



# LibraryCo e-Newsletter

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## SPOTLIGHT ON . . . New Learning Opportunities

This month we are highlighting three new exciting educational opportunities that will likely be of interest to library staff and the associations. Thanks to Beth Weisz of LibraryCo and Amanda Ward-Pereira of the Algoma District Law Association for their contributions to this month's Spotlight column.

**Lynda.com** is an online learning site that helps anyone to learn software, design and business skills. Subscribers have unlimited access to a large library of high quality and current video tutorials. New courses and topics are added every week. Courses range from Excel for beginners to advanced web design. The self-paced tutorials are very flexible and convenient for those with limited time.

The website is easy to use. You can search for courses by subject, software or skill level. Lynda.com offers a breakdown of each training session into sub-topics for easy navigation. Each video is broken down into short sections offering the ability to go to a specific section of a tutorial. This is a great time saver.

Lynda.com offers different payment options for online subscriptions. You may opt for a manageable monthly payment or a discounted annual payment. Either option gives you access to 700 training courses with over 100,000 tutorials and instructional video lessons. I used the Basic Plan (\$25.00 per month) for a couple of months while I learned WordPress. – Beth Weisz, LibraryCo Inc.

**WordPress** is a publishing platform that makes it easy for anyone to publish online. It was originally created as an easy way to set up a blog – it now powers millions of web sites! It comes in two forms: the fully hosted [WordPress.com](http://WordPress.com), and the self-hosted version available at <http://wordpress.org/>.

There is no charge to set up a WordPress.com web site. You also have the ability to add upgrades such as personalized domain name. It can create a clean, simple and professional looking site. You also have the option to pay an additional fee which will give you access to additional plug-in and themes. The software does not require a lot of technical know-how and lets you focus on content. You do not have to download software, pay for hosting or manage a web server.

In comparison, a self-hosted WordPress.org site must be installed on a web hosting account separately. It allows for plug-ins to increase functionality and custom themes to enhance the site. If you have some technical knowledge and extra time to research and install your own themes and plug-in, Wordpress.org will be for you.

If you are interested in creating a web site for your association please refer to my WordPress tutorial that was sent out on March 17<sup>th</sup>, 2014. It focuses on Wordpress.com and offers easy to follow instructions that will help you to set up a clean professional site in a very short time. You do not have to know any special coding or have advanced technical skills. – Beth Weisz, LibraryCo Inc.

Please feel free to contact Beth with any questions regarding [Lynda.com](http://Lynda.com) and WordPress. She may be reached at [bweisz@libraryco.ca](mailto:bweisz@libraryco.ca) or 866-340-7578.



I recently took a course through the University of Toronto iSchool and want to share my experience with you. I found out about the course through the iSchool emails that advertise upcoming courses. Last summer I saw that the course *Legal Research on the Web* was being offered in the fall. I sent a letter to Martha Foote with the information required for a course bursary. (You can find the requirements on the LibraryCo web page.) Martha approved the course so I registered for it. The whole process was very simple.

When the course started I was given a username and password for the University of Toronto. It was very easy to use the online course web site. There was plenty of information about how to use the course information web page, including videos. There was an assignment due every Sunday night and the course readings came in a Word document that was very well organized and easy to print. The first five weeks covered Canadian legislative research and Canadian case law and commentary research. The last two weeks covered United States legal resources and United Kingdom legal resources.

My goals for this course were to become more comfortable with Canadian legislative resources finding them online, improving my case law research skills, and learning about different online resources that could help me answer questions more quickly. I feel that the course met most of my learning expectations. I now have some excellent reference material about where to find and how to use Canadian legislative resources and feel more confident when doing searches. The course was also great at pointing out different forms of information online, such as law firm blogs, portals and legal research guides, which I would have not come across on my own. While the course did cover case law research, it was mostly information I already knew, but it did refresh my memory about how to do more complicated searches. It also gave me access to Westlaw to which we had just subscribed. It was great to have access to additional training through the course.

I thought the course was very informative and I have been incorporating some of the things I have learned into my every day work. I would highly recommend taking an online course; it was fun, educational and interesting. – Amanda Ward-Pereira, Algoma District Law Association

## SLA/AALL/NLLI Bursary Recipients

LibraryCo is delighted to announce the recipients of this year's bursaries.

**Gabrielle Gignac** of the Victoria-Haliburton Law Association is the recipient of a bursary to attend the Special Libraries Association (SLA) conference in Vancouver from June 7 to 10. This year's conference theme is "Beyond Borders".

**John Kerr** of the Wellington Law Association is the recipient of a bursary to attend the American Association of Law Libraries (AALL) conference in San Antonio, Texas from July 12 to 15. This year's conference theme is "Beyond Boundaries".

**Jennie Clarke** of the Durham Region Law Association, **Helen Heerema** of the Thunder Bay Law Association and **Amanda Ward-Pereira** of the Algoma District Law Association will receive bursaries to attend the New Law Librarians' Institute in Ottawa from June 8 to 12. This year LibraryCo was able to offer an extra bursary for this institute and we are delighted to be able to send three individuals instead of two as was the case in the past. The institute is an excellent vehicle for staff who are new to law libraries to learn about legal bibliography and research techniques from recognized experts.

We congratulate all the bursary recipients and look forward to learning about their experiences. They will share their experiences with their colleagues at COLAL in October.

## On The Move: Elgin and Thunder Bay

Two associations have moved since the last e-newsletter. The **Elgin Law Association** moved to the renovated and expanded courthouse in St. Thomas in mid-March. Their new address is: Elgin County Court House, 4 Wellington Street, St. Thomas, ON N5R 2P2. The library's telephone number and e-mail address are unchanged; however the fax number has been changed to 519-631-7655.

