

**LAW SOCIETY OF NEWFOUNDLAND &
LABRADOR LAW LIBRARY**

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**COLLECTION
DEVELOPMENT
POLICY**



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I. Introduction

A) Role of the Law Library

The *Law Society of Newfoundland and Labrador Law Library* supports lawyer competence by providing the legal community with valuable and timely reference and research services along with access to a comprehensive collection of Canadian and select United Kingdom and United States legal resources.

B) Clientele

It is the policy of the *Law Society of Newfoundland and Labrador Law Library* (Law Library) to provide to the clientele of the Law Library the library resources they need to perform their work within the resources annually budgeted to the Law Library for this purpose.

Clients of the Law Library are divided into the following designations:

- The *primary* clientele of the Law Library are the registered Members of the Law Society – including practicing, non-practicing, articling clerks/students* acting under a registered member, and Life members.
- The *Secondary* clientele of the Law Library are the Judiciary of Newfoundland and Labrador, Paralegals, Legal Assistants, and Law Clerks.
- The *tertiary* clientele of the Law Library are members of the public conducting legal research.

***Restriction:** First-year Law students may borrow material from the Law Library on the condition that their principal is willing to agree to take the responsibility to ensure that all Library materials borrowed by the student are returned to the Library before or after the completion of the student's term

Primary clientele may:

- borrow materials from the library
- request and receive reference services
- request and receive library instruction
- access the Document Delivery and Interlibrary Loan (ILL) services
- use the Library databases and electronic resources (on site; off site access applies to the *Irwin e-library* which is restricted to primary clientele).
- access to the library computers for the purpose of conducting legal research (no other usage will be permitted)

Secondary clientele may:

- borrow materials from the library
- request and receive reference services
- request and receive library instruction
- use the Library databases and electronic resources (on site)
- access to the library computers for the purpose of conducting legal research (no other usage will be permitted)

Tertiary clientele may:

- utilize the hardcopy library resources **on the premises only.**
- request and receive library use instruction
- access to the library computers for the purpose of conducting legal research (no other usage will be permitted) *

* Members of this group cannot access the library databases or electronic resources – this group can only access free legal resources such as CanLII

C) Collection Development Policy

The purpose of this *Collection Development Policy* is to provide a framework for materials acquisition for the Law Library. The *Collection Development Policy* provides the basis for how the Law Library supports the practice of law in Newfoundland and Labrador. The Law Library provides this support through the professional analysis of the collection by the Law Librarian and the ongoing acquisition of new and relevant legal materials so as to create and maintain a relevant, current, and balanced Law Library collection.

The objectives of this policy are:

- a) To maximize financial, spatial, and human resources through the management of library materials, including but not limited to, purchasing, acquisition, and ongoing evaluation;
- b) To ensure that the Law Library continues to respond to the changing priorities of the Members of the Law Society and the practice of Canadian law while respecting its long-term responsibilities for information and fiscal management;
- c) To communicate a commonly-agreed upon set of rules about the library resources thus ensuring responsible collection management.

D) Collection Overview

The library maintains a collection of 5,000+ items in a variety of formats to meet the research and reference needs of Newfoundland and Labrador's Legal Community. The focus of the collection is on Canadian primary legal materials. Primary legal materials include case citation publications, textbook/practice guides, and federal and provincial legislation. The collection focuses on meeting the ever-changing needs of the practice and interpretation of current law rather than the academic study of the law. Historical

items are collected only if and when they are needed, such as older copies of the *Canadian Criminal Code*.

II. Selection Criteria

The Law Librarian shall have **final** say over the selection and acquisition of *all* resources purchased for the *Law Society of Newfoundland and Labrador Law Library*. The Law Librarian shall use professional judgment in accordance with the guidelines outlined in this *Collection Development Policy* to determine what materials shall be acquired or removed from the collection.

The following criteria will apply to the selection, purchase and/or licensing, for *all* resources considered and/or acquired by the Law Librarian. All criteria shall be considered prior to purchasing.

A. General Material Considerations

1. Relevancy/Jurisdiction

The subject matter must be relevant to the practice of law in Newfoundland and Labrador. Priority will be assigned to publications from Newfoundland and Labrador and Canada. General province specific practice guides will be considered where applicable, but guides specific to legal practice for a certain province *only* shall be excluded. Current British and American law resources will not be collected, except where they apply to the Law of Newfoundland and Labrador.

