

**The National Center for State Courts  
Library Collection Development Policy**

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*“Collection development is a classic exercise in political economy. It is an attempt to allocate scarce resources—money, space, and staff—among competing demands.”<sup>1</sup>*

## **PURPOSE OF POLICY**

There are two primary purposes of this collection development policy.

First, it is a tool used by the librarian to allocate funds more effectively in support of the library’s mission and goals, to help build a collection that is more responsive to the needs of its users, and to achieve consistency in the selection and deselection of library resources.

Second, the policy defines and communicates to the National Center for State Court’s (NCSC) staff and constituents the scope of the library collection and plans for future development of the collection.

The ethical principles approved by the membership of the American Association of Law Libraries on April 5, 1999, call for legal information professionals to “strive to obtain the maximum value for [their] institution’s fiscal resources, while at the same time making judicious, analytical and rational use of [their] institution’s information resources.”<sup>2</sup> This collection development policy is an embodiment of that principle.

## **VISION**

*The vision for the National Center for State Courts Library is to be recognized as the world’s leading library in court administration.*

## **MISSION**

The library was established in 1973 to serve the research needs of NCSC staff, judicial and non-judicial state court personnel, and the diverse community of public and private interests in the effective administration of justice. Today, the mission of the library is as follows.

*The mission of the National Center for State Courts Library is to support operations of the NCSC by providing access to information resources and services that fulfill the information needs of its library users, both internal and external.*

The library fulfills its basic function by maintaining a collection that:

- reflects the broad field of judicial administration,
- responds to the changing needs of NCSC projects and activities,
- is up-to-date,
- anticipates research priorities, and
- is archival in areas of permanent concern to the NCSC and its constituents.

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<sup>1</sup> Long, R. M., H. S. Martin, and R. L. Buckwalter. Acquisitions. In: *Law Librarianship: A Handbook*. Littleton, CO: Rothman, 1983: 237.

<sup>2</sup> The AALL Ethical Principles, as copied from the AALL website on January 25, 2005, are included in the appendices of this policy.

## **LIBRARY USERS AND POTENTIAL USERS**

In determining the best way to achieve its mission, the NCSC Library ranks its users in the following order of priority:

1. NCSC employees;
2. NCSC constituents, defined as state trial and appellate court judges, court administrators, and their staffs;
3. others with an interest in the administration of justice, such as, local courts, the media, non-judicial government officials, academic researchers, attorneys, and the public.

By serving the information needs of NCSC employees, who are themselves working for the benefit of NCSC constituents, library services that directly support employees, indirectly benefit NCSC constituents.

At a minimum, the library must meet the information needs of its current users. However, to fulfill its mission, the library should consider the needs of the universe of potential library users. The library must be proactive in identifying potential library users and making them aware of library resources and services, thereby increasing use of the library. Only by adopting a customer-service orientation and striving to meet the information needs of all those whom it claims to serve will the library succeed in its mission.

## **INTELLECTUAL FREEDOM**

The NCSC Library neither approves nor disapproves the views expressed in the resources included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the library or by NCSC. The Senior Librarian, with the advice of the Library Advisory Committee, will respond to written inquiries from individuals within the library's defined user population concerning the propriety of specific resources included in the library collection.

The library endorses the principles of the Library Bill of Rights, as adopted by the American Library Association and amended January 23, 1980. A copy of the document is included in the appendix.

## **PRIVACY AND CONFIDENTIALITY**

The ethical principles approved by the membership of the American Association of Law Libraries (AALL) on April 5, 1999, call for legal information professionals to ". . . uphold a duty to our clientele to develop service policies that respect confidentiality and privacy." The staff of the NCSC library will strive to adhere to these principles in policy-making decisions and actions taken. A copy of the AALL ethical principles is included in the appendix.

## **RESPONSIBILITY FOR IMPLEMENTATION**

The Senior Librarian has the authority to select materials to be added to the collection in accordance with the collection development policy or to delegate such authority to a qualified staff member. The Senior Librarian may be assisted by members of the Library Advisory Committee and other NCSC employees as needed. Appropriate staff may be consulted prior to the purchase of high cost resources or the continuation of serial subscriptions. Recommendations from NCSC employees and constituents are to be encouraged at all times, however, final decision-making authority resides with the Senior Librarian and the Director of Knowledge and Information Services.

## REVIEW OF THE POLICY

This collection development policy should be reviewed annually by the Library Advisory Committee to verify that existing collection goals are being met. Changes in user needs may necessitate corresponding changes in collection goals. The policy should be updated and revised, as needed, to adapt to changing circumstances.

