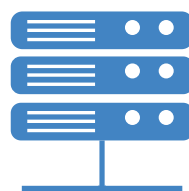


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# Collection Development Policy

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Date Drafted:

June 25, 2022

Date Approved:

July 02, 2023

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Prepared by: Elias Oscar Royal  
St. Thomas University, Law Library  
Collection Development Committee

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# ST. THOMAS UNIVERSITY LAW LIBRARY

## COLLECTION DEVELOPMENT POLICY

### SIGNATURE(S)

Collection Management Services Librarian:

*Elias Royal*

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Faculty Services and Scholarly Communications Librarian

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Law Library Associate Director and Associate Professor

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Law Library Director and Associate Professor

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## **PURPOSE STATEMENT FOR COLLECTION DEVELOPMENT POLICY**

The aim of the Collection Development Policy is to provide clear guidelines for selecting, acquiring, and managing resources for St. Thomas University’s Law Library. In addition, these guidelines strive to meet educational, cultural, service, and research needs of faculty and students at the College of Law. The Law Library aspires to hold subject areas, titles, and formats expected by the community. To fulfill the demands of student and faculty on a timely manner, the Law Library needs to purchase the adequate quantities and formats (analog, digital and other electronic media) that properly adhere to the Law Library active budget and other pertinent selection criteria.

## **BACKGROUND STATEMENT**

The Law Library is an academic library in St. Thomas University’s College of Law in Miami Gardens, Florida. It serves less than eight hundred law students, yearly. In addition, the Law Library connects law students, law faculty, the St. Thomas University community, legal professionals, visiting law students and paralegals to legal information. The Law Library has an annual circulation of approximately 2,000 physical resources each year, while our law students and law faculty access our digital resources approximately 6,200 times a year. The Law Library’s priority is to provide access to the legal information needed to support the programs and curriculum of the College of College, while facilitating the delivery of online legal resources.

## **COMMUNITY PROFILE**

### **COMMUNITY DEMOGRAPHICS, LIBRARY SELECTION, TYPE, AND IDENTITY**

St. Thomas University’s Law Library is an academic special library situated in the City of Miami Gardens, which sits in the southern eastern region of the State of Florida. The city is located within the northern portion of Miami-Dade County. The City of Miami Gardens has existed since May 13, 2003. Before 2003, neighborhoods within the current city of Miami Gardens were unincorporated areas of Miami-Dade County. According to the United States Census Bureau (2022), the City of Miami Gardens has a population 110,4897 with 32,651 households from 2017 to 2021. Miami Gardens’ racial makeup is composed of Black (66.8%), Hispanic (30.8%), White (2.4%) populations (United States Census Bureau, 2022). According to Miami Gardens (2023) the city holds the largest population of African Americans within the State of Florida, and it represents a multitude of residents from the Caribbean. Consequently, the Law Library is extremely proud to be part of such a diverse and thriving community.

As an extension of St. Thomas University’s mission, which situates its catholic identity within the rich cultural heritage and international diversity of the Miami Metropolitan Area, the Law Library acquires resources that reflect the legal realities of this region and its population (St. Thomas University, 2023). Furthermore, the College of Law has fostered fruitful relationships with the City of Miami Gardens, High

Schools in the city, and with residents of the city. As a result, the Law Library's mission aims to provide equitable access to information, which helps law students and communities within South Florida. According to the St. Thomas University's College of Law (2023), law faculty supervise law students in providing individual and personalized pro bono tax and immigration services through various clinical programs. By volunteering in a clinical program, law students gain valuable firsthand legal experience, while providing services to residents of the community who either do not have access to legal services or cannot afford legal services (College of Law, 2023).

The collection development policy ensures that law students and law faculty have access to relevant, authoritative, and up-to-date legal resources and legal information. With these legal resources, law students are prepared to assist the residents of Miami Gardens and Miami-Dade County. Furthermore, the Law Library's collection development policy aspires to capture the dynamic diversity and needs of the community. Because ethical leadership is a foundational cornerstone to the mission of St. Thomas University (2023), the Law Library is proud to serve as the information hub of College of Law. With access to trustworthy and relevant information, law students can assist the community with tax and immigration services, while emboldening themselves as ethical leaders.

***Special Note:*** Information or statistics regarding St. Thomas University's Law Library originate from the University's website or from the Law Library's integrated library system (ILS). In addition, the Director for Collection Management Services has assisted in data collection and analysis. In addition, this Collection Development Policy completely restructures and recreates the Law Library's 2018 Collection Development Policy.

## COMMUNITY SURVEY

While planning for a community survey, the Law Library will design two separate community surveys. The Law Library will design one survey for law students, faculty, and staff, while the Law Library will design another survey for visitors that include practicing attorneys, researchers, and residents seeking pro bono with the Tax Clinic and the Immigration Clinic. To ensure a high response rate among survey recipients and efficient analysis, the Law Library will utilize fixed response questions for most survey questions. To a lesser extent, the Law Library will use scaled response questions and even fewer open-ended or unstructured questions. For scaled response questions, however, the Law Library will focus on summated and semantic differential scales (i.e.: the Likert scale). The survey questions will gauge user satisfaction with facilities, technology, and resources. The Law Library will utilize a customer relationship management (CRM) tool to send out online surveys to all select recipients.

