

GREAT LIBRARY ONLINE SERVICES

CATALOGUING SERVICES
FOR COUNTY AND DISTRICT LAW
ASSOCIATION LIBRARIES

Zdravka Terzic
Library Technician

Cataloguing Services

- We provide to county and district law libraries:
 - KF Modified classification for common law materials and LC classification for non-common law and non-legal materials
 - Catalogue records
 - Holdings records for individual libraries
 - Shelflist reports
 - Spine labels

Cataloguing Tools

County & District Law Library Reporting Forms

County & District Law Library Cataloguing & Processing Request Manual

County & District Law Library Reporting Forms

Cataloguing & Processing Services for County and District Law Libraries

County and district libraries should use online reporting forms to submit cataloguing requests online rather than by mail.

Simply select a form from the list below, fill out the required information in the Library Code and E-mail type the appropriate data in the text boxes, and finally click the Submit button.

- [Form for Reporting Serials](#)
- [Form for Reporting Monographs](#)
- [Form for Reporting Withdrawals](#)

Form for Reporting Serials

Required Information

Library Code

E-mail Address

Type appropriate data in the spaces below

Author(s)/Editor(s)

Great Library Home | [AdvoCAT](#) | [Legal Research Tools](#) | [Library Services](#) | [About the Library](#) | [Library Collections](#) | [Archives](#)

Search Library Catalogue Keyword GO

LEGAL RESEARCH TOOLS
AdvoCAT Library Catalogue
Other Library Catalogues
Databases & Article Searching
Case Law & Legislation Online
Legal Periodicals Online
Legal Research Guides

LIBRARY SERVICES
Ask a Law Librarian
Seminars & Orientation Tours
Photocopying
CLE Listings
Notable Legal Websites
Cataloguing Services

ABOUT THE LIBRARY
Access & Use
Library Hours
Computers in the Library
Directions & Building Information
Staff Directory

LIBRARY COLLECTIONS
Print Collections
Electronic Resources
Organization & Floor Plans
Virtual Tour
Other Library Locations

ASK A LAW LIBRARIAN

QUICK LINKS
[AdvoCAT Library Catalogue](#)
[Canadian Case Law Online](#)
[Canadian Legislation Online](#)
e-Reference
[Photocopy Request Form](#)
[Journal Locator](#)
[Practice Portals](#)
[AccessCLE](#)

Library Hours
Mon.-Fri.: 9 AM-10 PM
Sat.: 9 AM-5 PM
Sun.: noon-5 PM

CanLII
Canadian Case Law and Legislation Online
 GO

CanLII Advanced Search

e-Laws
Ontario Statutes and Regulations Online

NEWS ALERT
[Library website and Internet access down Thursday evening](#)
[HeinOnline Now Free for Law Society Members](#)
[Some good news about the HST! The Great Library lowers photocopy charges on July 1, 2010](#)
[AccessCLE: Law Society CLE program articles at your fingertips!](#)
[Ontario Legislative Histories Tutorial: Learn how to do Ontario legislative histories from 1991 to the present online.](#)
[Postjudgment and Prejudgment Interest Rates: 2010, 4th quarter: 2% and 1%](#)

County & District Law Library Cataloguing & Processing Request Manual

- [AdvoCAT Online Catalogue](#)
- [Submission of Cataloguing Requests](#)
 - [Reporting frequency](#)
 - [E-mail confirmation](#)
 - [New records](#)
 - [Online reporting forms](#)
 - [Holdings display in AdvoCAT](#)
 - [Reporting serials and loose-leafs](#)
 - [What to report](#)
 - [What not to report](#)
 - [How to report serials and loose-leafs](#)
 - [Holdings statements for serials and loose-leafs](#)
 - [Notes for serials and loose-leafs](#)
- [Reporting monographs](#)
- [Reporting withdrawals](#)
- [Classification of Legal Materials](#)
- [Numbers & Spine Labels](#)
- [Label Printing Procedures](#)
- [Listings](#)
- [Contacts at the Great Library](#)

Cataloguing Reporting Forms

County & District Law Library Reporting Forms

Cataloguing & Processing Services for County and District Law Libraries
County and district libraries should use online reporting forms to submit cataloguing requests online rather than by mail.

