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Book Selection and Acquisitions: Comments and Annotated Bibliography

By BETTY W. TAYLOR* and WILLIAM W. GAUNT**

Samuel Johnson said: "Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it. When we enquire into any subject, the first thing we have to do is to know what books have treated of it,"¹ placing the burden for finding the knowledge upon those desiring it. The premium factor in the search for truth is the acquisition and preparation of information for discovery, so that when it is sought, it can be ferreted out successfully by the seekers. Thus emerges the librarian's role in the quest for knowledge.

The book selection process, one of the most important library functions, can set the whole tenor of a library, and through this process the reading and research of library users can be manipulated. Directly related to the quality of the seeker's product is the quality of the library's content and organization; thereby emphasizing the requirement for responsible book selection.

In the usual setting, the librarian administers the library, including the book selection function; however, the divergence of the selection process is exemplified in the different types of libraries and even within a particular type of library, depending upon the size of the collection, the number and demands of patrons, specialized programs, and its administration. In some libraries, acquisition of materials requires little or no selection process, but merely the exhaustion of adequate funding, while in other libraries, the selection process becomes critical within budgetary limitations and as to patrons as well.

Many of us take the book selection responsibility and duty for granted; others must jealously guard the right to select library materials; and still others are denied the selection privilege, which is assumed by an outside body, with only the technical acquisitions function

delegated to the librarian. Ideally, all other things being equal, the librarian should control the selection process but, at the same time, maintain an open channel for the recommendations and advice of library patrons.

Incumbent with the freedom of book selection is the responsibility for choosing titles wisely, in light of total library needs. Exercising this choice can result in questioning of the librarian's judgment in book purchasing. Unfortunately, the matter of freedom in selection of library materials, especially in nonlegal libraries, on occasions, has become such a powerful issue that the librarian's position itself may be placed in jeopardy upon the exercise of discretion in acquisitions.

Budgetary limitations, superimposed upon library administration, challenge the librarian's utmost professional skill. This is true in the situations where only a few titles can be purchased or at times when large sums of money are allocated to be exhausted over a designated period of time. Numerous factors must be weighed before an order receives a final stamp of approval. In order to make an intelligent selection, the librarian should be familiar with similar books in the collection, other editions owned, instructional or research potential of the proposed title, upkeep costs, discounts available, etc. (Consult accompanying bibliography for articles on this topic; *i.e.*, Jeffrey's "Book Selection: Evaluation Standards and Procedures," 45 *Law Library J.* 401 (1952).)

In the final analysis, selections are not made in a vacuum, and the purpose of this paper is to present information, along with an annotated bibliography, to assist in the selection and acquisitions process. Herein the materials deal not only with current acquisitions but also with evaluative selections, enhancing the quality of an existing collection.

CURRENT BOOK SELECTION AIDS

One of the most valuable sources of information about new books arriving on the scene is provided by the publishers and dealers themselves via blurbs and catalogs. All libraries should be on the mailing lists to receive ad-

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¹ Samuel Johnson on April 15, 1775, as quoted in Hill, George B., *ed. Boswell's Life of Johnson*. Oxford: Clarendon Press, 1934. Vol. 2, Pp. 365.

vertisements describing current title content and price. These usually are posted earlier than other bibliographic sources, frequently prior to publication, thus being the primary link to the current market. Before negotiating purchase orders, careful examination of blurbs and other publication sources is necessary to determine edition and publication date, in order to avoid duplication. One survey polling law librarians about sources used for book aids indicated that "publishers' announcements are used more regularly and extensively than any other aid."²

Additionally, publishers and dealers offer listings or catalogs of titles available for purchase. These will include not only the new arrivals but also older titles that are in stock. The catalogs should be collected and retained for consultation from time to time and may be discarded when a new catalog is issued. Many catalogs are now providing librarians with detailed technical information about books, and close examination of brochures may yield an LC card number and/or an LC classification number; some even appear in the LC card format to assist in the cataloging and classification of books. This data should accompany the internal order information to facilitate the processing procedures after the book arrives.

Salesmen can provide a virtual wealth of information about publications, both their own and competitors'. Most of them have regular visitation schedules and are anxious to assist librarians in the selection of materials and to explain the content and use of their tools. Often they possess information about used or out-of-print titles that are being searched for purchase, and can direct an individual to an available title.

Beyond the data from the publishers themselves, there is the very useful title, *Law Books in Print*. As implicit in the name, this indispensable tool lists the books that are still available from publishers and/or dealers. Originally published in 1957, it was the first attempt to list publications in print in the law book field. A later edition, in 1959, was published in a 2-volume format, with increased scope of coverage. The latest edition, bound in two volumes, was published in 1964, with annual supple-

ments distributed in 1966, 1967, 1968, and 1969. Commencing in 1969, a quarterly interim supplement, *Law Books Published* (during the quarter covered), appeared. For the first time, selected foreign law books were introduced. The fourth quarterly issue will cumulate the data for the year, becoming the annual supplement. Plans to update the 1964 bound volumes are in progress.

Nearly every law review carries a book review section that can be scrutinized for book selection purposes. While, generally speaking, book reviews are not considered the best source for book selection because they are not critical and they are late, still they offer some guidance as to subject matter treated, its up-to-dateness and its relation to other materials in the field, as well as full bibliographic citations. To fill a void in this area, the *Law Library Journal* carries a special book reviewing feature especially designed for law librarians in book selection (see "Book Appraisals" in each issue).

