Drake University Law Library

Collection Development Policy
Revised February 2016

I. MISSION STATEMENT

The Drake University Law Library fosters research and learning by providing exceptional services, collections, and facilities that empower the Drake community to access, critically evaluate, and apply information.

II. INTRODUCTION

The collection development policy is designed to assist the library staff in deciding how to allocate funds and acquire items for the collection. Supporting the Law School curriculum is the primary goal in implementing the policy. Specific areas corresponding to the courses taught in the Law School are used as the subject headings in this document. The subjects listed can be expected to change as the curriculum changes.

Faculty input concerning acquisition of materials in their areas of expertise is welcomed. Faculty members may be routed advertisements or make requests for new books. The Library staff may also seek a recommendation from faculty when an order is being contemplated. The philosophy underlying the construction of this document is that the collection should be developed to meet the research needs of the faculty and students with particular emphasis on the courses in the curriculum.

III. SELECTION PROCESS

A. Responsibility

The Library Director is responsible for developing and maintaining the collection. Drake faculty, administrators, staff and patrons are encouraged to recommend materials for purchase, but all orders are approved by the Director.

B. Sources of Information

Purchases are based on input from the following sources:

1. *Law Faculty.* Faculty requests consistent with this policy are ordered as a matter of course unless the cost of the requested item is significantly beyond the scope of regular library purchases. In these cases, the Library Director will discuss the purchase with the faculty member before making the final decision on the order.

2. *Law students and other Library users.* Materials requested by non-faculty patrons are not presumptively purchased, but are given careful consideration. If requested materials are outside the scope of the Library’s collection, the Library will attempt to locate the material through the Interlibrary Loan service. Interlibrary Loan is available for current Drake Law School students, faculty, and staff.
3. **Librarians and Library staff members.** In the course of serving patrons, working with the collection and participating in professional development activities, Library personnel may encounter collection gaps or specific titles to recommend for purchase and pass these suggestions on to the Acquisitions/Reference Librarian for review.

4. **Vendors.** Information from brochures, lists, catalogs and websites, Yankee Book Peddler (Baker & Taylor) slips, Hein’s Current Publications in Legal and Related Fields, Bowker’s BooksInPrint.com and online book store sites is reviewed by the Acquisitions/Reference Librarian and screened utilizing the collection criteria outlined in this policy. Titles are searched in the Library catalog, which is shared with the University’s Cowles Library, to avoid duplication. Recommendations are routed to the University’s Cowles Library, to avoid duplication. Recommendations are routed to the Director for selection.

C. **Package Plans**

1. **ABA Package Plan:** The Library receives the full package plan that includes over 50 periodicals and most ABA single title monographs.

2. **Practising Law Institute (PLI):** The Library subscribes to two Course Handbook Series subject areas: Intellectual Property Law and Litigation and Administrative Practice. Drake has also reached a cooperative purchasing agreement with MALLCO libraries at Oklahoma and Creighton, dividing up practice areas to ensure that all books in the series are purchased. This results in cost savings to all three libraries, as well as decreasing the rate at which shelving is filled, while still providing patrons access to PLI materials.

3. **National Business Institute and Lorman Education Services:** The Library receives all Iowa seminar materials.

4. **American Association of Law Schools (AALS):** The Library receives copies of essential AALS publications including directories, proceedings and newsletters.

5. **American Law Institute (ALI):** The Library receives copies of ALI publications including proceedings and tentative drafts.

6. **Iowa State Bar Association:** The Library receives many practice related materials from the Bar.

D. **Standing orders**

1. **Nolo:** The Library has 40 of the most popular self-help titles on standing order which means the latest editions are automatically received when they are published.

2. **Study aids:** The Library has standing orders in place with Yankee Book Peddler (Baker & Taylor) for the following student study aids: Wolters Kluwer Law and Business’s (Aspen) “Examples and Explanations” series; LexisNexis’s “Understanding” and “Questions & Answers” series; and Thomson Reuters’s (West) “Hornbook” and “Nutshell” series.

4. **Rand Reports**: The Library receives the latest public policy research titles immediately upon release.

