

**Seattle University  
Law Library**

**Collection Development Policy**

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## I. General Objective

### A. Goals of the Law Library

The mission of Seattle University School of Law is to educate “outstanding lawyers who are leaders for a just and humane world.” To further advance these goals, the Law Library’s derivative mission is to provide the highest quality information resources and services to support the instructional, research and scholarship endeavors of the Seattle University School of Law and the Seattle University community. The Law Library remains committed to anticipating and satisfying the needs of faculty, staff and students by offering new and enhanced services while providing expanded access to the ever-changing array of information resources.

The primary aim of the Law Library's acquisitions program is to select, organize, preserve and make available information resources to support the instructional and research needs of the faculty, staff and students in the School of Law. The Law Library will, when feasible, select materials for use by the university community as a whole. The collection will meet the standards set forth by the American Bar Association and the Association of American Law Schools.

This policy is the result of a collaborative effort by the Seattle University law librarians and is intended to be a living document that reflects changes both in the law and at Seattle University School of Law. Amendments to this policy will be made only with the advice and consent of the Associate Dean for Library and Educational Technology and with the majority of law librarians agreeing to the proposed amendment(s).

### B. Responsibility for Selection

The Associate Dean for Library and Educational Technology is responsible for the implementation of this policy with the assistance of the Collection Development

Librarian and other law librarians. Faculty, staff and student recommendations for the purchase of materials are welcomed.

### C. Patrons

The primary patrons of the Law Library are the faculty, staff and students of the School of Law. Secondary patrons include members of the university community and alumni of the School of Law.

## II. General Selection Policy

### A. Explanation of Collection Levels

Current and projected courses, individual research projects and other Law School programs and activities are identified to help establish the degree of acquisitions intensity in specific areas. The Law Library collects at the following levels:

#### 1. Minimal Level

A very selective collection that is limited in both scope and depth.

#### 2. Basic Level

A selective collection level that provides the user a basic introduction to, and outline of, the subject. This collection would include introductory materials such as dictionaries, encyclopedias, selected treatises, bibliographies and only the most widely-used specialized periodicals needed to support the curriculum that are not institutionally available. Collection at this level is not sufficiently intensive to support any Law School courses or independent study. Rather, it is intended to provide an entry point through which the researcher will locate more definitive sources of information.

### 3. Instructional Level

A collection that is adequate to support Law School course work and somewhat broader research into the subject area than is provided at the "Basic Level." Collection at this level will contain the most authoritative multi-jurisdictional treatises, loose-leaf services with wide breadth, non-duplicative specialized subject reporting, a wide range of basic monographs, complete collections of the more important writers, fundamental bibliographies and several widely used specialized periodicals and important government documents.

### 4. Research Level

A collection that includes the major published source materials required for independent scholarly research. Included are most, if not all, significant multi-jurisdictional treatises, loose-leaf services, non-duplicative specialized subject reporters, historical and current treatises, widely used specialized periodicals, the major reference works in the area and significant non-legal treatises that will aid in broadening the researchers' understanding of the subject area.

### 5. Comprehensive Level

A collection in which the library attempts to collect, so far as possible, all significant monographic and serial works on a given subject, both current and retrospective. This collection would support the most rigorous and in-depth legal research.

## B. Criteria for Selection

Several sources are relied upon for assistance in selecting materials. They include: book reviews, publishers' materials, bibliographies, acquisition lists of other law libraries, faculty recommendations, and the law librarians' knowledge of legal materials and the Library's collection. Among the factors to be considered are:

1. Authoritativeness of the author or publisher.
2. Significance of the subject matter.
3. Accuracy of the material.
4. Level of expertise required to use the publication.
5. Usefulness of the title with respect to other materials already in the collection.
6. Appearance of the title in important bibliographies, lists and other reviewing sources.
7. Current and/or permanent value of the material.
8. Availability of the material elsewhere (other formats/localities).
9. Cost, including technical processing and maintenance/update costs.
10. Format, arrangement, physical quality and longevity of physical medium.
11. Scarcity of material on the subject.
12. Language.
13. Potential for use by patrons.
14. Available space.
15. Duplication.

