

Minnesota State Law Library

COLLECTION DEVELOPMENT PLAN

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St. Paul, Minnesota

TABLE OF CONTENTS

Mission Statement	3
Introduction	4
Overview of Collection.....	5
Selection of Materials	6
Gifts and Exchange	6
Collection Maintenance	7
Specific Collection Guidelines.....	8
Administrative Decisions	8
Administrative Regulations	8
Attorney General Opinions	8
Briefs.....	9
Citators.....	9
Constitutions & Constitutional Convention Proceedings	9
Continuing Legal Education Materials	11
Court Reports	11
Court Rules	12
Dictionaries	12
Digests of Case Law	13
Directories of Lawyers, Legislators and Judges	13
Encyclopedias	13
Forms	14
Government Documents	14
Judicial Administrative Reports	15
Legislative Journals.....	15
Newspapers	16
Ordinances	16
Periodical Indexes	16
Periodicals	17
Special Collection Areas	17
Standards	19
Statutes and Session Laws	19
Treaties	20
Treatises	20
Tribal and Native American Law	21
Uniform Laws and Model Acts	21
Appendices	22

MISSION STATEMENT

The Minnesota State Law Library exists to provide vital, timely and efficient library services to the judiciary and the public seeking legal information.

Included within the scope of this responsibility are the following:

- (1) The acquisition and maintenance of a collection of legal resources and technology;
- (2) The promulgation of policies and procedures to ensure legal resources are placed at the disposal of the Supreme Court and other Library users;
- (3) The operation of a facility, in accordance with approved standards;
- (4) The design and implementation of programs, policies, procedures, and activities to ensure an efficient, responsible and vital public law library; and
- (5) The systematic review of all programs, policies, procedures, activities and operations in order to meet the current and future needs of the Supreme Court and other Library users.

INTRODUCTION

The Minnesota State Law Library (MSLL) is the oldest continuing library in the State of Minnesota and one of the State's oldest institutions. The Library and the Territory of Minnesota were created by the same act of Congress on March 3, 1849. Section 17 of the act provided a \$ 5,000 appropriation to establish a library that would be located at the seat of government. The Library was set up in the summer of 1849 in a small candlelit room on the second floor of St. Paul's Central House, a tavern that also functioned as the home of the new territorial government.

In the early years of the Library's existence, the collection included a wide variety of miscellaneous titles. However, in the 1870s the Supreme Court assumed responsibility for the Library and formed a collection emphasizing law. Books on other subjects were transferred to the Minnesota Historical Society and the University of Minnesota. As a public law library, the Library serves all citizens. Foremost, the Library's collection must meet the legal research needs of the Minnesota Supreme Court. In addition, the Library serves as the principal legal research and information center for the Minnesota Court of Appeals and Judicial Branch. Other users are the State of Minnesota Legislative and Executive Branches, including the Office of the Attorney General; county law libraries; members of the legal profession; various units of local and metropolitan government; inmates of adult correctional institutions; other law, public, special and academic libraries; and the public.

The Library supports the principle of “access to justice,” as it is stated in the “Preamble” to the 1992 Proceedings of the National Conference on State Court Libraries (*The First Rung on the Ladder of Justice: Recommendations for Change in State Court Libraries*, p.1):

Access to justice is a fundamental right of citizens of every state and territory of the United States of America. An essential element of access to the ameliorative powers of the courts is access to the sources of the law. The supreme court or court of last resort of each state bears a public trust to ensure that legal information is placed at the disposal of members of the public to permit them to shape their behavior to the tenets of the law. In equal manner, as the administrative head of the justice system, a supreme court or court last resort must ensure that courts at every level of jurisdiction have ready access to legal information so that their rulings are formulated in cognizance of current law. In our complex and information-rich society, legal information is the crucible in which the quality of justice is forged.

Priorities & Strategies for Minnesota's Judicial Branch: Focus on the Future: FY2007-FY2009 also identifies “access to justice” as the first strategic goal and an enduring concern for Minnesota's court system, which is defined as “a justice system that is open, affordable, understandable, and provides appropriate levels of service to all users.”

The Library supports the work of judicial employees throughout the state. More emphasis is placed on electronic resources, cataloged websites, and desktop access to library materials. We have instituted awareness programs to give judicial employees updates about new or noteworthy materials. The *New Books* listing is delivered as an

e-mail message the first week of every month. *Briefly...News From Your State Law Library* is a monthly online publication that highlights Library materials and services. The *Table of Contents Service* provides judicial employees with up-to-date notice of new periodicals and their content.

Legal literature and research have changed dramatically since the publication of the first edition of the Minnesota State Law Library (MSLL) Collection Development Plan. There has been considerable consolidation in the publishing industry. Thomson West, Wolters Kluwer, and Reed Elsevier have cornered 82% of the legal publishing market. This consolidation has led to yearly price increases in double digits. Since the Library budget has remained stagnant, we have had to determine which materials should be retained and which to cancel. This often means the Library has only one standard work in a subject area where before we had several choices. We have also discontinued most digests, Shepard's, and a large number of looseleaf services in favor of online databases. In the last few years, publishers have noticed the decline in revenue and taken steps to reduce library costs. In particular, Thomson West, which accounts for more than 60% of our materials budget, created the Library Maintenance Agreement (LMA). Under this program, the Library pays a flat rate for subscription materials with small predictable annual price increases.

