

## Les Cahiers de droit



# Procedure for Establishing a Private Law Firm Library

Shannon Harper McJannet

Volume 10, Number 4, 1969

URI: <https://id.erudit.org/iderudit/1004690ar>

DOI: <https://doi.org/10.7202/1004690ar>

[See table of contents](#)

### Publisher(s)

Faculté de droit de l'Université Laval

### ISSN

0007-974X (print)

1918-8218 (digital)

[Explore this journal](#)

### Cite this article

McJannet, S. H. (1969). Procedure for Establishing a Private Law Firm Library. *Les Cahiers de droit*, 10(4), 641–669. <https://doi.org/10.7202/1004690ar>

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# Procedure for Establishing a Private Law Firm Library

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Shannon HARPER MCJANNET \*

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\* Librarian at the University of British Columbia. The author wishes to acknowledge the valuable assistance of two members of the legal profession, Mr. Arthur M. Harper, Q.C., and Mr. David Tupper. Special thanks go to Mrs. Anne Brearley to whom this paper was presented as a Special Libraries term project at the School of Librarianship at the University of British Columbia. *N.D.L.R.* : Les annotations particulières au Québec sont dues à M. Jean GOULIER.

### Foreword

The type of library outlined in the following dossier was virtually unknown in Canada until after the second World War. Although there are an increasing number of private law firm libraries in the United States, the existence, in this country, of relatively small firms has not required the development of a collection large enough to warrant the services of a full-time librarian. However, there is now the necessity to co-ordinate growing collections and the procedures here outlined attempt to establish a system which might represent the first such library in Vancouver.

A few basic assumptions have been made owing to the rather unique field of specialization and the characteristics of legal literature :

- (a) The firm has a long history and much of its material has been acquired through personal collections of various partners. This collection has reached a size of 7,000 volumes.
- (b) The firm has acquired another floor in its office building and is going to make room for a library on the main floor by moving some of the lawyers to this new area.
- (c) The firm has decided to employ one professional librarian.
- (d) There are 36 lawyers to be served : 11 of these are senior partners, 19 are associates and 6 are students.
- (e) The firm does not specialize in one area of law but handles the variety of cases which might be expected in a city of 400,000 people.

Since lawyers *must*, by nature of their profession, use the library collection a great deal, they are already familiar with their materials, so the librarian's duty will be to organize these in the most convenient manner and to justify his own existence by giving personalized service.

The firm has its offices in the downtown area and for purposes of economy can allow the library a maximum area of only 1,200 sq. ft. This results in the problem (one which seems common to all law firm libraries) of inadequate storage space.

### Preface

The following prospectus organizes the library from its inception. The librarian has been permitted to work with the office planner in setting up the basic design, and the floor-plan and furnishings are provided. The collection is discussed in some detail, giving the breakdown of legal sources and some indication of their importance to the lawyer. The processing of the material and resulting special files and indexes are explained, and an attempt is made to organize these into

a system of spatial economy. The librarian's contact with the lawyers emphasizes "special services," the more basic duties are discussed under technical processes. Finally, all the library's activities are coordinated by an administration policy, thus separating the "organization" from everyday "operation."

I have presented the problems which arise under each of the above-mentioned topics, and the solutions are only theoretically most suitable. Since most of the readings were taken from the *American Law Library Journal* there was much information which had to be adapted to suit Canadian conditions and those articles which did mention Canadian or English sources pertained to law schools rather than law offices. Answers from practising lawyers proved invaluable in deciding how to solve various problems of both service and collection where there seemed to be little printed discussion.

The foundation for success appears to lie in the versatility of both the librarian and his collection. The materials contained in the library must, of necessity, represent a working collection, leaving the larger libraries to furnish extensive research needs. Being the only full-time employee in the library, the professional must perform regular clerical tasks. At the same time, he is required to give reference service involving an intimate knowledge of legal sources which must be acquired by special training or long experience. If he, himself, is a lawyer, familiarity with legal citations and materials will aid him in giving reference help. However, the proposed librarian will not hold a law degree and before his employment begins, he will have taken advantage of a summer institute held by the Canadian chapter of the American Association of Law Libraries<sup>1</sup>. The following characteristics should be sought in the "one-man" librarian in a law library :

- (a) ability to administer and make decisions ;
- (b) a general background of reading and desire to be aware of current material in various fields related to law ;
- (c) an interest (not necessarily academic) in the practice of law and an understanding of the practical features of litigation ;
- (d) versatility and willingness to do non-professionnal duties ;
- (e) desire to serve people.

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<sup>1</sup> This chapter no longer exists. Since 1967, the Canadian Law Librarians have formed an association of their own, the Canadian Association of Law Libraries (CALL). (Ed.'s note).



### Administration

The administrative policy in a library the size of the one here outlined revolves about the "purposes and objectives" of the library unit. Organization must be simple to allow the lawyers as well as the librarian the maximum freedom within the collection. This does not mean that control will not be exercised over the use of material, but that access to it will be made as direct as possible.

The purpose, as outlined in the January, 1963 issue of *Library Trends* (devoted to legal libraries), is stated thus : to aid in the solution of legal problems through law books. The nature of legal sources, therefore, creates a reference collection and the organization of this must be influenced by both (a) the way lawyers use and have used their books, and (b) the way legal literature itself is presented. Because administration is concerned with broad concepts rather than job description, the actual handling of the literature will be discussed later in specific detail.

The library will be co-ordinated by a library committee, consisting of four members : the senior partner, 2 associate partners and the librarian. The senior partner's participation in library affairs serves three purposes : (a) he can approve or revise book selection policies in their initial stage, (b) he is most aware of the library's needs for space and money and would be influential in supporting an application for them, (c) he would provide the necessary link between the library and clientele and could communicate suggestions to the librarian. If it is possible to have another senior partner on the committee it would be advantageous. This might be arranged by the instigation of a rotation system whereby senior partners (usually specialists) would serve on the committee for five months at a time, in this way reviewing the collection from various subject angles.

The arrangement and storage of materials is influenced by the library's purpose to function as a working reference collection. Although the library will be convenient to all of the senior partners' offices, there will need to be some duplication of texts and topical looseleaf services in the areas of tax, labour, criminology, etc. for office use of lawyers practising in these fields. The library itself will separate the collection into texts and treatises, current journals, bound journals, government publications, and the various jurisdictions of reports and statutes. Browsing materials are located close to a leisure reading area while reference tools are placed close to work counters, with dictaphones available in separate cubicles.

### Budget

"Most private law libraries are not required to operate within a stated budget"<sup>2</sup> but the librarian here will submit to the library committee an annual statement of expenses. Since salaries, equipment and maintainance will be absorbed into the appropriate categories in the firm's operations, only expenses for printed material and binding charges will be submitted. These expenses will be available on a current file, showing total expenditure to date in each of the following areas :

- A. Statutes and Reports ;
- B. Other periodicals ;
- C. Reference books :
  - (a) digests ;
  - (b) dictionaries ;
  - (c) encyclopedias ;
  - (d) subject bibliographies ;
- D. Texts ;
- E. Looseleaf Services ;
- F. Pamphlets ;
- G. Binding.