**E. Gifts**
The Law Library accepts gifts (books, periodicals, audio CD’s, DVD’s, flashcards, etc.) on a case by case basis. Donors with large collections of titles are encouraged to provide the Library with a list of books available. Lists will be searched to see if the books are needed to fill gaps in the collection, replace worn copies, provide access to others in the Law School, etc. The Library reserves the right to reject or discard any books that do not meet the criteria set out in the procedures. The IRS prohibits the Library, as an interested party and recipient of the gift, from appraising the donated item. See IRS Publication 561. [www.irs.gov](http://www.irs.gov)

Any book in good condition not meeting the criteria in the collection development policy shall be made available to others through various means. Books often will be placed in the Law School lobby area for one week.

Donors are encouraged to deliver donations to the Law Library when possible. If that is not feasible, the Law Library may ask its employees to pick up the donation or hire students to do so. If an employee uses his or her own car for the pick-up, he or she will be reimbursed for mileage, according to University policies and adopted rates.

**F. Duplication**
The Law Library avoids acquiring multiple copies of items unless high usage is shown or anticipated. Examples where duplication may be appropriate include study aids, Iowa and federal primary materials, and a few heavily used treatises.

**IV. SELECTION CRITERIA**
The Library aims to provide the primary and secondary sources necessary to support the Law School curriculum and law faculty interests. The Library collects legal and law-related materials relating to the law of the United States, the state of Iowa and to a lesser extent, international law and the law of selected jurisdictions. Factors that may affect selection decisions include relevance, ease of use, initial and upkeep cost and space restraints. In general, the Law Library collection does not include non-law materials. Selection criteria for specific types of material are listed below.

**A. Monographs**

1. Normally only one copy of a title is purchased, but extra copies may be acquired if demand warrants or to replace lost items.

2. Preference is given to paperback format. Study aids and other materials expected to receive high use are bound before being added to the collection.

3. Availability of a title in Drake’s Cowles library may affect the Law Library’s purchase decision. A non-law title, for example, may not be acquired if patrons already have access from Cowles.
4. Casebooks are not purchased, but gifts of casebooks are accepted and added to the collection when the book is in better condition or is a later edition than a casebook already in the collection.

B. Periodicals
1. Titles selected should be indexed in one of the following: *Index to Legal Periodicals and Books*, *Current Law Index*, *LegalTrac* or *CILP (Current Index to Legal Periodicals)*. Special consideration will be made for requests which support faculty interests.

2. Availability of titles in electronic databases (e.g., *HeinOnline, Westlaw, Lexis*) will be considered before purchasing titles in paper format. Electronic availability is generally favored over a print subscription.

3. The Library subscribes to the Hein Bar Journal Service on microfiche.

4. A small, selective collection of popular magazines (e.g., *Time, Sports Illustrated*) and the *Wall Street Journal* are acquired for student and faculty use. They are not permanently retained.

C. Government Documents
The Law Library is a "selective" depository, selecting 12.9% of available Federal Depository Library Program (FDLP) items as of 2012. The selections emphasize law-related items and also stress subjects related to faculty research interests, e.g., agriculture and technology issues. See Drake University Law Library Federal Depository Collection Development Policy here.

D. Electronic Resources
The Law Library owns and provides access to materials in a variety of electronic formats, including Internet resources, to support the educational and instructional needs of its students, faculty and staff. “Electronic resources” are defined as resources that require computer access. Examples include, but are not limited to, periodical indexes, reference databases, Adobe Acrobat PDF documents and multimedia files. See Drake University Law Library Electronic Resources Collection Development Policy here.

E. Study Aids
The Library purchases study aids for first-year classes (Civil Procedure, Constitutional Law I, Contracts, Criminal Law, Property and Torts), upper level requirements (Constitutional Law II, Ethics/Professional Responsibility and Evidence) and selected bar classes (e.g., Criminal Procedure). The Library routinely orders two copies of new items in the following series: Examples and Explanations, Emanuels, *Law in a Flash* (flash cards) and CDs (1 Sum and Substance and 1 Law School Legends). Select study aids will be bound before they are placed on reserve.