## C. Limitations

For financial reasons and based upon the curricular and research needs of the faculty, staff and students of the School of Law, little collection development is done at the "Comprehensive Level." Most collection development in support of

the School of Law curriculum and individual research is at the "Instructional Level" or the "Research Level." The Law Library will therefore observe the following general guidelines:

1. Current publications of lasting and scholarly value will be given priority over retrospective materials.
2. Non-legal materials will be collected selectively.
3. Foreign language publications will generally not be collected.
4. Availability of materials institutionally and regionally will be considered in the case of infrequently-used material.
5. Duplicate copies will be purchased only for heavily-used materials.
6. In-depth materials for specific student research projects or for short-term faculty research projects will only be purchased at the discretion of the Associate Dean for Library and Educational Technology and subject to the Law Library's collection development policy. These materials will be borrowed from other libraries only in accordance with copyright law and in compliance with the existing Interlibrary Loan Code.
7. Materials supporting the instructional and research needs of the faculty, staff and students in the School of Law will have priority over materials for other patron groups.
8. These guidelines are subject to any current or future cooperative purchasing agreements.

#### D. Duplication

Generally the library will acquire only one copy of a work unless there is a demonstrable need for additional copies based on faculty or student use. Multiple copies of the following types of materials are acquired as a matter of course:

1. Selected Washington primary materials.
2. Reserve materials related to the curriculum.

Duplicate copies other materials will be acquired according to the following guidelines:

1. Additional copies may be purchased for the reserve collection at the request of the instructor and if such additional copies will be of long-term value.
2. Duplicate materials received as gifts will be subject to the same criteria for addition to the collection as materials suggested for purchase.
3. Past policies and historical circumstances alone will not justify new and continued duplication.
4. The cost of any publication and its updating, together with the financial situation of the Law Library, may be overriding factors in applying these guidelines.
5. Materials available online will be considered for possible substitution of hardcopy materials frequently used by Law Library patrons.

#### E. Collection Development and Interlibrary Loan

Seattle University Law Library's interlibrary loan service is the capstone of the document delivery system for the School of Law faculty, staff and students. Materials requested through interlibrary loan from another library will be limited to those items that do not conform to this Collection Development Policy or for which there is no recurring demand. In accordance with the National Interlibrary Loan Code (current edition), document delivery is an adjunct to, not a substitute for, collection development. Information generated by the interlibrary loan service will be used to create a list of serial and monographic titles for purchase consideration.

#### F. Gifts

The Associate Dean for Library and Educational Technology is responsible for acceptance of all gifts. The Law Library shall consider gifts of useful materials, offered by faculty, alumni or friends of the Law Library. Before accepting such gifts, a list or general statement of the contents may be requested. Gift materials are accepted if they conform to the selection guidelines or if the Associate Dean for Library and Educational Technology perceives that they are otherwise of value. The Law Library will not accept gifts with conditions as to their disposition or location except by express permission of the Associate Dean for Library and Educational Technology. The Law Library retains the right to determine the disposition of the materials at any time and in any manner deemed appropriate.

#### G. Lost Materials

An item will be declared "lost" when it has been off the shelf for at least one year, is not checked out and cannot physically be located in the Law Library. All reasonable efforts will be made to locate a book identified as missing. Lost materials will be replaced at the discretion of the Associate Dean for Library and Educational Technology or at the request of a member of the law or library faculty, subject to the guidelines in this document.

#### H. Preservation

The Law Library will attempt to preserve all materials in the collection in the original physical format where it is economically and physically feasible to do so. Where costs, deterioration or damage prevent the preservation of materials, attempts will be made to replace items valuable to the collection in reprinted editions or alternative formats. New items added to the collection will be subject to conservation measures, if warranted, to extend their usefulness.

