



# Private Law Libraries

Shaunna Mireau

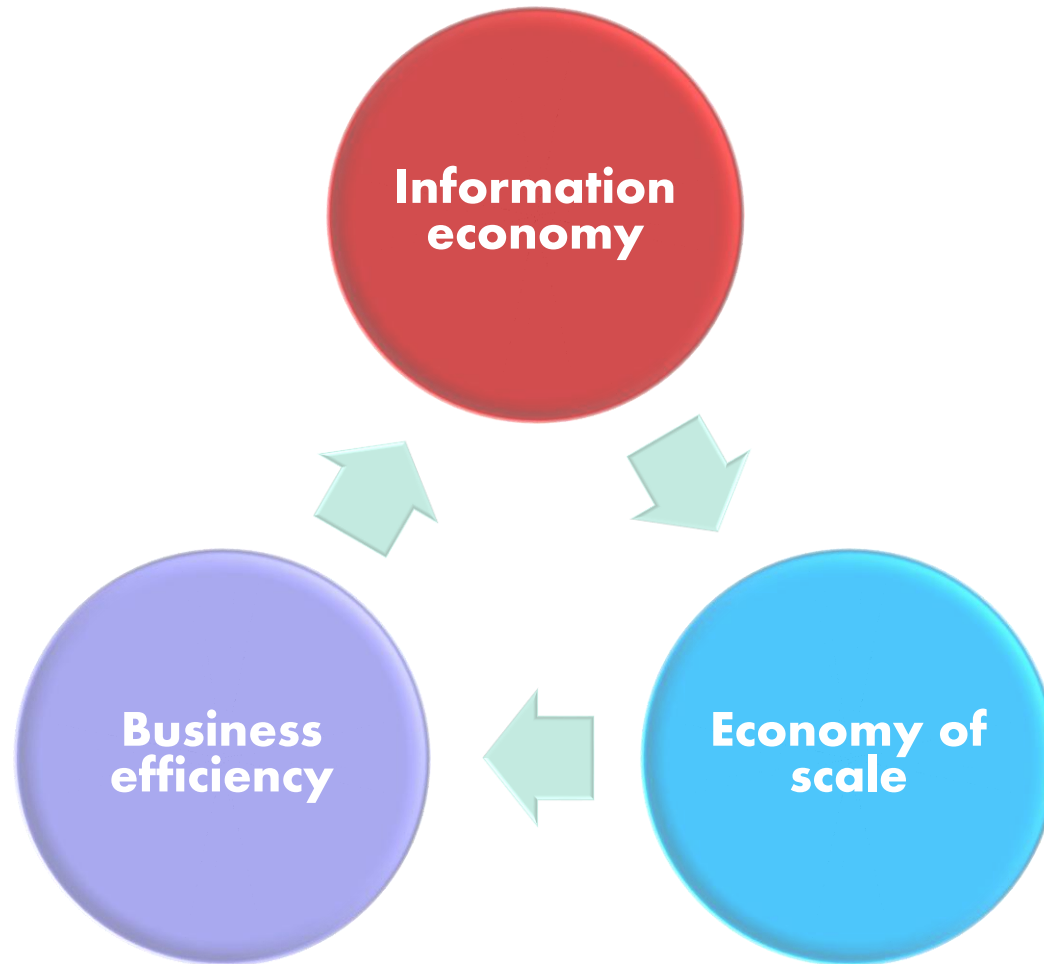


ELOMA February 11, 2014

FIELD LAW



# Why have a law firm library





# Why have a law firm library

- A firm library should
  - Meet the business goals of the firm
  - Enable researchers to do their best work
  - Organize the firms resources for most efficient retrieval
  - Make resources cost effective
  - Support the re-use of internally created knowledge
  - Collect the resources that best meet the needs of clients

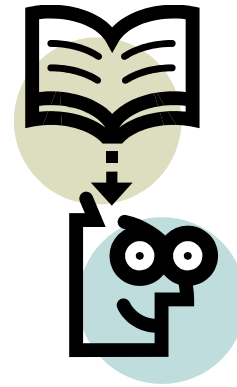
The background of the slide is a collage of four images related to a law firm. The top-left image shows the exterior of a brick building with a sign that says 'FIELD LAW'. The top-right image shows a modern office interior with a reception desk and a large abstract painting. The bottom-left image shows a portrait of a woman in a red jacket, likely a lawyer, framed on a wall. The bottom-right image shows a modern office interior with desks, chairs, and large windows overlooking a city skyline.