Apart from the current treatises and serials, is a multitude of material that should be placed in a law library. Sources of data about periodicals, continuations, documents, and foreign materials are included in the attached bibliography in the primary section.

BOOK COLLECTION EXPANSION

In addition to being alert to current materials, librarians wish to be cognizant of publications to improve and expand the book collection. Undoubtedly most librarians compile want lists of priority items, based upon suggestions of patrons and upon recommended lists, to be purchased as funds are allocated. Aside from these items, are books that should be purchased as the library grows in size. Ascertaining which books to purchase next, to improve the quality of the collection, becomes less tangible. Again, various factors will influence the direction of library growth; *i.e.*, specialized needs of the clientele, resources available in the vicinity, and, for law school libraries, the curriculum, instructional versus research programs, writing activities of the faculty, etc.

Bibliographies of materials provide an excellent source of information for selecting titles to build library collections and to improve the quality of the collection. A newcomer to law library resource material, but now of great

² Brown, George Berdine. "The Practices of Law Publishers As They Affect Law Libraries," 34 *LLJ* 46, at 47 (1941).

prominence, is the project sponsored by the Association of American Law Schools, entitled *Law Books Recommended for Libraries*. These loose-leaf volumes should be purchased by every library striving to enhance its holdings. Lists of treatises, issued on 45 areas of the law, serve as guidelines for acquisitions designed to build law library collections. Titles are categorized with A, B, or C ratings to indicate the size of the library for which the books are recommended: A for basic minimum collection, B for research program with enriched curriculum and seminar offerings, and C for libraries with research collections. Presumably, the small library would attempt to acquire all the titles rated "A" in the bibliography. A word of caution about selections from these lists—a significant number of titles are out of print and are unavailable from booksellers. A few have been reproduced by University Microfilms and can be purchased in film or Xerox copy format. Others are unobtainable in any form.

As an aid in book selection, some publishers and dealers are issuing classified lists of available books on particular topics, countries, etc. (See selected *Gauntletters* as an example.) These usually supply full bibliographic data, with annotations sufficient to determine the value for acquisition.

Two other sources that are particularly useful to law school librarians are the Association of American Law Schools' standards and the current acquisitions lists from libraries, which are becoming more numerous. In 1952, Marian Gallagher cited 14 such bibliographies;³ now, in addition, others currently being published by law schools include: Alabama, Georgia, Illinois, and Yale. Most of these are available, upon application, without charge, while others are sold on subscriptions.

Member schools of the Association of American Law Schools are subject to the regulations set out by the executive committee, which include standards for an acceptable library collection: Regulation 8.1 (1969). Specifications relate to reports of appellate courts, statutory and session laws, digests and encyclopedias, Shepard's Citations, treatises, loose-leafs, Federal and English publications. By 1975, member schools will be required to have a minimum of 60,000 volumes in their library collections.

³ Gallagher, Marian. "Aids to Book Selection," 45 *LLJ* 408, 413 (1952).

These standards are specific enough to aid any librarian of a small law library in determining which are the essential materials for first purchase.

Bibliographies exist for all areas of the law. Generally, these tend to be comprehensive and not evaluative, so that the uninitiated book selector may be presented with a dilemma in choosing among titles. No attempt to compile a bibliography of bibliographies is contemplated here, but significant ones cited in articles designed to assist in book selection in specialized fields are included under the heading "Bibliography," *infra*. Bibliographies within articles have not been singled out but the incorporation therein is noted in the annotation.

BOOK ACQUISITION

Once the decision to order a given title is finalized, attention is focused upon the techniques of acquisition. The simplified method is to order the title from the publisher or dealer by way of letter, purchase order, or multiple order form. For small libraries purchasing few books, this may present no difficulty. Compounding orders in great numbers complicates procedures, and the librarian is forced to coordinate functions or become bogged down in the paper flood. In unusual circumstances, it may be better practice to contact a salesman, dealer, or publisher and arrange for ordering in large quantities and billing in minimum invoices.

Certain techniques can be adopted to simplify the acquisitions procedures, in order to guarantee a greater percentage of accuracy in record keeping and receipt of materials. For instance, Fred B. Rothman and Company has inaugurated a program whereby, for a subscription price, green slips in multiple copies are mailed to the subscriber. The slips contain information about treatises and serials that are available from the company, annotations with a source of information, and LC card numbers, if known. One copy of the slip may be used as an order form and returned to the company with the ordering library's name stamped on it, and the other copy retained for the order file. If desired, Library of Congress cards can be ordered through the same source.

Law libraries are somewhat unique in that approximately two-thirds of their budgets for library materials are devoted to continuations.

Thus, it is important to ascertain that current materials and updating services are arriving according to schedule. Various plans exist to expedite the continuing receipt of publications without the necessity of individual orders. These consist of standing orders, blanket orders, package plans, etc. When standing orders are placed, this insures the continued delivery of the publications until cancelled. Standing orders can be obtained for single titles or a multitude of titles, for issues of law reviews periodically, for loose-leaf pages weekly, or replacement volumes of books sporadically. Billing can be arranged on almost any basis desired: per shipment, quarterly, or annually. When flexibility in budgetary allocations permits, annual billings with publishers or dealers can eliminate an inordinate amount of paper work at both ends.

There are a number of so-called "standing order" plans that may be used as a vehicle for purchasing. These are offered by various organizations; e.g., the American Bar Association, the Practising Law Institute, and the Institute of Continuing Legal Education. The American Bar Association offers a package plan that furnishes all of the materials published by the association itself, as well as all of that published by the sections and committees thereof. A membership in the plan entitles the library to receive annual reports, proceedings, and directories of the association, and periodic publications of the committees and sections, along with special monographs issued from time to time. As their publications output does not remain constant, quarterly listings are furnished to subscribers during the year to enable libraries to check their acquisitions.