OVERVIEW OF THE COLLECTION

The Library maintains a comprehensive collection of American law materials for current legal information and research. The collection emphasizes materials on the practice and interpretation of the law, rather than the teaching of law.

In general, the Library collects the following:

- Primary legal materials of the federal government, its territories, and the states. Primary materials include session laws, statutes and codes, opinions of the appellate courts, administrative law, finding aids (citators, indexes, abstracts, directories, encyclopedias, dictionaries, and any other appropriate reference material).
- Secondary materials on a wide variety of legal subjects. The Library collects in subject areas of law that meet the information needs of our patrons. Emphasis is on currency and, at a minimum, on providing introductory coverage in all major areas of law.
- Minnesota law on a comprehensive level, including legal materials concerning foundation, growth and interpretation of Minnesota's government and law; the Justices and judges of Minnesota's courts; and Minnesota lawyers and bar associations. The Library retains at least two copies of all primary Minnesota legal materials.
- Federal and state government documents selected through depository programs.

All formats are considered.

When a title is not in the MSLL collection, Library staff will attempt to borrow the material by interlibrary loan (ILL). To avoid unnecessary duplication and promote the wise use of funds, the Library will participate in cooperative purchasing programs with other libraries in the Twin Cities metro area.

SELECTION OF MATERIALS

The State Law Librarian assumes final responsibility for the selection of legal materials and will make selection decisions with the assistance and advice of the department heads. The Library encourages recommendations from staff, Judicial Branch employees, and the public.

The following principles will be used when evaluating items for acquisition:

- Relationship of the title to the existing collection
- Significance and timeliness of the material
- Scope and authority of the author or publisher
- Requests from users for specific titles or subjects, including ILL
- Reviews and recommendations (such as in *Legal Information Buyer's Guide & Reference Manual*, by Ken Svengalis)
- Cost
- Format

In general, the Library does not collect the following: law school textbooks, theoretical materials, publications in foreign languages (except dictionaries), foreign and international law, and continuing legal education materials from other states.

The Minnesota State Law Library has adopted the principles in the American Library Association's *Library Bill of Rights* (see Appendix), and the collection of standards as established by the State, Court, and County Law Libraries Special Interest Section, American Association of Law Libraries (see Appendix). Patrons who wish to challenge the presence of a particular item in the collection should send a written request to the State Law Librarian. Complainants will receive written notification of the State Law Librarian's decision.

GIFTS AND EXCHANGE

The State Law Library encourages gifts and donations of materials and money. Acceptance of a donation is with the understanding that the State Law Librarian is free to use the gift in the most useful and beneficial way. Gifts will be evaluated on an individual basis and according to the Library's selection criteria. The Head of Technical Services and the State Law Librarian have the prerogative to refuse books that do not contribute to the mission and goals of the State Law Library. They also retain the right to discard duplicates or unneeded donations (such items may be placed on exchange lists, sold, or given away). The Library selection principles apply to gifts.

The Library participates in the materials exchange programs with Minnesota Association

of Law Libraries (MALL), American Association of Law Libraries, and the Government Documents List. This saves money and promotes resource sharing.

Monetary donations to MSLL are placed into the Peter S. Popovich Rare Book Fund, which is used to buy and preserve books (<http://www.lawlibrary.state.mn.us/popovich.html>). The State Law Librarian or the Head of Technical Services will provide a letter of acknowledgement that will include a simple description of the gift or donation. However, the Library will not provide estimates of value for tax purposes.

COLLECTION MAINTENANCE

The Library will reevaluate the collection on a regular schedule. This will include replacing lost or missing items, binding, weeding, and assessing the need to preserve fragile documents.

Materials that may be weeded include the following:

- Materials that are no longer current
- Materials that contain inaccurate or obsolete information
- Superseded editions
- Materials that have been duplicated in another format
- Duplicate copies that have not circulated in two or more years

Materials that have been removed from the active collection may be discarded or placed in the Retired (with red tape affixed to spine of book or material) or Storage collections; some older materials may be retained in the active collection with the label "NOTICE: This library is no longer updating this material." The Library archives all Minnesota Continuing Legal Education titles and *Restatements of the Law* in the Retired collection.

The Library maintains a collection disaster plan that dovetails with the Minnesota Judicial Center disaster plan. Copies of the MSLL disaster plan are available in the general collection; the Library department heads and State Law Librarian also have copies.

Government documents are discarded according to the procedures found in the *Instructions to Depository Libraries* (U.S. Government Printing Office). One of the duties of the Documents Librarian is to weed the collection on a regular basis.

SPECIFIC COLLECTION GUIDELINES

ADMINISTRATIVE DECISIONS

Administrative decisions are reports from federal or state agencies authorized by law to adjudicate controversies arising out of the violation or interpretation of statutes, administrative regulations or rules.

