

**Seattle University  
Law Library**

**Collection Development Policy**

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	Page
I. General Objective	4
A. Goals of the Law Library	4
B. Responsibility for Selection	5
C. Patrons	5
II. General Selection Policy	5
A. Explanation of Collection Levels	5
1. Minimal Level	5
2. Basic Level	5
3. Instructional Level	6
4. Research Level	6
5. Comprehensive Level	6
B. Criteria for Selection	7
C. Limitations	7
D. Duplication	8
E. Collection Development and Interlibrary Loan	9
F. Gifts	10
G. Lost Materials	10
H. Preservation	10
I. Retention and Weeding	11
J. Special Collections	11
K. Reference Materials	12
L. Reserve Collection	12
III. Selection of Specific Types of Materials	13
A. Introduction	13
B. Subject-General	13
1. Foreign	13
2. Government Documents	14

3. Library Science	14
4. Local	14
5. Washington	14
6. Other States	15
C. Jurisdiction	15
1. Statutes and Codes	15
2. Administrative Rules and Regulations	15
3. Administrative Decisions	16
4. Court Reports	16
5. Digests	16
6. Citators	17
7. Court Rules	17
8. Attorney General Reports and Opinions	17
9. Legal Encyclopedias	17
10. Restatements	18
11. Practice Material	18
12. Continuing Legal Education publications	18
13. Substantive Law of a Particular State	18
14. Periodicals and Journals	18
D. Format	19
1. Audio and Video Materials	19
2. Casebooks and Study Aids	19
3. Electronic Resources	20
4. Loose-Leaf Services	20
5. Microforms	20
6. Monographs	20
7. Pamphlets	21
8. Periodicals and Serials	21

## I. General Objective

### A. Goals of the Law Library

The Mission Statement for the Seattle University School of Law states in part that “We educate lawyers who will lead and serve others with integrity and compassion. We aim to foster the finest qualities of leadership and service - clear and critical thinking, effective communication, wise judgment, ethical behavior, and charitable spirit.” In support of these goals, the Law Library’s derivative mission is to provide the necessary support for the students and faculty of the Law School, not only at the instructional level, but extending also to the research and publication levels integral to a vigorous law school environment.

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 objective of the Law Library is to select, organize, preserve and make available to members of the Law School community materials which will aid them in these pursuits. As a secondary objective the Law Library will, when feasible, select materials for use by the university community as a whole. The collection will support the School of Law curriculum and faculty research, and 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 Library faculty and is intended to be a living document that continues to reflect changes both in the law and at Seattle University School of Law. To maintain this standard and to continue to take full advantage of the education, experience and professional insight offered by the Law Librarians, amendments to this policy will be made only with the advice and consent of the Executive Law Librarian and with the majority of Law Library faculty members agreeing to the proposed amendment(s).

### B. Responsibility for Selection

The Executive Law Librarian is responsible for the implementation of this policy. The Executive Law Librarian is assisted by the Collection Development Librarian and other Librarians. Faculty and student recommendations for the purchase of materials are welcomed and solicited.

### C. Patrons

The primary patrons of the Law Library are the faculty and students of the School of Law. Secondary patrons include members of the university community, and practicing members of the bar holding current Law Library memberships, 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 which is limited in both scope and depth.

#### 2. Basic Level

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

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

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

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, 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 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 Executive Law Librarian 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 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. Selected Federal and regional primary materials.
3. Reserve materials (hornbooks and nutshells, etc.) related to the curriculum.

Duplicate copies of other books and subscriptions to journals 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 students, faculty, and staff of the Law School. 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 Executive Law Librarian is responsible for acceptance of all gifts. The Law Library shall encourage gifts of useful materials which may be 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 Executive Law Librarian 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 Executive Law Librarian. 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 if the Executive Law Librarian or a member of the law or library faculty requests replacement, subject to the guidelines set forth 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. A

systematic, ongoing program of collection review to decide what can be discarded or relocated can reflect changes in institutional goals or programs, space limitations, increasing collection size and cost, accumulation of unneeded duplicates or obsolete materials, and the aging and deterioration of materials.

Factors that may be relevant in deciding which items should be weeded include qualitative value; level of use; publication date; date of acquisition; criteria similar to those for book selection; continuing need for duplication; physical condition; and availability in other libraries and in other formats.

For many types of materials as well as for specific titles, the Law Library has established policies for retention -- i.e. setting limits for keeping materials in the collection or in particular locations in the Law Library. These policies are maintained in records on *THEO*, the Law Library's research portal.