The Practising Law Institute offers a choice of plan, by subject, with nine subjects in all. A number of courses are taught for lawyers on various subjects. For each course, the institute publishes a course handbook, which contains the outlines of the various speakers, checklists, forms and samples, leading articles in the field, and other valuable reference materials. A member may receive as many as 12 volumes a year in each subject area. Special library memberships are offered. The value of these plans should be weighed by each library, keeping in mind that great reductions in price per volume can be achieved.

A problem that may develop from a standing

order plan is duplication. Advertisements can be misleading and inadequate by their lack of complete information. A title that appears to be a new treatise may, in reality, be a volume that is sent automatically on the standing order plan. Should you subscribe to such plans, the following notation on purchase orders, adopted by a number of libraries, may prevent duplication: "If titles are reprints or in series, please report before supplying."

The package plans no doubt assure that you receive all the publications of that particular plan or publisher; however, unless you aspire to acquire *everything*, one may question the wisdom of such broad purchasing in the light of limited budgets or specialized demands. The amount of material received from some of these plans, that may be irrelevant to your library, can be significant. If this is so, is it worth the time to handle, catalog, shelve, etc.? Therefore, you must ask yourself, in your overall picture (in relation to the size of your library, book budget, and clientele demands), are you doing justice to your library and profession by taking advantage of group plans? Surely book selection is one of the most elevated of the professional characteristics that a librarian can possess, and, by relinquishing this prerogative, perhaps it can be said that the librarian sacrifices something of his professional self. Of course, there is a certain amount of selectivity involved in electing to subscribe to a plan. After being fully apprised by the publisher or bookseller as to the content of the plan, the librarian exercises professional judgment in evaluating, deciding, and electing the plan in its entirety, or rejecting the plan and selecting individual titles. In larger libraries that affirmatively answer the above question regarding plans, book selection activities are concentrated primarily upon collection building and filling in desiderata. This appears to be the trend in general libraries throughout the country and apparently is meeting with professional approval.⁴

Another type of plan has come into being, providing for book selection and at the same time eliminating the necessity of placing orders. This type of plan is usually referred to as the "On-Approval System." Oceana Publications is an example of a publisher offering this

⁴ Jackson, W. Carl. "Blanket Order Plans Backed by Jackson," 94 *Library J.* 20 (1969).

service. Under this system, books in elected categories are shipped on approval. If the book is desired, the invoice is processed for payment; if not, the invoice and book are returned and the transaction is cancelled.

Not to be confused with other types of blanket order plans are societies' or associations' membership fee requirements. In order to acquire any publication of these groups, a library must pay the membership dues as though it were an individual. These are usually professional organizations, devoted to a particular area of the law, that distribute their publications as a service to the profession and not as a commercial venture. Ordinarily, these publications consist of journals or annual bound volumes. Selection criterion usually is based upon an interest in the particular legal topics covered. For example, membership dues in the amount of \$10, paid to the American Judicature Society, entitles the library to receive monthly issues of its *Journal*. Membership in the Selden Society or the Stair Society, which restrict their studies to legal history of the common law world, enables the member to acquire monographs published at irregular intervals.

These examples are but a few of the many available options that have the potential of increasing library acquisitions while at the same time reducing costs and the work load on the order department. For more detailed information, inquire of the publishers or booksellers about possible plans. You will find that they are very anxious to assist librarians in performing their duties more efficiently and effectively.

RELATIONSHIPS WITH PUBLISHERS AND DEALERS

Much has been written and stated over the years about the relationship between librarians and publishers or dealers. No reiteration of these remarks is contemplated here; instead, some helpful, practical hints are offered to keep librarians in the good graces of our friends in the book trade world, and vice versa.

No one dealer will stock *every* publication that may be of interest, regardless of whether it is a multivolume work, a pamphlet, or a serial. As a service to your library, the dealer will acquire the title and ship it to you, or he will have the publisher "drop ship" a copy to

your address. The latter is expeditious and will cause a minimum of delay. You will be invoiced by your dealer and not the publisher, thereby keeping your accounts to a minimum.

If, because of human or mechanical error, the publisher erroneously encloses the invoice with the book or mails it directly to you, it is most important, especially from the dealer's point of view, that these invoices be forwarded to him for payment. He has no way of knowing whether the order has been filled if the publisher's invoice is processed for payment by the library. It is immaterial if the dealer's name is mentioned on the invoice. The dealer, in turn, will invoice the library in due course. A reliable dealer has a follow-up system similar to your own that is put in motion within a given period of time. If he does not receive the publisher's invoice, he will commence followup proceedings, which will cause unnecessary paper work for the publisher as well. A librarian should never process a publisher's invoice for payment when the order was placed through a dealer. Not only is this true for individual orders, but is particularly applicable for standing order serial publications.

As careful and accurate as librarians try to be, there probably is not one of us who has not discovered, at some time or other, that an order has been duplicated or, for some other reason, must be returned. Nearly all the dealers and publishers are very gracious about accepting their return. The courteous thing to do is to request permission in advance so that the seller is aware of the circumstances surrounding the return of the book. Vendors are plagued with librarians who return books with library markings. Remember that this type of book cannot be resold as new and that credit for the material cannot be extended to the full amount, but must be set at the used-book rate.