## SELECTION POLICY

Traditional library collections were based on the purchase and permanent ownership of physical materials in formats such as paper and microform. Library collections in the digital age are more complex and difficult to define due to the inclusion of electronic resources that are licensed for a period of time and provide access to information that may be removed or altered by the content provider.

### Selection Tools

- Current and retrospective book reviews, as found in court-related periodicals and e-mail listservs
- Publishers' and associations' announcements and advertisements
- Publishers' catalogs
- Reading lists and bibliographies, gathered from ICM courses or other educational materials
- Expert recommendations (solicited or unsolicited by library staff) from subject specialists among NCSC staff and constituents
- Formal requests from NCSC staff and constituents
- Personal recommendations (i.e. word of mouth) and "pass-alongs"
- Analysis of interlibrary loan (ILL) transactions to identify specific titles or subject areas in high demand

Formal requests from NCSC staff and constituents for additions to the library collection will be explicitly sought by the Senior Librarian or other library staff at least once a year. Suggestions from NCSC staff may be gathered through in-person conversations, telephone calls, e-mail messages, or other means. It is not necessary for library staff to contact each NCSC employee individually, so long as at least one representative from each division or department is contacted. Requests for purchase recommendations from NCSC constituents may be sought through direct contact with representatives of various user groups (e.g., CCJ, COSCA, NACM), through postings to relevant e-mail lists, or other means. It is impossible for library staff to identify and contact all NCSC constituents individually, but every effort will be made to solicit recommendations from the major constituent populations.

### Collection Intensity Levels

The collection intensity levels defined below will be applied to the various subjects included in the library collection. The appendix contains a list of subject areas based on a taxonomy developed in 2004 as part of the NCSC's overall content management strategy. The judicial and court administration section of the taxonomy includes 14 top-level subject areas divided into sixty-nine narrower subject headings. The table in the appendices assigns a collection intensity level to each subject area in the subject list. The subject-based assignment of collection intensity levels should be reviewed annually to adjust to the changing information needs of NCSC staff and constituents.

The Library Advisory Committee recognizes that the collection intensity level desired may not be consistent with budgetary constraints, therefore, collection development efforts cannot always be maintained at the established intensity level.

➤ Level 0: Out of scope

The library does not collect resources in this subject area. This collection intensity level is defined in the event it becomes necessary to specifically exclude resources about a particular subject from the collection. It may be generally assumed, however, that subject areas not specifically mentioned in this policy are not actively collected by the library.

- Level 1: Basic  
A collection at this level serves to introduce and define a subject. Types of resources collected may include basic texts, fundamental reference works with basic information about a subject, and seminal works by recognized authors in the subject area. Few, if any, subject-specific periodicals will be subscribed to. Collection at the basic level will occur for subject areas in which NCSC is not actively engaged but which do fall within the broadly defined mission of the organization.
- Level 2: Instructional  
A collection at this level supports independent learning in a subject area. Both current and historical resources may be collected. Types of resources may include basic reference works, key monographs, and representative periodicals. Interlibrary loan and document delivery may be relied upon to provide NCSC library users with a greater depth and breadth of resources than are available locally. Collection at this level will generally support activities of staff and students of the Institute for Court Management and the work of the Court Consulting Services Division.
- Level 3: Research  
A collection at this level supports original research in a subject area. Primary source material may be collected, in addition to both current and historical secondary works. Types of resources may include specialized monographs, major reference works, relevant periodicals with extensive backfiles, statistical data, and research reports. A collection at this level may also include works providing coverage of research methods and statistical analysis. Collection at the research level will generally support the work of the Research Division.
- Level 4: Comprehensive  
A collection at this level supports rigorous, in-depth research. At this level, the library attempts to collect all significant works of recorded knowledge for a defined and limited field. The aim is exhaustiveness. As a goal for the entire collection, this level is not realistic for the NCSC. But this collection intensity level applies to a significant number of subject areas within the collection and will be applied to publications of the National Center for State Courts. Collection at this level will support subject areas in which the NCSC is the recognized national leader in providing information or where the NCSC seeks that role.

### **Selection Criteria**

The following general guidelines are observed in selecting resources to be added to the library collection. Financial restrictions may prevent or delay the acquisition of a resource even when that resource meets all conditions for inclusion in the collection.