#### J. Special Collections

Special collections in the library include:

1. The Walkover Collection – A collection named for popular law school professor and associate dean Andrew Walkover, who died of cancer 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 selection of books that he would have liked and recommended to people. New material is selected for addition to the collection based on recommendations by a law school committee.
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 – The Library maintains four display cabinets on the second floor to showcase faculty publications. Faculty are encouraged to submit a copy of newly published works for inclusion in the display. If the publication falls within the collection development guidelines set forth in this document, the library may add additional copies to the circulating collection.

#### K. Reference Materials

The library will acquire and keep current all 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 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 hornbooks, nutshells, course materials, legal research and writing materials, and course handouts. All video materials are shelved in the closed reserve collection. Audio materials are housed with the treatise collection. Materials will be moved from reserve to the general stacks when they are

considered no longer appropriate for the reserve stacks, or with the consent of law or library faculty.

### 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 which would be of value to School of Law faculty or students. Materials on subjects which 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 attempt to 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

Basic collection level. Generally the Law Library collects only primary materials from Canada and the British Commonwealth nations. English language compilations of the laws of other countries are collected only as they meet the curriculum or research needs of law faculty and students.

##### 2. Government Documents

Instructional collection level. Because the Law Library is a selective depository library, government documents are added to the collection on

the basis of their importance as a supplement to the overall collection. Selection of government documents, regardless of their origin, is based on subject and 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 library faculty 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 which have instructional or research value to School of Law faculty or students.

### 5. Washington

Research collection level. Briefs of the Washington Court of Appeals and the Washington Supreme Court are collected, as are the rules and regulations of Washington administrative agencies. Multiple copies of the Revised Code of Washington, Washington Reports, and Washington Appellate Reports 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 computer-assisted legal research. Descriptive materials for states other than Washington are selectively acquired.

### C. Jurisdiction

#### 1. Statutes and Codes

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

#### b. States

1. Washington - Comprehensive collection level, including multiple 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 - 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

- a. Federal - Basic collection level, depending on the Agency
- b. Washington - Research collection level, varies by agency, availability and format.

### 4. Court Reports

- a. Federal - Comprehensive collection level, including multiple complete sets of official and unofficial reports.
- b. Lower Federal - Research collection level, of published cases, including multiple complete sets of Federal Reporter, Federal Supplement and selective sets of other federal court reports, in hard copy.
- c. Regional - Basic collection level, including selective, multiple, complete sets.
- d. State - Washington, California, and New York (in commercial editions only).
- e. Records and Briefs
  - 1. U.S. Supreme Court - Comprehensive collection level, as available in microform.
  - 2. Washington - Comprehensive collection level. Incomplete due to unavailability of some briefs.

### 5. Digests

- a. Federal - Comprehensive collection level.
- b. State - Washington and California.
- c. Regional - Pacific
- d. Topical - Basic collection level. Selective depending on topic.

## 6. Citators

- a. Federal Shepard's- Comprehensive collection level.
- b. Washington Shepard's - Comprehensive collection level.
- c. Other States Shepard's– Minimal collection level. Other state Shepards will be acquired very selectively (e.g. Alaska).
- d. Subject Shepard's - Basic collection level. Selective depending on subject.
- e. Online – The library subscribes to a variety of online citator services. Access and availability may vary.

## 7. Court Rules

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

## 8. Attorney General Reports and Opinions

- a. Federal - Comprehensive collection level.
- b. Washington - Comprehensive collection level.

## 9. Legal Encyclopedias

- a. Comprehensive collection level, including American Jurisprudence 2d, Corpus Juris Secundum and their predecessors.

## 10. Restatements

- a. Comprehensive 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 Law School's clinical and trial advocacy programs.

12. Continuing Legal Education publications

Washington - Instructional collection level. The Law Library purchases a significant number of titles in most areas of Washington law.

13. Substantive Law of a Particular State

With certain exceptions, 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 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 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 does not acquire casebooks that are required for coursework. Casebooks 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 databases and subscriptions. 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

A loose-leaf service is purchased which can satisfy either one or both of the following criteria: subject coverage unique to the collection and currency of information 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.g., U.S. Supreme Court Records and Briefs).
- e. To collect material unavailable to the Law Library in hard copy.

#### 6. Monographs

The majority of our monographic collection is American law. British Commonwealth and Canadian materials are collected for comparative purposes. These materials are limited to statutes and cases, plus comprehensive treatises in major substantive areas which are acquired to add depth to our primary source collection. To the extent our curriculum requires, the Law Library acquires some monographs in international, foreign, and comparative law topics, but we seldom 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 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 and students. Serials available on deposit from the Government Printing Office will be acquired based upon their curriculum or research value. Serials available on deposit but with little value to School of Law faculty or students will generally not be acquired. If a large number of new periodical titles are requested in a subject area, faculty may be requested 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.