Simply select a form from the list below, fill out the required information in the Library Code and E-mail Address fields, type the appropriate data in the text boxes, and finally click the Submit button.

- [Form for Reporting Serials](#)
- [Form for Reporting Monographs](#)
- [Form for Reporting Withdrawals](#)

Form for Reporting Serials

Required Information

Library Code

E-mail Address

Type appropriate data in the spaces below

Author(s)/Editor(s)

Title (include series identification where applicable)

- Three types of forms for identifying the processes
- Requests are immediately in the queue
- Target processing period two weeks
- For lengthy cataloguing or withdrawal requests use any word processing or spreadsheet application

The screenshot shows an email inbox with a search bar at the top. The left sidebar contains folders like Drafts, Sent, Follow Up, All Documents, Junk, Trash, Archive Trash, Chat History, Views, and Folders. The main area displays a list of 15 emails, all from 'County Library'. The table below represents the data from this list.

	Sender	Date	Size	Subject
★	County Library	10/07/2010 09:28 AM	4K	Reporting Serials : oxfo
★	County Library	10/07/2010 09:58 AM	4K	Reporting Serials : algo
★	County Library	10/07/2010 10:02 AM	4K	Reporting Monographs : coct
★	County Library	10/07/2010 10:02 AM	4K	Reporting Serials : carl
★	County Library	10/07/2010 10:44 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 10:47 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 10:51 AM	4K	Reporting Monographs : elgi
★	County Library	10/07/2010 10:51 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 10:53 AM	4K	Reporting Monographs : elgi
★	County Library	10/07/2010 10:58 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 11:00 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 11:01 AM	4K	Reporting Serials : norf
★	County Library	10/07/2010 11:03 AM	4K	Reporting Monographs : keno
★	County Library	10/07/2010 11:11 AM	4K	Reporting Serials : musk
★	County Library	10/07/2010 11:11 AM	4K	Reporting Serials : musk
★	County Library	10/07/2010 11:28 AM	4K	Reporting Monographs : peel
★	County Library	10/07/2010 12:15 PM	4K	Reporting Monographs : peel
★	County Library	10/07/2010 01:42 PM	4K	Reporting Monographs : lamb
★	County Library	10/07/2010 01:45 PM	4K	Reporting Monographs : lamb

Cataloguing Reporting Forms

Form for Reporting Serials

Required Information

Library Code

E-mail Address

Type appropriate data in the spaces below

Author(s)/Editor(s)

Title (include series identification where applicable)