The Library selects all federal administrative decisions available through the Federal Depository Program.

The Library's print collection of Minnesota administrative decisions is limited at this time to data privacy, Tax Court, and Workers' Compensation Court of Appeals decisions. Slip opinions for the Tax Court date back to 1939, and Tax Court opinions are also found in *Minnesota Legal Register (Tax Court Decisions Issue)* beginning in 1985. The Library has a complete set of that publication, as well as a complete set of *Workers' Compensation Decisions*. Other Minnesota administrative decisions can be found online.

The Library does not collect print copies of administrative decisions of other states. They may be available on the Internet.

ADMINISTRATIVE REGULATIONS (see also COURT REPORTS)

Administrative regulations are primary authority produced by the President or governors and agencies of federal or state executive branches of government.

The Library retains all *Code of Federal Regulations (CFR)*, 1938 to date; *Federal Register (FR)*, v. 1, 1936 to date; *Executive Orders*, #2554 to date (some issues are missing); *Weekly Compilation of Presidential Documents*, v. 1, 1965 to date; and the *IRS Cumulative Bulletin*, 1922 to date.

The Library retains all *Minnesota Rules (MR)*, 1983 to date, with multiple copies since 1987. The Library has one of the most complete sets of regulations issued before publication of *MR* (Since there is no master list, it is impossible to determine what is missing.) The Library retains two copies of the *State Register (SR)*, v. 1, 1978 to date. The Library attempts to collect all materials cited as "incorporated by reference" in the *Minnesota Rules*.

The Library retains a print edition of the *Wisconsin Administrative Code*. We also accept print editions of administrative codes by exchange with North Dakota and Iowa. We accept print editions of other codes only through exchange agreements.

ATTORNEY GENERAL OPINIONS

Attorney General (AG) opinions fall somewhere between primary and secondary

authority. While they are the official statements of an executive office, they are only advisory and not binding.

As a U.S. Government Depository item, the Library selects and retains all U.S. Attorney General Opinions.

The Library retains print copies of selected Minnesota Attorney General opinions from 1858 to date. Minnesota AG opinions dating from 1993 to present are available on the Internet.

BRIEFS

Briefs are documents presented to a court in which parties involved in a legal dispute present their arguments as to why they should prevail.

The Library only collects briefs filed in cases before the Minnesota Supreme Court and Court of Appeals, according to the *Rules of Public Access to Records of the Judicial Branch*. The Library has bound paper copies of briefs available from 1864 to present. Recent briefs are available at MSLL within seven to ten days after an appeal is filed. The Library only archives briefs for published opinions that appear in the *North Western Reporter*.

Beginning in 1980 (with volume 300 of *North Western Reporter, Second Series*), the Library has produced microfiche copies of Minnesota Supreme Court and Court of Appeals briefs.

CITATORS

Citators determine whether any given case, statute, administrative rule, or regulation can be relied upon as authority or sound current law. The Library provides access to two comprehensive citator systems: *Shepard's* and *KeyCite*.

The Library currently retains paper copies of the following: *Shepard's United States Administrative Citations*, *Shepard's Acts and Cases by Popular Names - Federal and State*, *Northwestern Citations*, *Minnesota Citations*, *Shepard's Federal Law Citations in Selected Law Reviews*, and *Shepard's Law Review Citations*.

CONSTITUTIONS & CONSTITUTIONAL CONVENTION PROCEEDINGS

Constitutions are the supreme law of a jurisdiction or political entity. Constitutional convention proceedings are the official transactions of the governing bodies in consideration of a constitutional document. The actual constitution is not a part of the proceedings.

Constitutions

The U.S. Constitution can be found at MSLL in many sources, such as general encyclopedias, reference works, official and unofficial compilations of federal and state statutes, and miscellaneous pamphlets. The Library's annotated versions are the Library of Congress' *Constitution of the United States of America*, the *United States Code Annotated (USCA)*, and *United States Code Service (USCS)*.

The current and earlier Minnesota constitutions can be found in *Minnesota Statutes Annotated (MSA)*.

MSLL has other state constitutions, which are included in both annotated and unannotated compilations of state statutes.

Another excellent source for current annotations of United States, Minnesota and other state constitutions is the Columbia University Legislative Drafting Research Fund's *Constitutions of the United States: National and State* (1980 -). For the constitutions of foreign nations, the Library's only print resource is a very dated 1909 two-volume set entitled *Modern Constitutions: a Collection of the Fundamental Laws of Twenty-two of the Most Important Countries of the World*, by Farleigh Dodd.

