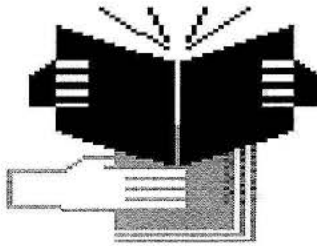


Collection Development Policy



Maine State Law & Legislative Reference Library

Updated: 5/27/2025

ABOUT THE LIBRARY

Library Mission

The Maine State Law and Legislative Reference Library strives to provide access to high quality legal and legislative information to Maine residents and their governmental entities. Pursuant to Maine statute 3 M.R.S. §173, the Library provides “a comprehensive reference service on legislative problems for all members of the Legislature” and “a law library for the use of all agencies of State Government, the judiciary, attorneys and citizens of Maine.”

Library Users

The Library is established by law as a nonpartisan office of the Maine Legislature and the state’s official law library. It strives to maintain a collection that fulfills the needs of its users, supports the Library’s services, and meets established collections standards for state law libraries and legislative reference libraries.

As a nonpartisan office of the Maine Legislature, the Library prioritizes the information needs of members and staff. Members of Maine's citizen Legislature may or may not have formal training in the law. Legislative staff includes professionals who are trained in the law or government. Most commonly, legislative users seek information about legislative history, statutory history, documents produced by the Legislature and its offices, proposed legislation from the past, institutional history, parliamentary precedent, government reports, current law on specific topics, materials comparing state laws and legislation on specific topics, and information about current events. They also request legislative and legal information on behalf of their constituents. Legislative users request information year-round, but they request higher volumes of information during the legislative sessions.

The Library frequently serves Maine executive branch agencies, the judicial branch, and members of the Maine Bar. Many of these users are attorneys who request legislative and statutory history information, superseded statutes, and authoritative, professional-level legal materials (both primary and secondary). Nonlawyer users at state agencies may also request legislative history information as well as government documents and research on proposed legislation.

Generally speaking, the Library’s remaining users, including county and municipal officials, businesses and organizations, and Maine citizens, do not have formal training in the law or legal research. They might be seeking legislative or legal information on any topic, preferably information that can be understood by a nonlawyer.

The Library does not intend to be a specific resource for law students. Students of the University of Maine School of Law are supported by the University’s Garbrecht Law Library, which has an appropriate law school library collection.

Library Services

The Library is one of only three staffed law libraries in Maine that are open to the public. The other two libraries, Cleaves Law Library and the University of Maine School of Law Garbrecht Law Library, are located in Portland. The Penobscot County Bar Association maintains a minimally staffed library collection in the Penobscot Judicial Center in Bangor.

To best serve its diverse community of users over a large geographical area, the Library provides remote reference services by phone, email, and post, and much of its collection circulates. The Library is also open to the public for in-person reference services and to use Library materials, including public Westlaw access. Further, the Library lends and receives items through interlibrary loan.

The Library's services fall into the following categories:

- Legislative and legal research: Research involves in-depth searching and the compilation of information that might require substantial staff time.
- Reference: Reference involves referring users to possibly relevant materials that they may use to do their own research. Reference might include locating possibly relevant resources in the library's collection and other information by doing simple searches. Reference requests are brief and typically take less than an hour of staff time. See also, "Protocol on Delivery of Library Information Remote Public Patrons."
- Information retrieval: Information retrieval involves using specific citations or other specific bibliographic information provided by the user to quickly identify and deliver documents or publications. Information retrieval typically requires very little staff time.
- Circulation: Many of the Library's materials are available for loan directly to residents of Maine who can provide acceptable photo ID and proof of current residence. Users may borrow the Library's materials directly or they may request them through interlibrary loan at their local library.
- Interlibrary loan: The Library lends materials and sends photocopies through interlibrary loan service to other libraries in Maine. Conversely, Library users may initiate interlibrary loan requests for items that are not in its collection and which are legal or governmental in scope.

The Library generally provides two levels of service. For state government entities, officials, and appointees, the Library provides all library services, including research. For all other patrons, the Library does not provide research service except, in some cases, legislative history research.

Federal Depository Library Program (FDLP)

The Library is a selective federal depository. This program provides important federal government publications, selected by the Library, at no cost. Participation in the FDLP is governed by federal law. Since the 1990s, the Library's selection of materials from this program has decreased significantly because collections sometimes exceeded the ability to store them, federal government documents are easily accessible online, the online versions of these documents are subject to high standards of authentication, and the program has started limiting the number of copies available to depository libraries. Currently, the Library receives the following print publications from the FDLP:

- U.S. Statutes at Large
- Opinions of the Office of Legal Counsel of the United States Department of Justice
- Reports of the United States Tax Court
- U.S. Reports
- U.S. Court of International Trade Reports
- Decisions and Orders of the National Labor Relations Board
- U.S. Code
- Constitution of the United States, Analysis and Interpretation (including supplements)
- Precedents of the United States House of Representatives

Cooperative agreements

The Library views cooperation with other libraries as a way to reduce costs and enhance access to information. The Library participates in the Federal Depository Library Program (see above). As part of the Dirigo Libraries consortium (formerly URSUS Public Libraries, and, formerly, part of the larger URSUS consortium), the Library relies on a cooperative purchasing arrangement for access to an integrated library system (the library has neither the expertise nor the budget to operate an ILS in-house). Membership in the consortium also allows the Library to send and receive materials through interlibrary loan and to view the holdings of many other libraries through centralized catalogs.

CRITERIA AND PROCEDURES

Goals of the Collection Development Policy

- To support the mission of the library
- To establish selection and de-selection criteria
- To identify strengths and weaknesses in the Library's collection
- To conform expenditures with available funds

- To make the best use of the Library's storage space
- To identify materials that need permanent preservation and make appropriate treatment decisions
- To provide transparency to management and the public

Collection Development Committee

The Collection Development Committee (CDC) is a standing Library committee responsible for the selection and deaccessioning of library materials. The Committee is composed of five members: the director, deputy director, a senior law librarian, a technical services librarian, and the Library's administrative secretary. The director serves as the permanent chairperson. The senior law librarian and technical services librarian rotate off the committee every two years and are replaced by staff in the same positions. The director has final decision-making authority. In addition to collections decisions, the Committee recommends policy and reviews collection development issues of concern, including space, storage, and preservation matters. The Committee meets biweekly whenever possible.

The Committee regularly makes decisions about continuing existing subscriptions, updating existing content, purchasing new materials, accepting donations, and weeding. For new items, it relies on several sources of ideas, including:

- Identified needs in the Library's collection
- Publisher catalogs, announcements, advertisements, and contact from publisher representatives, especially for new editions of frequently used or valuable publications
- Professional publications, such as publications of the American Association of Law Libraries (AALL) and *Library Journal*
- Exhibits at professional association meetings
- Published bibliographies or similar sources, such as the *Legal Information Buyers Guide*
- Recommendations from other librarians, staff, and patrons

Decisions of the Committee are communicated to and executed by the appropriate staff member(s), most often the associate law librarians in charge of acquisitions or cataloging or the administrative secretary.

Selection Criteria

When making collections decisions, the Library takes into consideration numerous factors and relies on the professional experience and judgment of the members of its Collection Development Committee.

Audience: To meet the needs of its diverse users, the Library may select materials intended for certain audiences, e.g. lawyers, nonlawyers, government lawyers, even if it creates redundancy in the coverage of a topic. In recent years, there appears to be fewer print publications written for nonlawyers. As a result, the Library prioritizes the acquisition of available materials for nonlawyers.

Authoritativeness: The Library selects authoritative materials. Authoritativeness may be demonstrated by the reputation and expertise of the author or publisher, the accuracy of the information provided, the quality of the publication's writing and production, the use of citations to authoritative sources, and evident editorial standards.

Collection needs: The Library considers what other materials it has on a topic and whether a certain publication is complementary or duplicative to the existing collection. It may also consider how many copies are available at other libraries in Maine.

Cost: The Library strives to balance budget limits, the high cost of legal materials, and the needs of the Library's users. It also strives to be an effective steward of public funds. The Library continuously reviews its collections spending and cancels materials that no longer provide adequate value.

Currentness: For its reference and secondary source collections, the Library prefers current materials or materials that are updated reliably and appropriately to a particular area of law. The value of currentness may vary depending on format or topic. Monographs are often considered for deaccessioning 10 years after their publication date.

Ease of use: The Library may avoid purchasing or subscribing to materials that would create administrative burdens, such as conflicting billing practices or unreliable delivery.

Format: Format is an important factor in the Library's consideration of new and existing materials. A detailed discussion of format can be found under Information Formats addressed later in this policy.

Historical value: The Library may purchase or accept donations of historical material that is specifically related to Maine law or the Maine Legislature. It permanently retains multiple copies of superseded sources of Maine law and legislative materials.

Indexing: Regardless of format, the Library prefers publications that provide an index. Indexing significantly enhances access to content and is especially useful when reference librarians are working with users to find relevant information.

Jurisdiction: The Library prefers materials specifically about Maine or materials which include multistate coverage of a topic, including Maine.

Objectivity: The Library prefers materials that provide objective treatment of a topic. Generally, objective materials do not seek to influence opinion. The Library avoids purchasing materials from organizations that take public positions on issues; however, it may consider a publication by these groups if it is objective, authoritative, and has particular informational value to Library users.