Place of Publication

Name of Publisher

Year of Publication

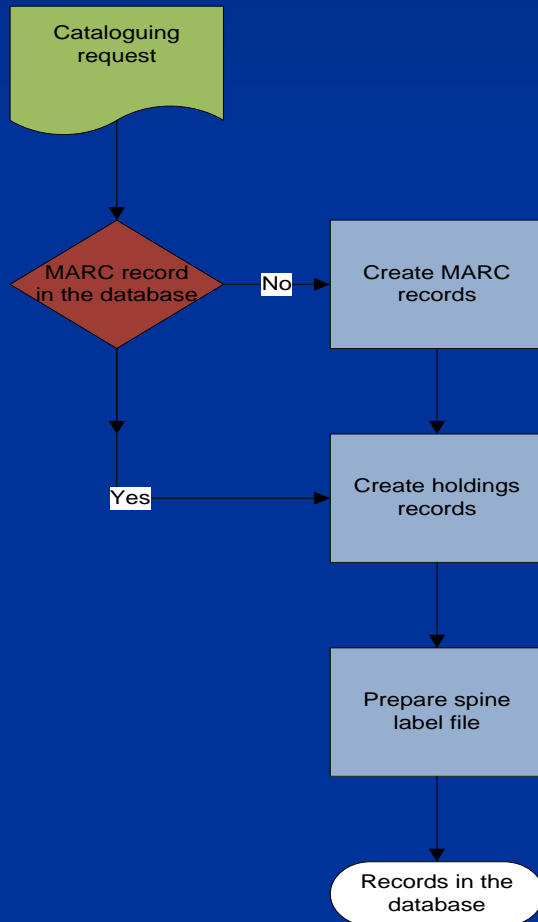
Edition

ISSN (no dashes)

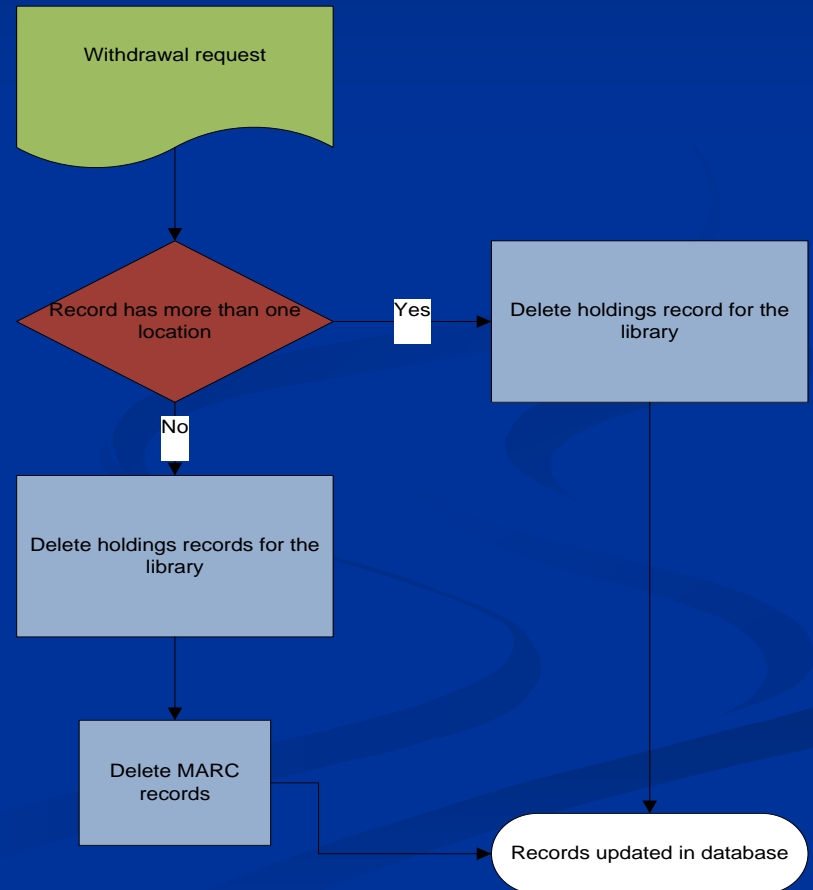
- Important for:
 - Identifying the materials
 - Sending confirmation e-mail to library
 - Creating holding records according to Library Code