# What to collect

- Electronic vs. paper
  - eBook vs. database
  - Metered vs. contract
  - Free vs. fee
  - Internally created knowledge
- 
- Format of resources should be chosen based on users educated choice

# How to organize it

- Paper resources
  - By subject
  - By type of resource
- Electronic resources
  - With the paper
  - In a document management system
  - In a database





The  
ANNOTATED  
INSURANCE  
ACT  
of  
Ontario

The  
ANNOTATED  
INSURANCE  
ACT  
of  
Ontario

ANNUAL  
EDITIONS OF  
INSURANCE  
ATTORNEYS  
AND  
AGENTS

ANNUAL  
EDITIONS OF  
INSURANCE  
ATTORNEYS  
AND  
AGENTS

Volume I  
1990-1999  
1990-1999  
1990-1999

Volume II  
1990-1999  
1990-1999  
1990-1999  
1990-1999  
1990-1999  
1990-1999

2005

INSURANCE BAR

not updated as a  
service.  
to December 2005.

This item is not updated as a  
bulletin service.  
It is current to December 2005.

1990  
1990  
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Vol. 2

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Vol. 2

2005

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1990

Vol. 1

2005

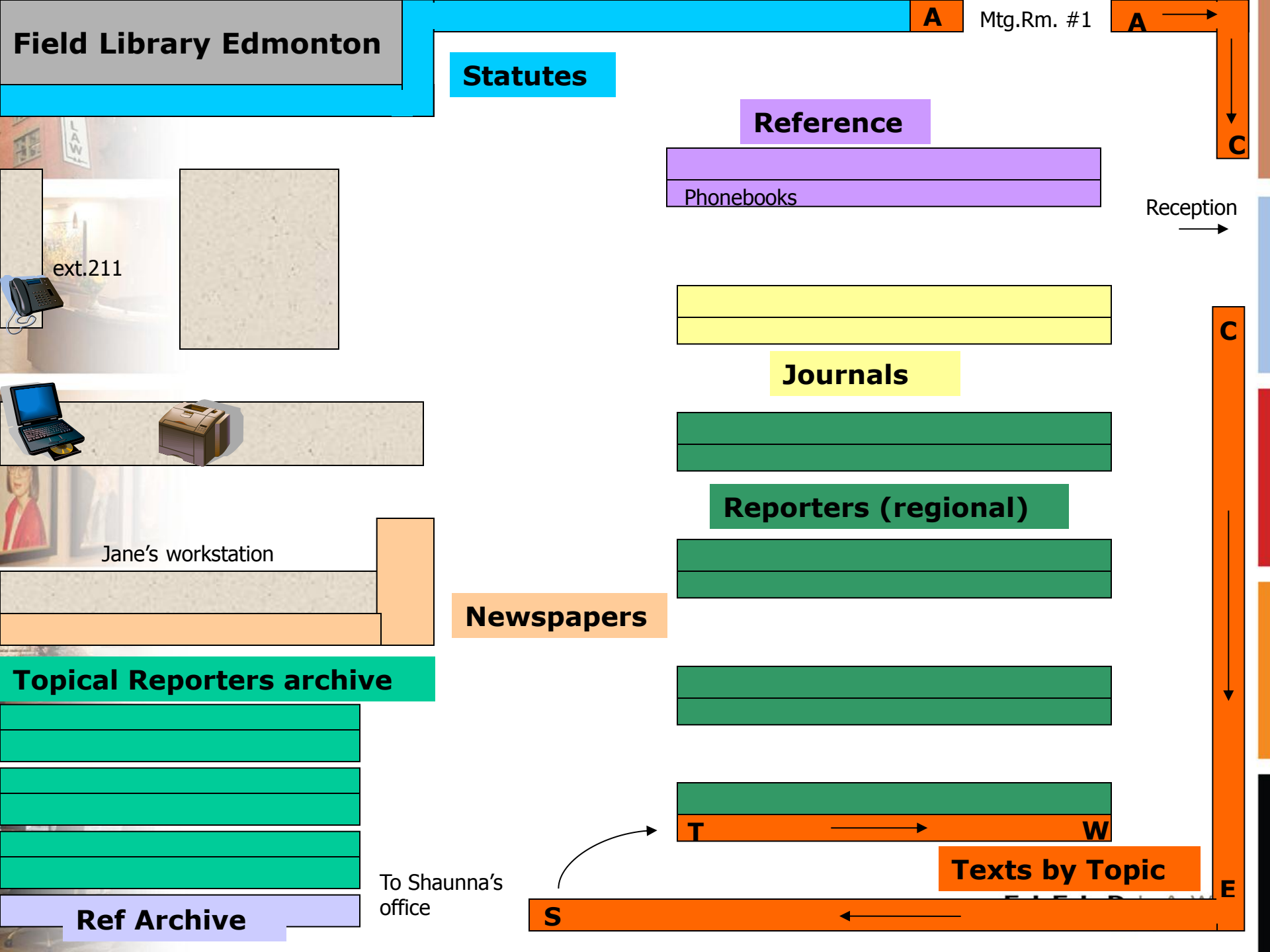
1990  
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Vol. 2