Relevance: The Library selects materials in support of its mission as the Maine Legislature's legislative reference library and Maine's official state law library. As such, the Library collects materials related to the law, legislation, and government, especially Maine law and the Maine Legislature. It also collects materials that may inform the work of members and staff of the Maine Legislature.

Reviews: The Library may consult book reviews from appropriate sources when considering a publication for selection.

Standards: The Library strives to meet established law library collection standards, such as AALL's Appellate Court Libraries and State Law Libraries Standards.

Usage and demand: Usage by patrons and reference librarians is an important factor in the Library's consideration of continuing subscriptions and purchasing new editions of existing content. Nevertheless, the Library is responsible for maintaining a law and legislative library adequate to the informational needs of Maine citizens and its governmental entities and which may require a broad collection of resources that are available on a just-in-case basis. The Library purchases multiple copies of frequently-used and Maine-specific materials.

Exclusions

The Library generally does not collect materials in the following areas: international law, the historical practice of law (except materials about Maine), primarily theoretical or academic works, and secondary sources about states other than Maine. The Library does not typically add self-published books to its collection except in cases where the item clearly demonstrates authoritativeness and may have specific informational value to Library users.

Collection-specific selection criteria

Audiobooks

The Library maintains a collection of digital audio books on the LexisNexis Digital Library platform. In the past, the Library borrowed books on CD from the Maine State Library to supplement its own small collection of books on CD. Although these titles were available for all patrons to borrow, the purpose of the collection was to provide audiobooks to legislators who travel far distances to the State House for legislative work. Audiobooks are selected using the same criteria as the Library's general collections with the additional considerations:

- Audiobooks must be available from Overdrive, the ebook platform used by LexisNexis Digital Library
- The Library collects only nonfiction books about Maine, notable Mainers, and Maine and New England history with substantive coverage of Maine, inclusive of all subjects

Front Page News Service

Front Page News is a business daily e-mail with links to current news articles about the Maine Legislature and other subjects that might be of interest to lawmakers. Articles featured in Front Page News are taken from online news sources which are selected for this collection using the same criteria as the Library's general collections with the additional considerations:

- News sources must be available via RSS feed through the Feedly news aggregator web application
- News sources must meet the eligibility criteria for obtaining news media credentials established by the Maine Legislative Council's Policy on Security Screening Protocols for the Maine State House (Section IX)

KeepME Updated Service

The KeepME Updated service is available to current legislators and legislative staff only. The purpose of KeepME Updated is to support current events awareness for legislators and legislative staff. Periodicals featured in KeepME Updated are selected using the same criteria as the Library's general collections with the additional considerations:

- The Library prefers the print magazine format, if available. If a print magazine is not available in a subject or topic area, the Library may consider publications of professional organizations (some of which require membership), trade publications with substantive content, scholarly journals, online-only publications, and email-only publications.

Additions to the periodicals collection may not be reflected in the KeepME Updated service until the start of a new biennium.

Newspapers

Newspapers are selected using the same criteria as the Library's general collections with the additional considerations:

- The Library selects newspapers that meet the eligibility criteria for obtaining news media credentials established by the Maine Legislative Council's Policy on Security Screening Protocols for the Maine State House (Section IX)
- The Library selects newspapers in which there is a clear distinction between news and opinion content
- For Maine newspapers, the Library prefers publications that provide regular, substantive coverage of statewide issues, the impact of statewide issues on the local area, legislative action, or local legislators

Information formats

The Library considers for its collection materials published in a variety of formats, including print books and periodicals, ebooks, online subscription platforms, and websites. Though it may retain materials published as a CD, cassette, or microform, the Library no longer acquires new items in these formats (the Library may, however, consider acquisition of historical items or special collections in these formats). Most major legal publishers continue to publish legal books (e.g. treatises, practice guides, monographs) in print as well providing access to full-text publications through their legal research platforms or as ebooks. Recently, however, publishers have started to discontinue legal books in print, making subscription to their legal research platform the only means of accessing this content. This also applies to other types of publications that the library used to collect only in print, such as periodicals and state policy materials.

Collections decisions related to print versus online formats can be complex:

- Print items are owned by the Library and are subject to copyright law that is more favorable to library use, whereas content in online legal research platforms is licensed for use and may have additional restrictions on its use and distribution
- Online versions of books may omit indexes, which are a valuable finding aid for librarians and users
- Librarians and users may prefer reading material in print books rather than on a screen
- Librarian and user discovery of titles located in legal research platforms is challenging and may discourage the use of relevant titles
- For most publishers, digital access to a single title requires the purchase of a subscription to the entire platform
- For content that appears only on a website, it is not always clear who the author is or when the content was last updated
- Digital versions of books allow for the use of advanced search syntax and pinpoint searching within large bodies of text
- Digital editions are updated online sooner than print

- Maintenance of print volumes requires substantial staff time
- Retrieving and sending content from digital editions is usually easier than scanning or photocopying from print books
- Subscriptions to legal research platforms usually include access to packages of titles, not just the individual titles the Library selects, which may provide better value per title

Online materials will be considered for the Library's collection according to the same criteria as materials in print format, but the Library must also decide whether to purchase material in one or more formats. Prior to acquisition, the Library examines online resources through vendor demonstrations and trial subscriptions. When deciding on the acquisition of online materials, the Library will take into consideration the following factors:

- Availability of the title in other formats
- Terms of use, especially with regards to distribution of content to Library users
- Patron accessibility, e.g. circulation, remote access, IP authentication
- Efficiency of use for both library staff and patrons

Some of the Library's online reference resources (e.g. bibliographies and law summaries) include selected websites which present information or publications that are available only online. When available, the Library may acquire print versions of publications that are openly available online (the official published version is the preferred format), or the Library may print copies from the web for its physical collection.

Gifts

Occasionally, the Library receives offers of gifts for inclusion in its collection. Acceptance of gifts is made with the understanding that there are no limiting conditions or restrictions regarding their disposition and ownership is held exclusively by the Library.

Gift offers may be submitted through the circulation or reference desk. Staff should collect information such as the name of the person offering the gift, their email address and telephone number, and details about the item, such as the title, copyright date, number of volumes, etc. Staff should inform the potential donor that their offer will be reviewed by the Collection Development Committee. If the Committee decides to accept the gift, the Library will accept it only upon the completion and submission of the Library's Gift Form by the donor (see Appendix A). Upon receipt of the item, the director will complete the Library's portion of the form and send a copy to the donor. Donors who leave materials at the Library without going through this process relinquish their ownership to it regardless of the Committee's decision.

Weeding

To maintain the currency, accuracy, and general usefulness of the Library's collection, materials are weeded regularly. Weeding is the process of withdrawing materials which no longer meet selection criteria for inclusion. The same criteria used in adding materials to the collection are

used to determine which materials should be removed. Other factors considered in the decision to weed materials include the physical condition of the item and the availability of space.

Routine weeding of the lending and reference collections is done when a new edition of an existing item is added to the collection (this does not include superseded editions of most Maine sources of law, Maine legislative materials, Maine state documents, and Maine secondary sources). Periodic weeding may be organized to focus on different parts of the collection from year to year. For example, weeding of the classified collection might be done to determine if certain materials have lost their usefulness, or weeding might be initiated because space is needed in another area. The periodicals collection is weeded annually to remove material older than its scheduled retention period. Federal government documents have their own retention schedules, normally five years. Materials with little or no informational value, or which are in poor condition, may be destroyed. If the material has potential value to another institution, the Library may offer it there.

Requests for reconsideration

Occasionally, users will ask the Library to reconsider a decision related to a certain item. Requests for reconsideration should be submitted to the director for consideration by the Collection Development Committee (see Appendix B, Maine State Law & Legislative Reference Library Request for Reconsideration of Material Form). The director will respond to this request in writing within four weeks. If a requestor submits multiple requests, the Committee will have four weeks per request in recognition of the time involved in responding to each request. If the Committee is unable to make a decision within four weeks, the director will write to the requestor, explaining the delay.

No materials shall be removed from public use during the reconsideration process. Only citizens of Maine may submit a request for reconsideration. Once an item has been reconsidered, the library reserves the right not to reconsider the item again for five years.

Appendix A: Gift Form

GIFT FORM

Maine State Law and Legislative Reference Library
43 State House Station
Augusta, ME 04333-0043
Telephone: (207) 287-1600

I/we agree to transfer permanently all of the rights to the material described below to the Maine State Law and Legislative Reference Library as an unrestricted gift.

Date: _____

Name: _____

Donor
Signature: _____

Address: _____

The Maine State Law and Legislative Reference Library accepts and acknowledges as an unrestricted gift the material described below.

