

**Selective United States Federal Depository Library  
Collection Development Policy  
Gonzaga University School of Law  
Chastek Library**

**I. Introduction**

The purpose of this collection development policy is to describe the parameters that will guide the development of the government documents collection at the Chastek Library (law library) at Gonzaga University School of Law (law school). The law library became a depository shortly after Title 44 of the *United States Code* was amended to include law libraries as depositories in 1978. The communities served by the law library are the constituents outlined in its collection development mission statement which states in part, "The primary mission of the Chastek Library is to evaluate, select, organize, and provide meaningful access to information resources that support the instruction, research, and service activities of Gonzaga University School of Law."

In order to effectively disseminate government information, the Federal Depository Library Program (FDLP) calls upon participating institutions to recognize the needs of the general public in designing its collection objectives. In return for providing government documents free of charge, the FDLP asks that the law library acquire, organize, preserve, and provide standard bibliographic access to these same materials for the benefit of both our primary service group and members of the general public. Our documents service area presently includes the City of Spokane and Spokane County. Although the local economy supports a myriad of industries, the law library chooses to serve its community by providing materials on the subjects that it knows best: the law and related topics. As a result, our selections have mainly focused on primary source materials (statutes, cases, and regulations), Congressional working papers, business law, and criminal justice. This narrower focus is easily reconciled with our mission while at the same time utilizing our expertise in bibliographic control and reference.

Congressionally-designated depositories in Spokane include those at Eastern Washington University, Washington State University, and the Spokane Public Library. It is to these sister institutions that we refer our patrons who require information outside of the scope of our government documents collection statement and from whom we receive referrals for our legal collections.

Given the availability of government statutes, regulations, and cases via the Internet and other commercially available databases, the physical titles included in our depository become less important as the backbone of our collection. However, all of the professional staff recognizes the depository program as a useful supplement to our collection and a valuable asset in serving all of our constituents.

## II. Collection Organization

At the Gonzaga University School of Law, almost all government publications are integrated into the regular collections. The law library does not maintain a separate government documents collection. The library uses open stacks and locates its materials in the following manner:

- *Second and Third Floor Treatises:* Materials in this area are classified using Library of Congress classification numbers and LC subject headings.
- *Microform:* Microformat materials form a large part of our collection and are maintained on the second floor of the law library. Government documents stored here use the Superintendent of Documents classification system excepting monographs and the *Code of Federal Regulations*.
- *Reserve:* Titles selected by faculty for extensive student use are temporarily housed in Reserve using LC classification order.
- *Reference Collection:* It is here that titles selected by the professional librarians as being of high reference value are kept in LC classification order. This is a non-circulating collection.

## III. Selection of Government Publications

The primary responsibility for documents collection development resides with the Library Director who works in conjunction with the other professional librarians. Publications deemed to support the research and instructional mission of the School of Law have the highest collection priority. Secondly, those publications that are of value to the university community and general public, but are not central to the mission of the law school, are selectively added.

The law library is responsive to suggestions from its primary service groups in the law school. Items are added and dropped in accordance with the *Legal Requirements & Program Regulations of the Federal Depository Program*. The law library houses the basic core collection recommended for libraries by the Superintendent of Documents.

## IV. Collection Guidelines

*Languages:* English

*Chronological Periods:* No restrictions

*Geographical Parameters:* Titles with application to the law school's mission and that emphasize Washington State or the Pacific Northwest are collected. Other publications regarding subject matter of interest to citizens of the region are considered secondarily.

*Material Format:* Electronic access and microformat are the preferred mediums, unless the material is being collected for instructional purposes.

*Technical Reports/Manuals/Patents:* Only manuals regarding the internal operations of agencies whose work is central to the operation of the law are considered. Technical reports on criminal justice issues are collected minimally. Patents are outside of the scope of our paper collection. These are accessed only for our primary patron group through Lexis Advance, Bloomberg Law, HeinOnline, or Westlaw Edge.

*Maps and Atlases:* Not generally collected.

*Posters:* Not generally collected.

*Web-Based Resources:* Web addresses for stable sources of U.S. Government information will be considered for addition to our catalog.

*Publication Date:* We seek to collect primarily current imprints although retrospective works will be considered if not duplicative of other resources and considered a significant addition to the collection.

*Gifts:* Unsolicited items from government offices that fall outside the scope of the law school's depository program will be considered on a case-by-case basis.

*Multiple Copies:* Multiple copies are retained only if considered critical to the instructional mission. Archival copies of selected titles may be retained in alternative formats as a backup to an existing paper copy.

*Lost Items:* Generally, replacement of lost items is conducted according to the principles set out in the *Legal Requirements & Program Regulations of the Federal Depository Program*. The decision to replace is made according to use patterns and with the advice of the professional librarians. Method of replacement is considered on a case-by-case basis as to whether the lost item is best replaced in paper form or by reliance on its electronic counterpart.

*Superseded Materials:* Materials that are deemed superseded according to the *Superseded List* and its supplements, but that are important to retrospective legal research or instruction are maintained at the discretion of the Documents Coordinator. Such items are either clearly marked as superseded or located in storage.

## **V. Bibliographic Access and Finding Tools**

The law library will organize, classify, and catalog materials using the best standard practices, available technology, and in accordance with the *Federal Depository Library Manual*. In addition, the law library will maintain a variety of finding tools designed to assist users in locating applicable

information. This list includes but is not limited to the items denoted in Appendix A of this document. Access to any other resources for the benefit of the public is at the discretion of the reference librarian on duty.

## **VI. Weeding the Government Documents Collection**

The general guidelines for weeding the law library collections are stated in the *Gonzaga University Law Library: Collection Development Policy (October 2018)*. This statement primarily covers statutory, case, and administrative materials commercially purchased. Those items received on deposit are withdrawn in accordance with Instructions to Depository Libraries. Decisions to weed are based on criteria set forth by the Library Director in consultation with the professional staff. These criteria include: content, permanency, currency, physical condition, duplication, format, space considerations, and upkeep costs. Likewise, decisions to deselect GPO item numbers—and the publications associated with those item numbers—are made by the Depository Coordinator after consultation with librarians.

## **VII. Policy Revision**

This policy will be subject to revision and adjustment as the needs and circumstances of the library change but in any case, in accordance with the *Legal Requirements & Program Regulations of the Federal Depository Program*.