



## **Guidelines for Retention for Cancelled Looseleaf Publications in County and District Law Libraries**

The following guidelines have been endorsed by the LibraryCo *Collections Team* and the LibraryCo Board of Directors. They are recommended for use at local law libraries. Area and regional law libraries may find them to be useful as a guide as well.

Currency and accuracy of information is paramount to the practice of law. It is critical that lawyers using county and district law libraries are confident that they are using current and up-to-date information.

**There are compelling reasons to keep some cancelled looseleaf materials on library shelves.** They may be the only locally held source on that subject area; the information is still relevant though not updated etc. However:

- no cancelled looseleaf publication should be on the shelf unless labeled appropriately
- all cancelled looseleaf publications should be labeled appropriately to reflect that they are no longer current

and

- it is not appropriate to only label the volume(s) “cancelled”. The label needs to indicate when the volume(s) was cancelled (i.e. The label may say “current only to year/month”).

Cancelled publications should be removed from the shelves five (5) years after cancellation. (e.g. *Canadian Encyclopedic Digest* and the *Canadian Abridgment* and others.) For historic research purposes some regional law libraries and/or the Great Library maintain older editions which lawyers can utilize.

Approved by the LibraryCo Board of Directors,  
November 22, 2002