content for students and faculty of the College of Law. The following criteria are used in conjunction with the criteria listed in III.C.1.a when making periodical subscription or retention decisions:

- Law reviews and law journals published by law schools approved by the American Bar Association;
- Legal periodicals indexed in Index to Legal Periodicals and Books or Current Law Index, or other legal periodical indexes available at the MLIC;
- Legal periodicals treating subject areas of intensive collecting (see "III. C. 1. b. Subject Areas of Intensive Collecting ");
- Official periodicals of the American Bar Association and its subordinate bodies;
- Official periodicals of the Association of American Law Schools and its subordinate bodies;
- State bar association journals;
- Official periodicals of significant foreign and international legal associations;
- Official publications of other national legal associations, major public interest legal organizations, Oklahoma legal associations, especially when these can be obtained free of charge;
- Legal newsletters that provide current information unavailable in other sources in the collection;
- Respected legal news and legal professional sources;
- Periodicals obtained by individual or institutional memberships in legal associations; and
- Availability of full-text access online.

(12) Placement Materials

The MLIC generally does not purchase placement materials. The MLIC may purchase a placement tool if the tool also has use in the MLIC's general collection such as directories of lawyers and law firms, materials on resume writing, and alternative legal careers.

(13) Student Study Aids (Including Bar Review Materials)

The MLIC regularly acquires two types of student study aids: the West Group's "Hornbook" and "Nutshell" series. The Nutshell series are available online through a subscription with West and only heavily used titles will be duplicated by acquiring in print.

The MLIC selectively collects study aids from other publishers, such as Aspen Law & Business's "Examples and Explanations" and "Crunchtime" series, Foundation Press's "Concepts and Insights" series, Matthew Bender's "Legal Text" series and LexisNexis's "Understanding" and "Question and Answer" series. The MLIC also maintains the CD "Sum and Substance" and "Law School Legends" series (see III. 2. c. for the Sum and Substance & Law School Legends collection policy). The MLIC typically maintains only the current editions of student study aids.

The MLIC neither acquires, nor accepts as donations, bar course outlines. These materials change every year, and some bar outline publishers prohibit the transfer of these materials to anyone but their original purchaser.

Hornbooks

The MLIC acquires all hornbooks from both the "West Hornbook Series" and "West Concise Hornbook Series," as well as select titles from the hornbook series of other publishers. For the two West series mentioned above, the MLIC will maintain a standing order (where available) for at least one copy of all titles in the series. Multiple copies may be ordered as dictated by use and curriculum. Current editions of hornbooks will remain in the reserve collection.

The MLIC's policy on retention will be to keep no more than two copies of any recently superseded editions and one copy of other older editions. If the older edition was authored by a TU faculty member two copies will be kept: one for faculty writes and for the regular collection. This policy will cover not only West Hornbooks but also any other publisher's "hornbook." This policy will also cover "nutshells."

(14) Free Internet Resources

Web distribution plays an increasingly important role in providing legal information from local, national and international governments and organizations. Freely available sources may also continue or duplicate titles held in other formats. Web search engines and other web-related finding tools remain the primary method for identifying law related resources freely available on

the web. Catalog links are provided for web resources that meet the library's general criteria for selecting resources, make significant additions to the collection or aid researchers in identifying the resource, and if it appears that the web site is reliable for future use.

(15) Alumni Writs

The MLIC began systematically adding law-related publications by University of Tulsa College of Law Alumni to the permanent collection in the fall of 2009. Publications are typically received as donations by the individual author. A gift plate is placed in each of the titles, and a note is made in the item's record that it is part of the Alumni Writs collection. These materials are not physically separated from the regular circulating collection. The catalog record for each title will indicate that it is part of the Alumni Writs Collection.

b) Formats

Legal materials are available in many different formats. The MLIC will acquire and support all types that are the most appropriate and flexible formats to meet the needs of our primary and secondary library patrons. The reference librarians continuously attempt to monitor users' preferences and styles of researching. Librarians are encouraged to communicate such observations to the Technology/Collection Development Librarian. Surveys will also be conducted on a periodic basis.