- The library will strive to provide access to information that is accurate and authoritative.
- Reputation of the author or the publisher may be considered in selection decisions.
- Resources with a recent date of publication will be given priority over older publications.
- Resources presenting current information will be given priority over retrospective resources.
- Resources intended to meet long-term needs of NCSC staff and constituents will be given priority over resources that satisfy only a short-term or one-time need.
- Acquisition of a resource should be considered with respect to other resources already available in the collection. The library will not acquire multiple resources that provide essentially the same information for subject areas with a collection intensity level of 2 (Instructional) or below.
- Availability of the information from other sources must be considered prior to adding a new resource to the collection. These other sources include free Internet sites, fee-based electronic resources to which the library already has access (e.g., FirstSearch, LexisNexis, ProQuest), and local libraries (e.g., William & Mary's Law Library and Swem Library). In subject areas with a collection intensity level of 2 (Instructional) or below, availability of the information from one of the external sources listed here will generally preclude acquisition of the resource for the library's permanent collection.

- Interlibrary loan (ILL) and document delivery may be relied upon to fill gaps in the library's collection, particularly in those subject areas designated with a collection intensity level of 2 (Instructional) or below. To conserve limited library funds, interlibrary loan and document delivery will be relied upon to fulfill information needs arising from short-term projects.
- With minor exceptions, foreign language publications will not be collected. An adequate collection of foreign-language dictionaries should be maintained, particularly to support the work of the International Division and the Court Interpreters Program. Non-English language publications received as gifts may be retained, even in instances where other criteria would result in their exclusion from the collection.
- Scarcity of other resources on the subject may be considered. A possible consequence of this consideration is that a resource whose overall quality is less than desired may be added to the collection if there is no available alternative that provides similar information.

### **Format Considerations**

Library resources include print (e.g., books, periodicals, looseleaf services) and non-print (e.g., microfiche, videotapes, digital media) formats. The library's budget provides for the acquisition of resources in both print and non-print formats, however, the physical format of a resource may be a consideration for inclusion or exclusion from the collection. The following considerations will be used when a single resource is available in multiple formats.

- Microfiche will be collected for resources that are used only infrequently or that would take up too much space if collected in their original paper format. NCSC has only one microform reader/printer and it is located in the Williamsburg office, therefore, availability of microform reader/printers must be taken into consideration. The resistance of some library users to using resources in this format must also be taken into consideration. Microfiche continues to be the favored preservation format for long-term storage of documents of historical significance, so NCSC publications will continue to be collected in microfiche in addition to paper format.
- Videorecordings were previously collected in VHS format, but DVD format will now be given preference when a choice is available. The library offers a small television with a VCR on a portable cart for the convenience of staff in the Williamsburg office. VCRs and DVD players are widely available, so access to equipment is not considered a limitation to purchasing materials in either format. As of this writing, relatively little information relevant to the field of court administration is available as streaming video, however, this and other newer formats will be considered for the collection, as appropriate.
- The decision to acquire an electronic resource encompasses many considerations. Among the issues to be considered are hardware and software requirements, level of technical support required by library or MIS staff, level of expertise among likely users of the product, ability of geographically dispersed users to access the product, and ability to provide either direct access to or information obtained from the product to non-NCSC employees. Many considerations for the selection of non-electronic formats also apply to e-formats, so that selection criteria applicable to books will be applied to e-books, selection criteria applicable to journals will be applied to e-journals, and so on.

### **Selection of Specific Types of Resources**

#### State Court Publications

The library receives, free of charge, a variety of materials produced by the state courts. Since this is of great benefit to NCSC, every effort will be made to continue uninterrupted receipt of these materials. Toward this end, the library will contact each state court at least once a year to inquire about forthcoming and recent reports of task forces, commissions, and the like. As courts move from paper to electronic publication methods, NCSC will work with individual courts to supplement or replace the current practice of supplying free copies of a printed report with notification of a report's publication to the Internet. Internet links to online publications of the state courts will be added to the library's catalog whenever appropriate, although printed copies will also be added to the library's permanent collection in many cases.

The library maintains a collection of state court annual reports and attempts to acquire these through cooperation with individual courts, as described above. These annual reports have significant, long-term value to the work of the NCSC and, as such, Internet-only access is deemed insufficient. All state court annual reports will be added to the library collection in either paper or microfiche format for long-term use.

The library maintains a collection of state of the judiciary addresses for each of the fifty states where such an address is given. As above, these will be acquired through cooperation with individual courts and Internet links will be included in the library catalog whenever appropriate.

In the past, the library attempted to maintain an up-to-date collection of directories of state court personnel. Many courts now provide this type of information on a publicly-accessible Website and no effort will be made to replicate this type of material in paper when it is available electronically.

As this collection development policy is being written, the NCSC library is exploring arrangements with individual state court libraries to establish the NCSC Library as a central repository for all publications of an individual state court system. Ultimately, such agreements may exist between the NCSC and each state court system. At such time as the NCSC is formally recognized as a central repository for state court publications, revisions to this collection development policy may be needed.

