

CHASTEK LIBRARY
COLLECTION DEVELOPMENT POLICY
PART I – GENERAL CONSIDERATIONS

I. INTRODUCTION

Chastek Library's Collection Development Policy (the "Policy") describes the criteria used in building and maintaining the Library's collection of legal materials in all formats. The Policy is designed to comply with ABA Standard §606, *Collection* and AALS Bylaw §6-10, *Library*. Specifically the Policy reflects the research, curricular, and educational needs of the Law School's faculty, students, and staff and the Law School program.

The Policy was drafted, circulated for comments to the Library's faculty, the Law Library Committee, and the Law School's faculty and administration, and adopted by the Law School faculty in 1996. It was revised in 1999 and again in 2004 in preparation for Gonzaga University's accreditation visit. These revisions reflected changes in collections levels for selected types of materials such as Shepard's citators and West's digests as well as changes resulting from the FY 1998/99 cancellation project, the move into the new building, and adding new classes. The Policy was revised again in 2005 to reflect the Library's new emphasis on collecting materials in electronic format. The Policy, as revised, was adopted by the faculty in December, 2005.

The Policy has two appendixes which set out details of the Library's holding. Appendix A, titled "Jurisdictions and Subjects," sets out specific collection levels for specified jurisdictions and subject areas and is based on an assessment of the collection completed in 1995 as amended in 1999 and 2004. The suggested collection levels are based on several factors including perceived needs of users (primarily students and faculty), current and recent curricular offerings, faculty research needs and interests, comparative collection analysis of other law libraries, and a WLN conspectus study.

Appendix B, titled "Document Selections" lists Chastek Library's federal government document selections. Government documents are selected by item numbers randomly assigned by the Government Printing Office. Appendix B sorts these numbers into government department and agencies. It also, where possible, provides titles and formats of specific documents. This sorting provides a clear overview of which government agencies' documents the Library is heavily collecting, and which it is not.

II. CLIENTELE

The library collection is designed to meet the curriculum and research needs of Gonzaga University Law School faculty, students, and staff. Secondary consideration is given to supporting Gonzaga University faculty, students and staff, and members of the bar. Library materials are available to circulate to member libraries of the Washington Idaho Network of Libraries (WIN) to the extent that materials circulate generally. Generally the Library does not purchase materials for these secondary constituencies. The collection is primarily a research, non-circulating collection open to the local community.

III. COLLECTION DEVELOPMENT RESPONSIBILITIES

A. Collection Development Policy

The Collection Development/Outreach Librarian, under the direction of the Director, has primary responsibility for developing policies and guidelines for the collection and for developing the collection itself. This development is done with the assistance of all interested law librarians, in consultation with teaching law faculty members and deans, and with recommendations from law students. Law School faculty, staff, and students are encouraged to make suggestions for the collection at any time.

B. Purchasing

All purchases must be approved by the Collection Development/Outreach Librarian or the Library Director. Very expensive purchases, \$500 and over, require the approval of the Library Director. The Library Director makes the final determination regarding appropriateness of materials for the collection.

C. Gifts

Monetary gifts are handled by the Library Director. Gifts of books and other library materials are handled by the Collection Development/Outreach Librarian, who makes the final determination regarding the disposition of the gift. Telephone calls regarding gifts of library materials should be forwarded to the Collection Development/Outreach Librarian before the gift is accepted or any deliveries made. All gifts are acknowledged by the Library Director and the Office of University Relations according to requirements of the Office of University Relations. (*Attach form as appendices*)

Criteria for adding gifts to the collection are generally the same the criteria used in selecting materials for purchase. One exception is that casebooks will be added to the collection if they are in better condition or more current than copies already in the collection. Generally, casebooks are not purchased by the Library.

