

# Harvard Law School Library Collection Development Policy

The primary mission of the Harvard Law School Library is to support the research and curricular needs of its current faculty and students. The Library also supports the greater Harvard community and, to a lesser extent, the community of scholars and researchers around the world who are interested in subjects of or related to the law.

The Library acquires, catalogs, preserves, and makes available materials which are required by its current faculty and students for their teaching, learning and scholarship. It also acquires materials which may reasonably be required in the future and where it may be difficult to obtain copies later on-demand.

In some cases, the Library acquires materials and adds them to its permanent collection. The Library adds such materials based on a combination of needs of the current faculty and students and the areas of historical strength in the collection.

In other instances, the Library provides access to materials through licenses to electronic resources and through reciprocal arrangements, such as inter-library loan. The Library collaborates with other research libraries at Harvard, libraries at other law schools, and other institutions to work toward common goals of continued access and long-term preservation of legal materials. To this end, the Library participates in several local and national organizations committed to guaranteeing long-term access to legal materials, including the Boston Academic Law Library Collaborative (BALLCO), the New England Law Library Consortium (NELLCO), the NorthEast Research Libraries Consortium (NERL) and the North East Foreign Law Libraries Cooperative Group (NEFLCOG). The Library is also a participant in several digital preservation efforts, including the LIPA sponsored Chesapeake Web Archiving Project and the HathiTrust.

## Format Guidelines - General

Materials are collected chiefly in print or digital format. Permanent retention of materials may be in print, microform or digital format. The Library's goal is to provide access to the information contained in these materials. In some cases the Library will provide access only through electronic sources.

### Serials/Continuations Format Preference

Digital format is generally preferred, so long as:

- There is a reasonable guarantee of the resource's stability,
- The resource comes from an identifiable, official and authentic issuing agency, commission, publisher, or organization,
- The resource is hosted by an entity whose ability to archive and preserve is reliable.

### Monographs Format Preference

Print format is generally preferred; however e-books may be purchased as necessary.

## **Electronic Resources**

The Library acquires electronic resources in a variety of ways: by direct purchase; by cost-sharing with other libraries at Harvard; and through consortia arrangements. We negotiate for university-wide IP access whenever possible.

## **Born-Digital Material**

The Library makes efforts to capture and preserve appropriate "born digital" material.

## **Audio-Visual Materials**

Audio-Visual materials are purchased at the request of faculty and students or to serve general research needs.

## **Microforms**

Material in micro-format is acquired when it is the best archival form available.

## **CD-ROM**

Material on CD-ROM is rarely acquired. It is purchased only if the material is essential to a research or curricular need and is not available in another format.

## **Policy on Duplication**

For disciplines other than law, the Library relies on other Harvard libraries, unless requested by HLS faculty or students, needed for course reserve, or to support the School's research programs.

## **Guidelines for Specific Types of Material**

### **Reference Sources**

The preferred format for reference materials is digital unless print is required to maintain archival access or for ease of use.

### **Law Reviews and Legal Periodicals**

The Library prefers to subscribe to most law journals in digital format. Format decisions are made in conformance with the Serials/Continuations Format Preference guidelines above with the following exceptions:

#### **Acquire in print and maintain print archive for:**

- Harvard Law School publications in accordance with the Durham Statement on Open Access to Legal Scholarship.
- Publications where the Library has agreed to maintain a print copy as part of a collaboration agreement with other libraries.

### **Casebooks**

The Library acquires casebooks when they are requested by faculty for course reserve, authored by an HLS faculty member, or cover a unique topic.

## **Legal Education Materials**

The Library selectively acquires and retains print copies of legal education treatises. The Library does not acquire outlines or exam preparation materials.

## **Casual Reading**

The Library maintains a selective print collection of popular magazines and newspapers for student and faculty use. These are retained for a limited time only.

## **Guidelines by Jurisdiction**

### **United States of America**

The Library provides extensive access to information concerning the law of the United States and its jurisdictions. Materials published for the practicing lawyer are usually not acquired. Exceptions are made when they give special insight into an area of the law, support the clinical education programs of the School, or are requested by a faculty member.

