I. Purpose

A. To articulate the Law Library’s current collection development philosophies and practices to the law school community

B. To guide the Law Library administration and staff responsible for providing access to materials to support the law school’s teaching and scholarship needs

C. To provide a framework for the Law Library administrators and staff members making decisions regarding the development, maintenance, preservation, and retention of the Law Library’s collection

This policy statement describes the Law Library’s current collection development practices and will be modified as needed to reflect any significant new goals and procedures implemented by the Law Library. Note that in this policy, “collection” includes “ownership or reliable access.” See ABA Standards and Rules of Procedure for Approval of Law Schools 2016-2017, Standard 606(a). Appendix A.
II. Objectives

The Law Library’s principal objective is to acquire, maintain, and provide access to materials that support the current instructional, scholarly, and administrative needs of Villanova University’s Charles Widger School of Law, which consists of approximately 40 full-time faculty members and several dozen adjunct law and graduate tax faculty, serving over 600 students in the full-time JD program and five joint-degree programs: JD/MBA JD/LLM in Taxation, JD/LLM in International Studies, LLM in Taxation/MT in Taxation, and JD/MPA program. Graduation requirements include a Research Paper course, a Practical Writing course, and six credits of Experiential Learning. The Experiential Learning credits are earned through externship placement or work in one of the six Clinics: Civil Justice Clinic, Clinic for Asylum, Refugee, and Emigrant Services, Clinic for Law and Entrepreneurship, Farmworker Legal Aid Clinic, Federal Tax Clinic, and Interdisciplinary Mental and Physical Health Law Clinic. The Law School also supports three student-edited journals and the Moot Court Board. In addition, the Law School currently has five Centers of Excellence: The Villanova Law Institute to Address Commercial Sexual Exploitation, The David F. and Constance B. Girard-diCarlo Center for Ethics, Integrity and Compliance, The Jeffrey S. Moorad Center for the Study of Sports Law, The John F. Scarpa Center for Law and Entrepreneurship, and The Eleanor H. McCullen Center for Law, Religion and Public Policy. Finally, the Law School has a number of faculty committees and student support and administrative offices, such as Career Strategies and Academic Success, which the Law Library supports.

As ancillary objectives, the Law Library is open to the law school’s alumni, the Villanova University community, area law librarians and attorneys, and members of the community in our geographic region. The Law Library seeks to balance all of its objectives with the efficient use of the institution’s financial resources and currently available space.

III. Collection History

The Villanova Law Library was founded in 1953. The first Library Director, Arthur Pulling, was a nationally renowned librarian, who had previously been director at the University of Minnesota and Harvard Law School Libraries. This experience served the Law School well. He built a solid collection by convincing Harvard to allow the new Villanova Law Library to purchase many of their duplicate copies of historic texts and treatises. He also acquired entire collections from defunct law libraries. This formed the basis for the comprehensive and systematic collection of American legal treatises and scholarly monographs from the 19th and early 20th centuries. In addition, the Law Library acquired and still retains many reprints and some original editions of classic texts of 18th and 17th century English and early American common law. The Law Library continues to maintain and preserve this historic research collection.

The Law Library became a United States Government Depository Library in 1964 and currently has a significant collection of federal legislative and administrative documents, including a complete Serial Set and several decades of congressional hearings. This collection is supplemented with those available through subscription services, such as HeinOnline, as well as those freely available government
collections from the Library of Congress and the Government Publications Office. In addition, the collection includes commercial microfilm reproductions of historic sets of the Federal Register, Code of Federal Regulations, and legislative documents from the U.S. Congress. The Law Library currently selects approximately 8% of the documents offered to depository libraries by the Federal Depository Library Program. A separate section of this policy describes the selection of U.S. government documents. See Appendix B.

Throughout its history, the Law Library’s acquisitions have emphasized research on current American federal and state law in an academic institution. In addition, the Law Library has sought to acquire contemporary and historical American and foreign law resources to support instruction in the development of the common law, as well as significant foreign and international legal resources for research and instruction in the global development of both public and private international law. As a Catholic and Augustinian institution, the Law Library’s collection also includes extensive materials on law and religion, church and state, canon law, natural law, and political and legal philosophy.