D. Weeding/Retention

A massive weeding of hard copy materials was accomplished in 1991/92 by the Library Director and the Head of Collections and Information Access. The microfiche was weeded in 1994/95 by the Head of Collections and Information Access. Subsequent weeding will be based upon retention guidelines found throughout this policy, organized by type of publication, jurisdiction, and format. Some general guidelines follow. 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 U.S.G.P.O. *Superseded List*. For those titles replaced by microfiche, retain the hard copy until the entire edition or set is replaced by microfiche. For specific, detailed policy see separate document: *Weeding Storage Policy*.

IV. SPECIALLY ADMINISTERED FUNDS

A. Guidelines

Donations of money are not a part of the regular approved library acquisition budget and are administered outside the Library. Donors may place a variety of requirements on the use of specially donated funds. However, the Library will endeavor to keep special requirements at a minimum and to avoid difficult limitations; i.e., requests for special placement of the materials that would divide the collection and make them difficult to locate. The Library will develop procedures for handling the materials internally in consideration of the donor's requests, such as tracking materials purchased in order to produce lists of materials acquired, records of amounts spent, and placing of donor gift plates in materials. Reports will be prepared for the fund administrator as required. The Library orders materials and pays invoices internally, makes reports to the fund administrator, and receive reimbursements for expenditures. This enables the Library to handle payments, statements, and returns with a minimum of special handling.

Donors may establish endowment funds for the purpose of developing special collections in specific subjects. The Library may work closely with donors or teaching faculty to develop special collections, and will attempt to accommodate the donors' wishes if possible. However, these requests must have a nexus with the overall collection development goals and policies of the law school.

B. Harvey and Harriet Clarke Library for Professionalism and Ethics

This fund was established by Professor William Clarke to acquire materials in any format (paper, microform, audio visual, electronic) in the areas of professional ethics and lawyers and society. The material selected deal with a wide range of professional ethical concerns including civil matters, legal philosophy, jurisprudence, and professionalism in law. An example of the types of materials purchased with funds from this donation is the *National Reporter on Legal Ethics and Professional*

Responsibility. Monies from the fund also can be used to purchase non-legal professional responsibilities materials.

V. FORMAT CONSIDERATIONS

A. Electronic Format

The Library places a high priority on collecting information in electronic formats. The large-scale computerization of legal information sources is leading to increased use and reliance on electronic databases as primary sources of information. Many primary and secondary sources are now available in electronic format, as well as in print. This includes information available through Westlaw, Lexis/Nexis, and web-based subscription databases. Students and faculty also may use electronic materials purchased by Foley Center.

The Library provides access to electronic databases in the computer labs for students and desktop access to faculty. Access also is available on campus via the Law School's wireless network. Access to electronic services is available from off campus via the internet.

B. Print Materials

The Library will continue to select scholarly monographs, Washington state primary and secondary materials and heavily used primary and secondary source materials in print format.

C. Microforms

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 Library will not build the microforms collection when material is available in electronic format at a reasonable price.

VI. COLLECTION LEVEL GUIDELINES

The collection levels set out below and used in Part II of this document to define the scope of coverage in various subject areas and jurisdictions are based on criteria originally developed to facilitate collection development activities at large research libraries. The numbering system and definitions are nationally recognized standards and used with the conspectus approach to collection evaluation.¹

0. Out of Scope The library does not collect.

1. Minimal Level Library has few selections beyond basic works.

¹Forcier, Peggy, ed. *Pacific Northwest Collection Assessment Manual*, 2nd edition. Salem, OR: Pacific NW Conspectus Database, 1988, pp 5-6. Also: Powell, Nancy, and Mary Bushing. *WLN Collection Assessment Manual*, 4th edition. Lacy, WA: WLN, 1992, pp 32-33.