Cataloguing Processes

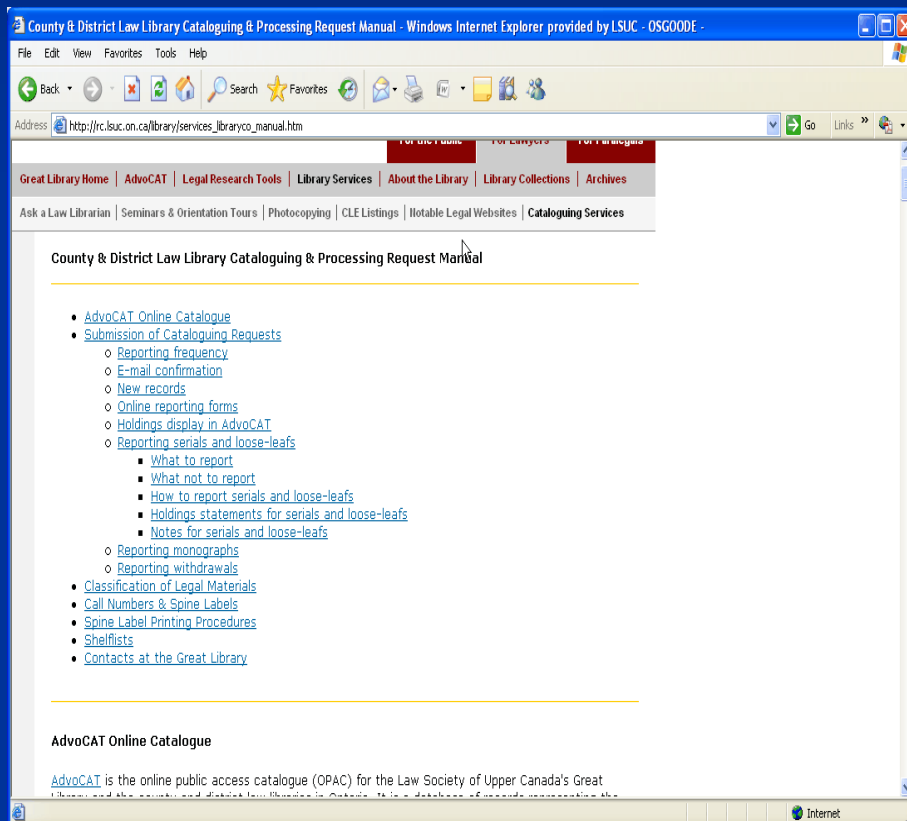
Serials and Monographs



Withdrawals



Cataloguing & Processing Manual



■ Contents:

- Instructions
- Guide
- Help
- Examples

Updated periodically

AdvoCAT Display

Database Name: LSUC Great Library
Search Request: Title Starts With = fundamentals of income tax law
Search Results: Displaying 1 of 1 entries

[◀ PREVIOUS](#) [NEXT ▶](#)

[BRIEF VIEW](#) [LONG VIEW](#) [TABLE OF CONTENTS](#)

The fundamentals of income tax law / Vern Krishna.

Database: LSUC Great Library

Main Author: [Krishna, Vern.](#)

Title: The fundamentals of income tax law / Vern Krishna.

Published: Toronto, Ont. : Carswell, c2009.

Description: lxxxiv, 975 p. ; 25 cm.

Subject(s): [Canada. Income Tax Act.](#)

[Income tax --Law and legislation --Canada.](#)

[Corporations --Taxation --Law and legislation --Canada.](#)

[Tax planning --Canada.](#)

Location: Great Library Stacks, 1st Floor

Call Number: [KF 6499 .ZA2 K7415 2009](#)

Location: Frontenac County Stacks

Call Number: [KF 6499 .ZA2 K7415 2009](#)

Location: Hamilton Stacks

Call Number: [KF 6499 .ZA2 K7415 2009](#)

Catalogue record

Holdings records

AdvoCAT Display

Notes for serials and loose-leafs

The following notes are examples of holdings notes indicating retention or updating policies that may be included in the **Comments** field of the serials reporting form:

- Library keeps current year only.
- Library keeps last two years only.
- Library subscription cancelled with 2004.
- Library subscription cancelled with May 2005.
- Library subscription cancelled with no. 7 (July 2006).
- Library subscription cancelled with issue 47 (May 2008).
- Library subscription cancelled with v. 65 (2003).
- Library subscription cancelled with v. 4, no. 1 (Jan. 2007).
- Library subscription cancelled with v. 28, no. 47 (Dec. 31, 2007).
- Library subscription cancelled with rel. 1 (Feb. 2009).
- Library updates contents annually.
- Library updates contents biannually.
- Library updates contents periodically.
- Library does not subscribe to updating service. Contents updated to rel. 2 (Mar. 2008).

