

University of Washington School of Law  
Gallagher Law Library

# **Collection Development Policy 4<sup>th</sup>**

(Last updated February 2018)

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## **I. Library and Collection**

### **A. Law Library Mission**

The primary purpose of the Marian Gould Gallagher Law Library is to support the curricular and research needs of the University of Washington School of Law. The law library's collections and services are available to the University of Washington community at large. As a publicly supported institution, the law library makes its resources available to the general public, including the legal, business, and academic communities of Washington State and to all libraries through cooperative agreements. Financial resources and academic priorities may limit services and materials to secondary patrons. Adopted 1992.

The University of Washington's Gallagher Law Library connects people and legal information. Continuing our traditions of intellectual leadership, service excellence, and responsible stewardship, we advance scholarship and research, facilitate learning, and promote access to justice. Staff vision statement, 2014.

### **B. Purpose of the Collection Development Policy**

This policy is meant to provide guidance for decisions concerning the selection and management of information resources that support the research, curricular, and information needs of the Law School.

The collection policies set out here will be reviewed and updated as needed. This is a living document, intended to assist the Law Library adapt to changes in funding, legal publishing, user needs and expectations, and the mission of the Law School.

From the policies set out here flow practices and procedures. To capture and record current information useful for staff, the Library plans additional documentation with more detail.

This is the 4th edition of the Gallagher Collection Development Policy. The 3rd edition, with its detailed profiles by subject and type of material, was last updated in 2012. A tremendous amount of change occurred not long after, including a cancellation of approximately one-third of the print collection due to a budget reduction. The 3rd edition should be consulted for historical information.

### **C. Responsibility and Roles**

The Associate Dean for Library and Information Systems has ultimate responsibility for the Law Library collection and services. In implementing

collection development decisions, the Associate Dean has delegated selection responsibilities to individual librarians and to a Collection Development Committee (CDC) when appropriate. CDC is led by the Head of Collection Development and includes the Associate Dean, the Collection Development Librarian, Coordinator of Technical Services, Coordinator of East Asian Library Services, and a designated Research Services Librarian. CDC meets regularly and handles a wide-range of issues from big picture to one-time book selection as needed. CDC minutes are distributed to staff and archived on SharePoint.

Faculty and student recommendations are encouraged and welcomed. Faculty input is often directly solicited.

#### **D. Collection Overview**

The Law Library, in support of the Law School, places an emphasis on a high level of service, accessibility, and ease of use. We are a state institution and an active part of a large, multi-campus research university. The Law School and Law Library have traditionally been recognized as regional resources for communities beyond the University.

The Law Library maintains strong collections in areas of faculty research interest. We also recognize that some JD, LLM, and MJ students, many Visiting Scholars, and all PhD students, do in-depth, scholarly research. We support 4 student journals.

We are or aspire to be an academic research library by collecting material with lasting value in the areas of constitutional law, environmental law, Indian law, intellectual property, international environmental law, international intellectual property, law librarianship, legal research & writing, and the law of Japan and the People's Republic of China. As much as possible, we also maintain a comprehensive collection of current and historical Washington State legal resources, along with a comprehensive current and historical collection of federal statutes and regulations. We also prioritize the collection and maintenance of UW Law School publications.

Our print and microform historical collection is rich. In the past, we collected at a research level in the areas of international human rights, international law of the sea, legal history, and water law. We collected more intensively for the United Kingdom, Australia, Canada, and the European Union. We collected annotated codes from all states until 2013.

As of January 2018, the Library has approximately 200,000 tangible titles in 500,000 print volumes and 200,000 microform volume equivalents. Volume count no longer reflects the wealth of resources available. The Library subscribes or provides access to electronic resources that offer numerous titles to Law School faculty and students, and on-site library users.

The Law Library meets American Bar Association *Standards and Rules of Procedure for Approval of Law Schools* Standard 606: Collection. The Library provides a mix of print ownership and reliable access to a core collection of essential materials and materials needed to support faculty and student research, scholarship, teaching, and service. The Library goes beyond the *Standards* by considering that the building of the print and electronic collection is a responsive and robust service to the Law School community.

## **E. Locations**

The Law Library's collection is housed in three large open access locations and several smaller ones. Some locations have limited circulation, but the vast majority of material circulates. The collections are primarily organized by Library of Congress classification number. Exceptions are periodicals by title, briefs, and congressional hearings in microfiche.

