

Collection Policy for Law

2/25/2014

Bodleian Law Library

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## Introduction

The Bodleian Law Library’s primary mission is to support the teaching and research needs of Oxford University’s Law Faculty. It seeks to develop and promote access to the Law Library collection as a national and international resource, to provide an excellent law library service to all users, and to provide teaching and guidance in all aspects of legal research.

The Bodleian Law Library’s collection is designed to meet the teaching and research needs of the academics, scholars and readers of the University of Oxford, alumni, and researchers from around the world. The policy is based on the needs of the primary users of the Library, members of the Faculty of Law at Oxford. Other users are considered, but do not guide the direction of the collection.

The Law Library is committed to supporting the needs of the legal research community by housing legal and criminological material received by the Bodleian Library under the UK Legal Deposit system. By developing and preserving the library collections for future generations, to the fullest extent that is commensurate with its resources (including financial resources), the Law Library will strive to maintain a collection development policy beyond the confines of the current Law Faculty curriculum, and which anticipates the needs of future generations of legal scholars.

The Law Library collaborates in its collection development with other libraries within the University, and to a lesser extent, with the College libraries, in particular the Codrington Library at All Souls College, which has the second largest law collection in Oxford.

The Law Library is also in a loose collaboration with the Squire Law Library at Cambridge University, and the Institute of Advanced Legal Studies Library at the University of London for long term purpose of aligning the collections of all three libraries more closely.

The Law Library’s greatest depth is in the UK collection; however, because of the international reputation of the University and the Faculty, the interests of scholars extends well beyond the home jurisdiction, and the depth of the international and foreign collections reflects this. The Bodleian Law Library holds one of the most extensive collection of US legal materials, as well as French language legal material, in the United Kingdom. The Bodleian Law Library attracts legal scholars to the University of Oxford because of its world class collection, and this policy will enable planning for the future direction of the collection.

## Overview of the collection

### General coverage of subject

The Bodleian Libraries collection for law is located at the Bodleian Law Library. Legal materials, dating from 1540, were transferred from the Central Bodleian site to the new Bodleian Law Library when it opened in 1964.

Whilst retaining its role as the University’s main research library for law, the Bodleian Law Library also acts as the Law Faculty’s library.

The law collection is aligned to the teaching and research activities of the Law Faculty.

### Legal deposit

Under the terms of legal deposit, the Bodleian Library is, in theory, entitled to receive a copy of all items published in the UK. From the monographs received via legal deposit, the Information Resources Librarian selects items for the Law Library’s collection. All types of legal works are selected with the exceptions of:

* Canon law and ecclesiastical law
* Law for the layperson
* Legal ephemera

Serial publications received via legal deposit are forwarded to the Information Resources Librarian for consideration.

The acquisition of legal deposit materials affects the development of the collection as areas of law may be collected using legal deposit materials that are not necessarily collected as part of the purchasing strategy, for example the Law Library would not purchase books on the subject of Law & Literature but selects these materials from the legal deposit intake.

In effect, legal deposit means that the Law Library collects widely from UK published materials but the collection of materials published internationally is subject to funding constraints*.*

At midnight on 5/6 April 2013, new legislation came into force allowing the Bodleian Libraries and the other Legal Deposit Libraries in the UK and Ireland, to access electronic books, articles, web pages and other electronic documents published in the UK. The 2013 Regulations 2013 are being implemented gradually over several years, as the Legal Deposit Libraries agree collectively to accept electronic versions from each UK publisher. Bodleian Libraries will be referring to this new material as Electronic Legal Deposit (eLD).[[1]](#footnote-1) The Law Library will monitor the impact of electronic legal deposit on its print collection.

### Donations

Donations of individual items and collections are accepted by the Law Library in accordance with the Bodleian Libraries Donations Policy.[[2]](#footnote-2)

Donations should enhance or complement the existing law collection. The Law Library reserves the right to discard irrelevant or duplicated materials.

### Duplication

The Law Library’s policy is to only purchase duplicate copies of high demand textbooks to support Faculty teaching. These are kept at the Reserve Desk.

Pre-existing duplication of the Law Library’s monographic collection may occur in other Bodleian Libraries such as the Bodleian Social Science and Bodleian History Faculty libraries; this duplication is due to the inter-disciplinary nature of certain legal topics.

College libraries duplicate some of the Law Library’s holdings due to their support of undergraduate teaching in law. This means that the college libraries will hold core reading list texts.

In terms of periodicals, the Law Library has worked closely with other Bodleian Libraries to de-duplicate periodical holdings to ensure that only one purchased copy of a title is held. Some periodical titles may be duplicated due to the receipt of legal deposit materials.

### Replacement copies

If a book is reported as missing, several shelf checks are made before a decision is made to purchase a replacement copy. The Library will take steps to replace items missing from stock, as long as they are relevant to the University's teaching and research programmes. Replacement costs are normally charged to the Library's general book fund. Please note that the Library undertakes an annual check for all books identified as missing in the library catalogue.

Books that are damaged will be replaced with costs being met by the Library’s general book fund.

### Format

Preference is given to print and online electronic media. A segment of the collection is in looseleaf format which enables publications to be updated regularly.

The law collection includes a small microform collection, this includes a collection of Soviet Union legal materials. The microform collection is no longer developed as the Library prefers to buy materials in electronic format due to ease of access and use. However, the Library has a microform reader-printer available for readers to use.

CD-ROMs are collected via legal deposit or when they accompany purchased materials. CD-ROMs are not actively collected with online electronic sources being preferred. The CD-ROMs are not on open access.

Videos and DVDs are only collected if supplied via legal deposit. The Law Library has no facilities for readers to view these types of materials.

### Language

English is the predominant language of the collection. Many primary materials are collected in the vernacular. There are large collections of legal works in French, German, Italian and Spanish.

