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# **BAYLOR UNIVERSITY**

## **SHERIDAN & JOHN EDDIE WILLIAMS LEGAL RESEARCH AND TECHNOLOGY CENTER**

Depository Library Number  
0604B

## **U. S. GOVERNMENT DOCUMENTS POLICIES**

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## **MISSION STATEMENT**

The law library of Baylor University is located in the 17<sup>th</sup> U.S. Congressional District and has served as a selective depository library since 1982. The primary mission of the law library is to support the curriculum of Baylor Law School and to provide for the research requirements of the faculty and students. However, public patrons who use the federal depository collection receive the same access and high-quality reference assistance that is provided to all other library users.

## **COLLECTION DEVELOPMENT**

The law library's primary function is to serve the students and faculty of Baylor Law School by meeting their curricular, teaching, scholarship and research needs. The law library also serves the university's academic community, members of the bench and bar, and the general public. The law library currently selects approximately eight percent of the items available to depository libraries. Documents are collected in print, microfiche, and electronic formats. The library collects twenty-four of twenty-nine titles in the Basic Collection list. The remaining titles are available at Jones Library on the main campus, (depository library # 0606) which is located about half a mile from the law library.

The government documents librarian is responsible for the final selection of all federal documents. The other three professional librarians provide input as needed, and their suggestions are given careful consideration. Items are chosen for their relevance to law and for their usefulness by the students, faculty, and general public patrons. The library coordinates its selections with the main library at the university. The government documents librarian works closely with the government documents librarian for the main campus, coordinating quarterly meetings between staff members of both libraries to discuss GPO news, mandates and other important and relevant issues. Additionally, the library is a member of the North Texas Documents Group (NORDOCS) which meets twice a year to share information and discussion about local documents issues.

The law library collects principally in the following areas:

- federal statutes and court decisions
- federal regulatory and administrative agency decisions and rules
- federal tax laws and regulations
- international treaties to which the United States is a party
- publications of the Library of Congress and the Government Printing Office.

Issuing bodies consist primarily of:

- Congress
- Executive Office of the President
- Judiciary
- Justice Department
- Treasury Department
- National Labor Relations Board
- Federal Trade Commission
- Federal Communications Commission
- Nuclear Regulatory Commission
- Federal Motor Carrier Safety Administration
- Social Security Administration.

The library seeks to collect in all areas related to law and legal research, since it is the only comprehensive law library with easy access for the public within an almost 100-mile radius.

The law library selects a variety of formats for federal documents based on anticipated usage levels, ease of access, and storage space. Taking storage considerations into account and the fact that the government is increasingly publishing a higher percentage of its documents in electronic format, the library will undoubtedly select fewer items in paper in the future. Format decisions will be carefully considered by the documents librarian when deciding upon new additions to the collection. The library will make all necessary efforts to accommodate new formats and provide for ready access.

Selection tools used by the library include:

Depository Items:

*List of Classes of United States Government Publications Available for Selection by Depository Libraries*

*Federal Depository Library Manual, Appendix A, "Suggested Core Collection for Law Libraries"*

*Federal Depository Library Manual, Appendix C, "Basic Collection"*

*Monthly Catalog of United States Government Publications*

*Needs and Offers List*

Non-Depository Items:

*Law Library Journal*

*JURISDOCS*, newsletter of the American Association of Law Libraries Government Documents Special Interest Section

GPO-FDLP-L

GOVDOC-L

## COLLECTION MAINTENANCE AND WEEDING

The federal documents in the law library are arranged primarily by SuDoc classification numbers. All documents are represented in the online catalog, BearCat, the local name for the Innovative Interfaces' Millennium system that is used in all of the university's libraries. BearCat is a cooperative catalog, enabling patrons to see the holdings of the law library as well as all of the other libraries at Baylor.

The paper collection that is classified under the SuDoc system is housed in a separate room on the third floor of the law library and is so designated on library maps and signage. Library of Congress technical publications and GPO guidelines and the like are shelved in the library office for easy access by the cataloger/documents librarian. The remaining paper documents are integrated into the main shelving areas. The integrated titles are classed using LC classification with the exception of the Public Laws, CFRs and the Federal Register which maintain their SuDoc numbers. The integrated documents have FDLP stickers affixed to the spine of each item to distinguish them as federal documents. A listing of integrated titles can be found in Appendix A.

CD-ROM and DVD titles are shelved at the circulation desk using SuDoc classification. Microfiche items are shelved in labeled cabinets in the computer lab on the third floor.

The collection is maintained according to the guidelines set forth in *Legal Requirements & Program Regulations of the Federal Depository Library Program*. Every item is marked with the depository library stamp and SuDoc number, and receives a barcode.

The law library subscribes to MARCIVE cataloging services for the production of bibliographic records which are downloaded directly into BearCat. MARCIVE also provides barcodes for selected items, except for the following serial titles: X 1.1: Congressional Record; C 21.5/4: U.S. Patent and Trademark Office; and SE 1.29: Securities and Exchange Commission. Titles not processed by MARCIVE are input manually by the cataloging and government documents librarian.