### **1. Reference Area & Reference Office**

Open access areas on L1 with limited circulation. The Reference Area houses current Washington State and Federal law, along with selected historical legislative documents. The Reference Area also houses current looseleaf services, encyclopedias, treatises, deskbooks, restatements, and study aids. It is intended to be a working collection.

The Reference Office houses a small collection of material that is useful for staff to have at hand. Circulation is limited.

The bulk of our microform is also in the Reference Area, although microform does circulate. The mostly static collection includes congressional materials, briefs, older student papers, and legal newspapers.

### **2. Classified Stacks**

Open access, circulating area, spread out on L1 and L2 and housing monographs, treatises, bar publications, superseded volumes of sets in the Reference Area, superseded Washington State primary law, and foreign law, including East Asian legal material.

### **3. Compact Stacks**

Open access, circulating area on L2 housed in high density mobile shelving. Includes periodicals shelved by title, paper records and briefs shelved by docket number, and an LC classified section with historical state law (except Washington) and large sets of treaties and administrative

decisions. Sets in Compact Stacks are either lower use or accessed by citation, rather than by browsing.

#### **4. Good Reads**

Small, open access, circulating collection located on L1 with biography, current events, fiction, history, humor, and illustrated works.

#### **5. Special Collections Washington (SCWA)**

Closed stack area in L128. SCWA is a mix of old and new. The focus is on preservation collection of UW Law School publications, Gallagher Law Library publications, and Washington State and Territorial Law (statutes, regulations, cases, court rules, Attorney General opinions, and selected legislative material). Second copies of Washington State and Territorial law are shelved in the Reference Area or Classified Stacks.

#### **6. Special Collections: Rare Books, Nuremberg, Condon, Russia**

Closed stack areas. SC Rare Books, located in L232, includes texts published before 1800, generally. L128 house several special collections. SC Nuremberg is mimeographed transcripts and proceedings of the Nuremberg War Crime Trials. SC Condon is a portion of the private library of John T. Condon, the first Dean of the Law School. SC Russia is a set of pre-Soviet statutes.

#### **7. Other Locations**

Other location designations are used for Library material in faculty offices, staff offices, and clinics. Microform masters from in-house projects have a special location, Archives. Holdings for material in these collections are suppressed from the public catalog.

## **II. Collection Development Policies**

### **A. Criteria for Selection**

Each selection decision has a unique set of variables. Factors to consider when evaluating and selecting include:

- Subject area collecting level
- Area of Law School faculty or staff interest
- Area of curricular emphasis
- Request by Law School faculty or staff
- Request by Law School student
- Current and/or permanent value

- Cost (initial purchase, upkeep, and staff time)
- Quality and accuracy of the content
- Importance of the author
- Authority of the publisher or producer
- Format
- Language
- Duplication in the collection
- Availability of the material in UW Libraries
- Availability of the material in Summit
- Availability of the material in trusted online sources

## **B. Formats**

Generally, print is preferred for monographs, titles not available from trusted online providers, titles needed in official format, and titles needed in a preservation format. Electronic is preferred for current awareness sources and other types of materials we can access from trusted online providers and for which we do not need permanent access. We recognize that the balance between print and electronic access in our collection needs to shift more towards electronic access to serve more users, but financial constraints make this process particularly challenging.

### **1. Audio-Visual Materials**

New AV materials are generally not acquired unless they are requested by Law School faculty or are of particular use for law students. UW Libraries has a large media collection available to all UW faculty and students.

The collection includes CDs and DVDs that either accompany print volumes or were acquired as a stand-alone title. The collection also contains material in a wide variety of older tangible AV formats, including commercial and in-house VHS tapes, which present preservation and access challenges. Preservation efforts should focus on UW Law materials.

### **2. Electronic Resources**

The Law Library licenses Westlaw, Lexis, and Bloomberg Law for UW Law School faculty, staff, and students.

For electronic resources other than these, preference is for campus-wide availability to the UW community by IP authentication and to walk-in users. At this time, our digital collection is primarily subscription (access), rather than ownership. Some subscriptions are cooperatively acquired with UW Libraries and/or through consortial arrangements.

