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 "powerful advocates for justice." To further advance this goal, 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 resources 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. The policy is designed to be flexible and adaptable to changes in the acquisition, storage, access and preservation of legal information. The Law Library will periodically review this policy to address curricular and legal publishing changes as well as assess budget conditions that affect collection development. Amendments to this policy are made with the advice and consent of the Law Library Director and with the majority of law librarians agreeing to the proposed amendment(s).

B. Responsibility for Selection

The Law Library Director is responsible for the implementation of this policy with the assistance of the 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 resources in a variety of formats (including print and online) at the following levels:

1. Minimal Level

A very selective collection of resources that is limited in both scope and depth. Few selections are made beyond basic works.

2. Basic Level

A selective collection of resources that provides the user a basic introduction to, and outline of, the subject. 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 of resources that is adequate to support Law School course work and somewhat broader research into the subject area than is provided at the "Basic Level."

4. Research Level

A collection of resources that includes the major published source materials required for independent scholarly research. The focus is on resources with research value. Older material is retained.

5. Comprehensive Level

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

B. Criteria for Selection

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

1. Authoritativeness of the author or publisher.
2. Significance of the subject matter.
3. Accuracy of the resource.
4. Level of expertise required to use the resource.
5. Usefulness of the title with respect to other resources 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 resource.

8. Availability of the resource online or at other institutions.
9. Cost.
10. Format, arrangement, quality and longevity of medium.
11. Scarcity of resources 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 or Research Level. To the extent resources permit, most collection development in support of the School of Law curriculum and individual research is at the Instructional Level. The Law Library will collect, at least at the Basic Level, resources on subjects that would be of value to School of Law faculty, staff or students. Resources on subjects that are regularly taught at the Law School are collected at the Instructional Level.

The Law Library acquires materials in a very wide range of subject areas and places particular emphasis on subjects taught in required law school and bar tested courses or which are the focus of graduate programs, faculty scholarship, centers, and/or student journals. Increasingly, the Law Library relies on online resources to provide broad access to resources and for enhanced searching and retrieval capabilities.

The Law Library will therefore observe the following general guidelines:

1. Current resources of lasting and scholarly value will be given priority over retrospective materials.
2. Non-legal resources will be collected selectively.
3. Foreign language resources will generally not be collected.

4. Availability of materials online, institutionally and regionally, will be considered.

5. Duplicate copies will be purchased only for heavily used materials.

6. In-depth resources for specific student research projects or for short-term faculty research projects will only be purchased at the discretion of the Law Library Director and subject to the Law Library's Collection Development Policy. These resources will be borrowed from other libraries only in accordance with copyright law and in compliance with the existing Interlibrary Loan Code.

7. Resources 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. Faculty and program office copies are generally not acquired.

9. These guidelines are subject to any current or future cooperative purchasing agreements.

D. Duplication

Generally, the Law Library will acquire only one copy of a work unless there is a demonstrable need for additional copies based on faculty or student use.

Duplicate copies may 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

The Seattle University Law Library augments its collection by participating in interlibrary lending and document delivery arrangements for information needs beyond the Law Library's collection. In accordance with the National Interlibrary Loan Code (current edition), document delivery is an adjunct to, not a substitute for, collection development.

F. Gifts

The Law Library Director 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 Law Library Director 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 Law Library Director. The Law Library will establish the classification, housing and circulation of all gifts and retains the right to determine the disposition or disposal of the materials at any time and in any manner deemed appropriate. The Law Library does not estimate the value of gifts for tax purposes but will provide the donor with an acknowledgement letter upon request.

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 Law Library Director 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.

13. Availability in other libraries and online.

For many types of materials or for specific titles, the Law Library has established retention policies.

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. Selected award-winning books are added to the collection annually.

2. *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.