Book ordering procedures necessitate detailed information and, above all, accuracy. Discrepancies frequently occur in the process. You are familiar with the types of problems that can arise in the lack of an invoice, duplicate invoices, statements carrying unpaid items that have been paid, multiple titles on invoices, part of which have been shipped and part of which have not arrived, etc. Generally, these can be resolved through correspondence and should be handled promptly and precisely.

CONCLUSION

Book selection and acquisition can be likened to a Chinese puzzle; it requires considerable thought and deliberation to arrive at a successful conclusion with the budget balanced, the needs met, within reason, and a satisfied clientele. Bill Jeffrey sums it up very aptly:

The process of book selection is an incessant game of wits. With varying frequency, the selector is engaged in out-guessing the faculty, the students, the curriculum, the publishers, the book dealers, his budget, and in some cases, his fellow librarians. If book selection isn't the heart of librarianship, it comes pretty close to it. It is not for anyone who dislikes guessing, and it can be lots of fun.⁵

SELECTED BOOK SELECTION AIDS*

At the risk of omitting some favorite tool or including some of questionable value to certain types of law libraries, the following list is submitted on a selected basis. The primary intent of the compiler is to offer aids to currently-available Anglo-American materials. Other book selection aids should be consulted for foreign and historical publications.

TREATISES AND OTHER TEXTUAL PUBLICATIONS

American Bar Association. Section of Corporation, Banking and Business Law. Committee on Business Law Libraries. *Recommended Law Books*. Ed. by Richard Sloane. Chicago: ABA, 1969. Pp. 307.

An annotated list of books recommended for purchase by law office libraries, divided into three categories: small, medium, and large, depending upon the number of practicing attorneys in the firm.

American Book Publishing Record: B.P.R. v.1-N.Y.: R. R. Bowker Co. (1180 Avenue of the Americas, N.Y., N.Y. 10036.) 1960- . (Monthly). \$15.50.

Begun in February 1960, this is a monthly cumulation of the "Weekly Record" listings

⁵ Jeffrey, William J. "Book Selection: Evaluation Standards and Procedures," 45 *LLJ* 401 (1952).

* The titles and annotations in this section are based upon the list compiled by Marian Gallagher in "Aids to Book Selection," 45 *LLJ* 408 (1952). The author gratefully acknowledges Mrs. Gallagher's permission to copy or edit her materials.

of *Publishers' Weekly*, arranged according to the Dewey classification number. Law titles represented in most issues, many of technical nature purchased by law libraries.

Association of American Law Schools. *Law Books Recommended for Libraries*. South Hackensack, N.J.: Fred B. Rothman & Co., 1967. 6v. (Loose-leaf) \$210.00.

Annotated book lists issued on 45 areas of the law to serve as guidelines in building law school library collections. Titles are rated A, B, or C to indicate size of library for which the book is recommended. Excellent evaluation tool. Should be purchased by every library.

Association of American Law Schools. Executive Committee. "Regulations 8.1," *Library Standards*. Washington, 1969. Gratis.

Defines the minimum collection acceptable for accreditation and itemizes basic contents in state, Federal, general American, English, and loose-leaf publications.

Beardsley, Arthur S., and Oscar C. Orman. *Legal Bibliography and the Use of Law Books*. 2d ed. Brooklyn: Foundation Press, 1947. Pp. 653.

Annotated bibliography of reference books useful to lawyers and law students; also a comprehensive listing of state and territorial reports, by citation, number of volumes, and dates covered. Other sections useful for selecting treatises and miscellaneous legal publications.

"Book Appraisals," *Law Library J.* Chicago: American Association of Law Libraries (53 West Jackson Blvd., Suite 1201, Chicago, Ill. 60604) (Quarterly). *Journal* subscription, \$10.00 per year.

Regular feature in each issue. Analytical reviews of current law books written by librarians and professors, with sufficient depth to allow judgment decisions in book selection.

Books in Print; An Author-Title-Series Index to the Publishers' Trade List Annual. N.Y.: R. R. Bowker Co. \$21.85 per yr.

Issued in two volumes; the first is the author index and the second the title-series index. Lists over 250,000 titles available from more than 1,900 American publishers. Of doubtful value to small libraries, as most law publishers do not contribute.