The Library avoids purchasing study aids keyed to individual casebooks and high court case summaries, although some exceptions may be made. See Drake’s Study Aid Collection Development Policy here.
V. FORMATS
The Library’s goal is to collect relevant material chiefly in print or digital format, but other formats such as microform, video or audio are considered when needed to serve general research or collection needs. The Library purchases material primarily in English unless a faculty member requests another language for research or instructional purposes. Specific criteria for individual formats are noted in the following sections.

A. Microforms
Microforms are primarily acquired to supplement the collection, alleviate shelf space crowding or fill gaps in the collection. They are also purchased when material is not otherwise available in print or electronically. Microfiche is preferred over microfilm. Directed growth of new titles in this format is minimal.

B. Audiovisual Materials
The Library maintains a variety of DVD and CD materials, generally used for classroom instruction or study aids. The Library offers a small collection of popular law-related films to Drake Law Library patrons. The preferred formats are DVD for visual materials and CD for audio materials.

C. CD-ROM
The Library does not actively collect this format. CD-ROMs received on deposit from the federal government or as companion material with books will be added to the collection.

VI. SUBJECT ANALYSIS

Emphasis in a particular subject area depends on the depth of resources necessary to support the curriculum and research on the subject. The four levels of collection depth identified in this policy are: Exhaustive, Research, Reference, and General.

A. Exhaustive
Includes every item on the subject from any American jurisdiction regardless of form or date. Materials from foreign jurisdictions published in English also are collected. Those in foreign languages have a lower priority.

B. Research
Supports the work of law review students, seminar students and much faculty research. It includes all multi-jurisdictional treatises, all looseleaf services, related subject reports, government documents and relevant electronic resources.

C. Reference
Supports the study of law students in their regular course work or the investigation of routine legal problems by faculty or practicing attorneys.

D. General
Provides a basic introduction to and an outline of the issues involved in the subject. General collections include subjects which may not be related to the Law School curriculum, faculty research or specific interests of the Iowa legal community. Materials containing commonly needed information that may not have specific legal application may be included.
Subjects:

Administrative Law - Reference/Research
The Library acquires all major treatises on administrative law, including multi-volume sets such as Pike & Fischer on Administrative Law and works on Iowa administrative law and practice materials. Iowa administrative law and practice materials, such as the Iowa Administrative Code, are also available online at http://www.legis.state.ia.us/IAC.html. Administrative law materials for other jurisdictions are collected selectively, although emphasis is placed on states adjacent to Iowa or which are cited frequently as models. Almost all federal administrative law materials still available to the library through the Federal Depository Library Program are collected. Pre-depository items not in the collection are added as they become available in reprints, microforms or from out-of-print dealers. Acquisition of quality secondary materials, such as treatises and looseleafs, is limited only by budgetary constraints. Historical materials are added as funds become available or as gifts are received.

Agricultural Law - Research
Because of Drake’s Agricultural Law Center and the Drake Journal of Agricultural Law, this subject is important to both Law School curriculum and faculty and student research. Almost all quality materials pertaining to American agricultural law are collected, including related tax and real estate titles. Emphasis on state materials is placed on Iowa and adjacent farm states. Most of the relevant publications of the Department of Agriculture available through the FDLP are selected.

Appellate Advocacy and Practice - Research
The Library collects materials in this area that are of value to students, faculty and practicing attorneys. Works by most recognized publishers are likely to be selected for the collection. Suggestions are welcome from students and attorneys as well as the faculty.

Civil Procedure - Research
Almost all materials pertaining to Iowa civil procedure and federal civil procedure are selected. Materials for other jurisdictions are collected at the reference level, which consists primarily of the state codes and a few state treatises. Also available are microfiche copies of the session laws and attorney general opinions for all the states. Some practice books from other jurisdictions also are collected if the material would have relevance to an Iowa researcher or is of significance.

Clinical Experience - Reference
Significant treatises and other works relevant to course work and research are collected, especially concerning child welfare and the elderly.