Government publications – published Newfoundland and Labrador (including the Gazette and Statutes) and Federal publications will be collected, where applicable

2. *Currency*

Items will be considered current and worthy of purchase if they have been published within the last five (5) years of the purchase year. Items outside that range will not normally be purchased unless there is a compelling need to do so. There will be no attempt to back purchase older or outdated historical classical works.

3. *Scope*

The breadth and depth of the title must fit within the collection strength targets, the topic matter must be relevant to current legal practice, and the content must add to the body of knowledge required. Materials which have unique coverage of relevant subject matter will be targeted.

4. *Cost*

The cost of the item must be reasonable for the size, quality, and anticipated usage of the product.

5. *Authority*

Due to the rapidly changing nature of legal publications, no authors will be designated as essential authorities to be collected. Instead the legal reputation of the author shall be held to be the determining factor.

6. *Publishers*

Publishers will be the vendors Thomson Reuters, LexisNexis, Irwin, Emond, and, to a limited degree, CCH as these are the contracted vendors of the *Law Society of Newfoundland and Labrador Law Library*. Other publishers shall be considered on a case by case basis.

American Published materials – American published items on general legal concepts/practice may be purchased on a case-by-case basis.

B. Specific Material Considerations

The acquisition of the following types of resources will be limited to publications related to the general or specific practice of Canadian law. The periodical titles collected will be evaluated every 5 years to ensure they remain in line with the needs of the Members and remain cost effective.

The library will not collect material:

- of a popular nature (i.e. do-it-yourself law),
- on topics of an administrative/government/management/Human Resources nature, but not related to the law, *or*
- Hollywood/Entertainment videos, ex: *Kramer vs Kramer (1979)*

1. Formats

The following formats will be considered for acquisition based on the principles outlined in these sections. Outdated technology such as videocassettes and audiocassettes will **not be** collected.

A) *Hardcopy print* – case reporters, practice guides/textbooks, loose-leaf services, government publications (primarily statutes and regulations).

B) *Serials* – legal periodicals (journals/serials), law related newspapers / newsletters, print legal journals, law magazines, legal periodicals .

C) Sound Recordings/Videos

The library will not collect videos or sound recordings, in any format, as this format is not in demand as reference or research resources for legal practice.

D) *Databases* – The Library currently provides access to key legal databases for Members of the Law Society. These databases are accessible in the Law Library, with the exception of the *Irwin e-library* which is available off-site upon request to the Law Library Staff.

Due to budgetary and licensing restrictions, the Library cannot provide access to these databases to non-Members or members of the public.

CD-ROM's – this technology remains a current method for electronic access to many legal documents, at this time. Many of these items are included with a print publication. The Law Library will make very limited purchases of items in this format due to low demand as reference or research resources for legal practice.

E) *Newfoundland and Labrador Legal Judgments* - The Law Library receives judgments from the Newfoundland and Labrador Courts and distributes them via an email distribution list (restricted to Members only). The Law Library currently relies on the free service *CanLII* to provide public access to Canadian judgments.

The Library will not collect judgments from Quasi-Judicial tribunals or other administrative tribunals, if available elsewhere.

F) *Electronic Documents* – this includes in-house created databases, electronic repository of government documents, and electronic books (ebooks).

- *Electronic books or e-books* – The only e-books collected by the Law Library shall be the Irwin e-book repository and limited high demand electronic loose-leaves from the Thomson Reuters Proview platform.

- *Electronic Repository* – At this time access to freely accessible legal resources (deemed authoritative) shall be made accessible through links in the Library’s online library catalogue, where appropriate.

G) *Microform* – is defined as material preserved on microfilm or microfiche. As the Law Library does not have the technology to read microforms and there is no demand for this format, material will neither be collected nor preserved as microforms.

2. *Languages*

The majority of commercially published Canadian Law material is published in English and/or French. Most material accessible by the Law Library for acquisition is available in English, French, or English and French dual publications. All items published in the Indigenous languages¹ of Newfoundland and Labrador **and** covering topics related to the law will be considered a priority.

The priority of purchasing, based on the language of publication, will be:

- a) English
- b) English/French
- c) Indigenous/English legal publications
- d) French

For items published in Indigenous languages/English, the only items to be considered for acquisition will be those published with a focus on the law and the Indigenous groups of Newfoundland and Labrador.