#### Court Rules

The library provides access to state court rules for all fifty states and Puerto Rico. At present, the library maintains a paper collection of state court rules, although the information is also available to NCSC staff through the LexisNexis online research service. The decision to continue to purchase printed court rules each year rather than rely on electronic access stems from staff concerns over ease of use and ease of access to the information in electronic form. This decision should be revisited at least annually since maintaining an up-to-date collection of court rules in print form consumes a significant portion of the library's budget each year and also consumes scarce shelf space.

#### Local Court Publications

The library selectively acquires, often through donation, resources produced by local or municipal courts.

#### State Justice Institute Publications

The *State Justice Institute Grant Guideline* requires that, "one copy of each final product developed with grant funds" be distributed "to the library established in each State to collect materials prepared with Institute support." The *Guideline* continues, "Grantees that develop web-based electronic products must send a hard-copy document to the SJI-designated libraries and other appropriate audiences to alert them to the availability of the web site or electronic product."<sup>3</sup> The National Center for State Courts Library is one of three national SJI depository libraries and, as such, should expect to receive one copy of each new SJI-funded publication automatically and without charge.

#### State Bar Journals

The library receives the state bar association journals from all fifty states, generally free of charge. These publications are retained for only the current calendar year plus the immediate prior calendar year. Older issues are discarded according to this retention schedule in January of each year.

#### Conference Materials

Materials produced to accompany a conference, meeting, or educational program and distributed to attendees may be added to the library collection, as appropriate. Preference will be given to such material that contains primarily original content or content that is not otherwise reproduced in the library collection. Conference material that largely reproduces articles or other works already available in the library collection will generally not be added to the collection.

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<sup>3</sup> State Justice Institute Grant Guideline <http://www.statejustice.org/sji05finalgrtgdl.1204.htm>

The donation of conference materials to the library by NCSC staff will be encouraged. Each member of the Library Advisory Committee who represents an NCSC division will be tasked with encouraging staff in their respective divisions to donate conference materials to the library.

### Loose-leaf Services

A loose-leaf service is a type of serial publication designed for storage in a loose-leaf binder so that pages may be added and removed as content is revised or cumulated by the publisher. Loose-leaf services may be invoiced annually or each time the publisher releases new pages. In either case, the decision to add a loose-leaf service to the collection involves an ongoing commitment of library funds beyond the initial purchase of the title. Staff time is also required to insert and remove pages according to the publisher's instructions. The library will subscribe very selectively to loose-leaf services and only in subject areas with a collection intensity level of 3 (Research) or above.

### Periodicals

The category of periodicals includes magazines, journals, and newsletters. Periodicals may be either print or electronic. The NCSC library follows the common practice of shelving print periodicals alphabetically by title in a separate section of the library stacks. The periodical collection at NCSC is further divided into titles that are bound for long-term retention and titles that are not bound. Note that state bar journals fall within the category of periodicals, but are treated as a separate type of resource in this policy.

Because a periodical title is assumed to continue publication indefinitely, the selection of a periodical title requires considerations in addition to the general selection criteria that apply to any collection decision.

- For purchased subscriptions, the decision to add a periodical title to the library collection implies a commitment of funds beyond the current budget cycle.
- For print subscriptions, a decision must be made whether to retain issues indefinitely, a choice that will consume a portion of the library's limited shelf space over time, or to retain the issues only for a limited and predetermined period of time. Decisions on retention period will be based on the anticipated long-term value of a periodical's content and the ability to locate articles within a periodical title using indexing and abstracting services. If a periodical title is not covered by any indexing or abstracting service and does not produce its own index, then it is unlikely that anyone will seek articles from past issues. In such cases, a limited retention period is recommended.
- Once a printed periodical is selected for permanent retention, a decision must be made how the issues will be stored. Storage may be as bound volumes, in loose-leaf binders, or in boxes, and each of these options requires some additional expenditure of library funds. Decisions on storage method will be based on length of retention period, anticipated level of use, and physical form and condition of the original issues. Periodical titles with limited retention periods should be stored using the least expensive method available. Binding individual issues together to form a hard-cover bound volume offers the best protection for long-term storage, in terms of the paper itself and in terms of protection against theft or loss of individual issues.

If a periodical title is available in both print and electronic forms, a decision must be made which format will best meet the needs of NCSC library users or whether the library should provide access to the title in both formats. In the current publishing market, electronic periodicals typically remain under the control of a publishing agency or vendor external to the library, while paper issues are completely within the library's control. Therefore, there is an element of risk in relying exclusively on an electronic subscription to a title that has long-term value to NCSC library users. In such cases, it is advisable for the NCSC library to create a printed version of each periodical issue for long-term use and storage. On the other hand, electronic access may be desirable to facilitate access to geographically dispersed NCSC staff or to provide greater search capabilities. Electronic access alone is generally sufficient for titles of only short-term usefulness. When circumstances warrant it, a title may be made available to NCSC library users in both print and electronic formats.

