

# **KING COUNTY LAW LIBRARY COLLECTION DEVELOPMENT POLICY**

## **I. Library Mission Statement**

The King County Law Library serves the legal and law related information needs of the county, including the judges, county officials, members of the Bar and other county residents. The Library cooperates with the community to enhance knowledge of the law and to facilitate access to the justice system.

The Library will be conducted as statutorily directed in a fair, honest and courteous manner while avoiding debt and extravagance. The Library's goal shall be to exceed user expectations by reason of superior performance and dedication by the Library's employees.

## **II. Definitions**

“Law Librarian” means the Director of the King County Law Library.

“Library” means the King County Law Library or its staff.

“Material” or “Materials” means legal or law-related information or resources, regardless of format. For example, subscription databases are “materials.”

“Policy” means this Collection Development Policy.

## **III. Purpose of Collection Development Policy**

The purpose of this Collection Development Policy is to guide the Library in the selection and retention of materials for the Library in accordance with its legislative mandate and Mission Statement. This Policy will also guide the Library in making decisions at different stages in the typical Library financial cycle by stating the Library’s priorities in collection, supplementation, and retention.

The Library will develop and maintain its collection to serve the legal and law related research needs of members of the legal community, city and county officials, and residents actively involved in researching practical aspects of the law. In doing so, the Library must serve diverse groups whose needs for legal materials may differ.

This Policy must be a “living document” that grows and changes to meet the needs of the Library and its patrons. Accordingly, this Policy will be reviewed and revised as new resources and technologies become available and old ones disappear, and as the needs of the Library and its patrons demand.

## **IV. Seattle Library and Kent Library**

Unless otherwise stated, this Policy applies to both the Seattle Library and the Kent Library.

## **V. Collection Development Principles**

### **A. Responsibility for selection**

The Collection Access Services Librarian, in consultation with the Law Librarian and Library staff, is responsible for review and selection of materials.

## **B. Selection criteria**

The focus of the Library's collection will be to provide the materials its patrons need and use for their day-to-day legal research needs. The Library does not collect theoretical or strictly academic materials, jurisprudence and legal history materials, law school textbooks, or foreign, international or comparative law materials.

The following will be considered when evaluating materials for acquisition:

- Potential use, including projected frequency of use.
- Patron requests for the materials.
- The collection objectives of the Library as reflected in this Policy.
- Whether the materials bring unique coverage to the collection in the subject area, add depth to an otherwise shallow area of coverage, or duplicate existing Library materials.
- Reputations of the author or editor and the publisher or producer.
- Currency of coverage.
- Current and permanent value, including consideration of whether the materials will be updated.
- Availability of alternative formats or sources.
- Cost, including continuing and indirect costs.
- Format and technical support.
- Physical quality.
- Available space.

## **C. Current materials vs. retrospective materials**

The Library will generally purchase only current materials. However, the Library will purchase retrospective materials to replace older materials missing from essential core collections.

## **D. Selective supplementation**

1. Supplementation to all Washington materials is acquired according to publishers' schedules.
2. Supplementation to all primary materials is acquired according to publishers' schedules.
3. Supplementation to secondary materials that are heavily used or that are likely to undergo significant changes during the year is acquired according to the publishers' schedules.
4. The supplementation to other secondary materials may be cancelled at the discretion of the Collection Access Services Librarian, in consultation with the Law Librarian and Library staff. The decision of whether to retain lapsed secondary materials shall be made in accordance with the specific retention guidelines in Section VI.C. of this Policy.

## **E. Format selection**

In general, the Library will acquire information in the most effective and efficient manner, whether that manner is traditional books and periodicals or computer databases, microforms, and compact discs. In some instances, this Policy specifies that materials will be acquired in print.

Materials formerly available only in paper and microform are increasingly made available through computerized resources. When materials are available in both print and computerized media, the decision to purchase one format or the other, or both, is based on frequency of need, convenience of use, the need for multiple access points, and price. In choosing a format, the Library will also consider the selection criteria in Section V.B. of this Policy.