Providing that duplicates of a great deal of expensive material such as looseleaf services are not required, the library will attempt to operate on \$5,000 annually, 90%<sup>3</sup> of this being used to maintain continuations.

### Collection

The distinctive feature of the material in a law library is its high percentage of continuations. Because the collection is built up by means of some method of supplementation, either looseleaf replacement pages, pocket parts or annual bound volumes, the librarian must decide to what extent these are to accumulate. Unfortunately, many such continuing sources must be maintained from the beginning of their publication, as the law in the 1800's is often as important as present legislation. It is difficult, therefore, to avoid the accumulation of large, space-consuming sets upon legal library shelves, and the problem must be solved by choosing certain select sets, each to cover one area when perhaps four or five are available.

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<sup>2</sup> Elizabeth FINLEY, *Manual of Procedures for Private Law Libraries*, (AALL Publications Series N° 8 ; South Hackensack : Rothman, 1966), p. 5.

<sup>3</sup> This percentage would probably be somewhat lower in Quebec Law firms practicing mostly Civil Law where textbooks and treatises are numerous and important. In any case, however, it should not be under 75%. (Ed.'s note).

Legal literature in Canada can be divided into primary, secondary, and tertiary sources. This division distinguishes the authority or validity in court of the material falling within these classes. Within the first category fall the statutes and reports. Secondary sources include digests, encyclopedias and dictionaries while the tertiary sources are comprised of texts, treatises and periodicals. There are, of course, other special materials which vary in their degree of authority, however only the major classifications will be described. Some specific holdings of this library for each area are given in more detail in the Appendix.

#### A. STATUTES

Statutory law supersedes *common law* and is becoming of increasing importance in legal practice. In Canada, both English<sup>4</sup> and Canadian statutes must be represented and this is done both officially by government publication, or unofficially through a private series.

#### B. REPORTS

These are the practical applications of the statutes and are reports of decisions made in case law. They also appear in official and unofficial form and are defined as those judgments heard in open court, felt to be of sufficient importance as precedents to warrant their inclusion. The sets correspond in England to jurisdictional divisions, while in Canada they follow geographical divisions. The library will not carry American reports as they are little used by practising Canadian lawyers.

#### C. REFERENCE SOURCES

##### (a) Digests

These provide an access to reported court decisions by subject. They also have indexes or tables of cases to allow direct entry. The subjects are arranged alphabetically throughout the usually numerous volumes and each subject contains digests of "on point" cases, giving citations where the complete report can be found.

##### (b) Encyclopedias

These provide a start for any research work as they give thumbnail treatises on legal topics. The extensive footnotes cite many case reports and thus lead the researcher to official or unofficial reports or to digests which discuss the topic in further detail.

##### (c) Dictionaries

##### (d) Subject Bibliographies

These are published by Bar Association librarians and are indexed in *Index to Legal Periodicals*. They are not as common in Canada as in the United States and should be obtained when the subject is one often referred to in the firm's business.

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<sup>4</sup> English Statutes would be of little help in a Quebec Law firm. As a matter of fact, even French "statute" law would have to be overlooked with the possible exception of the French Civil Code. We suggest this material could be replaced by specialized reports or loose-leaf services following the special practice of each particular firm. (Ed.'s note).



#### D. TEXTS AND TREATISES

Although courts are not bound by the conclusions found in these subject monographs, the classics in each field tend to set a precedent and they are cited in court. The library will have a collection of several hundred texts and treatises which will be shelved alphabetically by author with no subject classification, since they are cited by personal name. There are three reliable and almost monopolistic English publishers in this area: (i) Sweet & Maxwell; (ii) Butterworth's; and (iii) Solicitor's Law Stationery Society.<sup>4\*</sup> A list of leading texts will not be listed in the Appendix, but can be found in *Where to look for your law*, 13<sup>th</sup> ed., Sweet & Maxwell, 1960.

#### E. LOOSELEAF SERVICES

Treatises often appear in this special format and provide a comprehensive, unified and current approach to specific areas. The service is especially popular in fields of public law where government regulation is the central focus of legal development. It has many advantages for the lawyer, some of which being:

- (a) It collects in one spot all primary material relating to that subject. Provincial and federal statutes are compiled with court decisions as well as with rulings of administrative agencies operating in that area.
- (b) There is some interpretation of the primary sources through editorial notes and comments. Legal and general developments in the area are noted along with any proposed legislation.
- (c) Regular supplementation (usually weekly) makes the service available much more quickly than the official reports.
- (d) Because jurisdictional lines are broken, the field is covered as a unit, disregarding source of publication.
- (e) A detailed index co-ordinates everything within the binder and may include all of the following:
  - (i) RAPID FINDER — a broad analytical approach, providing an initial orientation to the contents.
  - (ii) BASIC INDEX — a catch-word or topical approach gives direct and specific referende.
  - (iii) FINDING LISTS — official citations lead to the specific rule, regulation, order or decision.
  - (iv) CURRENT AND SUPPLEMENTARY INDEXES — cover later editions.
  - (v) TABLES OF CASES.
- (f) Detailed instructions are included with the service both for the use of the material and for filing of cumulative pages.

Looseleaf material necessitates several administrative decisions. Since the service will occur in areas of taxation, labour, etc., there will be quite a bit of weekly filing to be done. This will be done by one of the junior secretaries who will be given instructions by the librarian and will spend half a day, twice a week, keeping services up-to-date. If the service is not used often by the lawyers it can be discontinued and then picked up again at a later date if needed. Since the cost of annual upkeep equals the initial purchase cost there will be no economic disadvantage in failing to continue subscription from one year to the next. The publishers of looseleaf material (an important one being the Commerce Clearing House) offer special services to subscribers:

<sup>4\*</sup> The most important publishers in France are Dalloz, Sirey and La Librairie générale de droit et de jurisprudence. Bruylant and Larcier publish the Belgian Law books. We should mention for Canada, Carswell, Canada Law Books and Wilson & Lafleur. (Ed.'s note).

- (a) Worn volumes and missing pages are replaced.
- (b) Pamphlets give detailed instruction for use.
- (c) General reference assistance is given on request.
- (d) Limited access is provided to those services not subscribed to.

The currency, all-inclusive quality and other noteworthy advantages of looseleaf service have caused it to be one of the most important sources for the practising lawyer.

#### F. PERIODICALS

Subscription to periodical literature includes statutes, reports, search books and looseleaf services already mentioned. However, there are five further types of periodicals which serve as tertiary sources and provide a useful way of finding the law itself. These journals have various means of approach and two indexes will serve as a guide in this library. Because the indexes deal with many more journals than the small library can maintain, they will be invaluable in extending service beyond the limits of the collection through inter-library loan. The five types of periodicals are :

- (a) Law School Reviews.
- (b) Specialized Scholarly Journals.
- (c) Bar Association Journals.
- (d) Legal Newspapers.
- (e) Commercial Journals.

