COLLECTION DEVELOPMENT POLICY

CAMPBELL UNIVERSITY
SCHOOL OF LAW LIBRARY

225 HILLSBOROUGH STREET
SUITE 203
RALEIGH, NORTH CAROLINA 27603
919.865.8569
INTRODUCTION AND OVERVIEW

INTRODUCTION TO THE POLICY
The library collection is designed to meet the curriculum and research needs of its patrons. The policy is based upon the needs of the primary constituents of the library, the law school faculty and students. Other users, such as local attorneys, are considered but do not guide the direction of the collection. This collection development policy supports the mission of the Campbell University School of Law Library which is: to play the leading role in meeting the information needs of the law school community, to provide comprehensive information resources and services to advance legal scholarship, and to support the curriculum and programs of the law school and university.

OVERVIEW OF THE COLLECTION
The collection includes comprehensive coverage of basic American primary source materials, including nearly all reported decisions of federal and state courts, as well as current and retrospective collections of federal and state codes and session laws. It is strong in most areas of American law and provides faculty support by processing duplicate office copies when requested by a faculty member. Practitioner-oriented material is acquired selectively, and generally not collected for states other than North Carolina, South Carolina, and Virginia. American law materials are also readily available through Lexis and Westlaw, accessible in the library through public access terminals, the student and faculty research networks, and from home computers through the university proxy server. These materials are also often available via the Internet through such means as the World Wide Web.

The library also maintains a faculty collection of publications written by governing faculty. A copy is selected for the general collection as well. The specifics of this will be detailed in the specific section on the faculty collection.

SELECTION PROCESS
The Director of the Law Library and the professional librarians participate in collection development and acquisitions. These librarians form the collection development policy committee which meets once a month to discuss selections, cancellations, and other collection policy issues.

The Technical Services Librarian sorts through the advertisements and sends them to the Reference Librarians. These Librarians preselect materials. They usually check only materials published during that year and the previous year. The Director makes the final decision. If opinions differ among the selectors, the item is discussed further by the group at the collection development committee meeting. The Technical Services librarian orders the materials and serves as the Law Library representative in meeting with book publishers and dealers. Faculty members may make specific suggestions and recommendations for purchases. Every attempt is made to honor these requests.

The materials selection process involves professional judgment, a thorough knowledge of the collection, and an ability to assess current and future needs. It often includes an analysis of other holdings in specific areas. Non-law publishers’ catalogs are looked at with particular attention beyond the "law" category. The selection process also requires a close interaction with the faculty, because of the need to anticipate their curricular and research needs. Faculty members are consulted about certain titles, as part of the current awareness service provided by the library.

GIFT POLICY
Gifts of materials for the library are sent to the Director who makes the decision to accept the gift or not. The library reserves the right to dispose of all gifts in any way that is beneficial to the library. This includes acceptance, discard, sale or exchange of unwanted and/or duplicate materials. Gift evaluations are not provided. A list is provided annually for tax purposes to any faculty member requesting one.
FORMAT GUIDELINES
As the result of changing technology, legal information is now available in a wide variety of formats (microforms, books, online databases, the Internet, CDs, video cassettes, and DVDs). Each of these formats present advantages and disadvantages for patron service and collection building. In determining the appropriate format for selection, the following are guidelines to be used:

- Authoritativeness of content
- Ease of Access
- Readability
- Storage considerations
- Longevity of format
- Currency of information
- Potential historical significance.

The Library has placed a high priority on providing information through electronic formats. The large-scale computerization of legal information sources has led to the increased use and reliance on electronic databases as primary sources of information. Many primary and secondary sources are now available in electronic format, as well as in print. They are available not only from dedicated terminals in the Library, but also through the Faculty and Student Research networks and from remote locations. This includes information available through Lexis and Westlaw, as well as access to the World Wide Web. The criteria used to determine the appropriate mix of traditional and electronic resources include:

- Is the information primary or secondary?
- Does the information exist in a stable digital format, preferably in a pdf format?
- How often and for what purposes is the material likely to be consulted?
- Can the titles be reinstated if there is a need?
- Does the Library have an obligation to provide access to the material for future users?