### Jurisdictions

The strength of the collection lies in its jurisdictional collections of UK, North American, European, Australian and New Zealand materials. Material is also collected for African and Asian members of the Commonwealth. The Law Library does not actively collect materials from other African and Asian countries, Latin America and the Middle East.

### Subject coverage

All areas of law and its related disciplines are collected with the main exception being canon law and ecclesiastical law. The focus of the collection is on subjects taught as part of undergraduate and postgraduate courses. Purchase decisions may be driven by course requirements, researchers, and Oxford Law Faculty interests.

### Chronological coverage

All periods of history are covered including ancient and religious legal systems.

### Retention policy

The Bodleian Law Library keeps at least one copy all superseded editions; these are usually kept in the secondary collection.

The Bodleian Law Library also adheres to the Bodleian Libraries Disposal, Retention and Transfer (DRT) Policy which is available at <http://www.bodleian.ox.ac.uk/about-us/policies/collection-management-policy-disposal,-retention-and-transfer>

### Access to the collection

The law collection at the Bodleian Law Library is reference only. The collection is catalogued and can be accessed via Solo, the library catalogue.

The majority of the stacks are open-access so that readers can obtain their own materials rather than relying on stack retrieval. Books in use in the Library are identifiable by shelf slips or by information displayed in Solo.

There are a small number of closed areas and materials from these areas can be fetched by library staff on request.

A Reserve Collection has been developed to ensure items in high demand are readily accessible. Reserve Collection items are issued to people to use within the Library.

It is possible for research students to reserve books to their desks in the Library. These items are indicated on Solo with a loan due date; as the books remain in the library they can be retrieved for other readers by library staff.

English law monographs are arranged by the Moys Legal Classification Scheme.[[3]](#footnote-3) Moys classification enables common law jurisdictions to be arranged by subject. There is a long-term project underway to reclassify the monograph collection to Moys.

The non-English law monographs are organised using an in-house classification scheme. The in-house scheme arranges majority of the materials according to jurisdiction. Each jurisdiction is sub-divided by primary and secondary legal materials. The only exceptions to the jurisdictional approach are sections for:

* General & Comparative Law
* Jurisprudence
* Criminology
* Roman Law
* Ancient & Religious Legal Systems
* International Law
* Private International Law
* Legal History

Further detail on the classification scheme is available at: <http://www.bodleian.ox.ac.uk/law/finding/collections/catalogues/classification>

### Other law collections at Oxford University

Notable collections of law materials exist within other libraries at Oxford University.

The Bodleian Social Science Library, the Philosophy & Theology Faculties Library, and the Bodleian Official Papers Collection all hold some legal materials.

Prior to the opening of the Bodleian Law Library in 1964, The Codrington Library at All Soul’s College was the main law library at Oxford University. The Codrington continues to maintain and develop its extensive legal collection.

The majority of colleges have a separate law collection with some holding significant legal collections.

## Primary and secondary legal materials

### Print

#### Primary legal materials

Primary materials collected may include legislation, cases, treaties and parliamentary papers. The Bodleian Law Library has a strong collection of primary materials for key jurisdictions in the Commonwealth, European countries and the United States in addition to the UK, Ireland and Channel Islands.

#### Secondary legal materials

Monographs, textbooks and serials are purchased for key jurisdictions and subject areas. Legal periodicals are a key component of the collection.

#### Official Papers[[4]](#footnote-4)

With the relocation in 2010 of the Bodleian Official Papers Collection to the Bodleian Law Library, a decision was made to remove UK and international official papers from the law collection. One copy of each official paper is now kept in the Official Papers Section.

Please note that UK Acts and Statutory Instruments remain in the law collection whilst the Law Library continues to hold Law Commission materials within the monograph collection.

### Electronic

#### Primary legal materials

The Law Library prefers to collect current primary legal materials in electronic format. The Library subscribes to a number of legal databases which provide access to primary legal materials from around the world as well as providing links to free websites and services.

#### Secondary legal materials

Access to e-books is provided via Solo although there are a small number of e-books can only be accessed via individual legal databases. Access to e-journals is provided via Oxford Ejournals. The majority of e-journal titles are catalogued individually on SOLO with their appropriate e-link.

## Subjects

The Library’s collection policy supports the acquisition of resources in all legal topics taught by the Faculty of Law.[[5]](#footnote-5) As the Oxford Faculty of Law has the largest doctoral programme in the English speaking world,[[6]](#footnote-6) the parameters of the collection extend beyond the topics listed in order to support all research.

There is also some overlap with courses taught by other faculties and centres of the University.

### Subject collections within the Law Library

### Key subject strengths:

#### Jurisprudence

The Library actively collects scholarly works and periodicals on jurisprudence. The jurisprudence collection connects with the holdings of the Philosophy Library. The Law and Philosophy subject consultants liaise to ensure that the collections are complementary.

#### Public International Law

The Library collects primary public international law materials, works of scholarly interest and periodicals.

#### Private International Law

The private international law collection contains scholarly works and periodicals. The collection is significant in its holdings of historical materials.

#### Human Rights

The Law Library has an extensive collection of materials on human rights law including primary materials, monographs and periodicals. Further collections of human rights materials can be found in the Bodleian Social Science Library.

#### Roman Law

The Roman law collection is extensive. Collection of other materials relevant to the study of Roman Law can also be found at the Sackler Library.

#### EU Law

The EU law collection consists of primary and secondary materials. It includes a range of teaching material as well as research material. The collection is particularly strong due to the retention of historical material and the close proximity of the European Documentation Centre (EDC).

#### Criminology[[7]](#footnote-7)

The Law Library’s criminology collection focuses on research publications whilst the teaching collection is held at the Bodleian Social Science Library. The Criminology subject consultant is based at the Law Library.