The library collects material in print, microform, DVD, and CD-ROM, as well as through online services. Selection criteria for format types include the following:

The library, when given the choice, will select a hard copy version of a title when:

- The frequency and/or nature of the use of the material makes a non-print format particularly inconvenient or unwieldy, such as when users find it necessary to browse through many pages of a volume;
- When a faculty member requests that the material be maintained in a particular format, the MLIC will typically subscribe to the format requested;
- Previous volumes of the same title have already been acquired in hard copy - e.g., law reviews;
- The item is heavily used;
- The titles have tables, charts, statistics, images, etc., which are most clearly presented by copies in paper format; and
- The resource is one in which access to archival materials is necessary and can only be assured by actually owning a print or microform copy.

Microform copy is acceptable for older copies of legal newspapers and for bar journals to which subscriptions are not maintained in print and for materials which would take up excessive amounts of shelf space.

Selection of resources in formats other than print need to be considered with the following in mind:

- Type of material;
- Availability of equipment needed to use material;
- Ease of use;
- Printer access;
- Limits on patron access;
- Staff support needed;
- Compatibility with the collection development goals of the library; and
- No other way to acquire material.

The MLIC does not currently acquire materials in Braille, large print or books on tape. The MLIC attempts to acquire CD's, DVD's for instructional use or student review, and movies with a theme related to law.

(1) Audiovisual Materials

The MLIC maintains a collection of audiovisual materials, consisting mainly of six types of material:

- Archival recordings of classes, seminars, and presentations offered at the College of Law;
- Continuing legal education materials on Oklahoma;
- Instructional and demonstration materials on trial advocacy;
- Scholarly or authoritative works on legal subjects;
- Popular legal works including movies with legal themes; and
- Recordings of programs offered at professional law library association conferences.

Audiovisual materials require the consideration of specialized selection criteria, in addition to those listed in III. C. 1. a. These include:

- Physical format, e.g. CD-ROM,, DVD;
- Compatibility of physical format with display/reception hardware and software available in the MLIC;
- Facility of potential users with technology needed to receive/display the resource; and
- In the case of electronic resources, licensing terms, and other issues pertaining to electronic resources listed in III. C. 2. b(2).

DVDs are preferred over other audiovisual media.

(2) Electronic Resources

Because of their distinctive nature, electronic resources require the consideration of specialized

selection criteria, in addition to those listed in III. C. 1. a. These include:

- File formats and underlying software, whether Folio-based, HTML, PDF, etc.;
- Physical carrier formats and delivery mechanisms, such as CD-ROM, DVD-ROM, Internet, commercial online, etc.;
- Relationship of content of electronic version to content of versions in other formats;
- Method and frequency of updating content;
- Permanence of site; especially for Internet-based resources;
- Evidence of ongoing site maintenance, especially for Internet-based resources;
- Hardware, telecommunications, and software requirements;
- Usability of user interface;
- Usability of search software;
- Search response time;
- Display options;
- Output options, including downloading, printing and e-mailing;
- Authentication procedures, ranging from manual log-in to IP address authentication and adaptability to online catalog web access;
- Licensing terms, see <http://www.arl.org/sc/marketplace/license/licprinciples.shtml>;
- Access restrictions, such as use being limited to law faculty and students;
- Access to previous, superseded, or archived information;
- Need for instructional and other staff support;
- Availability of direct customer support, such as help lines;
- Facility of the primary audience in employing the technology required to access and use the resource; and
- Availability of self-training documentation (print and/or electronic) such as tutorials, help screens, etc.

The MLIC prefers electronic resources which offer information in file formats that are compatible with hardware and software easily accessible to College of Law faculty, students and staff, and physical carrier formats and delivery mechanisms that are compatible with existing MLIC technology. The MLIC prefers authentication by class B IP address whenever possible.

(3) Loose-leaf

Because of the expense and practice-orientation of many loose-leaf titles, the MLIC selectively acquires loose-leaf materials, based principally upon six considerations, in addition to those listed in III. C. 1. a:

- High-quality intellectual content in a relevant subject area;
- The material is not covered by another work in the collection;
- The title is more current than other resources in the collection;
- Recommendation by a College of Law faculty member. The MLIC routinely consults with College of Law faculty members regarding loose-leaf purchases;
- Complexity of the organization of the work, especially in terms of the time and effort required for updating;

- The inclusion of other media, such as CDs, in the work; and
- Co-availability of content in alternative formats.