- a. **Minimal Level, Uneven Coverage** Library has few selections lacks systematic representation of subject
 - b. **Minimal Level, Even Coverage** Library has a few selections, basic authors, gives spectrum of views, supports very basic inquiries. (5% or below of available materials)
- 2. **Basic Information Level, Introductory** Library has a selective collection that serves to introduce and define the subject.
 - a. **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)
 - b. **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)
- 3. **Study or Instructional Support Level** A collection that is adequate to impart and maintain knowledge about a subject systematically but is less than research intensity.
 - a. **Basic Study or Instructional Support Level** This collection includes the most important primary and secondary sources, a selection of journals, reference tools, subject indexes. (15-20% of available material)
 - b. **Intermediate Study or Instructional Support Level** This collection includes a broad range of basic works, classic retrospective materials, key journals, and access to appropriate machine-readable data files, reference tools and bibliographies. (30-40% of available material)
 - c. **Advanced Study or Instructional Support Level** This collection includes a significant number of primary and secondary sources, journals, and a significant number of retrospective materials, works that provide more in-depth discussions of research, techniques and evaluation. (50-70% of available material)
- 4. **Research Level** This collection includes the major publishers source materials required for independent research, including materials containing research reporting, new findings and information useful to researchers. Includes important reference works, wide selection of specialized monographs, very extensive collection of journals and major indexing and abstracting services in the field. Includes relevant foreign languages. Older material is retained for historical research. (75-80% of available material)
- 5. **Comprehensive Level** This collection endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge in all applicable languages for the field. The aim in this collection is to be exhaustive.

VII. CRITERIA FOR EVALUATING PROSPECTIVE PURCHASES

This criterion is to be used when evaluating any types of materials to add to the collection.

1. Relevance of the subject matter to the total collection and curriculum
2. Scholarly value to law school programs
3. Recommendations by faculty members and students
4. Potential for known use

5. Format (print, micro, CD-ROM, electronic, etc.)
6. Price
7. Supplementation cost and maintenance time
8. Authoritativeness of publisher or producer
9. Importance of author
10. Accuracy of the information and data
11. Appearance of title in important bibliographies, lists, and reviewing media
12. Current or permanent value
13. Available space
14. Duplication
15. Scarcity of material on subject

VIII. GUIDELINES FOR SPECIFIC MATERIALS

A. Annual Reports and Proceedings

Generally the Library does not collect annual reports and proceedings. Exceptions are made to enhance the collection at the request of teaching faculty members.

B. Books with Computer Software

Books accompanied by software are not a selection consideration. For publications that are accompanied with software, the Library keeps the software with the book and circulates the materials as a package. In special circumstances, diskettes are kept separate from the publication and placed in Reserve for security, e.g. Washington Practice series diskettes.

C. Casebooks

Library policy is not to purchase casebooks unless specifically requested to do so by a teaching faculty member. Gifts of casebooks are accepted and added to the collection only when the book is in better condition or is a later edition than a casebook already in the collection. The Library retains only one copy of older editions.

D. CD ROM Products

Generally the Library will purchase CD ROMs only when they come as part of an established print subscription.

E. Digests

The Library's collection of digests is considered an area where collection cuts can be tolerated as primary patrons can obtain alternative access through electronic resources. The Library collects the following digests.