#### Socio-legal Studies[[8]](#footnote-8)

As with criminology, the socio-legal studies collection is shared between the Law Library and the Social Science Library. The basis of this division is that SSL holds teaching materials whilst the Law Library holds research materials. The Socio-legal subject consultant is based at the Law Library.

### Core subjects

* Constitutional & Administrative Law
* Criminal Law
* Contract, Restitution and Tort
* Property Law
* Equity and the Law of Trusts
* Family Law

### Other subject areas of note

* Intellectual Property Law
* Tax Law
* Company Law
* Industrial Law

## Jurisdictions

The Library’s jurisdictional strengths are the UK, Ireland, USA, and a number of individual Commonwealth and European countries.

There may be some overlap with other collections within Bodleian Libraries for example the Bodleian Chinese Studies Library collects law in Chinese script whereas the Law Library concentrates on acquiring materials in English.

### UK

The Law Library holds in print all current UK legislation and UK law reports series. The Library also receives via legal deposit UK published journals and books.

The Library invests heavily in its electronic resource provision and holds subscriptions to all major academic legal databases for English law.

### USA

The Law Library collects printed monographs, key law reviews and a number of West’s reporter series. State materials are now only collected if they are offered via legal deposit or donation.

Electronic provision is strong with Hein Online, Lexis Library and Westlaw International offering access to a wide range of US legal materials.

### Canada

Key Canadian law reports, journal and monographs are purchased in core legal subjects. Materials from the provinces and territories are no longer collected.

Hein Online, Lexis Library and Westlaw provide access to Canadian legal materials.

### Australia

Federal primary and secondary materials are collected. Key Australian legal journals and monographs are actively purchased. State materials are no longer actively collected.

Subscriptions to Westlaw Australia and Informit’s AGIS Plus Text has extended electronic resource provision.

### New Zealand

The Law Library subscribes to the New Zealand Statutes. Key journals and books are also acquired in all main subject areas.

Lexis Library, Westlaw International and AGIS Plus Text are the key subscription databases for New Zealand legal research.

### South Africa

The Law Library collects law reports, journals and monographs for South Africa. The Library maintains an up to date subscription to the Laws of South Africa in print.

Useful databases include the All South African Law Reports and Sabinet Journals.

### India

The Law Library collects key monographs in core subject areas and includes All India reporter from 1914.

Electronic resource coverage includes Manupatra, Supreme Court Cases Online and Singapore Legal Workbench.

### Pakistan

The Law Library holds law reports dating from the inception of Pakistan. The Library maintains a current print subscription to Pakistan Legal Decisions.

The Law Library has access to PakistanLawSite.com.

### European Union

The key law reports of the European Union, together with core journals and texts, are collected.

Justis, Lexis Library and Westlaw offer access to EU legal materials as do EurLEX and Europa.

### European countries

Primary and secondary materials are collected from a number of European countries but the collection’s strength lies in its German, Italian and French collections.

The Law Library offers access to a number of European legal databases including Beck Online, De Jure, Juris Classeur and vLex Global.

## Special Collections

A number of special collections are housed within the Bodleian Law Library.

### EDC

European Documentation Centres are neutral collections of official publications of the European Union, open to the public and normally housed in academic libraries throughout the European Union (EU). EDC status entitles the host library to receive one copy free of charge of the most significant publications and documents of the EU. The Bodleian Library has been an EDC since 1963.

### Viner

The Viner collection contains the complete working library of Charles Viner (1678-1756), author of Viner's Abridgement and founder of the Vinerian Chair of English Law in the University. It is a rare example of an intact eighteenth century law library. He was fortunate that the fame of his benefaction was ensured by the appointment of Sir William Blackstone as the first holder of the post.

Viner left his library (mostly law books) to the Radcliffe Library at the University. The collection was incorporated in the Bodleian Library in 1860. It was sorted and handlisted in 1914. In 1964 the collection was moved to the newly built Bodleian Law Library where it is still housed.

The library taken over from the Radcliffe Library consisted of 542 volumes and 38 manuscript items. The latter are now housed in the Bodleian Library separately from the rest of the collection. Many volumes carry Viner's distinctive signature and annotations in his own hand. 97 volumes are duplicate copies of Viner's Abridgement.

The collection is of interest as an extant personal law library form the mid-eighteenth century. It is still regularly used by legal and historical scholars.

### Bandar Collection of Islamic Law

In 2000 HRH Prince Bandar Salman Al-Saud generously donated 360 books to the Bodleian Law Library. The books, in Arabic, mainly focus on international commercial law, including the international law governing the arbitration of disputes between countries, world trade, company law, bankruptcy, employment law, commercial law, banking and leasing; some deal with constitutional law, criminal law and civil law. Some books are comparative studies of aspects of law in two or more states. A small number treat the relationship of modern law with Islamic law (shariah). Some focus on Saudi Arabian law.

### Kahn-Freund

The Kahn-Freund collection contains the books on labour law from the library of Sir Otto Kahn-Freund (1900-1979), former Professor of Comparative Law in the University.

## Other Notable Collections

Apart from the designated special collections, other notable collections of materials have evolved in the Law Library over time.

### Secondary Collection

When a new edition of a legal work appears, the previous edition is retained and relocated to the Law Library’s secondary collection. Over time a substantial collection of previous editions has been created. This includes not only key monographs in law but also legal directories, dictionaries and reference materials. The Law Library retains one copy of each superseded edition although this policy may be adjusted for works of significant legal interest.

### Secondary Collection - Criminology

As a result of legal deposit, a unique collection of historical “true crime” materials has been created within the law collection. This includes diverse topics such as famous crimes, pirates and historical policing issues.