More recently, the Law Library has adapted to significant budget cuts, the proliferation of reliable free and commercial online sources for legal information, and a new emphasis on preparing students for the practice skills needed in the legal profession. As a result, the Law Library has undergone a major shift from print to electronic access for many sources of current legal information. At present, our print acquisitions focus primarily on Pennsylvania state and federal materials, scholarly legal monographs, and practice-related titles. The Law Library relies heavily on electronic subscriptions, if available, to complement the print holdings.

IV. Selection Process

The Associate Dean and Director of the Law Library is ultimately responsible for all acquisition decisions. Under the current practice, the Director consults regularly with and receives recommendations from the Associate Directors and reference librarians in making these decisions. Minor purchases are delegated to the Associate Directors. The Law Library relies on a number of sources for identifying prospective resources for the collection:

A. Faculty Requests: Virtually all requests submitted by faculty members are approved. If the cost is significant, the professor’s liaison librarian or the Associate Director for Research and Instructional Services may explore alternative formats, sources, or means for obtaining the information, but typically faculty requests are honored. Materials purchased for faculty members are generally processed as library copies and circulated as library materials.

B. William S. Hein & Co., Inc. Green Slip Service: The Law Library also relies on the Hein Green Slip Service to identify new monographs, treatises and journals for the collection. These are reviewed by the Associate Directors and reference librarians for additional recommendations which are then approved by the Director.
C. **Review of Existing Subscriptions:** Annual bills for existing subscriptions are reviewed by the Director and Associate Directors to consider their continued relevance, price, and new access options.

D. **Other Sources:** The Associate Directors and reference librarians review other sources of information about new publications and resources, including law-related blogs and listservs, publishers’ and vendors’ catalogs and announcements, major bibliographies, and book reviews. The Associate Directors and reference librarians also make ongoing recommendations for new titles based on interlibrary loan requests and faculty and student research interests.

E. **Clinic Library:** The Law Library maintains a separate practice-oriented collection of books in the offices of the Law School’s Clinical Programs. The resources in this collection are based primarily on the recommendations and requests of the clinical professors who run the various clinics. The areas of practice include civil and juvenile justice, immigration and asylum law, federal taxation, farmworkers’ rights and entrepreneurship. Materials for the Clinic are fully cataloged with the Clinic as the location on the online catalog.

V. **Selection Criteria**

A. **General Criteria:** The general criteria for evaluating all prospective acquisitions and retention decisions for the Law Library’s collection are:

   - significance of the subject matter to institutional research and instruction
   - importance of the author
   - accuracy of information
   - potential for use by members of the Law School community
   - importance to total collection
   - authoritativeness of the publisher or producer
   - significance of the title in bibliographies, lists and recognized critical surveys and reviews
   - current and/or permanent value
   - availability through Villanova University’s Falvey Library
   - scarcity of materials on the subject
- purchase price
- continuation costs
- availability of other formats
- reliability and longevity of the format
- accessibility and ease of use
- desired or necessary level of duplication of title or information
- available space
- technical processing and maintenance costs
- lasting scholarly value

B. Specific Criteria

Language: Most materials are purchased in English, if available. Materials in other languages are purchased when specifically requested by a faculty member.

Chronological Focus: Primary emphasis is on the current law of the American legal system, and its history from the founding of the European colonies in North America. Works on the history of the common law and civil law traditions, systems, and jurisdictions are acquired selectively, to the extent that they support the current research and instruction of the Law School.

Electronic Access Considerations: Whenever possible, the Law Library seeks to provide access to subscription databases via IP authentication rather than through the use of individual user accounts. IP authentication allows off-campus users to access databases with relative ease via our proxy server while also extending on-campus database access to visitors, alumni, staff and other library users who may not otherwise qualify for an individual user account. Access support services are provided for both types of databases with individual registration codes distributed to staff, faculty and staff for user account platforms while IP authentication database URLs are edited to include proxy information prior to posting to the Law Library’s law databases webpage.

Rare Books: Rare books and manuscripts generally are not acquired, though gifts of such works would be considered for the Law Library’s collection.

Duplication: Duplication of print titles in the collection is generally avoided with the exception of materials used heavily for Law School courses and by members of the Law School community.
VI. Selection Categories

A. Core Collection

The Law Library provides the Villanova Law School community with “a core collection of essential materials through ownership or reliable access” as set out in ABA Standard 606(a). See Appendix A.