Date: _____

Accepted by: _____

Director
Signature: _____

Title: _____

Description of donation: _____

Appendix B: Reconsideration Form

Maine State Law & Legislative Reference Library Request for Reconsideration of Material Form

The Legislative Council of the Maine Legislature has delegated the responsibility for selection and evaluation of library resources to the State Law Librarian and the Library’s Collection Development Committee, who have established a materials selection policy and a procedure for reconsideration of library resources. If you wish to request reconsideration of a resource, please submit a completed copy of this form to the director for consideration by the Collection Development Committee:

Jessica Lundgren, Director
jessica.lundgren@legislature.maine.gov
43 State House Station, Augusta, Maine 04333
(207) 287-1600

Date _____

Name _____

Address _____

City _____

State/Zip _____

Phone _____

Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

Book (e-book)

Magazine

Digital Resource

Newspaper

Recording

Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Appendix C: Collection Details

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 - Court opinions
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 - Federal government documents
 - Governor's documents
 - Law Court briefs
 - Legislative materials
 - Maine government reports
 - Maine Labor Relations Board decisions
 - Maine Workers' Compensation Board decisions
 - Rules and regulations
 - Session laws and legislative service pamphlets
 - Transcripts
- Secondary sources
 - Case citators
 - Continuing legal education (CLE)
 - Dictionaries and thesauri
 - Digests and indexes
 - Directories
 - Encyclopedias
 - Legal treatises
 - Newspapers
 - Newspaper clippings
 - Periodicals
 - Statistical sources
 - Uniform laws and model acts
- Other sources
 - Special collections
 - Vertical file

Online Resources

Legal research platforms

Legal research platforms provide broad, in-depth coverage of the majority of sources, areas, and time periods of American law, coverage that cannot be achieved by a print only collection. The Library subscribes to multiple online legal research platforms to provide the best possible access to primary and secondary sources, historical legal materials, and online-only research tools.

- CCH AnswerConnect: CCH AnswerConnect is Wolters Kluwer's online legal research platform dedicated to tax content. It provides the Library's only access to *Maine Tax Reporter* since the print edition was discontinued in 2022. It includes federal and state tax laws and rules, federal tax guidance (e.g., *U.S. Master Tax Guide*), tax-related periodicals (e.g., *TAXES - The Tax Magazine*), and tax tools and practice aids (e.g. state tax Smart Charts). Patron access is available on the Library's public computers.
- HeinOnline: The Library relies on HeinOnline for historical coverage of state and federal primary source law, early English case law, legal treatises, and legal periodicals. The Library especially relies on: 1) Maine Session Laws collection, the Library's only full-text searchable source of the *Laws of Maine* (1820-current), 2) Pre-1990s coverage of law journals and law reviews, and 3) Pre-1990s coverage of *Maine Bar Journal*, formerly the *Maine Bar Bulletin*, which is regularly cited in the *Maine Revised Statutes Annotated (MRSA)*. Patron access is available on the Library's public computers.
- LexisNexis: The Library's LexisNexis contract includes primary source content for all 50 states and the federal government. It provides access to Shepard's Citation Service, the Matthew Bender treatise library, and Maine newspapers. In 2018, the Library canceled many of its print Matthew Bender titles in lieu of LexisNexis access to these publications.
- LLMC Digital: The Library relies on LLMC Digital for its Maine legislative collection, which is the library's only full-text searchable source of the Maine House and Senate *Journals* from 1854-1925. It also provides electronic access to the manuscript *Journals* published from 1820-1853. LLMC Digital's Maine legislative collection also contains numerous historical reports that are not part of the Library's collection. These items have been catalogued to allow for easier discovery. Patron access is available on the Library's public computers.
- Westlaw: The Library's Westlaw contract provides the Library with its most comprehensive access to online legal materials. Westlaw provides access to primary and secondary source content for all 50 states and the federal government, including important legal publications like *American Law Reports*, legal encyclopedias, major legal treatises, legal periodicals, and Practical Law. Westlaw is the only legal research platform that has the historical and statutory notes necessary for thoroughly conducting Maine statutory history research. Patron access is available on the Library's public computers.

Digital libraries

The Library subscribes to several digital libraries. For the purposes of this document, a digital library is an online collection of full-text legal books hosted by a specific publisher or distributor and, generally, does not include extensive access to primary source law.

- LexisNexis Digital Library: The Library's LexisNexis Digital Library collection provides direct patron access to selected LexisNexis titles, all available ebooks published by the American Bar Association (ABA), and selected West Academic Publishing ebooks. The LexisNexis digital library is accessible to all residents with an LLRL borrowing account. It is accessible to all State of Maine employees through their state email address. Patron access is available on the Library's public computers.
- National Consumer Law Commission (NCLC) Digital Library: The NCLC Digital Library contains only treatises published by NCLC. The Library's subscription to this service includes the complete set of NCLC treatises and companion materials, e.g., practice tools, primary sources, and conference materials.
- VitalLaw: VitalLaw is Wolters Kluwer's online legal research platform (formerly known as Cheetah and CCH IntelliConnect). For the purposes of this document, it is included with digital libraries because the Library has limited access to VitalLaw content in certain practice areas and this content consists mainly of treatises. Patron access is available on the Library's public computers.

Primary Sources

Administrative court orders

Collection Description

Print copies of administrative orders of the Supreme Judicial Court are published in *Maine Reporter*, which the Library collects. The Library has a collection of binders “Court Rules and Judicial Policy,” which contain administrative orders of the court (1978-2011) and materials related to judicial committees, commissions, and operations. The latter volumes include orders of appointments, orders establishing and changing committees, advisory opinions, and copies of reports (1970s-2007). The Library has access to administrative orders through the Maine Judicial Branch website and online legal research platforms. It has access to federal administrative orders through online legal research platforms and court websites.

Related Materials

The Library has a print collection of professional ethics opinions of the Board of Overseers of the Bar (1979-2007) and it has a print copy of the *Maine Manual on Professional Responsibility*, which contains opinions of the Professional Ethics Commission (1979-2006) and Grievance Commission (1986-2006) as well as single justice decisions (1987-2006). The Library has access to numerous decisions through the Board’s website, including court and grievance decisions (1979-current), fee arbitration awards (2013-current), disciplinary suspensions (1977-current), administrative suspensions (1965-current), and a list of disbarred attorneys (1977-current). The Library has a print collection of formal (1924-1982) and informal (1961-1982) American Bar Association (ABA) ethics opinions. The Library has access to ABA ethics opinions through online legal research platforms and the ABA’s website (2013-current). The Library has a superseded print copy of the *ABA/BNA Lawyers’ Manual on Professional Conduct* (last updated 12/28/2019, ethics opinions 1980-2020). This title is no longer updated by the publisher in print and the Library does not have online access.

Source

Administrative orders of the Supreme Judicial Court are published in *Maine Reporter*, which the Library purchases from a legal publisher. See also, **Court opinions**.

Updating

Administrative orders of the Supreme Judicial Court are published irregularly.

Retention

The Library permanently retains Maine administrative court materials.

Treatment

See also, **Court opinions**.

Storage and Preservation

Currently, there are no plans to digitize this collection.

Weeding Notes

This collection is not weeded.

Attorney General opinions

Collection Description

The Library collects print and digital copies of Maine Attorney General opinions and memoranda. Print opinions are in the bound publication *Report of the Maine Attorney General* (1890-1972), and individual printed opinions are stored in binders (1972-current). The Library's full collection of Maine Attorney General opinions and memoranda is in the Law and Legislative Digital Library. The Library collects *Opinions of the Office of Legal Counsel* (1977-2016) and has *Official Opinions of the Attorneys General of the United States* (1974-1982). The Library has online access to Maine Attorney General opinions and U.S. Attorney General opinions through online legal research platforms.

Source

The Maine Attorney General's office provided thousands of opinions and memoranda to the Library to be digitized for the Law and Legislative Digital Library. New opinions are retrieved as they are issued on the Maine Attorney General's website. The Library also collects opinions from legislative committee files and news reports. *Opinions of the Office of Legal Counsel* are received through the Federal Depository Library Program (FDLP).

Updating

The Library's print and online collections of Maine Attorney General opinions are updated irregularly as opinions are issued or found. New volumes of *Opinions of the Office of Legal Counsel* are received irregularly.

Retention

The Library retains all Maine Attorney General opinions and all bound volumes of U.S. Attorney General and related opinions.

Treatment

New Maine Attorney General opinions are downloaded from the agency's website and added to the online collection. Print copies are made and placed in binders in the Maine Set. One copy of print opinions is in the Maine Set. U.S. Attorney General and related opinions are shelved in the Library's federal government documents collection.

Storage and Preservation

All Maine Attorney General opinions in the Library's collection have been digitized and are in the Law and Legislative Digital Library.

Weeding Notes

This collection is not weeded.

Building codes and standards

Collection Description

The Library collects print copies of various national standards, most often building and systems standards that have been adopted by reference by a state regulatory agency. For example, the Library has several editions of codes published by the International Code Council (ICC) and the National Fire Protection Association (NFPA). The Library has access to some codes through the websites of standards organizations.

Related Materials

The Library collects print copies of publications that provide interpretation and application of standards, such as the *National Electrical Code Handbook* and the *Life Safety Code Handbook*. The Library collects *Maine Title Standards*.

Source

The Library purchases these materials directly from the standards organization or through a bookseller.

Updating

The Library updates standards publications as needed. *Maine Title Standards* are updated irregularly.

Retention

Generally, the Library permanently retains superseded editions of standards relating to building construction, building systems, and fire protection. It permanently retains superseded pages of *Maine Title Standards*.

Treatment

Standards are shelved in the classified collection.

Multiple Copies

The Library receives 2 copies of *Maine Title Standards* for its lending and Library Use Only collections.

Storage and Preservation

Currently, there are no plans to for preservation of this collection.

Weeding Notes

Currently, there are no plans to weed this collection.

Codes and statutes

Collection Description

The Library collects print copies of the annotated statutes of all fifty states and the District of Columbia (except Oklahoma). The Library collects print copies of the annotated (*Maine Revised Statutes Annotated*) and unannotated (*Maine Revised Statutes Compact Edition*) versions of the Maine statutes. The Library collects print copies of *United States Code Annotated (USCA)*, *United States Code Service (USCS)*, and *U.S. Code*. The Library has access to state and federal statutes through online legal research platforms and government websites.

