



Collection Development Policy 2026

TABLE OF CONTENTS

I.	<u>Introduction</u>	1
	a. Vision and Mission Statements.....	1
	b. Policy Framework and Principles.....	1
	c. Freedom to Read Act	2
	d. Responsibility.....	3
II.	<u>Selection of Materials</u>	3
	a. Process.....	3
	b. Assessments of Patron Needs.....	4
	c. General Criteria Applied in Making Selections.....	4
	d. Formats Collected.....	4
	i. Print Books.....	4
	ii. Electronic Resource (Database) Subscriptions.....	5
	iii. E-Books.....	7
	iv. Other Formats.....	7
	1. Periodicals (Print and Electronic).....	7
	2. Audio/Visual Content.....	7
	3. Microform.....	8
	4. Online/Digital Resources (Non-Subscription).....	8
	5. Ephemera.....	8
	v. Material Available in Multiple Formats.....	8
	e. Specialized Collections.....	9
	i. Global Law.....	9
	ii. Reference Collection and Reserve Status Items.....	9
	iii. Self-Help Collection.....	10
	iv. Government Documents.....	10
	v. Rare Books.....	11
III.	<u>Retention, Digitization, and Weeding</u>	11
	a. Primary Law.....	12
	b. Secondary Law	12
	c. Long-Term Space Constraints.....	13
	d. Digitization and Born Digital Materials.....	13
	e. Weeding.....	14
IV.	<u>Donations</u>	14
V.	<u>Collecting Levels by Subject and Jurisdiction</u>	14
	Appendix 1: Subject – Federal, National and Multi-State.....	16
	Appendix 2: Jurisdiction – U.S. State and Local/Territorial.....	17
	Appendix 3: Global Law – Subjects (Comparative and International Law)....	17
	Appendix 4: Global Law – Jurisdictions.....	18

I. Introduction

This policy provides principles and guidelines for the development of the collection of informational resources available to patrons of LA Law Library (“the Library”). It shall guide Library staff in the selection of materials for the collection in all formats, as well as in the maintenance, retention, and transition of the collection. This policy will enable the Library to use resources wisely, shape a world-class collection, and inform the community of the nature and purpose of one of the most robust, publicly accessible collections of legal information sources in California, the United States, and the world.

This statement reflects the current needs of the LA Law Library community. As our community’s needs grow and change, this plan will be reviewed and periodically revised.

a. Vision and Mission Statements

“LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information.”

Pursuant to this vision, “LA Law Library’s mission is to proactively support people’s needs in a dynamic global environment, acting as the curator and cultivator of a superior collection of legal resources, a gateway to legal information and a navigator facilitating access to the legal system.”

By fulfilling this vision and mission, the Library meets its statutory mandate to provide the judiciary, state and county officials, members of the State Bar of California, and all residents of Los Angeles County with access to law books and legal publications. (Cal. Business & Professions Code §§ 6300 *et seq.*) It also fulfills its unofficial motto:

Access to Information = Access to Justice

b. Policy Framework and Principles

The Library strives to provide a collection that is comprehensive for California law practice and self-representation in legal matters, including not only California and federal law materials but also legal materials of other states and territories, foreign jurisdictions, and international bodies, and other significant sources of law. The Library further seeks a collection that is balanced, authoritative, and adheres to the standards and ideals set forth by the larger library community. The following statements are incorporated by reference below:

Name	Author
Library Bill of Rights	American Library Association http://www.ala.org/advocacy/intfreedom/librarybill

Code of Ethics	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-ethical-principles/
County Public Law Library Standards	American Association of Law Libraries, Government Law Libraries Special Interest Section https://www.aallnet.org/about-us/what-we-do/policies/public-policies/county-public-law-library-standards/
Freedom to Read Statement	American Library Association http://www.ala.org/advocacy/intfreedom/freedomreadstatement
Government Relations Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-government-relations-policy/
Preservation Policy	American Association of Law Libraries https://www.aallnet.org/about-us/what-we-do/policies/public-policies/aall-preservation-policy/

c. Freedom to Read Act

This policy meets the requirements of the California Freedom to Read Act, Education Code § 19800 et seq., governing public libraries. This Policy shall guide the selection and deselection of library materials. The Library's current and evolving collection meets the broad and diverse interests of the community and respects both the Library's autonomy and specific community needs. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials are provided for the interest, information, and enlightenment of all people, and present diverse points of view in the collection as a whole. The public has a right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. (Educ. Code § 19802(a)(1)(B)-(F).)