1. Federal Legal Materials
   a. Cases – Access to current cases is provided through a variety of online subscriptions and free sources. Print reporters are available from publication inception through 2011-2013. The Law Library continues to receive volumes of United States Reports through the Federal Depository Library Program.
   b. Statutes – Access to the current statutory code is provided through a variety of online subscriptions and free sources. The Law Library maintains a print subscription to one commercial annotated code. Session laws are received in print through the Federal Depository Library Program.
   c. Regulations – Access to the current regulatory code is provided through a variety of online subscriptions and free sources. The Law Library receives and retains the Code of Federal Regulations through the Federal Depository Library Program.
   d. Congressional Materials – Access to current, recent, and selective historic congressional legislative history materials is provided through a variety of online subscriptions and free sources. The Law Library also receives and maintains a print collection of hearings, reports, and documents through the Federal Depository Library Program.
   e. Executive Materials (Administrative decisions, Presidential Documents) – Access to current and selective historic administrative decisions and all published presidential documents is provided through a variety of online subscriptions and free sources. The Law Library also receives and maintains a print collection of agency decisions, Public Papers of the President, and historic volumes of Title 3 Code of Federal Regulations selected through the Federal Depository Library Program.
   f. Treaties and International Agreements – Access to treaties to which the United States is a party is provided through a variety of online subscriptions and government sources. The Law Library also maintains print holdings for United States Treaties and Other International Agreements, Treaties and Other International Agreements of the United States of America 1776-1949 (Bevans) and Treaties in Force.

2. Pennsylvania Legal Materials
   a. Cases -- Access to current cases is provided through a variety of online subscriptions and free sources. The Law Library retains Pennsylvania Reports in print from publication inception to date.
   b. Statutes -- Access to the current statutory code is provided through a variety of online subscriptions and free sources. The Law Library maintains a print subscription to the commercial annotated code and the official laws in Pennsylvania Consolidated Statutes and Laws of Pennsylvania.
c. Regulations -- Access to the current regulatory code is provided through a variety of online subscriptions and free sources. The Law Library maintains print subscriptions to the *Pennsylvania Code* and *Pennsylvania Bulletin*.

d. Legislative Materials – Access to recent legislative materials is provided through a variety of online subscriptions and free sources. The Law Library has historic volumes of the *Legislative Journal* in print from inception to date.

e. Pennsylvania-Specific Secondary Sources – In addition those available through a variety of online subscriptions, the Law Library maintains in print a state legal encyclopedia, specialized treatises, and practice resources.

f. Pennsylvania-Specific Finding & Updating Tools – The Law Library maintains a print subscription to *West’s Pennsylvania Digest*. All citator services are provided electronically.

3. State and Territories (Not Pennsylvania) Legal Materials: Access to case law, annotated statutory codes, session laws, administrative codes, and attorneys general opinions for all states and territories is provided through a variety of online subscriptions and free sources. The Law Library relies on electronic subscriptions for access to secondary sources for these jurisdictions.

4. Secondary sources
a. Treatises – Access to most treatises is provided through electronic subscriptions. Where electronic access is not available, a print subscription will be considered.

b. Hornbooks and Study Aids – In addition to electronic access through electronic subscriptions, the Law Library purchases print hornbooks and study aids to support the Law School’s curriculum. Multiple copies are acquired based on demand.

c. Scholarly Legal Monographs – The Law Library prefers to obtain these titles in print to build the research collection and to allow for continued use at a one-time cost.

d. Journals – Electronic access to law journals is primarily provided through our subscription to HeinOnline. Additional access is available through other online subscriptions and digital repositories. The Law Library also maintains a historic print journal collection as space permits.

e. Practice Materials – Access to these materials is provided in either print or electronically depending on format options, users’ preference, and intended use. For example, the Law Library currently has Bisel publications in print and provides electronic access to PLI Plus from the Practising Law Institute.

5. Finding & Updating Tools
a. Digests – Updated, current access to the West Digest System is available to the Villanova Law School community through individual Westlaw accounts.

b. Citators – Major commercial legal databases provide citator services. Print citators are not collected.
B. **Specific Subject Areas**
The Law Library currently collects most heavily in the following areas:

- Tax Law
- Corporate, Business, and Transactional Law
- Clinic Practice areas
- Sports Law
- Law & Religion
- Compliance and Ethics

In addition, the Law Library supports the Law School’s curriculum, with an emphasis on courses requiring outside research, writing, or practice simulations.