The availability of a resource through an online service will be a significant factor in determining whether the Library will acquire the resource in hard copy, as well as the number of copies of the print resource that will be acquired.

## **F. Gifts**

The Library welcomes offers of gifts of books and other materials that may, in the sole discretion of the Law Librarian, contribute to the development of its collection and services and are consistent with the collection guidelines in this Policy. Gifts to the Library are considered outright and unrestricted donations to be used without restrictions by the donor. This Policy applies fully to gifts. The Library reserves the right to use the gift in any appropriate way for the support of the Library, and may dispose of gift items at any time and in any manner deemed appropriate.

Persons wishing to donate to the Library shall be referred to the Law Librarian. In the absence of the Law Librarian, inquiries should be routed to the Collection Access Services Librarian.

The Library will not participate in the retrieval of gift materials, except in extraordinary circumstances as shall be determined by the Law Librarian. The Library will not assign a monetary value to or appraise donated materials. Written acknowledgment may be provided to the donor.

## **G. Collection development by jurisdiction**

The following guidelines are intended to state the minimum required for the Library's core collection and are not meant to limit the scope of the Library's collection efforts. These guidelines are based on the County Public Law Library Collection guidelines of the American Association of Law Libraries State, Court and County Law Libraries Special Interest Section in *County Public Law Library Standards*, 95 Law Libr. J. 117, 125-27 (2003), available at <http://www.aallnet.org/sis/sccll/pdfs/stdfin02.pdf> (last visited September 23, 2003).

### **1. Washington**

Unless otherwise specified, the Library will collect the following in print if they are available from a publisher. This provision is not meant to obligate the Library to retain materials from government or other web sites.

**a. Seattle Library**

The Seattle Library will collect at least the following state-specific materials:

- A complete collection of the published decisions of Washington courts in the official State reporters.
- A current set of state and statewide local rules, as well as a current annotated set of state court rules.
- A current set of the official *Revised Code of Washington* and a current annotated set of the current *Revised Code of Washington*.
- A complete set of session laws, including a current session law service.
- The current Washington Constitution as well as various historical versions of the Washington Constitution, and any published debates or proceedings of state constitutional conventions.
- The *House Journal*, the *Senate Journal*, the *House Bills*, the *Senate Bills*, the *Final Legislative Report* and *The State of Washington Legislative Record*.
- The county codes from all of the counties that surround Puget Sound, plus Grays Harbor County. Every effort will be made to purchase these codes from commercially available sources, and if not commercially available, from county clerks' offices. In addition, the Library will collect all other county codes that are commercially available.
- King County Ordinances, to the extent that they are provided to the Library free of charge by the Clerk of the King County Council.
- The city codes for all cities in King County and outside King County for Washington cities with a population over 20,000. Every effort will be made to purchase these codes from commercially available sources, and if not commercially available, from city clerks' offices. In addition, the Library will collect the city codes for the county seats of the counties that surround Puget Sound, plus Grays Harbor County.
- Current *Washington Administrative Code*.
- Current *Washington Register*.
- Published decisions of state administrative agencies.
- A complete set of attorney general opinions.
- *Washington Practice*.
- A comprehensive collection of state-oriented legal treatises, practice materials, and self-help materials.
- A collection of continuing legal education materials from the Washington State Bar Association, King County Bar Association, and Washington State Trial Lawyers Association. The Library will also collect continuing legal education materials as needed from other providers.
- A complete set of the *Washington Law Review*, *University of Puget Sound Law Review* continued as *Seattle University Law Review*, and *Gonzaga*

*Law Review.*

- Selected legal periodicals and newspapers, including bar publications, that are of significance to the King County legal community.
- Washington State Bar Association ethics opinions and Washington State Judges Ethics Advisory Opinions.
- *West's Washington Digest 2d.*
- A citation service.
- State-oriented reference tools, including state government manual, legal/social services directories, and city and/or county directory.
- Significant state court publications, including, but not limited to, annual reports, judicial statistics, legal forms, policy statements, and bench books.
- Briefs filed in the Supreme Court of Washington, but only to the extent that they are provided to the Library free of charge by the Clerk of the Court.