Community members may share any concerns regarding library materials and request that library materials be reconsidered for inclusion in the Library's collection by submitting such concerns or request via the Library's Patron Request and Comment Form. Staff shall respond to such request within 30 days with a statement of why such material meets or does not meet the Library's collection development standards, and how the material provided satisfies a need or interest of the Library's diverse community of patrons. (Educ. Code § 19802(a)(1)(A).)

d. Responsibility

The Executive Director of the Library has final responsibility for the development, maintenance, retention, and transition of the Library's collection. The Library's Collection Development team carries out day-to-day selection and maintenance tasks under the supervision of the Director, Reference & Collections. For any major selection, de-selection, retention, weeding, and other collection-related decisions, the Collection Development team makes recommendations to the Executive Director in accordance with this policy, and implements those recommendations as approved. The Collection Development team consists of the Director, Reference & Collections; the Senior Librarian and other Librarians for Collection Development; the Librarian, Global Law & Language Access; and, other staff as assigned.

II. Selection of Materials

a. Process

In cooperation with the Executive Director, Finance, and other departments, the Collection Development team, as part of the Library's annual budget process, proposes annual spend levels for different categories of resources and materials. In preparing the Collection Development budget, the Library takes into consideration: the principles and guidelines contained in this Policy; current and projected Library finances; prior practice; and, any other factors as determined by the Executive Director. The budget is finalized by the Executive Director, and considered and approved by the Board of Trustees before the start of each fiscal year. The Collection Development budget is monitored on a monthly basis, and is subject to mid-year adjustment as approved.

The Collection Development team makes routine selections of resources and materials on a monthly basis in keeping with the budget and this policy. Collection Development works with the Collection Management Services, Finance, and Information Technology (IT) departments to purchase, acquire, process, and maintain the resources and materials selected in order to make them available to our patrons.

The Collection Development team, Executive Director, and other staff and departments as needed, collaborate to carefully consider any major, non-routine purchases, in accordance with the principles in this Policy. Such major purchases may include annual or multi-year agreements with publishers and electronic resource vendors, consortium agreements with other libraries, or other large selections of multiple titles or resources. The Collection Development team makes recommendations for such selections to the Executive Director for final determination, negotiation, and approval.

b. Assessments of Patron Needs

Patron requests for specific titles or resources shall be considered when making selection decisions. Patron requests may be made online through the Library's website using the "Suggest a Purchase" form. In addition, the Collection Development team periodically assesses patron needs through both formal and informal means. Such assessments may include surveys and other opportunities for direct patron input; analysis of user data, including circulation statistics and electronic resource usage data; trends in litigation, the legal system, the local community, and society at large; and, other quantitative and qualitative assessments. Lastly, the Library considers the first-hand experience of librarians and other staff who assist patrons at the Reference Desk and at Library-hosted classes and programs, as one of the best sources of information for assessing patron needs.

c. General Criteria Applied in Making Selections

The Library applies the following general criteria when selecting materials for the collection:

- Practical approach. Material that takes a practitioner-oriented or law for the layperson (self-help) approach is preferred over scholarly/academic approaches.
- Quality, accuracy, and reliability of content.
- Reputable publisher. Strong preference is given to established publishers known for the quality of their publications.
- Authorship. Strong preference is given to qualified authors known for their reputation in their field or for the quality of their previously published work.
- Frequency of updates. Legal materials that are updated frequently to reflect changes in the law are preferred.
- Anticipated usage. Although the Library strives to serve as a comprehensive resource for a wide range of legal research needs, materials that are likely to receive heavier use by our patrons are preferred.
- Uniqueness of content, and availability at other libraries or through other publicly accessible online and in-person resources.

d. Formats Collected

i. Print Books

Print material remains a central part of the value the Library provides to its patrons. National surveys show public library patrons of all ages still use print books at the library at high rates and, in fact, have a strong preference for print when it is available and

convenient.¹ Furthermore, research shows that the human brain comprehends and retains information much more readily when presented in a physical, print format compared to the same information on an electronic screen, regardless of the reader's age or comfort level with electronic research.² Equity and accessibility concerns also weigh in favor of keeping print options available: the “digital divide” persists, and it remains easier and more intuitive for many patrons to read a physical item than use a database or access an e-book.

