



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

The following guidelines have been endorsed by the LibraryCo Board of Directors. They are recommended for use by local law libraries. Area and regional law libraries may find them 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 and/or the information is still relevant though not updated. However:

- no cancelled looseleaf publication should be on the shelf unless labelled appropriately
  - the label should be affixed in a visible location, state that the publication is no longer updated and note its currency. For example, a brightly coloured label, affixed to the front cover, would read “CAUTION: This publication is no longer updated. Contents current only until January 2012.”

The library’s catalogue record should be amended to reflect the change in holdings. Please refer to “Reporting Serials and Loose-leaves” in the *County and District Law Library Cataloguing and Processing Request Manual* which is available on the Great Library’s web site at [http://rc.lsuc.on.ca/library/services\\_libraryco\\_manual.htm](http://rc.lsuc.on.ca/library/services_libraryco_manual.htm).

Cancelled publications should be removed from the shelves five years after cancellation. 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

Amendments approved by the LibraryCo Board  
of Directors December 7, 2012