

Approval Of Law Schools

American Bar Association
Standards And Rules Of Procedure



LIBRARY

- 601 The law school shall maintain and administer a library adequate for its program.
- 602 (a) The law school library shall contain:
- (i) all publications listed in Library Schedule A, attached as Annex II,
 - (ii) those other materials that are reasonably necessary for the proper conduct of its educational program,
 - (iii) all publications listed on Library Schedule B, attached as Annex III, except those that are readily accessible to and available for use by students and faculty in another library facility.
- (b) The Council is delegated the authority to revise the Library Schedules from time to time.
- 603 (a) All materials shall be current with respect to continuations, supplements, and replacements.
- (b) All sets of materials shall be complete and unbroken except when early volumes of a set are either unavailable or are available only at an excessive price. A set is not complete unless it includes all supporting materials, including indices, desk books, digests, finding tools, and citators published as part of the set or generally available for use with the set.
- (c) All periodicals, except for the current year, shall be permanently bound.
- (d) If the library contains any materials on microfilm, tape, or similar form, it shall provide the necessary viewing and listening equipment.
- (e) The library shall contain additional sets of more commonly used materials whenever necessary for efficient use by the faculty and students.
- (f) The library shall be kept current with respect to new publications and new forms of publications.
- 604 The law school library may be administered either as part of the University Library, or as an autonomous unit, provided that however administered, its growth,

development, and utilization are not interfered with or impeded and the best possible service is afforded the law school. Within such general policies as may be established by the Governing Board,

(i) the dean, law librarian, and faculty of the law school shall be responsible for determining library policy, including the selection of acquisitions, arrangement of materials and reader services. The allocation of authority among the dean, law librarian, and faculty is a matter for determination by each institution;

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

(iii) the selection and retention of the law librarian shall be by the dean and faculty of the law school.

605 The law library shall be administered by a full-time librarian whose principal activities are the development and maintenance of the library and the furnishing of library assistance to faculty and students, and may include teaching courses in the law school.

(a) The law librarian should have a sound knowledge of library administration in general and of the particular problems of a law library. If the librarian is not a law school graduate, he should have special training in the field of law library content, use, and administration.

(b) The law library shall have a competent and adequate staff under the supervision of the law librarian.

PHYSICAL PLANT

- 701 The law school shall have a physical plant that is adequate both for its current program and for such growth in enrollment or program as should be anticipated in the immediate future.
- 702 There shall be sufficient adequate classrooms and seminar rooms to permit reasonable scheduling of all courses and there shall be such additional rooms as may be necessary adequately to provide for all other aspects of the law school's program.
- (a) The physical facilities shall be under the exclusive control and reserved for the exclusive use of the law school. If the facilities are not under the exclusive control of the law school or are not reserved for its exclusive use, then the arrangements must permit proper scheduling of all law classes and other law school activities.
- (b) Adequate provision should be made for the conduct of moot court programs, both at the trial and appellate level, either by a separate courtroom, or one or more classrooms that can readily be adapted to such a program, or by reasonably available public courtroom facilities.
- 703 Each full-time member of the faculty shall have a private office. In addition, suitable office space shall be provided for the use of part-time faculty members.
- 704 **Space for study purposes** shall be provided in the law school library or in an adjacent law school facility that is sufficient to accommodate at the least the following percentage of the total enrollment: if the school is exclusively a day school, 40 percent; if the school is exclusively an evening school, 25 percent; if the school has both day and evening divisions, 40 percent of whichever division is the larger. In addition to the regular study area, there shall be one or more suitable areas in which students may gather in small groups for discussion.
- 705 There shall be adequate areas for secretarial and administrative personnel and for the maintenance of all necessary records. These areas shall be in close proximity to the persons or offices served thereby.

LIBRARY SCHEDULE A

(A school is not required to have a unit in the National Reporter System which duplicates an official set of records in the collection, *e.g.* Supreme Court Reporter, California Reporter.)

National Materials – General

American Digest System

Corpus Juris and Corpus Juris Secundum

American Jurisprudence and American Jurisprudence, Second

Words and Phrases

Annotated Reports Complete

Restatements

Uniform Laws Annotated

Federal Materials

United States Supreme Court. (at least one set, any edition)

Federal Reporter and Federal Reporter, Second

Federal Supplement

Federal Rules Decisions

Tax Court Reports

Federal Digest and Modern Federal Digest

Statutes at Large, current from date of application for approval

U.S. Code, Annotated

Code of Federal Regulations

Administrative Agency Reports for at least those agencies whose work is relevant to courses in the school

U.S. Code Service

Attorney General Opinions

State in which the School is Located

Official state reports

Specialized reports whose subject matter is particularly relevant to the educational program of the law school

Session laws, complete

Latest code or other statutory compilation

Attorney General Opinions

Administrative code or similar publication, if any

Local digests and encyclopedias, if any

Form and practice books

CLE materials

Other States

National Reporter System, complete

Reports prior to the National Reporter System for

(i) all states in the same unit of the National Reporter System as the "local" state;

(ii) another 10 selected states whose case law is significant in the educational program of the school

Specialized reports whose subject matter is particularly relevant to the educational program of the law school

Texts, Treatises, Loose-leaf services

Loose-leaf services for all subjects relevant to the educational program of the school

All generally recognized texts and treatises

Reviews and Journals

Publications of the Bar of the State and of the **ABA**, included in the latter the ABA Journal and section and other publications

All publications by approved law schools in the State, complete

An additional twenty publications of recognized national significance, complete from at least 1940

Specialized journals whose subject matter is particularly relevant to the educational program of the school

Annex III

LIBRARY SCHEDULE B

Federal Materials

Federal Cases
Board of Tax Appeals
Federal Register

Other States

Statutes, in current compilation, of those states whose statutory law is significant in the educational program of the school.

English

All England Selected Reprints and All England Reports, or Law Reports Complete.

English Ruling Cases
British Ruling Cases
Halsbury's Laws of England
Mews Digest