Once the Law Library receives an appropriate sample size of survey questions, librarians will utilize programming software, such as Python or R+, to feed the open-ended responses through the program to extract the most prevalent words or phrases. With these words or phrases, the librarians will design a series of word clouds. These graphics will have corresponding charts displaying key data points. During the evaluative process, librarians will use an intercoder reliability check (ICR) to ensure accuracy, competence, feedback, and legitimacy for the librarians and the survey study. Furthermore, this survey will employ computer-assisted qualitative data analysis software (CAQDAS) to analyze and evaluate

specific themes. Because the survey applies Cohen’s Kappa calculation method, the librarians will use NVivo, a collaborative analysis software, to conduct coding comparison queries. CAQDAS software is optimal for qualitative studies with large datasets because it breaks down datasets to extract specific trends or patterns within the data. With this survey, librarians may author a qualitative research study which explores the composition of the Law Library in relation to services delivered to students, faculty, and staff.

## RESPONSIBILITY FOR COLLECTION MANAGEMENT AND DEVELOPMENT

The Law Library Director is responsible for managing the collection. Under the supervision of the Dean for the College of Law, the Law Library Director holds the authority to purchase resources. At the end of each calendar year, the Law Library Director meets with the *Library, Technology, and Facilities Committee* (ILTFC) to review and edit collection development policies. Before the review meeting, the ILTFC interviews law faculty to identify resources that are invaluable for classroom instruction, academic performance, student services, internships, and clinical work. Once the ILTFC provides their recommendations, the Law Library Director has the authority to accept, reject, recommendations. The Law Library Director delegates weeding responsibilities to the Director for Collection Management Services. The Law Library Director is responsible for ensuring that any collection development policies are in full compliance the core collection requirements of the American Bar Association (ABA) and the American Association of Law Schools (AALS).

## MISSION, GOALS, AND OBJECTIVE STATEMENTS

### LAW LIBRARY MISSION

The Law Library’s mission is to facilitate academic success, motivate information retrieval, and empower students to become ethical leaders.

### MISSION OF THE COLLECTION DEVELOPMENT POLICY

The Collection Development Policy strives to satisfy the informational needs of law students and law faculty by providing access to legal resources. Furthermore, this policy ensures access to full-text resources that convey the necessary skills to generate a comprehensive citation retrieval system.

### COLLECTION DEVELOPMENT GOALS AND OBJECTIVES

In our hopes to develop a collection that is meaningful, useful, and impactful, the Law Library outlines the following goals and objectives.

- **Goal 1:** Provide resources to meet academic, educational, research, examination needs of the College of Law.
  - **Objective 1.1:** The Law Library and the *Library, Technology, and Facilities Committee* will review the Law Library’s Collection Development Policy on a **yearly basis**.

- **Objective 1.2:** Meet with the Law Library’s most significant vendors, publishers, and library consortia to discuss updates, resources, and free trial periods for new products and services (i.e.: databases).
- **Goal 2:** Supply resources to satisfy the educational needs of clinical programs, internships, student-led publications, and student-led clubs.
  - **Objective 2.1:** A designated Law Librarian will meet with the faculty advisor for their respective clinical program, internship, or student-led publications.
  - **Objective 2.2:** Encourage law students to share feedback and suggestions for resource selection.
- **Goal 3:** Ensure that the collection meets and exceeds the standards of the American Bar Association (ABA) and the Association of American Law Schools (AALS).
  - **Objective 3.1:** As an active member of the ABA and the AALS, the Law Library will stay apprised of any updates or revisions to the standards and recommendations.
  - **Objective 3.2:** The Law Library Director will assign a librarian to attend the Annual Meeting the AALS.
- **Goal 4:** Promote the Law Library’s print and digital collections to law students, law faculty, and the greater University community.
  - **Objective 4.1:** Invite a prominent or up-and-coming author to the Law Library to conduct a lecture and a book signing for their book.
  - **Objective 4.2:** Invite a STU Law Alumni, who has published a book, to the Law Library to lecture law students and law faculty on the book.
- **Goal5:** Cultivate transparency and accountability when making decisions that affect all law library users.
  - **Objective 5.1:** Distribute simple questionnaires, which request feedback and opinions from law students and law faculty.
  - **Objective 5.2:** If the Law Library has renewed, cancelled, or added a resource, the Law Library must communicate these changes to students and staff.
  - **Objective 5.3:** Organize a town hall meeting to inform the College of Law of current projects and initiatives in the Law Library.

## TARGET AUDIENCES

The Law Library focuses on serving one constituency, first. Regarding the quality and efficiency of our service, our first year, second year, and third year, and alumni epitomize the purpose of our mission, our goals, and our objectives. To guarantee the highest degree of service and success for all our students, we provide the following:

- Designated quiet spaces inside the Law Library where law students can study without any intermittent noises or any other distractions.
- A large social indoor space where law students can interact and exchange ideas without disturbing those who require quiet spaces.
- Fifteen study rooms for small study sessions of four or two law students.

- A large and partially enclosed outdoor space (or Breezeway), where law students can enjoy the warm and the sunny weather of South Florida.
- A generous lending policy for state-of-art laptops for law students who require a laptop for classes and exams.
- On a weekly basis, food trucks visit the College of Law to offer students a large variety of world cuisine from the side of a truck.