The **Thunder Bay Law Association** moved to the new consolidated courthouse at the beginning of April. Their new address is: Thunder Bay Courthouse, 2<sup>nd</sup> floor, 125 Brodie Street North, Thunder Bay, ON P7C 0A3. Telephone, fax and e-mail are unchanged.

Kindly update your records to reflect these changes.

In the coming months, LibraryCo will be featuring Spotlight articles about these two associations and their new law libraries.

## Toolkit of Legal Resources

Please remember that all lawyers have access to the Toolkit in all 48 county and district law libraries. Desktop delivery is available to lawyers who practice in the 28 local associations as well as Algoma, Kenora and Thunder Bay.

Lawyers who practice in one of the associations that are included in the Desktop Delivery Initiative should request a password by e-mailing [libcosupport@lsuc.on.ca](mailto:libcosupport@lsuc.on.ca) and include their name, date of birth, Law Society of Upper



Canada member number and e-mail address. Christopher Stephenson, Library Systems Administrator at the Great Library, will create new accounts and e-mail the password information directly to the lawyer, often the same day.

Lawyers with passwords should go to [www.libraryco.ca](http://www.libraryco.ca) and click on the Toolkit icon. They will be taken to the Toolkit page where they will click on the icon and be prompted to enter their user name and password. At this point they will be at the search page and ready to begin their research.

Both the Toolkit of Legal Resources and the Desktop Delivery Initiative are available without charge. Please do not hesitate to contact LibraryCo for further information.

## LibraryCo's Web Site – [www.libraryco.ca](http://www.libraryco.ca)

We now feature quick links at the top of the page to take you directly to the Toolkit of Legal Resources, the AdvoCAT catalogue, LibraryCo's e-newsletter and our calendar of events. In addition, we now have a [Message from the Chair of LibraryCo](#) and a [Board General Manager's blog](#), which will be updated from time to time. And don't forget that the Resources tab has a lot of useful information, including our guidelines and policies, law library bursaries and forms including the LibraryCo Expense Claim Form.

## Reminder – Q1 Library Financial Reports Are Due Very Soon!

Association first quarter library financial reports are due to LibraryCo by April 25, 2014. Please send your completed reports to Stephanie Bulhoes at [sbulhoes@lsuc.on.ca](mailto:sbulhoes@lsuc.on.ca) on or before the deadline.

## Law Society of Upper Canada CPD

Library replay programs now available!

[Buying and Selling a Business](#)  
[Practice Gems: Bankruptcy, Insolvency, and Receivership Essentials 2014](#)  
[The Six-Minute Administrative Lawyer 2014](#)  
[Wills and Estates Practice Basics 2014](#)  
[The Oatley-McLeish Guide to Motor Vehicle Litigation 2014](#)  
[8th Annual Family Law Summit](#)  
[Effective Litigation – Getting Things Done](#)  
[Business Law Practice Basics 2014](#)

For a listing of upcoming programs, descriptions and accreditation, please visit our [website](#). View our entire legal education library at <http://ecom.lsuc.on.ca/resources>

## Roving Law Librarian-A Report from Marilyn Elkin

I have been meeting by conference call with the other members of the collections team to iron out the last details of the Core and Essential lists. We have come up with some alternatives to pricey looseleaf subscriptions and should be submitting our recommendations to LibraryCo in the next few days.

I returned to the Perth County Law Association library recently to continue coverage for Wendy Hearder Moan. I was able to pay all invoices, process new binders from the latest CPD programmes, file looseleaf releases, reshelve books, send out current awareness materials to Perth County members and provide research assistance to members using both print and online sources. I may return again depending on Wendy's schedule.

I will be visiting the Welland Law Association library for a brief orientation shortly so that I can fill in for Mary-Jo Mustoe while she is away in May. Although the county libraries are similar in operations, it is a good idea to review the details of the specific library and make sure I am aware of what Mary-Jo wishes to have accomplished in her absence. Please remember that covering for unexpected staff absences that would otherwise leave the library unattended and the members unassisted is a service that I can provide.

Now that the perils of this winter are over, I am busy planning visits to libraries that are further afield. As you may know, the Roving Law Librarian position is part time. I work three days one week and four days the next week. Some visits involve work that takes three full days; for instance, to complete a shelf reading or inventory of books and to annotate the shelf list for submission to the Law Society so that the catalogue records for the collection can be updated and corrected. On to this three days must be added the time it takes me to travel to the library and to return at the end of my visit. Most libraries are reachable by car. You can see how one visit may take four to five days and necessitate a change in schedule by switching weeks or by working five days one week and two days the next week. This kind of flexibility is not always possible so some work has to be carried over to another visit.

As well as making visits to the county libraries, I have projects that I work on at the Law Society or at my home office. I also visit the Law Society occasionally for meetings and to use the resources there to advance these projects. I try to alternate weeks when I visit libraries with weeks when I work in the office. Often, there is work that must be done in preparation for a specific visit or work that arises from a visit, and this work must also be done during the non- travel week. All in all, it is a full schedule.



Upcoming library visits include the Huron Law Association library in Goderich and the Leeds and Grenville Law Association library in Brockville. If you have any questions or would like to discuss a project or other work, please contact me at [melkin@lsuc.on.ca](mailto:melkin@lsuc.on.ca) or 1-800-668-7380 ext 2433 and we can set up a date that is convenient for you.

### Call for Submissions

Have you improved a process in your library or embraced new technology to improve your work? Have you found a new and better way to provide value-added service? We would love to hear from you!

Send your submissions to Beth Weisz at [beweisz@libraryco.ca](mailto:beweisz@libraryco.ca)

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