Constitutional Convention Proceedings

A few of the Library's most important titles concerning the creation of the U.S. Constitution follow:

- *Commentaries on the Constitution of the United States* (1891)
- *Debates of the Several State Conventions on the Adoption of the Federal Constitution as Recommended by the General Convention in Philadelphia in 1787*, James Eliot, 4 vols. - with a supplementary volume entitled *The Diary of the Debates of the Congress of the Confederation as Reported by James Madison*, Jonathan Eliot (1876)
- *The Documentary History of the Ratification of the Constitution*, 2 vols. (1976)
- *The Federalist, a Commentary on the Constitution of the United States* (1881)
- *Journals, Acts, and Proceedings of the Convention of 1787* (1819)
- *The Records of the Federal Convention of 1787* (1911)
- *U.S. Library of Congress: Documents Illustrative of the Formation of the Union of the American States* (1927)

For Minnesota, the Library maintains comprehensive coverage of the original constitutional debates and proceedings for the first constitution and copies of reports from charter commissions and study groups that have been used for amendments. The constitutional conventions sources for Minnesota include the following:

- *Committee Reports on Amendment Process, Bill of Rights, Education, Executive Branch, Finance, Intergovernmental Relations and Local Government, Judicial Branch, Legislative Branch, Natural Resources, Transportation, and Final Report* (1973)

- *Debates and Proceedings of the Constitutional Convention for the Territory of Minnesota to Form a State Constitution Preparatory to its Admission into the Union as a State* [Republican version] St. Paul, G.W. Moore (1857)
- *The Debates and Proceedings of the Minnesota Constitutional Convention Including the Organic Act of the Territory* [Democratic version] St. Paul, Earl S. Goodrich (1857)
- *Journal of the Constitutional Convention of the Territory of Minnesota* (1857)
- *Minutes of the Meetings of the Constitutional Commission Report*, St Paul: Constitutional Commission (1948)

For other states, the Library owns most of the early state constitution convention proceedings. However, this collection is not comprehensive and only partially cataloged. The Curator of Special Collections has a complete list of the materials in this collection. Other titles the Library owns follow:

- *Procedures for Calling a Constitutional Convention* (1979) - a secondary source, with commentary that gives a preliminary review of the constitutional history of the colonies and states before the adoption of the constitution
- *State Constitutional Conventions: a Bibliography* (1776-1959 and 1959-1975)

CONTINUING LEGAL EDUCATION (CLE) MATERIALS

The Library archives the materials of various continuing legal education publishers. We retain one copy of each item in our Retired Collection. We currently collect all materials published by the Minnesota Continuing Legal Education (MCLE) and Minnesota publications of the National Business Institute (NBI).

We also archive materials from publishers that no longer exist, such as Minnesota Institute of Legal Education (MILE) and Advanced Legal Education (ALE).

COURT REPORTS (see also ADMINISTRATIVE DECISIONS)

Reports include decisions of the appellate, district and special courts of the federal government and individual states. This category does not include the decisions of the executive branches of government, which are often described as administrative reports or decisions.

MSLL maintains online access to Westlaw, LexisNexis, and other electronic databases. Most of the following print resources are also available on these databases.

For the U.S. Supreme Court, the Library maintains a complete print set of the *United States Reports*, *Supreme Court Reporter*, and *United States Supreme Court Reports, Lawyers' Edition*. *U.S. Law Week* also includes current Supreme Court opinions. For other federal courts, the Library maintains complete print sets of *Federal Reporter* (U.S. Courts of Appeals published decisions) and *Federal Supplement* (selected U.S. District

Court opinions). Federal opinions not selected for publication are published in the *Federal Appendix*, which is included in the *Federal Reporter* advance sheets. The Library does not archive advance sheets and does not subscribe to *Federal Appendix* bound volumes. These decisions are available online in both *Westlaw* and *Lexis*. The Library owns the official or commercial version of reporters of all the special courts: U.S. Court of Claims, Court of Military Justice, Court of Trade, and the Bankruptcy Court.

For Minnesota appellate court decisions, MSLL maintains multiple copies of *Minnesota Reports*, *North Western Reporter* and *North Western Reporter 2d* (including advance sheets). Those reporters include all published opinions of the Court of Appeals and Supreme Court since their creation. MSLL also retains six months of slip opinions of “published” decisions of the Court of Appeals and Supreme Court, as well as six months of slip opinions for unpublished decisions of the Court of Appeals. The Library has also electronically archived the opinions for the Minnesota appellate courts since 1996. The searchable archive of opinions is found on MSLL’s website.

The Library has complete print sets of all Regional reporters, as well as the state-specific *California Reporter* and *New York Supplement*. We also own all the Pennsylvania side reports (the older side reports are in print format and the more recent on microfiche) and all series of the *American Law Reports (ALR)*.

COURT RULES

Court rules establish uniform procedures necessary to conduct business before a court.

The Library collects all court rules.

DICTIONARIES

Dictionaries define words.

The Library purchases dictionaries requested and/or cited by Minnesota appellate courts. MSLL retains all dictionaries, including the following types:

- General Law - Multiple copies of major law dictionaries, which include *Black’s Law Dictionary* (various editions, with the most recent in Reference collection), *Ballentine’s Law Dictionary*, *Oxford Law Dictionary*, *Bouvier’s Law Dictionary*, and *Words and Phrases* (West).
- Special Subjects - A wide variety of dictionaries on special subjects. These include various foreign language dictionaries that support the work of the Judicial Branch Interpreter’s Program. MSLL has dictionaries in Somali, Vietnamese, Spanish, Arabic and other languages.