Besides serving our law students, law faculty occupy our secondary target audience because they are indispensable to educating a diverse group of law students. To support our law faculty, the Law Library offers the following:

- Assistance fulfilling interlibrary loan request.
- Assisting law faculty with their research. For our law librarians, this is an incredible opportunity to work with the premier legal minds of their generation.

The Law Library's third target audience consists of students and faculty from the University, legal professionals, visiting law students, and paralegals. While we welcome visitors from other law schools and from law firms, we will always prioritize current law students from the College of Law.

## **BUDGETING AND FUNDING**

The Law Library accepts its annual line-item budget from its parent institution: St. Thomas University. With direct consultation with the Dean for the College of Law, the Law Library Director has the authority to propose a new budget. For the 2022-2023 fiscal year, St. Thomas University approved the Law Library budget, which amounted to \$713,780.00 to cover the following expenditures:

- Local Travel (46000)
- Professional Development (50515)
- Building Maintenance (52010)
- Service / Contract Agreements (52500)
- Computer Information Services (54080)
- Other Contractual Services (54090)
- Memberships and Dues (54502)
- Office Supplies (55500)
- Computer Supplies (55520)
- Library Books (63000)
- Serials (63001)
- Microforms (63002)
- Faculty Books (63009)
- Gifts/Donations (GIFTS)



## EVALUATION CRITERIA

The Law Library selects resources in response to the informational, the educational, the academic, and the research needs of the College of Law. Because the Law Library serves and supports the needs of the College of Law, the Law Library collaborates and coordinates with the College of Law during the selection, deselection, and acquisition process. On a regular basis, law faculty request additions to the collection. Because the law faculty utilize resources for class instruction and academic development, the Law Library Director immediately approves the request for acquisition. In addition, the Law Library must always inform faculty that acquiring resources in a timely manner depends on its availability, publication schedule, and shipping delays. In addition, the Law Library allows law students to suggest additions to the collection by completing an online form on the Law Library's website.

## GENERAL CRITERIA

- Select resources relevant to the curriculum, the research, and the clinical programs of the College of Law.
- Consider the core collection requirements from the American Bar Association when selecting resources.
- When selecting resources, request feedback and suggestions from the following stakeholders: faculty, administrators, law librarians, staff, and student organizations.
- Prioritize access to Florida legal materials.
- Conduct a thorough report every three months to identify gaps within the collection. These gaps may consist of missing serial volumes or missing authors for certain monographs. However, the Collection Development Policy Committee will prioritize continuations or ongoing subscriptions, such as pocket-parts, journals, or loose-leaf services.
- The Law Library will not purchase foreign language materials. However, the Law Library will make an exception for certain titles and databases.
- To assist the *Academic Success Program*, the Law Library collaborates with the Academic Success Program in maintaining the Academic Success Collection. The Law Library will co-manage this collection with the Academic Success Program. The Law Library will acquire materials for the Academic Success Collection exclusively through law student and law faculty donations.
- Acquire resources in accordance with the Law Library's budget.

## SPECIFIC CRITERIA

- **Diversity:** Acquire resources representing differing viewpoints on controversial issues. The Law Library does not limit controversial issues to the following:
  - Religious issues (i.e.: Atheism, Stem cells, Abortion, and Islamophobia)
  - Political issues (i.e.: Immigration, Gun control, and Roe v. Wade, Deferred Action for Childhood Arrival, Migrant crisis, and Censorship)
  - Legal issues (Affirmative Action, Abortion, Gay rights, Transgender rights, and Police brutality)
  - Social Issues (Black Lives Matter, Mass Shooting,)

- Environmental Issues (Climate Change and Fracking, Biofuels)
- Technological Issues (Cybersecurity, Internet privacy)

In addition, the Law Library strives to obtain resources that convey a global perspective and highlight authors from diverse backgrounds and cultures. Individuals or groups will not restrict the Law Library's selection and retention policy.

- **User Need:** Because the needs of the College of Law are constantly evolving, the Law Library will select resources that accurately reflect those needs. To identify current and future needs, the Law Library will utilize the following:
  - American Bar Association core collection requirements.
  - Recommendations from other professional organizations.
  - Request from faculty, administration, law librarians, and law student organizations, and law students.
  - Interlibrary Loan Request.
- **Quality:** The Law Library ensures the highest degree of quality by evaluating a resource's informational accuracy, authorial and publisher reputation, professional standards, and availability.
- **Recency:** The Law Library strives to sustain a collection with the most up-to-date resources, which are relevant to our users. The Law Library will weed subject areas (study-aid and treatises) with highest demand from law students and law faculty.
- **Spatial Constraints:** Because space is a rare commodity, the Law Library prioritizes the acquisition of electronic resources because they reduce shelf space and ensure ease of use for users. In addition, the Law Library aims to reclaim space for student-centric activities, such as study spaces, collaboration spaces, and meeting spaces.
- **Duplication:** The Law Library will not purchase multiple copies of monographs or serials. Because of user demand and the possibility of theft, however, the Law Library will purchase additional copies of titles in shelving location: Reserve Collection. If the Law Library receives additional copies of *current* treaties, casebooks, and bar prep materials from a donor, the Law Library will donate these materials to the *Academic Success Program*.

