

## TULARE COUNTY LAW LIBRARY

### ACQUISITIONS AND WEEDING POLICIES

The Tulare County Law library attempts to provide the best law collection and supporting services possible within the scope of the budget for the benefit of the bench, bar and public. Considering the nature of our present and potential clientele, this goal can be best achieved by developing a "functional" collection: One that is useful to common law practices and responsive to unusual legal needs.

#### BASIC ACQUISITION GUIDELINES

The guidelines of the American Association of Law Libraries and the Basic List for County Law Libraries as prepared by the California State Law Library will serve as basic guidelines for the Tulare County Law Library. Current publication announcements and patrons' requests will also serve as sources for consideration. Publications of or for special use in the state and county in which the library is located should be added, if available. In keeping with the needs of our clientele, only American law is acquired.

1. Statutory Materials
  - a. Comprehensive coverage for California and federal (including regulations)
  - b. County ordinance and community codes and ordinances as available.
  - c. Statutory material outside of California and federal will be accessible through online database services.
2. Case Materials
  - a. Comprehensive coverage for California and federal.
  - b. Case material outside of California and federal will be accessible through online database services.

### 3. Treatises and practice books

Comprehensive coverage for California and federal.  
(Including material for laymen on general law and in areas in which they often represent themselves. Every effort should be made to provide a variety of publishers material where one version may enhance the use of others or meet the searching styles of the library's diverse clientele.)  
It is the standing policy of this library to add each and every title published by CEB.

### 4. Form Books

Comprehensive coverage for California and federal.

### 5. Periodicals

- a. All California periodicals indexed in the Index to Legal Periodicals.
- b. Out of State periodical determined by request and indexed in the Index to Legal Periodicals.
- c. Local and State periodicals of interest to library users because they cover current legal, government or business matters.

### 6. Secondary Material

- a. Select pamphlets, newsletters, etc. of current interest to lawyers and other library users.
- b. Law librarian's tools such as bibliographies, finding aids, etc.

### ACQUISITION PROCEDURES

Included within the law librarian's duties is the responsibility for compiling "suggested acquisitions" list. These recommendations may be reviewed by the law library bar committee. Following review by the librarian and/or bar committee the recommendations are reviewed by the Board of Law Library Trustees at their monthly meetings, and individual titles are approved or not approved on the basis of their contribution to the general collection and budgetary limits.

The librarian has the authority to purchase material without Board approval providing it complies with these guidelines, the purchase price does not exceed \$100.00 and does not exceed the budgetary allowance for acquisitions.

#### WEEDING POLICY STATEMENT

An important aspect of maintaining a good functional collection is that all useless materials can be removed. Although this sounds simple enough, it can become quite difficult in a law library due to the continually evolving nature of law and the important concept of precedence. If limitless space were available, it would be advantageous to retain most superseded volumes. However, considering the library's serious space shortage and its purpose as a functional law library, a weeding policy is beneficial and desirable.

#### BASIC WEEDING GUIDELINES

1. California official primary material are kept permanently, as are unofficial series of a permanent nature.
2. Secondary material may or may not be discarded when superseded, depending upon the title's significance and potential use.
3. Advance sheets and other publications of a temporary nature, (e.g. Shepard's paperbound cumulative supplements, West's Legislative Service) are discarded when permanent replacement volumes arrive.
4. Titles which have been discontinued and have not been designated for retention are discarded once the material contained has become outdated.

The librarian will clearly label all volumes which have been superseded but retained for historical purposes.