The library subscribes to electronic databases, such as Hein Online, LexisNexis, and ProQuest, and each provides access to hundreds of periodical titles. As a subscriber, the library has little to no control over which titles are included in the subscription or the time period covered for each title. Current title lists for

all active database subscriptions should be consulted before adding or removing periodicals from the NCSC library collection.

The purchase of individual issues and scattered or incomplete sets of periodicals will be generally avoided.

### **Duplication/Multiple Copies**

The library will generally acquire only one copy of a work, except under the following circumstances.

- The library will seek to acquire multiple copies of most NCSC publications. This is explained in detail in the section below that covers NCSC publications as a distinct collection.
- Some basic reference resources, such as dictionaries and style guides, may be purchased for the libraries in each of the NCSC offices.
- Additional copies of a title may be acquired if existing copies are insufficient to meet demand.
- Multiple copies received free of charge may be added to the collection more easily than those that must be purchased. However, anticipated demand for the title, limited storage space, and consideration of staff time required for processing must all be taken into consideration before multiple copies of a free title are added to the collection.

### **Gifts and Donations**

Gifts and donations are subject to the same guidelines and criteria as purchased materials. Duplicate materials received as gifts will be subject to the same considerations for addition to the collection as any resource considered for purchase. The library will not appraise the value of gifts for tax purposes.

## **SPECIAL COLLECTIONS**

### **NCSC Publications**

Although NCSC publications were integrated into the general collection in October 2000, they are treated as a separate collection by this policy because they are not subject to the same selection criteria as other types of resources.

The library attempts to acquire five copies of each NCSC publication produced in paper form and intended for general distribution. One copy will be sent to off-site storage. Two copies will be added to the circulating collection in Williamsburg. One copy each will be added to the collections at the D.C. and Denver offices.

The library seeks to acquire three copies of each report produced by the Court Services Division. One copy each will be sent to off-site storage, the Williamsburg library, and the Denver library. Reports of a confidential nature will be stamped "Not for distribution" by Court Services staff prior to being given to the library. Materials so marked will only be made available to NCSC employees.

The library will maintain a collection of primarily current course notebooks produced by the Institute for Court Management. Each time a course is offered subsequent to its initial offering, the library will discard the previous notebook and add the most recent notebook to the collection. The library will permanently retain the course notebook produced during the final time a course is offered.

Periodicals produced by NCSC and its associations, such as *Justice System Journal* and *Court Manager*, will be collected and retained in the same manner as most other NCSC publications, with copies retained in off-site storage, Williamsburg, Denver, and D.C. Other NCSC serial publications collected by the library include the *Annual Report*, the *Boardbook*, *ICM Course Catalog*, *Examining the Work of State Courts*, *Report on Trends in the State Courts*, *State Court Caseload Statistics*, *State Court Organization*, *Survey of Judicial Salaries*, and *Washington Update*.

The library maintains a collection of NCSC publications in microfiche format. NCSC has provided William S. Hein & Co. with a copy of the printed original of each document included in the set and receives the microfiche in exchange. These microfiche are sold by Hein on a subscription basis and as a set currently priced at \$6341.00.<sup>4</sup> Many libraries subscribe to this set and automatically acquire new microfiche as they are issued. Hein provides NCSC with a percentage of sales each year. It is in the best interest of NCSC to continue this arrangement since it provides an archival quality collection of all NCSC publications and also ensures a wider distribution of NCSC publications than might otherwise be achieved.

### **Reference Collection**

The reference collection is maintained primarily in the Williamsburg library and circulate only to NCSC staff and only for a short period of time. Reference materials include almanacs, dictionaries and thesauri, directories, specialized encyclopedias, style manuals, yearbooks, some statistical sources, and a few basic texts on legal research. Some representative titles that fall outside the forms listed above include, *Subject Compilations of State Laws* by Cheryl Nyberg (KF1 .N93), the *National Survey of State Laws* (KF386 .N38), *State Legislative Sourcebook* by Lynn Hellebust (JK2495 .H4), and *Constitutions of the United States, National and State* (KF4530 .C7). Local telephone books and a road atlas will also be maintained as part of the reference collection.

State-specific resources of a reference nature will generally be shelved with other materials about the state and not as part of the reference collection.

The library frequently relies on the Internet for information previously available only in printed sources. This is especially true of directories. The library may continue to purchase specialized directories in print format when the information cannot be easily replicated or retrieved from available electronic sources.