## ANALYSIS OF SUBJECT FIELDS

The following table illustrates the Law Library's subject fields as determined by the Library of Congress (LC) class designations and the LC's subject fields. For the purposes of this policy, this analysis reflects the collection as it existed during the month of June in 2023.

(CL) – Current collection strength – This denotes the strength of the existing collection.

(AC) – Acquisition commitment – This category considers the latest level of acquisition activity.

(GL) – Collection Goal or desired strength of collection

(PC) – Preservation commitment

0 (*suboptimal*)– **Out of scope:** The library does not collect this subject.

1 (*lacking*) – **Minimal Level:** Includes only the basic works with few selections

2 (*slightly lacking*) – **Information Level:** The works introduce and clarify the basic subject and support the academic demands of college sophomores.

3 (*average*)– **Study Level:** Suitable for independent research for common library users, graduates, and undergraduate students with a broad range of basic works.

4 (*slightly stronger*) – **Research Level:** Supports the research needs doctoral students a significant source of material on a subject.

5 (*strong*) – **Comprehensive Level:** Acts as national or international research that attempts to gather all significant works in a subject area.

LC Class	Subject Description	CL	AC	GL	PC	Comments
<b>A</b>	General Works	2	1	3	0	Minimal circulation. Expand and promote electronic access to reference and popular reading databases. Weed print titles in favor of current digital databases.
<b>B</b>	Philosophy, Psychology, Religion	2	1	4	5	Prioritize preservation of multi-volume sets. Update subject area.
<b>C</b>	Auxiliary Sciences of History	2	1	2	4	Minimal circulation.
<b>D</b>	World History and History of Europe, Asia, Africa, Australia, New Zealand.	2	1	4	4	Low circulation among law students.
<b>E</b>	History of the Americas ( <i>America &amp; United States</i> )	3	1	4	4	Minimal circulation.
<b>F</b>	History of the Americas ( <i>US local history, British America, Dutch America, French America, Latin America, and Spanish America</i> )	3	1	3	3	Minimal circulation. Update collection in various formats.
<b>G</b>	Geography, Anthropology, Recreation	2	1	2	1	Minimal or low circulation.

H	Social Sciences	3	3	4	3	Expand self-reading and inventory initiatives to weed and update subject area.
J	Political Science	3	3	4	3	Moderate to high circulation. Continue
K (17.60%)	Law	4	5	5	4	High Circulation. Subject area requires constant shelf-reading and weeding to maintain and update collection.
Subclass K	Law in general. Comparative and uniform law. Jurisprudence					Review with the Collection Development Policy Committee.
Subclass KB	Religious law in general. Comparative					Review with the Collection Development Policy Committee.
Subclass KBM	Jewish law					Review with the Collection Development Policy Committee.
Subclass KBP	Islamic law					Review with the Collection Development Policy Committee.
Subclass KBR	History of canon law					Review with the Collection Development Policy Committee.
Subclass KBU	Law of the Roman Catholic Church. The Holy See					Review with the Collection Development Policy Committee.
Subclass KD-KDK	United Kingdom and Ireland					Review with the Collection Development Policy Committee.
Subclass KDZ	America. North America					Review with the Collection Development Policy Committee.
Subclass KE	Canada					Review with the Collection Development Policy Committee.
Subclass KF	United States					Weed print titles in favor of current digital databases. Increase access to digital exam preparation and study aid materials.
<b>Subclass: KF1-9827 – Federal law. Common and collective state law.</b>						
KF165	Uniform State Laws					Review with the Collection Development Policy Committee.
KF240-251	Legal Research Writing					Review with the Collection Development Policy Committee.

KF305-310	Professional Responsibility. Ethics.					Review with the Collection Development Policy Committee.
KF350-382	Legal History and Jurisprudence					Review with the Collection Development Policy Committee.
KF398-418	Conflicts of Law, Equity					Review with the Collection Development Policy Committee.
KF501-553	Family Law					Review with the Collection Development Policy Committee.
KF560-720	Property					Review with the Collection Development Policy Committee.
KF726-780	Trusts, Estate Planning, Wills.					Review with the Collection Development Policy Committee.
KF801-1241	Contracts					Review with the Collection Development Policy Committee.
KF1246-1347	Torts					Review with the Collection Development Policy Committee.
KF1341-1480	Agency, Associations, Corporations					Review with the Collection Development Policy Committee.
KF1501-1548	Bankruptcy					Review with the Collection Development Policy Committee.
KF1601-1668	Antitrust, Trade Regulations					Review with the Collection Development Policy Committee.
KF2971-3192	Intellectual Property. Trademark. Patent Law					Review with the Collection Development Policy Committee.
KF3301-3580	Labor Law					Review with the Collection Development Policy Committee.
KF3775	Environmental Law					Review with the Collection Development Policy Committee.
KF5402	Administrative Law					Review with the Collection Development Policy Committee.
KF4801	Immigration Law					Review with the Collection Development Policy Committee.
KF4501-5130	Constitutional Law					Review with the Collection Development Policy Committee.