#### G. SPECIAL MATERIAL FOR LIBRARIAN

Apart from the six types of materials which must be collected for the lawyer's use, there are good sources which aid the non-lawyer librarian to familiarize himself with both legal literature and research techniques. These will be kept in the librarian's office but may be needed by law students still unsure of the sources available. This material can be sub-divided into reference texts, bibliographies and periodicals.

*Note :* For specific titles chosen for this library in the categories A-F, refer to the Appendix.

### Classification

Legal literature lends itself to division into "form groups" : *statutes* are official legislation ; *reports* are evidence of the application of the law ; *digests* and *indexes* are means of approaching both original and case law ; *treatises* are monographs on specific aspects of the law ; and the remaining material is divided into general periodicals and reference books. Since there is such definite division of format, the shelf arrangement and the card catalogue will follow a similar organization. Thus there is no real need for a scheme of classification.

Volume and date sequences for many sets of continuations will facilitate reshelving for lawyer or librarian precluding the need for a numbered organization. Even with annual expansion in the library, or with the appearance of a "K" system<sup>5</sup> from the Library of Congress, a library of this size will not need any classification for many years.

### Cataloguing

Although the lawyers will know where most of the material is kept in the library and what is contained therein, the increasing specialization of legal practice will make the card catalogue a necessity. The catalogue itself is placed just outside the librarian's office and contains 30 card drawers. Of course all drawers will not be put into immediate use, and it is hoped that this size catalogue will be sufficient for a growth period of ten years. The cards will be arranged in a single dictionary file and will emphasize selected subject headings, restricting the number of title entries. *Analytical* entries for important chapters, etc. will help get the most out of the collection, however. Because Library of Congress cards are designed for a large American library, they will not be ordered, rather the cataloguing will be done by the librarian. The entries will be made in an orthodox manner but the cards will be less formal than those produced by L.C. The catalogue will provide references to the shelved collection, plus subject entries for pamphlets indicating that material will be found in the vertical file (VF) with that subject heading. The only material not included in the catalogue will be reference to memoranda files.

#### A. DESCRIPTIVE CATALOGUING

##### (a) For Texts and Treatises :

Full bibliographic detail will appear on the main entry card under the author of the treatise. Title added entries will be avoided if they would repeat the author's name (e.g. *Williston on Contracts*) or subject area (e.g. *Criminal Justice in America*). Three or less subject added entries will be made with only author, title and imprint information given, reference being made to main entry. Under this subject heading, only the latest edition of a text will appear.

##### (b) For Continuations/Serials :

For those continuations which have ceased publication, the entry will be closed, showing the beginning and ending dates of holdings.

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<sup>5</sup> The "K" system of the Library of Congress should never be used in a Quebec library. A better-fitted scheme would be the one devised some years ago by Professor Jean Roy for the library of the Faculty of Law at the University of Montreal. (Ed.'s note).

For up-to-date material, the entry will be under the title with hanging indention form and open entry. Library holdings will not be shown in the catalogue but a stamped reference will be made on the card to the Kardex Serial Record.

(c) For Corporate Authors and Form Headings :

- (i) Looseleaf services — names of commercial publishers will be used as the main entry when the editorial staffs are responsible for the contents of the work.  
e.g. Commerce Clearing House.  
Insurance Law Journal.
- (ii) Statutes — main entry will be under governmental jurisdiction with sub-heading "Statutes."  
e.g. Canada. Statutes.  
Revised statutes of Canada.  
British Columbia Statutes.  
Revised statutes of B.C.
- (iii) Reports — these are entered under country or jurisdiction, together with the name of the court. In order to group all the reports of one jurisdiction, insert the heading "Reports." between the country (place) and the name of the court.  
e.g. Canada. Reports. Exchequer Court.  
Canada. Reports. Supreme Court.

A note will be made on the catalogue card of official reports, i.e. ones originating from government itself, to distinguish them from commercial or unofficial reports.

## B. SUBJECT HEADINGS

As mentioned before, L.C. catalogue cards are not suitable for a small Canadian law library. The subject headings used are not a lawyer's terminology, and so the librarian will have to devise her own subject headings list. These will be carefully selected from sources such as *Index to Legal Periodicals*, *Halsbury's Laws of England and Canadian Bar*<sup>6</sup>. When assigning subject headings, the most specific relevant term will be used and a rotary file with cardboard strips on top of the catalogue will list these in alphabetical order. The librarian will have a copy of this file in his office to be used while carrying out the cataloguing process.

## C. FORM HEADINGS

These indicate the type of material and will occur as subdivisions of subjects. Some of these will suggest a subject or a broad category by which books are shelved, but because they appear in capitals they will cause no confusion. The following form headings will be used :

|                  |                    |                 |
|------------------|--------------------|-----------------|
| ABBREVIATIONS    | DIGESTS            | PERIODICALS     |
| ADDRESSES        | DIRECTORIES        | REPORTS         |
| BAR ASSOCIATIONS | ENCYCLOPEDIAS      | TABLES OF CASES |
| BIOGRAPHY        | FORM BOOKS         | TRIALS          |
| CASE BOOK        | INDEXES            | YEARBOOKS       |
| CONSTITUTIONS    | LEGAL BIBLIOGRAPHY |                 |
| COURT RULES      | LEGAL ESSAYS       |                 |
| DICTIONARIES     |                    |                 |

<sup>6</sup> A Quebec librarian would be well advised to follow the subject headings found in the *Répertoire Lévesque*. (Ed.'s note).

### **Special files**

There are four special files which will be maintained, two of which are related to technical processes, and two containing material useful to the lawyer. I will deal with the "housekeeping" files first and then describe those for reference.

#### **A. ACQUISITIONS FILES**

This four-part file will be housed next to the shelf-list in the librarian's office. The shelf-list will be arranged according to the form of the material, e.g. Trials, Digests, etc. and since there will only be one card for each item, it should only require  $\frac{1}{3}$  of the drawers, leaving ample space for the acquisitions files.

##### **(a) Desiderata**

Included in this section of the file will be books, sets, etc. which may be considered for purchase at a future date. The cards will have subject headings and be filed in this order, complete bibliographic information shown. If dealers advertisements can be clipped and pasted on cards these could go right into file saving typing time.

##### **(b) Requests**

When individuals make requests for books, a card is made out and put on file. The card contains as much bibliographic information as known, the requestor's name and the date requested. When these books are ordered the request will be clipped to the duplicate card which goes into the 'on order' file so that when it is received the requestor can be notified.

##### **(c) 'On order'**

This file is made up of duplicate copies of order slips sent to the dealer and is arranged alphabetically by author. When a card is filed here, a colored duplicate goes into the public catalogue to show that the book has been ordered.

##### **(d) Books received**

When the item arrives, its card is pulled from the 'on order' file, annotated, and filed in this section until it can be catalogued. An acquisition number is pencilled on the book cover and this card at the same time.