### OIPRC Collection

The Oxford Intellectual Property Research Centre was established at St Peter's College in 1990 by Professor Peter Hayward, Emeritus Fellow at St Peter's College. In 2008 it became a Centre of the Faculty of Law. In the same year the Centre's library, a collection of journals, monographs and offprints on intellectual property law, came to the Law Library. Selected titles have been moved to the Ground Floor of the Law Library, as a discrete collection.

### Theses

All law doctoral theses submitted at Oxford are collected by the Bodleian Law Library and are available for consultation under supervision.

Theses for other law degrees – BCL and MJur – are not collected as a matter of course although some holdings do exist.

## Collection Development and Review

### Bodleian Libraries initiatives

The law collection is developed and reviewed in accordance with the Bodleian Libraries Collection Management Policy. This is available at <http://www.bodleian.ox.ac.uk/about-us/policies/collection-management-policy>

The law collection also aligns itself with the Bodleian Libraries initiatives such as:

* SCORPIO (Serial Co-ordination Project in Oxford) – project to co-ordinate the holdings of serials in all Bodleian Libraries
* Oxford University’s Electronic Resources Management initiatives
* Legal deposit policy ( <http://www.bodleian.ox.ac.uk/bodley/about-us/legaldeposit/legaldeposit-print-publications> and <http://www.bodleian.ox.ac.uk/bodley/about-us/legaldeposit/electronic-legal-deposit-non-print-publications> )

The Law Library staff also liaise with other Bodleian Libraries subject consultants and college librarians.

### External relationships

The Law Library has relationships with external organisations and participates in several external initiatives in order to develop and promote the collection. Examples of these relationships and projects include:

* Collaborative relationship with the IALS Library and the Squire Law Library of the University of Cambridge
* International affiliate member of NELLCO (New England Law Library Consortium)
* FLARE – Foreign Law Research ( <http://ials.sas.ac.uk/flare/flare_origins.htm> )
* Cardiff Index to Legal Abbreviations ( <http://www.legalabbrevs.cardiff.ac.uk/> )
* FLAG - Foreign Law Guide ( <http://ials.sas.ac.uk/library/flag/flag.htm> )

### Acquisitions

Within the Bodleian Law Library the acquisition of purchased materials is based on the principle of developing a well rounded and representative collection. The interests and needs of readers, researchers and academics are taken into account.

The librarians liaise with the Law Faculty to ensure that the reading lists are supported and that there are satisfactory number of books available to the students in a given course.

When new courses are proposed, the Law Library receives a statement on library provision from the author, which it reviews taking into consideration existing holdings. This means that new areas for collecting can be identified.

Recommendations can be made via the Suggestion Book at the Main Enquiry Desk and via the Law Library website. Recommendations are considered according to the value that an item will add to the collection. The Law Library welcomes suggestions and recommendations from visiting academics.

Collection decisions are informed by other sources aside from recommendation. These include publisher catalogues, articles in relevant journals, email updates, etc. The librarians also use their professional judgement to evaluate a resource and apply their experience and knowledge of the requirements of the Faculty of Law at Oxford University.

### Review of collections

The law collection periodically undergoes review as specific areas of the collections are benchmarked against standards, peer law library holdings, and tools such as the Foreign Law Guide.[[9]](#footnote-9) This process ensures that out-of-date materials and gaps in the collection are identified.

### Contacts

**Ruth Bird** – Bodleian Law Librarian

**Helen Garner** – Information Resources & Collection Management Librarian

**Elizabeth Wells** – Foreign, Comparative,& International Law Librarian & Bodleian Libraries Law, Criminology and Socio-legal Subject Consultant

## Appendix 1

### Electronic resources[[10]](#footnote-10)

Afkortingenlijst voor juridische tijdschriften [FREE]

All South African Law Reports

Armed Conflict Database (ACD)

Beck Online

Bepress Legal Repository

Bopcris

British & Irish Legal Information Institute (BAILII) [FREE]

British Crime Survey - National Digital Archive of Datasets [FREE]

Cardiff Index to Legal Abbreviations [FREE]

Carilaw

Casecheck [FREE]

Casetrack

CIS Legislation Database

Collected Courses of the Hague Academy

Columbia International Affairs Online (CIAO)

Commentary on the UN Convention on the Law of the Sea

Congressional Record (and predecessors)

CPI Journal, Antitrust Chronicle, & Resource Library

Current Legal Research Topics Database [FREE]

Dalloz French Codes

Darts-IP

De Jure

Directory of Open Access Journals [FREE]

Dissertations & Theses: A&I

Dissertations & Theses: Humanities and Social Science Collection (full text)

Doing Business Law Library [FREE]

Eagle-i [FREE]

Early English Books Online (EEBO)

Early English Laws [FREE]

Eastview Online Database of Russian Newspapers and Parliamentary Publications

Eighteenth Century British Official Parliamentary Publications Portal 1688-1834

Eighteenth Century Collections Online

EISIL: Electronic Information System for International Law [FREE]

Elections in Western Europe since 1815

English Reports 1220-1865

English Reports 1220-1865 (on CD ROM)

English Reports 1220-1865 [FREE]

EurLEX [FREE]

Europa [FREE]

EuroTort

Factiva

Fastcase

FLAG: Foreign Law Guide [FREE]

FLG: Foreign Law Guide

FunmiQuadriOnline Electronic Law Companion

Global Legal Monitor (GLM) [FREE]

Guide to Law Online - Law Library of Congress [FREE]

Handbook of WTO/GATT Dispute Settlement Online

Hansard (current service) [FREE]

Hansard 1803-2005

Hansard 1803-2005 [FREE]

Harvard Research in International Law

HeinOnline

House of Commons Parliamentary Papers

IBFD Tax Research Platform (International Bureau of Fiscal Documentation)

ICLR Online

ICNL International Center for Not-for-Profit Law Library [FREE]

IIAPP: International Investment Arbitration + Public Policy [FREE]