KF5300-5398	Local Government. Civil Service.					Review with the Collection Development Policy Committee.
KF5500-5865	Public Property					Review with the Collection Development Policy Committee.
KF6200-6795	Public Finance					Review with the Collection Development Policy Committee.
KF6369	Taxation					Review with the Collection Development Policy Committee.
KF7201-7755	Military Law. National Defense.					Review with the Collection Development Policy Committee.
KF8201-8228	Indian Law					Review with the Collection Development Policy Committee.
KF8700-8870	Court Organization and Procedure					Review with the Collection Development Policy Committee.
KF8810-9075	Civil Procedure					Review with the Collection Development Policy Committee.
KF8935	Evidence					Review with the Collection Development Policy Committee.
KF9210-9479	Criminal Law					Review with the Collection Development Policy Committee.
KF9601-9760	Criminal Procedure					Review with the Collection Development Policy Committee.
<b>KFF1-599 – Florida</b>						
KFF1-599	Florida	4	4	5	2	Provide access to legal resources in various formats. For print resources, retain one copy of all previous editions. Ask
Subclass KG	Latin America – Mexico and Central America – West Indies. Caribbean area.					Review with the Collection Development Policy Committee.
Subclass KH	South America					Review with the Collection Development Policy Committee.
Subclass KJ-KKZ	Europe					Review with the Collection Development Policy Committee.
Subclass KL-KWX	Asia and Eurasia, Africa, Pacific Area, and Antarctica					Review with the Collection Development Policy Committee.

Subclass KZ	Law of Nations					Review with the Collection Development Policy Committee.
L	Education	2	1	3	1	Update and add materials relating to the study of the law and the administration of legal education.
M	Music and Books on Music	2	1	1	1	Minimal or low circulation. Consider adding resources focusing on <i>Entertainment Law</i> .
N	Fine Arts	2	2	2	1	Minimal or low circulation. Consider adding resources in Fashion Law, Art Law
P	Language and Literature	3	2	4	1	Minimal or low circulation.
Q	Science	3	3	4	1	Minimal or low circulation.
R	Medicine	3	1	4	1	Out-of-Date materials and infrequent circulation. Section needs weeding. Updated materials reflected by Law Library's digital collections.
S	Agriculture	2	1	3	1	This section supports our academic goals. The Law Library needs to update and add resources in <i>Environmental Law</i> .
T	Technology	3	3	3	1	This section supports our academic goals. The Law Library needs to update and add resources in <i>Cybersecurity and Internet Governance</i> .
U	Military Science	3	2	3	1	Section meets the goals for the College of Law and the Law Library.
V	Naval Science	2	2	2	1	Section meets the goals for the College of Law and the Law Library.
Z	Bibliography, Library Science, Information Resources (General)	3	3	5	3	Section needs updates and weeding. For serials or continuations, retain the previous 2 years of a title.

## ANALYSIS OF COLLECTION BY FORMATS

The Law Library aims to offer 75% of its resources in electronic format, while retaining out-of-print, rare, and archival resources in other formats. The Law Library's choice of format depends on usage patterns, ease of access, budgetary constraints, storage, and multiple-user access. In 2018, the law faculty instructed the Law Library to reduce its acquisition of print materials. Currently, the Law Library houses its collection in the following formats: electronic resources, books (print), serials, loose-leaf services, microforms, audio-visual.

- **Electronic Resources Contained in Databases:** The Law Library offers access to the major legal research databases, such as Westlaw, LexisNexis, Hein Online, and Bloomberg Law. For study aids, treatises, and academic success resources; the Law Library provides the following: The Center for Computer-Assisted Legal Instruction (CALI), LexisNexis Digital Library, West Academic: Study Aids Subscription, Aspen Learning Library (Study Aids), and Spaced Repetition platform. Overall, all databases provide the following electronic resources: electronic books (eBooks), electronic serials or journals (eJournals), and audiobooks and resources.
- **Books (Print or Monographs):** Most books or monographs in the Law Library Collection cover the following categories: treatises, restatements and principles of the Law, legal loose-leaf materials, practice guides, case reporters, and attorney directories, legal encyclopedias. However, the Law Library has cancelled and weeded most of these categories because the resources are accessible through online databases.
  - **Casebooks:** The Law Library does not collect casebooks. Even though the Law Library has retained early editions of casebooks, we will eventually remove these editions.
  - **Treaties:** If the Law Library receives additional copies of *current* casebooks, study aids, and bar preparation materials from a donor, the Law Library will donate these materials to the *Academic Success Program*.

**Serials:** Since 2010, the Law Library has cancelled and weeded most print serials, which include journals, magazines, and newspapers. However, all cancelled and weeded serial print titles are available as electronic resources. Because of their scholarly and legal importance for our law students and law faculty, the Law Library will continue to subscribe to the following print serials:

- Journals published by Law Schools within the State of Florida.
- Journals of special interest to law faculty.
- **Loose-leaf Services:** The Law Library subscribes to certain loose-leaf services, which support the instructional and research needs of the College of Law. Because of cost-saving measures, the Law Library has cancelled loose-leaf services that no longer meet the need of the College of Law. With the subscription of certain databases, LexisNexis offers loose-leaf services free of charge except for shipping and handling cost. This agreement has allowed the Law Library to expand access to digital resources, while reducing the cost of loose-leaf services.
- **Microforms:** While microforms have existed in three formats, the Law Library has preferred microfiche resources with a 24:1 or a 42:1 reduction. Furthermore, the Law Library has preferred negative polarity to positive polarity because it is better for print capabilities. Concerning the coloring process, the diazo compound is highly recommended over silver halide



because it is more resistant to scratches, mold, and storage conditions (i.e.: humidity and temperatures). According to American Library Association (2013), diazo is the generic term for film consisting of light-sensitive diazonium. Furthermore, the Law Library Microform Consortium (LLMC), the Government Printing Office, and the William Hein Company utilize diazo for their coloring and printing process (ALA, 2013). The Law Library owns one microform reader and printer. The Law Library collects Microforms when a resource meets the conditions:

