Law Library – Melbourne Law School

Collection Development Policy

THE LAW LIBRARY

A) Statement of the Mission of The Law Library

The mission of the Law Library is to support learning and teaching at the Melbourne Law School (MLS) and to support academic research.

B) Overview of the Law Collection

PRINT

The Law Library’s on-site print collection comprises over 115,000 volumes. This includes:

a) Books (including the High Use Collection) - over 58,000 volumes
b) Journals – approximately 430 titles
c) Law Reports and Law Reform publications – over 27,000 volumes
d) Volumes of legislation and extrinsic material such as Parliamentary Debates (Hansard), Parliamentary Papers and Government Gazettes – over 12,200 volumes

Some low use print material is housed in off-site storage facilities in Brunswick and Bundoora. The Law Library’s microform collection is housed in the Brunswick facility. Off-site material is listed in the catalogue and can be retrieved and borrowed, but these collections cannot be browsed.

ELECTRONIC

The University of Melbourne Library’s electronic collections include:

- over 32,000 law e-books;
- over 5,700 online law journals; and
- over 100 law databases.
PHYSICAL SPACE

The Law Library is housed over three floors of the Law Building.

- Level 3 houses the High Use Collection.
- Level 4 houses journals, law reports and legislation.
- Level 5 houses most of the Library’s books/monographs.
- There are storerooms on each level of the Law Library that house low use items, such as old editions and discontinued loose-leaf services – approximately 3,000 items are housed in these storerooms.

The Law Library also houses two special collections:

a) The Law Rare Books Collection – over 1600 items – located on Level 5
b) The George Paton Collection – over 800 books – located on Level 3

SUBJECT AREAS

The Library’s collection covers all legal disciplines. Its focus is on scholarly rather than professional (‘trade’) literature. Its subject strengths include comparative law, law reform, public law, legal history and legal theory. Jurisdictional strengths include international law, Australasia, the Asia-Pacific region, the United Kingdom, Canada, and the United States.

The collection comprises mostly English language material.

The monograph collection is classified according to the Moys Classification for Legal Materials scheme. Cataloguing is mostly done off-site, mostly by the distributors / suppliers of books to the University of Melbourne Library. A small amount of original cataloguing is undertaken by the University of Melbourne Library cataloguing team. Reclassification is done in-house by Law Library and Academic Research Service staff with Moys expertise.

Teaching: The Law Library collects books and subscribes to online databases required for subjects taught by the Law School.

Research: The Law Library collects books, and subscribes to online databases and journals relevant to the research needs of MLS academic staff.

C) Sources of Funding

Ongoing Law Library subscriptions and acquisition of new material are funded by the University of Melbourne Library and by the Melbourne Law School.
D) Law Library Users

The primary users of the Law Library are MLS researchers, staff and students. The Library is also used by academic visitors to the Law School, staff and students from other University of Melbourne faculties, and is open to the public.

COLLECTION DEVELOPMENT

Library materials are acquired through individual purchase, approval plans, standing orders and donation. Cooperative purchases through consortia are increasingly common for the acquisition of electronic resources. Electronic resources are also acquired from publishers as ‘packages’ – that is, sets of electronic resources, such as journals, representing the complete output of the publisher.

E) Goals of the Collection Development Policy

1. The Law Library aims to have a collection that is comprehensive in terms of both depth and breadth, in order to:

   • meet the teaching and research needs of the Law Faculty, which requires both up to date as well as historical collections;
   • support the Faculty’s status as one of the world’s highest ranked law schools; and
   • attract eminent visiting scholars and new academics to the Faculty.

2. The Law Library aims to comply with collection development standards and policies emanating from two organisations:

   a) The Law Library is part of the University of Melbourne Library (UoM Library) and is staffed by UoM Library staff, and must therefore comply with UoM Library policies and procedures. The UoM collection development policy guides law library staff in making choices about acquisitions, in order to fulfil the main mission of the Law Library. See:

      • Collections Policy (MPF1309): The University of Melbourne
      • Collection development policy: UniMelb Library

   b) Minimum standards contained in the Council of Australian Law Deans (CALD) Standards for Australian Law Schools, Standard 5 - The law library or law collection.

      • The Standard is reproduced in Appendix 2 in this document

3. The Law Library uses other respected and comprehensive Australian law collections as ‘benchmarks’ – these include the Law Library of the Australian National University, and the High Court of Australia Library.
F) Selection Criteria - Applicable Factors

The following factors are considered when assessing an item for acquisition:

- Relevance to the subject areas and jurisdictions collected by the Law Library
- Needs of primary users - enrolled law students and academics of the Law School
- Quality of the work - including the scope of the work, the importance of the contents of the work to research and discourse on the subject, the nature and extent of footnoting within the work, accessibility of the work (e.g. indexing), the reputation of the author and/or publisher
- Faculty interest
- Filling identified gaps in the collection
- Availability
- Cost
- Format
- Stability of resource - especially in relation to online content
- Usability of resource

G) Selection / Acquisition Responsibility

The responsibility for resource selection and annual expenditure of MLS funding lies with the Law Librarian, in consultation with other library staff, the Academic Research Service and MLS academics. This responsibility may be delegated to another library staff member.