1990  
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Insurance

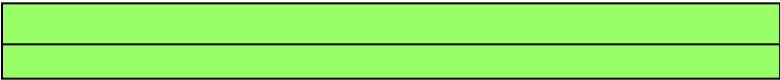




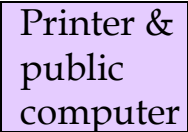
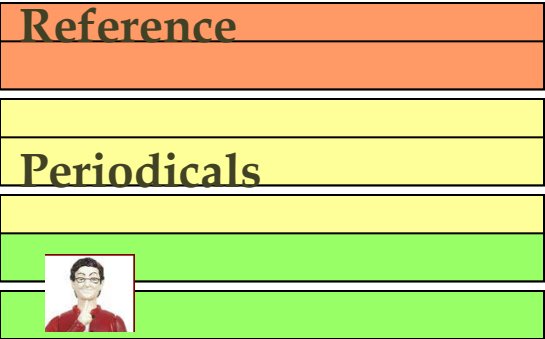
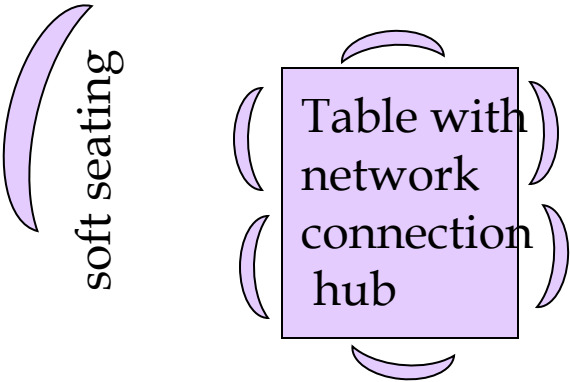
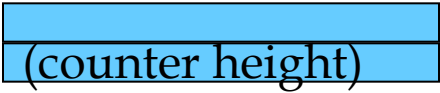


**Field Library Edmonton**

**Case Reporters**



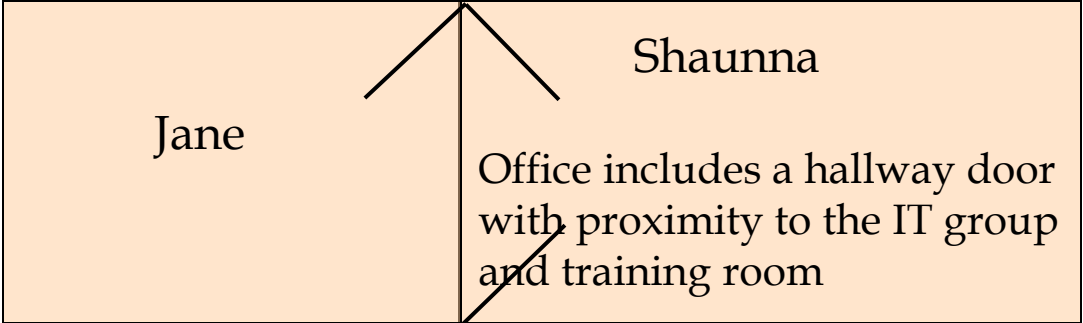
**Legislation**



**Textbooks**



**New library staff offices incorporated into the library space with glass walls for natural light and lines of sight into the library**



Reception



# How to organize it, etc.

- Keeping track of resources
  - One location in the firm
  - Multiple locations
- Database
  - Union list
- Intranet
  - Teaching tool
  - Pointing tool
  - Link management

# FIELD NET

## Main Menu

- [Home](#)
- [Field Directory](#)
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- [Central Services](#)
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- [Classified Ads](#)

The Gallery

## Top 10 Field Net Pages

1. [Field Directory](#)
2. [Staff Vacation Information Program](#)
3. [Health and Dental Care Benefits](#)
4. [Legal Research Links and Passwords](#)
5. [Time Off Requests and Overtime Authorization](#)
6. [Boardroom Bookings - Calgary](#)
7. [Statutory Holidays](#)
8. [Edmonton Student Duty List](#)
9. [Boardroom Bookings - Edmonton](#)
10. [Firm Committees](#)