- Out of print titles.
- Preservation conditions are more optimal than print.
- Print titles are in low demand.
- The cost of microform is lower than print.
- **Audiobooks:** While the Law Library continues to expand its electronic audiobooks, it still holds certain audiobooks on compact disks (CDs). For example, the Law Library still acquires the Continuing Legal Education (CLE) CDs from the Florida Bar.
- **Motion Pictures and Entertainment:** The Law Library holds motion pictures in both DVD and in Blu-ray formats. These motion pictures must have a special significance to the law and legal education. The Law Library no longer holds a VHS collection. In coordination with the University Library, the Law Library is exploring options of purchasing a video streaming service that contains films relating to the law (i.e.: Kanopy – Law & Criminal Justice).

## SELECTION AIDS

The Law Library acquires resources to satisfy its recognizable need and relevance. In addition, the selection of all resources must be in accordance with our evaluation criteria. While the Law Library utilizes a series of aids to assist during the selection process, we also cultivate close relationships with our sales representatives who alert us of updates, new titles lists, price changes, and potential cost saving measures. The following includes a primary list of selection aids:

- [American Bar Association](#)
- [Catalog of U.S. Government Publications](#)
- [U.S Government Bookstore](#)
- [Aspen Publishing](#)
- [CCH \(The Tax and Accounting Division of Wolters Kluwer\)](#)
  - The Library Law subscribes to Vital Law (formally known as Cheetah). As an online legal research platform, Vital Law also holds CCH titles.
- [Carolina Academic Press](#)
- [Foundation Press / West Academic](#) and [West Academic – Legal](#)
- [Lexis Nexis](#)
- [Thomson Reuters – Tax and Accounting](#)
- [Thomson Reuters – Law Books](#)

## INTELLECTUAL FREEDOM

The Law Library endorses the American Library Association's (2006) Library Bill of Rights. The American Library Association (ALA) adopted the articles of the Library Bill of Rights on June 19, 1939 (ALA, 2006). ALA (2006) took this action to respond to threats against intellectual freedom. While the Library Bill of Rights enumerates basic policies guiding services, it unequivocally situates all libraries as meeting places for information and ideas (ALA, 2006).

**I.** Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

**II.** Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

**III.** Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

**IV.** Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

**V.** A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

**VI.** Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

**VII.** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

(American Library Association, 2006).

## COMPLAINTS AND RECONSIDERATION FORM

Contingent upon a user requesting the removal of a resource or preempting the acquisition of resources, the Law Library will require the user to submit a Request Consideration Form. The Law Library attached this form to the appendix portion of this document. Once the Law Library receives the completed form, user will receive a message acknowledging their request between 5 and 10 business days. After an initial review, the Reconsideration Committee will make its final determination with a full acknowledgement of any potential biases inherent within the Reconsideration Committee. Therefore, the Committee will strive to remain impartial during the deliberation of the decision.

## COLLECTION MAINTENANCE/WEEDING POLICY AND PROCEDURES PLUS EVALUATION CRITERIA

By conducting regular inventories of the most in-demand subject areas, the staff maintains and weeds resources that no longer support the academic needs of the College of Law. Furthermore, the Technical Services Librarians conduct frequent reports to identify out-of-date, unused, and damaged resources. The Law Library weeds the collection in accordance with the following criteria:

- If a resource is held in an electronic format, the Law Library can weed the print format.
- The Law Library will weed duplicate copies of all print formats, except for items on Reserve and Course Reserve.
- If Law Library staff mark a print resource as missing, the Law Library deletes the item record within a year.
- Discard multiple copies of older editions. However, maintain two copies of superseded editions for highly desirable treatises.
- The Law Library staff discards all superseded pocket parts.
- If the resource is available in newer and more accurate resources, the Law Library can weed the resource.
- Infrequent circulation as reflected by circulation statistics.
- Daily, the Circulation Staff will shelf read various subject areas to properly shelf items by their classification order and report any book damage.

June 2023 - Collection Mapping				
Library of Congress Class Range	Conspectus Division	Title Holding Quantity	Percent of Total Holding	Comments
S; SB; SD; SF; SH; SK	<b>Agriculture</b> (S - Agriculture)	2,797	0.51%	Weed, expand, and update section. Promote titles supplementing courses in <i>Environmental Law and Human Rights</i> .
BJ; GN; GT; PN	<b>Anthropology</b> (G – Geography, Anthropology, Recreation)	2,835	0.52%	Needs updates and promotion.
AM; CJ; N; NB; NC; ND; NE; NK; NX; TR	<b>Art &amp; Architecture</b> (N - Fine Arts)	6,252	1.15%	
QH; QK, QL, QR, SK	<b>Biological Sciences</b> (Q - Science)	5,404	0.99%	
HA; HB; HC; HD; HE; HF; HG; HJ; HX; Z	<b>Business &amp; Economics</b> (H - Social Sciences)	41,532	7.62%	This subject area supports the academic and scholarly needs of the College of Law. The Law Library aims to provide up-to-date electronic resources. Therefore, the Law Library will inventory and weed this subject area.
QD	<b>Chemistry</b> (Q - Science)	1,467	0.27%	