Ebooks with legal content may be available through packages acquired by the UW Libraries and made available campus-wide. The Law Library licenses West Academic Study Aids, but no other ebook packages from the major legal publishers. Individual ebooks are purchased from publishers that offer cost-effective campus-wide access.

Additional selection criteria for electronic resources include licensing terms, access restrictions, method of access, user preference, interface usability, and the online provider/publisher.

Licenses are negotiated and approved by the Associate Dean.

### **3. Looseleaf Services**

Looseleaf services in core subject areas should be maintained if they have scholarly content and are useful for faculty and students. Specialized, practitioner-oriented, and high maintenance looseleafs should be considered for deselection unless there is a particular need that cannot be satisfied by an electronic resource.

### **4. Microforms**

In general, microforms are no longer actively collected. The Library has a large collection of microfiche, and some microfilm and microcards. Most were commercially purchased, but some, such as the law student papers, were the result of in-house projects. Master copies of in-house microform projects are kept in a file cabinet in L127.

As funding permits, look for electronic alternatives, which would increase access to the material. See also III.C.3, Microform Preservation.

### **5. Monographs, Print**

Print monographs should be actively collected. Preference is given to scholarly works and academic press titles. Popular legal works of interest to the law school community are also favored. Some general works to support public users are acquired. Practitioner-oriented monographs dealing with Washington State law are collected. Many of our faculty prefer print monographs even if the same content is available electronically. Increasing the number of monographs acquired each year is a goal.

### **6. Periodicals**

Print copies of all law reviews from the three Washington State law schools are collected and preserved. Print copies of student-edited law

reviews from out-of-state law schools are no longer added to the collection if they are current on HeinOnline.

Other periodicals may be maintained in print if they are of high interest and not available without an embargo on HeinOnline or another trusted online source. Current awareness newsletters are selected in print if they are of particular use to faculty or staff, including library staff, but electronic access is strongly preferred.

Once a print periodical is deselected, adding any future print issues, even if received for free, is discouraged unless the collection goal is comprehensive.

Deselection of print periodicals in favor of electronic access is an ongoing process.

### **C. Archival Materials**

The Law Library is not an archive in the traditional sense and does not actively collect archival material. However, the Library has some archival materials related to the bench and bar of Washington State and to the history of the Law School. Some of this material has been cataloged; other material is in file cabinets. The Library also has some manuscripts that have been added to the collection.

The University Archives, which is part of UW Libraries Special Collections, is the repository for the historical records of the UW community. Law School faculty members who would like to donate their papers are referred to the University Archives.

### **D. Cooperative Agreements**

The Law Library is a member of the Orbis Cascade Alliance, a consortium of academic libraries in Washington, Oregon, and Idaho. The Law Library should take advantage of consortial pricing and any cooperative collection development projects that have the potential to benefit the Law Library and increase access to materials.

The Law Library is a member of the Legal Information Preservation Alliance (LIPA) and LLMC.

## **E. Court Briefs**

The Law Library is one of a small group of institutions designated as depositories for paper copies of United States Supreme Court briefs. The collection, from 1936 to date, is housed in the Compact Stacks. We also have a historical collection of Supreme Court briefs and oral arguments in microfiche and microcard.

The Law Library was one of two Court-designated depositories for paper copies of Ninth Circuit Court of Appeals briefs until the court moved to e-filing and paper briefs were no longer available. The collection, from 1892 to 2008, is housed in the Compact Stacks. We also have a slice of the historical collection in microfiche.

Washington State Supreme Court and Court of Appeals briefs have been collected as much as possible over the years and the result is a collection in multiple formats and with gaps. We have the Supreme Court briefs from 1889 to 1988 and 2010 to date, and Court of Appeals briefs from 1969 (the founding of the courts) to 1990. We also have a microfiche collection that was filmed through a special project consortium of the three state law school libraries and the State Law Library. The microfiche collection includes Supreme Court briefs from 1985 to 2003 and Court of Appeals briefs from 1988 to 2005.

## **F. Duplication**

The Law Library avoids acquiring duplicate print copies unless usage or preservation needs dictate additional copies. A few titles are duplicated in microform, dating from the era when microform was considered a preservation format. The collection also has duplicate copies of many older hornbooks and other student textbooks based on past collecting practices. These may be candidates for future weeding.