The Law Librarian or delegate will keep abreast of newly published law books, new journals and databases, publisher ‘packages’ and other print and electronic resources.

Suggestions for subscriptions to journals, packages, databases, and any large one-off purchases, must be approved by the Law Library Collections Sub-Committee.


H) Books Authored/Edited by MLS Academics

At least two copies of all books authored or edited by MLS academics will be purchased for the Law Library. An additional copy will be purchased and housed in Special Collections in the Baillieu Library.
I) **Role of consortia agreements, cooperative collecting arrangements, reliance on other libraries within the campus system and within regional and local networks, and interlibrary loan**

The Law Librarian or delegate will consider consortia agreements and cooperative collecting arrangements when developing collection goals.

Through the UoM Library, Law Library users have access to the wider university library collection, the BONUS+ network of university libraries, CAVAL and ULANZ networks, and worldwide collections through interlibrary loans.

J) **Collection Development Guidelines for Specific Content/Jurisdictions**

The following sections refer to specific collection guidance for Australian material, and material from other jurisdictions, including international law. Each component is assigned a ‘Collection Depth Indicator’ level. A description of each level is given in Appendix 1.

**Home jurisdiction**

The jurisdictions of primary importance to the Law Library are the Commonwealth of Australia and the State of Victoria.

Adhering to the minimum standards set out by the Council of Australian Law Deans (see Appendix 2), the Law Library will collect all primary materials in print and electronically for both these jurisdictions. This includes all Acts (in official and reprint form), all statutory instruments and secondary legislation, parliamentary materials such as bills, government gazettes, papers and reports, and all reported decisions of the superior courts of Australia and Victoria. This collection level satisfies the requirements of a ‘Comprehensive’ Collection Depth Indicator.

Secondary materials for the Commonwealth of Australia and Victoria will also be collected at a ‘Comprehensive’ level, which includes all current monographs, serials, and reference tools within scope that support scholarly research.

Other Australian jurisdictions will be collected at a ‘Research’ level.

**Foreign and International law**

Other foreign jurisdictions will be collected at the levels indicated below. The levels can change depending on teaching and research needs.

**Level 4: Research**

Canada, India, Ireland, New Zealand, United Kingdom (including England, Northern Ireland, Scotland and Wales), United States, the Commonwealth, China, Hong Kong, Papua New Guinea, Timor-Leste, the ASEAN nations (Brunei, Cambodia, Indonesia, Myanmar, Lao PDR, Malaysia, Philippines, Singapore, Thailand, Vietnam), International Law.
Level 3: Instructional Support

The Pacific nations, Japan, South Africa, the EU

All other jurisdictions not mentioned above fall into either Level 2: Basic Information or Level 1: Minimal, depending on the teaching or research needs of the Faculty.

**Emerging legal disciplines**

The Law Library will collect material in emerging legal disciplines at a Basic level (Level 2), unless MLS academics require more depth to meet teaching or research needs.

K) **Format**

Emphasis is on print or electronic resources.

Electronic formats of books and journals are purchased if available in acceptable models of use, access and formats. Issues to be considered when deciding between print and electronic include:

- access to up to date editions and issues
- access versus ownership
- electronic resource licencing arrangements

New formats will be considered based on their ease of access, usability and compatibility with other existing tools.

L) **Collection Management Responsibility**

The Law Librarian and Law Library Collection Management team is responsible for:

- Maintenance of the print collection, including accessioning, binding, repair, shelf reading, stocktaking, acquisition of damaged, lost and stolen books, and weeding;
- Ensuring reading list material is comprehensively acquired in a timely fashion;
- Ensuring the most recent editions of print textbooks for Law subjects are purchased in sufficient quantities. Copies are purchased according to a formula for multiple copies; and
- Ordering print and e-books recommended by the Law Librarians, the Academic Research Service and MLS academics.

M) **Retention of Older Print Books**

Older books, including at least one copy of superseded editions, will be retained for the purposes of historical research. They may be housed in the Law Library storerooms or off-site.
N) Guidelines for Disposal and Relegation

The collection will be weeded informally throughout the year. Attention will be given to materials that are on open access online, superseded editions of text books, and material without circulation activity within the past 5 years. Academics and graduate researchers will be consulted about the removal of materials from the collection. Materials may be disposed of, or relegated to off-site storage in compliance with the UoM Library Policy Principles for De-accession of Library Collection items.

- Materials designated for disposal will be offered to other libraries and the MLS Academic Research Service for their charity donation scheme.