Print also provides a convenient and effective tool for Reference staff assisting our patrons in-person, as well as a superior means for the preservation of legal information.³ Relatedly, print sources may prove increasingly valuable in coming years as research becomes more artificial intelligence (AI)-driven. Print books may serve as one of a decreasing number of ways to reliably verify research results without resort to AI-generated answers. (See section II(d)(ii), “Electronic Resource (Database) Subscriptions”, below.)

While the Library recognizes the continuing value of print resources, other factors, such as: cost of purchase; such as staff time in acquiring, processing, and maintaining a print resource; availability of shelving space; and, the overall comparative value of the same or comparable material in other formats, including digital, must be considered in making selection decisions.

ii. Electronic Resource (Database) Subscriptions

Access to legal content via database retrieval has many advantages for the Library and its patrons. The maintenance of a collection via electronic resource subscriptions can enable more efficient use of Library resources compared to equivalent print material, including physical space and staff time. The legal profession, meanwhile, has largely transitioned to electronically-enabled research as the primary means of accessing legal information; many attorney patrons come to the Library, at least initially, for the express purpose of accessing popular platforms like Westlaw. Many legal publications, in fact, have transitioned to electronic-only access – a trend that is likely to continue or accelerate in coming years. In addition, recent advances in technology, including AI-enabled research, have the potential to make legal research more efficient for both self-represented litigants and legal professionals.

However, the advantages and efficiencies of an electronic research platform must be weighed against the relative disadvantages and costs of this type of access to material.

¹ See, e.g., Berens and Noorda, “Gen Z and Millennials: How They Use Public Libraries and Identify Through Media Use” (<https://www.ala.org/sites/default/files/advocacy/content/tools/Gen-Z-and-Millennials-Report%20%281%29.pdf>).

² See, e.g., Delgado, et al., “Don't throw away your printed books: A meta-analysis on the effects of reading media on reading comprehension,” *Educational Research Review*, Volume 25, 2018, Pages 23-38 (<https://www.sciencedirect.com/science/article/pii/S1747938X18300101>).

³ AALL Preservation Policy, *infra*.

Electronic resources generally lack the intuitive ease of access and comprehension enjoyed by print materials. (See section II(d)(i), “Print Books”, above). Additionally, database access requires the Library to invest staff time and resources in developing and maintaining IT infrastructure. Electronic resources subscriptions also, by definition, provide only temporary access to material. The Library strongly prefers to collect material which it can offer permanent access to, and preferably exercise ownership over, especially for primary law sources. (See section III, “Retention, Digitization, and Weeding”, pp. 11-14). Meanwhile, cutting edge legal research tools may have serious reliability and accuracy issues, as seen with generative AI technology’s tendency toward hallucinations and misstatements of law.⁴

When considering the purchase or renewal of an electronic resource, in addition to the general criteria outlined above for all content, the Library will prioritize:

- Ease of access and user experience. Superior user experience and efficient, intuitive search functionality are preferred.
- Efficient transmission of material. Fast and easy emailing and downloading of material in usable formats (e.g., a word processor file) is preferred.
- Permanent and continuous access. Electronic resources that are likely to make their content available continuously and for the long-term are preferred.
- Public patron access. Resources that use authentication methods that allow patron access at the Library’s public PC terminals, without individual user credentials, are preferred.
- Privacy protections. Electronic resources that ensure anonymity and protect private user data including search and access history, are preferred.
- Remote access. Authenticated remote access to electronic resources for patrons outside physical library locations is preferred.
- Digital-only. Content needed by patrons that is digital-only, or likely to transition to digital-only format soon, will necessarily be given preference.
- Cutting-edge. Resources that provide demonstrable improvements over current products in overall quality and efficiency of research will be given preference.
- Reliability and accuracy. Preference is given to resources that reliably provide accurate legal information. Generative AI tools or other cutting-edge technology prone to inaccurate statements of law will be assessed carefully under this criterion.