Index to Common Law Festschriften [FREE]

Index to Foreign Legal Periodicals

Index to Legal Periodicals

Index to Theses

Infolaw Lawfinder [FREE]

Informit AGIS Plus Text

Informit Indigenous Collections

Integrum

International Criminal Law Database & Commentary [FREE]

International Financial Reporting Standards

International Law in Domestic Courts

[Internationales Ehe- und Kindschaftsrecht mit Staatsangehörigkeitsrecht](http://ezproxy.ouls.ox.ac.uk:2048/login?url=http://www.vfst.de/xml/meinvfst_anmeldung.html)

Intute [FREE]

Investment Arbitration Reporter

Investment Claims

Investment Treaty Arbitration [FREE]

Investor State Law Guide

Jean Monnet Center [FREE]

Jordan's Family Law Online

Jordan's Online: Elder Law Journal

Juris Classeur

Justcite

Justis

Juta Law

Kluwer Arbitration

Kluwer Law International Journals

Law of the Sea:Commentary on the UN Convention

Law Reports (The)

Law Review Commons [FREE]

LawAfrica Law Reports

LawInfoChina (PKULaw)

Lawtel

Legal History: The Yearbooks [FREE]

Legislation.gov.uk

Lexis Library

Lextenso

Linex Systems [FREE]

LiveRe [FREE]

LLMC Digital

Lloyd's Building Law Reports

Lloyd's Insurance & Reinsurance Reports

Lloyd's Law Reports

Lloyd's Maritime and Commercial Quarterly

Lloyd's Professional Negligence Reports

Making of Modern Law (MOML) -

Making of the Modern World (MOMW) -

Manupatra

Max Planck Encyclopedia of Public International Law (MPEPIL)

Medieval and Early Modern Sources Online (MEMSO)

MyiLibrary ebooks: law

National Criminal Justice Reference Service Abstracts (NCJRS)

NATLEX

Nineteenth Century House of Commons Parliamentary Papers

OEIL - The Legislative Observatory [FREE]

Official Document System of the United Nations [FREE]

OGEL: Oil, gas and energy law

OGEMID Archive

ORA: Oxford University Research Archive

Oxford Constitutions of the World

Oxford International Encyclopedia of Legal History

Oxford Reports on International Law

Oxford Scholarly Authorities on International Law (OSAIL)

Oxford Scholarship Online (OSO)

Oxford University e-Journals

PAIS International

PakistanLawSite

PLOC (Policies & Laws of China)

PopLine: population law and policy [FREE]

Prelex [FREE]

Privacy Laws & Business

Proceedings of the Old Bailey, London 1674-1834 [FREE]

Refworld [FREE]

Russian Newspapers and Parliamentary Publications

Sabinet

Selden Society Publications

SEMDOC: Statewatch European Monitoring and Documentation Centre [FREE]

Singapore Legal Workbench

Social Science Citation Index on Web of Science

Social Science Research Network (SSRN) [FREE]

Society for Computers and the Law

State Papers Online: the government of Britain 1509-1714

State Trials on Justis

Supreme Court Cases (India)

Tax Analysts

TDM: Transnational Dispute Management

THOMAS [FREE]

Trade Law Guide

Trade Unions in Western Europe since 1945

Twentieth Century House of Commons Parliamentary Papers 1901-2003/4 Session

UNBISnet - United Nations, Dag Hammarskjold Library [FREE]

UN-I-QUE : United Nations Info Quest [FREE]

United Nations Law Collection

United Nations Treaty Collection [FREE]

UN-ODS [FREE]

vLex Global

(former) Weekly Law Reports Daily [FREE]

Westlaw AU

Westlaw UK

WIPO-Lex aka CLEA Collection of Laws for Electronic Access [FREE]

World Trade Law

WorldL II [FREE]

WTO/GATT Dispute Settlement Handbook Online

[Zakonodatel'stvo stran SNG](http://oxford1-direct.hosted.exlibrisgroup.com/V/UNEAH9V38K6GSR5GBSCAN2MSA58EK21DI6QU7TRAB8NJUTEN31-00700?func=native-link&resource=OXF04415)

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## Appendix 2[[11]](#footnote-11)

### Taught courses offered by the Law Faculty

#### Undergraduate

A Roman Introduction to Private Law

Constitutional Law

Criminal Law

Administrative Law

Contract

Jurisprudence

Land Law

Tort

Trusts

European Union Law

Commercial Law

Commercial Leases

Company Law

Comparative Law: Contract

Competition Law and Policy

Copyright, Patents and Allied Rights

Copyright, Trade Marks and Allied Rights

Criminology and Criminal Justice

Environmental Law

European Human Rights Law

Family Law

History of English Law

International Trade

Labour Law

Medical Law and Ethics

Moral and Political Philosophy

Patents, Trade Marks and Allied Rights

Personal Property

Public International Law

Roman Law (Delict)

Taxation Law

#### Postgraduate

#### BCL

Advanced Property and Trusts

Commercial Remedies

Comparative and European Corporate Law

Comparative and Global Environmental Law

Comparative Equality Law

Comparative Human Rights

Comparative Public Law

Competition Law

Conflict of Laws

Constitutional Principles of the EU

Constitutional Theory

Corporate and Business Taxation

Corporate Finance Law

Corporate Insolvency Law

Criminal Justice and Human Rights

European Business Regulation: the law of the EU's internal market

European Private Law: Contract

European Union as an Actor in International Law

Evidence

Intellectual Property Law

International and European Employment Law

International Commercial Arbitration

International Criminal Law

International Dispute Settlement

International Economic Law

International Law and Armed Conflict

International Law of the Sea

Jurisprudence and Political Theory

Law and Society in Medieval England

Law in Society

Medical Law and Ethics

Personal Taxation

Philosophical Foundations of the Common Law

Principles of Civil Procedure

Principles of Financial Regulation

Punishment, Security and the State

Regulation

Restitution of Unjust Enrichment

Roman Law (Delict)

