



# Sacramento County Public Law Library

## Collection Development Plan

Revised 2018

## CONTENTS

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>1</b>
A.	Mission Statement .....	1
B.	Objectives .....	1
C.	Responsibility.....	2
D.	Collecting Levels .....	2
<b>II.</b>	<b>SELECTIONS .....</b>	<b>3</b>
A.	Process.....	3
B.	Patron Requests .....	3
C.	Selection Standards and Criteria.....	3
<b>III.</b>	<b>SCOPE OF COVERAGE OF COLLECTION - BY SUBJECT .....</b>	<b>9</b>
<b>IV.</b>	<b>SCOPE OF COVERAGE OF COLLECTION - BY JURISDICTION .....</b>	<b>12</b>
A.	California.....	12
B.	United States .....	13
C.	Other U.S. States .....	13
D.	Other Foreign Jurisdictions.....	13
E.	International Law .....	13
<b>V.</b>	<b>SPECIALIZED COLLECTIONS .....</b>	<b>13</b>
A.	Audio Visual.....	14
B.	Government Documents.....	14
C.	Historical .....	15
D.	Periodicals .....	15
E.	Reference Collection .....	15
F.	Ready Reference Collection.....	16

G.	Self-help Collection .....	16
H.	Staff Collection .....	16
I.	Teaching Collection .....	16
<b>VI.</b>	<b>GIFTS.....</b>	<b>16</b>
<b>VII.</b>	<b>WEEDING/DE-ACCESSIONING .....</b>	<b>17</b>
A.	Overview .....	17
B.	Duplication .....	17
C.	Physical Condition .....	17
D.	Level of Use.....	17
E.	Obsolescence .....	18
F.	Space Limitations .....	18
G.	Qualitative Value .....	18
H.	Weeding Guidelines .....	18

## **I. Introduction**

This plan defines the collection policy of the Sacramento County Public Law Library (SCPLL) and provides a blueprint for the maintenance and expansion of the Library's collection in all formats. The policy should assist those responsible for selecting materials for the collection to understand the philosophy and rationale that guides the development of the collection. With this plan, SCPLL will be able to allocate acquisition funds wisely, shape a strong collection, and inform the community of the nature and purpose of the collection.

This statement reflects the current needs of the SCPLL community. As our community's needs grow and change, this plan will be reviewed and periodically revised to meet any future needs.

### **A. Mission Statement**

The SCPLL Collection Development Team's mission is to develop and maintain a collection that will provide outstanding support for the practical legal information needs of our patrons, based upon the types of legal issues our patrons are likely to encounter. The Law Library's primary patrons are members of the Sacramento County legal community and county residents representing themselves in legal matters. To the extent possible, the Law Library also supports the legal research needs of non-Sacramento County residents representing themselves or others in legal matters.

### **B. Objectives**

- 1) Provide access to legal information to county residents as mandated by sections 6300 through 6365 of the California Business and Professions Code.
- 2) Acquire and maintain major primary and secondary California legal works. Acquire and maintain selected primary and secondary U.S. Federal and general legal works.
- 3) Collaborate with other California county law libraries and the state Law Library, other libraries in the County and in California, and libraries outside the State to the extent possible in order to share resources and provide the SCPLL community with excellent access to legal resources.
- 4) Meet or exceed the following Library standards and ideals set forth by the Library community and incorporated by reference into this document:

- a) County Public Law Library Standards, American Association of Law Libraries, <https://www.aallnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-county-standards.html>
  - b) Ethical Principles, American Association of Law Libraries <http://www.allnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-ethics.html>
  - c) Library Bill of Rights, American Association of Law Libraries <https://www.aallnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-bill-of-rights.html>
  - d) Universal Right to Free Expression, American Library Association <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/universalright>
  - e) Freedom to Read Statement, ALA Office for Intellectual Freedom <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
  - f) Government Relations Policy, American Association of Law Libraries <http://aallnet.org/main-menu/Leadership-Governance/policies/PublicPolicies/policy-government.html>
- 5) Maintain a diverse collection of print and electronic materials, including resources targeting both attorneys and those without training in the law.

### **C. Responsibility**

The Director of the Law Library has final responsibility for the maintenance and development of the Library's collections and services. The Director has delegated some oversight and selection responsibilities to the Collection Development Team. The Collection Development Team includes the Assistant Director for Support Services, the Public Services Team librarians, the Acquisitions Librarian, and other staff members as assigned.