There is some duplication between print and online because our electronic resources are primarily licensed for access, rather than purchased for ownership.

The UW Libraries purchases some legal and law-related monographs. Selectors should take availability on the Seattle campus into consideration, but if the monograph is primarily legal or we have strong faculty interest, a Law Library copy is always appropriate. Selectors should also check for duplication in other libraries in the Orbis Cascade Alliance, especially for interdisciplinary monographs.

The UW Libraries is also a Federal Depository Library. Duplication of current primary legal government publications and some reference material is necessary for the Law Library to maintain a core legal collection.

## **G. Exchanges**

The Law Library will enter into exchange agreements only to receive materials of lasting value that are not available electronically and cannot be acquired any other way. Exchanges are not favored.

## **H. Faculty Office Copies**

The Law Library orders faculty and staff office copies of material needed for ongoing research and curricular use upon request. Selectors should work with requesting faculty to determine responsibility for the cost. Payment may be from Library funds (the Gallagher Support Account) or the requestor's Faculty Support Account if the purchase is within Law School policy. These copies are processed as library materials although the holding record is suppressed from the public catalog. If the copies are later returned to the Library, the appropriate selectors decide whether or not to add the copy to the collection.

Individual online subscriptions for faculty, although not favored, may be occasionally necessary to support faculty research and current awareness needs if a campus-wide subscription is financially out of reach.

Library staff may also request office copies of needed material.

## **I. Federal Depository Status**

The Law Library has been a participant in the Government Publishing Office's Federal Depository Library Program (FDLP) since 1969. Our tight selection profile, 10% of available items, focuses on primary legal material, including administrative regulations and decisions and congressional material. All titles are cataloged and noted as being received from the FDLP. With the exception of the congressional hearings microfiche, which are shelved by SuDoc number, depository titles are integrated into the LC collection.

UW Libraries (Suzzallo Library) is also an FDL, selecting over 90% of available items. UW adds records for electronic-only publications to our shared catalog. The depository coordinators work together to make sure the campus has access to current and historical federal statutes, federal regulations, and congressional and agency publications between the two libraries

By participating in the FDLP, the Law Library is legally obligated to make depository materials freely available to the general public. All material received through the FDLP remains government property.

For information on our participation in the GPO Preservation Steward program, see III.C.1, Print Preservation.

## **J. Gifts**

The Library welcomes gifts of materials in good condition that fall within our collecting guidelines. Handling gifts can be time intensive. Weight should be given to the cost of staff time when deciding whether or not to accept a gift.

Selectors should work with potential donors to determine if we want to accept the materials. The Associate Dean should be consulted under special circumstances such as a major gift or prominent donor. Gifts will be accepted provided no conditions are attached. The Library retains the right to dispose of gifts at any time and in any manner deemed appropriate. The Library cannot be responsible for a monetary valuation for the donor. The Associate Dean acknowledges smaller gifts at the request of selectors and also works with Advancement to recognize major gifts.

Faculty who retire or change offices often send large amounts of material to the library. The Library considers assistance with office clean outs to be part of our service to the faculty. The decision whether or not to add any or all of the material to the collection is up to the selector and should follow our policies.

Accepting duplicates or large sets that require swapping out volumes is generally discouraged unless the collection goal is comprehensive or the set is part of the GPO Preservation Steward agreement or another preservation agreement. See III.C.1 Print Preservation.

## **K. Jurisdictions: United States**

Federal primary materials including statutes, regulations, U.S. Supreme Court reporters, and agency decisions are collected. Congressional materials and subject appropriate secondary materials are collected.

Washington State material is collected extensively (see section N. below).

Alaska and Oregon statutes and subject appropriate secondary sources are collected.

Federal appellate and district court reporters and specialized reporters were cancelled in 2009 and 2013. Sets have been retained.

Generally, no material from states other than Washington, Alaska, and Oregon is collected. Most state codes and all regional reporters were cancelled in 2013. Sets have been retained.

## **L. Jurisdictions: Foreign**

East Asian law is one of our collection strengths, supporting the faculty, students, and staff in the Law School's long-running graduate programs and centers. Law of Japan and the People's Republic of China is collected at a research level. Law of the Republic of Korea (South Korea), the Democratic People's Republic of Korea (North Korea), and the Republic of China (Taiwan) is collected at an instructional support level. Material is collected in English and original languages, in print and in electronic format.

