

**CHASTEK LIBRARY COLLECTION  
DEVELOPMENT POLICY  
PART III – COLLECTION LEVELS BY SUBJECT**

**I. Collection Levels Defined**

Listed below are the definitions of the various collection levels for an academic law library. This information is necessary for reviewing the legal subjects that follow.

**A. Basic Level – 1 – Minimal Level – Library has few selections beyond basic works.**

- 1a – Minimal Level, Uneven Coverage – Library has few selections, lacks systematic representation of subject.
- 1b – Minimal Level, Introductory – Library has few selections, basic author, gives spectrum of views, supports very basic inquiries (5% or below of available materials).

**B. Information Level – 2 – Information Level – Introductory – Library has a selective collection that serves to introduce and define the subject.**

- 2a – Basic Information Level, Introductory – Emphasis at this level is on providing resources that introduce and define the subject. Generally includes basic references and explanatory works such as textbooks, general works, few periodicals (less than 10% of available material).
- 2b – Basic Information Level, Advanced – Includes basic information about a subject on a wider level than 2a. There is a selection of explanatory works, reference tools, periodicals and indexes (less than 15% of available material).

**C. Instructional Level – 3 – Study or Instructional Support Level – A collection that is adequate to impart and maintain knowledge about a subject systematically; however, is less than research intensity.**

- 3a – Basic Study or Instructional Support Level – This collection includes the most important primary and secondary sources, a selection of journals, reference tools, and subject indexes (15-20% of available material).
- 3b – Intermediate Study or Instructional Support Level – This collection includes a broad range of basic works, classic retrospective materials, key journals, and access to appropriate electronic resources, reference tools, and bibliographies (30-40% of available material).
- 3c – Advanced Study or Instructional Support Level – This collection includes a significant number of retrospective materials, works that provide more in-depth discussion of research, techniques, and evaluation (50-70% of available material).

- D. **Research Level – 4** – This collection includes the major publishers’ source materials required for independent research, including materials containing research reporting, new findings and information useful to researchers. This includes important reference works, wide selection of specialized monographs, very extensive collection of journals and major indexing and abstracting services in the field. This also includes relevant foreign languages.
- E. **Comprehensive Level – 5** – This collection endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge in all applicable languages for the field. It is exhaustive coverage of the subject.

## II. Subject Analysis

### **Administrative Law**

Level: Instructional – 3a

Scope note: Covers the form and organization of administrative agencies. Also, covers the body of law created by administrative agencies in the form of rules, regulations, orders and decisions to carry out regulatory obligations. The topic of regulated industries involves the study of government economic regulation and deregulation in areas such as transportation, telecommunications, and utilities.

### **Admiralty**

Level: Basic – 1b

Scope note: Covers the transport of persons and goods by sea or waterway and the private law rights and obligations connected with ships and other vessels.

### **Alternative Dispute Resolution**

Level: Instructional – 3a

Scope note: Covers arbitration, mediation, negotiation, and other alternatives to litigation.

### **Antitrust and Trade Regulation**

Level: Instructional – 3a

Scope note: Covers the study of both federal and state statutes that proscribe unlawful restraint on trade and commerce and the actions taken by the Federal Trade Commission.

### **Arts, Entertainment, and Sports Law**

Level: Instructional – 3a

Scope note: Covers various legal aspects of arts, entertainment, and sports. This includes coverage of contracts, negotiations, intellectual property, and preservation.

### **Banking, Financial, and Investment Law**

Level: Instructional – 2b

Scope note: Covers federal and state regulations that govern financial institutions and their related businesses. This also covers federal and state regulation of commercial and investment banking.

**Bankruptcy**

Level: Instructional – 3a

Scope note: Study of the rights and obligations between debtors and creditors and the resolution of conflicts between them, including discharge or exemptions of those obligations. This subject covers all forms of bankruptcy, including Chapters 7, 11, and 13.

**Business Associations**

Level: Instructional – 3a

Scope note: Covers state and federal laws pertinent to corporations, partnerships, and other business entities. This subject covers the organization, financial structure, governance, and dissolution of business entities. This subject also includes limited liability companies, nonprofit organizations, and professional corporations.

