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## SERVICES

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### Library Collection Management

- Organize the books in a logical order: categories (texts, journals, etc.), general to specific. Utilize established classification systems, E.g. *KF Classification Schedule Modified for Use in Canadian Law Libraries*, or general subject groupings specific to the collection.
- Catalogue the entire collection, print and digital utilizing an Internet accessible system (E.g. LibraryWorld or Inmagic)
- Include materials held outside the library in order to make the complete collection accessible to library patrons.
- Verify the currency of every edition and service and establish rules for retention, replacement, updating, etc.
- Under the direction of the Library Partner or Library Committee, establish a Collection Development Program to guide future acquisitions, cancellations, etc.
- Contribute to the development and maintenance of special collections, memo banks, decisions databases, etc.

### Current Awareness Service

- Ensure the client's professionals receive all the recent releases from publishers, organizations, commercial services, government branches, etc.
- Consolidate periodic and irregular mailings, highlights, newsletters, etc. by subject or practice areas.
- Forward appropriate collections to each group of professionals, usually on a weekly or bi-weekly basis.

### Budget Management

- Prepare a budget of projected costs for every category and title for the current fiscal year.
- Under the direction of the Library Partner or the Library Committee, adjust the collection to best utilize digital resources and prevent unnecessary duplication.
- Post every invoice and monitor the actual costs as they compare to the projections.
- Monitor outstanding invoices and provide reminders when necessary.
- Ensure that credits are received and utilized.

### Library Collection Maintenance

- For each vendor: consolidate account numbers, clarify subscription lists and recipients, avoid duplication, establish contact with representatives and customer service departments, and utilize online systems.
- Receive and process all incoming mail, print and digital. Standing orders in the form of regular issues or releases ordinarily represent approximately eighty percent of the library acquisitions.
- Distribute materials going to non-library locations.
- Process, shelve and loose-leaf file updates within a reasonable time period
- Discover and correct shelving and filing errors, including ordering replacement pages.



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### Acquisitions

- Monitor the legal publishing industry for new print and digital materials of interest.
- Analyse the collection looking for duplication or underrepresented categories.
- Propose digital alternatives when they become available.
- Propose acquisitions particular to the client's interests.
- Maintain vendor relationships.
- Prepare bibliographies of materials available in specific areas, then follow-up regarding decisions and places orders.
- Utilize the vendor's free approval period to allow the client to review the publication before purchasing. Ensure that material is forwarded as required, then returned and credited, or catalogued and paid.

### Reference and Research

- Answer all manner of questions regarding locating various materials, print and digital.
- Direct researchers within the physical library and help them with the library catalogue, texts, legislation, etc.
- Refer researchers to outside resources or acquire additional material when the local collection is insufficient.
- Conduct online searches using commercial (WestlawNext Canada, Quicklaw, Lexis Advance Quicklaw, HeinOnline, etc.) and open resources (CanLII, e-Laws, Internet Archive, etc.).
- Provide copies of particular papers, articles, etc.
- Provide subject specific research assistance in these and other areas: civil litigation, insurance, personal injury, municipal, environmental, administrative, constitutional, employment, labour, etc.
- Provide orientation for client's new professionals.

### Circulation

- Establish a circulation/sign-out system appropriate to the client's organization and culture.
- Monitor and encourage the use of the system.
- Assist users with locating materials using the system.
- Periodically request circulation record updates, returns and renewals.

### Facilities Management

- When the collection is moved, expanded, consolidated or otherwise physically adjusted, participate in the reorganization.
  - Assist with the space planning and renovations.
  - Acquire the necessary shelving or other specialized furniture and supplies.
  - Supervise the move.
  - Reflect the changes in the Library Catalogue and on the shelving signage.
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