Books on Demand; A Catalog of OP Titles

- Produced by Microfilm Xerography.* Ann Arbor, Mich.: University Microfilms. Gratis. The catalog lists 35,000 titles that have been reprinted upon request from scholars and librarians. The catalog is kept up to date by monthly supplements entitled *The O-P Bookfinder*. Gives complete bibliographical information for the title, along with the cost of a Xerox reproduction.
- British Books in Print; The Reference Catalog of Current Literature.* London: Whitaker. (Distributed by R. R. Bowker & Co.). (Annual) \$18.00 per yr.
Lists books in print and offered for sale in the United Kingdom. Includes complete bibliographical information. In two parts, one for authors and the other titles.
- British National Bibliography.* London: Council of the British National Bibliography, Ltd., (749 Rathbone St., London, W.1). P. 2AL. (Weekly). £13.10s.0d. per yr.
Corresponds to our *CBI*. Weekly issues are cumulated quarterly and annually. Lists newly-published works in the British Isles. Arranged by Dewey Decimal classification. Of limited value to small libraries.
- Canadiana.* Ottawa: National Library of Canada. \$3.00 per year, including annual cumulation.
Lists titles of interest to Canadians, although not restricted to books published in Canada. Separate section lists Canadian Government publications and moving pictures.
- Catalog of the Hampton L. Carson Collection Illustrative of the Growth of The Common Law in The Free Library of Philadelphia.* Boston: G. K. Hall & Co. (70 Lincoln St., Boston, Mass. 02111), 1962. 2v. \$145.00.
This library catalog includes the basic works in the field of common law, in addition to other types of books of an historical, biographical, or social nature. Over 40,000 entries. Reproduction of library cards.
- Choice.* Chicago: American Library Association (50 E. Huron St., Chicago, Ill. 60611). (Monthly). \$20.00 per year.
A publication of the Association of College and Research Libraries. Reviews of books recommended for purchase by college and university libraries. Gives complete bibliographical citations, including LC card number and price. Extensive, critical reviews. Legal titles included are general type recommended for political science and sociology departments.
- Columbia University. Dictionary Catalog of the Columbia University Law Library.* Boston: G. K. Hall & Co. 28v. \$2455.00.
Catalog of the contents of a law library that is especially rich in American and British literature, in addition to international, Roman, medieval, African, and Russian law. Over 700,000 cards are included.
- Cumulative Book Index.* N.Y.: H. W. Wilson Co. (950 University Ave., Bronx, N.Y. 10452). Priced on service basis.
The most comprehensive American sources of current information about titles published throughout the world in the English language, exclusive of Government publications. Of limited value to small libraries, as many legal titles are not listed.
- Current Publications in Legal and Related Fields.* South Hackensack, N.J.: Fred B. Rothman & Co. (57 Leuning St., South Hackensack, N.J.). (Monthly, except June, July, and September.) \$10.00 per year.
Lists new titles of interest to law librarians, along with new continuations and supplements, as published. Comments and annotations are included. "Current Publications," formerly carried as a feature in the *Law Library Journal*, is now incorporated in section III as a checklist of current state, Federal, and Canadian publications.
- Gallagher, Marian G., and Mary W. Oliver, "Sources of Current American and Canadian Legal Publications," 49 *LLJ* 273 (1956).
Annotated bibliography of sources about new legal periodicals, documents, and materials related to law.
- Guide to Microforms in Print.* Washington: Microcard Editions, Inc. (901 26th St., NW., Washington, D.C. 20037). \$4.00 per yr.
Published since 1961, this annual lists in alphabetical order, by author or title, books, journals, and other materials that are available in microform from United States publishers. States price per volume, along with publisher from whom available. A companion to this title is *Subject Guide to Microforms in Print*. Sold by Microcard Editions, Inc. \$4.00 per yr.
- Harvard University. Law School. Library. *Catalog of International Law and Relations.* Dobbs Ferry, N.Y.: Oceana Publications,

Inc. (Dobbs Ferry, N.Y. 10522). 20v. \$1,000.00. Dictionary catalog of Harvard's special collection of international law, combining standard works of authors along with original documents. Some 360,000 cards are reproduced therein.

Harvard University. Law School. Library. *Current Legal Bibliography*. Cambridge, Mass.: Harvard Law School Library (Langdell Hall, Cambridge, Mass. 02138). (Monthly, nine times a year.) \$15.00 per yr, including the *Annual*.

Selected lists of books and articles received by the Harvard Law Library during the period covered by the issue. Emphasis is on works in English, with the *Annual* including a more comprehensive worldwide subject list of law books, law review articles, and essays in collections, proceedings, and institutes, published in any language within the prior several years. The issues are arranged first by the broad headings of common law, civil law, and international law; secondly, by general subject areas; thirdly, geographical, by country. Complete bibliographical citations are given for books and articles.

Hicks, Frederick C. *Materials and Methods of Legal Research*. 3rd rev. ed. Rochester, N.Y.: Lawyers Cooperative Publishing Co.

Cited here for the bibliographical material included in the appendices: list of British law reports, American law reports, and Anglo-American legal periodicals. Gives number of volumes and dates covered for the reports and publisher, number of volumes and dates covered for the periodicals. Excellent source for verifying obscure titles.

Law Books in Print, comp. and ed. by J. Myron Jacobstein and Meira G. Pimsleur. Dobbs Ferry, N.Y.: Glanville Publishers, Inc. (Dobbs Ferry, N.Y. 10522). 2v. set as of Dec. 1964, \$75.00. 3 supp., \$17.50. Current subscription to *Law Books Published*, \$20.00. (Quarterly).

Lists law books in print as of December 1964, in the bound volumes, with supplements issued annually to update the information. Arrangement is dictionary-type with authors, subjects, and occasionally titles. Includes complete bibliographical information for each book, with price. Appended are a list of series and also a directory of publishers. Commencing in 1969, a quarterly is being

published, with the last issue of the year cumulating the data into an annual volume. For the first time, some foreign titles are introduced. This is an indispensable tool for law libraries.

Library of Congress Catalogs. (Current issues sold by the Card Division, Library of Congress, Building No. 159, Navy Yard Annex, Washington, D.C. 20541).

Lists works represented by LC printed cards. Useful for checking bibliographic information, but not for selection. Various editions of the sets of *Catalogs* available from commercial sources.

Marke, Julius J., ed. and comp. *A Catalogue of the Law Collection at New York University with Selected Annotations*. N.Y.: Law Center of New York University (40 Washington Square South, N.Y., N.Y. 10003).

A topical arrangement, with an author and subject index to the printed catalog of the law library, which at the time of publication was tenth in size among university law libraries. The majority of titles are annotated by quotations from book reviews selected from a vast coverage of source material.