1. American Digest System: Century 1st and 2nd; Decennial and General Digests complete back file and current subscriptions.
2. Federal Digests: Federal Digest, Modern Federal Practice Digest, West's Federal Practice Digest 2nd, West Federal Practice Digest 3rd, West's Federal Practice Digest 4th plus current subscription.
3. Supreme Court Digests: United States Supreme Court Digest plus current subscription.
4. ALR: West's ALR Digest plus current subscription.
5. Regional Digests: West's Atlantic 2nd plus current subscription, West's Northwestern Digest 2nd plus current subscription, West's Pacific Digest 2nd Beginning 101 P.2nd through West's Pacific Digest current edition plus current subscription, South Eastern Digest, West's South Eastern Digest 2nd plus current subscription, Southern Digest (ceased publication). The Library does not have first series of other available digests when not listed.
6. State Digests: Alaska Digest 2nd plus current subscription, West's California Digest, West's California Digest 2nd plus current subscription, West's Florida Digest 2nd plus current subscription, Idaho Digest plus current subscription, West's Illinois Digest 2nd plus current subscription, Massachusetts Digest, West's Massachusetts Digest 2nd plus current subscription, West's New York Digest 2nd through West's New York Digest 4th plus current subscription, West's Oregon Digest 2nd plus current subscription, Texas Digest, West's Texas Digest 2nd plus current subscription, West's Washington Digest 2nd three copies plus current subscriptions for each copy.
7. Special Digests: West's Bankruptcy Digest plus current subscription, PUR Digest, PUR Digest 2nd, PUR Digest 3rd, PUR Digest 4th with current subscription, Digest of Decisions of the Federal Labor Relations Board through 1988, Immigration Law Digest (cancelled 7/98), Digest of Opinions of the Attorney General of the U.S. 1789-1974, Quinn's Uniform Commercial Code Commentary and Law Digest (cancelled 6/98), West's Education Law Digest plus current subscription, Index Digest--United States Department of Interior, Office of Hearings and Appeals through 1988, Digest of Decisions of Employee's Compensation Appeals Board plus web link for current subscription, West's Military Justice Digest.

F. Directories

The practice is to collect selectively legal directories and very selectively non-legal directories. Emphasis is placed on local; designated states (Washington, Alaska, Oregon, Idaho); Congressional directories; Federal Administrative directories; Judicial directories; Law Teachers directories; national directories such as *Martindale-Hubbell* which when superseded is routed to Career Services and Law Review. Some specialized legal directories are acquired. One best copy of all law and government related directories are retained in the collection. *Who's Who in American Law* is acquired on an irregular basis and superseded editions are retained in the collection. Non-legal directories such as *Who's Who* and phone books are discarded when replaced by later editions.

G. Duplicate Materials

The Library acquires some duplicate copies of materials based on use patterns and primary patron demand. Areas where duplicate copies may be purchased include materials needed to support the first year curriculum and/or the Legal Research and Writing Program. The Library also provides multiple copies of some Washington state primary and secondary source materials. However, in general, the Library relies on Lexis and Westlaw or other electronic resources as an alternative to acquiring duplicate copies of items.

H. Electronic Resources

Specific criteria to use when evaluating electronic resources include the following:

1. Is there a demand or need for it?
2. Cost: Is the online product tied to or packaged with the print product? What is upkeep cost? Does pricing structure change as enrollment changes?
3. Access: Is the online product available through IP address or username and password? Is a proxy server allowed? Can the product be networked?
4. Is there a restriction on simultaneous users?
5. Are user statistics available?
6. Is the interface user-friendly?
7. Will special training be required to use it?
8. Is training available from the vendor?
9. Is the licensing agreement acceptable to the Library and if not can it be modified to make it so?
10. Are archival materials available?
11. Can the subscription be cancelled at any time and does the subscriber retain any access to archival materials?

I. Form Books

Most material in this collection is multi-jurisdictional with a broad subject base. The Library collects hard copy publications although some titles come with software disks included. Many treatises, practice oriented materials, and annotated codes include forms. Titles in this collection include the following. (Specialized form books are covered in the subject section.)

1. *Am Jur Legal Forms, 2nd*
2. *Nichols Cyclopedia of Legal Forms Annotated*
3. *West's Legal Forms, 2nd rev. ed.*
4. *American Jurisprudence Pleading and Practice Forms Annotated*
5. *Federal Procedural Forms, Lanyers ed.*
6. *Bender's Federal Practice Forms*
7. *West's Federal Forms*

J. Hornbooks

The Library maintains standard editions of hornbooks in support of the curriculum, concise hornbook series when no standard edition is published, and selected practitioner editions. Multiple copies of standard hornbooks may be purchased to support student and faculty needs.