### **D. Collecting Levels**

#### **1) Minimal**

Few selections are made beyond basic works, including self-help material, and those of renowned authors in the field. The collection will provide an overview of an area of law.

## **2) Selective**

Highly selective collection that introduces and defines the subject and indicates the variety of information that can be found elsewhere. The collection includes self-help materials and selected editions of important works. This type of collection is not sufficiently intensive to support the practice of law in a particular area.

## **3) Practice**

Extensive collection that supports the practice of law in a particular area. The collection includes a wide range of treatises and practice materials, reference works, secondary works, and primary law.

# **II. Selections**

## **A. Process**

The Collection Development Team meets twice a month throughout the year. Each librarian member serves as a Subject Area Selector (SAS) for various legal subject areas.

SASs choose materials from different sources, such as publishers' multi-subject catalogs, promotional announcements, book reviews, and other sources as appropriate.

Each selector may request the purchase of items up to \$300. More expensive items shall be brought to the Collection Development Team for discussion.

Electronic resources merit consideration from many angles and will be brought before the entire team regardless of price.

## **B. Patron Requests**

Requests for material made by any of our patrons shall be considered. We do not make purchases based solely on patron request, but we will investigate and decide whether the item is appropriate for our collection. If possible, we will notify the patron whether the purchase is made. If the patron wishes to borrow the item upon arrival, we will place a hold on the item when ordering.

## **C. Selection Standards and Criteria**

The following general criteria are used to evaluate potential new purchases:

## **1) Books**

- a. A practitioner-oriented or law for the layperson approach is preferred over scholarly/academic approaches. Exceptions may be made when no other materials have been published on a topic of current interest or importance which we know to be of use to our patrons.
- b. Strong preference is given to titles from reputable publishers and, where relevant, university presses.
- c. Strong preference is given to works by authors known for their reputation in their field or for the quality of their previously published work.
- d. Bibliographies and anthologies normally are not collected.
- e. Items that fill in a gap in a collection or enhance an already substantial collection that is being developed at a practice level are strongly preferred.
- f. Frequency, manner, and cost of updating must be considered in the collection process.
- g. Availability of material in other formats, especially online, must be considered in the collection process. Material in print is strongly preferred. If print materials have accompanying electronic media available, the Library will consider purchase of one or both.

## **2) Periodicals**

- a. The Library subscribes to Hein Online, Lexis Advance, Onlaw, and WestlawNext, and therefore has access to the materials provided by those vendors.
- b. The Library strives to provide access to all substantive journals produced by California law schools and leading non-California, US law schools.
- c. Commercially-produced or practitioner-oriented journals are collected when deemed relevant. Journals that consist of reprinted articles from journals we already have access to are never purchased.
- d. The Library collects the journal(s) from the Sacramento and California bar associations. Substantive journals published by the American Bar Association and its sections, committees, divisions, etc., of these Bar Associations are collected if deemed especially

relevant to our collection. Journals from other states' and counties' Bar Associations are rarely collected.

### **3) Audio/Video**

- a. The Library collects audio and video materials, including California MCLE, and practice-oriented training CDs and DVDs.
- b. If an item is available in both audio and video formats, audio is preferred.

### **4) Print Material Only Available on DVD, CD-ROM, and Other Electronic Media**

- a. Stand-alone DVDs, CD-ROMs, and other stand-alone electronic media are not desired formats to purchase as a separate item unless the material contained is essential and not available in any other format.
- b. If print materials have accompanying electronic media available, the Library purchases both.

### **5) Online Resources**

#### **a. Subscription Databases**

- 1) Non-legal electronic resources will be considered for purchase by the Library only if the cost is low and the usage is expected to be high.
- 2) Legal electronic resources will be evaluated by the Collection Development team prior to purchase. Cost and uniqueness of material, as well as database design and usefulness to the Library's patrons will be considered. Any selector is welcome to bring a resource to the attention of the Collection Development team and request a trial.
- 3) License agreements that are acceptable to the Library must be obtained for each electronic product. The Assistant Director for Support Services will negotiate the license agreements as needed, with the assistance of the Director when necessary. Major considerations are:
  - a) Allowances for concurrent users at all Public terminals.
  - b) Allowances for walk-in public traffic access inside the Library.
  - c) Allowances for Library patrons to access remotely from the Library's website.