DIGESTS OF CASE LAW

Digests are publications with summaries of court decisions arranged alphabetically by subject.

The Library maintains the following print digests: *United States Supreme Court Digest, Lawyers' edition*; all *Decennial Digests* and the current *General Digest*; *West's Minnesota Digest, 2d*; *West's North Western Digest, 1st and 2d*; and *Dunnell Minnesota Digest*, an encyclopedia of Minnesota law. The Library retains all editions of *Dunnell Minnesota Digest* and the *ALR Digest* and finding aids. MSL also owns the *Public Utilities Reporter Digest*.

DIRECTORIES OF LAWYERS, LEGISLATORS AND JUDGES

Directories of lawyers, legislators and judges are reference materials that provide information about individuals. These often include full name, degrees, address and/or phone numbers, and biographical information.

The Library subscribes to the following titles on an annual basis: *BNA U.S. Courts Directory*, *Congressional Directory*, *ABA Directory*, *Bench and Bar* (annual directories are included in the September and/or January issues - since 1984 in microfiche and/or paper copy), *MN Attorney's/Paralegal's/ Secretary's Handbook*. The Library attempts to obtain *Martindale-Hubbell* (Minnesota volume) every year.

MSL subscribes every other year to *American Bench, Members Directory Minnesota Legislature* (commonly known as the *Red Book*), and the *Minnesota Legislative Manual* (territorial versions to date).

The Library obtains new editions of the following whenever they are updated: the *Biographical Directory of the American Congress, 1774 -*, *Biographical Sketches of the Justices of the Minnesota Supreme Court from Territorial Days to Date*, and *Biographical Dictionary of the Federal Judiciary*.

MSL collects all state legislative manuals in microfiche format. We also subscribe to the following directories: *Council of State Government: v.1-Elected Officials, v.2-Legislative Leadership, Committees, v.3-Elective Officials*; *Want's Federal-State Court Directory*, and the *Directory of State Court Clerks and County Courthouses*.

ENCYCLOPEDIAS

Encyclopedias provide topical coverage for general and legal subjects.

The Library collects and retains all editions of the following general legal encyclopedias: *American Jurisprudence 2d (AmJur 2d)*, *Corpus Juris Secundum (CJS)*, and *West's Encyclopedia to American Law*.

The Library collects and retains all editions of encyclopedias of Minnesota law. Currently, *Dunnell Minnesota Digest* is the only available encyclopedic work on Minnesota Law.

The Library collects subject encyclopedias as needed; some examples follow: *Ausman & Snyder's Medical Library* (1988 -); *Lawyer's Medical Cyclopaedia* (1987); *Encyclopedia of World Crime* (1989); and the *Encyclopedia of the Social Sciences* (1931).

The Library collects general encyclopedias as needed; two examples follow: *Encyclopaedia Britannica*, 14th edition, (1936) and *Academic American Encyclopedia* (1991 edition).

FORMS

Forms are used as templates for preparing legal transactions and court filings or as an aid in drafting legal documents and instruments. Forms are available in a variety of sources, some with extensive annotations and covering many different types of jurisdictions, proceedings, and subjects.

The Library maintains print versions of *West's Legal Forms* and *AmJur Legal Forms 2d*.

MSLL collects all Minnesota form books.

GOVERNMENT DOCUMENTS (see also JUDICIAL ADMINISTRATIVE REPORTS)

Government documents are publications produced by state and federal governmental entities and include laws, cases, treaties, executive orders and proclamations, and House and Senate reports, as well as other types of publications.

The Library currently collects approximately 24% of all items available from the Federal Depository Library Program. Most are published by the U.S. Government Printing Office (GPO). Selections retained by the Library include all of the items mentioned in the above description of government documents. Other selections are made at the request of other state government libraries and housed by them through our shared depository agreement.

As a partial U.S. Government Depository Library, MSLL must retain all federal documents for five years, unless they duplicate other material in the Library collections. Only one copy of a specific title, regardless of format, must be retained by the Library. U.S. Government Depository documents come in various formats.

The Library has statutory authority (Minn. Stat. 15.18) to receive two copies of all state publications. The Library collects state documents in print that fall within our selection guidelines. The Library owns a print set of *Minnesota Executive Documents* (1873-1924) and would like to collect earlier volumes in this series. The Library has an archival collection of state documents on microfiche (1979-2003). The Library depends upon the Legislative Reference Library for current state documents and the Minnesota Historical

Society, State Archives division, for historical documents.

The Library does not collect government documents from states other than Minnesota.

JUDICIAL ADMINISTRATIVE REPORTS (see also GOVERNMENT DOCUMENTS)

Judicial administrative reports are annual reports, studies, statistics, policy statements, task force reports, research materials, and other publications that pertain to the administrative business of court systems.

MSLL collects all U.S. administrative judicial reports available through the Federal Depository Library Program.

The Library maintains a print collection of all reports from agencies under the jurisdiction of the Minnesota Supreme Court. These include the following subdivisions of the Judicial Branch: Court of Appeals, Board of Law Examiners, Board of Continuing Legal Education, Minnesota State Law Library, Lawyers Professional Responsibility Board, Client Security Board, Court Services, and the State Court Administration. The Library also collects reports from related agencies, such as the Board on Judicial Standards and Minnesota Sentencing Guidelines Commission.

