



## County and District Law Libraries Document Delivery: Steps to Doing It Right - Revised Summer 2008

The following is a checklist of sources to utilize when verifying citations, seeking holdings or confirming locations before using document delivery.

### If you are seeking a monograph (textbook) ...

#### ■ AdvoCAT

1. Check *AdvoCAT*, the union catalogue of holdings of the Great Library and the County and District Law Libraries at <http://library.lsuc.on.ca/> to see if any law library in the system has the title you need.
2. If you find a library that does hold the title you need, verify the bibliographic information (e.g. title, author, date, edition, series, etc.) in order to provide accurate information when you place a request.
3. If you only need a portion of the monograph (i.e. the Table of Contents, Index, a specific chapter or particular pages) be sure to specify that in your request.

### If you are seeking to verify a citation for a law report or journal ...

#### ■ Cardiff Index to Legal Abbreviations

1. Check out the *Cardiff Index to Legal Abbreviations* at <http://www.legalabbrevs.cardiff.ac.uk/>. If you enter the acronym of the citation it will provide you with a list of publications (law reports or journals) using that acronym.

### If you are seeking a periodical ...

#### ■ Union List of Periodicals Held in County and District Law Libraries

1. If the title you are looking for is a periodical (i.e. journal, magazine, scholarly law review, gazette, newspaper, quarterly and/or newsletter) check the *Union List of Periodicals Held in County and District Law Libraries*. (This is updated annually in paper. The most recent is April 2007. An electronic version is available from Catherine Walsh at [tbla@tbaytel.net](mailto:tbla@tbaytel.net))

#### ■ Bora Laskin Library List of Electronic Journals

1. Check the *Database of Law Journals Available Electronically and at the Bora Laskin Law Library*. From the University of Toronto's Law Library, this database of law journals is available electronically at <http://www.law-lib.utoronto.ca/journals/search.asp>.

### If you are seeking a case/decision ...

#### ■ LexisNexisQuicklaw Source Directory

1. Check the *Source Directory* on the main search page and select *Publication Type* to see the individual sources available. All association law libraries have access to LexisNexisQuicklaw.

■ **LawSource Database Directory**

1. Check the list of court and tribunal decisions available on LawSource. Once you are in LawSource choose *What's in Law Source – Case Law* from the menu on the left side of the screen. All association law libraries have access to LawSource via LibraryCo's Toolkit of Electronic Legal Resources.

■ **Union List of Canadian Law Reports Held in Regional and the Great Libraries**

1. If the case / decision you are looking for is from a Canadian law report, confirm the designated holding library by looking in the *Union List of Canadian Law Reports Held in Regional and the Great Law Libraries*.

2. Verify the bibliographic information (i.e. title of law report, citation for decision including the style of cause, year, volume number, series if applicable and page numbers where the decision can be found) in order to provide accurate information when you place a request.

■ **Union List of United Kingdom Law Reports Held in Regional and the Great Libraries**

1. If the case or decision you are looking for is from a United Kingdom law report, confirm the designated holding library by looking in the *Union List of United Kingdom Law Reports Held in Regional and the Great Law Libraries*.

2. Verify the bibliographic information (i.e. title of law report, citation for decision including the style of cause, year, volume number, series if applicable and page numbers where the decision can be found) in order to provide accurate information when you place a request.

**If none of these solutions works and you don't know where else to look ...**

■ **Google – [www.google.ca](http://www.google.ca)**

1. Be sure to evaluate the currency, accuracy and relevancy of information that you find on the internet.

■ **County and District Law Libraries**

1. Use the toll free numbers to call a colleague in a County and District Law Library or at Great Library. Be sure to have detailed bibliographic information in order to request a particular item, or all relevant facts if requesting reference assistance. Alternatively, you can e-mail a colleague or the Great Library.

2. If you require the opinion or advice of all library staff on a particular issue, a group e-mail may be appropriate.

\* It is recommended that for ease of use you consider creating shortcuts on your desktops for the items above where a URL is provided to a website. You will find these items to be more readily accessible and very easy to use.