WEEDING POLICY
The Law Library collection should be dynamic and useful to faculty, staff, and students. One way to effectuate this goal is to remove marginal titles from the collection. The withdrawal of unwanted titles and the storage of infrequently used materials will result in a more accessible and functional collection.

It is the policy of the Law Library to withdraw materials in accordance with the principles of the Collection Development Policy. Books and other materials will be removed from the collection in accordance with established criteria.

CRITERIA
- Importance of Material to the Collection
  The collection development goals of the Law Library support of the curriculum, and faculty and student research support, should guide the weeding process. The collection development levels assigned to the various level subjects should be used to make an informed decision and to weigh the importance of each category of material to the mission of the Law School and the Law Library. Previous editions should be retained only in subjects that are collected at the Research Level and above. For subjects collected below that level, only current editions should be retained in the collection.

- Supplementary Materials
  Superseded supplementary material completely replaced by later editions or supplementation should be discarded.

- Duplication
  Multiple copies or superfluous materials should be considered for weeding.

- Cancellations
If a decision is made to cancel a title with supplementation, the volumes should not be retained for more than three years, and should be clearly labeled “This Material Is Not to Be Updated.”

- **Format**
  If the material is also available electronically, it should be considered a candidate for weeding. The most appropriate format for our collection and clientele should be selected.

- **Physical Condition of the Material**
  A determination concerning rebinding, repairing or discarding material in poor condition should be made, with the cost of maintenance or preservation balanced against the value of the materials to the collection.

- **Space Considerations**
  Voluminous materials should be considered candidates for off-site storage or weeding if they are also available in a reliable electronic format.

- **Special Types of Materials**
  Some types of materials should automatically be withdrawn from the collection. These materials include but are not limited to:

  - **Casebooks**
  - **Statutory supplements and compilations**
    - Superseded copies of statutes from other states are withdrawn from the collection.
    - Superseded copies of the North Carolina General Statutes are kept and stored in offsite shelving.
    - Superseded copies of the United States Code are kept in regular shelving.
  - **Old directories**
    Retain only the most recent superseded edition.
  - **Hornbooks**
    - The most recent edition is kept on reserve.
    - The previous edition is kept in the stacks **unless** the subject is collected at the Research Level and above, then all previous editions are kept.
  - **Nutshells**
    The most recent edition and one prior edition.
  - **Other study aids**
    Most recent edition and one prior edition of each study aid are kept.
  - **Atlases**
    Retain only the current edition.
  - **Court Rules**
    - Most recent edition is kept on Reserve. All superseded editions of Federal and North Carolina Court Rules are kept in regular shelving.
  - **Form Books**
    Discard all superseded form books.
  - **Newspapers and Periodicals**
    - Keep 2 weeks of newspapers, generally
    - Keep all *North Carolina Lawyers Weekly*, after one year they are bound and moved to off-site shelving.
• Keep 3 months of weekly magazines
• Keep 12 months of monthly magazines

• Newsletters
  o ABA newsletters are kept for 5 years
  o Other newsletters are kept for 3 years
  o AALL newsletters are maintained for several years

• Law Reviews
  o If a law review has ceased publication under the original title, but is continued under a different title, retain the title.
  o If a law review has ceased publication, the library has the full run of the law review up to the last publication date, and the subject is collected at the Research Level or above, the title is retained. (Some law reviews in this category will require a case by case decision).
  o A partial run of a law review should be discarded unless it has historic value. Decisions will have to be made on a case by case basis.

• Treatises (Looseleaf)
  o Discard all superseded replacement volumes
  o If the entire set is replaced with a new edition, keep the most recent volumes of the older edition.

• Treatises (Bound)
  o Retain the current edition.
  o Retain the most current superseded edition unless the subject is collected at the Research or Above level, then keep all superseded editions.

