

**Selective United States Federal Depository Library
Collection Development Policy
Seattle University School of Law Library
Revised May, 1998**

I. Introduction

The purpose of collection development is generally to provide a comprehensive program of library acquisitions in support of institutional goals. It is a policy that recognizes the importance of systematic development while, at the same time, acknowledging that we live in a face-paced world where rapid change is the norm. Static policies which do not reflect this reality, cannot be relevant to an organization for very long. The purpose of this policy is to describe the parameters that will guide the development of the government documents collection at the Seattle University Law Library.

The law library became a depository shortly after Title 44 of the United States Code was amended to include law libraries as depositories in 1978. The primary community served by the Seattle University Law Library are the constituents outlined in its collection development mission statement which states in part, "The primary aim of the Law Library's acquisitions program is to provide a collection which supports the instructional and research needs of the faculty and students in the School of Law." The policy also recognizes that the needs of the broader university community can come under its purview only as funds and facilities are made available.

In order to effectively disseminate government information, the Federal Depository Library Program calls upon participating institutions to recognize the needs of the general public in designing its collection objectives. The *quid pro quo* is simple. In return for providing government documents free of charge, the FDLP asks that the law library acquire, organize, preserve, and provide standard bibliographic access to these same materials for the benefit of both our primary service group and members of the general public. Our documents service area presently includes the City of Tacoma and Pierce County. Although the local economy supports a myriad of industries, the School of Law Library chooses to serve its community by providing materials in the subject it knows best: the law and related topics. As a result, our selections have mainly focused on primary source materials (statutes, cases, regulations), congressional working papers, international trade, and criminal justice. This narrower focus is easily reconciled with our mission while at the same time exploiting our expertise in bibliographic control and reference. This concentration is possible because of the wealth of depository materials already in the area. Congressionally-designated depositories in Tacoma include those at the University of Puget Sound and the Tacoma Public Library. Within a 40 mile radius of our downtown Tacoma location, major depositories can be found at the University of Washington and Seattle Public Library to the north, and the Washington State Library and the Evergreen State College to the south. It is to these sister institutions that we refer our patrons who require information outside of the scope of our Government documents collection

statement and from whom we receive referrals for our legal collections.

Given the increasing availability of government statutes, regulations and cases over the Internet and via other commercially available databases, the titles included in our depository become less important as the backbone of our collection. Without doubt, the access tools the library provides, in addition to the expertise of the reference staff, match in every way the value of the documents provided under the program. Nevertheless, all of the professional staff recognizes the depository program as a useful supplement to our collection and a valuable asset in serving all of our constituents.

II. Collection Organization

At the Seattle University School of Law, almost all government publications are integrated into the regular collections. The law library does not maintain a separate government documents collection. The library uses open stacks and locates its materials in the following manner:

Fourth Floor Treatise: Materials in this area are classified using Library of Congress classification numbers and LC subject headings. Some titles, considered of critical importance, may be assigned non-circulating status.

Reference : Materials that may require point of use instruction are generally kept on the first floor of the library in two special open stack rooms designated as "Reference." All of these materials are assigned non-circulating status and use the LC classification system.

Microform: Microformat materials form a large part of our collection and are maintained in a temperature-controlled room. Government documents stored here use the Superintendent of Documents classification system excepting monographs and the *Code of Federal Regulations*.

Reserve: Titles selected by faculty for extensive student use are temporarily housed in reserve using LC classification order. Current periodicals received under depository are generally kept here until bound and placed on the third floor. Our periodical collection uses title main entry.

Reference Help: It is here that titles selected by the professional librarians as being of high reference value are kept in LC classification order. This is a non-circulating collection

III. Selection of Government Publications

The primary responsibility for documents collection development resides with the Documents Coordinator who works in conjunction with the other professional librarians. Publications deemed to support the research and instructional mission of the School of Law

have the highest collection priority. Secondly, those which are of value to the university community and general public, but not central to the mission of the law school, are selectively added. Collection decisions are coordinated with the University of Puget Sound and, to a lesser extent, with the Tacoma Public Library.

The library has always solicited suggestions from its primary service groups in the law school and would also take into consideration recommendations from the public which fit within the collection scope of the law library. Items are added and dropped in accordance with the Guidelines for the Depository Library System. The library houses the basic core collection recommended for libraries by the Superintendent of Documents.

IV. Collection Guidelines

Languages: English

Chronological Periods: No restrictions

Geographical Parameters: Titles with application to the Law School's mission, and which emphasize the Puget Sound area or Northwest are collected. Other publications dealing with subject matter of interest to citizens of the region are considered secondarily.

Material Format: Electronic access and microformat are the preferred mediums, unless the material is being collected for instructional purposes.

Technical Reports/Manuals/Patents: Only manuals dealing with the internal operations of agencies whose work is central to the operation of the law are considered. Technical reports on criminal justice issues are collected minimally. Patents are outside of the scope of our paper collection. These are accessed only for our primary patron group through Lexis or Westlaw.

Maps and Atlases: Only CIA maps are collected.

Posters: Not collected

CD-ROM: These are selectively collected if the title does not duplicate information already available through an online or web-based source.

Web-Based Resources: Web addresses for stable sources of U.S. Government information will be added to our catalog after it migrates to a web interface.

Publication Date: We seek to collect primarily current imprints although retrospective works will be considered if not duplicative of other resources and considered a significant addition to the collection.