(4) Microforms

The MLIC acquires microfiche, microfilm, and other micro formats primarily for the following reasons:

- To provide access to print materials that have become brittle, fragile or damaged;
- To complete holdings in a serial title;
- To acquire materials for which the library has insufficient space to house the print version;
- To acquire materials that are unavailable in print; and
- To acquire seldom used materials.

Microforms require the consideration of specialized selection criteria, in addition to those listed in III. C. 1. a. These include:

- Specific physical format, whether microfiche, microfilm, etc.;
- Dimensions of physical format;
- Film type, e.g. silver halide, diazo, or vesicular;
- Polarity;
- Reduction ratio;
- Compatibility of physical characteristics of microform with display and printing hardware in the MLIC;
- Expected level of use of material;
- Use of material for preservation/archival purposes; and
- Availability of indexing or cataloging records for the content.

Microfiche is preferred over microfilm, except in the case of newspapers. When microfiche is purchased, the standard dimensions of 11 x 15 cm (4 x 6 inches) are preferred. When microfilm is purchased, 35MM is preferred over other dimensions. For microfilm and microfiche, negative polarity is preferred over positive, and reduction ratios of 14 - 24x are preferred over other reduction ratios.

(5) Monograph Binding

For monograph titles dealing with subject matter covered in the University of Tulsa College of Law curriculum, paperback binding is preferred over hardback. Additionally, titles not directly covered in the curriculum but of high interest or scholarly value should also be purchased with paperback binding if available. Since most scholarly and many professional and trade publishers today print their paperback monographs on permanent paper with high quality paperback binding, this binding should be sufficient for material that receives moderate use. Hardback binding should be chosen for titles when it is believed that the item may receive high use. In the event that the binding for any monograph loses its integrity, the Technology/Collection Development Librarian may request that the monograph be sent for re-binding.

(6) Pamphlets and Clippings

The MLIC very selectively acquires pamphlets -- defined as paper-bound monographs consisting of 50 or fewer pages. Pamphlets must meet the same criteria for selection as other works. (See " III. C. 1. a. General Selection Criteria. ") If a pamphlet meets these criteria and is acquired, it will be treated as any other title and integrated into the collection, with additional handling and storage measures taken as needed, including binding and storage in boxes or standard-size binders.

The MLIC neither collects clippings nor maintains a clipping ("vertical") file.

(7) Rare Books

Rare books will normally not be collected by the MLIC. The MLIC does not have facilities to properly deal with these types of materials. Exceptions to this policy may be made by the Director of the MLIC or to the Dean of the College of Law.

c) *Specific Collections*

(1) Oklahoma Collection

The MLIC attempts to have a comprehensive collection of primary and secondary materials on Oklahoma law, from territorial times to the present. Intended as an archival and research resource, the Oklahoma collection consists of legal materials of all types, in print, CD, Web, and micro formats. The Oklahoma collection includes commercial legal publications, government documents (see "III. C. 2. (7). Government Documents"), publications of legal associations, and selected continuing legal education (CLE) materials. (See "III. C. 2.(3) Continuing Legal Education. ") The MLIC will selectively add pamphlets (defined as paper-bound monographs consisting of 50 or fewer pages) as deemed appropriate.

(2) Comparative and International Law & Foreign Law

In previous years, the MLIC strove to build and maintain a strong international law collection to support courses offered by the University of Tulsa College of Law faculty, faculty research, the *Tulsa Journal of Comparative and International Law*, and an international law certificate offered as part of the College of Law curriculum. The University of Tulsa no longer publishes the *Journal of Comparative and International Law*, offers a certificate program in international law, or has a law librarian dedicated to the comparative and international law collection. Additionally, the number of comparative and international law courses offered by the law school has declined and the amount of faculty scholarship in international legal issues has decreased. To that end the MLIC has elected to reduce the size and scope of its international law materials to a very basic core collection.

(3) Tax

After the 15th of April of each year, the tax collection should be weeded. The following should be done:

- Check supplemental materials to the tax loose-leaf services. Any materials which reprint either Congressional materials which have been received in the CIS microfiche collection, the Federal Register or the Internal Revenue Bulletin should be discarded as they are duplicates of materials received either through subscription or the Federal Depository Program or are available on the internet.
- Any supplemental materials which should receive full cataloging should be placed on the Cataloging Librarian's shelf in tech services.
- Current awareness pamphlets which point out material in new filing sets should be kept only for the current year. Earlier years may be discarded.

