



# LibraryCo e-Newsletter

June 2013

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## SPOTLIGHT ON . . . Toolkit of Legal Resources & Desktop Delivery Initiative

This month we are focusing on the Toolkit of Legal Resources and the Desktop Delivery Initiative. Many lawyers aren't clear about the distinction between the two and aren't certain about the content. We hope this column clarifies matters, but if you have any questions please don't hesitate to get in touch with us. We hope that you will share this column with the members of your association so they can take advantage of these great resources!

LibraryCo created the Toolkit of Legal Resources and the Desktop Delivery Initiative to give all lawyers in Ontario uniform access to electronic legal resources. The content is a mixture of high quality fee-based and free sources of case law, legislation and related materials from Canada and around the world.

### What's the Difference Between the Toolkit and the Desktop?

The basic difference is that the **Toolkit** is available in each of the 48 county and district law libraries and all lawyers in Ontario have access. The **Desktop** is available remotely (e.g. at your desk, your home office, etc.) to lawyers whose primary practice area is one of 31 associations\*. If you are eligible for the desktop you don't need to go to your library to access the service. It's

particularly useful for lawyers who live at a distance from their association's law library.

Please remember that the content of the Toolkit and the Desktop is not identical. The chart below explains what is available.

\*The 31 associations are Algoma, Brant, Bruce, Cochrane, Dufferin, Elgin, Grey, Haldimand, Hastings, Huron, Kenora, Kent, Lambton, Lanark, Leeds & Grenville, Lennox & Addington, Manitoulin, Muskoka, Norfolk, Northumberland, Oxford, Parry Sound, Perth, Prescott & Russell, Rainy River, Stormont, Dundas & Glengarry, Temiskaming, Thunder Bay, Victoria-Haliburton, Welland and Wellington.

### What's the Value?

You don't have to buy the content yourself. LibraryCo has done this for you. We negotiate single contracts for all 48 associations. This way we are able to achieve cost savings and bring a better mix of resources to the Toolkit. The emphasis is on acquiring the best rather than all legal information resources.

The desktop provides added value because lawyers don't have to drive long distances to their law libraries to access the electronic resources.

LibraryCo receives generous support from the Law Foundation of Ontario for the Toolkit and the Desktop.

### What's in the Toolkit of Legal Resources and the Desktop Delivery Initiative?

This chart sets out the content of the Toolkit of Legal Resources and the Desktop Delivery Initiative.

<b>LexisNexis Quicklaw</b>	<b>In-library:</b> Canadian case law, tribunal decisions, statutes, regulations, secondary sources, <i>Canada Digests</i> , QuickCite, <i>Index to Canadian Legal Literature</i> , source groups of topical law materials, <i>Halsbury's Laws of Canada</i> , <i>Canadian Solicitors Forms and Precedents</i> , <i>All Canada Quantums</i> , <i>Williston &amp; Rolls Ontario Court Forms</i> <b>Desktop:</b> Canadian case law, tribunal decisions, statutes,
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	regulations, <i>Solicitors Forms and Precedents</i> , 50+ current awareness netletters, Law/NET e-mail alerts, 15% discount for practitioners on other LexisNexis products.
<b>Criminal Spectrum</b>	<b>In-library and desktop:</b> <i>Canadian Criminal Cases</i> , <i>Martin's Criminal Code</i> , leading texts on criminal law, legislation, <i>Criminal Law Quarterly</i> .
<b>CanLII</b>	<b>In-library and desktop:</b> Case law, legislation and tribunal decisions from Canada, all provinces and territories. Free.
<b>E-Laws</b>	<b>In-library and desktop:</b> Ontario statutes and regulations, links to current bills and <i>Ontario Gazette</i> . Source laws and consolidated laws accessed from E-Laws are official copies of the law unless accompanied by a disclaimer. Free.
<b>Ontario Courts</b>	<b>In-library and desktop:</b> Decisions, practice directions, case lists and background information about the Ontario courts. Free.
<b>Parliament of Canada</b>	<b>In-library and desktop:</b> Progress of legislation (current and historical), debates, journals, committee proceedings, reports and research studies. Free.
<b>Department of Justice Canada</b>	<b>In-library and desktop:</b> Electronic consolidations of acts and regulations of Canada, including point-in-time access. As of June 1, 2009, all consolidated acts and regulations are "official" and can be used for evidentiary purposes. Free.
<b>WorldLII</b>	<b>In-library and desktop:</b> Law from many countries with an emphasis on common law. Free.
<b>Law Society AccessCLE</b>	<b>In-library and desktop:</b> Electronic access to the Law Society of Upper Canada's CLE materials from 2004 to the present. Includes practice portals for estates and trusts, family law and real estate. Materials are available for purchase.
<b>Finding Aids</b>	<b>In-library and desktop:</b> Guide to Practice Areas available through LibraryCo subscriptions, reference guides and FAQs, Concordance Table and a link to the catalogue of the Law Society of Upper Canada and the 48 association law libraries.

### How Do I Access the Toolkit?

Simply go to your association law library. The library staff will tell you how to sign on and it will be smooth sailing!

### How Do I Access the Desktop?

You will need a password. 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 # 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.

Once you have your password, go to [www.libraryco.ca](http://www.libraryco.ca) and click on the Toolkit icon. Users 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.

### Who's Using the Desktop?

LibraryCo collects statistics from the vendors (LexisNexis Quicklaw and Westlaw Canada) and the Law Society of Upper Canada (which hosts the Toolkit and Desktop services). Data from 2012 shows the top users of the desktop by association and the number of visits:

Law Association	Visits
Thunder Bay	3,294
Wellington	2,800
Welland	2,464
Brant	1,766
Stormont, Dundas & Glengarry	1,518
Lambton	1,423
Algoma	1,416
Hastings	1,407
Leeds & Grenville	1,106
Grey	891

### Monica Schjott's Retirement

Monica Schjott, who has been the library assistant at the Durham Region Law Association for more than 24 years, will be retiring at the end of June. LibraryCo would like to thank Monica for her dedication to her association and to the Ontario county and district law library system. We wish Monica all the best in her new career as a very busy retiree!