⁴ See, e.g., Magesh, V., et al. (2025). “Hallucination-Free? Assessing the Reliability of Leading AI Legal Research Tools,” *Journal of Empirical Legal Studies*, https://dho.stanford.edu/wp-content/uploads/Legal_RAG_Hallucinations.pdf.

iii. E-Books

An e-book is a book publication made available in electronic form, consisting of text, images, or both, readable on the flat-panel display of computers, tablets, or other electronic devices. National surveys show that e-books are a preferred format for public library patrons,⁵ and the Library's circulation statistics confirm their popularity with our patrons.⁶ Although e-books do not confer the same advantages in comprehension and retention of information as print books,⁷ the advantages of the format – including convenience, ease of use, and familiarity – are clear.

Because of the hybrid nature of the e-book format, the Library will consider the factors considered above for both print books and electronic resource subscriptions when making e-book selections. An additional factor considered will be the practicality of using the specific content in question in e-book versus database format. Generally, practice guides, treatises, and other explanatory material conducive to print book-like browsing by the patron will be preferred.

iv. Other Formats

1. Periodicals (Print and Electronic)

Legal periodicals including law reviews, journals, and legal newspapers provide a valuable current awareness tool to our patrons. The Library maintains access to law reviews published by all ABA-accredited law schools and major journals covering Global Law. The Library also provides access to major national, state and local bar association publications and legal newspapers.

The Library recognizes the value to our patrons of print periodicals, as it does print books, especially when it comes to heavily used publications such as legal industry newspapers. However, the Library weighs this value against the comparative utility and convenience of electronic access to the same content (where available), and budget impact, shelving space, staffing, and other Library constraints.

2. Audio/Visual Content

Audio/visual content can provide important value to our patrons. Attorneys frequently need access to recordings of live Minimum Continuing Legal Education (MCLE) events, and self-represented litigants can benefit from audio/visual explanations of court procedure. However, physical formats for such content, e.g., Compact Discs and DVDs, are quickly becoming obsolete. Where available, the Library prefers electronic access to this content.

⁵ See, e.g., Berens and Noorda, *supra*.

⁶ For example, in fiscal year 2024, patrons borrowed 4,273 print and other physical items vs. 3,927 e-books through the Library's Lexis Digital platform. E-book borrowing surpassed print borrowing in 3 months of the year.

⁷ See, e.g., Delgado, *supra*.

3. Microform

Microform, including microfiche, is no longer collected. However, a significant portion of the older retained collection is available only in microform or microfiche format. The Library will continue to make this material accessible to our patrons unless and until such content can be digitized and made available electronically in permanent and continuous form, subject to weeding and retention guidelines. (See section III, “Retention, Digitization, and Weeding”, pp. 11-14).

4. Online/Digital Resources (Non-Subscription)

This category includes online and digital resources other than subscription databases and e-books. For example, the Library catalogs free websites on a selective, case-by-case basis. Such material may be catalogued only, in order to enable discovery of the URL by patrons, or may be catalogued and printed in-house to add to the physical collection. Alternatively, such content may be made available by the Library via digital repositories where feasible and permitted by law. (See section III(d), “Digitization and Born Digital Materials”, pp. 13-14). The Library may also choose to print material that is acquired in electronic format from vendors or government agencies, e.g., via direct file-share, USB, etc. Resources in these categories may include:

- An online resource that serves to continue a resource in the collection that has transitioned to online-only format.
- An online resource available through a publisher website, to which a publication in the collection refers and which is intended by the publisher to augment a given print or electronic resource with additional content.
- A resource that otherwise fills a gap in the Library’s collection and has no equivalent available in another format.

5. Ephemera

“Ephemera” includes pamphlets, voter guides, tax forms, and other material that deviates from typical legal publication format but that nonetheless meets an important research need. The Library weighs the same factors in determining whether to accept and retain ephemera that apply throughout the collection, weighing the research value of the item and the soft and hard costs incurred by the Library in processing, cataloging, and maintaining such material.

v. Material Available in Multiple Formats

The Library strives to meet the needs and preferences of all its patrons, and recognizes the unique strengths of print, electronic, and e-book formats. However, the Library also recognizes that its resources and funding are limited, and multiple format access to any content is a luxury. In considering whether a given resource should be purchased in more than one format, the Library shall consider:

- Anticipated usage. Generally, multiple format access will be sought only for heavily used materials.
- The collection level of content in question. (See section V, “Collecting Levels by Subject and Jurisdiction,” pp. 14-15, and Appendices.)
- Relative savings available via single format access. Multiple format access to the same content is often provided under a single license agreement with a publisher. As a result, the savings to be realized by switching to single format access may be minimal, and projected budget savings shall be weighed against impact on patrons and staff.

e. Specialized Collections

i. Global Law

Los Angeles serves as a center of global cultural production, as well as a major hub of international commerce, with one of the largest ports in the western hemisphere. It is also a city of immigrants. As a result, many of its residents, businesses, government agencies, and organizations enjoy substantial ties across the globe, and often need to research non-U.S. law. In light of this, the Library has over many decades built up the collection to include a wealth of foreign, comparative, and international law (“Global Law”) resources, and the Library is now proud to feature one of the largest and most renowned Global Law collections in the world.

Through the services of the Global Librarian and other staff, the Library provides research support to law firms, academic institutions, students, and – increasingly – self-represented litigants with Global Law questions. As one of the few institutions with such an extensive and comprehensive collection in this area, the Library often serves as the primary resource for individuals and organizations facing complex cross-border legal issues. Many of the current, historical, and specialized Global Law materials available at the Library are not available to the public anywhere else.

Global materials are selected and retained according to this policy and the Collecting Levels provided in the Appendices. The most frequently used secondary sources on global topics are kept on the Main floor in the Global Reading Room for ease of access and browsing, and to highlight the Global Law collection to the public. The Library’s “Reference Collection and Reserve Status Items,” discussed in section II(f)(ii), below, also includes Global Law resources on selected legal and non-legal topics to support quick access to key information and provide clear explanations of complex foreign, comparative, and international law issues.

ii. Reference Collection and Reserve Status Items

The Reference collection comprises (1) selective legal and non-legal resources intended for rapid determination of information or explanation, and (2) resources to aid reference librarians in the assistance of patrons with specialized or unusual questions.

These resources can include dictionaries, directories, biographical sources, research guides, almanacs, atlases, bibliographies, statistical sourcebooks, and citation manuals for both domestic and Global Law.

Additional copies of frequently used material, such as self-help books, are purchased for the Reference collection and kept on Reserve status for ease of access and to ensure against damage and theft. Reserve items require special sign-out procedures for use in the Reading Room only as described in the Library's reserve items policy.

iii. Self-Help Collection

Self-help materials – legal books and other materials written for non-lawyers – form a vital part of the Collection and provide a primary means of serving Library patrons. Current self-help titles in print are kept in the Self-Help Collection (SHC) section in the Main Reading Room. Select SHC titles may be duplicated elsewhere in the collection, and old editions may be retained (see section III, “Retention, Digitization, and Weeding,” pp. 11-14). The Library places special emphasis on acquiring Spanish and other non-English language self-help materials for the SHC, where available. Self-help material may include ephemera (see section II(d)(v)(6), “Ephemera,” p. 8).

iv. Government Documents

The Library is a selective depository for both federal and California government documents. The Library collects U.S. Government Publishing Office (GPO) material as part of the Federal Depository Library Program (FDLP), including print and electronic access to executive agency and Congressional hearings and reports. The California materials include legislative history resources such as Assembly and Senate Journals, bills and bill analyses, and hearings and committee prints.

Decisions concerning the acquisition and preservation of government publications follow the same guidelines and principles that apply generally to other materials as discussed in section III, “Retention, Digitization, and Weeding,” pp. 11-14. Government documents in print are integrated into the print collection and electronic versions are accessible through links on the Library's website, online catalog, and public computer terminals. (See section II(d)(v)(5), “Online/Digital Resources (Non-Subscription),” p. 8). The Library adheres to all retention policies required by its depository status, which in general require less extensive retention than existing Library practices. (See section III, “Retention, Digitization, and Weeding,” pp. 11-14).