The Roman and Civilian Law of Contracts

Transnational Commercial Law (not offered in 2013-14)

#### MJur

Administrative Law (also part of the BA course)

Constitutional Law

Contract (also part of the BA course)

Land Law (also part of the BA course)

Tort (also part of the BA course)

Trusts (also part of the BA course)

Company Law (also part of the BA course)

Comparative Law: Contract (also part of the BA course)

Copyright, Patents and Allied Rights (also part of the BA course)

Copyright, Trade Marks and Allied Rights (also part of the BA course)

European Human Rights Law (also part of the BA course)

Family Law (also part of the BA course)

Patents, Trade Marks and Allied Rights (also part of the BA course)

Public International Law (also part of the BA course)

Advanced Property and Trusts

Commercial Remedies

Comparative and European Corporate Law

Comparative and Global Environmental Law

Comparative Equality Law

Comparative Human Rights

Comparative Public Law

Competition Law

Conflict of Laws

Constitutional Principles of the EU

Constitutional Theory

Corporate and Business Taxation

Corporate Finance Law

Corporate Insolvency Law

Criminal Justice and Human Rights

European Business Regulation: the law of the EU's internal market

European Private Law: Contract

European Union as an Actor in International Law

Evidence

Intellectual Property Law

International and European Employment Law

International Commercial Arbitration

International Criminal Law

International Dispute Settlement

International Economic Law

International Law and Armed Conflict

International Law of the Sea

Jurisprudence and Political Theory

Law and Society in Medieval England

Law in Society

Medical Law and Ethics

Personal Taxation

Philosophical Foundations of the Common Law

Principles of Civil Procedure

Principles of Financial Regulation

Punishment, Security and the State

Regulation

Restitution of Unjust Enrichment

Roman Law (Delict)

The Roman and Civilian Law of Contracts

Transnational Commercial Law

#### MSc (Master's in Law and Finance)

Finance I

Finance II

First Principles of Financial Economics

Law and Economics of Corporate Transactions

Comparative and European Corporate Law

Competition Law

Conflict of Laws

Corporate and Business Taxation

Corporate Finance Law

Corporate Insolvency Law

European Business Regulation: the law of the EU's internal market

Intellectual Property Law

International Economic Law

Principles of Financial Regulation

Regulation

Transnational Commercial Law

#### MSc

Criminology and Criminal Justice

Criminology and Criminal Justice (Research Methods)

International Human Rights Law

## Appendix 3

### Collection Policy for Law : Summary

**Overview**

General coverage and purpose of the Library

The Bodleian Law Library develops its collections primarily in support of the research and teaching activities of the Law Faculty. The Library also covers closely related or inter-disciplinary subjects not actively researched in other departments and liaises with the Bodleian Social Science Library in developing Criminology and Socio-legal collections.

The Law Library’s collection is catalogued on SOLO, the online library catalogue.

Legal deposit

The Law Library holds the Bodleian’s collection of law books and serials. From 2006, legal deposit socio-legal and criminology teaching materials are located in the Bodleian Social Science Library.

Electronic resources

A wide range of electronic sources are made available in support of teaching and research.

Solo is the interface for print and electronic resources.

An alternative route of accessing legal databases is via the Law Library’s website.

Languages

The Law Library primarily purchases English language material. However there is no restriction by language as to what can be added to the collection, for example primary materials are purchased in the vernacular.

Bodleian Libraries Collection Management

Bodleian Libraries has several Collection Management Policy Documents which refer to all subjects and collections. These are available on the web.

**Teaching collections**

Text books

Teaching collections acquired by purchase or legal deposit. Copies of key texts are kept at the Reserve Desk. Teaching collections for law are supplemented by college libraries whilst the Bodleian Social Science Library holds criminology and socio-legal teaching materials.

Levels of provision

Multiple copies of key texts are purchased depending on class size.

**Research collections**

Research books

Bodleian Law Library holds the University’s law research collection.

Monograph serials / standing-orders

Key UK and foreign jurisdictions text books are acquired.

Journals

Key UK and foreign jurisdictions journals in print and online are acquired.

**Special Collections**

The Bodleian Law Library houses the European Documentation Centre (EDC); the Viner Collection; the Bandar Collection; and the Kahn-Freund Labour Law collection.

**Subject coverage of selected purchased material**

All key legal topics are collected excluding ecclesiastical and canon law.

**Name of subject consultant(s) responsible for collections**

Helen Garner – Information Resources & Collection Management Librarian

Elizabeth Wells – Foreign, Comparative, & International Law Librarian; Law, Criminology and Socio-legal Studies Subject Consultant

## Appendix 4

### Collection Policy for Criminology : Summary

**Overview**

General coverage and purpose of the collection

The primary purpose of the Criminology collection is to serve the teaching and research needs of staff and students of the Criminology department across the range of topics encompassed within criminology.

The collection is catalogued on SOLO, the online library catalogue.

Legal deposit

From 2006, legal deposit criminology materials for teaching purposes are located in the Bodleian Social Science Library.The Bodleian Law Library continues to collect materials for research.

Electronic resources

A wide range of electronic sources are made available in support of teaching and research.

Solo is the interface for electronic resources.

Languages

English is the preferred language, but no language is excluded. Materials in other languages will be selectively acquired in consultation with other area studies subject consultants.

Bodleian Libraries Collection Management

Bodleian Libraries has several Collection Management Policy Documents which refer to all subjects and collections. These are available on the web.

**Teaching collections**

Text books

Text books are collected by the Bodleian Social Science Library to support teaching and independent study.