C. **Villanova Law School Publications:** publications of Villanova Law School faculty; Law School brochures, bulletins, event programs, and Law School examinations (as allowed by the faculty and provided by the Registrar)

VII. **Related Law Library Policies and Procedures**

**Bibliographic Control and Processing:** All materials added to the collection are fully cataloged and classified according to national standards. Most materials are processed within one week of receipt, unless original cataloging is required.

**Government Depository Material:** As a selective federal depository, the Law Library acquires those documents that are of use for legal research and reference (See Appendix B: United States Government Documents Collection Development Policy).

**Reference Support and Research Guides:** The proliferation of electronic sources for legal information increases the need for formal and informal instruction on legal research and legal information literacy. The Law Library provides this necessary support by teaching courses, offering presentations, consulting individually with researchers, and designing research guides (See [http://libguides.law.villanova.edu/](http://libguides.law.villanova.edu/))

**Gifts:** Determinations about accepting in-kind gifts are based on the same considerations affecting other acquisitions decisions, including duplication, relevance, and available space. Generally, no conditions are attached to the donated items and the Law Library retains sole responsibility for decisions regarding their classification, location, circulation and disposal.

**Retention:** Primary emphasis is on maintaining a research-level collection for current and future scholarly use. As a research law library, the collection includes outdated and esoteric works that have value for scholarship purposes. Materials that are duplicated or available through other means may be withdrawn on the basis of their currency or limited utility. Other factors determining
retention include potential historical significance, cost of preservation, stability and affordability of electronic formats, and space availability.

VIII. Policy Review

This collection development policy will be reviewed each year and revised as necessary.
CHAPTER 6

Library and Information Resources

Standard 601. GENERAL PROVISIONS

(a) A law school shall maintain a law library that:

(1) provides support through expertise, resources, and services adequate to enable the law school to carry out its program of legal education, accomplish its mission, and support scholarship and research;

(2) develops and maintains a direct, informed, and responsive relationship with the faculty, students, and administration of the law school;

(3) working with the dean and faculty, engages in a regular planning and assessment process, including written assessment of the effectiveness of the library in achieving its mission and realizing its established goals; and

(4) remains informed on and implements, as appropriate, technological and other developments affecting the library’s support for the law school’s program of legal education.
(b) A law school shall provide on a consistent basis sufficient financial resources to the law library to enable it to fulfill its responsibilities of support to the law school and realize its established goals.

**Standard 602. ADMINISTRATION**

(a) A law school shall have sufficient administrative autonomy to direct the growth and development of the law library and to control the use of its resources.

(b) The director of the law library and the dean, in consultation with the faculty, shall determine library policy.

(c) The director of the law library and the dean are responsible for the selection and retention of personnel, the provision of library services, and collection development and maintenance.

(d) The budget for the law library shall be determined as part of, and administered in the same manner as, the law school budget.

**Interpretation 602-1**

This Standard envisions law library participation in university library decisions that may affect the law library. While it is preferred that the law school administer the law library, a law library may be administered as part of a university library system if the dean, the director of the law library, and the faculty of the law school are responsible for the determination of basic law library policies, priorities, and funding requests.

**Standard 603. DIRECTOR OF THE LAW LIBRARY**

(a) A law school shall have a full-time director of the law library whose principal responsibilities are managing the law library and providing information resources in appropriate formats to faculty and students.

(b) The selection and retention of the director of the law library shall be determined by the law school.

(c) A director of a law library shall have appropriate academic qualifications and shall have knowledge of and experience in law library administration sufficient to support the program of legal education and to enable the law school to operate in compliance with the Standards.

(d) Except in extraordinary circumstances, a law library director shall hold a law faculty appointment with security of faculty position.

**Interpretation 603-1**

Having a director of a law library with a law degree and a degree in library or information science is an effective method of assuring that the individual has appropriate qualifications and knowledge of and experience in library administration sufficient to support the program of legal education and to enable the law school to operate in compliance with the Standards. A law school not having a director with these credentials bears the burden of demonstrating that it is in compliance with Standard 603(c).
Standard 604. PERSONNEL
The law library shall have a staff sufficient in expertise and number to provide the appropriate library and information resources services to the school.

