

**CHASTEK LIBRARY COLLECTION
DEVELOPMENT POLICY
PART I – GENERAL CONSIDERATIONS**

I. LAW LIBRARY MISSION STATEMENT

The primary mission of the Chastek Library is to evaluate, select, organize, and provide meaningful access to information resources that support the instruction, research, and service activities of Gonzaga University School of Law (Law School). Secondly, the Chastek Library supports the legal information needs of the Gonzaga University (University) community, the local judiciary, practicing bar, and the general public of the Spokane metropolitan area. Finally, the Chastek Library strives to achieve its mission in a safe and comfortable work environment for all library users.

II. PURPOSE

This collection development policy is designed as a guide to collection development procedures and principles employed by the Chastek Library in furthering its mission. It serves as a guide for librarians and others involved in collection decisions to select library materials in a uniform and consistent manner under established guidelines. This policy serves to inform the Law School and University communities of the character and scope of the Chastek Library collection and assists in establishing a basis for the allocation of acquisitions funds.

This document is intended to be fluid and flexible, recognizing that curricular changes as well as the availability and formats of legal materials may require regular review to better serve the information needs of the Law School. The collection development policy is reviewed on a regular basis.

III. SELECTION PROCESS

A. Responsibility

The Library Director is responsible for developing and maintaining the collection. This responsibility is shared with the Public Services Librarian, the Head of Public Services Librarian, Catalog Librarian, and the Head of Technical Services Librarian. This group regularly meets to review selection processes and the acquisitions budget.

B. Sources of Information

Purchases are based on the following sources:

1. Requests and suggestions from the Law School faculty. All faculty requests will be honored unless the requested item closely duplicates existing material, or the cost or subject matter of the item is significantly beyond the scope of regular library purchases. In these cases, the Library Director will discuss the purchase with the faculty member and make the final decision. In unusual circumstances, with the approval of the Library Director, library materials may be permanently housed in faculty offices.
2. Requests and suggestions from librarians, staff members, law students, and other Library users.
3. Vendor brochures, lists and catalogs, Hein Green Slips, and GOBI slips are reviewed by the librarians and screened utilizing the collection criteria outlined in this policy. Titles are searched in the library catalog to avoid duplication. Recommendations from the librarians are passed on to the Library Director for final decision. Typically, major purchase decisions are made as a group at the weekly librarian meetings, especially for high-priced or specialized materials.

C. Approval and Package Plans

1. GOBI Approval Plan: The Chastek Library receives, on approval, monographs that fit an established profile. That profile requires the monographs to be:
 - a. Generally classified in the KF (U.S. law) Library of Congress classification range,
 - b. Published by an academic press or other respected publisher,
 - c. At a professional or graduate reading level, and
 - d. Priced at \$175.00 or less.

The Library Director will review these items when they arrive and decide whether or not to retain them. Most items are retained.

2. Washington State Bar Association CLE Deskbooks: The Chastek Library receives all Washington State Bar Association CLE Deskbooks. The Library Director reviews the materials and decides whether or not to retain them.
3. Thomson Reuters Library Maintenance Agreement (LMA): The Library first signed a 3 year LMA with Thomson Reuters in 2016 and renewed it in 2019. The LMA helps the Library more effectively maintain our print and electronic materials that are purchased or subscribed from Thomson Reuters. The LMA gives the Library predictability with costs and helps to contain costs.

D. Gifts

Gifts are considered using the following criteria:

1. The Library Director is authorized to accept library gifts.
2. The Chastek Library reserves the right to decline all or any part of an offered donation.
3. If the Chastek Library accepts a gift, it is clearly understood that the Chastek Library reserves the right to catalog, display, or discard any portion of the gift.
4. Materials will not be accepted on indefinite loan.
5. The Chastek Library will not place a monetary value on the items received, but will prepare an inventory of donated items and may direct the donor to entities that render such appraisals.
6. If the Chastek Library declines a gift offer, a polite effort will be made to suggest alternative recipients or law book dealers who deal in used books.

E. Duplication

The Chastek Library avoids acquiring multiple copies of items unless high usage is shown or anticipated. Examples include: works authored or edited by faculty, hornbooks, nutshells, other study aids, Washington materials, and a few highly used treatises.