Commercial Law - Research
The importance of the Uniform Commercial Code and related laws necessitates the collection of most of the available materials. Acquisition of all reporters, multi-jurisdictional treatises, looseleafs, government documents and periodicals pertaining to commercial law (including bankruptcy) is required to support the research needs of the law review, faculty, students and attorneys. All Iowa materials on the topic are added.

Comparative Law - Reference
Significant works on comparative law in English are added. Other materials in English are considered for purchase as funds permit. Collection of titles in languages other than English (when no English translation is available) is a low priority, although gift materials in this area generally are considered for addition to the collection. Legal periodicals in this area are added if they are produced by major law schools or noted publishers.

Computers and the Law - Reference/Research
Materials are collected to support faculty and student research. Some works on specific software, hardware and their use also are acquired as new programs and equipment are utilized.

Conflict of Laws - Reference
Most well-known treatises and other works on conflicts that answer students’ questions and the legal problems confronting an attorney are selected for the collection. Gifts of current or historical materials on conflicts are considered for inclusion in the Library's holdings.

Constitutional Law - Research
Beyond being an essential course in a legal education, constitutional law is particularly important at Drake because of the Constitutional Law Center and the James Madison Chair in Constitutional Law. Law review notes, comments and articles often result from constitutional questions. Providing the resources necessary to support the expected research in the area is the Library’s goal. Treatises, looseleafs, periodicals and special materials in this area are collected. Almost any work from a respected publisher will be selected because of the significance of constitutional law and the need to have resources available to researchers in the area.

Contracts - Research
Because Contracts is one of the basic law school subjects, almost all American treatises and other works from major publishers are collected. Significant British works also are selected when funds permit. Any work essential to the research of students or faculty is included.

Corporate Law/Business Associations - Research
Almost all monographs and serials on this subject which would not duplicate materials already in the Library are collected. Providing materials which would facilitate research for faculty and students is one of the goals for this topic.

Criminal Law & Procedure - Research
The Library collects almost all materials pertaining to American criminal law and procedure written for a legal audience. Significant British works on criminal law are also collected.

Employment Law - Reference/Research
Current multi-jurisdictional treatises and looseleafs are collected to help keep abreast of new developments. Government documents, periodicals and other items of value also are selected for the collection.

Environmental Law - Reference
The Library acquires the significant titles in the area, including treatises, looseleafs and periodicals. Works needed to support faculty research and student coursework are selected.
Estate Planning - Research
Tax implications are very important in estate planning, so some of the materials overlap with the taxation area. The importance of the area and the frequency with which the courses are offered dictate that the topic be emphasized in collection development. Selected for inclusion are multi-jurisdictional treatises, looseleafs, form books and other relevant materials necessary to support faculty and student research as well as the normal inquiries of attorneys. Almost all available Iowa materials are added.

Evidence - Research
Almost all available material on evidence, regardless of form, is collected. Titles on Iowa evidence also are added. Gifts of current or historical materials on evidence are considered.

Family Law - Reference/Research
Many aspects of family law--matters of divorce, custody, support, adoption, as well as related ones, such as estate planning and taxation--frequently confront an attorney. The Library collects multi-jurisdictional treatises, looseleafs and periodicals necessary to support the research of faculty, students and attorneys. Almost any Iowa work of significance on family law is selected. Family law materials that are not directed toward a legal audience are collected only if they are exceptionally good works.

Governmental Relations - Reference
The Library collects the major treatises, looseleafs, periodicals and court reports in the area of regulated industries. Many government publications in this area arrive through the depository program. Supporting the basic research needs of students enrolled in the courses and teaching faculty is the Library's primary goal. Gifts in this area are considered for addition to the collection.

Health Law - Reference/Research
In addition to supporting the research needs of faculty and students, the Library collects in this area to provide resources for students in the joint degree program (J.D./M.P.H. and J.D./M.H.A.) with Des Moines University College of Health Sciences. Current multi-jurisdictional treatises and looseleafs are collected to help keep abreast of new developments. Government documents, periodicals and other items of value also are selected for the collection.