The Library selects a portion of the titles listed on the FDLP's “Suggested Core Collection for Law Libraries,” including materials from the federal legislative branch, especially those Congressional materials required for legislative history research. Documents from the executive branch and independent regulatory agencies are selectively collected although the Library attempts to collect regulations, opinions, and procedures from all federal agencies. Documents from the judicial branch, particularly official reported decisions and annual judicial reports and statistics are also added to the

collection. As the FDLP is currently shifting from a print-focused program to a digital-focused program and a limited print framework, the Library continues to select available limited print distribution materials. The Library was recently honored to be selected as one of the few remaining recipients to limited-distribution print items like the Code of Federal Regulations.

The Library is a selective depository under the California Library Depository Act (CLDA). Under this program, the Library is required to keep basic legal state documents, which include legislative committee hearings and reports, legislative journals, statutes, administrative reports, the California Code of Regulations, annual reports of state agencies, and other legal materials.

As part of its collection of government publications, the Library also retains government documents received directly from state and local agencies. Of special note, the Library maintains a set of California ballot propositions and other elections material. The Library's comprehensive collection of California Voter Ballot Pamphlets, which includes materials from 1908 to the present, is especially unique and valuable. (See section II(d)(v)(6), "Ephemera," p. 8).

v. Rare Books

As one of the premier public law libraries in the U.S., the Library has acquired, through private donations and as a result of its long history, a substantial collection of rare and historic books. This aspect of our collection makes the Library a valuable resource for academic, historical, and other researchers throughout the state, country and the world; and, brings considerable prestige to the Library.

The Library does not have any special policies for the acquisition and retention of rare books. (But, see section III, "Retention, Digitization, and Weeding," below, and section IV, "Donations," p. 14, which apply more frequently to rare book collection decisions.) The Library weighs the same factors in determining whether to accept and retain rare books that apply throughout the collection. The most fragile and/or valuable rare books are kept in the Rare Book Room, access to which is limited to staff only. Use of rare books is subject to the Rare Books Access Policy.

III. Retention, Digitization, and Weeding

The Library recognizes that access to justice for our patrons entails not just the provision of current legal materials but also the retention and preservation of historical materials. Litigating or resolving legal disputes frequently involves researching or applying the law as it was on a certain date in the past. Yet, resources for such research are scarce and often difficult or expensive to access.

Fortunately, the Library currently enjoys the space and resources to retain an extensive historical collection of both primary and major secondary sources. This historical

collection provides an invaluable and unique resource for our patrons and the public at large. Although this policy generally refers to both physical items, digital copies stored on the Library's servers may be retained instead of, or in addition to, print or microform.

The Library retains material according to the following principles and guidelines. Material that does not fall within these principles and guidelines is periodically weeded from the collection.

a. Primary Law

The Library emphasizes the retention of primary law as an essential service to our patrons. Statutes, legislative materials, statutory codes, court rules, and administrative codes are retained for every year received regardless of jurisdiction (domestic or global). Superseded or replaced pages from loose-leaf binders are retained for high-priority titles, such as California administrative code, where no other method of retaining complete annual records is feasible. The Library generally avoids duplicate copies of retained primary law, except for high-usage California materials.

The Library also retains Los Angeles-area municipal and county codes. This includes the retention of superseded or replaced pages from loose-leaf binders where no other method of retaining complete annual records of a local jurisdiction's law is feasible.

Except for California and U.S. Supreme Court case law, the Library retains only one copy of court reporters per jurisdiction (domestic or global), preferring an officially designated reporter. Where an official reporter is available, parallel reporters are not collected. If multiple non-official reporters exist in print, the Library may retain one non-official reporter for the collection. The Library may rely solely on regional reporters where other options are unavailable.

b. Secondary Law

While not as important as primary law, prior editions of major secondary sources can serve important research functions. For example, important case law may cite a secondary source as it existed at the time that case was decided. The Library retains such sources according to the following guidelines. Duplicate copies of secondary sources are not retained, except for heavily used California materials.