R	<b>Communicable Diseases &amp; Miscellaneous</b> (R - Medicine)	703	0.13%	
HF; Q; QA; T; TA; TK	<b>Computer Science</b> (Q - Science & T - Technology)	8,575	1.57%	If the College Law maintains degrees in Cybersecurity and Space Law, the Law Library will weed this collection to increase its electronic holdings.
E; L; LA; LB; LC; LD; LE; LF; LG; LH; LI; LT	<b>Education</b> (L - Education)	11,835	2.17%	This subject area supports the scholarly needs of the College of Law. We propose weeding to increase our electronic resources.
T; TA; TC; TD; TE; TF; TG; TH; TJ; TK; TL; TN; TP; TS; TT; TX; UG; VK; VM; Z	<b>Engineering &amp; Technology</b> (T - Technology)	16,769	3.08%	This subject closely relates to Computer Science. The Law Library aims to provide more up-to-date resources in various formats. Weeding will be necessary within subject area.
G; GA; GB; GC; GE; QC; QE;	<b>Geography &amp; Earth Sciences</b> (G - Geography, Anthropology, Recreation)	4,773	0.88%	
GOVDOC	<b>Government Documents</b>	33,149	6.08%	
	<b>Health Facilities, Nursing &amp; History</b> (R - Medicine)	1,528	0.28%	
	<b>Health Professions &amp; Public Health</b> (R - Medicine)	5,894	1.08%	
C; CB; CC; CD; CR; CS; CT; D; DA; DB; DC; DD; DE; DF; DG; DH; DJK; DK; DL; DP; DQ; DR; DS; DT; DT, DU; DX; E; F; FC; GN	<b>History &amp; Auxiliary Sciences</b> (C - Auxiliary Sciences of History & D - World History and History of Europe, Asia, Africa, Australia, New Zealand)	42,177	7.74%	This subject supports the scholarly research of the law faculty. It also holds historical and mission significance to the Law Library and its parent institution. The Law Library aims to preserve items in this subject area.
CN; P; PA, PB; PC, PD, PE, PF, PG; PH; PJ; PK; PL, PM; PN; PQ, PR; PS; PT; PT; PZ; Z	<b>Language, Linguistics &amp; Literature</b> (P - Language and Literature)	39,070	7.17%	The subject area needs weeding and updating.
	<b>Law</b> (K - Law)	<b>95,107</b>	<b>17.45%</b>	As a special library, focusing on Law), the is the most circulated and most prominent collection in the Law Library. These areas require constant weeding to acquire up-to-date legal materials.
JZ	<b>International Law &amp; Relations</b>		3.39%	

K; KAL; KAM; KAN; KAT; KAX; KB; KBU	Law, General		21.26%	
KQ0-KTZ	Law of Africa		0.60%	
KKF - KPW	Law of Asia & Eurasia		1.32%	
KE -KEZ	Law of Canada		0.90%	
KJ - KKZ	Law of Europe, except UK & Ireland		3.20%	
KDZ	Law of the Americas, except US & Canada		1.21%	
KU0 - KWZ	Law of the Pacific Area and Antarctica		0.31%	
KZA	Law of the Sea		0.21%	
KD	Law of the United Kingdom and Ireland		12.80%	
KF; TA	Law – United States, Federal		46.79%	
KFX	Law – U.S. Cities		0.19%	
KZD	Space Law		0.11%	
KFA-KFW	U.S. States & Territories		7.72%	
AC; AE, AG; AI; AN; AP; AS, AY, AZ; CD; PN; Z; ZA	<b>Library Science, Generalities &amp; Reference</b> (Z - Bibliography, Library Science, Information Resources General)	15,635	2.87%	The subject area needs weeding and updating to support the professional development of Law Library staff.
QA	<b>Mathematics</b> (Q - Science)	4,522	0.83%	
QM; QP; R; RA; RB; RC; RD; RE; RF; RG; RJ; RK; RL; RM; RS; RT; RV; RX; RZ; UH; VG	<b>Medicine / Medicine by Body System/ Medicine by Discipline</b> (R - Medicine)	17,670	3.24%	The subject area needs weeding and updating. This subject area is significant to the study of the law within the subject area.
M; ML; MT	<b>Music</b> (M - Music and Books on Music)	4,335	0.80%	
GV; PN	<b>Performing Arts</b> (P - Language and Literature)	4,887	0.90%	
B; BC; BD; BH; BJ; BL; BM; BP; BQ; BR; BS; BT; BV; BX	<b>Philosophy &amp; Religion</b> (B - Philosophy, Psychology, Religion)	27,199	4.99%	This subject supports the scholarly research of the law faculty. Furthermore, this subject has historical and mission significance to the Law Library and its parent institution. The Law Library aims to preserve items in this subject area.
GV; SF; SH; SK	<b>Physical Education &amp; Recreation</b> (G - Geography, Anthropology, Recreation)	2,768	0.51%	
CE; Q; QA; QB; QC;	<b>Physical Sciences</b> (Q - Science)	5,953	1.09%	
J; JA; JC; JF; JJ; JK; JL; JN; JQ; JS; JV; JX; JZ; U; UA; UB, UC;	<b>Political Science</b> (J - Political Science)	25,392	4.66%	This subject area supports the academic and scholarly needs of the College of Law and its various programs and publications. This subject area