**b. Kent Library**

The Kent Library will collect at least the following state-specific materials:

- A complete collection of the published decisions of Washington courts in the official State reporters.
- A current set of state and statewide local rules, as well as a current annotated set of state court rules.
- A current set of the official *Revised Code of Washington* and a current annotated set of the current *Revised Code of Washington*.
- A complete set of session laws, including a current session law service.
- The current Washington Constitution.
- The *House Journal* and *Senate Journal*.
- The *King County Code*.
- The *Seattle Municipal Code* and *Kent City Code*.
- Current *Washington Administrative Code*.
- Current *Washington Register*.
- Published decisions of state administrative agencies.
- *Washington Practice*.
- A comprehensive collection of state-oriented legal treatises, practice materials, and self-help materials.
- A collection of continuing legal education materials from the Washington State Bar Association, King County Bar Association, and Washington State Trial Lawyers Association. The Library will also collect continuing legal education materials as needed from other providers.
- A complete set of the *Washington Law Review*, *University of Puget Sound Law Review* continued as *Seattle University Law Review*, and *Gonzaga*

*Law Review.*

- Selected legal periodicals and newspapers, including bar publications, that are of significance to the King County legal community.
- Washington State Bar Association ethics opinions and Washington State Judges Ethics Advisory Opinions.
- *West's Washington Digest 2d.*
- A citation service in electronic format.
- State-oriented reference tools, including state government manual, legal/social services directories, and city and/or county directory.
- Significant state court publications, including, but not limited to, legal forms and bench books.

**2. Federal**

**a. Seattle Library**

The Seattle Library will collect at least the following federal materials:

- The *United States Code*.
- At least one annotated version of the *United States Code*.
- *United States Statutes at Large*.
- *United States Code Congressional and Administrative News*.
- *United States Reports*.
- A commercial reporter of the decisions of the Supreme Court of the United States.
- All published decisions of the United States District Courts, United States Courts of Appeal, and United States Bankruptcy Courts.
- Federal administrative case law from selected administrative agencies.
- Federal case digest.
- Federal court rules and local rules for federal courts within Washington.
- *Federal Register* and *Code of Federal Regulations*.
- A citation service.
- *U.S. Government Manual*.

**b. Kent Library**

The Kent Library will collect at least the following federal materials:

- At least one annotated version of the *United States Code*.
- A commercial reporter of the decisions of the Supreme Court of the United States.
- All published decisions of the United States District Courts, United States Courts of Appeal, and United States Bankruptcy Courts.
- Federal court rules and local rules for federal courts within Washington.
- *Code of Federal Regulations*.

- A citation service.
- *U.S. Government Manual*.

### 3. General United States materials

#### a. Seattle Library

The Seattle Library will collect at least the following:

- The reported decisions from each of the fifty states.
- Case digest services, as needed.
- Current statutory compilations of each of the fifty states.
- State court rules of each of the fifty states.
- *American Jurisprudence 2d* and/or *Corpus Juris Secundum*.
- *American Law Reports* and *American Law Reports Federal*.
- General legal forms set.
- General pleading and practice forms set.
- *ABA/BNA Lawyers Manual of Professional Conduct*.
- American Law Institute Restatements.
- *Uniform Laws Annotated*.
- A basic collection of legal texts, treatises, practice materials, and loose-leaf services of contemporary value on subjects of interest to the legal community and the public. The Library will collect extensively in those subject areas identified in Section V.H.1. of this Policy.
- A selection of legal periodical titles. The Library collects:
  - ◆ The major law reviews from Alaska, Idaho, Montana, Oregon, as well as the law reviews from Washington identified in Section V.G.1.a. of this Policy.
  - ◆ The top 50 of the law reviews from the 1995-2002 citation analysis in Doyle, John, *Most-Cited Legal Periodicals: U.S. and Selected Non-U.S.*, <http://law.wlu.edu/library/research/lawrevs/mostcitedmethod.asp> (last visited Sep. 23, 2003).
  - ◆ Other titles as determined by package plan subscriptions, circulation statistics, and document delivery requests.
- A legal periodical index.
- A citation service.
- Legal reference tools, including dictionaries; a thesaurus; judicial, biographical, and legal abbreviations directories; and legal quotations compilations.
- General reference tools, including an unabridged dictionary and atlas.
- A collection of general legal and self-help titles on subjects of interest to the public and the self-represented litigant.
- Law librarians' tools, such as bibliographies, professional journals and