Insurance Law - Reference
Des Moines’ position as the world’s third largest insurance center provides Drake’s students with opportunities not available in other settings. The Library collects materials sufficient to support the research of faculty and students in their classes as well as practitioners. Library resources also are needed to facilitate research by students in the Insurance Center of the Business School, particularly those in the joint degree program (J.D.-M.B.A). Significant treatises, looseleafs and periodicals are selected for inclusion in the collection. Titles pertaining to insurance but not directly relevant to legal matters are not collected unless they are of exceptional value. Gifts of current or historical materials on insurance law are considered for the collection.

Intellectual Property Law - Research
The Intellectual Property Law Center increases the importance of the subject at Drake. Treatises, looseleafs, periodicals and special materials in this area are collected. Almost any work from a respected publisher will be selected because of the significance of intellectual property law and the
need to have resources available to researchers in the area. Most of the standard works, periodicals and significant treatises are added. Patent and Trademark Office publications are received through the depository program. Complete patent collections are available in Chicago, St. Louis, Kansas City and Lincoln. Gifts in this area are welcome.

**International Law - Research/Reference**
Many of the primary materials on international treaties are collected, and secondary materials are being added to reflect the increasing emphasis on international law. The Library collects periodicals from major law schools and other substantial works. Gifts of current or historical materials on international law are considered for addition to the collection.

**International Trade - Reference**
The increasing importance of international business and trade to Iowa has helped increase interest in this area. For other international offerings, the International Law listing should be consulted. The Law Library adds the major treatises, looseleafs and periodicals that are available. Some of the titles are expensive and that limits the number of items that can be purchased. Supporting the research needs of students taking the courses is the goal for this topic.

**Iowa Law - Research/Exhaustive**
Materials pertaining to Iowa law are some of the most frequently used resources in the collection. Because of the heavy reliance on these materials by students, faculty and practitioners, the Law Library attempts to acquire almost all works published on Iowa legal matters. Drake collects and binds all of the records and briefs made available by the Iowa Supreme Court. Some of the other types of materials collected include treatises, looseleafs, CLE guides and seminar workbooks. The Law Library is a core document depository for the State of Iowa and receives many governmental publications through that program. Historical materials not held by Drake are acquired as they become available.

**Jurisprudence - Reference**
The Law Library supports the class work of the students enrolled in the courses related to the topic by purchasing the recognized treatises and periodicals on jurisprudence. Gifts are especially welcome in this area.

**Legal History - Reference**
The Law Library strives to provide sufficient primary and secondary materials to support a basic investigation into the legal history of America. Some of the better-known British materials also are collected. Out-of-print (OP) titles are acquired as reprints or microform copies become available. The entire set of available titles in *AALS Law Books Recommended* has been acquired in microfiche. The cost and condition of OP items normally precludes their purchase from OP dealers, but increasingly titles are available through Library databases such as the Making of Modern Law and Eighteenth Century Collections Online. Gifts in this area are welcome.

**Legal Research & Writing - Research**
Legal research and writing skills are essential to the development of a good lawyer. Almost all available works on legal bibliography, legal research and legal writing are collected. Foreign works
are added as needed. The Library’s goal is to provide texts and other materials which explain legal research techniques and how to write effectively. Works on computer-assisted legal research also are collected.

**Legislation - General/Reference**
The standard works on legislation and local government law are added. Gifts in this area are considered. Acquisitions necessary to support the work of Drake's Legislative Practice Center are collected.

**Mass Media Law - Reference**
Major treatises, periodicals, looseleafs and reporters are collected. Many of the materials from government agencies, such as the FCC, arrive through the depository program. Some of the other relevant materials that support the undergraduate course offerings in the School of Journalism and Mass Communication are available in the main library. Instructors in that school often use resources that are available in the Law Library but cannot be accessed elsewhere on campus.

**Products Liability - Reference**
The Library collects the treatises, looseleafs and periodicals necessary to support the regular course work of law students and the ordinary research of attorneys.