## I. Retention and Weeding

The collection development process involves decisions not only about what to acquire, but also what to retain, discard or move from "active" areas of the collection to storage. The Law Library engages in a systematic, ongoing program of collection review to decide what can be discarded or relocated. The following factors will be considered in any review of the Law Library's information resources: 1) changes in institutional goals or programs, 2) space limitations, 3) increasing collection size and cost, 4) accumulation of unneeded duplicates or obsolete materials, 5) the aging and deterioration of materials, 6) qualitative value, 7) level of use, 8) publication date, 9) date of acquisition, 10) criteria similar to those for book selection, 11) continuing need for duplication 12) physical condition and 13) availability in other libraries and in other formats. For many types of materials or for specific titles, the Law Library has established retention policies, which are maintained online in the library catalog.

## J. Special Collections Special collections in the Law Library include:

1. *The Walkover Collection* – A collection named for popular Law School Professor and Associate Dean Andrew Walkover, who died in 1988. The collection was created by Professor Walkover's family and friends who decided that the best way to keep his spirit alive in the Law School was to provide a collection of books that he would have liked and recommended. New material is selected for addition to the collection based on recommendations by a Law School committee and the Walkover family.

2. *The Schroeter Collection* – A collection named in honor of Leonard Schroeter, a local attorney with a national reputation for outstanding public interest service, who generously donated his collection of research materials to the library. The collection encompasses many areas of social justice advocacy, includes unique materials for public interest law scholarship and complements Seattle University School of Law's commitment to social justice.

3. *The Alaska Reading Room Collection* – A collection on display in the Alaska Reading Room donated by George and Mary Sundborg. Mr. Sundborg was a leading advocate in Alaska’s move to statehood and donated many materials from that process, including unique photos and letters.

4. *Faculty Publications* – A collection of recent Law School faculty publications on display on the second floor of the library. Faculty are encouraged to submit a copy of newly published works for inclusion in the display. Due to space limitations, display materials are regularly rotated. If the publication falls within the collection development guidelines set forth in this document, the library may add additional copies to the circulating collection.

5. *Recreational Reading Collection* – This leased collection includes current fiction and a few nonfiction titles. New titles are added monthly.

6. *Read Book Collection* – The collection features books selected by the Library’s Read Poster celebrities for National Library Week.

7. *The Jerome McCristal Culp Jr. Collection on Race, Gender and Sexuality in Law and Life* - This collection is named after Professor Jerome Culp, who was a member of the Duke Law School faculty from 1985 until his death in 2004. Renowned for his scholarship and teaching on race and the law, Professor Culp’s personal library forms the core of the collection.

#### K. Reference Materials

The library will acquire and keep current legal reference materials required for effective use of the collection. Non-legal reference materials will be acquired to the extent they meet instructional or research needs of School of Law faculty, staff or students. While most reference materials will be kept current, certain titles will

be updated only every second or third year. Considerations will include the need for current information, the value of the title, frequency of use of the title and cost.

#### L. Reserve Collection

The library maintains a reserve collection of materials that are heavily used in conjunction with School of Law courses, that are high security risks, or that are requested for reserve by a member of the law faculty. Included among the materials on reserve are study aids, course reserve materials, and other high use materials. Video materials are also shelved in the reserve collection. Materials will be moved from reserve to the general stacks when they are considered no longer appropriate for the reserve stacks.

### III. Selection of Specific Types of Materials

#### A. Introduction

The acquisitions budget of the Law Library cannot support Instructional or Research level collection development in a great many subject areas. The Law Library will collect, at least at the "Basic Level," materials on all subjects that would be of value to School of Law faculty, staff or students. Materials on subjects that are regularly taught at the Law School are collected at least at the "Instructional Level". The Law Library will attempt to collect at the "Research Level" materials on subjects in which School of Law faculty are engaged in long-standing research or which support continuing seminar classes with research and writing requirements. To the extent resources permit, the Law Library will maintain the research quality of specific collections during periods of waning interest or inactivity if it appears that research in that subject is likely to be renewed.