• Legal Newspapers
  o New York Law Journal
    ▪ Keep the paper subscription for 6 months
    ▪ Available on ProQuest Digital Microfilm.
    ▪ Available on both Westlaw and Lexis.
    ▪ A daily version is available at http://www.nylj.com
    ▪ Discard print copies after six months.
  o National Law Journal
    ▪ Keep the paper subscription for six months
    ▪ Available on ProQuest Digital Microfilm
    ▪ Discard print copies after six months.

U.S. COLLECTION DEVELOPMENT POLICIES BY TYPE
ADMINISTRATIVE CODES AND REGULATIONS

FEDERAL
• Code of Federal Regulations
  o The CFR is available on Lexis (1981–present) and Westlaw (1984 - present).
  o The full run of the CFR is available on HeinOnline (1938 - present).

• Federal Register
  o The Federal Register is available on Lexis and Westlaw (1980-present).
  o The full run of the Federal Register is available on HeinOnline (1936-present).

STATE
• North Carolina
  o The library maintains one copy of the original Official North Carolina Administrative Code
in paper (This set is kept for archival purposes)
  o The library maintains one copy of the West North Carolina Administrative Code in paper.
    (This is now the official edition of the Administrative Code).

- Other States
  The library relies on Lexis and Westlaw for access to other state’s administrative codes.

- State Registers
  State Registers are collected in accordance with the collection policy for state administrative codes.

**Municipal Codes and Ordinances**
Selected North Carolina municipal ordinances are collected: Chapel Hill, Durham, Greensboro, Raleigh, and Lillington. A copy of the current Harnett County Ordinances is kept in the North Carolina Collection. Codes and ordinances from other cities and counties can be found at [http://municode.com](http://municode.com).

**Administrative Decisions**
- Federal
  The Library relies on electronic access via GPO for many agency decisions. Agency decisions are available on HeinOnline in the United States Federal Agency Library.

- State
  North Carolina administrative decisions are acquired. Administrative decisions from other states are not collected.

**Atlases**
A current edition of two major world/international atlases, a gazetteer, and a road atlas is maintained. Only current editions are retained by the Library.

**Attorney General Opinions**
- Print copies are currently collected only for North Carolina Attorney General Opinions and the Official U.S. Attorney General Opinions.
- State opinions are available on Lexis and Westlaw.
- U. S. Attorney General Opinions are available on Lexis and Westlaw (1791 - present).
- U. S. Attorney General Opinions are available on HeinOnline (1791 - present).

**Bar Journals**
The library collects bar journals issued by the ABA and ABA sections. The Library also collects all North Carolina Bar Journals and the state bar journals from Texas, Georgia, and Virginia.

In addition, the library subscribes to HeinOnline, which contains digitized copies of almost all U.S. Bar Journals. The Library also receives the Hein microfiche sets of state bar journals. Earlier print editions of state bar journals are bound. Current years are kept in paper until the microfiche arrives. The paper issues are then tossed. The ABA and ABA section journals as well as the North Carolina bar journals are maintained in paper and bound.

**Bibliographies**
The library collects legal and law-related bibliographies. Annotated bibliographies are preferred. However, bibliographies that are not annotated are also purchased. Most bibliographies are maintained in reference, although those that may not be heavy use items are sent to the stacks. Older titles move to the stacks.
**Campbell Law School Publications**

- **Faculty Collection**
  All non-journal article publications of the governing faculty published during their appointment in the Law School are acquired and maintained in a separate Faculty Collection. When a faculty-authored item is acquired for the general collection, a second copy is purchased for the Faculty Collection. The collection includes titles authored or edited by faculty members, and books with contributions by the faculty.

- **Law School Events**
  Events sponsored by the Law School, including conferences, panel discussions, special lectures and other events sponsored by the Law School have been regularly recorded since 2000. The Library catalogs the recordings of these events, enhancing access with subject and speaker information, and is responsible for permanently archiving copies in off-site storage.

**Casebooks**
The library does not collect casebooks as a matter of policy unless
- They are authored by faculty members and are added to the faculty collection.
- They are added as gifts to the collection.
- They are the only published material in a new area of law.
- They are specifically requested by faculty.
- Paper supplements are not added. Only one copy of any edition is maintained.

