



## County and District Law Libraries Document Delivery: Steps to Doing It Right – Summer 2014

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

### A. 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://lsuc-voyager.hosted.exlibrisgroup.com/vwebv/searchBasic?sk=en\\_US](http://lsuc-voyager.hosted.exlibrisgroup.com/vwebv/searchBasic?sk=en_US) 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 (e.g. the table of contents, index, a specific chapter or particular pages) be sure to specify that in your request.

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

#### ■ Cardiff Index to Legal Abbreviations

Check 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 that use that acronym.

### C. If you are seeking a periodical

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

This list is maintained electronically and updated from time to time by staff in the county and district law libraries. The most recent version was created in October 2013. Please contact Helen Heerema at the Thunder Bay Law Association for a copy.

#### ■ Database of Law Journals Available Electronically and at the Bora Laskin Library

This database from the Bora Laskin Law Library at the University of Toronto is available at <http://www.law-lib.utoronto.ca/journals/search.asp>

### ■ Great Library e-Journal Locator

This resource contains a searchable list of electronic journals to which the Great Library has access. It is available at <http://sfxhosted.exlibrisgroup.com/lsuc/az>

**Check the following online services for full text journals:**

- HeinOnline
- LexisNexis Quicklaw (available through the Toolkit of Legal Resources)

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

#### ■ LexisNexisQuicklaw Source Directory

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 through the Toolkit of Legal Resources.

- CanLII – <http://www.canlii.org/en/index.html>
- Contact the Great Library at [http://rc.lsuc.on.ca/library/gl\\_getdoc.htm](http://rc.lsuc.on.ca/library/gl_getdoc.htm) .

Ask the reference staff to search WestlaweCarswell.

Verify the bibliographic information (e.g. 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 – <http://www.google.ca/>

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

#### ■ County and District Law Libraries

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 may e-mail a colleague or the Great Library.