### **Government Documents**

The Library is a selective United States Government Depository library. Harvard's Lamont Library, also a United States Government Depository library, maintains a more comprehensive collection than does the Law Library. We do not generally acquire print documents from states other than Massachusetts.

### **Constitutions**

The Library acquires and maintains one print copy of the federal constitution and all constitutions of the states and territories. The Library relies primarily on Harvard's Widener Library for constitutional history materials.

### **Congressional Record**

The Library acquires one print copy of the *Congressional Record* (daily) and retains it until the permanent microfiche edition is received.

### **Session Laws**

The Library acquires and retains one print copy of the *United States Statutes at Large* and *United States Code Congressional and Administrative News*. For Massachusetts the Library acquires and retains one print copy of *Massachusetts Acts and Resolves*. For all other states, the Library relies on digital access.

### **Codes**

The Library acquires two print copies of the *United States Code* and the *United States Code Annotated* and retains superseded volumes in both print and microfiche. The Library acquires and retains the official code (including at least one copy of an annotated code) in print for each state, except for Massachusetts where all available codes are acquired. The Library subscribes to Hein's superseded statutes service on microfiche for historical research needs.

### **Municipal Codes & Ordinances**

The Library relies on digital access only.

**Administrative Registers**

The Library acquires one print copy of the *Federal Register* (retaining current two years only) and one microfiche copy for retrospective purposes. The Library acquires and retains one print copy of the *Massachusetts Register*. The Library relies on digital access for all other states.

**Administrative Codes**

The Library acquires one print copy of the *Code of Federal Regulations* (retaining current year only) and one microfiche copy for retrospective purposes. The Library acquires and retains one print copy of the *Code of Massachusetts Regulations*. The Library relies on digital access for all other states.

**Administrative Agency Published Decisions**

For both state and federal agency decisions, the Library acquires and retains in print only when the content is not available in digital format.

**Administrative Agency Serial Reports**

The Library acquires and retains in print only when the content is not available in digital format.

**Court Rules**

The Library acquires and retains one print copy of all of state and federal court rules.

**Judicial Reporters**

The Library acquires and retains one print copy of *United States Reports*. The Library acquires print advance sheets only for the *Supreme Court Reporter*, *Federal Reporter* and *Federal Supplement* with limited retention. The Library relies on digital access for all other judicial reports, both state and federal. The Library maintains a limited Westlaw subscription for Harvard University users who do not have individual passwords.

**Appellate Court Briefs**

The Library relies on digital access or interlibrary loan.

**Digests**

The Library acquires and retains in print only the *Decennial Digest/General Digest* and the *Massachusetts Digest*.

**Citators**

The Library acquires and retains in print only *Shepards Acts and Cases by Popular Name* and *Shepards Massachusetts Citations*.

**Judicial Agency Serial Reports**

The Library acquires and retains in print only when the content is not available in digital format.

**Legal Encyclopedias**

The Library relies on digital access only.

**Formbooks**

The Library acquires and retains in print only a very limited number of general jurisdiction formbooks. All other access is digital.

**Legal Ethics Opinions**

The Library relies on digital access only.

**Jury Instructions, Civil and Criminal**

Digital access is preferred.

**Treatises**

The Library acquires and retains major legal treatises. Preference is for print although many are acquired in digital format only.

**Continuing Legal Education Publications/Practice Manuals**

The Library acquires and retains in print for Massachusetts and relies on digital access for other states.

**International Law**

The Library acquires and retains with print as the preferred format, supplemented by digital as needed. We collect comprehensively in English and foreign languages.

**International Documents**

For these materials, the preferred format is digital. The Library is a selective depository for United Nations Documents. For additional materials we rely on the U.N. websites, U.N. documents in microform, and Harvard's Widener Library, which is a full U.N. depository. The Library is the Massachusetts depository for European Union materials. For all other UN affiliated agencies and intergovernmental organizations, digital format is preferred.