The tax collection should be weeded periodically of monographic serial titles or loose-leaf volumes to which subscriptions have been canceled.

Print tax materials which are contained on the CCH Tax online collection in the Intelliconnect Service or in the BNA Tax Portfolio service should be discontinued unless there is a combination print/online contract which gives us less expensive access to tax material in both formats.

(4) Native American & Indigenous Peoples Collections

The MLIC maintains a strong Native Law collection in support of several programs offered by the College of Law. The Native Law collection also serves students, faculty and attorneys regardless whether they are involved in the Native law programs. The MLIC actively solicits and collects any and all Tribal Laws, Codes and Constitutions with a special emphasis on tribes whose headquarters are located in Oklahoma.

The Native Law Collections are divided into two distinct collections: the Native American Law Center (NALC) and the Indigenous Peoples Collection (IPC). The NALC focuses on primary law (treaties, tribal codes, constitutions, and case law) as well as other significant works that compile or report treaties, case law, and other original documents in the area of Native law. The IPC is comprised primarily of secondary materials - biographies, ethnographic studies, topical works, government studies, tribal histories and works that analyze issues that are important to Native Peoples.

The MLIC also collects any and all manner of material that pertains to Native law including treatises, biographies, ethnographies, topical studies, government reports, cultural studies, anthropological studies, creation stories and anything that may impact Tribal life and law.

(5) Sum and Substance Collection

As a general rule, the MLIC will keep four copies of the most current version of each available topic, preferably on CD-ROM. Only two copies will be kept of subjects which are less popular or are not required courses.

The Sum & Substance and Law School Legends collection will be reviewed twice each year. Older editions of the Sum & Substance and Law School Legends tapes and CD's will be discarded.

(6) Archives

The library collects archival material very selectively. Historical material forwarded to the library by the dean's office, current faculty, professors emeritus, law school publications, and student publications which are of value for law school and local legal history make up the bulk of the collection. The current collections held in the MLIC archives or in University off-site storage include:

Patsy Bragg Collection: (Housed in off-site storage)

Assembled over two decades, the Patsy Bragg Collection is a unique public lands, energy and environmental library. It is believed to be the most comprehensive collection in the nation dedicated to federal lands energy issues. Coverage includes government documents and legislative history material as early as the 1920s. It begins with the Department of Interior orders issued upon passage on the Mineral Lands Leasing Act of 1920, the first comprehensive energy development act passed. It contains many hearings relating to the passage of: the Outer Continental Shelf Lands Act of 1953 and its subsequent amendments; the Federal Oil and Gas Royalty Management Act of 1982; and the Federal Oil and Gas Royalty Simplification and Fairness Act of 1996. Of particular interest in the collection are the governmental policy papers, letters, internal memoranda and other documents which reflect governmental positions and internal policy development through the years. In addition, the collection includes individual papers compiled by numerous participants in the oil and gas industry. The collection is assimilated by date and topic to make it easily accessible. The Center acquired this collection in September of 2002.

Schwartz Collection: (Housed in off-site storage)

The MLIC acquired these materials from the estate of Bernard Schwartz in June of 2001. The MLIC serves as the repository for the books, manuscripts, papers, correspondence, photos, and other materials of the late Chapman Distinguished Professor of Law, Bernard Schwartz. The papers of Bernard Schwartz (1923-1997), legal scholar, professor, and author, document his prolific research and writings in the areas of constitutional law and the Supreme Court. Included in the collection are the typescript manuscripts for several unpublished novels as well as those

for his published novels. Also included are correspondence, photographs, audiocassettes of interviews with United States Supreme Court Justices and clerks, and conference collections for the Berger and Warren Court Conferences.

Hicks Collection:

The John Forrester Hicks Tulsa College of Law Archival Collection was donated by Professor Hicks on July 21, 2004. Along with the Rogers Collection, it is housed in a room dedicated on October 6, 2009. It contains the research materials from his book on the history of the University of Tulsa College of Law. The collection includes papers and documents of the Tulsa College of Law. Additionally, it includes correspondence, photographs, and audiocassettes of Professor Hicks interviewing many of the past presidents of TU, administrators, alumni, faculty and all but one of the modern deans of the College of Law. There are numerous photos of the faculty, staff, and students of the Tulsa College of Law. Also included are two photo albums from the Law School Wives' Club and a Torts book written by John W. Hager published in 1969. Information is added to the Hicks Collection from current sources such as law school publications and new articles to keep the archive current. Routine alumni activities will not be collected. Alumni activities of "institutional" importance will be collected. Announcements of alumni selected for high-ranking positions such as Oklahoma Supreme Court Justice, or OBA President (for example) will be collected.

