



# LibraryCo e-Newsletter

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March 2014

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This chart compares the cost of a single shipment weighing one pound.

Courier	Shipped From	Shipped To	Weight	Total Charge
Purolator	Waterloo	Middlesex	1 lb.	\$17.74
CanPar	Waterloo	Middlesex	1 lb.	\$11.31

We request that you use CanPar rather than Purolator whenever possible in order to reduce costs. Please choose overnight delivery for materials that you are borrowing as this is much less expensive than same-day service. All returns should be made by overnight courier; if the item being returned is not needed urgently, please arrange for it to be delivered later in the day (where possible) in order to take advantage of reduced rates.

## SPOTLIGHT ON . . Couriers

By Beth Weisz, Assistant to the Board General Manager

Last year LibraryCo took a close look at the cost of the couriers that the associations use for interlibrary loans. Courier costs have been growing steadily while lending and borrowing rates between associations remain fairly static. Budget projections show this category as being 11% over budget by the end of 2014. The value of the interlibrary loan service was never in doubt – it’s an essential service, especially for smaller libraries with small collections. But it was time for LibraryCo to find ways to reduce the cost of the service.

We had been using three couriers for a number of years – Purolator, Federal Express and UPS – with most of the associations using Purolator. I identified CanPar as a reasonable alternative to the other couriers. In late 2013, LibraryCo initiated a pilot project involving six associations. The success of this pilot resulted in LibraryCo rolling out CanPar to all associations at the beginning of January. I took care of distributing instructions and mailing labels to the library staff and am the “go to” person for questions and assistance.

One of CanPar’s selling points is their special book rate that is much lower than the rates offered by their competitors. **The average cost per shipment with CanPar is \$13.86 compared to \$22.38 with Purolator.**

There are some differences between CanPar and Purolator which are important to note:

- CanPar will pick up the same day **only** if the order is placed before noon (for next day delivery). Purolator will pick up the same day (for next day delivery) if the order is placed by 3:30 p.m.
- CanPar's rate package does not include envelopes, so please be prepared to supply your own packaging.
- If you are a part-time employee and leave before 5:00 p.m., arrangements may be made for CanPar to come to your courthouse before you leave for the day. This may be arranged by contacting the CanPar Account Manager, Sue Powers, at 905-499-2696 ext. 2873.

**As of January 2, 2013, LibraryCo no longer maintains accounts with UPS and Federal Express. Please do not use these companies.** They were very expensive and were not widely used by the associations.

Please don't hesitate to contact me if you have any questions and/or require more information. We welcome your comments about CanPar and Purolator. Thank you for partnering with LibraryCo to reduce courier costs and strengthen the interlibrary loan service!



## SLA/AALL/NLLI Bursaries

Again this year, LibraryCo will be offering bursaries for qualified library staff to attend the Special Libraries Association (SLA) and American Association of Law Libraries (AALL) conferences. SLA is meeting in Vancouver from June 7 to 10 and AALL is meeting in San Antonio from July 12 to 15. For more information about the SLA and AALL bursaries please go [here](#).

The Canadian Association of Law Libraries (CALL/ACBD) is bringing back its New Law Librarians' Institute. This year the Institute will be held at the University of Ottawa from June 8 to 12. LibraryCo will be offering up to three bursaries for qualified individuals to attend. This event is an excellent way for staff who are new to law libraries to learn about legal bibliography and research techniques from recognized experts. Details about the New Law Librarians' Institute bursaries are available [here](#).

We encourage all county and district law library staff to apply for these bursaries. They represent unique opportunities for continuing education and networking. Past bursary recipients have been unanimously positive about their experiences. Please note that bursary applications are due to LibraryCo by the close of business on **Friday, March 21**.

## CALL/ACBD Bursary Recipients

Recipients of this year's conference bursaries are Karen Kennett (Halton), Chris Wyskiel (Hamilton), Michelle Gerrits (Lambton), Derek Drake (Lincoln), Wendy Djakalovic (Peel), Helen Heerema (Thunder Bay) and Mary-Jo Mustoe (Welland).

The CALL/ACBD conference takes place this year in Winnipeg, Manitoba, from May 25 to 28. We look forward to seeing you there.

## Are You Moving?

If your library is moving – even if it's to a space next door– you must notify Jones Brown, LibraryCo's insurer, prior to the move. Associations must notify Jones Brown themselves. Failure to do so could result in a loss of coverage for your association.

Our contact at Jones Brown is Bob Richardson. He may be reached at [brichardson@jonesbrown.com](mailto:brichardson@jonesbrown.com) or 416-408-1920. His mailing address is 1100-480 University Avenue, Toronto, ON M5G 1V2.

## 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.

## Law Society of Upper Canada CPD

### Library replay programs now available!

[The Six-Minute Commercial Leasing Lawyer 2014](#)  
[Family Law Practice Basics 2014](#)  
[Forensic Science and the Criminal Law](#)  
[The Annotated Will 2014](#)  
[Estate Accounting 2014](#)  
[4th Annual In-House Counsel Summit](#)  
[Summary Judgment – What's Next?](#)

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

This month, I had the pleasure of working at the Perth County Law Association library for two days. Wendy Hearder-Moan's unplanned absence had left work accumulating and I filled in for her, paying invoices using Simply Accounting, processing new CLE publications, filing loose leaf releases, reshelving books, fixing the copier/printer/scanner and sending out current awareness materials to Perth members. I will likely return later this month.

This is a similar situation to the one at the Waterloo Law Association library when I filled in for Catherine Malvern and Wanda Haayen for five days last year. Although the size of the libraries differed and the work itself varied in complexity, I was able to cover for staff absences that would have left the libraries unattended and the members unassisted. Please remember that this is a service that I am able to provide for you.

I continue to work with the other members of the Core Collections Team to revise the core and essential lists. This year, the task seems even more daunting than usual. Updating prices on loose leaf titles from one publisher in particular are punishing and we are trying to find less expensive substitutes to suggest. The work continues.

I have a few new projects in the works for 2014 that I am excited about. The nature of these projects will become clear as the year progresses. I will also be following up with library staff whose projects were not able to be completed in 2013 to set dates for this year. Please contact me with any questions at [melkin@lsuc.on.ca](mailto:melkin@lsuc.on.ca) or 1-800-668-7380 x2433. Happy spring!

## LibraryCo's Website – [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 on our website has a lot of useful information, including our guidelines and policies, law library bursaries and forms such as the LibraryCo Expense Claim Form.

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### 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 [bweisz@libraryco.ca](mailto:bweisz@libraryco.ca)