The Library is an official depository for State Justice Institute (SJI) publications, as well as a depository of materials for the Court of Appeals Staff Attorneys Association (CASA). The Library has a standing order for publications of the National Center for State Courts (NCSC), and these publications are retained on microfiche.

LEGISLATIVE JOURNALS

Legislative journals are publications that provide a daily record of the activities of both the Senate and House of Representatives on the federal and state levels. As such, one of their primary functions is to provide bill history and status information.

For the federal government, MSLL collects the following publications:

- *Congressional Globe*: According to Joe Morehead in *Introduction to United States Government Information Sources*, 4th edition, there is no official record of debates for Congress prior to 1873; commercial publications are inconsistent and not always accurate. One of these publications is the *Congressional Globe*. The Library has bound volumes from 1839 to 1873, albeit in very poor condition.
- *Congressional Record*: The Library is attempting to build a complete set of the *Congressional Record*. Currently, MSLL has a varied collection in many formats.
 - Volume 95 (1949) - 120 (1974). These microfiche are published by Information Handling Services.
 - Volume 121 (1975) -130 (1983). These microfiche are published by the GPO.
 - After volume 130 (1983 to date). These microfiche are an incomplete and sporadic collection. The Library receives the bound annual version of the

- *Congressional Record*, (as opposed to the daily version, which is not amended) on microfiche, although it is several years behind in publication.
- Volumes 121 Part 1 (1975) - 126 Part 21 (September 30, 1980). These are the bound annual volumes of *Congressional Record*.
- Volume 131 Parts 1 and 2 (1985) are in CD-ROM format. This is only for calendar year 1985; it includes the indexes and two companion books: *Reading the Congressional Record on CD-ROM* and *The Congressional Record on CD-ROM: Tutorial and Reference Manual*.
- Volume 126, Issue 173 (December 9, 1980 to date). The Library is currently receiving the daily paper version (with the accompanying indexes), as well as microfiche of the final annual version.
- Beginning in 1994, online *Congressional Record* is available through *GPO Access* on the Internet; this includes full-text and indexes.

The Minnesota State Legislature home page has links to both House and Senate bill tracking information. MSLL retains a complete print set of both the *Journal of the House of Representatives* and *Journal of the Senate* (commencing with the *Territorial Journals*, 1849 to date).

NEWSPAPERS

General newspapers provide information on local, national, and world issues, as well as current events. Legal newspapers provide information, such as local court calendars and announcements, decisions of local interest (some from lower courts that are not published elsewhere), court dockets, and legal advertising. Some legal newspapers are national in scope and report on a broad range of legal topics.

MSLL has electronic access to a wide selection of national and international newspapers through the Electronic Library for Minnesota (ELM) databases.

MSLL subscribes to two print national newspapers: the *New York Times* and the *Wall Street Journal*. We subscribe to the following local newspapers: the *Minneapolis Star Tribune* and the *St. Paul Pioneer Press*.

The local legal newspapers MSLL subscribes to are *Minnesota Lawyer, Finance and Commerce* (for Hennepin County), and *St. Paul Legal Ledger* (for Ramsey County).

ORDINANCES

Ordinances are laws passed by local governments.

MSLL maintains a web page with links to all online ordinances in Minnesota. We collect and retain the ordinances of the cities of Minneapolis and St. Paul in print.

PERIODICAL INDEXES

Periodical indexes provide author, title, subject, and other points of access (e.g., case

name) to articles published in law reviews, journals, and other periodicals.

For national coverage, MSLL currently owns the following in print format: *Current Law Index (CLI)* v.1 - (1980 to date); *Index to Legal Periodical Literature (ILPL)* v.1-6, (1887-1937); *Index to Periodicals Related to the Law* v.1- 24:4 (1958-1982); and *Index to Legal Periodicals and Books (ILP)* v.1-20 (1908-1981). MSLL also subscribes to *ILP* online via WilsonWeb (1981 to date) and owns the online *ILP* retrospective collection (1908-1981). *Index to Periodicals Related to the Law* is also available through *HeinOnline*.

For Minnesota coverage, the Library creates and maintains the *Minnesota Legal Periodical Index (MLPI)* (1985 to date), which is currently available on the Internet at the LawMoose site. MSLL also has separate index volumes for *Minnesota Law Review*.

For non-legal periodical indexes, MSLL has access only through Internet resources.

PERIODICALS (see also NEWSPAPERS)

Periodicals are law reviews, bar journals, commercial or special interest publications, and newsletters of professional organizations.

On a national basis, MSLL selects many periodicals, including the *ABA Journal* and all ABA section newsletters. The Library will subscribe to periodicals on a selective basis. The criteria for the selection of periodicals include the following: availability of indexing, subject content and authority, interlibrary loan guidelines, and holdings of other area libraries. The Library will collect subject journals according to the interests of its primary users, with emphasis on major subject areas of the law and appellate practice. The Library retains the *Hein Bar Journals on Microfiche* collection and *HeinOnline*, an online Internet resource, for a wide-ranging collection of state, local, national, and international bar journals.