newsletters, directories, and other library literature.

**b. Kent Library.**

The Kent Library will collect at least the following:

- The reported decisions from each of the fifty states.
- Case digest services, as needed.
- *American Jurisprudence 2d* and/or *Corpus Juris Secundum*.
- *American Law Reports* and *American Law Reports Federal*.
- General legal forms set.
- General pleading and practice forms set.
- *ABA/BNA Lawyers Manual of Professional Conduct*.
- American Law Institute Restatements.
- *Uniform Laws Annotated*.
- A basic collection of legal texts, treatises, practice materials, and loose-leaf services of contemporary value on subjects of interest to the legal community and the public. The Library will collect extensively in those subject areas identified in Section V.H.2. of this Policy.
- A citation service.
- Legal reference tools, including dictionaries; a thesaurus; judicial, biographical, and legal abbreviations directories; and legal quotations compilations.
- General reference tools.
- A collection of general legal and self-help titles on subjects of interest to the public and the self-represented litigant.

**H. Collection development by subject**

The subject areas of the collection address the needs of the patrons of the Library as determined by circulation statistics, patron requests, the professional judgment of the Collection Access Services Librarian in consultation with the Law Librarian and Library staff, and changes in the law or legal environment. The Library will concentrate its collection efforts in the following areas, subject to a continuing evaluation of the needs of Library users.

**1. Seattle Library**

- Bankruptcy law and creditors' rights.
- Business entities (including materials on corporations, nonprofit corporations, and partnerships).
- Construction law.
- Contract law.
- Criminal law and criminal practice and procedure.
- Family law.
- Immigration law.

- Insurance law.
- Intellectual property (including materials on patents, trademarks and copyright).
- Labor and employment law.
- Legal profession.
- Real property.
- Taxation.
- Tort law (including materials on automobile law and practice and products liability).
- Trial practice (including class actions, evidence, juries and jury instructions, appellate practice, and arbitration).
- Trusts and estates; estate planning.
- Zoning and planning law.

## **2. Kent Library**

- Bankruptcy law and creditors' rights.
- Business entities (including materials on corporations, nonprofit corporations, and partnerships).
- Construction law.
- Criminal law and criminal practice and procedure.
- Family law.
- Immigration law.
- Labor and employment law.
- Taxation.
- Tort law (including materials on automobile law and practice and products liability).
- Trial practice (including class actions, evidence, juries and jury instructions, appellate practice, and arbitration).
- Trusts and estates; estate planning.

## **VI. Weeding and Retention**

### **A. General weeding policy and responsibility for weeding**

Weeding of the King County Law Library Collection will be an ongoing process. The Collection Access Services Librarian, in consultation with the Law Librarian and Library staff, is responsible for weeding the collection.

### **B. General weeding guidelines**

The Library will consider the following in determining whether particular material will be weeded from the collection:

- The frequency and use of the material by Library patrons.
- Whether the material is outdated and of little or no historical value.
- Whether the material is duplicated in another text or service, or is a

duplicate copy of a work already held by the Library.