Related Materials

See also, **Session laws**.

Source

Print copies of annotated state and federal codes are purchased from legal publishers. The Library receives *U.S. Code* through the Federal Depository Library Program (FDLP).

Updating

Supplementation for all print codes is ongoing and may include pocket parts, stand-alone supplements, revised volumes, and replacement pages.

Retention

One copy of superseded *Maine Revised Statutes Annotated (MRSA)* volumes and supplements and one copy of superseded *Compact Edition* volumes are retained permanently in the Maine Set. State code volumes and supplements are discarded as updates are received. All volumes of *U.S. Code* are retained permanently. Additional copies of the *MRSA* and *Compact Edition* are also retained permanently.

Treatment

MRSA superseded supplements in the Maine Set are bound and given a consecutive volume number. Maine *MRSA* superseded volumes in the Maine Set are labeled “superseded” and labeled with the publication year. State codes for all states except Maine and Massachusetts are shelved on the mezzanine. Massachusetts statutes are shelved with other Massachusetts material at the end of the Maine Set. *USCA* and *USCS* are shelved in the reference collection. *U.S. Code* volumes are shelved in the federal government documents collections.

Multiple Copies

The Library receives 20 copies of *MRSA* volumes and supplements. It receives 23 copies of the *Compact Edition*. The Library receives 4 copies of the *MRSA* for its reference, Maine Set, and lending collections. It receives 2 copies of the *Compact Edition* for its Maine Set and lending collections. Additional copies are distributed to various legislative offices and committee rooms.

Storage and Preservation

Superseded *MRSA* supplements and volumes are digitized. The Library retains 3 copies of superseded *Compact Edition* volumes and 5 copies of superseded *MRSA* volumes and supplements for preservation purposes. These volumes are kept at the Library’s offsite storage facility.

Weeding Notes

Currently, there are no plans to weed this collection.

Court opinions

Collection Description

The Library collects print copies of *Maine Reports* (1820-1965), *West's Maine Reporter* (1966-current), *Atlantic Reporter, 3d* (2014-current, but incomplete), *U.S. Reports* (Vol. 1-current), *Reports of the U.S. Tax Court* (1942-current), and *Uniform Commercial Code Reporting Service: Cases and Commentary* (1964-current). The Library's full collection of *Maine Reports* is available on the Law and Legislative Digital Library. The Library has access to all state and federal case law, Canada Supreme Court Reports, early American case law, English reports, and limited state trial court decisions through online legal research platforms. The Library has access to recent Maine Supreme Judicial Court opinions and Business & Consumer Docket orders and decisions through the Maine Judicial Branch website. It has access to Maine unpublished memoranda of decisions through the Cleaves Law Library website (1996-current) and Maine Superior Court decisions (2000-current) through the Garbrecht Law Library website. The Library has a large collection of West National Reporter System and topical law reports, which are no longer updated. The Library also holds many, old state court reporters. The Library is not aware of the provenance of this collection; however, the superseded Collection Development Policy states, "Our collection also includes all the official reports that pre-date the National Reporter System..."

Related Materials

See also, **Digests**.

Source

Print copies of reporters are purchased from legal publishers. The Library retrieves Law Court decisions from the Maine Judicial Branch's website. *Reports of the U.S. Tax Court* and *U.S. Reports* are received through the Federal Depository Library Program (FDLP). The Library receives volumes of the *Atlantic Reporter, 3d* from the Maine Judicial Branch.

Updating

West's Maine Reporter and *Atlantic Reporter, 3d* are updated irregularly. *Uniform Commercial Code Reporting Service: Cases and Commentary* is updated monthly.

Retention

The Library permanently retains Maine reporters. The Library discards *Atlantic Reporter, 3d* advance sheets when new *West's Maine Reporter* volumes are received.

Treatment

U.S. Reports and *Reports of the U.S. Tax Court* are shelved in the federal government documents collection. *Uniform Commercial Code Reporting Service* is shelved in the classified collection. The Library downloads and saves memorandum decisions and published opinions of the Law Court from the Maine Judicial Branch website.

Multiple Copies

The Library receives 2 copies of *West's Maine Reporter* for its lending and Maine Set collections.

Storage and Preservation

Preservation copies of *Maine Reports*, the Library's collection of regional reporters, the Library's collection of topical law reporters, and the Library's collection of state court reporters are kept at the Library's offsite storage facility. For volumes in poor condition, preservation measures include archival boxes and replacement, and circulation of some volumes has been limited due to condition. The Library's full collection of *Maine Reports* is in the Law and Legislative Digital Library.

Weeding Notes

Currently, there are no plans to weed this collection.

Court rules

Collection Description

The Library collects print copies of *West's Maine Rules of Court Annotated*, *Maine Rules of Court, State* (Thomson Reuters), *Maine Rules of Court, Federal* (Thomson Reuters), *Maine Court Rules: State Edition* (Tower Publishing), *Maine Court Rules: Federal Edition* (Tower Publishing), and *Local Rules of the U.S. District Court for the District of Maine*. The Library also collects print copies of *United States Code Annotated*, *United States Code Service*, *Federal Civil Judicial Procedure and Rules*, and *Collier's Bankruptcy Practice Guide* which contain federal rules of practice and procedure. The Library has access to court rules through online legal research platforms and, generally, through state court websites.

Related Materials

Maine court rules are available sporadically in *West's Maine Reporter*. The Library maintains a print state statute collection, which, along with online legal research platforms, contain the court rules of some other states. The Library collects print copies of *Model Rules of Professional Conduct* and *Annotated Model Rules of Professional Conduct*. These publications are available through online legal research platforms. The Library has a superseded print copy of *ABA/BNA Lawyers' Manual on Professional Conduct*. This title is no longer updated by the publisher in print and the Library does not have online access. The Library collects a variety of materials related to state and federal court rules, including treatises, practice guides, and documents.

Source

Print copies of the aforementioned titles are purchased from legal publishers. *Local Rules of the U.S. District Court for the District of Maine* is downloaded from the court's website.

Updating

Print copies of court rules are updated annually. *Local Rules of the U.S. District Court for the District of Maine* is updated when a new version is available.

Retention

The Library retains permanently print copies of Thomson Reuters' *Maine Rules of Court*, *West's Maine Rules of Court Annotated*, and Tower's *Maine Court Rules*.

Treatment

Local Rules of the U.S. District Court for the District of Maine is downloaded and printed from the court's website and formatted into a pressboard binder.

Multiple Copies

The Library receives multiple copies of *West's Maine Rules of Court Annotated* for its lending, reference, Maine Set, and storage collections. It receives 2 copies of *Maine Rules of Court, State* and *Maine Rules of Court, Federal* for its reference and Maine Set collections. It receives 4 copies of the *Maine Court Rules: State Edition* for its lending collection and 2 copies of the *Maine Court Rules: Federal Edition* for its lending collection.

Storage and Preservation

Superseded copies of the *West's Maine Rules of Court Annotated*, Tower's *Maine Court Rules: State Edition*, and Tower's *Maine Court Rules: State Edition* are kept at the Library's offsite storage facility.

Weeding Notes

This collection is not weeded.

Federal government documents

Collection Description

The Library has a current and historical collection of print federal publications including *U.S. Reports*, *U.S. Code*, *U.S. Statutes at Large*, *Federal Register*, *Code of Federal Regulation*, *American State Papers*, *Congressional Record*, *Serial Set*, and administrative decisions. Other areas of the collection have mostly been acquired since 1973 and include Census materials, statistical series, and titles in various subject areas. The Library currently collects the following items through the Federal Depository Library Program (FDLP): *U.S. Statutes at Large*, *Opinions of the Office of Legal Counsel of the United States Department of Justice*, *Reports of the U.S Tax Court*, *U.S. Reports*, *U.S. Court of International Trade Reports*, *Decisions and Orders of the National Labor Relations Board*, *U.S. Code*, *Constitution of the United States, Analysis and Interpretation*, and *Precedents of the United States House of Representatives*. The Library has access to most federal government documents through U.S. government websites.

Source

The Library was designated a selective federal depository library serving the Maine Supreme Judicial Court in 1973. The FDLP is the source for the Library's remaining new federal government documents.

Updating

New volumes are received irregularly.

Retention

Documents distributed through the FDLP remain property of the federal government. Retention and discard policies follow FDLP guidelines and procedures. Most selective depositories must retain all items for 5 years unless they are superseded by a new publication. After 5 years, they must offer non-superseded items to other depository libraries before discarding them. As the state court depository, the Library has permission to offer unwanted titles as secondary copies at any time. The Library generally follows the Superseded List distributed by the Government Printing Office (GPO) to determine retention practices. Any questions about retention are reviewed by the Collection Development Committee (CDC). The Library has decided to retain print materials with significance to Maine state government for longer than 5 years, including materials related to policy debates of interest to Maine, materials providing a record of hearings held in Maine, materials that contain remarks of someone from Maine, materials that provide an overview or survey of a significant state issue.

Treatment

Federal government documents are cataloged and classified using the Superintendent of Documents number assigned by GPO. Most documents circulate, but the *U.S. Statutes at Large*, *Deschler's Precedents*, *Monthly Catalog*, and *Constitution of the United States, Analysis and Interpretation* are Library Use Only. Congressional Serial Set volumes circulate only if they are in good condition.

Storage and Preservation

Most of the Library's historical federal documents are stored at its offsite storage facility.