For Minnesota, the Library maintains multiple copies of Minnesota legal periodicals.

SPECIAL COLLECTION AREAS

The following are distinct collections of the Minnesota State Law Library:

1. ***Appellate Court Libraries and Chamber Collections*** - The Supreme Court Library is located on the fourth and the Court of Appeals Library on the third floor of the Minnesota Judicial Center. Both collections include materials used frequently by these courts, including statutes, court opinions, periodicals, treatises and other items. The Chamber Collections are materials located in offices of the Supreme Court justices and Court of Appeals judges, as well as materials found in some administrative areas of the Minnesota Judicial Center. Most of these collections are small and generally include Minnesota statutes, session laws, and reporters, as well as other primary materials. Materials for the Court of Appeals Library are funded by the Court of Appeals.
2. ***Audio Visual Collection*** - The Library collects AV materials on selected legal topics, including materials on trial practice skills. These materials are indicated by

- Video on the Library map (see Appendix).
3. ***Book Exchange Materials*** - MSLI maintains a collection of donated books covering a wide range of topics, both fiction and non-fiction, for the reading enjoyment of our patrons. Both patrons and staff are encouraged to contribute and take books from this collection, which is located across from the Reserve Room. This collection is not cataloged.
 4. ***Briefs Collection*** - For more information, see Briefs on page 9.
 5. ***Federal Collection*** - MSLI collects print materials on federal law, including U.S. Executive Branch materials, *Congressional Record*, *Code of Federal Regulations* sets (the most recent five years), all print versions of the reporters for the U.S. Supreme Court, all federal court reports (except *Federal Appendix*), and U.S. territorial statutes, codes, and decisions.
 6. ***Government Documents Collection*** - The materials in this collection are federal publications published by the Government Printing Office. The documents are arranged and shelved by the Superintendent of Documents classification system. The *Serial Set* is shelved in the Wedge area of the Library. For more information, see Government Documents on page 14.
 7. ***Microform Materials*** - The Library collects materials in microfiche to conserve space and money - or because the resource is only available in this format.
 8. ***Minnesota Collection*** - The Library collects and retains all primary Minnesota publications, both past and current.
 9. ***Outreach Services Materials*** - The Outreach Services Department maintains a core collection concerning criminal law and correctional materials to support the Law Library Services to Prisoners program. This collection also includes publications indexed in the *Minnesota Legal Periodical Index*.
 10. ***Periodicals Collection*** - For more information, see Periodicals on page 17.
 11. ***Reading Lounge*** - Legal newspapers, as well as daily newspapers and other general reading materials, are available in the Reading Lounge.
 12. ***Reference Collection*** - MSLI collects materials such as encyclopedias, directories, dictionaries, forms, uniform laws, standards, court rules, and periodical and other indexes. Ready reference materials are shelved at the Information Desk.
 13. ***Regional Collection*** - Regional includes all editions of *American Law Reports (ALRs)*, all West's National Reporters series sets (also known as regional reporters), including all *New York Supplements*. The entire *California Reporter* set is shelved in the Wedge area of the Library.
 14. ***Reserve Collection*** - Reserve includes non-circulating reference materials, as well as items deemed vulnerable to loss.
 15. ***Retired Collection*** - Retired materials are publications removed from the active collection; this includes items such as older CLE publications, older editions, and non-current statutory volumes.
 16. ***Special Collections Room*** - The Special Collections Room includes materials on several aspects of legal scholarship. These publications have been collected by State Law Librarians since the Minnesota Territorial Legislature established the Library on March 3, 1849. The materials include trials from many countries, but mostly from the United Kingdom and the United States. The Special Collections Room also contains state constitutional convention materials; territorial session laws and statutes; legal materials produced by the Confederate States of America;

- religious and ancient legal documents; works on jurisprudence; volumes on legal history and philosophy; writings about justices of the U. S. Supreme Court; the *Minnesota Justices Series*; Minnesota State Bar Examination questions and answers; and other curiosities.
17. ***State Collection*** - The Library collects primary materials for all states, the District of Columbia and Puerto Rico. This collection is not classified and is arranged alphabetically.
 18. ***Storage Collection*** - This collection of primary law is for replacing lost or damaged materials at MSLL and its satellite collections; these materials are also used for donations to county law libraries, correctional facilities, and other libraries. This collection is found adjacent to the Retired Collection.
 19. ***Transcript Collection*** - Transcripts are verbatim testimony at the district court level of decisions that have been appealed to the Minnesota Supreme Court and Court of Appeals. MSLL receives a transcript *only* if the Minnesota Clerk of Appellate Courts Office receives two copies. The Library's collection is estimated to include less than 10% of all decisions by the Minnesota appellate courts. The Library currently retains only ten years of transcripts.
 20. ***Treatise Collection*** - This collection consists of materials cataloged and arranged by the Library of Congress Classification system.

Except for the appellate court libraries and chambers materials, all of these collections are shelved in self-contained areas of the Law Library (see Library map in Appendix for locations).