## Latest Additions and Updates

1. [2014-02-10](#)
2. [Simone Hughes' Office Schedule](#)
3. [2014 List](#)
4. [Field Bulletin 2014-02-07](#)
5. [Edmonton Oilers](#)
6. [Fire Warden List - Calgary](#)
7. [Calgary Social Committee Members](#)
8. [Who To Ask](#)
9. [Calgary Student Duty List](#)
10. [Firm Committees](#)

Home

## After Hours On-Call Support Notification

After Hours Help Desk support is available as follows:

Mon - Fri: 5:00 PM - 10:00 PM

Sat/Sun/Holidays: 8:00 AM - 10:00 PM

Dial one of the following numbers:

Edmonton: (780) 423-9576

Calgary: (403) 232-1784

Leave a voice message and issue will be addressed next business day.

In case of emergency, press option 2 to page the on-call support person.

## Legislation and Rules of Court Links

For the Alberta Rules of Court, use the Alberta Queen's Printer link. For the Northwest Territories Rules of Court, use the Statutes of NWT link.

### Alberta Law Collection - Our future Our Past

A website that offers access to statutes, debates and journals of selected municipalities, all from the pre-digital era.

### Alberta Queen's Printer - QP Source Professional

Access Alberta's legislation online: acts, regulations, rules of court and more. Accessible from a computer.

### Alberta Rules of Court

From the Queen's Printer Public Rules (for sharing with clients).

### Canada Gazette Part II (1998 to current)

Published every other Wednesday, the Canada Gazette, Part II, contains all federal laws, regulations, orders, proclamations, and other documents. The Canada Gazette, Part II also contains the proposed regulations, which is published quarterly (March, June, September, December). The proposed regulations, is also available.

### Canada Gazette (Historical)

The Canada Gazette prior to 1998 has been digitized by Library of Parliament's Chronicle: The *Canada Gazette*.

### CanLII - Canadian Legal Information Institute

Case law, tribunal decisions and legislation, including point to the sources.

### JSS Barristers Rules

A summary of recent court decisions which consider the Alberta Rules of Court, as well as a cumulative summary of the news.

### LegisINFO

An essential research tool for finding information on Federal and Provincial legislation.

### Legislative Assembly of Alberta

An essential research tool for finding information on Provincial legislation.

## Legal Research Links and Passwords

## Legal Research Links and Passwords

The Field Libraries offer subscriptions to fee based services and also provides links to free services that are used for legal research. Disbursements for fee based services are outlined under the Libraries pages. Note that you can search the Field Libraries Catalog to links to electronic versions of textbooks. Key textbooks are also listed on Practice Area Pages and by area of law.

CanLII   LexisNexis Quicklaw   **NEW:** WestlawNext Canada

Source	Password
Alberta Civil Procedure Handbook <u>Legalviews</u> from Juriliber	Access to this is IP-based
Alberta Reports and other content from Maritime Law Book via <u>National Reporter Service</u>	Login: [REDACTED] Password: [REDACTED] OneLog will connect to this for you
Alberta <u>WCB Policies and Information Manual</u>	No password required
<u>Canadian Human Rights Reporter Online</u>	Access to this is IP-based
<u>CanLII</u> the Canadian Legal Information Institute	No password required
Carswell's <u>eReference Library</u>	Access to this is IP-based Please contact the library if you would like assistance using this tool.
<u>CCH Tax - CCH Online</u> Enter the User Name and Password in the appropriate fields, click on "Login". From there, choose JMerchant as profile and click "Submit". Under "Search your subscriptions" select CCH Tax and click "Go" to access the CCH Tax material.	Login: [REDACTED] Password: [REDACTED]



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- Libraries
- Marketing
- Business Matters
- Professional Dev.