Weeding notes

Hearing transcripts have been weeded every 5-10 years, and some areas have been weeded as space was needed. Overall, the Library's federal government documents collection has significantly shrunk in size since the 1990s. Collections sometimes exceeded the ability to store them, and authenticated versions of federal government documents became easily accessible online. Lastly, GPO has discontinued many print and bound publication of materials, and now limits the number of copies available to depository libraries.

Governor's documents

Collection Description

The Library collects print and digital copies of Maine executive orders (1942-current). The Library's full collection of executive orders is in the Law and Legislative Digital Library. The Library collects print copies of proclamations (1889-current). This collection is incomplete as it is missing substantive proclamations such as those calling special elections. The Library has a print collection of governor's addresses, lectures, and essays (1922-current). Since the Baldacci administration, the Library collects only inaugural, State of the State, and State of the Budget addresses as published on the Governor's Office website. Since the LePage administration, the Library collects digital copies of the audio and text of the governor's weekly radio address.

Related Materials

Legislative publications held by the Library, such as *Legislative Record*, *Laws of Maine*, and *Public Documents of Maine*, also contain communications by the governor.

Source

For its executive order digitization project, the Library compared its collection of executive orders to the collection held by the Governor's Office. Missing orders were added to the Library's collection. Pursuant to 1 M.R.S.A. §521(2), the Governor's Office sends the Library copies of new executive orders. They are sent by email to the Library director. Starting in 2024, the Governor's Office sends the Library print and digital copies of proclamations (if necessary, proclamations can also be retrieved from the Governor's Office website). Governor's addresses and the governor's weekly radio addresses are retrieved from the Governor's Office website.

Updating

The Library's collections of executive orders and proclamations are updated irregularly as documents are issued. Inaugural, State of the State, and State of the Budget addresses are collected on a quadrennial and biennial basis. Radio addresses are captured weekly.

Retention

All governor's documents are retained permanently.

Treatment

When new executive orders are received from the Governor's Office, they are added to the collection. Print copies are made and placed in binders in the Maine Set. The same treatment is applied to proclamations and addresses retrieved from the Governor's Office website. Governor's radio addresses are downloaded from the Governor's Office website and saved.

Storage and Preservation

All executive orders in the Library's collection are in the Law and Legislative Digital Library. Currently, there is no plan to digitize other governor's documents.

Weeding Notes

This collection is not weeded.

Law Court briefs

Collection Description

The Library collects print and digital copies of briefs from the Supreme Judicial Court (mostly sitting as the Law Court). The collection begins in the nineteenth century. From the latter part of the twentieth century, the collection covers published and memorandum decisions. Both civil and criminal cases are included, although appeals from child protection proceedings and other files made confidential by statute or transmitted to the Law Court by the trial court under seal are not included, pursuant to Me. R. App. Proc. 12(b). The Library has a microfiche collection of briefs (published and memorandum decisions) that extends from early holdings through the first cases of 2015. There is a small collection of briefs for undecided cases, but it is not growing at present. The Library has access to selected briefs for all courts through online legal research platforms.

Related Materials

See also, **Court opinions** and **Transcripts**.

Source

The Clerk of the Supreme Judicial Court provides print and digital copies of briefs pursuant to 1 MRS §55. In the past, appendixes were provided at the discretion of the court. Recent appendixes are generally available digitally, but not in print. Brief microfiche is no longer being distributed. Appendixes are not included in the microfiche collection.

Updating

Briefs are available digitally on the day of the decision and are downloaded by the Library. The Library receives irregular shipments of print briefs which are compared with the digital holdings and scanned for addition as necessary.

Retention

The Library permanently retains all Supreme Judicial Court briefs.

Treatment

Digital briefs are filed by decision number. Print copies are removed from their bindings, placed in envelopes, and stored by *Atlantic Reporter* citation or memorandum decision number.

Multiple Copies

The Library receives briefs in print and digitally. It holds a limited collection of briefs in microfiche.

Storage and Preservation

Print briefs are scanned on demand and the Library is currently digitizing old briefs. Items missing in print may be added by scanning from the fiche collection. Print briefs are kept at the Library's offsite storage facility.

Weeding Notes

This collection is not weeded.

Legislative materials

Collection Description

The Library collects print and digital copies of documents and publications created by the lawmaking process in Maine and the offices of the Maine Legislature, including:

- Printed bills (1868-current)
- Printed amendments (1949-current)
- House and Senate Advance Calendars (1951-current)
- House and Senate *Journals* (1854-current)
- *Legislative Record* (1897-current)
- Roll call votes (1969-current)
- History and Final Disposition (1975-current)
- Bill and enacted law summaries (1980s-current)
- *Maine Legislative Drafting Manual* (1978-current)
- Study reports from the Office of Policy and Legal Analysis (OPLA) and the Office of Program Evaluation and Government Accountability (OPEGA)
- Publications of the Office of Fiscal and Program Review (OFPR)
- Legislative Council agenda and meeting summaries (1973-current)
- *Senate and House Registers* (1917-current)
- *Legislators' Handbook* (1988-current)
- Committee master files (1983-current)
- Nomination files and hearing audio recordings (1977-current)
- Senate orders, House orders, joint orders, and joint resolutions (1985-current)

The Library has many print historical legislative materials which are no longer published, including sponsor lists (1973-2017), biographical sketches of legislators (1872-1967), *Public Documents of Maine* (1833-1954), and *Register of All Bills and Resolves* (1949-1973). The Library collects *U.S. Code Congressional & Administrative News (USCCAN)* (1952-current) and *Precedents of the United States House of Representatives* (1907-current). For historical federal materials, the Library has a significant portion of the early Serial Set, including congressional journals and reports, *Annals of Congress* (1789-1824), *Congressional Globe* (1825-1873), and *Congressional Record* (1874-1980). The Library has access to some state and federal legislative materials (e.g., bills and amendments) through online legal research platforms and government websites.

Related Materials

See also, **Session Laws** and **Codes and statutes**.

Source

Print copies of Maine legislative materials are received from the House Clerk's office, the Senate Secretary's office, and the nonpartisan offices of the Legislature. Committee and nomination files are received from the Legislative Information Office (LIO). Some materials are downloaded from the Legislature's website or sent by other offices in digital format. *USCCAN* is purchased from a legal publisher. *Precedents of the United States House of Representatives* is received through the Federal Depository Library Program (FDLP).

Updating

Bills, amendments, calendars, and the *Legislative Record* are received when published. Many Maine legislative publications are updated annually or biennially. Reports are published irregularly. The *USCCAN* is updated monthly.

Retention

The Library permanently retains all Maine and federal legislative materials. Monthly softbound volumes of *USCCAN* are discarded when annual volumes are received.

Treatment

Most Maine legislative materials are shelved in the Maine Set. Committee and nomination files are digitized (the original files are then transmitted to the Maine State Archives). Reports are shelved in the classified collection (see also, **State government reports**). *USCCAN* is shelved in the reference collection. *Precedents of the United States House of Representatives* is shelved in the federal government documents collection.

Multiple Copies

The Library receives multiple copies of legislative materials for its Maine Set, lending, reference, and storage collections.

Storage and Preservation

Many Maine legislative materials have been digitized and continue to be digitized as new materials are produced. Worn out copies of legislative materials may be replaced using stock copies or, in some cases, by reproducing new copies from scanned originals. Legislative documents and amendments are bound for preservation. The Library keeps extra copies of many legislative materials at its offsite storage facility. Historical federal materials are also kept at the Library's offsite storage facility.

Weeding Notes

This collection is not weeded.

Maine government reports

Collection Description

The Library collects print copies of Maine legislative study reports, reports made to legislative committees, reports required by legislation, annual reports of state agencies, and various series which track state financial and statistical information. Many of these reports have been digitized and are accessible through the Library's catalog. The Library has access to some reports through government agency websites and the Maine State Library's online repository.

Related Materials

The Library has a historical collection of *Maine Public Documents* (1833-1954). The title of this publication has changed over time, but it generally included published government documents by all branches of government. The Library's full collection of *Public Documents* has been digitized and is in the Law and Legislative Digital Library.

Source

The Library receives most reports digitally from legislative offices, committees, or from the issuing office. The Maine State Library distributes state documents via a shipping list, which sometimes includes documents not included in the shipment but useful for the Library's collection. In these cases, the Library downloads and prints the document from the issuing office's website or contacts them directly for a copy. Sometimes, the Library accepts donations of relevant government reports from other institutions.

Updating

Some reports are serial publications that the Library receives regularly. Many reports are received irregularly.

Retention

The Library permanently retains Maine government reports.

Treatment

Government reports are shelved in the classified collection. Bound Maine Legislative Research Committee reports (1940-1973) and Reports to the Maine Legislative Council (1974-current), are shelved in the Maine Set. Reports received digitally are printed and bound. Soft cover reports received in print are laminated. All new reports are downloaded or scanned for addition to the Library's online collection and a link is added to the catalog record. Print copies of digitized reports are labeled Library Use Only.

Multiple Copies

In the past, the Library collected multiple copies of reports. When older reports are digitized, only LUO copies are reflected in the item's catalog record.

Storage and Preservation

All new reports are added to the Library's online collection. Older reports are digitized on demand. Extra print copies of reports which have been digitized are kept at the Library's offsite storage facility. Soft cover reports and documents are laminated for preservation. The Library's full collection of *Maine Public Documents* is in the Law and Legislative Digital Library.

Weeding Notes

This collection is not weeded.