California secondary sources issued annually are retained subject to the Library's shelving capacity and may be limited to selected topics and publications (see section III(c), "Long-Term Space Constraints," below). Current practice is to maintain one archival copy of annual titles. Loose-leaf or other materials issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

Secondary sources from the Ninth Circuit, jurisdictions within the Ninth Circuit, and New York issued annually are retained every three (3) years. Loose-leaf or other materials

issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

Secondary sources from other state, federal, and global jurisdictions issued annually are retained every five (5) years. Loose-leaf or other materials issued less frequently are also retained, including the final supplement thereto (loose-leaf update or pocket part). No interim updates or superseded pages are retained.

c. Long-Term Space Constraints

The Library and its patrons have been fortunate to have sufficient shelving space to accommodate the longstanding retention policies described above. However, this may not always be the case. While publishers transition some print materials to digital only formats, other print materials are now issued more frequently than before, although often in softbound or other formats less conducive to long-term preservation. How different print formats and publications will be emphasized by legal publishers in future years remains quite uncertain.

If modifications to these retention guidelines prove necessary, the Library will generally follow the levels of emphasis described in section V, “Collecting Levels by Subject and Jurisdiction,” pp. 14-15, and Appendices. Primary law from all jurisdictions will continue to be emphasized, with secondary sources being prioritized at a lower level according to jurisdiction and subject, as indicated above and with reference to the Collecting Levels in the Appendices to this policy.

d. Digitization and Born Digital Materials

While the preservation of print items in their original format is generally preferred, sometimes the best preservation decision is to “reformat,” i.e., scan or digitize the content and discard the original physical item. This saves shelving space while still preserving the intellectual content of the material. Digitization, with or without complete reformatting, can also allow for greater convenience access content via online repositories. In addition, select materials collected by the Library are “born digital,” i.e., provided to the Library by a vendor or agency as electronic files. The Library may choose to invest in digital repositories for such items in the future, if feasible and permitted by law and any licensing agreement with the publisher. (See section II(d)(v)(5), “Online/Digital Resources (Non-Subscription),” p. 8).

The Library has previously undertaken a major digitization project involving the Library’s extensive California appellate briefs collection. The Library will continue to make these digitized briefs publicly available. For other digitization projects that may be undertaken, or for born digital materials selected for preservation, the Library will apply the Collecting Levels and other principles and guidelines described in this Policy, keeping in mind both the long-term costs to the Library of maintaining digital repositories, and the benefits to our patrons of making such material available digitally. It is strongly preferred

that any digitization project undertaken with an outside partner require, as part of the agreement, that the Library retain ownership of the digital files created.

e. Weeding

In addition to the regular weeding of materials that do not meet the retention guidelines in this section, the Library may also choose to remove from the collection other material according to the following criteria:

- Duplication of content available elsewhere.
- Physical condition, including presence of possible contaminants including mold that could endanger staff or patron health, or spread to other items in the Collection.
- Current and projected usage.
- Obsolescence of information versus historical, archival, or other likely research value.
- Current and projected shelving space constraints.
- Other measurements of qualitative value, using the general criteria and collecting levels applied for selection of materials in section V, "Collecting Levels by Subject and Jurisdiction," pp. 14-15, and Appendices.

IV. Donations

The Library appreciates donations of law books and other legal materials. The Collection Development team will carefully consider any donated materials and make a recommendation to the Executive Director to accept or decline such donation, in whole or in part. The same criteria that generally apply to collection development decisions as described in section II(c), "General Criteria Applied in Making Selections," p. 4, apply to the Library's decision to accept a donated item (e.g., authorship, anticipated usage, uniqueness of content, etc.). In addition, the Library will consider the physical condition of donated items in determining whether to accept. If accepted, the Library will determine the location, classification, and circulation of donated material, and retains the right to dispose of donated items at any time deemed appropriate. The Library will not appraise the monetary value of any donation.

V. Collecting Levels by Subject and Jurisdiction

The Library selects material for the collection by subject and jurisdiction according to a tiered system of emphasis ("Collecting Levels"), based on patron needs and other factors described in section II, "Selection of Materials," pp. 3-11.

The Library assigns Collecting Levels to geographical jurisdictions based upon the additional factors of: (a) population size of the jurisdiction; (b) proximity to California, or Los Angeles County for local materials; (c) magnitude of economic contacts, e.g.,

volume of trade with California or the U.S. as a whole; and, (d) developed legal profession, i.e., stable legal institutions and established legal publishers that disseminate laws and legal publications.

The Appendices that follow provide complete charts listing the Collecting Levels for each subject and jurisdiction that is collected.