F. Weeding

The Chastek Library collection is weeded on an ongoing basis and based upon retention guidelines found throughout this policy as well as other written library policies. Generally, true cumulative supplements should always be weeded when replacement cumulative supplements are received and placed on the shelves. The final cumulative supplement of an older edition should be retained when a new stand-alone edition is received and shelved. Every federal depository document title must be retained for five years unless the item is truly superseded or appears in the GPO Superseded List.

IV. COOPERATIVE ACQUISITIONS

The Chastek Library participates in several cooperative resource sharing programs. The Library is affiliated with the Washington Idaho Library Network and the Law Library Conference of the Association of Jesuit Libraries and collaborates with these groups on resource sharing programs, including interlibrary loans and group purchases. The Chastek Library also participates in interlibrary loan activities nationally using the OCLC interlibrary loan system.

The Chastek Library is one of two libraries on the Gonzaga University campus. The Chastek Library and Foley Center Library share a common library catalog and participate in other cooperative activities such as allowing access to the other library's subscription databases on and off campus. Unless demand requires otherwise, the Chastek Library avoids purchasing titles or other resources that are available at the Foley Center Library. Law students and faculty have borrowing privileges at the Foley Center Library.

The Chastek Library has a depository-housing agreement with the Foley Center Library regarding the sharing of our status as a government depository under the Federal Government Depository Library Program. The agreement is on file with the GPO and Washington State Library, the regional depository library which oversees the program for this state.

V. LOCATIONS OF THE COLLECTION

FIRST FLOOR COLLECTION

Rare Book Room

Materials have been selected from the collection for placement in the Rare Book Room. The Chastek Library does not purchase materials for the Rare Book Room

collection: materials are received as gifts to the Chastek Library.

A special collection of papers and materials from Justice Richard Guy of the Washington Supreme Court are located in the Rare Book Room. The collection is housed in a specially-designed cabinet located in the Rare Book Room.

New Titles Collection

The New Titles Collection includes monographs purchased within the past six months. This collection exists to showcase new monograph titles. After that time, those titles are integrated into the rest of the Library collection.

Access to Justice Collection

The Access to Justice is a separate collection of materials that the Library maintains to help and assist pro se litigants. This collection includes materials from commercial publishers such as Nolo Press and National Consumer Law Center which specialize in handbooks and guides for non-lawyers.

Kelley Reading Room

The Kelley Reading Room is a comprehensive collection of Washington legal materials and materials from the Clarke Collection for Professionalism and Ethics. Materials included in the Washington collection are legislative, administrative, and judicial sources as well as KFW treatises and Washington State Bar Association Continuing Legal Education materials. Materials included in the Clarke Collection for Professionalism and are primary and secondary authority covering professional responsibility and ethics.

DVD Collection

The DVD Collection includes popular titles, documentaries, and educational titles dealing with legal themes. The Chastek Library no longer purchases materials in VHS format and is in the process of purchasing materials to replace VHS titles or convert out-of-print VHS titles to DVD.

Ready Reference Collection

The Ready Reference Collection contains material readily available for answering reference questions. Included in this collection are some Washington materials, directories, and statistical materials.

Reserve Collection

The Reserve Collection contains study aids from the following series: Nutshells, Hornbooks, Concise Hornbooks, Concepts & Insights, Examples & Explanations, Understanding Series, Glannon Guides, Inside Series, Short & Happy Guide Series, and Questions & Answers Series.

Study aids are purchased according to the courses offered and by series. Multiple copies are sometimes ordered, depending on the course. When a new edition of a study aid is received, the Head of Technical Services Librarian should consult with the Library Director as to how many copies should be purchased for the new edition. If the new edition is a first edition or the subject contents of the new edition differs significantly from the prior edition, the Head of Technical Services Librarian should consult with the Library Director as to how many copies to purchase.

Microform Collection – Closed Stacks

Various materials have been published on microfiche or microfilm. Included in this collection are government documents available through the Federal Depository Library Program, CIS legislative history microfiche collection (1970-1980), United States Supreme Court Records & Briefs, Ninth Circuit Court of Appeals Records & Briefs, Washington Supreme Court and Court of Appeals Records & Briefs, state session laws, and state bar journals.

Microforms are purchased for essential but infrequently used materials as an alternative to paper format, particularly for serials and government documents materials. When available, microfiche is preferred to microfilm. Generally the Chastek Library will not increase the microforms collection when the materials are available in electronic format at a reasonable price.