## Staff Changes at the Hamilton Law Association



Megan Callaway, library assistant at the Hamilton Law Association, left the HLA at the beginning of May to assume an exciting new position at the College of Veterinarians in Guelph. We wish Megan all the best in her new job.

Marica Piedigrossi joined the HLA team as executive and library assistant on May 15, 2013. Marica has a master's degree in history from McMaster University. We look forward to working with Marica.

## 2014 Computer Refreshment

LibraryCo is pleased to announce that the following associations will be receiving funding for new computers in 2014 as part of LibraryCo's computer refreshment program: Bruce, Cochrane, Dufferin, Elgin, Essex, Haldimand, Hastings, Lennox & Addington, Middlesex, Norfolk, Peel, Stormont, Dundas & Glengarry, Thunder Bay, Victoria-Haliburton and Welland.

The computer refreshment program was begun in 2012 to gradually replace aging computers in the county and district law libraries. It ensures that the libraries have access to modern and functional equipment. Decisions about which computers to replace this year have been based on the results of a survey of the associations which was conducted in 2011. This program is expected to be ongoing for the next few years.

## LibraryCo 2014 Budget Process Begins

LibraryCo has begun the process of budgeting for the 2014 fiscal year. Letters explaining the budget process were sent by Alan Silverstein, chair of LibraryCo, to all association presidents on May 10. At this point LibraryCo forecasts an increase of 1.5% over 2013. As was mentioned in the letter from LibraryCo, the provisional increase of 1.5% in funding is only a projection and not a commitment. Final approval of LibraryCo's 2014 budget rests with Convocation.

## Finance Notes – A Column by Gary Cheong



### Common budget 2014 questions

*Why are we given the option to not submit a budget this year?*

It is meant to make things easier administratively for the county libraries. The 1.5% guideline represents an average increase of \$1,900. Therefore, each location

must consider the benefits of going through a budget exercise which if properly done would involve getting direction from your board, preparing a draft budget and then obtaining final approval by your board (or at least the executive) prior to submission. Some libraries may not want to go through all of those steps if they were relatively pleased with their budget allocations for 2013.

### *If we do not prepare a budget how will we be able to plan our financial affairs properly?*

You will still have a budget. It just does not get submitted to Finance. See below for more details.

### *Will we get a budget template back with our 2014 numbers filled in?*

No. As in previous years, the Board General Manager will send you a letter giving you the approved amounts for payroll, collections and operations. These amounts will include the increase approved by Convocation, if any.

### *Once we get our letter with our 2014 approved budget numbers may we allocate the amounts for payroll, collections and operations as we like?*

Yes, and you should, but only within the category. For example, your payroll amount may only be distributed to the payroll expense accounts. After you allocate the amounts appropriately, you will now have a 2014 budget which you can use to compare and manage your actual costs.

### *Will those who submit a budget have an advantage over those who do not submit a budget?*

No. Any increase approved by LibraryCo Board and Convocation will be available to all locations. Monies in excess of the approved increase may only be obtained by submitting a business case. You may submit a business case without submitting a budget if all the relevant numbers are in the case.

### *I noticed that the budget template now sums the amounts for collections, salaries and operations.*

Yes. That was a fine suggestion by Gail Brown and Cynthia Simpson at Middlesex. They helped design the new template and I want to thank them for the improvement.

## Law Society of Upper Canada CPD

### For Your Information...

The last date we will be accepting DVD orders from programs from the winter/spring 2013 season and earlier is July 31, 2013. We will no longer be producing DVDs of



CPD programs beginning in our fall 2013 program season.

Please do not hesitate to contact me if you have any questions or would like some help with a project. I can be reached at 416-947-3300 x 2433 or [melkin@lsuc.on.ca](mailto:melkin@lsuc.on.ca).

### These video replay programs are now available:

[The Complete Guide to Search Warrants](#)  
[7<sup>th</sup> Annual Family Law Summit](#)  
[The Six-Minute Municipal Lawyer 2013](#)  
[3<sup>rd</sup> Annual Business Law Summit](#)  
[Administrative Law Practice Essentials 2013](#)  
[The Six-Minute Business Lawyer 2013 – Coming Soon!](#)  
[Criminal Law Practice Essentials 2013 – Coming Soon!](#)  
[The Six-Minute Employment Lawyer 2013 – Coming Soon!](#)  
[The Six-Minute Labour Lawyer 2013 – Coming Soon!](#)

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

### Board General Manager's Travels

On May 30 I attended the Hamilton Law Association's Annual General Meeting and reception. I would like to thank Michelle Stark, outgoing president, David Howell, incoming president, and Rebecca Bentham, Executive Director, for the invitation to attend.

### Roving Law Librarian - A Report from Marilyn Elkin



This month, I visited the Halton Law Association library in Milton. Karen Kennett and I discussed options for freeing up library and lounge space and setting up a learning commons area. I expect to return at a later date to assist with weeding and shifting the collection.

Next, I will be travelling to Peterborough to assist Allison Killins in her efforts to set up a learning commons in the library. I anticipate a good workout from shifting the collection around.

Later in June I will be spending two days in Lanark/Perth to complete a shelf read with Bev Brett. I will also be returning to Huron/Goderich to work with Barb Alcock on a shelf read. And I will be setting a date for a return visit to Parry Sound to work with Patricia Harris on relocating parts of the collection.

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