**Civil Procedure**

Level: Instructional – 3b

Scope note: Covers methods, procedures, and practices used in civil litigation. This is a procedural area of law that provides rules regarding motion practice, discovery, venue and jurisdiction, as well as other procedures necessary to maintain the smooth operation of civil litigation.

**Civil Rights**

Level: Instructional – 3a

Scope note: Covers rights guaranteed by the U.S. Constitution including freedom of the press, speech and religion. Also, includes Federal Civil Rights legislation that addresses principles of equality in areas of race, gender, and disability.

**Commercial Law**

Level: Instructional – 3a

Scope note: Commercial law is a broadly defined area that includes consumer law, UCC, sales, leases, negotiable instruments, secured transactions, licensing, franchising, and any other area dealing with the regulation of commerce.

**Conflict of Laws**

Level: Instructional – 3a

Scope note: Covers the rules that determine the applicable law in civil actions with multistate elements. This subject also covers constitutional limitations on state choice-of-law rules and systems.

**Constitutional Law**

Level: Instructional – 3a

Scope note: Covers all aspects of constitutional study including separation of powers, the judicial function in constitutional cases, powers of state government, rights, privileges and immunities, due process, and equal protection.

**Contracts**

Level: Instructional – 3a

Scope note: Covers fundamental principles governing the formation, interpretation, performance, and enforcement of contracts.

**Criminal Law and Procedure**

Level: Instructional – 3a

Scope note: Covers substantive criminal law and criminal procedure. This subject includes criminal justice, capital punishment, juvenile delinquency law, fraud, habeas corpus, and law enforcement.

**Education Law**

Level: Instructional – 3a

Scope note: Covers school law issues including rights of students and educators, constitutional law issues and other issues related to public and private education.

**Elder Law**

Level: Instructional – 3a

Scope note: Covers the social aspects, ethics and medical treatment of the elderly. This subject also includes estate planning, living wills, arrangements for long term care, and social security.

**Environmental Law**

Level: Instructional – 3a

Scope note: Covers legal principles and Federal and State programs that govern the allocation, use and protection of natural resources. This area includes the law of minerals and oil & gas. Also includes laws and agreements to protect the environment at the international level. This level for international environmental law is at a basic level but will develop to instructional level as more sources are acquired.

**Estate Planning**

Level: Instructional – 3a

Scope note: Covers the planning for lifetime and testamentary wealth and the transmission in the context of common estate planning models. This subject includes planning and drafting techniques related to Federal estate and gift and generation skipping transfer taxes.

**Evidence**

Level: Instructional – 3b

Scope note: Covers the Federal rules that relate to the admissibility and presentation of evidence during trial. This area also covers the theory underlying the existence and development of evidence rules in the American legal system.

**Family Law**

Level: Instructional – 3a

Scope note: Family law covers all aspects of the marital relationship: marriage requirements, property rights in marriage, antenuptial agreements, unmarried cohabitation, divorce procedures, and settlement. It also covers the relationship

between parents and children. Discrimination issues related to domestic property, marriage, divorce, custody, and support are within the scope of this subject area.

### **Health Care Law**

Level: Informative – 2a

Scope note: Covers legal and financial structure of health care institutions. Also includes bioethics, and the keeping of health care costs within affordable limits while ensuring reasonable patient access to care of acceptable quality. This subject covers the law governing AIDS and other infectious diseases, biotechnology, right to life issues, cloning, medical ethics and euthanasia.

### **Immigration Law**

Level: Instructional – 3a

Scope note: Covers all aspects of immigration law and the history of United States immigration legislation and policy.

### **Insurance Law**

Level: Instructional – 3a

Scope note: Covers the interpretation and application of various kinds of insurance such as life, accident, liability and property insurance. This subject also covers the rights of various persons who have an interest in the policy such as beneficiaries or assignees.

### **Intellectual Property**

Level: Instructional – 3a

Scope note: Covers all aspects of copyright, patent and trademark law and the procedures for complying with each. This subject includes statutory regulations and case law, as well as agency decisions. It also includes the rights of others to use the material and the rights of owners.

### **International Business Transactions**

Level: Basic – 1b

Scope note: Covers international aspects of business organizations and corporations, as well as doing business in foreign countries.