- d) IP address recognition rather than passwords.
- e) No liability clauses that force the Library to take responsibility for the abuse of the database by a user.
- f) Availability of usage statistics.
- g) Legal matters, if they arise, must be conducted in the state of California.
- h) No restrictions about how the Library publicizes or links to the product on its web site.
- i) No restrictions on ability to Inter-Library Loan or email information from the databases.
- j) Allowances for Library patrons to access via the Library's wireless network.

## **b. Electronic Materials**

### **Websites**

Generally, we do not collect/catalog stand-alone websites. Websites may be added to the catalog on a case-by-case basis, after consideration of issues such as:

- The website fills a gap in the library's print holdings on the topic
- The collecting levels of the topic
- The author/sponsor of the website is reputable
- The website provides comprehensive coverage of the topic
- The difficulty of locating the website via other methods (e.g., Google search)

Librarians may recommend websites to the team for inclusion in the catalog.

### **Electronic-only documents (no print version)**

Generally, we do not collect electronic-only documents. Per the library's collection development plan (Section C, 4a) electronic media is not a desired format, unless the material contained is essential and not available in any other format. Electronic-only documents may be added to the collection on a case-by-case basis, after consideration of issues such as:

- The document fills a gap in the library's print holdings on the topic
- The collecting levels of the topic
- The author/sponsor of the document is reputable

- The document provides comprehensive coverage of the topic
- The difficulty of locating the document via other methods (e.g., Google search)

An exception to this rule is made for titles that the library receives solely via a subscription database. See “Digital Materials Received via Subscription Database” below.

### **Print material with an electronic version**

Generally, the library does not print out materials from the internet for inclusion in our collection. Items may be printed on a case-by-case basis, based on factors discussed above, as well as:

- Uniqueness of the item/content
- Value to our patrons
- Ease of access in library for our patrons

When material is printed from the internet, it will be cataloged as a print item, with the electronic version as an “alternate version.”

The library receives numerous print items that are also available via a subscription database. These items are cataloged as a print item, with the electronic version as an “alternate version.”

If print materials the library receives from a publisher are also available from a free website, the online version may be added as an “alternate version” if the electronic version is an exact copy of the print material.

In instances where the library cancels a print title, but retains print volumes and continues to receive the title electronically via a subscription database, the title will continue to be cataloged as a print item, with the electronic version as an “alternate version.”

If a title is discontinued by the publisher, and the library retains the print copies, the bib record will be closed, and links to online equivalents will be removed. The record will remain in the catalog as a print-only item.

### **Digital supplements to print materials**

The addition of digital supplements to catalog records is decided on a case-by-case basis. Factors favoring inclusion are:

- If the material is heavily-used
- If the supplemental material changes the content of the print material (e.g., updates, revisions)
- If the supplemental material aids in the use of the print material (e.g., finding aids, samples)

Supplements that are simply additional information, rather than directly affecting the print resource, will only be added if deemed especially useful.

### **Digital Materials Received via Subscription Database (no print equivalent)**

The library receives many titles via subscription databases that we do not receive in print. Generally, we will not catalog titles received solely via databases, except:

- HeinOnline records purchased from Cassidy Cataloging
- All California practice guides
- Other titles may be added on a case-by-case basis, especially if the title is:
  - Heavily used
  - Hard to find

#### **c. Internet Websites: “Approved Website List”**

In order to improve access to the Law Library’s public computers and wireless network, the Collection Development Team selects websites appropriate for legal research. All URLs referenced in our online catalog and by the Law Library’s website are presumptively appropriate for legal research, as are all websites in the .gov domain.

Patrons may suggest websites by providing a URL and explanation of a site’s relevance to legal research on a form at <http://192.168.250.76/applications/whitelistRequest/send.cfm>.

The procedure for suggesting and implementing such websites is included in the Appendix.

### **6) Microform**

The Library does not collect materials in microformat.

### **7) Language**

English and Spanish are preferred languages of the collection. Due to the limited availability of U.S. and California legal materials published in Spanish, our

collection in this language is small. However, any relevant U.S. or California legal materials published in Spanish will be collected, as well as relevant legal materials from other countries (mainly Mexico) in Spanish. Where available, the Library will also consider collecting U.S. legal materials, especially those geared towards the lay public, in other languages prominent in the Law Library community.