- Whether the material is in a physical form of lasting value, and if unbound, whether it is worth binding.
- Whether the material is available in another format for archival purposes.
- Whether the material is considered an authoritative work.
- Whether the material is of direct interest to Washington attorneys and legal researchers.
- The degree to which the material fits the selection and retention criteria of this Policy.

### C. Specific retention guidelines

#### 1. Codes, session laws and ordinances

- a. Superseded volumes of the *United States Code* are kept permanently. Superseded volumes of the USCA and USCS are discarded.
- b. Superseded volumes of the *Revised Code of Washington* (unannotated) are kept permanently. Superseded volumes of RCWA and ARCW are discarded.
- c. All other states' code volumes are discarded when replaced by the publisher.
- d. Replaced pages/volumes of the *Washington Administrative Code* are kept permanently.
- e. Replaced pages of the King County Code and Seattle Municipal Code are kept permanently. King County Ordinances are kept permanently.
- f. All volumes of the *Code of Federal Regulations* and *Federal Register* are kept permanently.
- g. Uniform building and housing codes are kept permanently.
- h. Laws of Washington, House and Senate Journals, Washington legislative bills, *Legislative Record*, and annual legislative reports are kept permanently.

#### 2. Reporters

- a. Washington, West's regional, and West's federal reporters are kept permanently.
- b. Washington advance sheets containing rules changes and proposed rules changes are kept permanently. All other advance sheets are discarded as replaced with bound volumes.

#### 3. Court rules and sentencing guidelines

- a. Washington and local rules of court are kept permanently.
- b. Federal court rules are kept permanently.
- c. Bankruptcy code and rules are kept permanently.
- d. Federal and state sentencing guidelines are kept permanently.

#### **4. Treatise and continuing legal education materials**

- a. Superseded treatise volumes are not kept, with the following exceptions:
  - i. Practising Law Institute course books are discarded after 4 years.
  - ii. Washington continuing legal education materials are discarded after 7 years.
  - iii. *Washington Practice* volumes are kept permanently.
- b. Lapsed treatise materials are reviewed after three years, but may be retained as necessary to fill a subject gap in the collection.
- c. Lapsed looseleaf services are discarded when the subscription period ends. Transfer binders and case books are kept permanently.
- d. Newsletters and other explanatory materials (including congressional reports) which accompany looseleaf services are discarded after one year, or once the material is represented in other Library publications.

#### **5. Other Washington materials**

- a. Materials specific to Washington State published by a department, branch, or other public governmental entity may be retained.
- b. Supreme Court briefs are kept permanently.
- c. Washington deskbooks are discarded as superseded.

#### **6. Newspapers**

- a. The *Daily Journal of Commerce* is kept for 6 months.
- b. The *Washington Bar News*, *King County Bar Bulletin*, and *WSTLA Trial News* are kept permanently.

#### **7. Law reviews and journals**

In deciding which law reviews and journals to retain, the Library will consider circulation statistics, document delivery requests, the 1995-2002 citation analysis in Doyle, John, *Most-Cited Legal Periodicals: U.S. and Selected Non-U.S.*, <http://law.wlu.edu/library/research/lawrevs/mostcitedmethod.asp>, (last visited Sep. 23, 2003), and the general weeding guidelines in Section VI.B. of this Policy.

#### **8. Directories**

- a. Martindale-Hubbell Washington volumes are kept permanently. All other volumes are discarded as replaced.
- b. The Washington State Bar Association and King County Bar Association directories are kept permanently. All other directories are discarded when replaced with a revised volume, or reviewed after a lapse of 3 years.

**VII. Superseded Policies**

This Policy supersedes the following policies adopted by the King County Law Library Board of Trustees:

- A. Gift Policy, adopted 6/19/96.
- B. Mission statement for collection development policy, adopted 6/18/97.
- C. Retention Policy, adopted 11/18/97; last amended 1/20/99.

**VIII. Review and Revision**

This Policy will be reviewed and revised as new resources and technologies become available and old ones disappear, and as the needs of the Library and its patrons demand.

*Adopted 10/15/03*