¹ Indigenous people shall be defined per the Government of Canada definition: “Canada’s First Nations, Inuit and Métis peoples”. The term Aboriginal is also used by the Government of Canada: “Indigenous peoples are also known as Aboriginal peoples in Canada.,” however, this document shall use the preferred term Indigenous. (online: < <http://www.aadnc-aandc.gc.ca/eng/1461773087873/1461773141110> >)

Legal publications published in other provincial or territorial dialects or on Indigenous groups of other provinces/territories will be considered on a case-by-case basis and will remain a lower priority.

3. *Multiple Copies*

Duplicate or multiple copies will only be purchased when there is a very high level of demand. There will be only one current copy of any and all loose-leaf services purchased.

4. *Standing Orders*

Certain critical texts are on what is called a “standing order.” These standing orders ensure that the Law Library receives each release of certain titles which are published on a scheduled basis. These will be restricted to Canadian Criminal Codes, certain annotated statutes, and specific practice guides.

5. *Replacement Copies*

The purchase of replacement copies shall be at the Law Librarian’s discretion. Replacement copies will be considered for badly damaged items or missing items that remain in high demand. Replacement copies for missing items will only be considered after all reasonable attempts to locate the item have failed. The responsibility for replacing a damaged/lost copy *may be* charged to the borrower if it can be determined the item was deliberately damaged or taken from the library without intending to return it.

6. *Law Society publications*

Copies of all Law Society of Newfoundland and Labrador publications will be acquired by the Law Library, when and where appropriate to the collection and likely to be utilized. Publications by other Law Societies will

be considered on a case-by-case basis with a consideration towards costs and space availability.

7. *Theses*

Theses and strictly academic theory publications will not be collected.

III. Material Selection by Subject

All resources purchased by the *Law Society of Newfoundland and Labrador Law Library* must fit within the topic of the law. However, not all subjects fit the primary goal of the Library which is to support lawyer competency. To date, this has been identified as materials covering the practice of the different areas of the law of primarily Canada with limited case law considerations from the United Kingdom and United States. Cases and statutes are primarily sought online.

Therefore, the following subject guide will assist in guiding the collection management decisions of the Law Librarian. This guide will be re-evaluated from time to time to ensure it remains in line with the work and needs of the Members. The Library uses the *KF Classification Modified For Use In Canadian And Common Law Libraries (KF Modified)*, as created by the *Library of Congress (US)* and the *Canadian Association of Law Librarians*. This subject guide conforms to this system. The Law Library uses the *Library of Congress Subject headings (LSCH)* for cataloguing of items.

The following indicators have been assigned to the subject headings:

1: *outside of scope*

The Library does not collect materials on this subject as it outside the scope of the collection

2: Basic Information Level

Very limited purchases in this area as there are minimal inquiries about this subject

- Items will normally be of a general overview rather than an in-depth analysis, including reference works
- Acquisition of titles at this level will not be a priority purchase

3: Legal Practice Support Level 1

Items collected will provide information about the subject in a systematic way and provide guidelines and directions on the practice of the law at this level.

- Items at this level should focus on practice guides and reference materials
- Some periodicals may be needed
- Items with this level designation shall be maintained at a good depth of coverage, but does not require regular updating

4. Legal Practice Support Level 2

Items collected will provide detailed practice information, often include relevant cases, and usually will be published by an expert in the field or be considered a classic work on the topic.

- Requires an extensive collection of general and specialized practice guides and reference materials
- Specialized periodicals are often required
- Relevant case citators will be assigned this designation
- Items with this level designation shall be maintained at a current level, within identified focus, and updated regularly

5. Comprehensive Level

Materials collected as this level are restricted to essential areas of the Law and the Law Library strives to be as thorough as possible for the available publications (Ex: Criminal Code)

- Extensive print and periodical coverage, where possible
- Essential coverage of this area – usually reserved for classics in the field or key authors
- Items with this level designation shall be maintained at a current level, within identified focus, and updated regularly if not yearly