**Professional Responsibility - Research**
Because of the importance of training law students to become ethical lawyers, the Law Library maintains a substantial collection of materials on ethics and professional responsibility. All ABA materials are collected. The Library adds multi-jurisdictional treatises, reporters, looseleafs and periodicals in this area. All materials necessary for research by students, faculty and attorneys are selected.

**Property - Research**
The Library collects property law materials to support the basic research of students as well as the more extensive research of faculty and law review. Selected for acquisition are most American treatises, periodicals and looseleafs dealing with the subject. British materials, particularly those of an historical nature, are collected as funds permit. Gifts of historical materials are welcome.

**Securities Law - Reference**
The Law Library collects the materials necessary to support the basic research of students in the class. Most of the major treatises, looseleafs and periodicals in the area are collected. Many Securities and Exchange Commission publications arrive in the Library through the government depository program.

**Seminars (Law and _____) - Reference**
The Library adds treatises, periodicals and other material to support research for these courses.

**Specialty Courses - Reference**
The Library adds treatises, periodicals and other material to support research for these courses.

**Taxation - Research**
The Law Library adds treatises, looseleafs, periodicals, government documents and any other material which supports research in this area by students, faculty, law review and attorneys. Tax is a major area of the curriculum and the collection is constantly expanding.

**Torts - Research**
Works are selected which will support the research of students, faculty, law review and attorneys. Treatises, looseleafs and periodicals in the area are acquired for the collection. A significant portion of the material on the topic is historical in nature. Historical items are added to the extent that funds are available. Gifts in this area are welcome.

**Trial Practice - Reference/Research**
Drake Law School is known for its emphasis on programs in trial advocacy, including a certification in Litigation and Dispute Resolution. Most of the materials collected in this area are major treatises, looseleafs and periodicals.

**VII. LOCATIONS**

**A. Iowa Wing**
This is a comprehensive collection of Iowa legal material. Included in this collection are legislative, administrative and judicial sources as well as KFI classified treatises and continuing legal education materials.

**B. Reference**
The reference collection contains material readily available for answering reference questions. Included in this collection are form books, legal encyclopedias, AmJur Trials, and Causes of Action.

**C. Ready Reference**
Located by the Library lobby desk, this collection includes heavily used items, such as duplicate copies of the Iowa Code and the Iowa Code Annotated, the Uniform Laws Annotated, and the Restatements.

**D. Reserve**
The reserve collection includes select course materials and other heavily used items, including the most current issues of legal periodicals and law reviews. Users may check out reserve materials for 2-hours, in-library use by asking staff at the Information Desk. The reserve room also houses some audiovisual items that can be checked out of the library, such as study aids on CD and older sets of flashcards. The complete reserve policy is available here. The Library catalog will show the location of reserve items as either Reserve or Information Desk. Course readings on reserve are not listed in the catalog.

**E. Microforms**
The Law Library has a sizable collection of microforms, including U.S. Supreme Court Records and Briefs, the Federal Register, Congressional materials and other government documents, the retrospective series of American Association of Law Schools Law Books Recommended for Libraries, Hein bar journals and early issues of legal periodicals. All microforms are housed in the Library’s lower level.
F. Index Tables
This collection is located on the tables on the southeast side of the ground floor. The Index Table area includes computer terminals as well as bound volumes.

G. Lower Level
Government documents are located at the north end of the lower level. Superseded materials are stored on the south side of the lower level. Superseded state materials (not including Iowa) are located in compact shelving in the lower level; these are available during hours when a reference librarian is available. The Microform Room is located on the west side of the floor in room LL03. The SBA Bookstore is located in the southwest corner. The lower level also has student offices for the Drake Journal of Agricultural Law and the Moot Court Board. The Neal Smith Congressional Archives and the National Bar Association Archives are located in the southeast corner.

H. Tax Room
The tax room is situated at the west end of the Iowa Wing. It is an octagonal room containing most of the Library’s tax materials.

I. Periodicals
Older journals (typically a year or older) are bound and arranged in alphabetical order on the east side of the second floor of the Library.