National Union Catalogs. Cumulative Author List. (Available from Card Division, Library of Congress.) (Monthly, with quarterly and annual cumulations.) \$500.00.

The new format of the Library of Congress catalogs includes titles represented by Library of Congress printed cards, along with titles reported by other American libraries. Various editions of the *Catalogs* available from LC and commercial sources.

Excellent source for checking bibliographical information, but not useful as a book selection tool. *NUG* is now listing law books with the LC classification numbers.

Public Affairs Information Service Bulletin. N.Y.: Public Affairs Information Service (11 West 40th St., N.Y., N.Y. 10018). (Weekly, cumulative, and annual issues.) \$100.00 per yr.

Lists, in a subject arrangement, current books and parts of books, pamphlets, Government and U. N. documents, periodical articles in the fields of economics and public affairs, published worldwide in the English language.

Publishers' Trade List Annual. N.Y.: R. R. Bowker Co. (Annual). \$14.00 per yr.

The *PTLA* proper reprints publishers' catalogs of books in print. Information varies among the lists; price is always furnished. Law publishers usually do not contribute. 1968 edition in 4 volumes. Companion volumes available are *Books in Print* and *Subject Guide to Books in Print*.

Publishers' Weekly. N.Y.: R. R. Bowker Co. (Weekly). \$16.50 per yr.

Lists newly-published and forthcoming books in all fields, including selected state, Federal, and U. N. publications. Even though many law publications do not appear, or appear late, this is one of the most useful of the current commercial lists for selection purposes.

Scholarly Books in America. Marion, O.: (142 Prospect Street, Marion, Ohio 43302). (Quarterly). Gratis.

Annotated listings of publications by selected American university presses. Law books are listed in most issues.

Subject Guide to Books in Print: An Index to the Publishers' Trade List Annual. N.Y.: R. R. Bowker Co. (Annual). \$19.25 per yr.

Subject listing of books in *PTLA* under 40,000 subject headings, with many cross references. Complete ordering information furnished.

PERIODICALS

Blaustein, Albert P. *Manual on Foreign Legal Periodicals and Their Index*. Dobbs Ferry, N.Y.: Oceana Publications. Pp. 148. \$10.00. A publication analyzing foreign legal periodicals by country, topic, and language. It indicates holdings of selected law libraries in this country to guide librarians in their choice of foreign periodicals for purchase. Published prior to the *Index to Foreign Legal Periodicals* but still has value in assisting with selections from the *Index*.

Index to Foreign Legal Periodicals. (Available in this country from William D. Murphy, 2900 Prudential Plaza, Chicago, Ill. 60601). (Quarterly, with annual volume.) \$50.00 per yr.

Indexes over 300 periodicals in a subject, author, and book review index for each part. The subject index is subdivided by country. The periodicals are selected for their content of subject matter in the fields of international law, comparative law, and municipal

law in countries other than those whose systems are based on the common law. Titles are given in original language of publication. Lacks adequate ordering information.

Index to Legal Periodicals. N.Y.: Published for the American Association of Law Libraries by H. W. Wilson Co. Priced on a service basis.

List of periodicals indexed in front of each issue gives full titles, along with information about frequency of publication, publisher's complete address, and price.

Morse, Lewis W. *Checklist of Anglo-American Legal Periodicals*. Dobbs Ferry, N.Y.: Glanville Publishers. (Loose-leaf). \$97.50 per set. \$25.00 annual subscription.

Describes Anglo-American legal periodicals, with dates of publication, number of issues, pagination, and other important notes.

New Serial Titles; A Union List of Serials Commencing Publication After December 31, 1949. Washington: Library of Congress, Card Division. (Monthly and cumulations.) \$115.00 per yr.

New serials received in the Library of Congress or in cooperating libraries. Of limited use to law libraries because of the small percentage of legal titles and the paucity of information about them. Lists libraries with holdings.

Ulrich's International Periodicals Directory. 12th ed. N.Y.: R. R. Bowker Co. 2v. \$15.00. 3rd supp., 1969, \$8.75.

A classified guide to a selected list of current periodicals, foreign and domestic. Few legal titles listed.

GOVERNMENT PUBLICATIONS

American Association of Law Libraries. *Checklists of Basic American Legal Publications*, ed. by Meira G. Pimsleur. South Hackensack, N.J.: Fred B. Rothman & Co., 1962. (Loose-leaf). \$50.00.

Authoritative lists of statutes, session laws, and attorney generals' opinions for each state, citing individual editions, with dates, number of volumes, and pagination. Excellent source for checking completeness of holdings.

Boyd, Anne Morris. *United States Government Publications*, rev. by Rae Elizabeth Rips. N.Y.: H. W. Wilson Co., 1949. \$7.50.

Lists Government organizations, with some history of the agencies and their major pub-

lications. One chapter designed to assist librarians in selecting Government publications and cites to sources for selections.

Monthly Catalog of United States Government Publications. Washington: U.S. Govt. Print. Off. (For sale by the Superintendent of Documents, Washington, D.C. 20402.) \$6.00 per yr.

Federal documents published during the month, with some processed materials. Arranged by issuing agency, with subject index.

Monthly Checklist of State Publications. Washington: Library of Congress (distributed by the Superintendent of Documents). \$3.00 per yr.

State documents received by the Library of Congress. Coverage incomplete and late, compared to individual state printers' lists or state library checklists.

Price Lists of Government Publications. (On request, Superintendent of Documents).

Separate pamphlets, each covering a given subject, listing in-print publications.