Selections are reviewed throughout the year to determine which titles will be added or deleted during the annual selection update cycle.

Superseded and outdated documents are withdrawn as needed. All other documents are retained for the requisite five years and are reviewed at the end of that time period to determine their value to the collection. Disposal lists are submitted electronically to the Texas State Library, the regional depository. Once permission has been granted, items are disposed of as per the guidelines listed at the regional's web site: <http://www.tsl.state.tx.us/ref/fdlp/index.html>.

Binding procedures for documents are identical to those for journals, law reviews, and other periodicals owned by the library.

## **PUBLIC ACCESS and CIRCULATION**

Government documents are accessible during all hours that the library is open (108 hours per week). The library is open from 7:00 a.m. until midnight Monday through Thursday, 7:00 a.m. until 10:00 p.m. on Friday, 8:00 a.m. until 10:00 p.m. on Saturday, and 1:00 p.m. until midnight on Sunday. These hours remain constant throughout most of the year, except during holidays when evening hours are not available and examination periods when the library is open until 2:00 a.m.

Reference assistance is available on the first floor of the library. The library's online catalog is available at a public terminal next to the circulation desk and is easily accessible to library users. Searches may be performed by author, title, call number, SuDoc number, and subject.

Most of the depository collection is located on the third floor of the library. An elevator is available for handicapped access.

CD-ROM and DVD titles are available upon request at the circulation desk and are accessible by all library users.

The law library does not circulate its federal documents. However, all documents are readily available to the public in the formats they are received, and machines are available for photocopying or printing materials that patrons may wish to have for their own use. As an academic institution, the library's computers are primarily limited in use to students, faculty, and staff. However, the library staff is willing and able to provide mediated access for patrons who need to access government information that is available in electronic format.

Should a patron request an item that is not owned by the law library or the main campus, then every effort is made to obtain the item, or a copy of the necessary information from the document, via interlibrary loan from the regional depository or one of the other selective depositories in the state.

The documents collection maintains a separate presence on the law library web page and contains links to twenty-one federal websites including *FDsys*.

## Appendix A Integrated Government Documents

CFRs (current ed.)	(Fed Room)	AE 2.106/3:
Federal Register	(Fed Room)	AE 2.106:
Public Laws	1 <sup>st</sup> floor Reading Room	AE 2.110:
Legal Phases of Farmer Cooperatives		HD1491.U5 A383
United States Gov. Manual	(latest ed. in Ref)	JK 421.A3
U. S. Statutes at Large	1 <sup>st</sup> floor Reading Room	KF 50 .U5
U. S. Code (current ed.)	(Fed Room)	KF 62 2006 .A2
U. S. Court of Claims Reports		KF 125.C5 C52
NLRB Style Manual	(in Reserve)	KF 250.N2 2000
Legal History of the Presidential Election Campaign Fund Act		KF 4920.A316 A15 1984
Reports of the United States Board of Tax Appeals		KF 6280.A2 T36
United States Tax Court Reports		KF 6280.A2 T37
Compilation of court-martial Orders for the years 1916-37		KF 7650.A4 1940
Origins of the Navy Judge Advocate General's Corps		KF 7650.S57 1997
Marines and Military Law in Vietnam: Trial by Fire		KF 7654.S65 1989
Handbook of Federal Indian Law		KF 8205.C6 1942
Guideline Sentencing Update (v. 1-6)		KF 9685.A53 G85 1984
Law and Legal Literature of North Korea: A Guide		KPC 47.C48 1988
Digest of U. S. Practice in International Law		KZ 21.D54
Cumulative Digest of U. S. Practice in International Law		KZ 21.D54 1981-88
Foreign Relations of the United States		KZ 233.U55
United States Treaties and Other International Agreements		KZ 235.3 .U55
Digest of International Law (Hackworth)		KZ 237.7 .H33 1940
Digest of International Law (Moore)		KZ 237.7 .M66 1906
Digest of International Law (Whiteman)		KZ 237.7 .W49 1963
Digest of the International Law of the United States		KZ 237.7 .W5 1886 & 1887
Taken from documents issued by Presidents and Secretaries of State... (Wharton)		
Treaties in Force (State Dept.)		KZ 235 .T74



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Treaties, conventions, international acts, protocols, and agreements between the United States of America and other powers	KZ 236 1910
Treaties and Other International Acts of the United States of America (Miller)	KZ 236 1931
Treaties and Other International Agreements of the United States of America 1776-1949	KZ 236 1968
Shufeldt Claim	KZ 239 1932
American and Panamanian General Claims Arbitration	KZ 239 1934
International Law Studies	KZ 6563.I58
Thomas Jefferson and the Education of a Citizen	Z 63.T425 1999
State Law Index	Z 663.6 .A63
LOC Anglo American Legal Bibliographies	Z 881.U5 1944
Books in our Future	Z 1003.2 .L52 1984 Supp.
Guide to the Law and Legal Literature Series (LOC)	Z 6458