**Citators**
The library provides access to citators through electronic means.
- Westlaw's KeyCite
- LexisNexis’ Shepards
  The library maintains limited print editions of Shepard’s Citators.
  - **Regional and State Citators**
    The library maintains a print version of the North Carolina Citations. For other regional and state reporter access, online access is through Lexis and Westlaw.
  - **Federal and United States Citators**
    The library relies on online access through Lexis and Westlaw.
  - **Use by Local Attorneys**
    Patrons who do not fall under the law school's education contracts with Lexis or Westlaw may update cases by using Westlaw’s Keycite. Keycite is accessible by attorneys who need to shepardize legal documents at no charge.

**Codes (Statutory)**

- **Federal Codes**
  The library maintains one copy of the official United States Code. The official code is located on the ground floor of the Law Library.
  The library maintains one copy of the U.S. Code Annotated. The U.S. Code Annotated is located on the ground floor of the Law Library.
  The library maintains one copy of the U.S. Code Service. The U.S. Code Service is located on the ground floor of the Law Library.
  Superseded copies of the Official United States Code are retained and stored off-site.

- **State Codes**
  State Codes are collected for most of the states and the District of Columbia. The Library does not collect the codes from the following states; however, access is available to each of the state codes through either Westlaw or Lexis:
- Arizona
- Hawaii
- Idaho
- Iowa
- Maine
- Minnesota
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Mexico
- North Dakota
- Oklahoma
- Rhode Island
- Utah
- Vermont
- Wyoming

Historical North Carolina codes and superseded volumes of the North Carolina General Statutes are stored off-site.

COMPACT DISKS
The library selects audio CD products according to their subject matter or title rather than as a format. The purchase of CD-ROMS is highly disfavored; they are purchased only if the material is essential to a research or curricular need. CDs are stored according to the following policy:

- CDs that come with published material are kept with the book or journal on the shelf in the designated location.
- CDs that are archival or microfiche substitutes are stored offsite in the basement of Wiggins Library.
- Audio CDs are kept on reserve.

CONSTITUTIONS
United States and state constitutions are collected in annotated form if available. Special works include The Constitutions of the States; a State by State Guide, Constitutions of the United States, National and State, and the Encyclopedia of the American Constitution.

Most of the annotated state codes held by the library include state constitutions with annotations.

The Library also subscribes to HeinOnline’s World Constitutions Illustrated library for access to foreign constitutions.

CONTINUING LEGAL EDUCATION
The library collects CLE materials from North Carolina, South Carolina, and Virginia, but few Continuing Legal Education materials from other states, unless faculty research interest is present. The library purchases selected course handbooks from the Practicing Law Institute (PLI); however, the library relies on Westlaw for primary access to these materials. In addition, the library collects some ALI-ABA materials.

COURSE EXAMINATIONS
Examinations given by Campbell law professors are kept if provided by the professor. Exams are available online through E-Reserves in PDF format for the semester that the course is being offered by that professor. Examinations from other schools are not collected.
COURT BRIEFS AND RECORDS
The library collects briefs in cases that have been argued before the United States Supreme Court, the United States Court of Appeals for the Fourth Circuit, the North Carolina Supreme Court, and the North Carolina Court of Appeals.

- **U. S. Supreme Court**
  The library has microfiche records beginning with 255 U. S. 1. Beginning in 1950, the microfiche are organized by the docket number. Online access is available for all briefs beginning in 1979 on Lexis and Westlaw.

  Supreme Court Briefs and Records are available on the Making of Modern Law: Supreme Court Records and Briefs (1832 - 1978).

- **U.S. Court of Appeals for the Fourth Circuit**
  The library has collected these on microfiche since 1983. Online access is available on Westlaw for briefs beginning in 1976.

- **North Carolina Supreme Court**
  The library has bound volumes from 1974-1999 in off-site shelving. Beginning in 1982, they are also available on microfiche. Any unbound paper copies are discarded when they are duplicated by microfiche. Beginning in 1998, North Carolina Supreme Court Briefs and Records were made available online at www.ncappellatecourts.org.