Interpretation 604-1
Factors relevant to the number and expertise of librarians and information resource staff needed to meet this Standard include the number of faculty and students, research programs of faculty and students, whether there is a dual division program in the school, any graduate programs of the school, size and growth rate of the collection, range of services offered by the staff, formal teaching assignments of staff members, and responsibilities for providing information resource services.

Standard 605. SERVICES
A law library shall provide the appropriate range and depth of reference, instructional, bibliographic, and other services to meet the needs of the law school’s teaching, scholarship, research, and service programs.

Interpretation 605-1
Factors relevant to determining whether services are appropriate under Standard 605 include the extent to which services enhance the research and bibliographic and information literacy skills of students, provide access (such as indexing, cataloging, and development of search terms and methodologies) to the library’s collection and other information resources, offer interlibrary loan and other forms of document delivery, produce library publications and manage the library’s web site, and create other services to enable the law school to carry out its program of legal education and accomplish its mission.

Standard 606. COLLECTION
(a) The law library shall provide a core collection of essential materials through ownership or reliable access. The choice of format and of ownership in the library or a particular means of reliable access for any type of material in the collection, including the core collection, shall effectively support the law school’s curricular, scholarly, and service programs and objectives, and the role of the library in preparing students for effective, ethical, and responsible participation in the legal profession.

(b) A law library core collection shall include the following:

(1) all reported federal court decisions and reported decisions of the highest appellate court of each state and U.S. territory;

(2) all federal codes and session laws, and at least one current annotated code for each state and U.S. territory;

(3) all current published treaties and international agreements of the United States;

(4) all current published regulations (codified and uncodified) of the federal government and the codified regulations of the state or U.S. territory in which the law school is located;
(5) those federal and state administrative decisions appropriate to the programs of the law school;

(6) U.S. Congressional materials appropriate to the programs of the law school;

(7) significant secondary works necessary to support the programs of the law school; and

(8) those tools necessary to identify primary and secondary legal information and update primary legal information.

(c) In addition to the core collection of essential materials, a law library shall also provide a collection that, through ownership or reliable access,

(1) meets the research needs of the law school’s students, satisfies the demands of the law school curriculum, and facilitates the education of its students;

(2) supports the teaching, scholarship, research, and service interests of the faculty;

(3) serves the law school’s special teaching, scholarship, research, and service objectives; and

(4) is complete, current, and in sufficient quantity or with sufficient continuing access to meet faculty and student needs.

(d) The law library shall formulate and periodically update a written plan for development of the collection.

(e) The law library shall provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection.

Interpretation 606-1
The appropriate mixture of collection formats depends on the needs of the library and the law school. A collection that consists of a single format may violate Standard 606.

Interpretation 606-2
Reliable access to information resources may be provided through:

(a) databases to which the library or the parent institution subscribe or own and are likely to continue to subscribe and provide access;

(b) authenticated and credible databases that are available to the public at no charge and are likely to continue to be available to the public at no charge; or

(c) participation in a formal resource-sharing arrangement through which materials are made available, via electronic or physical delivery, to users within a reasonable time.

Interpretation 606-3
Off-site storage for non-essential material does not violate the Standards so long as the material is organized and readily accessible in a timely manner.
Interpretation 606-4
Cooperative agreements may be considered when determining whether faculty and students have efficient and effective access to the resources necessary to enable the law school to carry out its program of legal education and accomplish its mission. Standard 606 is not satisfied solely by arranging for students and faculty to have access to other law libraries within the region.
Appendix B

VILLANOVA UNIVERSITY’S CHARLES WIDGER SCHOOL OF LAW
LAW LIBRARY

UNITED STATES GOVERNMENT DOCUMENTS
COLLECTION DEVELOPMENT POLICY
(revised March 2017)

The Law Library’s principle objective is to acquire, maintain, and provide access to materials that support the current instructional and scholarly needs of Villanova University’s Charles Widger School of Law. An ancillary objective is to serve as a resource for legal research for the Law School’s alumni, the Villanova University community, area law librarians and attorneys, and members of the community in our geographic region. Participation in the Federal Depository Library Program is consistent with these objectives and the University’s mission in that the Law Library is selecting and maintaining documents relevant to legal research and making these available to the Law School and the wider community. This United States Government Documents Collection Development Policy is intended as a clear description of the Law Library’s commitment and practices.