SECOND FLOOR COLLECTION

The second floor contains materials including:

- American Law Reports (ALR)
- American Jurisprudence Proof of Facts
- American Jurisprudence Trials
- Causes of Action
- Legal Encyclopedias
- National Reporter System
- West Digests
- Current state materials from Alaska, Hawaii, Idaho, Montana, Oregon, and Washington
- Federal legislative materials in print
- Federal administrative materials in print
- Federal judicial materials in print
- Uniform Laws Annotated
- Restatements
- Reference collection

Reference Collection

The Reference Collection is an expanded open access reference collection of dictionaries, directories, Uniform Laws Annotated, American Law Reports (ALR), Causes of Action, American Jurisprudence Trials, American Jurisprudence Trials, Restatements, compiled federal legislative histories, model acts, legal form books, and other reference materials.

Advocacy Collection

The Advocacy Collection includes primarily looseleaf services and other subject-specific practice-oriented treatises. These materials are the more heavily used part of the Library's print collection.

THIRD FLOOR COLLECTION

Periodical Collection

The Chastek Library collects one copy of all general legal periodicals published by U.S. law schools and some subject-specific legal periodicals. Commercially published legal periodicals are acquired primarily at the request of law faculty to strengthen subject collections and support research efforts. The Library acquires and binds two copies of both the Gonzaga Law Review and the Washington Law Review. All available state bar association journals are purchased in microfiche from Hein. Most legal periodicals are purchased through EBSCO. Also, periodicals are available electronically through HeinOnline, LegalTrac, Index to Legal Periodicals & Books (Legal Source), Westlaw Edge, Lexis Advance, Nexis Uni, and Bloomberg Law.

Superseded Materials

The superseded materials collection includes historical state and federal statutory materials, as well as superseded secondary sources. The Library retains all true prior editions. Prior editions will be shelved by year.

- For the Revised Code of Washington, Revised Code of Washington Annotated, Annotated Revised Code of Washington, Washington Annotated Code, and Washington Practice Series, the Library retains one copy of all superseded volumes.
- For other annotated state statutory codes, the Library retains all those superseded volumes prior to 2012.
- For Washington and Idaho court rules, the Library retains one copy of all court rules.

- For the United States Code and United States Code Service, the Library retains one copy of superseded volumes.
- For other major treatises, the Library retains all superseded volumes and prior editions.

VI. CRITERIA FOR THE SELECTION OF MATERIAL

Materials supporting the Law School curriculum and law faculty research interests have the highest priority in selection decisions. Other factors that affect selection decisions include, collection depth, quality, currency, format, cost, language, and space considerations. Specific criteria for various types of material are listed below.

A. Monographs

Criteria used to evaluate all new monographs:

1. Scholarly treatment of a subject is preferred over a practice orientation. Practice-oriented items are selected for Washington, Idaho, and Federal jurisdictions.
2. Preference is given to university or academic press titles.
3. Whether the author is well known for previously published works or is an established expert in the field.
4. The extent of coverage of the subject matter as described in the Subject Analysis in Part III or the degree to which the title complements related titles in the area.
5. The availability of the title in other Gonzaga libraries or in other local sources.
6. Casebooks or textbooks are generally not selected unless acquired as gifts.

B. Periodicals

Criteria used to evaluate new periodical titles:

1. Level of Indexing – Whether the title is included in the Index to Legal Periodicals and Books (Legal Source) and/or LegalTrac.

2. Academic Journals – The Library will subscribe to the primary journal from American law schools. For journals that are published in specific subject areas or jurisdictions, the Library will not subscribe to the journal if it is in HeinOnline unless the subject or jurisdiction is in research level areas of the law or under special circumstances.
3. Non-Academic Journals – The Library will subscribe to selective well-known, high quality non-academic or practice-oriented journals that are in research level areas of the law.
4. The Library subscribes to the complete Hein Bar Journal Service on microfiche.
5. Preference is given to journals with long-term research value rather than those with mainly “current awareness” value.
6. A very limited selection of regional and national newspapers and popular magazines are acquired for general and recreational reading but are not permanently retained.