John Rogers Collection:

This collection memorializes John Rogers, Tulsa lawyer, Oklahoma civic leader, and Dean of the Law School, 1949 -1957. Along with the Hicks Collection, it is housed in a room dedicated on October 6, 2009. It contains photographs, honorary awards, news clippings, personal artifacts, and books donated by the Rogers family. Many of the items relate to the history of the University of Tulsa Law School as well as to Mr. Rogers' professional career as an early oil and gas attorney in Tulsa. Conservation and organization of the collection was made possible by a grant from the Rogers family estate.

Ross & Margaret Swimmer Indian Affairs Collection:

Acquired November 2013, housed outside the Native American Law Center on open shelves and in a locked case. This collection includes numerous monographs and reports that reflect the progression of Federal Indian Policy from the 1800s to the 1970s. Most notable among the holdings of this collection are the Annual Reports of the Commissioner of Indian Affairs (1870s - 1920s), along with a few Annual Reports of the Bureau of American Ethnology.

(7) Government Documents

A comprehensive collection development policy for the MLIC's government documents collection can be found in Appendix B.

D. Methods of Acquiring and Providing Access to Materials

1. Wholesalers and Subscription Agencies

The MLIC works with a variety of wholesalers and subscription agents to consolidate ordering, receiving, renewals, invoicing, and payment for monographs and serials. These arrangements allow the MLIC to expedite acquisitions, reduce processing costs, and achieve significant discounts. When selecting a wholesaler or subscription agent, the MLIC will consider such criteria as accuracy, fulfillment rate, fulfillment time, level of discounts, availability of flat-rate discount, shipping costs, reporting capabilities, return policies, pre-binding services, consortium agreements, and the recommendations of other libraries.

2. Approval Plans, Standing Orders, and Package Plans

Certain publishers and vendors offer services that allow libraries to acquire materials based upon a range of non-item-specific parameters, including series title, publisher, subject area, issuing agency, language, and jurisdiction. The MLIC makes use of approval plans, standing orders, and package plans, as appropriate, to expedite acquisitions, reduce processing costs, and achieve significant discounts.

When selecting an approval vendor, the MLIC will consider such criteria as discount amounts, shipping costs, number of imprints/publishers covered, profiling characteristics, return policy, pre-binding services, report capabilities, technical services, invoicing, quality of service, consortium agreements, and references from other libraries.

When selecting a standing order vendor, the MLIC will consider such criteria as discount amounts, shipping costs, report capabilities, invoicing, quality of service, consortium discounts, and references from other libraries. The MLIC maintains package plans with the American Bar Association and the American Association of Law Schools, and will consider other package plans, using the general selection criteria listed in III. C. 1. a.

3. Cooperative Agreements

The MLIC is a member of the Mid-America Association of Law School Library Consortium (MALLCO) which may influence collection development decision-making. The Consortium recommends that its libraries use the jobber Yankee Book Peddler as total Consortium orders figure into a discount percentage available to all Consortium libraries. There is a MALLCO file of collection development policies which may be used by member libraries in writing or revising their own policies. The MLIC has at this time no formal collection development agreements with any other local library, although the MLIC and the main campus

library McFarlin are aware of the contents and current material orders through our integrated library system. The MLIC does participate in the MidAmerica Law Library Consortium State Statutory Code Sharing Agreement (see Appendix for this agreement). According to that agreement the MLIC will keep a current print subscription to the codes for Oklahoma, Texas, Mississippi, and agree to provide copies of statutory information to other participants. The MLIC also participates in a MALLCO treatise sharing agreement which requires maintenance of current print subscriptions to at present two expensive treatises and an understanding to share them with other participants as needed.

4. Needs and Offers

As a Selective Federal Depository Library, the MLIC complies with Federal Depository Library Program regulations and guidelines for maintaining a list of needed materials, listing offers, and obtaining materials through depository "needs and offers" lists. If the MLIC is able to acquire only portions of a multi-volume work via the "needs and offers" process, the available portions of the work will be added to the collection, and the missing volumes will be sought.