- **North Carolina Court of Appeals**
  The library has bound volumes from 1979 through 1999 in off-site shelving. Beginning in 1998, North Carolina Court of Appeals Briefs and Records were made available online at www.ncappellatecourts.org.

COURT REPORTS

- **Supreme Court Reports**
  - U.S. Reports - The library retains 1 copy
  - Supreme Court Reporter - The library retains 1 copy
  - U.S. Reports Lawyer's Edition - The library retains 1 copy

- **United States Law Week**
  - The library maintains one subscription to U.S. Law Week.
  - U.S. Law Week is shelved in the reference section
  - Additional subscriptions are maintained for faculty members.
  - These are also available via the Library’s subscription to BNA.

- **Federal Reporters**
  - Federal Supplement - The library retains two copies.
  - Federal Reporter - The library retains two copies.

- **Regional Reporters**
  - Southeastern Reporter - The library retains two copies
  - Other Regional Reporters - The library retains one copy

- **Special Subject Reporters**
  - Bankruptcy Reporter - the library retains one copy
  - Education Law Reporter - the library retains one copy
  - Federal Rules Decisions - the library retains two copies
  - Military Justice Reporter - the library retains one copy
  - Veterans Appeals Reporter - the library retains one copy
- **State Reporters**
  - **North Carolina**
    - North Carolina Supreme Court Reports - the library retains 4 copies, and one copy is in the Faculty Library.
    - North Carolina Court of Appeals Reports - the library retains 4 copies, and one copy is in the Faculty Library.
    - West's North Carolina Reporter - the library retains 1 copy
  - **Other States**
    - West's California Reporter - the library retains 1 copy
    - West's New York Supplement - the library retains 1 copy
    - Virginia Reports - the library retains 1 copy
    - Virginia Court of Appeals Reports - the library retains 1 copy
    - The library does not maintain copies of other official state reports.

**COURT RULES**
Court rules are purchased for the Federal, State and Local courts. The library also relies on Title 28 of the United States Code and its annotated services as well as treatises such as Wright and Miller, Federal Practice and Procedure, and Moore’s Federal Practice.

The library also maintains one copy of Federal Rules Decisions. If state court rules are not part of the state code, they are purchased separately. West soft-cover court rules volumes are available for many states. Court rules are kept next to the state codes.

**DICTIONARIES AND THESAURI**
- **Legal Dictionaries**
  - The library collects most legal English language dictionaries and thesauri, including Black’s and Ballentine’s in addition to others.
  - The library maintains one copy of Words and Phrases
- **General Dictionaries**
  - The library selects general dictionaries, and maintains a copy of the Webster’s Unabridged Dictionary.
  - The library subscribes to the Oxford English Dictionary online.

**DIGESTS**
- **Comprehensive Digests**
  - Century Digest - 1 copy in off-site shelving
  - Decennial Digest - 1 copy. 1974 to current is kept on the first floor of the Law Library, while earlier editions are kept in off-site shelving.
  - General Digest —only the most current copy is kept on the first floor of the Law Library.
- **Federal Digests**
  - U.S. Supreme Court Digest - 1 copy
  - U.S. Reports Lawyer’s Edition - 1 copy
  - Federal Digest Series - 1 copy of each
- **Regional Digests**
  - Southeastern - 1 copy
  - Southeastern 2d - 1 copy
- **State Digests**
  - North Carolina Digest - 3 copies
  - Virginia/West Virginia Digest - 1 copy
- New York Digest - 1 copy
- California Digest - 1 copy

- Specialized Digests
  - Education Law Digest - 1 copy
  - Bankruptcy Digest - 1 copy

**DIRECTORIES**
The library collects legal and law-related directories, including congressional, judicial, federal, and administrative directories.

The library selectively collects non-law directories. Primary reliance for non-law directories is through online services. (e.g. Ulrich’s on Westlaw)

Generally only the most current directory is kept, but some older editions of more popular legal directories are kept in the stacks. For non-law directories, only the most recent superseded edition is retained.