Material from other countries is generally not collected. Exceptions include titles in particular subjects such as the indigenous law of Canada, the occasional general scholarly monograph in English, and faculty-requested civil codes to support comparative law study and teaching.

For many years, the Library collected primary sources, serials, and monographs from the United Kingdom, Canada, and Australia. Although the continuing titles were deselected, the material remains in the collection and some of our historical collections are quite rich.

## **M. Jurisdictions: International**

The Law Library aspires to collect international intellectual property and international environmental law at a research level. Monographs and access to online periodicals and databases within our budget are preferred. International human rights, law of the sea, sustainable development law, and taxation are collected at the instructional support level, along with public and private international law.

Because of past intensive collecting to support faculty, our historical collections of human rights law and law of the sea are particularly strong. To support the faculty in the past, we also collected United Nations, Council of Europe, and European Union law. We have retained those print collections.

## **N. Rare Books**

The purchase or acquisition of rare books is not a priority. Books in the existing collection were identified as rare based on date of publication, using guidelines drawn from the Library of Congress. Rare books are housed in L232, a closed stack area.

## **O. Resource Sharing**

The Orbis Cascade Alliance catalog, Summit, supports direct borrowing by Law School faculty, students, and staff.

The Library provides an interlibrary loan service to Law School faculty, students and staff when their information needs exceed what is available in the Law Library, UW Libraries, or the Summit catalog.

## **P. Student Materials**

The Law Library buys a wide variety of study aids in print from various publishers. We also provide students electronic access to the West Academic Study Aids. Electronic access, including audio and video, to other study aids should be considered in the future to support our law students.

Current practice is to purchase a single copy of study aids, although multiple copies may be appropriate due to student demand. Historically, the Library purchased multiple copies of hornbooks and other student texts. Do not add duplicate copies of older student texts if received as a gift.

The Library does not usually purchase casebooks or statutory supplements for the collection, unless at faculty request or if the author is a UW faculty member. Casebooks can be added to the collection as gifts from faculty or when a casebook is no longer needed on Course Reserve. Statutory supplements should generally not be added to the collection unless the volume is a supplement to a faculty-written casebook or the supplement is deemed to have lasting research value. See Course Reserves, section IV.B.

Bar preparation materials may be acquired by gift.

## **Q. UW Law School Publications and Related Materials**

Law School publications are both important and challenging to collect. Our historical print collection, located in Special Collections Washington, includes the law reviews, alumni magazines, student newspapers, course bulletins, admissions bulletins, faculty minutes, exams, surveys of student opinion, self-studies, and miscellaneous publications. The collection also includes recordings of important lectures recorded in-house (some on VHS, some on DVD). All of this material is cataloged.

The Library also houses law school history and faculty files, collected by the Library administration over the years. These are in file cabinets and no longer updated.

An ongoing challenge in collecting UW Law School publications is the move to electronic-only publication, often as a dynamic database. The Law Library's digital repository (under development) is an appropriate place for the electronic titles that are in a format that allows us to preserve the content. See IV.D.

Preservation of current UW Law publications and the digitization of older publications is something we aspire to do, staffing and funding permitting.

Our collection goal for UW Law School publications is to be as comprehensive as is practical.

## **R. University of Washington Libraries**

The UW Libraries serves 3 campuses (Seattle, Bothell, and Tacoma) with 16 libraries, including Health Sciences and Business. UW Libraries houses a collection of millions of print volumes and provides access to a great number of electronic serial and ebook packages. It is a member of the Association of Research Libraries and HathiTrust.

Access to the print and electronic resource collections of UW Libraries enhances the Law Library's ability to provide for the information needs of Law faculty and students, especially in interdisciplinary or law-related subject areas.

The Law Library cooperates with UW Libraries in several ways. Some electronic subscriptions are jointly purchased. Law Library selectors informally work with the UW subject librarians who handle East Asia, business, environmental studies, history, international studies, public policy, and federal, state, and international government publications, as well as the librarians at UW Tacoma, which has a Law and Policy major.

The Law Library's Head of Collection Development is a stakeholder member of the UW Libraries Collections and Resources Council, which meets monthly.

## **S. Washington State**

The Law Library works to collect and maintain the most comprehensive collection of Washington State legal material possible. Our historical collection is deeper and broader than that of other law libraries in the state, including the Washington State Law Library.