SUBJECT RANGES

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Legal Research			KF 1 -365		
	<i>Legal Research & Writing</i>		KF 240-365	3	
		Legal Research	KF 240	3	
		Legal Writing Guides & Style books	KF 250	3	
		Legal Ethics	KF 305	3	Ethics/Attorney-client/Conflict of interest
		Legal Profession	KF 261-297	2	Defined as about law as a profession & biographies
		Legal Education		2	Topics include Law Schools (biography/teaching/Applying; works on particular law schools
		Legal History	KF 345	2	Primarily Daisy Committee publications (includes biographies)
		Directories	KF 195	1	Much of this information is available electronically – no demand for print directories
		Law Office Management	KF 320	2	how to set up a law office, how to bill clients, and general accounting practices

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Common Law					
	<i>Equity</i>		KF 398-400	3	
		Insurance Law	KF 390	3	
	<i>Statutory Interpretation</i>		KF 410-425	4	
		Conflict of Laws	KF 410	3	
	<i>Family Law</i>		KF 501-553	4	
		Child Support/ Child Welfare	KF 553	4	Child Protection/Family Violence/Children – neglect
		Parent & Child [subarea of Child support & welfare]	KF 540	3	Adoption/Paternity/ Parental rights and duties
		Marriage	KF 505.5-528	3	
		Divorce	KF 529	4	
	<i>Property</i>		KF 554-701	3	
		Landlord & Tenant	KF 566-753	3	
		Condominium Law	KF 590	3	
		Mortgages	KF 691-697	3	
		Real Property	KF 566-570	4	
		Personal property	KF 701	3	
		Easements	KF 657	2	
		Trusts	KF 730	4	
		Wills	KF 755	4	
		Estates	KF 746	4	
	<i>Contracts</i>		KF 801 - 1050	4	
		Commercial Law	KF 871	3	
		Guaranty	KF 1045	3	
		Personal Property Security	KF 1050	3	
	<i>Civil Law - Québec</i>	Civil Code of Québec (Code civil du Québec)	KF 385	1	
	<i>Construction Law</i>		KF 900	3	
		Construction Liens	KF 900	3	
	<i>Banking Law</i>		KF 966-974	2	
		Foreign Investments	KF 966-974	2	
	<i>Maritime Law</i>		KF 1105	3	
	<i>Agency Law</i>		KF 1341-1345	2	

		Types of Agencies	KF 1341-1345	2	
	<i>Commercial Law</i>		KF 1388-1444	3	
		Business Corporations	KF 1415	3	
		Non-profit corporations	KF 1388	2	
		Charities	KF 1388	2	
		Securities	KF 1441-1444	2	
	<i>Agriculture Law</i>		KF 1681-1800	2	
		Farms	KF 1681	2	
		Forestry	KF 1715	2	
	<i>Torts</i>		KF 1246-1297	4	
		Privacy	KF 1262-1263	3	
		Products Liability	KF 1296-1297	3	
		Personal Injury	KF 1256	4	
	<i>Resources Law</i>		KF 1800-1850	3	
		Mining Law	KF 1819	3	
		Energy Law	KF 1850	3	
	<i>Environmental Law</i>		KF 3775	3	
	<i>Driving Offences / Motor Vehicle Law</i>		KF 2226-2231	3	
		Drinking & Driving	KF 2231	3	
		Breathalyzer	KF 2231	3	
	<i>Communications Law</i>		KF 2750-2850	3	
		Computer/Internet Law	KF 2850	3	
		Electronic Evidence	KF 2850	3	
		E-mail Law	KF 2850	3	
		Press Law (Media)	KF 2750	2	
		Telecommunications	KF 2761-2765	2	All forms of broadcasting & regulations
	<i>Copyright & Intellectual Property</i>		KF 2971-3193	3	
		Patent Law	KF 3091-3194	2	
		Trademarks	KF 3091-3194	2	