5. Interlibrary Loan/Document Delivery

The MLIC supports participation in interlibrary cooperation. Interlibrary loan functions as a means to supply our users with resources outside the physical bounds of the MLIC. The MLIC participates in MALLCO's ILL agreements which insure that most regional law libraries do not charge for interlibrary loans or photocopying. The MLIC uses OCLC for its interlibrary loan requests as well as phone, fax, surface mail and e-mail. Interlibrary loan privileges are free to law students, faculty, staff and available to attorneys and law firms who pay for that privilege. Charges are absorbed for all TU Law School students, faculty and staff. Other TU students, faculty and staff are served by the interlibrary loan service of the main campus library McFarlin.

The MLIC agrees to the "Guidelines for the Provision of Subsection 108(g)(2) [of the U.S. Copyright Act, 17 U.S.C.]" developed by the National Commission on New Technological Uses of Copyrighted Works (CONTU). The Guidelines state that a library will purchase a subscription to any periodical for which, within a single calendar year, the library makes six or more interlibrary lending requests for articles published within five years prior to the date of the request, and that a library will purchase a copy of any article collection or other copyrighted work of which, within a single calendar year, the library makes six or more interlibrary lending requests for articles or small parts. The MLIC regularly reviews its interlibrary borrowing to ensure compliance with the CONTU Guidelines.

E. Collection Review & Weeding

Any weeding plans developed for the MLIC Collection will be approved by the Director and Associate Director of the MLIC. The weeding plans for particular collections or types of materials are included in this policy alongside the evaluation standards for collection of such

materials.

F. Retention

For many types of materials as well as for specific titles the MLIC has established policies for retention (i.e. setting limits for keeping materials in the collection or in particular locations in the MLIC). These policies may be found in the records on the MLIC online catalog. Retention policies for primary materials, including statutes, advance legislative services, and court rules, are found in records on the MLIC online catalog.

In general the MLIC will retain as necessary:

- At least one copy of superseded volumes of all Oklahoma primary source material both official and unofficial, including supplements and pocket parts.
- Superseded volumes of the Oklahoma Digest.
- Earlier editions of the U.S. code, the Federal Register, and the CFR.
- Earlier editions of treatises, when a new edition is received.

In general the MLIC will not retain:

- Print copies of legal newspapers which are also received in microform.
- Superseded volumes of other state statutes.
- Superseded volumes of West Digests except for the Oklahoma Digest.

The Technology/Collection Development Librarian is responsible for establishing retention plans for materials. These retention plans must be approved by the Director.

G. Preservation

In addition to meeting the current needs of its patrons, the MLIC also has an obligation to acquire and preserve historical legal materials as a resource for future scholarship. To this end, preservation of materials is an important element of collection development and management at the MLIC. Preservation may encompass:

- Paper and binding specifications for monographs and serials;
- Specifications for film types of microforms;
- Specifications for the physical carriers of magnetic or optical disks;
- Vendors' or publishers' policies and procedures for providing long-term access to remote networked digital resources;
- Proper shelving and handling procedures and resources;
- Specialized care and storage of materials as protection from damage and deterioration;
- Repair of damaged materials;
- Conversion to a different format, where the quality of the original format, the importance of the materials, or the requirements of users and programs so dictate; and
- In licensing agreements, providing for long-term access to electronic resources.

- In archival collections, to preserve future access an annual review of digital media for evidence of physical degradation and technology/format obsolescence will be performed. A random sample of 10% of each resource is to be selected for each evaluation. If necessary, media will be migrated towards a non-proprietary, standard format where possible.

Page repair will be done within the MLIC. Other repairs which are outside the expertise of the MLIC staff will be referred to the Technology/Collection Development Librarian for a decision on whether to replace, send to the bindery for rebinding, or for in-house phase box creation.