The Library's Collecting Levels are as follows:

- 1 – Basic. The collection provides sources sufficient to introduce the area of law. Few selections are made beyond basic works, including self-help material and renowned authors in the field.
- 2 – Selective. The collection provides essential information on the area of law. Includes a useful selection of self-help material, treatises and other secondary sources but less than required to fully support the practice of law in the area or address all potential needs for self-represented patrons.
- 3 – Practice. Extensive collection that fully supports the practice of law, as well as the needs of self-represented litigants and other researchers in the area. The collection includes a wide range of self-help material, treatises and practice materials, reference works, and primary law but avoids duplication and aims for efficiency in addressing a wide range of patron needs.
- 4 – Comprehensive. The collection strives for completion such that practitioners and other researchers can find material for virtually any research need within the area. The collection aims to include all recognized self-help books, treatises, practice guides, reference works, and primary law.

Appendix 1: Subject – Federal, National and Multi-State

<u>Subject</u>	<u>Collecting Level</u>
Constitutional law	4
Encyclopedias, law dictionaries, treatises, restatements, etc.	4
Law reports and related materials (federal and regional case reporters)	4
Procedure (civil, appellate, administrative)	4
Statutes and administrative regulations	4
Labor law, collective bargaining, employment law, labor standards	3
Banking, secured transactions (inc. cryptocurrency)	3
Bankruptcy, creditors' rights, etc.	3
Common law, equity	3
Conflict of laws	3
Congressional documents, legislative history	3
Contracts	3
Corporations, mergers & acquisitions, partnerships, agency, etc.	3
Criminal law, criminal procedure	3
Damages	3
Education	3
Environmental law	3
Intellectual property, copyright, trademark, patent, etc.	3
Legal composition, legal profession and practice, legal ethics, etc.	3
Native American law (federal Indian law)	3
Property, real property, mortgages, etc.	3
Public health	3
Public property, eminent domain, zoning	3
Public welfare, public assistance	3
Securities	3
Tax law (income tax, sales tax, tariffs, public finance, etc.)	3
Torts, negligence, strict liability, etc.	3
Trusts and trustees	3
Water law, riparian rights	3
Estate planning	3
Family law, conservatorship, divorce, etc.	3
Local government	3
Regulation of industry, trade, and commerce, occupational law, etc.	3
Succession, probate law and practice, decedents' estates, etc.	3
Art law	2
Drug laws	2
Insurance	2
Juvenile justice, juvenile courts	2
Military law, national defense	2
Personal property	2
Restitution, quasi-contracts, etc.	2
Workers' compensation, unemployment insurance, etc.	2
Non-law subjects (accounting, medicine, forensics, etc.)	1

Appendix 2: Jurisdiction – U.S. State and Local/Territorial

<u>Jurisdiction</u>	<u>Collecting Level</u>
California	4
Local jurisdictions, within County of Los Angeles	4
Arizona	3
Delaware	3
Florida	3
Nevada	3
New York	3
Oregon	3
Texas	3
Washington	3
All other U.S. states and the District of Columbia	2
Local jurisdictions, within California (not in County of L.A.)	2
Local jurisdictions, outside California	1
Territories of United States (Puerto Rico, etc.)	1

Appendix 3: Global Law – Subjects (Comparative and International Law)

<u>Subject</u>	<u>Collecting Level</u>
Commercial law and trade	2
Comparative law, generally	2
Constitutional law	2
Encyclopedias, law dictionaries, treatises, etc.	2
Family law	2
Human rights	2
Intergovernmental organizations inc. United Nations, European Union, World Trade Organization	2
Procedure (civil, appellate, administrative)	2
Treaties	2
Contracts	1
Corporations	1
Criminal law	1
Environmental law	1
Intellectual property	1
Labor law	1
Polar law	1
Property	1
Religious law	1
Space law	1
Taxation	1
Torts	1
Trusts & estates	1
All other subjects	Minimal

Appendix 4: Global Law – Jurisdictions

<u>Jurisdiction</u>	<u>Collecting Level</u>
Canada	2
Mexico	2
United Kingdom	2
Other G7 Nations (inc. France, Germany, Italy, Japan)	2
BRICS Nations (Brazil, Russia, India, China, South Africa)	2
Other major Pacific Rim nations (inc. those in East Asia, Southeast Asia, Oceania, Central America, South America)	2
All other jurisdictions	1