### III. Scope of Coverage of Collection - By Subject

The following chart outlines the scope of our collection development efforts by legal subject. See Section ID, infra, for an explanation of Collecting Levels. A chart depicting Collecting Levels by subject and SAS is included in the Appendix.

Subject Areas:	Includes:	Collecting Levels:	
		California	General
Administrative Law	Administrative mandamus	3	1
Admiralty Law	Maritime Law	N/A	1
Alternative Dispute Resolution	Arbitration; Mediation	3	1
Antitrust Law		1	1
Appellate Practice	Writs	3	1
Banking Law		2	2
Bankruptcy Law		3	3
Business Law	Agency Law Contracts Franchises Leases Transactional Forms Secured Transactions Government Purchasing	3	2
Civil Rights Law	Gay Rights (legal) 1983, Title VII	3	3
Constitutional Law	1st, 2nd amendments Right to privacy Commerce, takings clause	2	2
Consumer Law	Consumer Credit Consumer Protection Debt Collection Identity Theft Personal Property Lemon Law	3	3
Corporate Law	Nonprofit Corporations	3	1

	Partnership Proprietorship		
Criminal Law	Corrections Criminal Constitutional Law Criminal Jury Instructions Criminal Procedure Drunk Driving Law Law Enforcement Prisoner's Rights	3	2
Disability Law	ADA Law	3	3
Education Law		3	2
Elder Law		3	1
Entertainment Law	Art Law Sports Law	1	1
Environmental Law	EPA Land Use Natural Resources Law Pollution Toxic Waste	3	2
Family Law	Adoption Child Custody Child Support Divorce Domestic Partnerships Domestic Violence Emancipation Marriage Parentage	3	1
Finding Aids	ALRs Citators Digests Encyclopedias	3	2
Healthcare	Healthcare Law Healthcare Facilities Managed Care Mental Health Law	2	2
Immigration Law		3	2
Insurance Law		3	1
Intellectual Property	Copyright Law Patent and Trademark	2	1
International Law	Comparative Law Foreign Law International Law	1	1
Juvenile Law	Delinquency	3	1

	Dependency		
Labor and Employment Law	At will employment Contracts Collective Bargaining Discrimination (including ADA) Employment OSHA Rights in the workplace Unemployment Comp Wages and Hours Workers Comp	3	2
Landlord Tenant Law	Fair Housing Unlawful Detainer	3	1
Law Office Management	Client Development Law Firm Marketing Legal Business practice	3	2
Legal Profession	Ethics, legal Legal Malpractice Professional Responsibility	3	2
Military Law, Veterans Law		2	2
Municipal Law	Administrative Local Government	3	1
Native American Law	Federal Recognition Gaming Law Tribal Law	2	2
Personal Injury Law	Jury Verdicts Medical Evidence Products Liability Medical Malpractice Valuation Handbooks	3	1
Pre-Trial Practice	Discovery	3	2
Primary Sources (excluding gov docs)	Administrative Regulations Case Reporters County Codes Court Rules Municipal Ordinances Statutes Statutory Constr.	3	3
Probate	Conservatorship Decedent's estates Guardianship	3	1
Public Benefits Law	Public Health Medical, Medicaid) Public Welfare and Assistance Social Security	3	3

Real Property Law	Common Interest Dev Construction Law Foreclosure Home Owners Ass'ns Mechanics Liens Real Estate Law Takings Clause Zoning & Planning	3	1
Securities		1	1
Small Claims		3	1
Tax Law		3	2
Technology Law	Computer Law Internet Law Telecommunications	2	2
Tort Law	Government Tort Liability Practice	3	1
Traffic Law		3	1
Trial Practice	Evidence Jury Instructions Witnesses	3	2
Trusts and Estates Law	Estate Planning Trusts Wills	3	1

#### IV. Scope of Coverage of Collection - By Jurisdiction

##### A. California

- 1) Session laws, statutory codes, court reporters, administrative code and regulations, court rules, jury instructions, administrative opinions, attorney general opinions, legislative materials, digests, and Shepard's Citations are collected and maintained at a practice level.
- 2) Practice materials, treatises, MCLE materials, and encyclopedias are collected at the levels indicated in Section III, supra, "Scope of Coverage of Collection – By Subject" in the Collecting Levels table for their subject.
- 3) Municipal and County codes of Sacramento are collected. County codes for nearby communities as available.