J. Government Documents
Most of the print federal government documents are on shelf sections L-8 through L-18 in the Lower Level. More government documents are available on microform. Some of the most heavily used Federal government documents are assigned LC Classification numbers and shelved in the Library's main collection, but the majority of Federal documents in both formats are arranged by SuDoc number, which proceeds alphabetically by issuing agency and then numerically. There is a small collection of Iowa government documents located in shelf section L-8.

K. Compact Shelving
Superseded state materials (not including Iowa) are located in compact shelving in the lower level; these are available during hours when a reference librarian is available by asking at the Information Desk.

VIII. SPECIAL COLLECTIONS

A. Rare Book Room
The Drake University Law Library Rare Book Room (Room 283) is located on the 2nd floor near the central staircase. It preserves, protects and organizes those Library materials which, because of their rarity, value, format, significance or condition, are housed in a secure, climate-controlled room. Items located in the Rare Book Room are identified as such in the library catalog. Patrons may ask at the Information Desk for in-library use of Rare Book Room materials during regular reference hours. The room has a separate climate control system.
B. Neal Smith Congressional Archives
The Neal Smith Congressional Archives is located on the lower level (LL Room 15). Representative Smith received his law degree from Drake University in 1950 and served Iowa as a Congressman from 1959-1994. Documents in the archives detail legislation that Representative Smith had a major hand in crafting during his time in Congress, such as the Saylorville and Red Rock Lakes flood-control projects and the stricter meat inspection legislation. There are also a number of documents relating to Vietnam and Watergate, as well as speeches and news releases put out by Representative Smith’s office. The archive is open to the public. Patrons may ask at the Information Desk for in-library use of materials during regular reference hours.

C. National Bar Association Archives
The National Bar Association Archives is located on the lower level (LL Room 16). The archives contain biographical information, newspaper clippings and articles about five of the original founders -- S. Joe Brown, Charles P. Howard, James B. Morris, Gertrude Rush and George Woodson. These five African-American lawyers from Des Moines co-founded the National Bar Association in 1925. The archives also contain reports filed by the FBI from 1937-1958 on founder Charles P. Howard, a 1922 Drake Law School graduate, annual meeting conference materials dating back to 1978, materials on other prominent members of the National Bar Association and information on the National Association of Bench and Bar Spouses. The archive is open to the public. Patrons may ask at the Information Desk for in-library use of materials during regular reference hours.

D. Charles Wennerstrum Archives
The Charles Wennerstrum papers are located in the Rare Book Room (Room 283) on the 2nd floor. Charles Wennerstrum, who received his law degree from Drake University in 1914, was the presiding judge in the Hostage Case at the Nuremberg war crime trials in 1947 and 1948 while on leave from the Iowa Supreme Court. The papers contain personal notes, trial proceedings, memorabilia and newspaper articles. The archive is open to the public. Patrons may ask at the Information Desk for in-library use of materials during regular reference hours.

IX. COLLECTION MAINTENANCE

The Library continually reviews the collection to decide what to retain, withdraw or relocate to storage areas. General guidelines for holdings, focusing on non-current or superseded materials, can be found at: \DRAKE\Law-School\Library\Workgroup_Shared_Files\Stack Maintenance\Holdings Policies.doc

X. CONCLUSION
The Law Library collects materials at a Reference or Research level for most of the topics covered in this collection development policy. Continuing price increases require careful attention to costs when selecting new items.

Iowa legal materials covering almost any subject listed are actively sought for addition to the collection. The vigorous acquisition of Iowa legal materials, however, creates additional work for the Drake Law Library staff. Although the University of Iowa contributes some records to OCLC, Drake continues to do original cataloging for the majority of Iowa legal materials it receives.

Almost every course in the Law School curriculum is covered by this document. Providing adequate Law Library support for the courses in the curriculum is one of the primary goals of this policy. The local bench and bar consider the Drake Law Library as an outstanding location for researching the normal problems with which they are confronted. This collection development policy takes into account the tradition of service to the bench and bar. Many of the materials selected to support Law School course work, especially those in the Trial Practice and Clinical Experience areas, also provide necessary resources for the bench and bar.