3. *Faculty Publications & Community Author Collection*– Law School faculty publications are actively collected. Faculty are encouraged to submit a copy of newly published works for addition to the faculty publications collection. If the publication falls within the collection development guidelines set forth in this document, additional copies may be added to the circulating collection. Staff and alumni authored publications are also collected to reflect the scholarship and creative works of the law school community.

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

5. *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. Selected award-winning diversity books are added to the collection annually.

6. *Multilingual Law Student Collection* – The Multilingual Law Student Collection was started at the request of law students who learned English as a second or third language or who grew up outside the U.S. legal system. The Collection serves this group by providing law school content specifically designed for multilingual learners. The collection includes material about U.S. legal analysis and writing, law school study, U.S. legal history, and works about "legal English," the sentence construction, words, and phrases used in domestic law practice. The collection also has several law dictionaries that translate U.S. legal terms into Spanish, Chinese, German, French, and other languages. This is a dynamic collection that is growing due to frequent suggestions from students and faculty.

K. Reserve Collection

The Law Library maintains a reserve collection of materials that are heavily used for 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. Administrative Rules and Regulations

Available online.

B. Briefs

Generally, the Law Library does not collect court briefs in print. Selected back files of historical briefs including Washington Supreme Court and Court of Appeals, 9th Circuit, and U.S. Supreme Court briefs are retained in microformat. Available online.

C. Casebooks

The Law Library only acquires the following: required first year casebooks, required upper division casebooks (Evidence, Constitutional Law, Professional Responsibility), and bar success prescribed curriculum required casebooks It does not acquire other upper division casebooks and supplementary course material. Casebooks and supplementary material having research value in their own right may be acquired under criteria of this policy.

D. Continuing Legal Education (CLE) Publications

Available online.

E. Court Reports

The library maintains current copies of *the Official Washington Reports and Appellate Reports*. Case decisions for other jurisdictions are available online.

F. Court Rules

The library has current copies of Washington state and local court rules. Court rules for other jurisdictions are available online.

G. Digests

Available online.

H. Foreign, Comparative and International

In general, the Law Library acquires selected monographs in international, foreign, and comparative law topics and primary resources and English-language compilations of the laws of other countries only as they meet the curricular or research needs of law faculty, staff and students.

I. Form Books

The Law Library selectively acquires general and subject specific form books. Available online.

J. Government Documents

The Law Library is a selective government depository. Current material is available online.

K. Legal Encyclopedias

Available online.

L. Legislative Histories

Legislative documents are available in various formats, including microformat and online. The Law Library maintains some Washington legislative documents in print. Materials not in print are available online.

M. Monographs and Treatises

In general, the Law Library collects legal monographs and treatises that are scholarly and authoritative rather than popular or lay person-oriented, intended for a graduate/professional level academic audience rather than undergraduate, and written by established experts in the field. The Law Library does not systematically collect in disciplines outside the law nor does it generally collect non-English language materials.

N. Newspapers

Available online.

O. Periodicals and Journals

The Law Library is selective in its print periodical acquisitions. The Law Library subscribes in print to a few specialized journals and periodicals, including those published by the Washington State Law Schools. Others are available online.

P. Periodical Indexes

Available online.

Q. Practice Material

The Law Library selectively subscribes to national and Washington-specific practice sets in print. Legal research guides for each state are collected as available in print. Other subject-specific or jurisdiction-specific practice material is available online.

R. Rare Books

The Law Library does not actively collect rare books although it does have a small, separate collection of historical and older material.

S. Statutes and Codes

a. Federal – Available online.

b. Washington - The Law Library has current copies in print of unannotated (RCW) and annotated code (ARCW) and session laws.

c. Other states - Available online.

d. Local Washington – Available online.

T. Study Aids

The Law Library offers selected study aids in print and online. The cost of study aids, together with the financial situation of the Law Library, are factors in the upkeep and purchase of the study aid collection. The number of copies varies according to curricular emphasis. The Law Library subscribes to Aspen Learning Library, Practice Perfect, and the Digital Library to offer online study aids. 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. The Law Library does not actively collect bar review material except upon the request of the Bar Studies program.

