

**LIBRARY AND INFORMATION RESOURCES**

**Standard 601. GENERAL PROVISIONS**

- (a) A law school shall maintain a law library that is an active and responsive force in the educational life of the law school. A law library's effective support of the school's teaching, scholarship, research and service programs requires a direct, continuing and informed relationship with the faculty, students and administration of the law school.
- (b) A law library shall have sufficient financial resources to support the law school's teaching, scholarship, research, and service programs. These resources shall be supplied on a consistent basis.
- (c) A law school shall keep its library abreast of contemporary technology and adopt it when appropriate.

***Interpretation 601-1***

*Cooperative agreements may be considered when determining whether faculty and students have efficient and effective access to the resources necessary to meet the law school's educational needs. Standard 601 is not satisfied solely by arranging for students and faculty to have access to other law libraries within the region, or by providing electronic access.*

**Standard 602. ADMINISTRATION**

- (a) A law school shall have sufficient administrative autonomy to direct the growth and development of the law library and to control the use of its resources.
- (b) The dean and the director of the law library, in consultation with the faculty of the law school, shall determine library policy.
- (c) The director of the law library and the dean are responsible for the selection and retention of personnel, the provision of library services, and collection development and maintenance.
- (d) The budget for the law library should be determined as part of, and administered in the same manner as, the law school budget.

***Interpretation 602-1***

*This Standard recognizes that substantial operating autonomy rests with the dean, the director of the law library and the faculty of a law school with regard to the operation of the law school library. The Standards require that decisions that materially affect the law library be enlightened by the needs of the law school educational program. This envisions law library participation in*

*university library decisions that may affect the law library. While the preferred structure for administration of a law school library is one of law school administration, a law school library may be administered as part of a general university library system if the dean, the director of the law library, and faculty are responsible for the determination of basic law library policies.*

### **Standard 603. DIRECTOR OF THE LAW LIBRARY**

**(a) A law library shall be administered by a full-time director whose principal responsibility is the management of the law library.**

**(b) The selection and retention of the director of the law library shall be determined by the law school.**

**(c) A director of a law library should have a law degree and a degree in library or information science and shall have a sound knowledge of and experience in library administration.**

**(d) Except in extraordinary circumstances, a law library director shall hold a law faculty appointment with security of faculty position.**

#### ***Interpretation 603-1***

*The director of the law library is responsible for all aspects of the management of the law library including budgeting, staff, collections, services and facilities.*

#### ***Interpretation 603-2***

*The dean and faculty of the law school shall select the director of the law library.*

#### ***Interpretation 603-3***

*The granting of faculty appointment to the director of the law library under this Standard normally is a tenure or tenure-track appointment. If a director is granted tenure, this tenure is not in the administrative position of director.*

#### ***Interpretation 603-4***

*It is not a violation of Standard 603(a) for the director of the law library also to have other administrative or teaching responsibilities, provided sufficient resources and staff support are available to ensure effective management of library operations.*

### **Standard 604. PERSONNEL**

**The law library shall have a competent staff, sufficient in number to provide appropriate library and informational resource services.**

#### ***Interpretation 604-1***

*Factors relevant to the number of librarians and informational resource staff needed to meet this Standard include the following: the number of faculty and students, research programs of faculty*

*and students, a dual division program in the school, graduate programs of the school, size and growth rate of the collection, range of services offered by the staff, formal teaching assignments of staff members, and responsibilities for providing informational resource services.*

#### **Standard 605. SERVICES**

**A law library shall provide the appropriate range and depth of reference, instructional, bibliographic, and other services to meet the needs of the law school's teaching, scholarship, research, and service programs.**

##### ***Interpretation 605-1***

*Appropriate services include having adequate reference services, providing access (such as indexing, cataloging, and development of search terms and methodologies) to the library's collection and other information resources, offering interlibrary loan and other forms of document delivery, enhancing the research and bibliographic skills of students, producing library publications, and creating other services to further the law school's mission.*

#### **Standard 606. COLLECTION**

**(a) The law library shall provide a core collection of essential materials accessible in the law library.**

**(b) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,**

**(1) meets the research needs of the law school's students, satisfies the demands of the law school curriculum, and facilitates the education of its students;**

**(2) supports the teaching, scholarship, research, and service interests of the faculty; and**

**(3) serves the law school's special teaching, scholarship, research, and service objectives.**

**(c) A law library shall formulate and periodically update a written plan for development of the collection.**

**(d) A law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.**

##### ***Interpretation 606-1***

*All materials necessary to the programs of the law school shall be complete and current and in sufficient quantity or with sufficient access to meet faculty and student needs. The library shall ensure continuing access to all information necessary to the law school's programs.*

**Interpretation 606-2**

*The appropriate mixture of collection formats depends on the needs of the library and its clientele. A collection that consists of a single format may violate Standard 606.*

**Interpretation 606-3**

*Agreements for the sharing of information resources, except for the core collection, satisfy Standard 606 if:*

*(1) the agreements are in writing; and*

*(2) the agreements provide faculty and students with the ease of access and availability necessary to support the programs of the law school.*

**Interpretation 606-4**

*Off-site storage for non-essential material does not violate the Standards so long as the material is organized and readily accessible in a timely manner.*

**Interpretation 606-5**

*A law library core collection shall include the following:*

*(1) all reported federal court decisions and reported decisions of the highest appellate court of each state;*

*(2) all federal codes and session laws, and at least one current annotated code for each state;*

*(3) all current published treaties and international agreements of the United States;*

*(4) all current published regulations (codified and uncodified) of the federal government and the codified regulations of the state in which the law school is located;*

*(5) those federal and state administrative decisions appropriate to the programs of the law school;*

*(6) U.S. Congressional materials appropriate to the programs of the law school;*

*(7) significant secondary works necessary to support the programs of the law school, and*

*(8) those tools, such as citators and periodical indexes, necessary to identify primary and secondary legal information and update primary legal information.*

**Interpretation 606-6**

*The dean, faculty, and director of the law library should cooperate in formulation of the collection development plan.*

**Interpretation 606-7**

*This Standard requires the law library to furnish the equipment to print microform and electronic documents and to view and listen to audio-visual materials in the collection.*