#### **B. VISIBLE FILE (KARDEX)**

This file will be near the card catalogue and will be a check-list of library holdings of continuations. It will have 10 trays with a total of 600 pockets. By co-ordinating the Kardex and the card catalogue there will be no need to keep a further record of serials and periodicals in either the catalogue or the shelf list. The entry in the Kardex file will conform to catalog entries and will make the same cross references. It will aid in the simplification of accounting as the "paid" column will show when bills were paid, and it will also facilitate in the preparation of an expense statement as it shows how many volumes have been purchased to date. A colored tab system indicates the following :

- (a) left side of card
  - purple ... current subscription
  - yellow ... exchange
  - green ... duplication
- (b) right side of card
  - black ... special location
- (c) lower centre
  - red ... indicates an issue not received. When request letters are sent for these, the tab is moved to the left. If a set is lacking volumes, the tab is moved to the right and checks are made with second-hand lists.

### C. MEMORANDA FILE

The memoranda constitute the working or research papers which precede an opinion letter or a brief. They range in length from a few to several hundred pages and it is up to the librarian to assess their value for inclusion in the file. If they present facts only they may not be worth keeping, just as opinion letters giving a conclusion are useless without some detailed interpretation. The reason for keeping these on file is to avoid some duplicated effort in the future, even if they are not used for many years.

Although memoranda are produced for every case, the librarian must make a constant effort to get them directed to the library. Each lawyer will be sent a list of subject headings which will be used for the memoranda file. With this he is given a copy of an ideal memo form which he is to follow in digesting or abstracting the memo. From the subject list he will indicate on the form the salient points in the memo, and his name, and send the memo to the library. Continued reminders will be circulated to the lawyers asking them to carry out this service regularly. If the memo comes to the librarian undigested he will have to undertake this task himself. Head notes which the lawyer has used will indicate what subject headings are suitable for the index cards. The memoranda material will have three constituents :

#### (a) Unbound files in cabinet

When the memos are received in the library they will be assigned a folder and given an acquisition number. They are then filed consecutively in a file drawer and will be found by this number which will be pencilled in the upper right corner of the index card.

#### (b) Bound volumes

At regular intervals the memos will be pulled from the cabinet file and bound into permanent volumes of approximately 500 numbered pages. They will then be cited by volume number and page, the pencil acquisition number being removed from the index card and replaced by the permanent citation.

#### (c) Card index

This will occupy approximately 3 drawers of the main catalogue but will constitute a separate file. At the beginning of the index will be an authority file, each card being the main entry for one memo. The rest of the index will be a subject file with many cross references and headings used in order to bring out all the fields included in the memo.

## (i) Authority file :

This will be arranged alphabetically by author and each card will contain :

— citation for location and date of memo —

— digest

— tracings

permanent location  
in bound volume

pencil location  
when in vertical file

*EXAMPLE :*

Smith, John V.

40 Memo 105  
Memo 137  
Feb. 10, 1963

Problems involved in acquisition by Zero Corp. of  
stock of Xavier Corp.  
Zero Corp. # 10603.

1. CORPORATIONS — MERGER AND  
CONSOLIDATION.
2. CORPORATIONS — STOCK PURCHASE.
3. ANTI-TRUST LAWS — MONOPOLIES.

.  
. .  
. .  
. .

## (ii) Subject file :

Broad subject headings will be typed in red caps and will take the position of author on the main entry card. Subheadings will appear in the descriptive paragraph and will be underlined. Any sub-subheadings will follow these and be preceded by a hyphen, with the heading finalized by a colon. Reference to the main entry will be through author's name which will appear ; with the date, at the bottom <sup>7</sup>.

CORPORATIONS.

40 Memo 105

*Stock* — purchase : acquisition of stock of corpora-  
tion in related but not identical business.  
Zero Corp. # 10603.

Smith, John V.  
Feb. 10, 1963

<sup>7</sup> See EXAMPLE of a subject card on the following page.

**D. PAMPHLET FILE****(a) Purpose**

This section of the vertical file will contain various types of material. Much of it will be unobtainable in any other format as the information is often in a new field which has not yet produced published book sources. The collection will be kept in file cabinets and a system of "retention periods" will control accumulation. Only the material of permanent value will be bound, much being of only temporary use and therefore discardable.

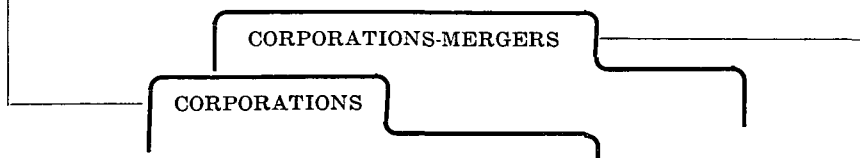
**(b) Acquisition**

- (i) By subscription — reports are often available in advance sheets and will be discarded when the bound volume arrives.
- (ii) From mailing lists — lawyers' names (individually and in firms) are on mailing lists both within and without the legal field. This is often a valuable source of free material.
- (iii) Ordered — information of pamphlet publication can be found in checklists, bibliographies, newsletters and dealers' advertisements. Free material is starred in the weekly bulletin of PAIS.

**(c) Handling**

All pamphlets that are not supplementary to continuations will go into the vertical file. They will be catalogued by subject rather than author, and each card (which will be colored) will indicate by a "PAM" in the upper left corner that the material is in the pamphlet file. Catch words will appear as subject headings and 'see' references leading to a more formal heading will be used if needed (e.g. Carter Commission, see Commission on the...). Also on the catalogue card will appear the period of retention e.g. "Past 2 years retained."

In the file itself, subject headings will be typed on white labels and affixed to a folder and filed alphabetically. If a subject needs further division, these subheadings will be typed on a colored label (preceded by the broad subject in capitals). Non-legal subject headings will be used when necessary.



Each pamphlet in the file will carry a "VF — Subject Heading" in the upper right corner to facilitate replacement. For regularly published pamphlets or those in series, a retention period will be decided upon by the librarian and shown on the second line of the label. The retention will depend on the frequency of the published pamphlet, the amount of material in the file and the current value of older material. This retention period system will serve as a regular weeding device and will help keep the file up-to-date and easy to manage.



## **Storage**

### *Problems*

The problem of storage space is the greatest one which this library will have to face. Not only book storage, but file space as well is severely limited by the cost of office floor area in downtown Vancouver (\$5-\$6 per sq. ft.). Existing firm library collections are only rarely located in a separate room but occupy the shelves of hallways or a succession of small offices. For this reason the dimensions of this library are a practical 30' x 40' the possibilities of obtaining anything larger being almost non-existent. Even this would seem extravagant to a lawyer, but the fact that a separate conference room is contained within the library area will help to justify its otherwise questionable proportions.

Another storage problem stems from the fact that while a public library can plan 7-8 volumes per linear shelf foot, only 4-5 legal volumes can be accommodated in the same space. Although a very small percentage of the annual acquisitions are new titles, 90% of the collection is automatically continued and supposedly for an indefinite period. Sets of revised statutes appear approximately every 20 years for Canada ; however, displaced sets cannot be discarded as they are needed for checking, by code citation, laws which were amended or repealed between the publishing dates of the old and new volumes. Thus the set of Revised Statutes of Canada, by necessity, dates back to 1841.