Maine Labor Relations Board decisions

Collection Description

The Library collects print copies of Maine Labor Relations Board (MLRB) decisions (1969-current), including indexes and abstracts of decisions (1973-1988). The completeness of this set is unknown. The Library has access to MLRB decisions (2000-current) through an online legal research platform.

Related Materials

The Library collects print copies of the Annual Reports of the MLRB, Panel of Mediators, and Board of Arbitration and Conciliation (1986-current).

Source

The MLRB mails copies of decisions to the Library. Prohibited Practice Complaint decisions and Unit and Representation decisions are available through the MLRB website (1977-current).

Updating

This collection is updated irregularly as decisions are released by the MLRB.

Retention

The Library permanently retains one copy of each decision in the Maine Set.

Treatment

The decision date is copied from the back page of the decision onto the bottom right-hand corner of the first page of the decision. Decisions are filed in the appropriate binder in the Maine Set. Binders are organized by decision type (Arbitration, Fact Finding, Prohibited Practice, Representation Appeals, Interpretative Rulings, Executive Director's Decisions Unit Determinations and Unit Clarifications) and then by date of the decision or case number.

Storage and Preservation

Currently, there are no plans to digitize this collection.

Weeding Notes

This collection is not weeded.

Maine Workers' Compensation Board decisions

Collection Description

The Library has print copies of *Maine Workers' Compensation Commission Appellate Division Decisions* (1982-1993). This publication was discontinued and the name of the agency changed. These and later decisions of the Appellate Division of the Maine Workers' Compensation Board are available on the Board's website and online legal research platforms. The Board's website also provides access to Section 213(1) Hardship Petition Decisions and Sec. 320 Administrative Law Judge Requests for Board Review decisions, some of which the Library has access to through online legal research platforms.

Source

The Appellate Division of the Workers' Compensation Board emails the Library lists of pending appeals and petitions for appellate review. In the past, the Board sent copies of decisions, but recent messages refer recipients to the Board's website.

Updating

This collection is not updated.

Retention

The Library permanently retains *Maine Workers' Compensation Commission Appellate Division Decisions*.

Treatment

The Library does not collect new decisions for its print collection.

Storage and Preservation

Currently, there are no plans to digitize this collection.

Weeding Notes

This collection is not weeded.

Rules and regulations

Collection Description

The Library has a print copy of *Code of Maine Rules* as updated through March 2019 (this publication was discontinued by the publisher). The Library has access to the current version of the *Code* through the Secretary of State's website. It has access to current and superseded versions of the *Code* (2002-2019) through online legal research platforms. The Library has a digital collection of *Code of Maine Rules* snapshots (2016-2023), rule adoption logs (1978-2016), historical rule filings for several rulemaking bodies (1978-2018), and rulemaking reports (2018-2021). The Library collects provisional rules for legislative review, and, starting in 2025, it collects rulemaking adoption filings. The Library has a print copy of the *Code of Federal Regulations (CFR)* as partially updated through 2023. The Library has access to the *CFR* through online legal research platforms and U.S. government websites.

Related Materials

The Library has print copies of the *Maine Government Register* (2011-2016). This publication was discontinued in print, but it is updated by LexisNexis on its online legal research platform. The Library has print copies of the *List of CFR Sections Affected (LSA)* (1949-2021) and the *Federal Register* (1936-1975), but no longer collects these publications. The Library has access to these publications through U.S. government websites and it has access to the *Federal Register* through online legal research platforms.

Source

Provisional rules for legislative review are received from state agencies through interoffice mail. Rulemaking adoption filings, CDs containing digital copies of *Code of Maine Rules*, and rulemaking reports are provided by the Rules Coordinator at the Secretary of State. The Library formerly received a print copy of the *CFR* through the Federal Depository Library Program (FDLP). Starting in 2023, the Government Printing Office (GPO) issues only one print copy of the *CFR* per state. Maine's copy was allocated to the Raymond H. Fogler Library at the University of Maine.

Updating

Provisional rules and rulemaking adoption filings are received irregularly. Rule snapshots are captured annually.

Retention

The Library permanently retains all Maine rules and related materials, including a small collection of superseded *Code of Maine Rules* (2009-2019). Provisional rules for legislative review are retained only until the rule is adopted by the Legislature. Then, these materials become part of the committee file for the resolve adopting the rule. The Library retains the *CFR* for 6 years at offsite storage. Previous versions of Title 3, The President, are retained permanently in the federal government documents collection.

Treatment

The Library's collection of *Code of Maine Rules*, *Maine Government Register*, and *CFR* are Library Use Only. Rulemaking adoption filings and rule snapshots are saved digitally.

Storage and Preservation

Currently, there are no plans to digitize superseded versions of *Code of Maine Rules*. The Library retains print copies of the *Federal Register* (1936-1975) at offsite storage.

Weeding Notes

Administrative codes and registers of other states have been weeded from the collection. The remaining collection is not weeded.

Session laws and legislative service pamphlets

Collection Description

The Library collects print copies of *Laws of Maine* (1820-current) and *Maine Legislative Service* pamphlets (1965-1978, 2001-current) for several sets of the *Maine Revised Statutes Annotated (MRSA)*. The Library's full collection of *Laws of Maine* is in the Law and Legislative Digital Library. The Library has a limited collection of New England states' session laws in print and a limited collection of 50-state session laws on microfiche. The Library collects *U.S. Statutes at Large* (1978-current). The Library has access to state and federal session laws through online legal research platforms and government websites.

Related Materials

The Library collects print copies of cumulative indexes for *Laws of Maine* (1820-2022). The indexes are in the Law and Legislative Digital Library. Federal public laws are published in pamphlets that accompany the *United States Code Service (USCS)* and the *United States Code Annotated (USCA)*. See also, **Codes and statutes**.

Source

The Revisor of Statutes is the source for new volumes of *Laws of Maine* and related indexes. *Maine Legislative Service* pamphlets are purchased from a legal publisher. The Library receives *U.S. Statutes at Large* through the Federal Depository Library Program (FDLP).

Updating

Laws of Maine is published annually. *Maine Legislative Service* pamphlets are published several times per year. *U.S. Statutes at Large* is published at the end of each session of Congress.

Retention

The Library permanently retains *Laws of Maine* and *Maine Legislative Service* pamphlets. *U.S. Statutes at Large* volumes are retained permanently.

Treatment

Copies of *Laws of Maine* are shelved in the reference, Maine Set, and lending collections. *Maine Legislative Service* pamphlets are shelved with the *MRSA* in the reference and lending sets and distributed to offices that have a full set of the *MRSA*. *U.S. Statutes at Large* is shelved in the federal government documents collection.

Multiple Copies

The Library receives multiple copies of *Laws of Maine* for its Maine Set, lending, and storage collections.

Storage and Preservation

Library copies of *Laws of Maine* that are in poor condition are replaced as necessary. The Library's full collection of *Laws of Maine* is in the Law and Legislative Digital Library. The Library retains extra print copies of *Law of Maine* at its offsite storage facility. Superseded *Maine Legislative Service* pamphlets and the Library's microfiche collection of state session laws are kept at the Library's offsite storage facility.

Weeding Notes

Maine session laws are not weeded. Currently, there are no plans to weed other items in this collection. Session laws from states other than Massachusetts, New Hampshire, and Vermont were returned to the appropriate states when the microfiche collection was purchased (these volumes were acquired through exchanges with other states).

Transcripts

Collection Description

The Library collects print and digital copies of transcripts of Maine court proceedings (1978-current).

Related Materials

Many of the transcripts in the Library's collection are related to decisions of the Maine Supreme Judicial court. See also, **Court opinions** and **Law Court briefs**.

Source

Transcripts are received through interoffice mail from the Criminal Division of the Office of Maine Attorney General.

Updating

Transcripts are received irregularly. The Library does not control which transcripts are sent; its holdings are limited to what it receives.

Retention

The Library permanently retains transcripts.

Treatment

Incoming transcripts are recorded, scanned, and filed by date of transmittal. Before 2010, transcripts were filed with the most relevant Law Court decision; however, in some cases, transcripts were filed with the wrong decision or there was no relevant decision. Although transcripts are generally regarded as available to the public, the collection includes grand jury transcripts. Grand jury transcripts are tracked separately and are not available for distribution to the public.

Storage and Preservation

Since 2000, the Library has digitized transcripts upon receipt. Earlier transcripts have been scanned on demand and as part of retrospective conversion. Transcripts are kept at the Library's offsite storage facility.

Weeding Notes

This collection is not weeded.

Secondary Sources

Case citators

Collection Description

The Library no longer collects print copies of case citators. The print edition of *Shepard's Maine Citations* was discontinued by the publisher in 2016. The Library has access to case citators through online legal research platforms.

Source

The Library purchases subscriptions to online legal research platforms from legal publishers.

Retention

The Library permanently retains *Shepard's Maine Citations* as updated through 2016.

Treatment

Historical volumes of *Shepard's Maine Citations* are shelved with the Maine Set.

Storage and Preservation

Currently, there are no plans to for preservation of this collection.

Weeding Notes

This collection is not weeded.

Continuing legal education (CLE)

Collection Description

The Library has discontinued its collection of print/audio CLE materials. Prior to 2020, the Library collected all CLE materials published by the Maine State Bar Association (MSBA) and selected materials by the National Business Institute (NBI), Massachusetts Continuing Legal Education (MCLE), and other vendors. Currently, the Library offers a program of live CLE webinars by LexisNexis and library staff.