Library staff should review the reference collection annually to identify resources that have become out-of-date. Decisions will then be made on an individual basis to replace with a newer edition, retain older edition, or withdraw the title from the collection entirely. Older editions of some reference titles may be moved into the circulating collection or transferred to either the Denver or D.C. libraries. Considerations include the extent to which the information content has become out-of-date, the need for current information, the value of the title, frequency of use of the title, and cost.

### **KIS Reference Collection**

A highly selective collection of materials is kept readily available for the exclusive use of the Knowledge & Information Services staff. These materials are selected by KIS staff based on frequency of use and usefulness in responding to requests for technical assistance. This collection generally duplicates materials held elsewhere in the library. The collection also includes handbooks and style guides written by KIS staff for use by other KIS staff, and especially for the benefit of student interns.

### **Current Awareness Collection**

The library subscribes to local (e.g., *Daily Press*, *Richmond-Times Dispatch*, *Virginia Gazette*) and prominent national (e.g., *New York Times*, *Washington Post*, *Wall Street Journal*) newspapers and national news magazines (*Newsweek*, *Business Week*) to foster awareness of current events among NCSC staff. At present, this collection is housed in Williamsburg and is not duplicated in the Denver or D.C. libraries. These materials do not circulate and are not permanently retained by the library.

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<sup>4</sup> As listed at [http://www.wshein.com/new\\_catalog/index.html](http://www.wshein.com/new_catalog/index.html) last viewed on January 25, 2005.

## COLLECTION MAINTENANCE POLICY

This collection maintenance policy covers three main activities: deselection, preservation, and replacement.

### **Deselection**

Deselection, as the word implies, is the opposite of selection. Deselection as applied to serials is the process of identifying subscriptions for cancellation. In the case of book and other non-serial materials, deselection is the process of identifying titles for weeding.<sup>5</sup> The ODLIS defines weeding as, “the process of examining items in a library collection title by title to identify for permanent withdrawal those that meet pre-established weeding criteria, especially when space in the stacks is limited.” Furthermore, the authors of the ODLIS advise that, “weeding should be undertaken judiciously because out of print titles can be difficult to replace.”<sup>6</sup>

### Responsibility for Deselection

The Senior Librarian has the authority to deselect materials from the collection in accordance with the collection development policy or to delegate such authority to a qualified staff member. The Senior Librarian may be assisted by members of the Library Advisory Committee and other NCSC employees as needed. Appropriate staff may be consulted, however, final decision-making authority resides with the Senior Librarian and the Director of Knowledge and Information Services.

### Frequency of Collection Review

Ad hoc review of the collection is an ongoing process. A formal review of a segment of the collection should occur annually with at least one subject area or type of resource targeted for review. Following this method of targeted review over a period of several years, the entire collection should eventually be subjected to a formal review. At such time as the entire collection has been reviewed, the cycle should begin again.

### Deselection Criteria

The criteria used to make selection and deselection decisions are closely related. The following criteria are of primary importance for removing items from the collection.

1. physical condition;
2. currency of information;
3. frequency of use, i.e. circulation & re-shelving history;
4. duplication/multiple copies;
5. replacement by another format;
6. superseded or older editions; or
7. reduction in collection intensity level for a given subject area.

### Disposal of Withdrawn Items

Items withdrawn from the library collection may be given away, sold, or simply discarded with the trash. The NCSC Library has no formal process in place for either donating or selling discarded library materials to outside entities.

Each item permanently withdrawn from the library collection should be stamped “withdrawn” or otherwise marked to indicate that the item is no longer property of the NCSC Library.

### **Preservation**

Preservation describes the activities undertaken to prolong the life of an item or group of items.

Preservation may take different forms, depending on the goal of the preservation activity. For example, a book with a damaged binding may be rebound to preserve the work in its original format. Alternatively, to preserve the original content of the work without regard to format, the book may be preserved through

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<sup>5</sup> [http://lu.com/odlis/odlis\\_d.cfm#deselection](http://lu.com/odlis/odlis_d.cfm#deselection)

<sup>6</sup> [http://lu.com/odlis/odlis\\_w.cfm#weeding](http://lu.com/odlis/odlis_w.cfm#weeding)

microfilming or digitization. Another alternative is planned deterioration, where an item remains in the circulating collection until item becomes unusable and is discarded. Removing an item from the circulating collection, such as a move to off-site storage, is a method of preservation because it limits access to the item, thereby prolonging its life.

The NCSC Library will strive to maintain it's collection in good physical condition, including consideration of environmental factors, such as temperature, humidity, lighting, and air pollution.