## B. Subject-General

### 1. Foreign

Minimal collection level. Primary resources and English language compilations of the laws of other countries are collected only as they meet the curriculum or research needs of law faculty, staff and students.

### 2. Government Documents

Instructional collection level. As a selective depository library, government documents are added to the collection based on their importance as a supplement to the overall collection. Selection of government documents, regardless of their origin, conforms to the Seattle University Law Library's Selective United States Federal Depository Library Collection Development Policy.

### 3. Library Science

Basic collection level. The Law Library selectively collects materials dealing with the profession of librarianship that will assist librarians and staff in performing their duties and will promote professional development.

### 4. Local

Minimal collection level. Due to online availability, the Law Library selectively acquires Washington local government (city – Bremerton, Seattle, Tacoma and county – King, Pierce, Snohomish) materials in hard copy that have instructional or research value to School of Law faculty, staff and students.

### 5. Washington

Research collection level. Primary material (the *Revised Code of Washington*, *Washington Reports*, *Washington Appellate Reports*, and so on) as well as treatises and journals covering Washington Law are collected.

#### 6. Other States

Instructional collection level. The Law Library collects annotated codes and court rules from all fifty states. Advance legislative services/current session law services are collected in print for selected states (Oregon, Alaska, Idaho, California and Montana). Interim annotation/interim code services are collected when received as part of a code subscription. Decisional law from states other than Washington State is generally accessed through regional reporters or online legal research.

### C. Jurisdiction

#### 1. Statutes and Codes

a. Federal - Comprehensive collection level, including copies of official and unofficial codes and court rules.

#### b. States

1. Washington - Comprehensive collection level, including copies of annotated and unannotated codes.

2. Other - Instructional collection level, including annotated (where available) codes.

#### 2. Administrative Rules and Regulations

a. Federal - Comprehensive collection level, including current subscriptions to the *Code of Federal Regulations* and the *Federal Register*.

- b. Washington – Comprehensive Collection Level.  
*Washington Administrative Code* and *Washington State Register*.
- c. Other states – Minimal collection level. Administrative materials from other states will be acquired only in exceptional circumstances (e.g. Alaska).

3. Administrative Decisions - Instructional Collection Level.

- a. Federal - Varies by agency, availability and format.
- b. Washington - Varies by agency, availability and format.

4. Court Reports – Instructional Collection Level.

- a. Federal - Complete sets of official and unofficial Supreme Court reporters.
- b. Lower Federal - Complete sets of *Federal Reporter*, *Federal Supplement*.
- c. Regional - Complete sets of commercial editions.
- d. State - Washington, California and New York (in commercial editions only).

5. Digests – Instructional Collection Level.

- a. Federal - Federal and Supreme Court.
- b. State - Washington and California.
- c. Regional - Pacific

6. Citators - The library subscribes to various online citator services.

7. Court Rules

- a. Federal – Instructional collection level.
- b. Washington - Comprehensive collection level.
- c. Other states – Instructional collection level.

8. Attorney General Reports and Opinions

- a. Federal – Comprehensive collection level. Format varies.
- b. Washington - Comprehensive collection level.

9. Legal Encyclopedias - Instructional collection level, including *American Jurisprudence 2d*, *Corpus Juris Secundum* and their predecessors.

10. Restatements - Research collection level.

11. Practice Material

- a. Generally - All practice materials are evaluated according to the criteria outlined above.
- b. Federal - Instructional collection level. The library subscribes to several major practice sets.
- c. Washington - Instructional collection level. The library subscribes to selective practice materials, especially materials needed for the School of Law's clinical and trial advocacy programs.

12. Continuing Legal Education publications

Washington – Basic collection level. The Law Library purchases number of titles related to Washington law.

### 13. Substantive Law of a Particular State

Generally, the library does not collect treatises on the substantive law of other states. Legal research guides for each state are collected as available.