Source

In the past, the Library had a long-standing arrangement with MSBA to receive complementary copies of its CLE materials. The Library formerly purchased CLE materials from various CLE vendors. The Library collected CLEs that provided audio/print components so as to provide opportunities for self-study credits for attorney patrons and provide reference content for librarians. In the early 2020s, MSBA discontinued publication of its CLE materials and vendors offer many fewer print/audio options.

Updating

The Library has discontinued its collection of print/audio CLE materials.

Retention

The Library retains CLE materials for as long as they're useful. Certain titles may be retained if they have specific informational value.

Treatment

Remaining CLE materials are shelved in the classified collection.

Storage and Preservation

Currently, there are no plans to for preservation of this collection.

Weeding notes

This collection is weeded on an as-needed basis.

Dictionaries and thesauri

Collection Description

The Library collects print copies of legal dictionaries, English language dictionaries, multilingual dictionaries, specialized dictionaries, and thesauri. Legal dictionaries include *Black's Law Dictionary*, *Prince's Dictionary of Legal Citations*, and *Prince's Dictionary of Legal Abbreviations*. English language dictionaries and thesauri include *Merriam-Webster Collegiate Dictionary*, *American Heritage Dictionary*, and *Roget's International Thesaurus*. Multilanguage dictionaries include Spanish-English, French-English, Somali-English, and Chinese-English dictionaries. The Library has numerous other dictionaries and thesauri that vary in scope, depth, and age, including topical dictionaries, legal dictionaries for laypeople, and dictionaries for quotations and acronyms. The Library has access to major legal dictionaries and thesauri through online legal research platforms.

Related Materials

The Library collects print copies of *Words and Phrases* which contains judicial definitions of words and phrases arranged alphabetically. The Library also collects print copies of *Chase's Calendar of Events*, which is organized like a dictionary.

Source

The Library purchases dictionaries and thesauri directly from the publisher or through booksellers.

Updating

Dictionaries and thesauri are updated irregularly. The Library purchases new editions when they are available.

Retention

The Library may retain dictionaries and thesauri with specific historical or informational value, such as *Random House Unabridged Dictionary, 2nd ed.* and *Dictionary of American History, 2nd edition*. The Library retains superseded editions of *Black's Law Dictionary* going back to the 6th edition. Other dictionaries and thesauri are withdrawn when the Library receives new editions.

Treatment

Dictionaries and thesauri are generally shelved in the reference collection or dictionary stand.

Storage and Preservation

Currently, there are no plans to for preservation of this collection.

Weeding Notes

Dictionaries and thesauri are weeded when the reference collection is weeded or when a particular dictionary or thesaurus is no longer useful.

Digests and indexes

Collection Description

The Library collects print copies of *West's Maine Digest*, and it has historical volumes of *Maine Digest*, *Decennial Digest*, and *General Digest*. The Library no longer collects print indexes, many of which have been discontinued by publishers. It has a historical run of and *CIS Annual Index to Congressional Publications and Legislative Histories* (1970-2012). The Library has access to West's Key Number System and subject access to case law through online legal research platforms. The Library has access to historical versions of *Current Index to Legal Periodicals* through an online legal research platform.

Related Materials

The Library collects print copies of *West's Analysis of American Law*.

Source

West's Maine Digest is purchased from a legal publisher.

Updating

West's Maine Digest is updated annually by pocket supplements, interim pamphlets, and replacement volumes.

Retention

The Library permanently retains historical Maine digests; however, superseded volumes and supplements of *West's Maine Digest* are not retained. The Library retains selected historical indexes.

Treatment

West's Maine Digest is shelved with the *Maine Reporter* in the Maine Set. Indexes are shelved in the classified collection, but they do not circulate.

Multiple Copies

The Library receives 2 copies of *West's Maine Digest* for its lending and Maine Set collections.

Storage and Preservation

Historical volumes of *Maine Digest*, *Decennial Digest*, and *General Digest* are kept at the Library's offsite storage facility.

Weeding Notes

Currently, there are no plans to weed this collection.

Directories

Collection Description

The Library collects print copies of a variety of Maine directories, including *Maine Bar Directory*, *Maine Senate and House Registers*, *Maine State Government Annual Report*, *Maine Municipal Directory*, and limited Maine telephone directories. It has historical collections of the *Maine Register* (1872-2019 and some earlier years in Special Collections) and *Martindale-Hubbell Law Directory* (1945-2011, every 5th year only). The Library also collects *The American Bench*, *Federal Regulatory Directory*, and *Official Congressional Directory*. The Library's full collection of *Maine Senate and House Registers* is in the Law and Legislative Digital Library. Its full collection of *Maine State Government Annual Report* has been digitized and is accessible through the Library's catalog.

Source

The Library purchases directories directly from the publisher or a bookseller. It receives copies of *Maine State Government Annual Report* from the Maine Department of Administrative and Financial Services. It receives copies of the *Maine Senate and House Registers* from the Office of the Clerk of the House.

Updating

Maine Bar Directory, *Maine State Government Annual Report*, and *Maine Municipal Directory* are updated annually. *Maine Senate and House Registers* and *Official Congressional Directory* are updated biannually. *Federal Regulatory Directory* is updated irregularly. *The American Bench* is considered for updating every 3 years as part of the Library's Serials List.

Retention

The Library permanently retains copies of *Maine State Government Annual Report*, *Maine Senate and House Registers*, *Maine Register*, *Maine Bar Directory*, and *The American Bench*. Other directories are withdrawn when the Library receives the latest edition.

Treatment

Directories are shelved among the Library's reference, Maine Set, and lending collections.

Multiple Copies

The Library receives 2 copies of *Maine State Government Annual Report* for its reference and Library Use Only collections. It receives 2 copies of *Maine Bar Directory* for its reference and lending collections. It receives multiple copies *Maine Senate and House Registers* for its reference, lending, Maine Set, and storage collections.

Storage and Preservation

One copy of *Maine Senate and House Registers* is bound and extra copies are kept at the Library's offsite storage facility. The Library's full collection of *Maine Senate and House Registers* is in the Law and Legislative Digital Library, and its full collection of *Maine State Government Annual Report* has been digitized and is accessible through the Library's catalog. Superseded editions of *Maine Bar Directory* are kept at the Library's offsite storage facility (the pages are removed from the binder and placed in an envelope). The Library's historical collection of *Martindale-Hubbell Law Directory* is kept at the Library's offsite storage facility.

Weeding Notes

Except for Maine-related publications, directories are considered for withdrawal if they have not been updated for three years.

Encyclopedias

Collection Description

The Library collects print copies of *American Jurisprudence 2d*, *Gale's Encyclopedia of American Law* (formerly *West's Encyclopedia of American Law*), *Nolo's Encyclopedia of Everyday Law*, and the *Encyclopedia of Constitutional Amendments*. The Library has other encyclopedias that have been discontinued or not updated but which still have informational value. The Library has access to *American Jurisprudence 2d* and *Corpus Juris Secundum* through online legal research platforms.

Source

The Library purchases encyclopedias from various publishers or booksellers.

Updating

American Jurisprudence 2d is updated irregularly several times per year. Other encyclopedias are updated as new editions are published.

Retention

The Library discards superseded volumes of encyclopedias as updates are received. The Library retains a full set of *Corpus Juris* (1st edition) and a full, superseded set of *Corpus Juris Secundum* as updated through 2003.

Treatment

Encyclopedias are shelved in the reference collection.

Storage and Preservation

Corpus Juris and *Corpus Juris Secundum* are kept at the Library's offsite storage facility.

Weeding Notes

Currently, no other weeding is planned.

Legal treatises

Collection Description

The Library collects print copies of legal treatises covering Maine and national law in many practice areas. The Library has access to many treatises, including historical treatises and treatises which the Library does not collect in print, through online legal research platforms.

Related Materials

The Library collects *Restatements of the Law*, *Principles of the Law*, and *American Law Reports*. It also collects print copies of practice guides, form books, monographs, and books about the law for nonlawyers.

Source

The Library purchases treatises through legal publishers and booksellers.

Updating

Most treatises are updated regularly, but frequency may vary. Some treatises in the Library's collection are considered for updating every 3 years as part of its Serials List.

Retention

The Library permanently retains treatises and related materials about Maine law in the classified collection. With few exceptions for historical significance, the Library discards superseded volumes of non-Maine treatises as updates are received.

Treatment

Treatises are shelved in the classified collection.

Multiple copies

The Library receives multiple copies of treatises and related materials about Maine law for its lending and Library Use Only collections.

Storage and Preservation

Generally, print copies of non-Maine historical treatises are kept at the Library's offsite storage facility.

Weeding Notes

Superseded treatises are usually weeded, but selected superseded treatises are retained permanently.

Newspapers

Collection Description

The Library collects print and digital copies of daily and weekly newspapers covering state, local, national, and world news as well as topics of interest to the Legislature and legal community. The newspaper collection also supports the Library's news clippings collection. The Library has access to historical news articles through its digitized collection of newspaper clippings, online legal research platforms, online archives of individual publications, commercial newspaper archives, and state and federal library databases.

Related Materials

The Library collects print and digital copies of periodicals that cover current events in various subject areas. See also, **Newspaper clippings** and **Periodicals**.

Source

The Library purchases newspaper and archive subscriptions directly from the publisher or vendor. Some newspapers provide free digital editions on their website or free print editions in the community.

Updating

The Library receives newspapers on a daily, weekly, and monthly basis.