K. Indexes

Indexes are acquired to assist patrons in finding articles, notes, and comments in journals, law reviews, and legal newspapers. Indexing coverage is broader than journal coverage in the collection. Periodical indexes held include the following. (See also subjects for specialized indexes).

1. *Index to Legal Periodicals & Books*
2. *Index to Periodical Articles Related to Law*
3. *Index to Law School Alumni Publications*
4. *IndexMaster*
5. *LegalTrac*
6. *Hein Online*
7. *Subject Index to Washington Law Reviews*

L. Legal Encyclopedias

Subscriptions are maintained for the two major national legal encyclopedias: *American Jurisprudence 2nd* and *Corpus Juris Secundum*. Both *Corpus Juris* and *American Jurisprudence* are retained. All replaced volumes for *Corpus Juris Secundum* have been retained since June 1993.

M. Loose-Leaf Services

The Library generally purchases one major loose-leaf service in any given subject area. Exceptions are made in subject areas that the Library attempts to strengthen and that are required for faculty teaching and research support. Acquisition of new loose-leaf services is frequently discussed with the faculty specialist.

N. Municipal Codes

The Library retains older editions and maintains one current edition of the *Spokane Municipal Code* with the *Official Gazette* update and current editions of *The Spokane County Code* and the *Cheney Municipal Code*. There is no other local material collected in print. All Washington state, county, and municipal codes are available through the Library's website. Titles collected in print are also available through the Library's catalog.

O. Newsletters

Newsletters are acquired primarily to provide current awareness in substantive law areas where little

other information is available. The Library retains ABA newsletters for the current and immediate past year. AALL and AALS newsletters are bound and retained indefinitely from 1995 forward plus any back files held by the Library. Newsletters of a more permanent value should be retained and bound. Decisions regarding these are made on an individual basis by the Collection Development/Outreach Librarian or Library Director often in consultation with teaching faculty members.

P. Newspapers

The Library acquires local, national, and legal newspapers for leisure reading, current awareness, and educational purposes. Subscriptions are maintained as indicated in the online catalog.

1. *American Lawyer*
2. *Chronicle of Higher Education*
3. *High Country News*
4. *Indian Country Today*
5. *El Mundo*
6. *National Law Journal* (1980-1986 on microfilm), current print
7. *New York Times*
8. *Spokesman-Review*
9. *USA Today*
10. *Wall Street Journal*
11. *Washington Post National Weekly Edition*
12. *Los Angeles Daily Journal* 1987, Oct. 1992-Dec. 2001 microfilm

Q. Package Plans & Agreements

The Library enters into standing order agreements with selected vendors for materials that the Library plans to collect on a continuous basis. These agreements change as the Library's collection needs change. The agreements are made in order to expedite acquisitions functions and to make certain that groups of needed publications are obtained in the most efficient manner. Although subject to change, the following agreements are currently in force:

1. ALI (American Law Institute) (maintain paper and micro subscriptions)
 - a. Code volumes
 - b. Studies (paper drafts & hard copy official drafts)
 - c. Proceedings
 - d. Tentative drafts
2. Restatements in the Courts
3. Restatements of the Law--all subjects (2nd copies for selected subjects)
4. ABA (American Bar Association) package plan
5. AALS (American Association of Law Schools) package plan
6. EBSCO (for periodicals that are available)
7. United Nations Category V materials
8. National Center for State Courts Publications

9. University of Washington micro collection of CLE publications

R. Periodicals

The Library collects one copy of all general law reviews published by U.S. law schools and some special subject emphasis law reviews. Commercially published law reviews are acquired primarily at the request of law faculty to strengthen subject collections and support research efforts. In addition, Idaho, Montana, and Washington state bar journals are duplicated in microfiche format. The Library acquires and binds two copies of both *Gonzaga Law Review* and *Washington Law Review*. All available state bar association journals are purchased in microfiche from Hein. Unless part of a membership or package plan, periodicals are purchased through EBSCO, when available. Also, periodicals are available electronically through HeinOnline.