### 14. Periodicals and Journals

#### a. Law School Publications - Research collection level.

The library subscribes to most English-language law reviews published by accredited American law schools. Specialized law reviews are collected according to the extent they meet the instructional or research needs of the School of Law's faculty, staff or students. Law school newsletters are not purchased.

#### b. Commercial Publications - Basic collection level. Acquisition depends on subject area and cost.

## D. Format

### 1. Audio and Video Materials

The Law Library has equipment for the use of audio and video materials. Selection of audio and video materials will be made in accordance with the Law Library's acquisition policies, applicable copyright restrictions and the extent to which the materials support the curriculum or research needs of School of Law faculty, staff or students. Particular emphasis will be placed on projected current and long-term value, the reputations of the producer(s), format and the publisher.

### 2. Casebooks and Study Aids

#### a. Casebooks - The Law Library only acquires required first year casebooks. It does not acquire upper division casebooks and

supplementary course material. Casebooks and supplementary material having research value in their own right will be acquired under criteria of this policy.

b. Study Aids - Study aids are collected selectively. The cost of study aids, together with the financial situation of the Law Library, are factors in upkeep and purchase of the study aid collection. The number of copies varies according to curricular emphasis. Gifts of current editions of study aids may be considered for addition to the collection, but these gifts do not obligate the Law Library in future purchases or upkeep.

### 3. Electronic Resources

The Law Library provides access to a variety of electronic resources, including Internet resources and fee-based electronic resources. Electronic resources acquired for the Law Library should adhere to the same selection criteria outlined in this collection development policy. Though much of the same criteria for selection can be used for content, digital formats present new issues for consideration including licensing, ownership, pricing, hardware, security, technological support, access, maintenance and preservation.

### 4. Loose-Leaf Services

Loose-leaf services are collected if the subject coverage is unique to the collection and/or the currency of information is unavailable or difficult to obtain in another format or source. The principal loose-leaf sets are evaluated on a regular basis.

### 5. Microforms

Microfiche and microfilm will be acquired primarily for the following reasons:

- a. To preserve fragile material in hard copy.
- b. To reduce the shelf space required to house the material.
- c. To fill in gaps in a serial or multi-volume file.
- d. To collect materials for which the library would have insufficient space to hold the hard copy.
- e. To collect material unavailable to the Law Library in hard copy.

#### 6. Monographs

The majority of the monographic collection is American law. British Commonwealth and Canadian materials are collected for comparative purposes. To the extent the curriculum requires, the Law Library acquires selected monographs in international, foreign, and comparative law topics, but does not generally purchase materials in languages other than English.

#### 7. Pamphlets

The library does not maintain a separate collection of pamphlets. A pamphlet acquired for the collection must satisfy the criteria for selection as outlined in this policy and will be treated as another title, and integrated into the collection.

#### 8. Periodicals and Serials

Because the selection of a serial title involves a long-term commitment of funds for subscription, binding, and storage, the acquisition of serials requires a high degree of selectivity. The large number of serials published makes it impossible to purchase all titles. English language law journals from ABA-accredited law schools are collected at the Research Level. Specialized law reviews are collected according to the extent they meet the instructional or research needs of the School of Law's faculty, staff or students. Other commercial or association-published law and law-related journals are collected as they meet the curriculum or research

needs of School of Law faculty, staff and students. Serials available on deposit from the Government Printing Office will be acquired based upon their curricular or research value. Serials available on deposit but with little value to School of Law faculty, staff or students will generally not be acquired. If a large number of new periodical titles are requested in a subject area, faculty may be asked to assign priorities in order of importance. The purchase of individual issues and scattered or incomplete sets will be avoided, although copies of single issues may be ordered for faculty research or course reserve. As a general rule, the library will obtain only one copy of a periodical title. Serials available on a gift or exchange basis will be subject to the same selection policies as those obtained by purchase.