H. Replacement of Missing Materials

While items missing from the MLIC will be replaced according to the standards set forth in III. C. 2. (9.), the following procedure will be followed before an item is determined to be missing:

General Procedures - Regular Materials

1. Upon receipt of a "Missing/Search Report"
 - a. Search online catalog for the complete record. Record any missing, pertinent information on the report (such as bib record number and bar code). If the item is already in the search process, notify patron and attach newest report form behind oldest.
 - b. Complete a full search for the item on the day the report is received.
 1. If the item is found (and a patron has requested it) notify the patron of the item's status.
 2. Offer to place the item on the hold shelf. If doing so, place a flag in the item with the
 3. patron's name and today's date on it.
2. If the item is not found on the first search, set the item record status to "Missing."
3. Provide the missing search form to the Technology/Collection Development Librarian for a determination as to whether or not the item will be replaced if not found.
4. If at any time the item is found, set status back to its original value and notify the patron.

General Procedures - Priority Materials

Priority materials include such things as case reporters, digests and statutes, or materials needed for coursework.

1. Upon receipt of a "Missing/Search Report"
 - a. Search online catalog for the complete record. Record any missing, pertinent

information on the report.

- b. Complete a full search for the item.
2. Continue to search the item every 2 to 3 days for a total of 3 weeks.
3. If the item is not found after all searches are completed, notify the Technology/Collection Development Librarian for replacement of the item.

Materials needed Immediately

For materials needed immediately, an interlibrary loan may be initiated, or the material may be repurchased at the discretion of the Technology/Collection Development Librarian.

IV. References/Appendices

American Bar Association, Section of Legal Education and Admissions to the Bar, Standard 606. Collection, Standards for Approval of Law Schools 63, 63-65 (2005-2006). Also available on the internet. <http://www.abanet.org/legaled/standards/20072008StandardsWebContent/Chapter%206.pdf>

Association of American Law Schools, Bylaws, Section 6-10. Library, 1999 Handbook 35, 35 (1999).

Association of American Law Schools, Executive Committee Regulations, Chapter 8. Library, 2005 Handbook (2005). Also available on the internet. http://www.aals.org/about_handbook_regulations.php#8

Legal Materials, in Library of Congress Collections Policy Statements C: LEG (1994).

National Commission on New Technological Uses of Copyrighted Work, Guidelines for the Proviso of Subsection 108(g)(2) (called CONTU Guidelines), in H.R. Conf. Rep. No. 1773, 94th Cong., 2d sess. (1976).

U.S. Government Printing Office, Federal Depository Library Program, Depository Collection and Development Guidelines. Also available at <http://www.fdlp.gov/requirements-guidance-2/guidance/14-depository-collection-and-development>.

U.S. Government Printing Office, Federal Depository Library Program, Legal Requirements & Program Regulations of the Federal Depository Library Program. Also available at Internet <http://www.fdlp.gov/requirements-guidance/legal-requirements>.

American Association of Law Libraries, American Library Association, Association of Academic Health Sciences Libraries, Association of Research Libraries, Medical Library Association, Special Libraries Association. Principles for Licensing Electronic Resources <http://www.arl.org/sc/marketplace/license/licprinciples.shtml>

A. Federal Depository Library Program Basic Collection

<http://www.fdlp.gov/requirements-guidance/collections-and-databases/1442-basic-collection>

B. Government Documents Collection

The University of Tulsa Mabee MLIC has been a selective federal depository library since 1979. The library currently chooses 0.48% of the items offered through the Federal Depository Program.

The MLIC evaluates the regular item surveys received from GPO throughout the year and selects items from these surveys as appropriate. The MLIC also reviews the entire selection profile once a year upon receipt of the annual item survey for additions and de-selections to the library's item profile. Items in physical format may be deselected at any time as well as during the annual item survey; physical format additions to the library's selections may be made only once a year at the time of the annual item survey unless they are new items included on GPO's regular item surveys received occasionally during the year.

The Federal Depository Program (FDP) has undergone a major change in the years since this policy was first written. Congress has mandated that the budget for this program be reduced and that the progress toward making documents available online go forward at a faster pace. Many materials previously offered to depository libraries in print have been scheduled to be available only online. In conjunction with the Federal Depository Program's own mandated policy to reduce physical formats and emphasize electronic formats, the MLIC has drastically reduced its physical collection and currently focuses on electronic formats for collection development by monthly reviewing and selecting bibliographic records with links to new electronic resources material produced by the FDP. Item selections are made by the MLIC Government Information Librarian. The MLIC has the GPO homepage and other internet government sites linked from the MLIC website. The MLIC and McFarlin library try to coordinate selections in order to prevent unnecessary duplication of materials.