**Replacement of lost or stolen items**

All reasonable efforts will be made to locate an item identified as missing. Any item identified as missing from it's proper location within one of the NCSC Library collections will be checked out to a user called missing. Items identified in this way will be searched for several times within the first six months after being identified as missing. An item will be declared "lost" when it has been missing for at least six months, is not checked out, and cannot be physically located in the building or office from which it is missing. Once an item is declared lost, a decision will be made to either withdraw it from the collection or to attempt to replace it. Due to the relatively unique nature of many items in the NCSC collection, replacement of a lost item will often be impossible.

## APPENDIX 1

### AALL ETHICAL PRINCIPLES

Approved by the AALL membership, April 5, 1999

#### **Preamble**

When individuals have ready access to legal information, they can participate fully in the affairs of their government. By collecting, organizing, preserving, and retrieving legal information, the members of the American Association of Law Libraries enable people to make this ideal of democracy a reality.

Legal information professionals have an obligation to satisfy the needs, to promote the interests and to respect the values of their clientele. Law firms, corporations, academic and governmental institutions and the general public have legal information needs that are best addressed by professionals committed to the belief that serving these information needs is a noble calling and that fostering the equal participation of diverse people in library services underscores one of our basic tenets, open access to information for all individuals.

#### **Service**

We promote open and effective access to legal and related information. Further we recognize the need to establish methods of preserving, maintaining and retrieving legal information in many different forms.

We uphold a duty to our clientele to develop service policies that respect confidentiality and privacy.

We provide zealous service using the most appropriate resources and implementing programs consistent with our institution's mission and goals.

We acknowledge the limits on service imposed by our institutions and by the duty to avoid the unauthorized practice of law.

#### **Business Relationships**

We promote fair and ethical trade practices.

We have a duty to avoid situations in which personal interests might be served or significant benefits gained at the expense of library users, colleagues, or our employing institutions.

We strive to obtain the maximum value for our institution's fiscal resources, while at the same time making judicious, analytical and rational use of our institution's information resources.

#### **Professional Responsibilities**

We relate to our colleagues with respect and in a spirit of cooperation.

We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with the service we provide.

We recognize and respect the rights of the owner and the user of intellectual property.

We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

## ETHICAL PRINCIPLES BACKGROUND INFORMATION

The Special Committee on Ethics was appointed in 1997 by then - President Judy Meadows for the purpose of reviewing the Association's Code of Ethics and proposing any revisions necessary. The Code of Ethics incorporates by reference the ALA Code of Ethics which has been revised twice since the AALL Code was adopted. The Special Committee followed a previous AALL taskforce and other groups in studying possible revisions to the AALL Code of Ethics.

The Special Committee studied the current Code of Ethics and determined that the Code should be replaced. The Committee examined in detail the codes of ethics of other professional associations, including sister library organizations, and wrote articles for AALL Spectrum throughout the past year which called attention to the Committee's efforts and mission.

The Committee met in Chicago in May 1998 and drafted much of the proposed Ethical Principles. Committee members added portions later, and the final draft was circulated and discussed extensively at the Annual Meeting in Anaheim. Registrants received copies in their packets, they could record their responses on a flipchart located by the entrance to the Exhibit Area, and they could voice their concerns at the second portion of the Open Forum. Further, members with e-mail addresses received a copy of the proposed Ethical Principles in a message broadcast from AALL Headquarters. The Committee received several responses and considered them carefully. As a result, the Committee revised some of what was circulated to the membership and brought these Ethical Principles to the Executive Board at its Fall 1998 meeting with the suggestion that they be submitted to the AALL membership for approval. The Ethical Principles were submitted to the membership in March 1999 and approved by an overwhelming majority vote.

Submitted by: J. Wesley Cochran, Chair, Ethics (Special Committee)

## APPENDIX 2

### LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- 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.

Adopted June 18, 1948.  
Amended February 2, 1961, and January 23, 1980,  
inclusion of "age" reaffirmed January 23, 1996,  
by the ALA Council.

## APPENDIX 3

### SUBJECT-BASED COLLECTION INTENSITY LEVELS

Collection intensity levels are defined beginning on page 5 of this document.

The collection intensity level is only one component of the overall collection development policy. Although several subject areas may be assigned a “desired” collection intensity level of four (comprehensive), this does not necessarily mean that collection will actually occur at the comprehensive level. Each collection-related decision will be made based on a combination of factors, as outlined throughout this document, and not solely based on the collection intensity level.

This subject area listing is based on a taxonomy developed in 2004 as part of the NCSC’s overall content management strategy. The judicial and court administration section of the taxonomy includes fourteen top-level subject areas divided into sixty-nine narrower subject headings. The taxonomy also defines “attributes” that may be applied as an additional level of specificity to any subject term within the taxonomy. Included among these attributes are seven primary and thirty-six secondary attributes related to case type and eight primary and nine secondary attributes related to court type. The attributes are included in this appendix, immediately following the subject area table.