**Foreign Law**

The Library collects the laws of foreign jurisdictions according to guidelines set out in the Harvard Law School Library - Collecting Levels By Foreign Jurisdiction document, attached hereto. Monographs and secondary legal literature are also collected in conformance with these guidelines.

**Official gazettes**

The Library acquires and retains in print official gazettes for jurisdictions that do not provide digital access.

**Codes**

The Library acquires and retains in print the major codes available from all jurisdictions.

**Court Reports**

The Library acquires and retains in print the reports of the constitutional courts of the individual countries. Other sub-judicial court reports are acquired selectively.

## Special Research Collections

### Middle Eastern and Islamic Law

The Library collects in two principal areas: classical Islamic law and jurisdictional law of countries with majority Muslim populations. We collect in the vernacular and in Western languages. The preferred format is print, supplemented with microform and digital formats, where available.

The Library acquires and retains Islamic law from the 7th century C.E. up to the modern period. The collection includes Islamic law (usul al-fiqh, collections of fatwas, etc.) as well as sources of Islamic law (e.g. hadith collections) and scholarly works on Islamic law. Special areas of interest are Islamic finance and Islamic ethics in business and medicine. The collection is primarily in Arabic.

The Library acquires and retains (modern) jurisdictional law of the Islamic world for the following areas, in order of emphasis:

- The Arab world: Egypt; Saudi Arabia and the Gulf states; Yemen; the Eastern Arab states (Iraq, Jordan, Syria, Lebanon, and Palestine (West Bank and Gaza Strip)); and North Africa (Algeria, Libya, Morocco, and Tunisia),
- Iran,
- Turkey,
- Afghanistan and the Persian and Turkish speaking countries and regions of Central Asia (Azerbaijan, Kazakhstan, Kyrgyzstan, Kurdistan, Tajikistan, Turkmenistan, and Uzbekistan)
- Muslim South Asia: Pakistan, India,
- Muslim Southeast Asia: Malaysia, Indonesia

### East Asian Law

The Library acquires and retains East Asian law from the jurisdictions of the People's Republic of China (PRC) including Hong Kong and Macau, the Republic of China (Taiwan, or ROC), Japan and Korea. The Chinese and Japanese collections are as comprehensive as possible for pure law subjects. Korean Law is collected extensively. For all East Asian jurisdictions the Library collects in the vernacular and Western languages. The preferred format is print, supplemented by digital resources as needed. The Library cooperates closely in making acquisitions decisions with Harvard's Fung Library and Harvard-Yenching Library.

### Ancient, Roman, and Canon Law

The Library's historical collections of Ancient, Roman and Canon law are very strong. These areas are collected extensively in all languages, both to maintain the historic strengths and to support the work of members of the faculty.

### Jewish Law

The Library has a working collection of Jewish law to support the teaching needs of the Law School's faculty. The Library relies on the collection of Jewish Law at Widener Library, which is comprehensive.

## **Historical & Special Collections**

The Library's Historical & Special Collections Department acquires and preserves printed materials and early manuscripts that document the history of law, especially that of Western Europe (including the United Kingdom) and the United States. Special emphasis is given to the history of legal education and practice, international law, civil and canon law, war crimes tribunals, Anglo-American and European trials, Russian and Soviet law to 1991, and Chinese law to 1960.

The Library's Modern Manuscripts Collection is focused on Anglo-American law dating from 1700 to the present. Acquiring the papers of Harvard Law School graduates and faculty who have made significant contributions to the study and practice of the law is a priority. Documents relating to practice, the judiciary, legal education, and notable trials are also collected.

The Library also maintains a collection of publications and records from the Law School's faculty, students and administration known as the Red Set. The Red Set includes three distinct categories of material: faculty authored publications; institutional publications; and student-created material.

### **Art and Visual Material**

The Harvard Law School Library collects art and visual materials in a variety of formats including paintings, sculpture, paper prints such as engravings and lithographs, photographic prints and negatives, digital images, textiles, and three-dimensional objects. The subject matter of these materials relates to the history of Harvard Law School and its role in the development and history of legal education.