### *Solutions*

It must be stated at the outset that as far as the law office librarian is concerned, the problem of storage will *never* be solved. There is no possibility of expanding the physical library so he must commit himself to constant weeding of the collection to keep it in "working" condition, and making his small library do the work of a larger one by careful indexing and analyzing of available material. The solution of microform simply would not work for three reasons : (1) there would not be enough money to acquire the reading equipment needed, (2) material would be difficult to obtain on microfilm because current demand for it in the legal field is still small, (3) lawyers would not use it. Discussion with lawyers has shown that they would rather use the Court House collection than approach the inconvenience of microfilm.

There seems to be no accepted practice for the discarding of replaced volumes. Marian Gallagher, law librarian at the University of Wash-

ington maintains : (1) that the shelves must be kept clear of the older editions, and (2) that copies of out-of-date or rarely used texts should be discarded. Superseded digests should be removed from shelves when new editions are received.

Lawyers are sentimental about their collections and often like to boast the materials contained in their libraries which have been there since the firm began. Such material is often useless and shelf consuming, and a good way to remove it is to have it sold or donated to a university or bar association collection. Many of the books are out-of-print and therefore valuable to the larger research library. This will appease the lawyer and open up shelf space for something he may use far more often.

Looseleaf services are space consumers and it has been suggested that these be discontinued if not used a great deal. Having them bound will also consolidate them somewhat and provide more shelf space.

Because the collection is limited there will invariably be requests for material not held. In British Columbia we are fortunate to have one of the best law school collections in Canada, U.B.C. law school holding over 50,000 volumes. The Bar Association library in the Court House is available to all lawyers as well, and material can be obtained from the parliamentary library in Victoria<sup>8</sup>. All books weeded from the firm library will be offered to these other collections, and in return for ILL services, will be willing to lend out anything in the working library itself.

### Services

It is inevitable that in a one-man library one-third to one-half of the librarian's time will be spent on clerical duties. Space and economics

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<sup>8</sup> Lawyers, in the Quebec City area, can rely on the strong collection of Laval University, the good collection of the National Assembly Library and the fairly good Bar Library.

Lawyers in Montreal and its vicinity are lucky enough to find, within a radius long of a few miles, two outstanding Law libraries at McGill and Montreal Universities, and the good collection of the Bar Library.

The Ottawa-Hull area can rely on some good libraries and the Sherbrooke lawyers can be well served by the University of Sherbrooke.

All other lawyers in the province of Quebec are left almost completely devoid of any suitable libraries. It is most shocking and difficult to understand how the Quebec Bar can tolerate what is nothing but a shameful situation, and, most of all, be unconscious and ignorant of the meanings of such a void as well as the remedies to fill this gasp.

Minibiblex, while being an interesting instrument in itself brings no answer to the Library problem that the Quebec Bar has always refused to face. (Ed.'s note).

would not allow the librarian to have an assistant in this type of library, and therefore methods must be kept as simple as possible to allow the librarian time for everything. A secretary will be available twice a week to keep the looseleaf up-to-date, and will also help reshelve books. Apart from this, however, everything will be done by the librarian.

Clerical duties will include : preparation of books for binding ; typing catalogue cards ; preparing new books ; filing ; etc. Apart from clerical work the librarian's services fall into two categories, basic and special. Included in basic services are acquisitions, circulation and reference.

#### A. ACQUISITIONS

As previously stated, many acquisitions will be obtained automatically through supplements to continuations. The process of keeping the Kardex file up-to-date will allow lawyers to see for themselves which of the latest volumes or issues have arrived, and the colored tab system takes care of requests for unreceived material.

New titles of texts, bibliographies and such will be acquired through three major channels. The librarian will check reviews in journals and order what he feels will be useful to the collection, keeping in mind the fields of law most prominent in the firm's work. Lawyers will be encouraged to request material, and the request section of the acquisitions file will handle all orders of this nature. A third, and most useful channel, is through the law book dealer himself. Regular visits are paid to the firms and dealers agents bring samples and booklists. If the visit is pre-arranged the librarian, agent and some members of the library committee will meet in the conference room to go over book orders.

The librarian must also keep a constant watch for the breakup of personal collections, this being the only way of obtaining much out of print material. Another method of getting OP books is through the production of hard copy by the xerox copy-flo process. Two firms in this business are :

- (a) University Microfilms of Ann Arbor, Michigan.
- (b) Micro Photo Division, Bell & Howell Co., Cleveland.

#### B. CIRCULATION

Service to a small group of professional men almost defies any control of circulation. The library is in existence solely for their convenience and they must be allowed freedom of the collection without hampering them with complex take-out procedures. However, since all materials will be allowed free circulation, the librarian must be aware of their location, so that when the demand arises, the article can be produced. Bound volumes will contain a book card in a back pocket and the borrower will sign his name and place the card in small boxes attached to the stacks or shelves. These will not be picked up by the librarian to be filed but will remain in the boxes so that those looking for removed volumes can easily trace them. Books are returned either directly to the shelves or to the librarian's office through a book slot. The use of material will be recorded on these book cards and this will give some indication whether it should be weeded out or retained on the shelves.

For vertical file material, 9" x 11" cardboard cards will be placed on the cabinet and when a pamphlet is removed its title and the borrower's

name and the date will be recorded on this and the card inserted where the material is removed. This will indicate that there is a pamphlet missing on a particular subject and who is using it.

The librarian will carry out office checks two or three times a week and will remove the book cards for any material which was not signed out in the above manner.

### C. REFERENCE

Any degree of legal reference service requires a familiarity with the idiosyncracies of law books. Before this service is attempted the librarian should have studied the following sources :

- (a) *Effective Legal Research* (Student Edition Revised) Price and Bitner, 1962.
- (b) *Fundamentals of Legal Research*, 2<sup>nd</sup> ed., Pollock, 1962.
- (c) *Government Publications and their use*, revised edition, Schmeckebier & Eastin, 1961.

Since work with books is a large part of the lawyer's profession, the librarian will spend little time directing him to his sources. He is far more familiar with the contents than the librarian who is not a lawyer, and will require his services more often to check citations in his brief when it is completed than while he is carrying out his research. I must admit that my knowledge of legal practice is far too slight to be able to predict what degree of reference service I could give. This area must be described only after experience in the field, but I would hope that through continuing education in legal literature this area of service would be developed to some depth of specialization.

Special services are not necessarily highly professional one but do add some variety to the librarian's routine as well as increasing the value of the library.

### A. "NOTING-UP" ENGLISH REPORTS

There are various noter-up services for English reports such as the All England Reports service, etc. and these must be entered soon after they are received. Noters-up consist of booklets of small stickers which must be inserted in the margins of reports, etc. to indicate various things :

- (a) Judicial history — later English cases make reference to specific names of earlier cases. A noter-up sticker is placed next to the older case showing that it was cited recently and shows also whether it was reversed affirmed or distinguished.
- (b) Legislative history of statutes — noters-up indicate whether a statute cited in an earlier case is now in force.
- (c) Judicial history of statutes — noters-up give reference to cases where a judge interpreted the meaning of a statute and shows his decision in the case.