### **International Law**

Level: Informative – 2a

Scope note: Covers the establishment of mutually agreed upon rules, respecting the nature of sovereign states and their fundamental rights and obligations. This subject includes the legal relations of states and the law governing foreign transactions of individuals and corporations. This subject also covers the establishment and function of international institutions such as the International Court of Justice and the United Nations. Basic instructional materials on foreign jurisdictions are included.

### **Jurisprudence**

Level: Informative – 2a

Scope note: Covers all aspects of legal philosophy and legal theory.

**Labor and Employment Law**

Level: Instructional – 3b

Scope note: Covers the study of labor and management relations, obligations owed to each other under federal law, protection of individual rights, and the settlement process for dispute resolution. This subject includes the enforcement of individual rights, labor arbitration, discrimination, and disability in the workplace.

**Land Use Law**

Level: Instructional – 3a

Scope note: Covers all aspects of land use planning and zoning.

**Legal Education**

Level: Instructional – 3a

Scope note: Covers trends in legal education and the training of lawyers.

**Legal Profession and Professional Responsibility**

Level: Instructional – 3a

Scope note: Covers the nature of the legal profession and topics such as conflicts of interest, confidentiality and secrets, advertising, and the solicitation of clients. This subject includes material on the Code of Professional Responsibility and the Model Rules of Professional Conduct.

**Legal Research and Writing**

Level: Instructional – 3a

Scope note: Covers material on both general and specialized legal research and all aspects of legal writing and analysis, including brief writing and oral advocacy.

**Marijuana Law**

Level: Basic – 1b

Scope note: Covers the law and regulation of recreational use and medical marijuana. This subject includes material on laws, regulations, and policy with an emphasis on Washington.

**Military Law**

Level: Basic – 1b

Scope note: Covers the law of military personnel and facilities. This subject includes material on national defense and security.

**Municipal Law**

Level: Instructional – 3a

Scope note: Covers the creation and constitutional control of states and localities, including acquisition of property by annexation, purchase and condemnation, financial affairs, and zoning.

**Native American Law**

Level: Informative – 2b

Scope note: Covers tribal court structures, federalism questions, gaming, and hunting rights. This subject also includes major federal legislation on the rights of Native American tribes and individuals.

**Property**

Level: Instructional – 3a

Scope note: Covers the basic concepts of the law of personal and real property. This subject also includes common law and statutory land interests, future interests, conveyances of real property, landlord tenant relationships, easements, leases, and real estate finance.

**Religion and the Law**

Level: Instructional – 3a

Scope note: Covers aspects of the relationship between law and religion. This subject also covers aspects of freedom of religion.

**Securities**

Level: Instructional – 3b

Scope note: Covers securities legislation and rules regarding disclosure requirements, and the regulation of securities and those who sell securities. This subject includes both state and federal law covering securities.

**Taxation**

Level: Instructional – 3b

Scope note: Covers the underlying principles of the federal tax code and its application to specific transactions. This area includes individual taxation, corporate taxation, taxation of exempt organizations, international taxation, gift and estate taxation, and state taxation.

**Technology Law**

Level: Informative – 2a

Scope note: Covers software applications and licensing, technology development, law of the Internet, and privacy.

**Torts**

Level: Instructional – 3a

Scope note: Covers the civil liability for intentional, negligent or faultless conduct, which causes harm to persons or property. This subject includes products liability, personal injury, and business torts.

**Trial Practice and Appellate Advocacy**

Level: Instructional – 3a

Scope note: Covers the preparation of civil litigation in courts of general jurisdiction from the pleading stage through jury verdict, including practice in *voir dire*, opening statements, direct and cross examination of witnesses, and summation.

**Washington Law**

Level: Research – 4

Scope note: Covers the Washington legal materials including primary authority (statutes, regulations, and case law) as well as secondary authority (treatises, CLE materials, finding aids, and other secondary sources).

**Water Law**

Level: Instructional – 3a

Scope note: Covers riparian and prior appropriation rights, groundwater, interstate allocation of water, navigability concept, reclamation and flood control laws, water and irrigation districts, pollution laws, and federal reserved rights.

**Wills, Trusts, and Estates**

Level: Instructional – 3a

Scope note: Covers wealth transfers, primarily those arising at death from a property perspective. This subject includes the law of intestacy, wills, trusts, and probate.