<b>Subject Area</b>	<b>Collection Intensity Level</b>	
Access & Fairness	Americans with Disability Act	3
	Interpretation	4
	Gender Bias	3
	Legal Services (Pro bono, Indigent, Pro se)	4
	Privacy & Public Access	4
	Racial Bias	3
	Victims	3
	Media and the Courts	3
Alternative Dispute Resolution	Alternative Dispute Resolution	3
	Arbitration, including neutrals	2
	Mediation	4
Case Management	Case Processing	3
	Calendaring and Case Assignment	3
	Pretrial Procedures	3
	Differentiated Case Management	3
Performance Issues and Metrics	Court Culture	3
	Performance Management	3
	Workload and Resource Management	3
	Statistics	3
	Reengineering and Change Management	3
Records Management	3	
Staffing and Education	Education and Training	3
	Job Descriptions and Compensation	4
	Legal and Administrative Issues for HR Managers	4
	Volunteers	2
Budgeting and Financial Administration	Budget Processes	4
	Collection of Fines and Costs	4
	Court Costs: Fees, Misc. Charges, and Surcharges	4
	Funding	4
	Grant Solicitation and Alternative Funding	4

	Financial Management	4
	Auditing	4
Infrastructure	Courthouse Design, Financing Construction, Renovation	4
	Security	4
	Disaster Recovery and Business Continuity	4
	Storage and Handling of Evidence	3
	Network and Technical Infrastructure	3
Organizational Structure and Governance	Administrative Office	4
	Structure, Jurisdiction, and Process	4
	Inherent Powers	2
	Court Organization	4
	Rule-making and Administrative Orders	2
	Enforcement	1
Judicial Leadership	Assignment	2
	Education	3
	Ethics, Conduct, and Discipline	4
	Judicial Immunity	1
	Performance Evaluation & Compensation	3
	Judicial Selection and Retention	4
	Leadership and Management	4
	Judges and Awards	3
	Judicial Officers	2
	Judicial Council and Conferences	2
	Strategic Planning	3
Jury Management	Juror Management	4
	Jury Selection	4
	Jury Decision-making	4
	Grand Juries	4
The Bar and Legal	Bench-Bar Relations	3
	Legal Education and Admission to the Bar	1
	Legal Ethics and Professional Responsibility	1
	Oversight Authority and Regulation of the Bar	1
Sentencing and Judgments	Damages and Remedies	3
	Dispositions, Settlements, and Trials	3
	Evidence	3
Court Communications	Information Sharing and Technical Integration	3
	Education	3
	Court Forms	2
	Press Releases	0

CASE TYPE ATTRIBUTES

<b>Primary Attribute</b>	<b>Secondary Attribute</b>	<b>Collection Intensity Level</b>
Appellate Cases	Appeal	3
	Death Penalty	3
	Other Appellate	3
	Petition for Review	3
Civil Cases	Civil Appeals	3
	Contract	1
	Mental Health	3
	Miscellaneous	1
	Other Civil	2
	Probate/Estate	2
	Real Property	2
	Small Claims	2
	Torts	4
Criminal Cases	Appeals from Limited Jurisdiction Courts	3
	Felony	3
	Misdemeanor	3
	Other Criminal	1
Domestic Relations Cases	Adoption	4
	Civil Protection Order/Restraining Order	3
	Custody (divorce)	3
	Custody (non-divorce)	3
	Marriage Dissolution/Divorce	3
	Other Domestic Relations	3
	Paternity	3
	Support (divorce)	3
	Support (non-divorce)	3
	Visitation (divorce)	3
	Visitation (non-divorce)	3
Juvenile Cases	Delinquency	4
	Dependency/Child Victim	4
	Other Juvenile	4
	Status Offense/Petition	4
Notorious Cases		3
Petition for Review Cases	Administrative Agency Petition	1
	Civil Petition	1
	Criminal Petition	1
	Domestic Relations (or Family Law) Petition	1
Traffic, Parking, and Local Ordinance Cases		3

COURT TYPE ATTRIBUTES

<b>Primary Attribute</b>	<b>Secondary Attribute</b>	<b>Collection Intensity Level</b>
Appellate	Courts of Last Resort	3
	Intermediate Appellate	3
Family		4
Probate		2
Problem-solving	Drug	3
	Homeless	3
	Mental Health	3
	Domestic Violence	4
	Community	3
Rural		3
Specialized		3
Trial	General Jurisdiction	4
	Limited Jurisdiction	4
Tribal		2