As well as the commercial services, thoeer materials in the library can be used for this noter-up purpose by following through annotations given in footnotes after digest paragraphs.

- (a) *English and Empire Digest*.
- (b) *Current Law*.
- (c) *Law Reports Digest*.

The vast amount of material cannot all be noted up and the librarian will ask one of the senior partners to indicated which sets he would like to have serviced.

## B. SELECTIVE DISSEMINATION

Since the library will not be routing journals or carrying out a formal abstracting service in a regular bulletin, some effort will be made to bring articles of interest to the lawyers' attention. While scanning journals the librarian will make rough notes of title, author and citation of any article which would be of interest to a particular lawyer. As soon as a number of these have accumulated each note will be typed in duplicate on 3 x 5 cards, one copy sent to the lawyer, the other filed in the catalogue with a subject heading if it appears to be of permanent value. If the title does not give enough information about the article a sentence or two will be added in explanation, but no attempt will be made to produce a formal abstract<sup>9</sup>.

## C. COPY SERVICE

A photocopying service will be available through Xerox 914 which will be situated in the stenographic department for use by the entire office. The 914 will make good reproductions of books, pamphlets, documents and single sheets, and since the firm rents the machine on a basis of 2,000 copy-use there will be no charge to the individual.

## D. DISPLAYS

Outstanding acquisitions will be chosen for exhibit purposes, the covers pinned up in the display case or the books themselves put atop the catalogue. Accession lists for two-month periods will be arranged by subject, xeroxed and distributed to each lawyer. Feature displays will also be designed for special purposes, for example, the use of citations.

## E. CONTINUOUS REVIEW

This is classified as a special service because it requires the librarian to have an intimate awareness of the kind of work the lawyers are doing. It is more than mere weeding of the collection as it is an evaluation of certain areas of specialization. A lawyer may become interested in family law and the librarian may find that until now there has been no demand in this field. This kind of service will thus build up a formerly neglected part of the collection. A close check of interlibrary loans will give some indication of what the library lacks.

## F. INTER-LIBRARY LOAN

This is an important service for lawyers depending on a small collection. Other sources for material have been mentioned: the university law school; the court house library; and, the parliamentary collection. There are other firm libraries with which exchange can take place, and this library (with the approval of the library committee) will extend the service as much as possible. The production of a holdings catalogue does not seem feasible at this point, but through experience the librarian should know where to acquire needed items. A list will be kept of co-operating offices and when an article is borrowed, a colored catalogue card will be made up showing from whom it was obtained.

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<sup>9</sup> Another way of disseminating informations is by xerocopying the table of contents of Law Journals or Law Reports as soon as the issue reach the Library. Copies can then be directed to interested people within the firm, following a scheme related to the *Profile System* used by much larger and sophisticated information services. (Ed.'s note).

If there is later an obvious need to instruct secretaries and law clerks in the use of the catalogue or other library aids, the librarian will conduct a series of special classes to satisfy this need.

### **Planning and equipment**

The outside dimensions of the library are 30' x 40' giving a total area of 1,200 sq. ft. It is situated at one end of one floor of a downtown office building so that it is very convenient to the lawyers whose offices are on the same floor. As there are both cloakrooms and washrooms in the main office area the library will not need to provide them.

The entrance door opens into the library from the hall of the building, right next to the elevator shaft. The floor is covered wall-to-wall with sisal matting over a foam rubber base. It has these four advantages : (1) it is less expensive than carpeting ; (2) it wears very well ; (3) it is a good noise suppressor, and (4) the foam underpadding provides standing comfort.

There are no windows apart from a 5' x 10' corner in the librarian's office and so "general illumination" will be installed. This fluorescent lighting built into the ceiling gives a uniform distribution of light and does not cast shadows. The ventilation system works through ceiling draughts, while heat is piped in via floor vents, so there are no radiator units along the walls. There will be no need for extra-column support because of the small area, and also because the walls of the librarian's office and conference room give added strength. There is a dependence on built-in shelves : 1' high, 3' long, and 10" deep.

Apart from the wall shelves, there are seven basic areas in the library<sup>10</sup> :

- |                            |                            |
|----------------------------|----------------------------|
| (i) entrance hall ;        | (v) stack area ;           |
| (ii) librarian's office ;  | (vi) conference room ;     |
| (iii) vertical file area ; | (vii) dictaphone cubicles. |
| (iv) reading area ;        |                            |

#### **A. ENTRANCE HALL (18' x 7')**

A sliding glass door opens into an entrance hall 4' wide with shelves on both walls. To the left, in bays 1-7, stand the Canadian reports. On the right are the texts and treatises in alphabetical order by author from bays 10-8. In bay 11 are duplicate copies of the latest revised

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<sup>10</sup> Description of these refers to numbering on floor plan.

statutes of both Canada and British Columbia. These three groups of materials are used most often and so are placed on the most easily accessible shelves of the library.

#### B. LIBRARIAN'S OFFICE (10' x 12')

To the left of the doorway is the book return slot at the 3' level. Above this is a bulletin board which carries, as well as library notices, a small floor plan showing general book locations. The door opens outwards to leave more space in the office itself. This area serves as both office and work room and has equipment for both. There are windows around the north-west corner from ceiling to 3' above the floor, and these are screened with vertical venetian blinds. The partition between office and library proper is also glass above 3', allowing the librarian to see into the main room.

##### Equipment :

- (a) book drop receiver — 2½' high with 2 shelves
  - movable
  - spring loaded top, allowing it to depress with weight of books ;
- (b) Book truck ;
- (c) librarian's desk and padded swivel chair on wheels ;
- (d) telephone — 3 outside lines and intercom
  - second telephone on ledge by door to conference room for lawyers' transferred calls ;
- (e) electric typewriter on movable desk ;
- (f) shelf-list — consists of 30 drawers
  - in a cabinet 3½' wide x 1½' deep on a table leaving room for wastebasket, etc. beneath ;
- (g) Gestetner duplicating machine (electric) ;
- (h) 1 filing cabinet with 5 drawers ;
- (i) large wastebasket ;
- (j) built-in work table and sink — shelves above for books received and processed
  - cupboards below for supplies, except for 2' at end where there will be a work stool
  - surface area of 17 sq. ft.

#### C. VERTICAL FILES (50 sq. ft.)

This includes 'extended drawer' space for 6 steel filing cabinets. Each cabinet will be 5' high, 1½' wide and 2½' deep, and will contain 5 drawers. It will house both the pamphlet and memoranda files. Between this area and the door to the conference room there will be space to keep the movable step ladder which will be used to reach the higher shelves.

#### D. READING AREA (6' x 12')

This area is fairly close to the door but divided from the noisy entrance by the card catalogue, and from the stacks by a short stack unit at right angles to the others. It is close to the latest periodicals, the "new book" shelf and dictionary lectern.