Retention

The Library retains issues of newspapers for 1 month.

Treatment

New issues are checked into the catalog and placed on the newspaper stand in the library. Previous issues are distributed to staff for clipping. After being clipped, newspapers are shelved on the mezzanine and then recycled.

Storage and Preservation

Newly clipped articles are digitized. The Library is retrospectively digitizing old clippings.

Weeding Notes

Newspaper subscriptions are reviewed as needed.

Newspaper clippings

Collection Description

The Library collects print and digital newspaper clippings (1950s-current). This collection is curated to include articles about Maine law and legislation, Maine elections, Maine legislators, Maine state government, and members of the Maine Bar.

Related Materials

See also, **Newspapers**.

Source

Most clippings are obtained from newspapers to which the Library subscribes. Occasionally, the Library has accessioned donated articles from other newspapers.

Updating

Articles are clipped and added to the collection on an ongoing basis.

Retention

Print and digital clippings are retained permanently.

Treatment

The print clippings collection is stored in filing cabinets and as photocopied pages in binders in various places in the Library. They are classified as Library Use Only. The digital clippings collection is stored using document management software. Previous issues of newspapers are routed to library staff, who digitally or manually clip articles for the collection. Most articles are downloaded from newspaper websites in PDF format. Adobe Acrobat software is used to capture the article from an entire edition or page. The publication name, date, and page(s) are added to the document when the article is captured. If a PDF edition is not available, articles are selected from the print edition and captured from the newspaper's website, if possible. In this case, text is copied from the online article and pasted into a Microsoft Word document which is saved as a PDF document. The publication name, date, and page number(s) are added to the document when the article is captured. If no suitable online version of the article is available, it is clipped from the print newspaper. After digitizing, print originals are stored in a banker's box until it is full and then transferred to offsite storage.

Storage and Preservation

Due to the fragility of newsprint, which is subject to loss and damage through handling and misfiling, the Library has prioritized the digitization of old clippings. This project is ongoing. Newly clipped articles are digitized immediately. After digitizing, print originals are stored in a banker's box until it is full and then transferred to the Library's offsite storage facility. Digital files are exported from the document storage program to a USB device annually and are stored with the print clippings.

Weeding Notes

Articles may be published in multiple newspapers. Duplicate articles are removed from the collection as they are found. In the case of retrospective scanning projects, articles may be weeded due to incomplete citation information or physical deterioration.

Periodicals

Collection Description

The Library collects print and digital legal and nonlegal periodicals. The Library's approach to periodicals collection has changed over the years. In the past, legal periodicals were selected with an emphasis on major subject areas, based on law review rankings, or limited to law journals and law reviews published in New England. The Library also subscribed to a limited selection of print magazines. Currently, the Library's periodicals collection is a mix of scholarly, professional, and popular publications selected to support current events awareness for legislators and legislative staff. The Library has access to law journals, law reviews, and state bar journals through online legal research platforms. It also has online access to numerous other journals and magazines.

Related Materials

See also, **Newspapers**.

Source

Most of the Library's subscriptions to print periodicals are purchased directly from the publisher. Some subscriptions are purchased through a jobber. Several periodicals in the Library's collection are downloaded for no cost from the publisher's website.

Updating

The Library receives periodicals with varying frequency.

Retention

Maine legal periodicals are retained permanently. Most newsletters, general interest magazines, and other periodicals are retained for a limited time, normally two years plus the current year. Retention decisions are made on a case-by-case basis.

Treatment

New issues are checked into the catalog, property and date stamped, and either routed to staff, displayed on the magazine stand, or shelved on the mezzanine. The table of contents of many periodicals are sent to legislators and legislative staff as part of the Library's KeepME Updated service. The Library publishes an annual Periodicals List.

Multiple copies

The Library receives 2 copies of *Maine Law Review* and *Maine Bar Journal*.

Storage and Preservation

Selected Maine periodicals are bound for preservation. Most issues published before 1986 are kept at the Library's offsite storage facility.

Weeding Notes

Nonlegal periodicals are weeded annually based on established retention schedules. In 2020-2021, the Library weeded issues of cancelled law reviews and law journals, non-New England law reviews and law journals, and some American Bar Association (ABA) titles.

Statistical sources

Collection Description

The Library collects print copies of statistical resources, including *Statistical Abstract of the United States* (1970-present) and *America Votes* (1982-present). The Library has historical collections of statistical publications, such as *Maine Vital Statistics* (1954-1998), *Historical Statistics of the United States: Colonial Times to 1970*, publications designed to facilitate comparisons among states, census statistics, and financial statistics. The Library's full collection of *Maine Vital Statistics* has been digitized and is available through the Library's catalog. The Library has access to a broad range of statistics through government websites.

Related Materials

The Library has a historical collection of *The Book of the States* (1935-2020).

Source

The Library purchases statistical publications directly from the publisher or a bookseller. It has received many statistical publications through the Federal Depository Library Program (FDLP). Some Maine-related publications were received as state documents.

Updating

The *Statistical Abstract of the United States* is updated annually. *America Votes* is updated biennially.

Retention

Generally, statistical publications are permanently retained unless a new edition completely supersedes an earlier edition.

Treatment

Statistical publications are shelved among the reference, lending, and federal government documents collections.

Storage and Preservation

The Library's full collection of *Maine Vital Statistics* has been digitized.

Weeding Notes

Currently, there are no plans to weed this collection.

Uniform laws and model acts

Collection Description

The Library collects print copies of *Uniform Laws Annotated (ULA)* and major model codes, acts, and rules, including, *Model Nonprofit Corporation Act: Official Text with Official Comments and Statutory Cross-references*, *Annotated Model Rules of Professional Conduct*, *Annotated Model Code of Judicial Conduct*, *Model Code of Judicial Conduct*, *Model Business Corporation Act: Official Text with Official Comment and Statutory Cross-references*, and *Model Penal Code*. The Library has access to some of these titles, as well as the Uniform Law Commission's model acts, through online legal research platforms.

Related Materials

The Library has print copies of the *Handbook of the National Conference of Commissioners on Uniform State Laws and Proceedings (1923-2023)*. It also collects publications about Maine's adoption of uniform acts, such as government reports and comments and annotations.

Source

The Library purchases print copies through legal publishers. It receives a complimentary copy of the *Handbook of the National Conference of Commissioners on Uniform State Laws and Proceedings* from the National Conference of Commissioners on Uniform State Laws.

Updating

ULA is updated annually. Other titles in this collection are updated irregularly when new editions are available.

Retention

The Library retains a superseded edition of *ULA* (1922-1967). It retains superseded editions of some titles in this collection, including *Model Nonprofit Corporation Act*, *Model Code of Judicial Conduct* and *Model Business Corporation Act*; however, it does not retain superseded annotated rules. The Library has numerous model publications that are no longer updated.

Treatment

These materials are shelved in the classified collection. The Library's copy of *ULA* is Library Use Only.

Storage and Preservation

The superseded edition of *ULA* is kept at the Library's offsite storage facility.

Weeding Notes

Currently, there are no plans to weed this collection.

Other Sources

Special collections

Collection Description

The Library may acquire print publications that are designated as special collections because of their age, rareness, fragility, or historical value. Examples from this collection include early 1820s volumes of the *Maine Register*, *History of the Law: The Courts, and the Lawyers of Maine* (1863), *An Album of the Attorneys of Maine: with a Portrait and Brief record of the Life of Each* (1902), *Contested Elections: Citations and References to Maine Reports, Public and Legislative Documents, House and Senate Journals, and Legislative Records* (1932), and rare editions of the *Laws of Maine* and *Maine Revised Statutes Annotated*.

Source

It is presumed that some items were received as gifts; however, the provenance of most items in this collection is not immediately known. The Library may designate existing items in its general collection as Special Collections, as necessary.

Updating

Items are received irregularly.

Retention

The Library permanently retains materials in this collection.

Treatment

Items in this collection are classified, but do not circulate.

Storage and Preservation

Special Collections items are stored in a locked cabinet and may be removed only by Library staff. Some items, due to their condition or binding material, are stored in archival folders or covers.

Weeding Notes

This collection is not weeded.

Vertical File

Collection Description

The Library collects print copies of documents related to topics of legislative or historical interest that don't fit into other collections. The vertical file includes Maine election results, votes on referenda and initiated bills, statistics on registered and enrolled voters, unemployment and labor supply statistics, legislative seating charts, lists by town or district, labor contracts, original copies of proclamations, and municipal charters. The Library's full collection of Maine election results are in the Law and Legislative Digital Library.

Source

The breadth of the subjects and types of documents in the vertical file make it difficult to identify sources. Any source may be represented. State documents make up the largest portion. Federal documents are also represented, as are publications of national legislative organizations.

Updating

Materials are added to the vertical file irregularly. Some content is added serially.

Retention

Materials related to Maine are retained permanently. The retention of other items is decided on a case-by-case basis.

Treatment

The heading of the appropriate subject folder is written on each item. Items in the vertical file are generally not cataloged.

Multiple copies

Multiple copies are avoided. When multiple copies are retained, they are generally kept in a manila envelope at the end of the relevant subject folder.

Storage and Preservation

The Library's full collection of Maine election results are in the Law and Legislative Digital Library. Currently, there are no plans to digitize other materials in this collection.

Weeding Notes

The vertical file was weeded in 2000 and 2016. Many dated, non-Maine items were removed and some items relating to Maine were transferred to the library's classified collection.