The library purchases state bar directories for North Carolina, Georgia, South Carolina, Virginia, and West Virginia. Some directories are added because they are received gratis with the bar journal subscription.

**ENCYCLOPEDIAS**
- **Legal**
  The library retains two copies of Corpus Juris Secundum and American Jurisprudence 2d. The library does not collect state legal encyclopedias except for North Carolina.

- **Specific Subject Encyclopedias**
  The library retains one copy of the following in print format:
  - Encyclopedia of Crime and Justice
  - Encyclopedia of the American Constitution
  - West's Encyclopedia of American Law 2d

  The Library retains one copy of the following in electronic format (E-Books)
  - Encyclopedia of Digital Government
  - Encyclopedia of Governance
  - Encyclopedia of Interest Groups and Lobbyists in the United States
  - Encyclopedia of Law Enforcement
  - Encyclopedia of Politics
  - Encyclopedia of Prisons and Correctional Facilities
  - Encyclopedia of the American Constitution
  - Encyclopedia of the Library of Congress: For Congress, the Nation & the World
  - World Encyclopedia of Police Forces and Correctional Systems

- **General**
  The library retains one copy of the Encyclopedia Britannica which is updated with yearly annuals.

**FORM BOOKS**
The library collects transactional form books as well as practice and procedure forms. The library also collects all North Carolina form books, and forms from other states upon specific request.

Multi-jurisdictional transactional form books are housed on the second floor of the Law Library in Reference. Practice and procedure form books are shelved within the applicable subject area.

Frequently used North Carolina forms are shelved in the Reserve Collection. Other North Carolina form
books are shelved in the North Carolina collection on the second floor of the Library within the applicable subject area. North Carolina judicial forms are available online at the Administrative Office of the Courts webpage: www.nccourts.org. General forms for the Southeastern States are available online at Gale Legal Forms. Superseded form books are discarded.

HORNBOOKS
Generally, the library maintains 2 copies of the majority of all West Hornbooks. Additional copies of specific hornbooks are maintained upon specific request by faculty members.

The latest editions of all hornbooks are kept on Reserve. Earlier editions are integrated into the collection. One copy of earlier editions is retained unless the subject is collected at the research level and above, and then all previous editions are kept.

If both student and practitioner’s editions of a West Hornbook are published, generally one copy of each edition is maintained by the library. The student edition is housed on reserve, while the practitioner’s copy is kept in the stacks.

JURY INSTRUCTION
The library collects model or pattern jury instructions for the federal courts, North Carolina, select courts from other states, and selective instructions for specific types of litigation.

- Federal Pattern Jury Instructions
  - Modern Federal Jury Instructions, Civil
  - Manual of Jury Instructions for the Ninth Circuit
  - Federal Criminal Jury Instructions
  - Federal Jury Practice and Instructions: Civil and Criminal
  - Modern Federal Jury Instructions, Criminal
  - Manual of Model Civil Jury Instructions for the District courts of the Eighth Circuit

- North Carolina
  - North Carolina Pattern Jury Instructions for Civil Cases 2 copies
  - North Carolina Pattern Jury Instructions for Criminal Cases 2 copies
  - North Carolina Pattern Jury Instructions for Motor Vehicle Negligence 2 copies
  - North Carolina Pattern Jury Instructions are also available online through CaseMaker.

- Other States
  - Alabama Pattern Jury Instructions – Civil
  - California Jury Instructions, Criminal
  - Instructions for Virginia and West Virginia
  - Maryland Criminal Jury Instructions
  - Virginia Model Jury Instructions – Civil
  - Virginia Model Jury Instructions – Criminal

- Specific Types of Litigation
  - Antitrust Cases
  - Automobile Negligence Actions
  - Business Tort Litigation
  - Civil RICO
  - Commercial Litigation
  - Medical Issues
  - Products Liability Cases
  - Real Estate Litigation
  - Tort Actions
**LAW SCHOOL ALUMNI PUBLICATIONS**
The library adds selected publications that are received gratis from law schools.