Cataloguing Manual

Location: Hamilton Stacks

Call Number: [KF 300 C6 1995](#)

Bound Volumes: v.1-2

Notes: Library does not subscribe to updating service. Contents updated to issue 15 (Apr. 2002).

Location: Toronto Stacks

Call Number: [KF 300 C6 1995](#)

Bound Volumes: v.1-2

Notes: Library does not subscribe to updating service. Contents updated to issue 52 (May 2010).

Location: Waterloo County

Call Number: [KF 300 C6 1995](#)

Bound Volumes: v.1-2

Notes: Library does not subscribe to updating service. Contents updated to issue 21 (Nov. 2003).

Loose-leaf holdings

AdvoCAT Display

Examples:

1. An annual serial. The title is currently received, but your library retains only the current year and discards previous years.
 - o In the **Comments** box insert the following note (Because the year does not display in the catalogue, updating is not required each time a new issue is received.):
 - **Library keeps current year only.**
2. An annual serial. The title is currently received, but your library retains only the last two years and discards previous years.
 - o In the **Comments** box insert the following note (Because the years do not display in the catalogue, updating is not required each time a new issue is received.):
 - **Library keeps last two years only.**

Cataloguing Manual

Location:Hastings County Stacks
Call Number:[KF 6499 .ZA2 C36 In](#)
Notes:Library keeps current year only.

Location:Huron County Stacks
Call Number:[KF 6499 .ZA2 C36 In](#)
Notes:Library keeps last two years only.

Location:Kenora District Stacks
Call Number:[KF 6499 .ZA2 C36 In](#)
Bound Volumes: 2009

Location:Kent County Stacks
Call Number:[KF 6499 .ZA2 C36 In](#)
Notes:Library keeps last two years only.

Serials holdings

Shelflist Reports

CALL_NO	VOL.	TITLE	AUTHOR	EDITI ON	PUBLISHER	DATE	BOUND VOLS.
HV 9308 A262	2005/2 006	Annual report of the Correctional Investigator [electronic resource].	Canada. Correctional Investigator.		Public Safety and Emergency Preparedness Canada,	2004-	0 2004/2005- 2005/2006
HV 9308 A262	2004/2 005	Annual report of the Correctional Investigator [electronic resource].	Canada. Correctional Investigator.		Public Safety and Emergency Preparedness Canada,	2004-	0 2004/2005- 2005/2006
HV 9510 .T62 T6	v. 1	Report of the Royal Commission on the Toronto Jail and Custodial Services.	Ontario. Royal Commission on the Toronto Jail and Custodial Services		Queen's Printer of Ontario,	c1978.	0 v. 1-4
HV 9510 .T62 T6	v. 2	Report of the Royal Commission on the Toronto Jail and Custodial Services.	Ontario. Royal Commission on the Toronto Jail and Custodial Services		Queen's Printer of Ontario,	c1978.	0 v. 1-4
HV 9510 .T62 T6	v. 3	Report of the Royal Commission on the Toronto Jail and Custodial Services.	Ontario. Royal Commission on the Toronto Jail and Custodial Services		Queen's Printer of Ontario,	c1978.	0 v. 1-4
HV 9510 .T62 T6	v. 4	Report of the Royal Commission on the Toronto Jail and Custodial Services.	Ontario. Royal Commission on the Toronto Jail and Custodial Services		Queen's Printer of Ontario,	c1978.	0 v. 1-4
K 87 W44 2010		Finding & managing legal information on the Internet / David P. Whelan.	Whelan, David P.		Canada Law Book,	c2010.	
K 579 .N4 F 44 2000		Economic negligence : the recovery of pure economic loss / Bruce Feldthusen.	Feldthusen, Bruce P., 1949-	4th ed.	Carswell,	c2000.	