IV. Selection of Specific Formats of Material

A. Online Resources

The Law Library provides access to a variety of online resources. Online resources acquired for the Law Library should adhere to the same selection criteria outlined in this Collection Development Policy. Though online formats are preferred, online formats present unique issues for consideration including licensing, ownership, pricing, hardware, security, technological support, access, maintenance and preservation.

B. Ebooks

Selection and acquisition of ebooks generally follows the evaluation and acquisition processes applied to print books as described in this policy. Ebooks may be prioritized over print monographs when they provide more currency, cost effectiveness or wider accessibility, or when the format has been particularly requested. However, the following factors will also be considered: concurrent users, functionality, ownership options, Digital Rights Management (DRM), administrative permissions, licensing agreements, and vendor reliability.

C. Loose-Leaf Services

The Law Library selectively collects loose-leaf services 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. Available online.

D. Microforms

Microformat materials are not acquired.

E. Pamphlets

The Law Library does not maintain a separate collection of pamphlets.

F. Videos

Selection of video resources will be made in accordance with the Law Library's selection criteria, acquisition policies, applicable copyright restrictions and the extent to which the resources support curricular needs. Particular emphasis will be placed on whether the video will be regularly shown in class, projected current and long-term value, the reputation of the producer(s), format and the publisher. The Law Library does not generally purchase videos for events unless they otherwise fit the above criteria.

V. Subject Areas of Intensive Collecting

To support the curriculum, faculty scholarship, graduate programs and centers, the Law Library collects with particular emphasis in the following areas: compliance, constitutional law, corporate law, environmental law, elder law, human rights, race and the law, social justice, technology law, and tribal law.

VI. Intellectual Freedom

The resources acquired for the Law Library are selected to meet the instructional and research needs of the Law School. Appearance of any resource does not mean that the Law Library advocates or endorses the ideas found in that resource. The Law Library adheres to the principles of intellectual freedom as outlined in the Library Bill of Rights of the American Library Association. It is the responsibility of the Law Library to ensure that different points of view are represented in the collection.

The Library Bill of Rights of the American Library Association states "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation" (Article 1); and "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval" (Article 2).

A. Law Library Challenged Resources

Resources in the Law Library may be challenged by students, faculty, and staff of Seattle University School of Law. A challenge to a resource in the Law Library must be based on the failure of that resource to fall within the Law Library's collection development policies, including the commitment to intellectual freedom. When challenging an item, the patron may request the Law Library take one of two actions; (1) removal of an item because it is inappropriate, or (2) the addition of a source to balance the collection by providing alternative views. The Law Library may agree to take either action or no action at all. Challenged items will remain on the shelf and available to Law Library users during the duration of the challenge.

B. Procedure

Anyone challenging a resource in the Law Library will be asked to write a formal letter or email to the Law Library Director. The Law Library Director will acknowledge receipt of the formal challenge via letter or email. The request will then be considered by the Law Library Faculty. Recommendations will be sent to the Law Library Director, who will consult with the Law School Dean and make a final decision. The person making the challenge will be notified in writing or email by the Law Library Director of that decision and any action to be taken.

Formal challenges to the law library collection will be made in writing or via email to the Law Library Director at the following address:

Kara Phillips, Law Library Director
Seattle University Law Library
901 12th Avenue, Sullivan Hall
P.O. Box 222000
Seattle, WA 98122-1090
phillips@seattleu.edu

The written submission explaining the nature of the challenge must include:

- Bibliographic Information: the author, title, publisher, publication date and selected reference to the text pertaining to the challenge.
- Personal Information: the challenger's name, status, on campus (student, faculty, staff of the School of Law), area of specialization, expertise, and accomplishments in the field under question (if appropriate).
- A detailed analysis or critique of the holding being challenged.