**LAW SCHOOL CATALOGS**
The library relies on individual law school web sites for law school catalogs. Paper versions are not maintained.

**LAW SCHOOL EXAMS**
The Law Library collects and maintains copies of final examinations contributed to the Library by Law School faculty. They are available online through E-Reserves in PDF format.

The Library also collects and maintains paper copies of the North Carolina Bar Exam. The library has copies of both the July and February Bar Exams from 1986 to the present. Three copies of each exam are kept in notebooks. The notebooks are processed and put into the Reserve Collection.

**LEGAL NEWSPAPERS**
The Law Library subscribes to the following legal newspapers which are indexed in LegalTrac:

- **New York Law Journal**

- **National Law Journal**
  The Law Library maintains a paper subscription to the National Law Journal. The paper copy is kept for six months. The National Law Journal is also available on ProQuest Digital Microform, Westlaw, and Lexis.

- **North Carolina Lawyers Weekly**
  The Law Library subscribes to one copy of North Carolina Lawyers Weekly. The current copies are kept on Reserve. Copies are bound every six months. Once they are bound, they are stored off-site.

**LEGISLATIVE DOCUMENTS**

- **Bills**
  - **North Carolina**
    The Law Library relies on the University Of North Carolina Institute Of Government and the State Legislative Library for bills and other legislative information. House and Senate Bills are available on Westlaw and Lexis. They are also available on the North Carolina General Assembly web page at [http://www.ncga.state.nc.us/](http://www.ncga.state.nc.us/).

    The “Final Disposition” pamphlet for the bills is received from the Institute of Government. The pamphlets are bound and housed on reserve.

  - **Federal**
    The library relies on Lexis, Westlaw, and GPO or Thomas for access to Congressional Bills.

- **Session Laws**
  - **State**
    The library receives print session laws from the following states through a subscription with Hein:
    - Georgia
    - South Carolina
    - Virginia
    - West Virginia
Florida

- Sessions laws of all 50 states are available through the HeinOnline digital Sessions Laws Library (2003 - present).

- North Carolina
  The library maintains two sets of Session Laws for North Carolina in print format. The coverage is from 1913 to the present.

- Federal
  The library maintains one set of the United States Statutes at Large. The United States Statutes at Large are also available through HeinOnline from 1789 - present.

Legislative Histories

- Federal
  - The library has some compiled legislative histories in the collection in print and microform. Access to these is through the online catalog. Sets that simply reprint legislative documents are not collected. Some legislative histories are also available via Lexis and Westlaw.
  - Legislative documents, journal reports of the U.S. House and Senate are available online in the American State Papers and the U.S. Congressional Serial Set (1789 - 1980).
  - Legislative histories are available online through ProQuest Congressional.
  - The Annals of the Congress of the United States, the Register of Debates in Congress, and the Congressional Record are available through HeinOnline.

- State
  - The library does not collect legislative histories for state statutes. They are usually not published for North Carolina statutes.
  - The Institute of Government at UNC has many resources in this area. Another resource is the North Carolina General Assembly.

Legislative Journals

- Federal
  - The library relies on the undergraduate library for access to the Congressional Record. Earlier years are maintained in paper or microfiche. Access is available on Lexis and Westlaw from 1985 to the present.
  - The Congressional Record is also available through:
    - Westlaw and Lexis from 1985 – present
    - HeinOnline covers the years from 1833 – 2007
    - ProQuest Congressional covers the years from 1998 – present
    - The Congressional Record Daily is available on ProQuest Congressional from 1985 – present.

- State
  - The library collects two copies of the North Carolina House and Senate Journals. The coverage is from 1868 to the present.
NEWSLETTERS
Newsletters are selected according to research interest. They are kept in the stacks and are discarded after a period of time.

- ABA newsletters are kept for 5 years.
- Other newsletters are kept for 3 years.
- AALL newsletters are maintained for several years.

NEWSPAPERS AND MAGAZINES
The library maintains a leisure reading collection of newspapers and magazines. New titles are added upon request. Every effort is made to maintain a wide range of magazines that appeal to various interests.