The librarian selects those items which relate specifically to the legal area such as: material which concerns a specific public law; administrative law judges/commission decisions; agency regulations (unless they are included in the CFR or unless would be too cumbersome to select, such as, for example, some Defense Department regulations); Justice Department publications; and selected congressional publications. Sample titles which the MLIC receives through the depository program and which are essential to a law library's collection include: United States Reports; U.S. Code; Statutes at Large; Federal Register; Code of Federal

Regulations; Congressional Record; Treaties in Force, etc. The MLIC views these resources as primary source materials which are most important to our democratic process and which should be available to users in print even though other formats may be available.

Though the MLIC relies on the McFarlin Library depository to collect most of the materials in areas other than law, the MLIC does select some materials not strictly legal in nature which relate to subject areas emphasized in the Center's collection such as energy, Native Americans, tax, etc. Finally, some general document publications and document reference publications must be selected to access information of general nature which might be of interest to the legal profession and to provide index entry into documents as a whole.

Attached to this policy is a copy of Appendix A: Basic Collection (to the "Guidelines for the Depository Library System") with those items checked which are selected by the MLIC. The Suggested Core Collection: Law Library from the "Federal Depository Library Manual" has been reviewed, to be certain that appropriate item numbers are selected from this list for this collection. A copy of that document with selected items highlighted is kept in the Government Documents Office.

To supplement the depository collection the MLIC has invested heavily in purchasing commercially published reference tools for congressional publications. The MLIC maintains a current subscription to ProQuest Congressional as a primary resource for electronic access to full-text federal legislative information. In addition, the MLIC has the complete CIS microfiche collection of congressional publications from 1970 to 2005, and the "CIS Abstracts/Index" print tools for that collection from 1970 to 2005. The MLIC has purchased retrospective collections in microform of certain key titles such as CFR, Federal Register, the Congressional Record, United States Reports, etc. In 2004, the MLIC also worked with McFarlin library to invest in the Digital Serial Set through LexisNexis Congressional.

The MLIC participates in interlibrary loan both as a borrower and a lender. Requests for documents from the Law Library's borrowers are usually channeled first to the regional depository library for this area: Oklahoma State University (OSU) in Stillwater, Oklahoma. OSU's library is also a patent depository library. The regional depository at the Oklahoma Department of Libraries (ODL) in Oklahoma City, Oklahoma, is also called upon for interlibrary loan requests. The ODL library has made extensive purchases of retrospective collections (i.e. pre-1970) of congressional publications from CIS and ODL is very helpful in supplying fiche copies of these publications to the MLIC.

A regular/ongoing weeding of the government documents collection working within the framework of regulations set forth by GPO and the MLIC Collection Development Policy will be done as follows:

- as items are deselected;
- as documents cease publication;

- as documents become available only in electronic format;
- as documents are superseded;
- If a document is discontinued as a depository publication, but it is available from a commercial publisher, evaluate need to purchase the publication on a current basis and evaluate need to retain older GPO depository holdings;
- comparison of materials selected by other depositories in our area i.e. McFarlin Library and Tulsa City-County - if Law chooses to deselect based on comparison - evaluate need to retain older GPO depository holdings of a title;
- no longer pertinent to MLIC collection needs;
- space considerations; and
- certain sections of the collection reviewed each year.

It should be emphasized in this collection development policy that the University of Tulsa MLIC does not own these depository publications. They remain the property of the United States Government and cannot be disposed of without going through the proper procedures as outlined in the "Instructions to Depository Libraries."

BUDGET:

The MLIC maintains a deposit account with Bernan for the purpose of ordering items not received as a depository publication and for replacement and upkeep of items.

Future concerns would include enhanced ProQuest Congressional products, equipment for publications distributed by GPO in CD, DVD, and electronic formats, and possible other expenses incurred because of the need to purchase commercially produced materials to access, maintain, or enhance the documents collection.

BINDING:

At this time a limited number of depository publications are included in the Law Library's bindery process. As more and more serial titles become available in electronic format, binding will cease.

ONLINE ACCESS:

The MLIC includes computer labs which are available for accessing not only government information but also for accessing online and networked products available to the Center on other public access terminals.

V. MALLCO Agreements on Statutory Code Sharing

Attached.

VI. MALLCO Agreement on Treatise Sharing

Attached.