**Equipment :**

- (a) 5 upholstered reading chairs ;
- (b) low table —  $1\frac{1}{2}'$  high ; surface  $1\frac{1}{2}'$  x  $4'$   
— ashtrays ;
- (c) periodical pegboard — on wall below glass partition to librarian's office  
— to hold current month's issues on bulldog clips  
— 4 rows @ 10 clips/row (40 issues) ;

**E. STACK AREA****Equipment :**

- (a) 23 metal stack units —  $1\frac{1}{2}'$  (1 shelf each side)  
—  $3'$  long  
—  $7'$  high (7 shelves ; although this may be varied for oversize volumes) ;
- (b) built-in wall shelving
  - (i) north wall (reference)  
— 10 bays and work counter  $1\frac{1}{2}'$  deep  
— 4 shelves above counter, 3 below
  - (ii) east wall  
— 7 bays

**F. CONFERENCE ROOM (21' x 9')**

This room will be closed off from the main library by a glass door. It can be used for meetings of the library committee, senior partners, and the various boards of small companies for which the firm acts.

**Equipment :**

- (a) mahogany conference table ( $14' \times 4'$ ) ;
- (b) 12 padded chairs ;
- (c) 10 bays of built-in wall shelving.

**G. DICTAPHONE CUBICLES (10' x 9')**

There will be four soundproof rooms available to the lawyers for work with dictaphones. Sliding doors with glass windows will open from a hall  $2\frac{1}{2}'$  wide into cubicles of 18 sq. ft. each. The rooms will contain only one chair and a dictaphone on a built-in desk with three drawers.

**Book location in stack and conference area**

The collection will be divided into these broad types of material :

- A. Current acquisitions ;
- B. Reference ;
- C. Specific areas of law ;
- D. English law ;
- E. Bound periodicals.

Following is a detailed outline of the positions of each of the above groups, giving the bay numbers corresponding to the accompanying floor plan :



| A. CURRENT ACQUISITIONS   | <i>Metal Stacks</i> | <i>Wall Bays</i> |
|---|---------------------|------------------|
| (a) Unbound periodicals (except those on pegboard) kept for 2 year period                 | A : 1-3             |                  |
| (b) New books (after processing) kept here for 1 month                                    | A : 4               |                  |
| <b>B. REFERENCE</b>   |                     |                  |
| (a) Government documents  |                     | 12, 13           |
| (b) Canadian (British Columbia <sup>11</sup> ) Statutes                                   |                     | 14, 15           |
| (c) Digests, indexes, encyclopedias, search books — for Canadian law                      |                     | 16-21            |
| (d) Digests, indexes, encyclopedias, search books — for English law                       | B : 6-10            |                  |
| (e) Monographs — subject bibliographies, dictionaries, etc.                               | B : 1-3             |                  |
| (f) Periodical Indexes  | B : 4, 5            |                  |
| <b>C. SPECIFIC LAW</b> (including looseleaf, reports, legislation, relating to that area) |                     |                  |
| (a) Criminal law  | C : 1-3             |                  |
| (b) Insurance law   | C : 4, 5            |                  |
| <b>C. SPECIFIC LAW</b> (cont'd)   |                     |                  |
| (c) Tax law   | C : 8-10            |                  |
| (d) Labour law  | C : 6, 7            |                  |
| <b>D. ENGLISH LAW</b> <sup>12</sup>   |                     |                  |
| (a) Statutes  |                     | 22-24            |
| (b) Reports (in alphabetical order by court of jurisdiction)                              | D : 1-12            |                  |
| <b>E. BOUND PERIODICALS</b>   |                     |                  |
| (alphabetically by title)   | E : 1-10            | 29-47            |

### Library organizations

The largest and most important association from the legal librarian's point of view is the American Association of Law Libraries. Beginning in 1906 this organization strove :

- (a) to promote librarianship ;
- (b) to develop and increase the usefulness of law libraries ;
- (c) to cultivate the science of law librarianship ;
- (d) to foster a spirit of co-operation among its members.

<sup>11</sup> We would find here in Quebec, the Quebec Statutes, in Ontario, the Ontario Statutes and so on. (Ed.'s note).

<sup>12</sup> As we have pointed out earlier, this material would be replaced in Quebec by other more useful items. (Ed.'s note).

The major aim of the AALL was simply to co-ordinate all activities concerned with common problems in order to eliminate any duplicated effort. In 1908 it began publication of the *Law Library Journal* and the all-important *Index to Legal Periodicals* to which it held publishing rights as late as 1961. In 1960 its indexing efforts expanded to include the publication of the *Index to Foreign Legal Periodicals*. Other printed aids to law librarians include bibliographies, proceedings of annual meetings and lists of current legal publications. Institutes are also provided to further education for law librarianship and local chapters meet the needs arising in specific areas.

A small, but especially interesting unit of the AALL, is the Committee on Private Law Libraries which was created in 1961. The responsibility of this Committee is to organize and direct a continuing series of programs aimed at representing the special interest of private law libraries throughout the United States and Canada.

The AALL keeps in touch with the broader field of librarianship as a whole directly through non-voting representation on ALA Councils. There seems to be no substantial liaison with the Special Libraries Association and this can be attributed to the very specialized nature of the profession. Because of the scarcity of legal librarians in the Vancouver, B.C., area, there is no local association designed specifically for them. However, the SLA's Pacific Northwest Chapter would provide an organization in which the librarian could meet and discuss local conditions with others in specialized fields.

### Summary

In attempting to submit a true design for a Canadian law firm library I have avoided the temptations of portraying the ideal. The problem of space is very real, so the library's dimensions are small ; the budget is limited, so each acquisition must have merit ; there is only one librarian, so his services are only as extensive as time permits. All activities must be co-ordinated to get maximum service from the area available, the collection and the librarian.

It will be sometime yet before a library such as the one for Covington & Burling appears on the Canadian scene — the current problem is to make lawyers aware of the need for and value of, the permanent librarian in their offices. *When* this problem has been faced and *when* Canadian lawyers want librarians and see the feasibility of obtaining them, then perhaps this imaginary library will become a reality.

## Appendix <sup>13</sup>

### A. STATUTES

#### (a) English Statutes

- (i) *Public General Acts of Parliament*  
Official session laws.
- (ii) *Local and Personal Acts*
- (iii) *Statutory Instruments Revised to Dec. 31, 1948*  
This official publications is supplement by an annual volume which tabulates all amendments since the last complete edition and is called *Statutory Instrument Effects*.
- (iv) *Halsbury's Statutory Instruments*  
This private publication is invaluable for its excellent subject index, and abbreviated instruments give citation for fuller account in official volumes.
- (v) *The Complete Statutes of England, Classified and Annotated*

#### (b) Canadian Statutes

- (i) *Revised Statutes of Canada*. 1841-
- (ii) *Revised Statutes of B.C.* 1871-

*Note* : The revised statutes of other provinces are little used and complete editions are available at the UBC law library if needed.

### B. REPORTS

#### (a) English Reports

- (i) *Law Reports*. 1865-  
These official reports were preceded by nominate reports e.g. cited by name of reporter such as Coke, Fitzgibbons but were standardized in 1865. This series is made up of English law reports from various divisions of the judiciary and are separated into the following sub-series.  
— *Chancery Division*. 1876-  
— *King's*                    { *Bench Division*. 1876-  
— *Queen's*                {  
— *Probate Division*. 1876-  
— *Appeal Cases*. 1876-
- (ii) *All England Reports*. 1936-  
This set of reports is published by Butterworth's and appears more promptly than the official ones. The *All England Law Reports Reprint* covers valuable cases from 1843-1935 and are relatively easy to acquire.