[Home](#) • [Libraries](#) • Library Catalogue

## Search the Field Library Catalogue

[PRINT](#)

Please complete the following form

Search Title

Search Author

(All Or Part Of Last Name)

Search Subject

Title Insurance Law in Canada Online

Author 1 Brown, Craig

Author 2 Menezes, Julio

Place Toronto

Publisher Carswell

Date 2011-

Edition

Physical Online Service

Location

Edm

Holdings

Cal

Holdings

Ykn

Holdings

Notes Textbooks on Carswell eReference Library

File [http://www.erefencelibrarycarswell.com/maf/api/tocectory?](http://www.erefencelibrarycarswell.com/maf/api/tocectory?ntocview=crswerefins&ao=0.crswerefins&tab=&tocquid=crswerefroot&ancs=true&tds=crsw_eref_toc)

[ntocview=crswerefins&ao=0.crswerefins&tab=&tocquid=crswerefroot&ancs=true&tds=crsw\\_eref\\_toc](http://www.erefencelibrarycarswell.com/maf/api/tocectory?ntocview=crswerefins&ao=0.crswerefins&tab=&tocquid=crswerefroot&ancs=true&tds=crsw_eref_toc)

Subject 1 Insurance law -- Canada

Subject 2

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- Events Calendar

## The Gallery



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## Libraries

### Libraries

The categories below contain various articles pertaining to each category. If you can't find something right away, please feel free to use the **Search...** box in the upper right corner of this window. You can also dial INFO (x.4636) on your phone for Librarian assistance from 8-5 M-F.

- [Practice Area Pages](#)

#### Practice Area Pages

Computer Assisted Legal Research Resources (WeC,QL

Field Library Procedures

Legislation Research (Bills, Statutes, Regulations)

Passwords to Online Services

Research Tips and Practice Assistance

Secondary Sources Research

Services

Textbooks By Area of Law

Library Catalogue

> Health Law

> Business Law

> Debt Recovery and Restructuring

> Defamation and Media Law

> General Litigation

> Insurance

> Intellectual Property and Technology

> Labour and Employment

> Privacy

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## The Gallery



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## Insurance

### Insurance Practice Area Page

#### Knowledge Sources

- [Practical Considerations When Researching Personal Injury Actions](#)
- [Field Rules Project Sharepoint Site](#)
- [Annotated Insurance Act](#)  
Current to January 9, 2014  
Links to citing cases on CanLII, Forms from the Superintendent of Insurance, Regulations, and concordance sections for the pre- July 2012 and pre-1999 act for easier noteups.  
Includes pending amendments.

#### Research Sources

- [Insurance Law in Canada](#)  
(eBook, via Carswell eReference Library)  
Click on the [blue check mark](#) to the left of the title, which will expand to display the various sections/chapters of the book.
- [Insurance Law Textbooks](#)
- [Personal Injury Textbooks](#)
- [Legal Research Links and Passwords](#)

#### Internet Links

- [Insurance Act](#) (via QP Source)
- [Insurance Blogs](#)
- [AB Superintendent of Insurance](#)
  - [Standard Automobile Policy](#) (effective Sept 1, 2013, sentence added re: [Statutory Conditions](#))
  - [SEF 44 - Alberta Family Protection Endorsement](#)
  - [SEF 6C - Public Passenger Vehicle Endorsement](#)
  - [SEF 101 - Public Passenger Vehicle Endorsement](#)

#### Tools

- [AB Insurance Cap Amounts](#)
- [AB Prejudgment Interest Calculator](#)
- [Damage Awards Analysis Tool](#)
- [Fatal Accidents Act Compensation Amounts](#)
- [Interest on General Damages](#)
- [Present Value Inflation Calculator](#)
- [CanLII link](#)
- [WestlawNext Canada](#)  
(Click on the [Litigator](#) tab to access the [Personal Injury Quantum Service](#))

These links can be adjusted as needed. Please contact the library staff with your suggestions.

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# Organizing a private law library

- Daily management (technical services)
  - Mail, Circulation
  - Current awareness routing
  - Interlibrary loans
  - Looseleaf filing
  - Disbursements for firm research
- Annual budget, vendor contracts
- “Other duties as required”





# ‘Public’ services

- 
- Current awareness services
    - Watching legislation
    - Watching social media sites
    - Circulating cases, news
  - Reference services
    - Finding : facts, fictions
    - Noting up
    - In depth research
  - Teaching research skills
  - Knowledge management
- 
- 
- 



# People

- Trained library staff
  - MLIS or MLIS+JD
  - Library Technician
  - Library Clerk
- Research lawyers




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# Cost of a law firm library

- Materials
  - Database – eBook - Print
  - Electronic services contracts
- People
- Space
- Librarians save firms \$ (duplication of content, office copies, paying for things that are free, ensuring good )



# Wrap up

- 
- Why have a firm library
  - What to collect
- 
- How to organize it
  - Services to offer
  - People
  - Cost
- 
- Questions? [smireau@fieldlaw.com](mailto:smireau@fieldlaw.com)