C. Updated Material

Criteria used to evaluate print materials that are regularly updated:

1. Cost, frequency, and manner of updating.
2. Scholarly treatment of a subject is preferred over primarily practice-oriented or current awareness materials.
3. Whether the area of law is collected at the instructional level or higher (see Part III).
4. Whether the library subscribes to other updated materials in a subject area.
5. Availability in online format and cost of online format.

D. Government Documents

The Chastek Library is a designated selective depository for United States government publications. The Catalog Librarian under the supervision of the Head of Technical Services Librarian is assigned responsibility for meeting the Library's responsibility as a government depository. The Catalog Librarian and the Head of Technical Services Librarian will annually review the Library's selections, with emphasis on evaluating the increasing number of items available in electronic format. Only those items that are relevant to the collection will be selected. The Chastek Library selects approximately 6% of government documents available through the depository program. Depository items are integrated into the main collection but are designated as government documents. As a designated depository the Chastek Library is required to meet the standards of the Federal Depository Library Program.

The Chastek Library has a depository-housing agreement with the Foley Center Library regarding the sharing of our status as a government depository under the Federal Government Depository Library Program. The agreement is on file with the GPO and Washington State Library, the regional depository library which oversees the program for this state

E. Electronic Resources

Selection Criteria – Electronic resources are evaluated using the same selection criteria previously outlined in this section. Although to a large extent the same criteria for selection can be used for content, electronic resources present unique issues that require additional selection criteria:

1. The cost of owning or accessing the electronic resource, as compared to the print equivalent.
2. Whether the resource offers a value-added enhancement to make it preferable over, or a significant addition to, the print equivalent.
3. Whether the content is available in full-text.
4. The flexibility and variety in the methods for accessing the content such as full-text, citation, and field searching.
5. Whether the electronic content is more extensive than the print equivalent.

6. Whether the content is available in other formats.
7. Whether the resource offers more timely availability and is updated more frequently than the equivalent print resource.
8. Whether the resource can be readily accessed through the Library's catalog and/or web site.
9. Ease of use.
10. Whether the resource can be licensed to allow campus-wide access and/or home access, which is preferred over licenses limited to the Law School only.
11. Whether the resource is web-based, which is preferred over CD-ROM or other locally installed formats.
12. Whether the resource can be accessed through an Internet protocol (IP) address rather than through individual passwords.

Owned or Licensed Databases – The Chastek Library has access or ownership to the following electronic products:

1. Academic Search Complete (EBSCO)
2. Bloomberg Law
3. Bluebook: A Uniform System of Citation Online
4. CALI
5. CasemakerX
6. CCH Intelliconnect – Tax & Other Subjects
7. Checkpoint
8. Cheetah – Wolters Kluwer
9. Chronicle of Higher Education

10. Chronicle of Philanthropy
11. Economist
12. Environment Complete
13. Foreign Law Guide
14. FastCase
15. HeinOnline
16. High Country News
17. Index to Legal Periodicals & Books (Legal Source)
18. Index to Legal Periodicals & Books Retrospective (Legal Source)
19. Journal of Health, Politics, Policy & Law
20. Journal of Legal Medicine
21. JSTOR
22. LawMemo
23. LegalTrac
24. Legal Scholarship Network
25. Lexis Advance
26. LLMC Digital
27. LRP Special Ed Connection
28. Making of Modern Law: Slavery and Anti-Slavery: A Transnational Archive
Parts I-IV
29. Making of Modern Law: Supreme Court Records & Briefs 1832-1978

30. Modern Health Care
31. National Consumer Law Center Legal Practice Series
32. National Law Journal
33. Nation's Courts Online
34. Nexis Uni (Lexis Academic)
35. Oxford US Constitutional Law
36. PACER
37. Primo
38. ProQuest Congressional
39. ProQuest Executive Orders & Presidential Proclamations (1789-Present)
40. ProQuest Legislative Insight
41. ProQuest Regulatory Insight
42. ProQuest Research Library
43. ProQuest Statistical Abstract
44. ProQuest Supreme Court Access
45. ProQuest U.S. Congressional Serial Set
46. Quimbee
47. Science News
48. The Secured Lender
49. Social Science Research Network (SSRN)

50. Trusts & Estates
51. U.N. Treaty Collection
52. Wall Street Journal
53. Washington Lawyers Practice Manual
54. Westlaw Edge
55. Westlaw Practical Law
56. Westlaw Practical Law Connect
57. Westlaw Canada
58. WorldCat