S. Popular/Leisure Reading

Popular and leisure reading materials are provided for law students in the newspaper/magazine/video area of the first floor of the Library. The collection was developed at the request of law students and enhanced at the suggestions of librarians. All titles are retained for 6 months. Currently the following publications are provided:

1. *American Lawyer*
2. *Consumer Reports*
3. *Crisis*
4. *De Novo*
5. *Ebony*
6. *The Economist*
7. *High Country News*
8. *Jungle Law*
9. *Money*
10. *National Law Journal*
11. *Newsweek*
12. *People*
13. *Sports Illustrated*
14. *Time*
15. *UN Chronicle*
16. *U S News & World Report*
17. *Washington Lawyer*

T. Practice Materials

Treatises or secondary source material that emphasize practical “how to do it” are collected primarily to support the curriculum and to prepare our primary users for practice. These materials are also used by the bench and bar and public patrons. Emphasis is placed on collecting Washington state practice materials. The Library will purchase duplicate Washington state materials in areas of

demonstrated heavy use. Practice materials for other states are generally not purchased.

U. Restatements and Model Codes

The Library currently maintains one subscription copy to all subjects for the Restatement of the Law. Copies of all previously published editions of Restatement of the Law, Restatement in the Courts are retained. The Library maintains at least one copy of all currently published tentative, proposed, and official drafts in all subject areas in paper format. Drafts are located with like subjects of Restatement volumes. In addition a microfilm edition of all restatements, drafts, and codes is retained and maintained in the collection. One current subscription copy of all Model Codes is maintained in the collection.

V. Shepards Citators

The Library maintains Shepards citators for Washington state materials, regional reporters, federal reporters and statutes, and acts and cases by popular name in print format. Case name companion volumes to each title are not purchased. There is one electronic subscription for public access to all Shepards citators.

W. Study Aids

The Library purchases the *Examples and Explanations* series from Aspen. One copy of each title is shelved in Permanent Reserve. The Library purchases selected titles from the *Understanding* series from LexisNexis for the reserve collection as requested by faculty members. Also available are the CALI tutorials.

X. United Nations Materials

The Library maintains a standing order for United Nations Category V materials (international law); The Library has selected and has incomplete holdings from: General Assembly, Security Council, Dag Hammarskjold Library, International Court of Justice, and Division on Human Rights. The Library holds the United Nations Treaty Series volume 1 to date which was converted from hard copy to microfiche in August 1992. In addition, the Library subscribes to the *HeinOnline Treaty Library*.

Y. Videos, DVDs, and Audio Cassettes

The Library collects two types of videos and DVDs, popular movies and substantive videos or DVDs. Legal movies and DVDs must contain a law related issue or have a connection with law or feature attorneys in the story. Substantive videos and DVDs include videos dealing with both substantive law related issues and professional staff development issues. Substantive law related videos are selected based on the recommendation of interested Library faculty and/or at the request of teaching faculty members.

Audio cassettes for substantive law issues are selected based on recommendations of interested law librarians and/or at the request of teaching faculty members. Professional staff development audio cassettes may be recommended by any member of the Library staff and must relate directly to library or administrative issues.

IX. SPECIAL COLLECTIONS

A. Career Services

Career Services has its own budget for library materials, and selects, and orders materials for their collection through the Dean's office. The Library occasionally purchases materials for this office. In addition the Library provides superseded editions of some publications when a later edition is added to the library collection. Library collection publications placed in Career Services are returned to the Library collection as newer editions are added to that collection. Although the titles may change over time, currently they include:

1. *Martindale Hubbell Law Directory*
2. *Encyclopedia of Associations--Regional, State, and Local Organizations*
3. *The Lawyer's Almanac*
4. *Judicial Staff Directory*
5. *Law and Legal Information Directory*
6. *Montana Rules of Court*
7. *Washington Women Lawyers*
8. *Law and Business Directory of Corporate Counsel*
9. *Law and Business Directory of Litigation Attorneys*
10. *Directory of Law Teachers (AALL)*
11. *Congressional Quarterly's Federal Regulatory Directory*
12. *American Bench*
13. *Lawyer's Register International by Specialties and Fields of Law*
14. *Lawyers Deskbook and Directory (Montana)*
15. *Alaska Directory of Attorneys*
16. *Congressional Staff Directory*
17. *United States Government Manual*

B. Faculty Library

The Faculty Library is located on the 3rd floor of Chastek Library and includes copies of Harvard and Cornell law school examinations; duplicate copies of *USCA*, *United States Reports* v.293-519, *Federal Reporter 2ND* v.700-end, *Federal Reporter 3rd* v.1-current, *West's Revised Code of Washington Annotated*, *Washington Territory Reports* v.1-3, *Washington Reports 2nd series*, *Washington Appellate Reports*, *Washington Court Rules* current only.

C. Gonzaga Center for Law & Justice

The Library supports the endeavors of the University Legal Assistance Program. The Library Director and the Clinical Law Director have entered into an agreement that the Library will pay for the following continuing publications (memo 11/18/92); Clinic will be responsible for replacement cost of library materials housed in the Clinic (memo 1/24/97):

1. *Washington Supreme Court Reports*
2. *Washington Appellate Reports*
3. *West's Washington Revised Code, Annotated*
4. *Washington Legislative Service*
5. *United States Code Annotated*
6. *Washington Digest 2d.*
7. *Washington Administrative Code*
8. *Washington Register*
9. *Washington Court Rules (Clinic will consider alternative funding to reduce sub. from 20 to 12 memo 1/24/97 and 11/13/97)*
10. *Shepard's Washington Citations*

D. Open Reference Collection – Greenan Reading Room

This is the expanded open access reference collection of encyclopedias, directories, dictionaries, uniform laws, restatements and drafts, hornbooks, some multi-volume treatises, legal form books, and other reference materials.

E. Permanent Reserve – Circulation Desk

This collection consists of high demand materials. Materials in this collection include: material requested by teaching faculty, current editions of nutshells, current West hornbooks in heavy demand, current editions of rules of civil and criminal procedure, *Federal Local Court Rules*, *United States Law Week* (current year), selected Washington state publications including statutes, codes, court rules, deskbooks, selected bar review materials (the Library also maintains a collection of all available bar exams in the microforms collection). Materials in the reserve collection are generally restricted to in library use.

F. Rare Books – Rare Book Room

Materials have been selected from the collection for placement in the rare book room. A special collection of scrapbooks created by Mrs. Guy, illustrating the distinguished career of her husband Justice Richard Guy, as well as a collection of videos comprise the Justice Richard Guy collection. The collection is housed in a specially-designed cabinet located in the Rare Book Room. The Library does not purchase materials for the Rare Book Room collection.

G. Ready Reference Collection - Reference Desk

The ready reference collection is limited to materials gathered together to provide quick answers to reference questions. This collection contains almanacs; atlases; general, legal, and congressional directories; legal, English, and foreign language dictionaries; treaty indexes; bibliographic and material source guides; legal thesauri; and legal and general abbreviation publications. Input is sought from the reference staff to develop this collection.

X. LIBRARY COOPERATION

A. Interlibrary Loan

No library can purchase every item relevant to its mission, to bridge the gap, Interlibrary Loan service is made available to our primary user group: Gonzaga University Law School students, faculty and staff for the purpose of borrowing materials from other libraries. We do not borrow materials to support not-for-credit employment or volunteer work in law firms or other companies or organizations not related to Gonzaga University.

B. Cooperative Collection Development Agreements

Chastek Library has a signed agreement with the Foley Center 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.