- Individual library titles are listed according to call numbers
- Reports are provided in Excel file format
- Shelf list request e-mail to:
CatDept@lsuc.on.ca

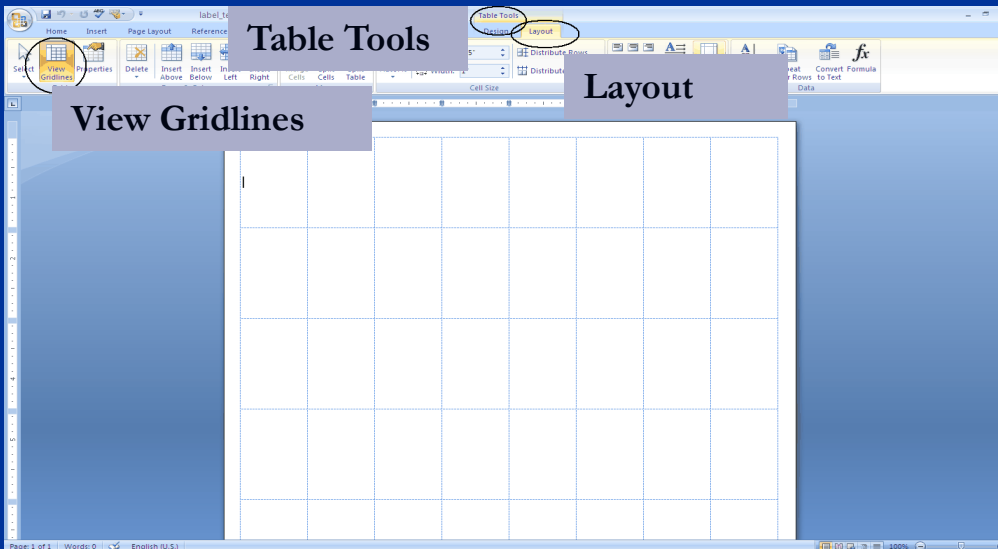
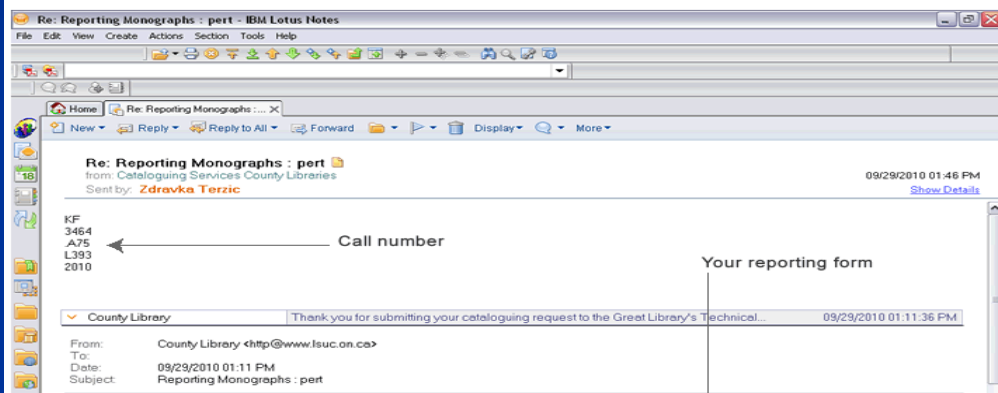
Spine Labels

Spine Label Printing Procedures

You will receive an e-mail from the Great Library providing a call number, which you can use to print a spine label in the following situations:

- A new title you have reported to the Great Library has been processed.
- A new LSUC CLE title has been catalogued by the Great Library.
- A call number needs to be corrected.

Example:



- E-mail replies to cataloguing requests include spine labels
- Manual contains a label template for printing your own labels
- Large numbers of labels are provided in electronic or print format
- Brodart laser spine label #55-395-002

Thank you

Questions or comments?

Contact:

Zdravka Terzic

zterzic@lsuc.on.ca

(416) 947-7600 ext. 2282