Journals

A selection of specialised journals are collected and maintained. The Bodleian Social Science Library holds the main collection of criminology journals whist the Law Library retains key titles.

**Research collections**

Research books

Bodleian Law Library holds the University’s research collection.

Journals

Key UK and foreign jurisdictions journals in print and online are acquired.

**Subject coverage of selected purchased material**

All aspects of criminology are collected.

**Name of subject consultant(s) responsible for collections**

Helen Garner – Information Resources & Collection Management Librarian

Elizabeth Wells – Foreign, Comparative, & International Law Librarian; Law, Criminology and Socio-legal Studies Subject Consultant

## Appendix 5

### Collection Policy for Socio-legal Studies : Summary

**Overview**

General coverage and purpose of the Library

The socio-legal studies collection is developed primarily in support of the research and teaching activities of the Centre for Socio-Legal Studies.

The collection is catalogued on SOLO, the online library catalogue. The collection is housed between the Bodleian Law Library and the Bodleian Social Science Library.

Legal deposit

From 2006, some legal deposit socio-legal materials are located in the Bodleian Social Science Library.

Electronic resources

A wide range of electronic sources are made available in support of teaching and research.

Solo is the interface for electronic resources, such as bibliographic databases. An alternative route of accessing legal databases is via the Law Library’s website.

Languages

The collection is pre-dominantly English.

Bodleian Libraries Collection Management

Bodleian Libraries has several Collection Management Policy Documents which refer to all subjects and collections. These are available on the web.

**Teaching collections**

Text books

Teaching collections are acquired by purchase or legal deposit.

Levels of provision

Multiple copies of key texts are purchased depending on class size.

**Research collections**

Research books

Bodleian Law Library holds the University’s socio-legal studies research collection.

Journals

Key UK and foreign jurisdictions journals in print and online are acquired.

**Subject coverage of selected purchased material**

All key areas are collected.

**Name of subject consultant(s) responsible for collections**

Helen Garner – Information Resources & Collection Management Librarian

Elizabeth Wells – Foreign, Comparative, & International Law Librarian; Law, Criminology and Socio-legal Studies Subject Consultant

## Appendix 6

### Official Papers Collection Development Policy

**Definition**

An official publication is defined by who has published the item, put simply ‘an official publication is any item issued by an organisation that is an official body and available to an audience wider than that body’. It is the nature of the issuing body and not the subject content within the publication that defines an item as an official publication. They are a very diverse group united only by their common origin in governments and associated groups.

There are five main types of organisations that are recognised.

* Legislatures, the law making bodies of a country. So in the UK the main legislature is Parliament.
* Central government departments, so for example the Department for Transport, the Department of Health.
* Courts and other judicial bodies.
* Any organisation set up by and maintaining links with an official body, through direct funding, reporting requirements or accountability. This covers a wide range of public bodies in the UK. So for example the UK Passport Service is funded by and accountable to the Home Office. The United Kingdom Official Papers database estimates there are about 2500 official bodies in the UK.
* Organisations whose members belong to one of the above categories to include international intergovernmental organisations, provided the body is considered official in its own country.

Official bodies exist on three levels, international, national and sub-national.

In the UK, universities, learned societies, political parties, trade unions and independent research bodies are not regarded as official bodies.

**Back ground to the collection.**

The Official Papers section has existed as a distinct entity within the Bodleian Libraries since the late 1960s. The collection moved from the Radcliffe Camera to a purpose built reading room in the Bodleian Law Library in September 2010. The move has facilitated the consolidation of both collections. The majority of existing Official Papers material that was held in the Bodleian Law Library (both UK and international) has been integrated into the Official Paper collection. Material has been de-duplicated and subscriptions cancelled where appropriate, saving space and money.

Due to the size of the collection and the federal nature of the Bodleian Libraries many Official Papers are found in other Bodleian Libraries, notably Rhodes House Library for Commonwealth and African Studies and the Social Science Library and the Bodleian Storage Facility. For example, when the collection moved from the Radcliffe Camera the decision was taken to relegate the Official Gazettes to the Bodleian Storage Facility as it was not appropriate to keep them on open shelf due to lack of demand.

The Official Papers subject consultant is available to give advice on Official Papers material throughout the Bodleian Libraries; so for example, when the School of Geography Library was disbanded advice was given on what it was appropriate to discard and prioritizing material for cataloguing.

The Official Papers collection in the Bodleian Law Library consists of:

* UK parliamentary papers, earlier records of the proceedings of Parliament and non-parliamentary papers, dating from the eighteenth century to present day.
* Parliamentary and non-parliamentary publications of the devolved institutions: Welsh Assembly and Government, Scottish Parliament and Government.
* Parliamentary and non-parliamentary publications of the Republic of Ireland.
* Parliamentary publications of the Isle of Man.
* International intergovernmental organisations of which the Bodleian Libraries has depository status for the United Nations, the International Labour Organisation and the International Civil Aviation Organisation.
* Foreign Official Confidential Print.

For more detailed information please see: <http://ox.libguides.com/op>

**Collection management policy**

As a general principle it is understood that the holdings of the Official Papers section should reflect the Bodleian Library’s status as a major research institution; and that except where otherwise stated, those holdings should form the principal concentration of such material in Oxford.

The holdings of British official publications are only comparable with other copyright libraries in the United Kingdom. Material is received via legal deposit, purchase and donation.

The Official Papers Librarian liaises with the other legal deposit libraries to ensure excellent provision of Official Papers across the UK andto make sure that gaps in our national collections do not occur.

Within the Bodleian Law Library, the Official Papers Librarian liaises closely with the Head of Information Resources, this ensures there is no duplication in purchasing, we are aware of our respective collection management policies and how the collections are developing.