Schmeckebier, Laurence F., and Roy B. Eastin. *Government Publications and Their Use.* rev. ed. Washington: Brookings Institution, 1961. Pp. 476. \$6.00.

Manual describing basic guides to Federal and state Government publications. Its primary purpose is to aid in acquisition of Government documents.

UNITED NATIONS

United Nations Publications. (United Nations Publications, Room 1059, N.Y., N.Y. 10017.) Free on request.

Catalog of all publications of the U. N. placed on sale during the preceding year, including publications of the International Court of Justice, issued from 1945. First issue covered 1945-48; annual thereafter. Contents notes and descriptions of periodicals are excellent. Prices given in U.S. dollars.

SELECTED BIBLIOGRAPHY OF SOURCES ON BOOK SELECTION AND ACQUISITION

"Acquisition and Cataloging of Administrative Law Materials," 35 *LLJ* 277 (1942).

Panel discussion on current official records of Federal quasi-judicial proceedings, sources, and acquisition of administrative law, including casebooks and documents indices, and

problems related specifically to labor law (state and Federal).

American Association of Law Libraries. *Cutting Costs in Acquisitions and Cataloging* (AALL, Publication Series, no. 1). South Hackensack, N.J.: Fred B. Rothman & Co., 1960. Pp. 67. Proceedings of AALL institute for law librarians. Papers include: "General Survey of Issues and Potential Applications"; "Building, Controlling and Cataloging the Serials Collection"; "Government Documents"; "What Happens to Your Orders—And Why."

American Association of Law Libraries. *Literature of the Law—Techniques of Access.* South Hackensack, N.J.: Fred B. Rothman & Co., 1962. Pp. 85.

Proceedings of the 1961 institute. Among the papers included are the "Importance of Manuscript Collecting and Editorial Policies of Publishers of Law Books."

American Association of Law Libraries. *Order Procedures.* South Hackensack, N.J.: Fred B. Rothman & Co., 1960. Pp. 66.

Proceedings of 1959 institute. Includes a manual and also describes the gamut of the order process from selection of material, bibliographic search, book ordering, and accounting. Bibliography of book selection sources appended.

Blaustein, Albert P. "Selection of Foreign Materials: Periodicals," 55 *LLJ* 350 (1962).

Table reproduced from the author's "Manual on Foreign Legal Periodicals and Their Index" indicates holdings of foreign periodicals of selected law libraries in this country to guide librarians in their choice of foreign periodicals for purchase. Titles should be selected from those in the *Index to Foreign Legal Periodicals* and in the subject categories demanded by library usage.

"Book Selection," 35 *LLJ* 334 (1942).

Panel discussion of three librarians, representing different types of law libraries, relating factors influencing their decisions in book selection: needs of clientele, price, publisher, series, completeness of acquisitions, other material on the same topic, date of publication, edition, abridgements, nonlegal titles, want-list files, and leisure-reading materials.

Boyer, Benjamin F. "Testing the Adequacy of a Law Library for Instruction and Research," 2 *J. Legal Ed.* 158 (1949).

- The requirements of the AALS standards in each category are itemized, by volumes, to indicate the content of the basic collection. The author cites *Prosser on Torts* and the *Harvard Law Review* to indicate that small library collections may be adequate for most teaching and research purposes. He suggests that the library be divided into two segments: one, the basic collection, and the other, the research collection on microcards.
- Brown, George Berdine. "The Practices of Law Publishers As They Affect Law Libraries," 34 *LLJ* 46 (1941).
Article based upon a thesis chapter entitled "Book Selection." Results of a poll of librarians, by way of questionnaires and personal interviews, to determine the chief sources of selecting books for law libraries. Describes some of the sources reported used by librarians.
- Coen, Lionel J. "Book Selection in Bar Association Libraries," 39 *LLJ* 166 (1946).
Beyond the basic legal collection required of law libraries, bar libraries emphasize acquisition of practice books and manuals, form books, loose-leaf services, and books catering to the practice specialities of the lawyers in the association.
- Cushman, Jerome. "The Hidden Persuaders in Book Selection," 90 *Library J.* 3553 (1965).
Enumerates various factors affecting book selection for public libraries. Much of the article is applicable to book selection for any type of library.
- Danton, J. Periam. *Book Selection and Collections: A Comparison of German and American University Libraries*. New York: Columbia University Press, 1963. Pp. 188.
Compares the philosophy and policy of book selection in German and American university libraries. While law is not specifically mentioned, parts of this title may be helpful in developing book selection principles.
- Danton, J. Periam. "The Selection of Books for College Libraries: An Examination of Certain Factors which Affect Excellence of Selection," 5 *Library Q.* 419 (1935).
Study conducted to determine what factors among librarians and faculty are influential in selecting books. Book selection aids evaluated by frequency of consultation in these two groups.
- Davies, Bernita J. "Selected List of Treatises for the Small Law School Library," 42 *LLJ* 22 (1949).
Selected list of books published since 1942 to aid in selection of materials for small law school libraries.
- Davis, Earl H., and Thomas S. Debagh. "General Reference Books for the Law Library," 37 *LLJ* 61 (1944).
Citations are limited to general books and include encyclopedias, dictionaries, fact books, directories, indices, yearbooks, atlases, quotations, and biographical information.
- Drury, F. K. W. *Order Work for Libraries*. Chicago: American Library Association, 1930. Pp. 260.
A manual explaining the technical aspects of ordering books, starting with the selection of the vendor and continuing through the processing of books after receipt; includes description of national trade bibliographies and their use. Twenty-four forms featured for ordering, checking records, and statistics.
- Elliott, Lucile. "How to Build a Law Library Without An Appropriation," 28 *LLJ* 64 (1935).
The author relates her experience in building a library collection by requesting copies of gratis materials, exchanges, gifts, and student fees.
- Fiske, Marjorie. *Book Selection and Censorship; A Study of School and Public Libraries in California*. Berkeley, Cal.: University of California Press, 1959. Pp. 145.
A study to determine the origin of restrictions that impair library patrons' right of access to library materials, this book defines the theory and practice of book selection, the library in relation to its community, complaints about book selection, reactions to them and actions taken as a result, the school library's particular situation, and the professional image of librarians.
- Gallagher, Marian. "Aids to Book Selection," 45 *LLJ* 408 (1952).
Annotated list of sources of information about current publications of interest to law librarians, accompanied by an analytical chart of data pertaining to commercial and library lists.
- "Government Documents and Publications," 53 *LLJ* 327 (1960).
An excellent panel discussion on documents and their index, both Federal and state.