## **B. United States**

- 1) Session laws, statutory codes, court reporters, the Code of Federal Regulations, the Federal Register, court rules, and jury instructions, are collected and maintained at a practice level.
- 2) Administrative opinions, legislative materials, encyclopedias, restatements, citators, and digests are collected at a selective level.
- 3) Practice materials are collected at the levels indicated in Section III, supra, "Scope of Coverage of Collection – By Subject" in the Collecting Levels table for their subject.

## **C. Other U.S. States**

- 1) Access to other states' primary law is provided electronically.
- 2) Treatises and practice materials for other states are rarely collected, usually as a result of a special interest.

## **D. Other Foreign Jurisdictions**

- 1) No primary materials for other foreign jurisdictions are collected in print. Translations of codes or portions of codes that are of particular subject interest may be purchased selectively.
- 2) English-language secondary materials may be selected if the topics coincide with a subject area of emphasis within our collection and there is interest among patrons. Treatises in English about foreign legal systems are rarely collected, usually as a result of a special interest.

## **E. International Law**

- 1) Treaties: An online subscription to Hein's Treaties and Agreements Library is maintained.
- 2) Treatises: Treatises and practice materials for international organizations are rarely collected, usually as a result of a special interest.

## **V. Specialized Collections**

The Library maintains collections that are unique in format, purpose or location. However, the aggregated subject materials in these collections are microcosms of the Library as a whole; individual SASs have responsibility for collecting and evaluating the parts of these collections that fall in their subject areas.

Each specialized collection has a Collection Coordinator, who is responsible for the integrity or accessibility of a specialized collection as a whole. A list of Collection Coordinators is included in the Appendix.

The Government Documents Collection is an exception to this approach. A single librarian is charged with oversight of this Collection, described below in Section V. B.

### **A. Audio Visual**

The Audio Visual Collection consists of continuing legal education seminars and programs on topics such as recent developments in law, trial techniques, and professional development. The Audio Visual Collection includes CDs, DVDs, and program handbooks. All are available for use inside the Library and most circulate.

### **B. Government Documents**

The highly structured and detailed nature of depository programs for collecting government publications requires that the Collection Coordinator be solely responsible for overseeing the acquisitions, management and processing of this specialized collection. Individual SASs may be consulted when adding or removing titles from the depository list.

The Library maintains a mostly current, 5-year collection with a few retrospective holdings. Most government documents are shelved in compact shelving, with some heavily-used titles integrated into the Library's collection. Access to the Library's holdings is provided through the online catalog and, when applicable, links are included to the electronic version of the titles.

#### **1) Federal Depository Library Program**

The Law Library is a selective depository of publications distributed by the United States Government as part of the Federal Depository Library Program. As such, materials are selected that support the general collection priorities of the Library and that meet the government information needs of our primary patrons. The Library selects a portion of the titles listed on the FDLP's "Suggested Core Collection for Law Libraries." The Library's selections are reviewed annually, with a zero-based review conducted every other year.

#### **2) California Library Depository Act**

The Library is a selective depository Law Library. Under the California Library Depository Act (CLDA), libraries have limited ability to select documents, and no ability to deselect documents. Documents are sent to the Law Library based on its registration as a "selective depository Law Library." 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 the state depository program, the Library also receives some general state documents. The Library is not required to keep these types of documents, but retains any that are deemed beneficial to the collection.

### **C. Historical**

The Library does not actively collect for retrospective or chronological coverage. Nor does the Library actively collect materials for their historical significance. The Historical Collection is developed by a process of retention of superseded materials and through unsolicited gifts as appropriate. The Collection's primary purpose is to make available historical California primary law.

Historical Collection materials are classified as non-circulating.

Superseded California-specific materials retained for the Historical Collection may include selected annotated and desktop codes, regulations, court rules, and municipal codes.

The Library will collect and retain permanently Sacramento specific items, such as rules, ordinances, journals, and reviews. The initial decision to place an item or set of items in the Historical Collection is made by the SAS after soliciting input from the Collection Development Team.

Weeding of this Collection is based on space considerations or the determination that an item or set of items holds no further qualitative value. The SASs work in consultation with the Collection Development Team to make such determinations.