The documents the Law Library selects can be broken down into a number of categories.

- **Primary Legal Materials**
  - The Law Library selects all of the primary legal materials published by the U.S. Government Publishing Office including the *Federal Register*, *Code of Federal Regulations*, *Statutes at Large*, *United States Code*, *United States Reports*, and *United States Treaties and other International Agreements*. All of these materials are part of the Law Library’s core collection.

- **Congressional Hearings and Reports**
  - The Law Library selects most congressional hearings and all congressional reports. These hearings and reports make up a significant proportion of our entire collection of United States government documents.

- **Administrative Law Reports**
  - The Law Library selects most reports of administrative decisions published by various government agencies based on the Law School’s research and curriculum needs and demands.

- **Manuals**
  - The Law Library selects procedural manuals dealing with administrative and legal procedures required by federal agencies and departments of most interest to the Law School’s researchers and relevant to the curriculum.
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- Reports
  - The Law Library generally selects any agency or department reports which deal directly or indirectly with legal issues.

- Department of Justice
  - The Law Library selects most of the materials published by the Department of Justice.

- Annual Reports
  - The Law Library selects annual reports for agencies with particular legal significance such as the Federal Communications Commission or the U.S. Commission on Civil Rights.

- Periodicals
  - The Law Library selects periodicals which have a significant legal component.

- General Reference and Bibliographic Aids
  - The Law Library selects general reference materials such as the *Statistical Abstract* and bibliographic aids such as the *Monthly Catalog* to the extent they are made available in print.

The vast majority of United States government publications selected are encompassed by the above categories. Other publications are selected based on particular interests or needs of the students and faculty of the Law School.

Reflecting current trends and practices, the Law Library offers access to government documents via easily accessible government websites, including GPO’s FDSYS, FederalRegister.gov, Congress.gov, and court and agency webpages. The Law Library provides an online Research Guide with web links and additional access information for the FDLP Basic Collection. See [http://libguides.law.villanova.edu/FDLP](http://libguides.law.villanova.edu/FDLP).

Referrals

For those federal publications not acquired by the Law Library, referrals may be made to Bryn Mawr College, West Chester University, the Free Library of Philadelphia, and other federal depository libraries. Materials may be borrowed from other libraries, including the State Library of Pennsylvania, our Federal Depository Regional Library, through interlibrary loan. A public computer workstation is available for our patrons and visitors to find locations for cataloged materials.
Appendix B

Bibliographic Control

All new government documents received are added to the online catalog. The Law Library continues to retrospectively catalog government document hearings held before library automation in the 1980s.

Acquisition

Federal depository materials are selected in two ways: once a year a list of desired items are chosen from the List of Classes Available to Depository Libraries. Also during the year, survey cards for new classes are distributed to depository libraries for possible selection.

The Catalog Librarian assumes responsibility for ordering materials through the depository program. Library staff, Law School faculty, staff and students, as well as the general public may submit recommendations.

The Law Library acquires and provides access to commercial publications and subscription databases to complement the collection of federal government publications. For example, federal legislative history documents are available through a subscription to HeinOnline. This is available on campus to visiting researchers and remotely to the Villanova University community. In addition, the University’s Falvey Library provides access to related commercial databases such as Proquest Congressional Publications, Readex Serial Set, and Lexis Academic.

Formats

When possible, paper rather than microfiche is ordered.

CD-ROMS are selected if the subject is of high interest and there is software to run the disc so that the information can be easily seen and/or downloaded.

The Law Library does not routinely select item numbers that are “internet only” where they are freely available to everyone, regardless of depository library designation. The Law Library provides an online Research Guide with web links and additional access information for the FDLP Basic Collection. See http://libguides.law.villanova.edu/FDLP.

Cancellation of items

Items may be dropped from our list at any time. Suggestions to cancel items should be sent to the Catalog Librarian at the Law Library.
Appendix B

Withdrawal

According to federal law, all depository documents remain the property of the United States Government. Retention and withdrawal procedures for federal documents follow guidelines established by the U.S. Government Publishing Office. Depository documents must be retained for at least 5 years and offered to other depository libraries in the state before they are withdrawn with the approval of the State Library of Pennsylvania, our regional library.

Revision of policy

This policy will be reviewed annually and revised as circumstances change.