The Washington State collection includes current and historical statutes and cases, including Territorial. It contains administrative regulations, attorney general opinions, bills, legislative journals, periodicals, and secondary sources, both scholarly and practitioner-oriented. We rarely collect continuing legal education material from the state and local bar associations, except by gift.

The working collection, including primary sources, secondary sources, and legislative material, is located in the Reference Area. A preservation collection is located in Special Collections Washington. See I.E.5.

Many state agency and judicial branch administrative publications have moved to electronic only publication and can be difficult to discover. When identified, legal and law-related titles should be added to the catalog. Some of this born digital material should be considered for our digital repository in the future.

## **T. Collection Goals**

For purposes of assessing the collection goals for the Law Library, we have adopted and simplified the Research Libraries Group collecting level definitions. Our numbers reflect our aspirational goals for the collection, tempered by practicality and budget constraints. We assume the collection includes both print and electronic access. The subject areas below are often made richer because of UW Libraries resources easily available to the UW Law community.

**5. Comprehensive:** a collection that includes all significant works. This level of collecting intensity is one that maintains a “special collection.” Older material is retained.

Washington State Law

UW Law School publications

**4. Research:** a collection that includes the major published source materials required for deep and sustained scholarly research. Practitioner-oriented current awareness materials are generally not collected because the focus is on material with lasting research value. English language is strongly preferred, except for the foreign law areas on the list. In those areas, collect or provide access to scholarly legal material in the original language. Older material is retained.

Constitutional Law  
Environmental Law  
Foreign Law: China  
Foreign Law: Japan  
Indian Law  
Intellectual Property

International Environmental Law  
International Intellectual Property  
Law Librarianship  
Legal Research & Writing  
Transportation Law (Macfarlane)

**3. Instructional Support:** a collection that supports JD and graduate law student instruction or sustained independent study. It includes resources adequate to maintain knowledge of a subject, but not at the research level.

Accounting for Lawyers	International Business & Trade Law
Administrative Law	International Human Rights
Admiralty Law	International Law of the Sea
Animal Law	International Law (Private)
Antitrust & Trade Regulation	International Law (Public)
Banking Law	International Sustainable Dev.
Bankruptcy Law	International Taxation
Business Organizations	Islamic Law (English language)
Civil Procedure	Jurisprudence
Civil Rights Law	Land Use Law
Commercial Law	Law & Economics
Community Property	Law & Medicine
Comparative Law	Law & Social Science
Contracts	Law, Popular Culture & Literature
Criminal Law & Procedure	Lawyers & Law Practice
Disability Law	Legal History
Dispute Resolution	Local Government
Elder Law	National Security Law
Employment Law & Labor Relations	Natural Resource Law
Estate Planning Law	Professional Ethics
Evidence	Property Law
Family Law	Roman Law
Foreign Law: North Korea	Securities Law
Foreign Law: South Korea	Tax Law
Foreign Law: Taiwan	Technology & Law
Gender, Sexuality & Law	Tort Law
Immigration Law	Trial & Appellate Advocacy
International Air & Space Law	

**2. Basic Information:** a collection of current general materials that serve to introduce and define a subject. Not sufficiently intensive to support the curriculum or independent study.

Education Law	Judicial Administration
Energy Law	Military Law
Insurance Law	

**1. Minimal Level:** a subject area in which few selections are made beyond very basic works.

Ancient Law

Foreign Law: Australia

Foreign Law: Canada

Foreign Law: European Union

Foreign Law (General)

Foreign Law: New Zealand

Foreign Law: Russia

Foreign Law: United Kingdom

Government Contracts

Religious Legal Systems

### **III. Collection Management**

#### **A. Collection Review**

##### **1. Cancellation and Deselection**

The decision to cancel or deselect subscriptions or supplemented resources should start with the same criteria for selection (see II.A.) Particular attention should be paid to:

- cost, including price inflation
- staff time needed to manage the resource
- lasting research value
- changing UW Law research and curricular needs
- availability from a trusted online source
- usage
- space needs

Large cancellation projects have been undertaken in the past due to budget cuts. Ongoing, considered review is preferred.