### **D. Periodicals**

The Library provides access to a collection of law reviews, professional journals, and substantive legal newsletters to supplement the print and electronic resources available in the Library. These periodicals enhance current awareness and support the research efforts of Library patrons. See Section II.C.2., above, Selection Standards and criteria for periodicals.

### **E. Reference Collection**

The Reference Collection comprises selective legal and non-legal resources intended for rapid determination of information or explanation. These resources can include dictionaries, directories, biographical sources, research guides, almanacs, atlases, bibliographies, statistical sourcebooks, and citation manuals.

Additional copies of frequently used material, such as self-help books, are purchased for the Reference Collection for ease of access during reference interactions.

#### **F. Ready Reference Collection**

The Ready Reference Collection is composed of multi-subject encyclopedias, treatises, and form books that often serve as starting points for legal research. The Collection is located near the reference desk so that the law librarians may easily demonstrate their use to patrons.

#### **G. Self-help Collection**

The Self-help Collection includes titles that are considered particularly helpful for those representing themselves in legal matters. Selected titles may be duplicated in the General Collection or in other Library collections.

Spanish language materials in print are housed in the Self-help Collection. This Collection also includes instructional material intended for legal professionals and law enforcement personnel who do not speak Spanish.

#### **H. Staff Collection**

Variety of print and audio visual materials are collected as a resource library for staff in the areas of technology and librarianship. Materials typically include books, journals, and recordings of lectures from professional conferences. Staff Collection materials are classified as non-circulating.

#### **I. Teaching Collection**

The Teaching Collection is used by students in SCPLL Law Librarian-taught classes such as “Introduction to Legal Research” and “Federal Legal Research.” It consists of duplicate volumes containing the same sections or paragraphs of basic primary and secondary sources. It also includes single multi-volume sets of basic primary and secondary sources.

Whenever such sources are discarded from our collection or are available from a publisher or other source, the Library will consider collecting these items for the Teaching Collection.

### **VI. Gifts**

Gifts of either cash or Library materials are accepted provided there are no conditions attached and the materials conform to the selection guidelines. The Director of the Law Library and the Assistant Director for Support Services will consider offers of gifts and respond to the prospective donor accordingly. The

Library will determine the housing, classification, and circulation of all gifts and retain the right to dispose of gifts at any time deemed appropriate. The Library will not appraise the value of any gift. A list of donated items will be supplied to the donor by the Library if requested.

## **VII. Weeding/De-accessioning**

### **A. Overview**

The SCPLL Collection Development Team's mission includes developing a collection that supports the practical legal information needs of our patrons. Both current and retrospective materials are relevant for this purpose. However, there are a number of factors that contribute to decisions about the retention of certain items in the collection. These factors are:

- 1) Unnecessary duplication
- 2) Physical condition of materials
- 3) Level of use
- 4) Obsolescence
- 5) Space limitations
- 6) Qualitative value (using criteria similar to those for selection)

### **B. Duplication**

With the exception of some primary California materials, and high-use titles valued for their currency, such as CEB and TRG practice sets, in general there should be no duplication in the collection. When there is duplication of titles at least one copy or set of a title shall circulate, and one copy or set shall be non-circulating.

### **C. Physical Condition**

No item in such a fragile state that it is unusable by a patron is maintained in the collection.

### **D. Level of Use**

If items receive little or no use and are not relevant to the collection development plan, they may be removed from the collection.

## **E. Obsolescence**

Other than works described in Section V.C., supra, regarding our Historical Collection, the Library does not maintain items that have been superseded by later editions, equivalent works, or significant changes to the law.

## **F. Space Limitations**

In general, weeding due to space limitations will be done only if other weeding factors apply, such as the level of use, physical condition, or obsolescence.

## **G. Qualitative Value**

If items of little or no qualitative value exist in the collection and would not be selected if they were current publications, they will be discarded.

## **H. Weeding Guidelines**

If a book is older than 10 years, consider discarding the book subject to the following guidelines:

- 1) Do not discard any reporters.
- 2) Do not discard any opinion sets (e.g.: ethic opinions).
- 3) Do not discard any codes.
- 4) If there is more than one edition of a treatise, practice guide, or form book on the shelf, leave only the current edition on the shelf.
- 5) Check inside the front cover for any instructions which state that the book should not be discarded or that it should be kept until a particular date.