Gifts: Unsolicited items from government offices that fall outside the scope of the Law

School's depository program will be considered on a case by case basis

Multiple Copies: Multiple copies are retained only if considered critical to the instructional mission. Archival copies of selected titles may be retained in alternative formats as a backup to an existing paper copy.

Lost Items: Generally, replacement of lost items is conducted according to the principles set out in the Guidelines for the Depository Library System. The decision to replace is made according to use patterns and with the advice of the professional librarians. Method of replacement is considered on a case by case basis as to whether the lost item is best replaced in paper form or by reliance on its electronic counterpart.

Superseded Materials: Materials which are deemed superseded according to the Superseded List and its supplements but important to retrospective legal research or instruction, are maintained at the discretion of the Documents Coordinator. Such items are either clearly marked as superseded or located in storage.

V. Bibliographic Access and Finding Tools

The Law Library will organize, classify, and catalog materials using the best standard practices, available technology, and in accordance with the *Federal Depository Library Manual*. In addition, the law library will maintain a variety of finding tools designed to assist users in locating applicable information. This list includes but is not limited to the items denoted in Appendix A of this document. Access to any other resources for the benefit of the public is at the discretion of the reference librarian on duty.

VI. Collection Levels by United States Government Agency

The explanation for collection level designations is given in Appendix B. Where two symbols are used, the first designates collection activity for law-related materials and the second is applied to non-legal material collection from that respective agency.

<u>Agency</u>	<u>Level*</u>
Agriculture (A)	N
Archives (AE)	M
Civil Rights Commission (CR)	I
Commerce	I
Congress (C)	C
Defense (D)	I
Education (ED)	I
Energy (E)	I
Environmental Protection (EPA)	R,I
Executive Office of the President (PrEx)	R,M

Farm Credit (FCA)	N
Federal Communications Commission (FCC)	I
Federal Emergency Management (FEMA)	N
Federal Housing Finance (FHF)	N
Federal Maritime Commission (FMC)	I
Federal Mediation (FM)	I
Federal Reserve (FR)	I
Federal Trade Commission	R,I
Fine Arts (FA)	M
Foreign Trade Zone (FTZ)	I
General Accounting Office (GA)	B
General Services (GS)	M
Government Printing Office (GP)	B
Health & Human Services (HE)	I
Housing and Urban Development (HH)	I
Information Agency (IA)	N
Interior (I)	I
International Trade Commission (ITC, TC)	I
Judiciary (JU)	C
Justice (J)	R
Labor (L)	R,I
Labor Relations (LR)	R,I
Library of Congress (LC)	B
Merit Systems Protection Board (MS)	I
National Aeronautics & Space (NAS)	M
National Credit Union (NCU)	N
National Foundation on the Arts & Humanities (NF)	M
National Mediation Board (NMB)	B
National Science Foundation (NS)	M
Overseas Private Investment (OP)	I
Peace Corps (PE)	M
Personnel Management (PM)	B
Postal Service (P)	B
President (PR)	R
Railroad Retirement (RR)	B
Securities & Exchange Commission (SE)	R,I
Smithsonian (SI)	B
Small Business Administration (SBA)	B
State (S)	R
Transportation (TD)	I
Treasury (T)	R,I
Veteran's Administration (VA)	B

VII. Weeding the Government Documents Collection

The general guidelines for weeding the law library collections are stated in the *Seattle University Law Library: Collection Development Policy (July 2, 1996)*. This statement primarily covers statutory, case, and administrative materials commercially purchased. Those items received on deposit are withdrawn in accordance with *Instructions to Depository Libraries*. Decisions to weed are based on criteria set forth by the Collection Development Librarian in consultation with the professional staff. These criteria include: content, permanency, currency, physical condition, duplication, format, space considerations, and upkeep costs.

VIII. Policy Revision

This policy will be subject to revision and adjustment as the needs and circumstances of the library change but in any case, in accordance with the *Instructions for Depository Libraries*.

Appendix A: Finding Tools

Andriot, John. Guide to U.S. Government Publications
CCH Congressional Index
CIJE (Current Index to Journals in Education) (Westlaw)
CIS Index to Presidential Executive Orders and Proclamations
CIS Index to the Code of Federal Regulations
CIS Federal Register Index
CIS American Foreign Policy Index
CIS Index to Publications of the United States Congress
CIS U.S. Serial Set Index
CIS U.S. Congressional Committee Hearings Index
CIS U.S. Congressional Committee Prints Index
CQ Weekly
Checklist of United States Public Documents, 1789-1909
Dialog
ERIC (Available on Westlaw)
Index Medicus (available Lexis/Westlaw/Web)
Lexis
Monthly Catalog (available through Westlaw and the Web)
NLM MEDLINE (Lexis / Westlaw / Web)
NTIS Government Reports Announcements and Index (via Westlaw)
OCLC FirstSearch
PAIS (through Dialog)
Poore, Benjamin P. A Descriptive Catalog of the Government Publications of the United States, September 5, 1774-March 4, 1881
RIE (Resources In Education) (Available on Westlaw)
Westlaw
Wilsonline
Uncover (Available on the Web)
U.S. Code Congressional and Administrative News

Appendix B: Explanation of Collection Levels *

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

0. Not Collected (N)

1. Minimal Level (M)

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

2.. Basic Level (B)

A selective collection level which 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 which 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 (I)

A collection which 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 (R)

A collection which 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 which will aid in broadening the researchers' understanding of the subject area.

5. Comprehensive Level (C)

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.

* Excerpted from *Seattle University Law Library: Collection Development Policy, June 2, 1996.*