##### **2. Missing Books**

Law Library Circulation staff regularly search for missing books. Lists of missing titles are given to selectors. Replacement decisions should be based on the following criteria:

- historical research value
- demand
- availability from other libraries
- availability from a trusted online source
- availability of a comparable resource
- cost

##### **3. Relocation**

Selectors should work with Technical Services to make relocation decisions.

Some print materials are routinely relocated from one collection location to another. For example, superseded volumes and editions move from the Reference Area to the Classified or Compact Stacks.

During the 2009 and 2013 cancellation projects, many cancelled sets were left in the Reference Area because they were still useful at the time. The Reference Area also has some outdated monographs and study aids. This material should be reviewed for relocation and possible weeding, staff time permitting.

#### **4. Retention**

Material of historical research value should be retained. Special care is made to retain Washington State materials. Material received from the Federal Depository Library Program should be retained indefinitely if it has lasting research value. If not, the Library follows FDLP retention guidelines.

#### **5. Weeding**

Weeding projects have been undertaken in the past when space was needed for another purpose. Regular weeding does not take place.

If staff time permits, or there is a need for space, certain materials could be targeted for a weeding project. These include the second copy of law reviews, second and third copies of student textbooks, and commercially produced VHS tapes.

### **B. Library Maintenance Agreements**

The Law Library has a Library Management Arrangement (LMA) with Thomson Reuters (West). The Associate Dean negotiates and signs any LMAs, but works with Collection Development and Technical Services on the content and process.

### **C. Preservation**

#### **1. Print**

Print preservation is directed by the Coordinator of Technical Services, in consultation with selectors. Priorities for print preservation include Washington State legal resources and UW Law School materials. See Special Collections Washington, section I.E.5.

In 2018, the Law Library signed a Memorandum of Agreement with the U.S. Government Publishing Office to become a GPO Preservation Steward. The first title we agreed to preserve is the *United States Statutes*

*at Large*, v. 50 (1937) to v. 125 (2011). Other titles may be added to our preservation inventory in the future.

Other print preservation agreements may be considered in the future, particularly among law libraries or Orbis Cascade Alliance members.

## **2. Digital**

Digital ownership of commercial legal publications may be preferable for a research library, but the cost of purchasing instead of licensing to provide access is prohibitive. One area with future possibility is ownership of ProQuest Insight databases, if purchased cooperatively with UW Libraries.

## **3. Microform**

Microform preservation has special challenges. Part of the Supreme Court briefs collection is on acetate microfilm and housed in the Rare Book Room, separate from the bulk of the microform collection in the Reference Area. Some years of briefs are also on microcards. The best option is to look for digital alternatives to important content, cost permitting, rather than trying to preserve the microform format.

# **IV. Related Collections**

## **A. Backup Collection**

The Law Library has a limited collection of material maintained for the replacement of lost, stolen, or damaged items. The collection is built from materials received as gifts or, in a small number of cases, saved as part of the relocation process.

Selectors and Technical Services work together to decide what goes to backup. Priority should be given to out-of-print, hard-to-replace Washington material. A limited amount of other rare federal primary sources or other essential material can be saved. The collection should be weeded from time to time.

Backup is housed at the end of the shelving in L128 and is not considered part of the collection. Technical Services maintains an inventory, located on SharePoint.

## **B. Course Reserves**

Course Reserves is a collection of material required or recommended by faculty for particular courses. Course Reserves is a service to the law students. Material already in the library collection can be temporarily relocated. New material can be donated by the faculty member or purchased by Circulation, outside Technical Services' acquisitions procedures. New material purchased for Course Reserves is not considered part of the Library collection for collection development purposes.

Once new material purchased for Course Reserves is taken off Course Reserves and is not wanted by the faculty member for a future course, it goes to selectors to be considered for addition to the Library collection as if it were a gift.

## **C. Faculty Publications**

The Law Library acquires books authored or edited by UW Law School faculty for the collection. In addition, Library staff maintain an assortment of monographs and reprints of articles written by UW Law faculty. These materials are not added to the collection. The material is located in L142 and an inventory is kept on SharePoint. The faculty publications are used for displays.

## **D. Digital Repository**

The repository is directed by the Digital Initiatives Librarian, in consultation with Collection Development, Technical Services, and Research Services.

UW Law School publications, including the student journals, alumni magazine, and faculty scholarship are in the process of being or prioritized to be preserved.