

CHASTEK LIBRARY
COLLECTION DEVELOPMENT POLICY
PART II – GOVERNMENT DEPOSITORY DOCUMENTS

ADMINISTRATIVE HISTORY:

Gonzaga University's Chastek Library, located in the 5th U.S. Congressional District of Washington state was designated Federal Depository Library number 0646-A on April 11, 1979. On December 20, 1979, the Law Library entered into a cooperative housing agreement with Foley Center, the general University library, which is free to select any item not selected by the Law Library. The two libraries work cooperatively to serve our primary patrons and the community at large. The Head of Technical Services administers, promotes and provides access to depository documents at Chastek Library. Most documents are integrated into the general library collection. The Chair of Public Services at Foley Center administers Foley's program.

USER PROFILE:

Chastek Library's primary patrons are the faculty, students and staff of Gonzaga Law School. Foley's primary patrons are the faculty, students, and staff of the University at large. Both libraries are open to the public. In 2005 Chastek Library's primary patrons comprised 620 JD students, 40 law faculty, and 1,500 members of the local bench and bar, approximately 200 of whom are registered with the Library. The University community consisted of 304 full time faculty members, 632 non-faculty employees and 6100 students.

A second group of users are the residents of the Fifth Congressional District, Washington State with a population of 540,744 in the 2000 census with population centers in Spokane, Pullman, and Walla Walla.

The Fifth Congressional District is located in eastern Washington near the Idaho border and encompasses Adams, Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla and Whitman counties and covers 17,676 square miles.

For persons over 25 years of age, 89.1 percent have a high school diploma. 12.3 percent of the population falls below the poverty level. The Fifth Congressional District has a predominately white population of 91.4 percent; 1.6 percent is Black, 1.4 percent is American Indian, 1.9 percent are Asian and Pacific Islander, 2.8 percent is of Hispanic origin, and 2.8 percent are of 2 or more racial backgrounds.

SELECTION OF FEDERAL DEPOSITORY DOCUMENTS:

In the selection process, particular attention is given to the legal information needs of our primary patrons: Gonzaga University Law School students in the J.D. program, faculty, staff, the Gonzaga community, and local attorneys. In accordance with the requirements defined in the *Instructions to Depository Libraries, Guidelines for Depository Library Systems*, and the *Federal Depository Library Manual*, the Law Library also strives to serve the constituents of the 5th U.S. Congressional District with particular emphasis on legal information needs.

New items are evaluated when Government Printing Office conducts its annual New Selections/ Drops process. Breakout items are evaluated for inclusion or cancellation from *Administrative Notes Technical Supplement* and information distributed on GOVDOC-L.

The Law Library has selected most items from the Core List recommended for law libraries except annual reports. Particular collection emphasis has been placed on congressional publications, agency administrative decisions, publications from the Labor Department, Treasury Department, Judiciary, Justice Department, Federal Trade Commission, Government Printing Office, Library of Congress, Federal Register Office, Executive Office of the President, Environmental Protection Agency, and International Law and Relations. For a listing of the Library's selections, see Appendix B.

FORMATS AND ACCESS:

Hard copy depository documents are integrated into the general Law Library collection using the Library of Congress classification system. Congressional materials on microfiche are filed by SuDocs numbers. Depository microfiche for which the Library holds classified hard copy is filed by the Library of Congress classification number used on the hard copy. The documents, except congressional materials, are included in the Library's online catalog. Hearings for the last seven years are included in the catalog. Someday we would like to include all hearings in the catalog.

Paper is the preferred format for most depository document selections, particularly primary legal materials. Congressional materials and other bulky documents which are essential but less heavily used are preferred on microfiche. Adequate equipment is provided for viewing and copying microfiche. GPO Access is available through the internet. CD ROM format is also selected, usually when it is the only format supplied by the agency.

As the FDLP shifts toward a "more electronic" program, Chastek Library has provided access to more and more electronic documents. MARC records are provided in the Library's online catalog for each title selected, whether "born digital" or available as electronic and physically. When the Library owns a physical copy of the title, a link is provided in the MARC record of the physical copy to the electronic copy. If only an electronic copy exists, a record with the link is provided.

SELECTION SOURCES:

Federal government documents used in making selection decisions include, but are not limited to the following:

1. *List of Classes*
2. *Federal Depository Library Manual*
3. *Documents Data Miner*
4. *Administrative Notes Technical Supplement*
5. *FDLP Desktop*
6. *GovDoc-L*

RETROSPECTIVE HOLDINGS:

The Library has retrospective holdings in the following areas:

1. *Federal Register v.1-date*
2. *Code of Federal Regulations 1979-date*
3. *Code of Federal Regulations, Title 3, comprehensive*
4. *Congressional Record from 1873-date*
5. U.S. Congress. *Prints 1950-1969*
6. *Comprehensive Prints, Reports, Hearings 1970-date*

7. Administrative Agency Decisions, comprehensive

WEEDING:

A major weeding of the collection took place in 1992 in which the entire hard copy collection was examined and recommendations made to weed the collection. Suggestions were evaluated by the Head of Collections and Information Access. In 1994 the Head of Collections and Information Access in consultation with the Law Library Director evaluated and modified the microforms collection selections. Some items were identified for five year retention when the major weeding project was done. Weeding and maintenance of the collection is on going, under regular evaluation as is the entire library collection.

RESOURCE SHARING:

The four selective depositories in the Fifth Congressional District, Washington, are Gonzaga University Chastek Library, Eastern Washington University Library, Spokane Public Library, and Washington State University Library. Although no formal Fifth Congressional District cooperative acquisition plan exists, the area selective depositories work together and make mutually optimum use of each library's respective holdings and resources. The Regional Depository Library overseeing the selective depositories in the District is the Washington State Library in Olympia, Washington. Chastek Library and Foley Center, the general University library, work closely with the Regional when discarding materials.