Although Official Papers are multi-disciplinary in subject content, the aim of the open shelf material is to reflect policy and procedure of parliaments and governments, and due to the physical locality any material that compliments the BLL collections is also kept on open shelf. All material is catalogued to RDA standards, any material not appropriate for the open shelf collection is either sent to the Bodleian Storage Facility or the relevant Bodleian Library.

**Legal deposit**

The Official Papers section receives legal deposit material from the Copyright Receipt Office (via the virtual book display) and directly from publishers.

From (February?) 2014 The Stationery Office loses its contract to publish government Command and HC papers. Once this happens these parliamentary publications will no longer be available to purchase from The Stationery Office (TSO). The government departments will be responsible for publishing and the TSO for printing on behalf of the legal deposit libraries.

The parliamentary and departmental publications of the Republic of Ireland are received directly by post from Ireland due to an agreement set up by the British Library on behalf of the legal deposit libraries.

At midnight on 5/6 April 2013, new legislation came into force allowing the Bodleian Libraries and the other Legal Deposit Libraries in the UK and Ireland, to access electronic books, articles, web pages and other electronic documents published in the UK. The 2013 Regulations 2013 are being implemented gradually over several years, as the Legal Deposit Libraries agree collectively to accept electronic versions from each UK publisher.

Process and policy concerning legal deposit will be reviewed on an ongoing basis due to the implementation of e-legal deposit.

**Purchase**

The Official Papers annual budget is circa £17,000.

The Bodleian Library has depository status for the United Nations collection so the annual subscription is at a reduced rate. However, this does not cover all publications (ie, UN treaties) and the United Nations can be quite erratic sending material. Material is purchased to fill in gaps and to cover areas not covered by the subscription. The subsidiary bodies of the United Nations, which are not part of the subscription are also purchased, for example: UN-HABITAT, United Nations Environment Programme and the United Nations Research Institute for Social Development.

Publications of the Council of Europe, World Trade Organisation, World Business Council for Sustainable Development are purchased.

Publications of the Tynwald Parliament, Isle of Man are purchased.

Some evidence from Parliamentary committees is now only published online, the main report published as a HC paper. The British Library has taken the decision to purchase this evidence. In the current climate of change in the area of parliamentary publishing it is prudent to purchase this material to make sure the parliamentary collection in Oxford is complete. This will be reviewed on an annual basis.

Publications of the Organisation for Economic Cooperation and Development (OECD), International Monetary Fund and the World Bank were previously held and financed by the Official Papers Section. These were transferred to the Social Science Library. Any monies left over from the Official Papers budget is transferred to the SSL against the OECD subscription costs. This is reviewed on an annual basis.

**Donation**

International Civil Aviation Organisation

International Labour Organisation

European Space Agency (sent to the Radcliffe Science Library)

Donations from individuals or organisations are reviewed on a case by case basis.

Hannah Chandler, Official Papers Librarian.

January 2014.

## Appendix 7

### Donations

Supporting Document to Collection Management Policy Statement

The following guidelines will be applied in considering offers to donate material to the Bodleian libraries.

1. We will normally accept as donations unique items which fall within the libraries’ acquisition policies in the following categories:

* non-UK research material;
* substitutes for items which should have been received under Legal Deposit but were not;
* substitutes for missing or defective items.

2. We will not normally accept as donations items which duplicate existing stock, *except* in the following cases

* in order to provide a reserve copy in the interests of conservation;
* extra copies of open-shelf loanable monographs for as long as continued use of the original item can be demonstrated;
* the duplicate items are a small proportion of a larger collection and there are good reasons for maintaining its integrity.

3. We will not normally accept

* unpublished theses, other than those deposited under University regulations;
* offprints;
* material which infringes or, if accepted, would infringe the Copyright, Designs and Patents Act 1988 or similar legislation (to be refused, or, if inadvertently accepted, to be discarded).

4. Unsolicited donations may not be retained in full or at all (having regard to the circumstances of the donation and the nature of the libraries’ collections) if they substantially duplicate existing holdings, are substantially outside the scope of the library to which they are offered, and/or would impose unacceptable processing, storage or conservation costs when set against the material’s likely contribution to the library’s collections. In such cases, the donor will be encouraged to offer material to a more appropriate library if one can be identified or the library may exercise discretion over the retention or disposal of the material following appropriate consultation.

5.1 All donations are accepted subject to the proviso that we normally make no undertakings as regards location, access, retention or lending.

5.2 We may wish to seek a contribution to the cost of processing donated material.

6.1 Electronic resources may be accepted as donations subject to the above criteria (where applicable) and to our best judgement of our ability to continue to provide access to them.

6.2 Open-access electronic resources, for which the libraries have no ownership rights, may be linked to our resource discovery tools if, in the judgement of subject librarians, they are of academic relevance and the links can be tested for persistence.

1. For further information please refer to: <http://www.bodleian.ox.ac.uk/bodley/about-us/legaldeposit/electronic-legal-deposit-non-print-publications> [↑](#footnote-ref-1)
2. Please refer to Appendix 7 for further information. [↑](#footnote-ref-2)
3. For further information see: <http://www.degruyter.com/view/product/129203> [↑](#footnote-ref-3)
4. Please see Appendix 6. [↑](#footnote-ref-4)
5. Please see Appendix 2 [↑](#footnote-ref-5)
6. <http://www.law.ox.ac.uk/about_the_faculty.php> [↑](#footnote-ref-6)
7. Please see Appendix 4 for further information. [↑](#footnote-ref-7)
8. Please see Appendix 5 for further information. [↑](#footnote-ref-8)
9. <http://www.foreignlawguide.com/> [↑](#footnote-ref-9)
10. [FREE] indicates that the electronic resource is freely available to everyone on the Internet. [↑](#footnote-ref-10)
11. Please see: <http://www.law.ox.ac.uk/themes/all_courses.php> as not all courses are offered each year. [↑](#footnote-ref-11)