#### (b) Canadian Reports <sup>14</sup>

- (i) *Canada Law Reports*  
official series subdivided by juridiction  
— *Supreme Court Reports*  
— *Exchequer Court Reports*

<sup>13</sup> The following bibliography is of course that of British Columbian M<sup>rs</sup>. McJAN-NET's. Undoubtedly, most of the English material cited therein would not suit a Quebec Law Library. In fact, the local B.C. material with the exception of the *U.B.C. Law Review*, should be replaced in Quebec by Quebec material, in Ontario by Ontario material, etc... (Ed.'s note).

<sup>14</sup> The replacements to the local Western material would be, in Quebec, *La Revue légale*, les *Recueils de jurisprudence du Québec* (C.S. et B.R.) etc... We would also add, at least, the *Canadian Criminal Cases* (C.C.C.) and, most likely, the *Canadian Bankruptcy Reports*. (Ed.'s note).

- (ii) *Dominion Law Reports*  
reports from cases across Canada
- (iii) *Western Weekly Reports*  
reports from cases heard in western provinces
- (iv) *Ontario Reports*
- (v) *B.C. Reports*  
set of 63 volumes reporting B.C. cases from 1860-1948
- (vi) *Criminal Reports*
- (vii) *Canadian Patent Reporter*

### C. REFERENCE SOURCES

#### (a) Digests

##### (i) of English law reports

- *English and Empire Digest*. 1919-1932  
includes cases from Commonwealth countries and is restricted to older cases.
- *Current Law*. 1947-  
This is now the leading legal reference service and is of great value to the law librarian. Monthly issues cumulated annually and subject indexes cumulated in each issue for the year to date. Statute and case law are contained and this proves the best digest for recent cases.
- *Halsbury's Law of England*

##### (ii) of Canadian reports <sup>15</sup>

- *Canadian Encyclopedic Digest* (western edition)
- *Digest of Canadian Case Law*
- *Digest of B.C. Case Law*

#### (b) Encyclopedias <sup>16</sup>

These provide a start for any research work as they give thumbnail treatises on legal topics. The extensive footnotes cite many case reports and thus lead the researcher to official or unofficial reports or to digests which discuss to topic in further detail.

- *Halsbury's Law of England, Being a complete restatement of the whole law of England*

#### (c) Dictionaries <sup>17</sup>

- (i) *Black's Legal Dictionary*
- (ii) *Words and Phrases*

#### (d) Subject bibliographies

### D. TEXTS AND TREATISES

### E. LOOSELEAF SERVICES

- (a) *Canadian Insurance Law Reports*
- (b) *Canada Tax Cases Annotated*
- (c) *Dominion Tax Cases*
- (d) *Tax Appeal Board Cases*
- (e) *Canada Tax Service*

<sup>15</sup> Needless to say that we must add here les *Répertoires Lévesques* and the *Canadian Abridgment*. (Ed.'s note).

<sup>16</sup> Some *Juris-classeur* should complete the list here, at least in Quebec. (Ed.'s note).

<sup>17</sup> We would suggest the addition here of one bilingual legal dictionary such as Jéraute's or Quemner's French-English legal dictionaries. (Ed.'s note).

## F. PERIODICALS

## Indexes

- (i) *Index to Legal Periodicals*. 1908– includes articles in legal periodicals only and is paid for on a service basis.
- (ii) *Index to Canadian Legal Periodical Literature*. 1963–1965 indexes 47 publications including legal and non-legal journals plus 2 essay collections. It provides a reference to every article on a legal topic published in Canada during the stated period, and will be issued twice a year. By subscribing to this index there will not be a need for *Index to periodical articles related to law*.
- (a) Law School Review<sup>18</sup>  
Contain much scholarly material from both students and professors and can often be acquired through an exchange program.
  - (i) *McGill Law Journal*
  - (ii) *U.B.C. Law Review*
  - (iii) *Les Cahiers de Droit*
- (b) Specialized scholarly journals Cost/year  
— *British Practice in International Law* \$ 5.75
- (c) Bas Association Journal
  - (i) *Canadian Bar Review*
  - (ii) *Canadian Bar Journal* 5.00
  - (iii) *Manitoba Bar News*
  - (iv) *B.C. Advocate*<sup>19</sup>
- (d) Legal Newspapers
  - (i) *Canadian Weekly Law Sheet* 18.50
  - (ii) *Law Journal* 17.00
  - (iii) *Law Times* 15.00
- (e) Commercial Journals
  - (i) in specialized fields
    - *Canadian Tax Journal*
    - *Canadian Criminal Cases* 17.50
    - *Criminal Law Quarterly* 18.75
    - *Criminal Law Review* 7.50
    - *Canadian Railway and Transport Cases* 18.50
    - *Insurance Law Journal* 15.00
    - *Journal of Business Law* 9.00
    - *Journal of Planning and Property Law* 8.00
    - *Labor Law Journal* 15.00
    - *Legal Aid Briefcase*
    - *Public Law : the Constitutional and Administrative* 2.00
    - *Law of the Commonwealth* 10.00
  - (ii) general
    - *Canadian Current Law* 17.50
    - *L.S. for Legal Secretaries* 15.00
    - *Law Quarterly Review* 9.00
    - *Modern Law Review* 8.00

<sup>18</sup> The short list reported here should be completed by adding, at least, *La Revue juridique Thémis*, *Justinien*, the *University of Toronto Law Journal*, the *University of Toronto Faculty of Law Review* and the *Osgoode Hall Law Review*. (Ed.'s note).

<sup>19</sup> Of absolute necessity, are, of course, *La Revue du Barreau* and *La Revue du Notariat*. (Ed.'s note).

**G. SPECIAL MATERIAL FOR LIBRARIAN****(a) Reference texts**

- (i) Hood. *A first book of English Law*
- (ii) James, Philip Seaforth. *Introduction to English Law*. 4<sup>th</sup> ed., London, Butterworth, 1959.
- (iii) Stephen, Henry John. *Commentaries on the Laws of England*. 21<sup>st</sup> ed., Butterworth, 1950.

**(b) Bibliographies <sup>20</sup>**

- (i) *Where to look for your law*. 14<sup>th</sup> ed., 1962
- (ii) *Guide to Law Reports and Statutes*
- (iii) *Legal Bibliography of the British Commonwealth of Nations*. Sweet & Maxwell, 1955
- (iv) *Law Books in Print*. Myron J. Jacobstein, ed., Glanville, 1965

**(c) Periodicals**

- (i) *Law Library Journal*. American Association of Law Libraries. (\$10.00)
- (ii) *Law Office Economics and Management*. (\$22.50)

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<sup>20</sup> An absolute "must" is : R. BOULT. *A Bibliography of Canadian Law*. Montreal, Wilson & Lafleur, 1966. (Ed.'s note).