Newsletters and magazines in the leisure reading collection are discarded according to the weeding policy. The library relies on the undergraduate microfiche collection for archival materials.

The following newspapers are collected in leisure reading:
- Charlotte Observer
- Chronicle of Higher Education
- News and Observer
- New York Times
- Wall Street Journal

PERIODICAL INDEXES
The library subscribes to electronic versions of legal periodical indexes. The library collects other indexes on a case by case basis. Among the factors in deciding whether to collect an index in hard copy are: the electronic access of the index, interdisciplinary nature, and cost.

- Periodical Indexes – Westlaw and Lexis
  - Current Index to Legal Periodicals (Westlaw – most recent 8 weeks)
  - Legal Resource Index (Westlaw – 1980 to present)
  - Legal Resource Index (Lexis – 1977 to present)

- Periodical Indexes – Electronic Subscriptions
  - Current Index to Legal Periodicals
  - LegalTrac
  - Index to Legal Periodicals in Full-Text
  - Retrospective Index to Legal Periodicals

PERIODICALS
The library maintains a collection of significant English legal periodicals and specialized periodicals to support the research interests of faculty and the curriculum. The library collects a majority of the English language legal periodicals of a scholarly nature, as well as other English language periodicals of interest for research or current awareness.

- One copy of all U.S. law school published journals is obtained
  - Current five years are shelved on the second level of the Library
  - If the publication is not available online, the entire run of the publication is bound and kept on the second level of the Library.
  - Publications available on HeinOnline or JSTOR are archived in offsite shelving but are not bound

- One copy of all Campbell Law School Journals will be acquired and bound.
- One copy of all other North Carolina law school journals will be acquired and bound.
RARE BOOKS
Rare books are defined as books having value as an object, aside from or in addition to the intellectual value of the text. The law library considers non-American law books prior to 1800 and American law books prior to 1820 (serials) and 1870 (monographs) to be rare books.

Rare books are purchased selectively according to subject interest and cost.

RESTATEMENTS AND MODEL CODES
The library maintains at least one, but usually two copies of all restatements in the reference collection. One copy of tentative drafts and other drafts are maintained as well. The library maintains the Uniform Commercial Code and Model Penal Code as well.

STATE DOCUMENTS
The library uses various selection tools and relies upon faculty recommendations to select state documents in the following subject areas:

- Annual reports of judicial councils and court offices
- Judicial council reports, studies, and surveys
- Court Reports
- Newsletters from courts
- Law Revision commission reports

STATE MATERIALS (NON-NORTH CAROLINA)
State treatises and practice materials for states other than North Carolina are not purchased except in subject areas important to the faculty or specific to a jurisdiction. (e.g. community property in California, Louisiana law for a civil jurisdiction, Virginia Code Pleading, and Delaware corporation law).

STUDY AIDS
- The library does not purchase or maintain commercial study aids.
- The library collects most of the Sum and Substance CDs. These materials are housed in the reserve collection.
- The library maintains one or more copies of most West nutshells on reserve.
- The Library collects the following series on standing order:
  - Understanding the Law (Bender/Lexis)
  - Examples and Explanations (Little Brown/Aspen)

U.S. GOVERNMENT DOCUMENTS
The library obtains selected documents outside the depository system from individual agencies or the GPO sales program. The library selects materials in the following areas:

- Annual reports of selected agencies
- Reports of decisions in U.S. courts
- Agency decisions
- Laws
- Congressional reports and documents
- Agency regulations
- Justice department publications (selective)
- State department publications (selective)
- Other agency publications (selective)
- The library limits its selection because Wiggins Memorial Library selects about 80% of the items available to depository libraries. In addition, the UNC-Chapel Hill library is a regional depository.
**VIDEOCASSETTES AND DVDs**

The library purchases DVDs if:

- They are requested by faculty for use in course instruction
- They are of historical significance or general interest.

Videotapes of law school sponsored events including faculty presentations were collected for historical purposes. Most of the videocassettes have been converted to DVDs.