STANDARDS

Standards are usually promulgated by government agencies or professional associations and organizations to establish excellence and uniformity of materials, products, systems, and services. The Library will retain all standards of significant legal organizations, such as the American Bar Association (ABA), including its various divisions and sections, National Center for State Courts (NCSC), and the American Association of Law Libraries (AALL).

STATUTES AND SESSION LAWS

Slip laws and session laws are the earliest forms of publication of laws passed by a legislative body. Session laws contain the exact text of a law as it was enacted. Session law compilations contain all the laws enacted during a particular legislative session. Session laws are codified into statutory codes that organize the laws of a specific jurisdiction into specific titles or sections, arranged by subject.

For the federal government, the Library maintains a comprehensive print collection of all session laws and statutory compilations of the United States, which, for the most part, are included in *Statutes at Large*, the *United States Code (USC)*, *United States Code*

Annotated (USCA) and *United States Code Service (USCS)*.

For Minnesota, MSLL maintains a comprehensive print collection of all session laws and statutory compilations. The Library also collects and retains all volumes of the current and past *Minnesota Statutes Annotated (MSA)*.

State and U.S. territorial session laws are retained on microfiche. MSLL maintains a print collection of state statutes, usually the annotated version.

The Library makes no attempt to collect statutes of foreign countries and refers patrons seeking foreign and international laws to the University of Minnesota Law Library.

The Library provides online access to statutes and session laws listed above when available.

TREATIES (see also TRIBAL LAW)

A treaty is an agreement between two or more countries or between international agencies that have been given treaty-making power by the states that created them. A treaty establishes a relationship governed by international law. Treaties may be bilateral (between two parties) or multilateral (between several parties). Treaties are the exclusive province of federal law.

The Library maintains resources that enable users to do the following research on U.S. treaties and conventions:

- Find an authoritative text of a treaty
- Determine whether a treaty is “in force” - and with what entities and/or reservations
- Interpret a treaty
- Verify and update the current status of a treaty

TREATISES (see also CLE MATERIALS, FORMS, TRIBAL AND NATIVE AMERICAN LAW, JUDICIAL ADMINISTRATIVE REPORTS and ADMINISTRATIVE DECISIONS)

A treatise is a publication that provides an analysis of a particular area of the law. Treatises may be single or multi-volume works.

The Library maintains a broad representation of treatises and subject resources covering most legal topics. For evolving areas of the law, the Library attempts to acquire at least one treatise published within the last four years. For frequently updated topics currently covered by looseleaf services, the Library prefers online access.

MSLL does not collect casebooks or legal textbooks. We do collect all West *Hornbooks* (Practitioner’s Editions) and *Nutshells*, as well as all *Restatements of the Law*. The Library

also collects topics of interest to the Judicial Branch, such as materials on family law, court procedure, and judicial research. MSLL selectively collects federal practice materials (as well as the practice materials of a few bordering states).

The Library collects, as comprehensively as possible, all Minnesota treatises.

See Appendix for retention information concerning specific types of treatises.

TRIBAL AND NATIVE AMERICAN LAW

Tribal law is a body of law relating to American Indian tribes and includes codes, ordinances, judicial decisions and rules. Native American law includes treaties, treatises and other documents pertaining to American Indians.

The Library collects laws, ordinances, judicial rules, and treaty information on Minnesota Indian tribes. Since our goal is to represent all Minnesota tribes in our collection, we actively pursue donations of tribal materials. The eleven tribal bands in Minnesota follow: Boise Fort Reservation Band of Chippewa, Fond Du Lac Band of Chippewa, Grand Portage Band of Chippewa, Leech Lake Band of Ojibwe, Lower Sioux Community of Minnesota, Mille Lacs Band of Chippewa, Prairie Island Indian Community, Red Lake Nation of Chippewa, Shakopee Mdewakanton Sioux (Dakota) Community, Upper Sioux Indian Community, and the White Earth Band of Chippewa.

The Library also selectively collects materials on American Indians throughout the United States.

UNIFORM LAWS AND MODEL ACTS

Uniform laws and model acts are acts, codes or laws that a professional organization recommends for enactment (either in whole or part) by individual states; consistency in state laws is the goal. The best known uniform law is probably the *Uniform Commercial Code*. The best known model act is the *Model Penal Code*.

The Library collects all the uniform laws and acts published by the National Conference of Commissioners on Uniform State Laws (NCCUSL) in the sets *Uniform Laws Annotated* and the *Handbook of the National Conference of Commissioners on Uniform Laws and Proceedings*, as well as others from various legal organizations. The Library also collects recommended laws or model acts drafted and published by the American Law Institute. Historical and older materials are retained in the Retired collection.

APPENDICES

1. Map of the Minnesota State Law Library
<http://www.lawlibrary.state.mn.us/MSLLmap.pdf>
2. Appellate Court Library Standards
[http://www.aallnet.org/products/pub llj v98n01/2006-08.pdf](http://www.aallnet.org/products/pub_llj_v98n01/2006-08.pdf)
3. Library Bill of Rights
<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>