- Bibliography of reference material for Federal and state documents, along with checklists and indexes.
- Haines, Helen E. *Living With Books: The Art of Book Selection*. New York: Columbia University Press, 1935. Pp. 505.
The four parts of the title describe: the philosophy of choosing books for people, selection guides, book reviews and evaluation tools, and the book trade and selections in specialized fields, with basic recommendations for each. Although written in general library terms, some of the chapters are apropos objectives in book selection for law libraries.
- Hammond, Jane L. "Law Libraries—Development, Direction," 57 *LLJ* 11 (1964).
Some basic sources for book selection are described. Contents include treatises, documents, legal periodicals, and foreign titles.
- Heckel, John W. "General Reference Books in Law Libraries," 46 *LLJ* 454 (1953).
Suggestions for purchase, along with discussion of selected book aids for general reference books.
- Jackson, W. Carl. "Blanket Order Plans Backed by Jackson," 94 *Library J.* 20 (1969).
The librarian of Pennsylvania State University endorses blanket order plans, relieving the pressures of backlogs in orders, staff, and staff costs; time and effort in book selection can be devoted to building the collection and filling in gaps. Discusses disadvantages in faculty's not knowing about book arrivals and the necessity of reexamining the criteria established in order to avoid continual shipment of unsuitable books.
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Describes goals of law review publishing, different types of legal periodicals and their index.
- Jeffrey, William J. "Book Selection: Evaluation Standards and Procedures," 45 *LLJ* 401 (1952).
Points up problems librarians face in exercising discretion in book selection, weighing the factors affecting selection, such as clientele and their specific activities, library collections in the vicinity, the present collection, and the budget.
- Kernan, Mary Anne. "Selection and Acquisition of Public Documents for Law Libraries," 46 *LLJ* 382 (1953).
Discusses factors involved in the selection of documents, needs of the curriculum, prospective readers, depository nearby, physical facilities to house a collection. Selection aids discussed. Bibliography on selection and acquisition appended.
- Lane, David O. "The Selection of Academic Library Materials, A Literature Survey," 29 *Coll. and Res. Lib.* 364 (1968).
Survey of library literature relating to book selection in academic libraries, with particular emphasis upon the questions: Who chooses titles, and what are the criteria employed in making the selection? Extensive footnote citations.
- Long, Bernita J. "Order Routine," 30 *LLJ* 351 (1937).
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- Long, Bernita J. "Special Classes of Social Science Material in the Law Library," 33 *LLJ* 313 (1940).
Selection of social science materials for use in connection with law school course offerings. Appended is selected bibliography of materials for use in legislation, labor, accounting, trade regulations and public utilities.
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A portion of the article is devoted to selection of materials, ordering and accessioning, and accession methods. Discusses the philosophy of book selection and some of the problems.
- Marke, Julius J. "Legal Literature," 11 *Library Trends* 244 (1963).
The necessity of acquiring peripheral materials is discussed in the context of economic, sociological, psychological, scientific, and technical research, along with administrative law, loose-leaf services, and Government documents. The problems inherent in amassing an adequate law library of substantive law

- are handled by way of excellent descriptions of the various book selection tools.
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- Mostecky, Vaclav. "Reference Service in Foreign Law," 55 *LLJ* 386 (1962).
Along with a discussion of reference service, is included an extensive bibliography pertaining to the historical development of civil law; basic reference books, periodicals, and treatises in international law and conflict of laws; selected list of English-language books in foreign law; and select list of books on doing business abroad and the European Economic Community.
- Moylan, Helen S. "Fundamental Material for the Law School Library, with Particular Reference to the Library of 7,500 to 15,000 Volumes," 21 *LLJ* 85 (1928).
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Ten-year supplement to her article, "Fundamental Material for the Law School Library," updating the standards and expanding her commentary on title content to include recent titles and other basic works that should be found in the library. Tables of state reports included in the National Reporter System, other reports, late statutory compilations, and recommended treatises are included.
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 Outlines the character and organization of acquisition work, financing libraries, book selection, order work, gifts and exchanges, serials, binding, personnel, cooperative and centralized projects, and manuscripts. A very basic text in this area, which successfully combines the philosophy of acquisitions along with the technical know-how.
- Zagayko, Florence Ferner. "Guide to a Basic Library on International Law," 55 *LLJ* 118 (1962).
 Extensive listings of basic reference tools, sources of international law, treatises, and periodicals. The final segment comprises a short list of books recommended for first purchase for an American law library. Titles are arranged in order of importance.