O) Relocating Collections

Proposals to move collections out of the Law Library must be approved by the Law Library Collections Sub-Committee. The Law Librarian will also consult and liaise with the Collection Development and Analysis Team.

P) Periodic Review of Collection

The collection will be reviewed on an ongoing basis by the Law Librarian or delegate as part of routine collection management. This complies with the UoM Library's Collection Review Process. The review will include consideration of:

- appropriate collection levels as described above; and
- appropriate legal disciplines and jurisdictions in which to collect.

The review will look at both print and online holdings.

In addition, the UoM Library undergoes ongoing analysis of subscriptions holdings, particularly electronic databases, to identify titles for potential cancellation. See http://library.unimelb.edu.au/collections/about-the-collections/collection-development-and-review/subscriptions-analysis-and-review

Q) Donations

The Law Library accepts donations of law books, subject to the same collecting considerations which apply to purchased material, and in accordance with the UoM Library policy on gifts.
APPENDIX 1

Collection Depth Indicators

Level 5 Comprehensive

Goal: To support the highest level of faculty research in both a current and historical framework.

Current Sources: To achieve the aim of this level, an exhaustive collection, we collect all current monographs, serials, and reference tools within scope that support scholarly research.

Historical Sources: Older materials are collected if critical for historical research.

Language: Materials will be collected in English, or the language required by academic researchers.

Level 4 Research

Goal: To support faculty and graduate law student instruction and research on the topic, including research for dissertations, graduate papers, and independent scholarly research and writing.

Current Sources: To provide a strong foundation for current and future research needs, we collect all basic reference works, a wide selection of monographs, an extensive collection of journals, and a complete set of secondary source finding aids that support scholarly research.

Historical Sources: Older materials may be acquired if critical for historical research.

Language: Materials will be collected in English, or in the language required by academic researchers.

Level 3 Instructional Support

Goal: To support instruction and basic research, but not necessarily adequate for intensive scholarly research.

Current Sources: To provide instructional support, we collect high-quality scholarly monographs, a strong selection of journals, and secondary source finding aids.

Historical Sources: There is a presumption against acquiring historical materials.

Language: We will only select works in English.

Level 2 Basic Information

Goal: To aid readers' immediate understanding of a subject and to introduce readers to the subject and the other available sources on that subject.

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Current Sources: To meet this goal, we collect a limited number of major high-quality scholarly monographs and journals, supplemented by secondary source finding aids.

Historical Sources: There is a strong presumption against acquiring historical materials.

Language: We will only select works in English.

**Level 1 Minimal**

Goal: Not to collect works in this subject area unless specifically requested by the faculty to support the curriculum or to substantially enhance the collection.

Current Sources: When required for curricular support, we will collect the title requested or a similar work that meets the curricular goals. In all other cases we will collect individual comprehensive scholarly treatises on the topic.

Historical Sources: There is a strong presumption against acquiring historical materials.

Language: We will select the language based on the needs of the faculty member and students requesting and using the work.
APPENDIX 2

Council of Australian Law Deans (CALD) Standards for Australian Law Schools


Standard 5 - The law library or law collection

5.2 Administration of the law library

5.2.1 The law school is able to participate effectively in the growth and development of the law library and the use of its resources.

5.4 The collection

5.4.1 The collection of the law library is, as a minimum -

a. All public general Acts of the Commonwealth of Australia and of the jurisdiction in which the law school is located, in official and reprint form

b. All statutory instruments and other secondary legislation of the Commonwealth of Australia and the jurisdiction in which the law school is located, in original and reprint form, relevant to the subjects taught.

c. All reported decisions of the superior courts of Australia and of the jurisdiction in which the law school is located, that are relevant to the subjects taught, together with such decisions of other courts as are necessary to the understanding of those subjects.

d. Parliamentary materials of the Commonwealth of Australia and the jurisdiction in which the law school is located, including Bills, parliamentary papers, and reports of parliamentary proceedings, appropriate to the subjects taught

e. Such other official publications of the Commonwealth of Australia and the government of the jurisdiction in which the law school is located as are necessary to support the teaching and research objectives of the law school

f. Where teaching is provided in the law of any legal system other than that of Australia and of the jurisdiction in which the law school is located, primary materials and official publications from other legal systems taught, sufficient to support the objectives of such teaching

g. Such secondary works (including textbooks, monographs and periodicals) relating to the law of the Commonwealth of Australia and the jurisdiction in which the law
school is located as are necessary to support the teaching and research objectives of the law school

h. Primary and secondary comparative material from other legal systems which are the subject of study in the law school and are adequate to support the school’s teaching and research programs.

i. Those tools such as general law encyclopedias, citators, periodical indexes and current awareness services, which are necessary for the identification and updating of primary and secondary legal materials.

5.4.2 The collection is accessible in printed form or electronically, or both.