UD; UE; UF; UG; UH; V; VA; VB; VC; VD; VE; VF; VG;				holds titles focusing on <i>Human Rights, International Law, International Relations</i> .
R	<b>Preclinical Sciences</b> (R - Medicine)	2,299	0.42%	
BF	<b>Psychology</b> (B - Philosophy, Psychology, Religion)	4,413	0.81%	Needs updating.
G; H; HM; HN; HQ; HS; HT; HV	<b>Sociology</b> (H - Social Sciences)	26,130	4.79%	This area supports the academic and scholarly needs of the College of Law and its various programs and publications. This subject area holds titles focusing on <i>Race Relations</i> .
X	<b>Unknown Classification</b> (GOVDOC)	83,889	15.39%	This subject contains unclassified legal resources. The subject area needs weeding and updating. Expand titles within digital databases.
	<b>Total</b>	<b>544,959</b>		

## GIFT POLICY AND PROCEDURES

While the Law Library kindly accepts gifts and donations in the shape of monetary funds and material donations, the donor must accept that their material donation should adhere to the Law Library's evaluation criteria. In addition, the donor must give the Law Library one day to review the material donations. While the Law Library prioritizes the recency of resources, the Law Library may accept older editions or older publications if the resource fills existing gap or missing volumes for serials. If a material donation does not adhere to the evaluation criteria, the Law Library may recycle or refuse the material donation. The Law Library will not assign a monetary value to any gift. For tax purposes, however, the Law Library Director or the University Librarian may give the donor a receipt indicating the date of the donation and the amount of material donations.

## REPLACEMENTS

The Law Library will only replace a print item if the item is a reserve or course reserve item. The Law Library will temporarily block a user for a one-month period if a resource has been missing or lost over six months. Towards the end of the fiscal year, the Law Library will review all lost and damaged items to determine if the items are still relevant to the academic and the scholarly needs of the College of Law. If the item is still relevant to law faculty and law students, the Law Library Director will replace the item.

## SPECIAL COLLECTIONS

The Law Library is proud to be the repository for the legal papers of Judge William M. Hoeveler. President Jimmy Carter appointed the Hon. William M. Hoeveler to the U.S. District Court Judge for the Southern District of Florida, where he served from 1977 to 1991 and assumed senior status with the federal court system. The Hoeveler's legal papers span from 1950 to 2014 and the legal papers consist of case-related chamber files, small artifacts such as plaques, ephemera, service awards, and tokens of recognition.

The Law Library also serves as the repository for a limited number of judicial papers for the Hon. Peter T. Fay. The legal papers for Judge Peter T. Fay consist of case-related chambers papers and other personal documents, which provide a comprehensive analysis of his legal legacy. The collection also consists of other court-related activities – in the form of personal correspondence – that provide a unique glimpse into the judicial process. In addition to legal papers, the Law Library will preserve memorabilia from the collection. For example, the Hon. Peter T. Fay include photographs, publications, and a gift of collectible pens by President Richard M. Nixon. The collection will awaken judicial history for law students, legal scholars, and the public.

President Richard M. Nixon nominated the Hon. Peter T. Fay to the U.S. District Court for the Southern District of Florida in 1970, but Fay terminated his service in 1976. However, President Gerald Ford nominated Fay to the U.S. Court of Appeals for the Fifth Circuit. On October 1, 1981, President Ronald Reagan reassigned Hon. Judge Fay to the U.S. Court of Appeals for Eleventh Circuit, where he assumed senior status on January 19, 1994. Both special collections encapsulate trial documents through chambers papers of court-related documents, correspondence, journals, publications, newspaper clippings, photographs, and court-exhibits. In addition to court-related documents and activities, the special collections consist of personal correspondence, plaques, ephemera, service awards and other tokens of recognition.

**APPENDIX**  
**REQUEST FOR RECONSIDERATION FORM**

The Collection Development Policy Committee has formulated a series of selection policies and procedures to collect information about a specific resource. To begin the reconsideration procedure, please complete this form and return the completed form to the Law Library Director.

St. Thomas University  
College of Law  
16401 NW 37<sup>th</sup> Avenue  
Miami Gardens, FL 33054

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Are you representing yourself? \_\_\_\_\_

Is an organization representing you? \_\_\_\_\_

Author: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

1. Did you read and review the entire item? If not, please indicate the parts of the text?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How did you learn of this resource?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In your opinion, is this resource suitable for college level courses and instruction?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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4. Is there any value to this resource?

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5. What are your objections to this resource? Please specify your objections.

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6. Have you had an opportunity to discuss the intended use of this resource with the law faculty or a law librarian?

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Date:

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Signature

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The Law Library will contact you concerning the decision by the Collection Development Committee 5 to 10 days before the receipt of this completed form. Thank you for your participation and engagement of the educational process.

## REFERENCES

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