# King County Law Library Collection Development Policy

**Mission Statement**

Without access to information, there is no justice. King County Law Library aids all person with their need for legal information by providing legal materials, training, education and services in a welcoming and positive environment.

**Purpose**

The Collection Development Policy guides the Law Librarian in the selection and retention of materials in accordance with the Library's mission statement. The collection development policy must balance the needs of those we serve as well as account for the realities of funding and changes in the legal publishing field.

**Overview**

The Law Librarian and Library staff are responsible for review and selection of materials. The Library's collection will focus on providing current practical legal research information covering Washington State and United States (federal) primary and secondary legal resources. The Library will not collect theoretical, strictly academic, legal history materials, law school textbooks or foreign and international law materials.

**Criteria**

The following will be considered when evaluating materials for purchase, renewal, donation and retention:

- Potential use, including projected frequency of use
- Coverage of the materials, by adding unique coverage and increasing depth in existing parts of the collection
- Cost, including direct and indirect costs
- Format and electronic equivalents
- Current and permanent value, including consideration of whether the materials will be updated
- Reputation of publisher or producer and the author or editor
- Physical quality
- Availability of space

**Donations**

Donated materials should be either current materials or, if they are older, in superior condition to the materials they replace. Any books or other materials donated should be done so without restriction, in order that the Library may, in the future, sell or otherwise dispose of them should the focus of the collection no longer include them. The Library reserves the right to decline gifts that don't meet its needs or selection criteria.

Adopted 11/18/21

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**Patron Requests**

Requests for material by patrons will be considered. The Librarian will investigate and decide whether the item is appropriate to the collection.

**Core Collection**

The following guidelines are the minimum required for the Library's core collection. Some material may only be available via online resources. The Library will generally only purchase current materials except to replace older items. The legal subjects of the collection is determined by usage statistics, patron requests, changes in the law and the direction of the Law Librarian and the library staff. Supplementation of materials is acquired according to publisher's schedules. Supplementation may be cancelled at the discretion of the Librarian.

The Law Library acquires and retains the following publications:

A. Washington Administrative Code
B. Washington statutory code
C. Washington court reporters
D. Washington court rules
E. Washington session laws
F. Washington legislative materials
G. Washington digest
H. Washington Practice
I. Washington continuing legal education materials
J. United States statutory code
K. United States session laws
L. United States court rules
M. Citator service
N. Law reviews and journals
O. Treatises and monographs on select legal subjects

**Weeding Policy**

Weeding of the Library's collection will be an ongoing process. The collection will be evaluated with following criteria:

- Frequency of use
- Whether the material is outdated and of little or no historical value
- Whether the material is duplicated in another text or service
- 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
- 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 in the selection and retention criteria of the policy

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Specific retention guidelines:

A. All United States Code volumes are kept permanently. Superseded volumes of USCA are discarded.
B. The Library retains copies of the Revised Code of Washington from 1956 to 2014. Superseded volumes of RCWA are discarded.
C. The Library retains copies of the Washington Administrative Code from 1966 to 2015.
D. Laws of Washington, House and Senate Journals, Washington legislative bills, Legislative Record, and annual legislative reports are kept permanently.
E. Washington reporters are kept permanently.
F. Washington advance sheets containing rules changes and proposals are kept permanently.
G. Washington state, local and federal rules are kept permanently.
H. Washington sentencing guidelines are kept permanently.
I. The Library retains copies of Washington Supreme Court briefs dating back to 1890 to 2008.
J. Washington deskbooks are discarded when superseded.
K. King County Ordinances are kept permanently.
L. Washington continuing legal education (CLE) materials are discarded after 7 years.
M. Washington Practice volumes are kept permanently.
N. Washington Bar News, King County Bar Bulletin and Trial News are kept permanently.
O. Superseded treatise volumes are not kept.
P. Lapsed treatise volumes are reviewed after 3 years but may be retained as necessary to fill a subject gap in the collection.
Q. Lapsed loose-leaf titles are typically discarded when the subscription ends.
R. Newsletters are discarded after one year.

**Review and Revision**

This policy will be reviewed and revised as new resources and technologies become available. As the needs of the Law Library's users change, this policy will adapt to the new requirements.

Adopted 11/18/21