	<i>Employment & Labour Law</i>		KF 2005-3571	3	
		Wrongful Dismissal	KF 3457	3	
		Labour Statutes/ Standards	KF 3455-3571	3	
		Pensions	KF 3510	3	
		Professions, regulation of	KF 2900-2902	2	General professions/ Professional corporations / associations
		Particular Professions	KF 2902-2940	3	Licensing/certificates/ Professional ethics/standards/ malpractice liability (where applicable)
		Franchising	KF 2023	2	
		Retail	KF 2005	2	
	<i>Education Law</i>		KF 4101-4250	3	
	<i>Health Law</i>		KF 3821-3890	3	
		Drug offences	KF 3890	3	
		Dental Law	KF 3822	3	
		Medical Law/Medical Malpractice	KF 3822-3825.3	3	
		Mental health law	KF 3828	3	
	<i>Entertainment Law</i>		KF 3989-4302	2	
		Sports Law	KF 3989	2	
	<i>Weapons</i>		KF 3941	3	
		Firearms	KF 3941	3	
	<i>Crown Law (see also 4448 .C7)</i>		KF 5304-5700	3	
		Tax Law / Taxation	KF 6271-6645	4	
		Income Tax	KF 6351-6499	3	
		Trade Agreements	KF 6651-6660	2	
		Customs	KF 6651-6660	2	
		International Trade	KF 6668	2	
	<i>Municipal Law</i>		KF 5304-5700	4	
		Planning & Zoning Law	KF 5569-5700	4	
		Municipal Corporations	KF 5305	4	

	<i>Public Law</i>				
		Administrative Law	KF 5402	4	
		International Law	KF 4581	3	
	<i>Dispute Resolution (Law)</i>		KF 9084-9085	3	
		Alternative Dispute	KF 9084	4	Includes methods and appearance before administrative tribunals
	<i>Civil Law</i>			4	
		Civil Procedures	KF 8868-8972	3	
		Civil Justice, Administration of	KF 8700	3	
		Civil procedures - juries	KF 8972	3	
	<i>Civil Evidence</i>		KF 8935	4	
		Advocacy & Trial Techniques	KF 8915	4	
		Pleadings & Motions	KF 8868-8870	4	
		Class Actions (Civil procedure)	KF 8896	4	
		Injunctions	KF 9014	4	

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Constitutional Law			KF 4482-4483	5	
		Bilingualism	KF 4483	3	
	<i>Canadian Charter of Rights & Freedoms</i>		KF 4483	5	
	<i>Equality, before the law</i>		KF 4483	3	
	<i>Discrimination</i>		KF 4483	3	
	<i>Election Law</i>		KF 4483	3	
	<i>Immigration Law</i>		KF 4819	2	

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Aboriginal Law			KF 8203-8208	3	
	<i>Aboriginal Justice</i>		KF 8205	3	
	<i>Aboriginal Rights</i>		KF 8203	3	Includes Land Claims and Treaties

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Court Procedure			KF 8720-8816	3	
	<i>Court Organization and procedure</i>	<i>Court interpreting and translating</i>	<i>KF 8720</i>	2	
	<i>Rules of Court</i>		KF 8816	3	
	<i>Court Officials</i>		KF 8770-8799	3	
	<i>Justices of the Peace</i>		KF 8800	3	

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Criminal Law					
	<i>Criminal Codes</i>		KF 9219	5	
	<i>Criminal Procedure</i>		KF 9300-9698	4	
		Appellate procedure - Criminal	KF 9698	4	
		Criminal procedure - juries	KF 9680-9682	4	
		Particular types of criminal offences (E.g. prostitution, postal offences, arson, perjury, etc.)	KF 9300-9479	4	
		Search & Seizure	KF 9630	4	
		Sentences	KF 9684	4	Used for Sentencing
	<i>Sexual Crimes</i>		KF 9325	4	Used for Sexual Abuse & Sexual Assault
	<i>Bail</i>		KF 9632-9635	4	
		Extradition	KF 9635	3	
	<i>Criminal Justice, Administration of</i>		KF 9223	4	
	<i>Criminal Evidence</i>		KF 9660-9679	4	
		Wiretapping	KF 9670	3	
	<i>Sentencing</i>		KF 9685	4	
	<i>Young Offenders</i>		KF 9771-9780	3	

Subject	Subheading	Sub-Sub Heading	Call # Range	Collection Target	NOTES
Related Subjects					
	<i>Sociology</i>		N/A	1	
	<i>Criminology</i>		KF 9220	1	
	<i>Psychology of the Law/Criminals</i>		N/A	1	

IV. Collection Assessment

1) Collection Review

The Law Librarian shall, on an ongoing basis, review the collection to ensure the collections and the *Collection Development Policy* remains consistently in line with the work of the Members. Inventories of the collection will be taken regularly against the baseline collection inventory established in 2017/2018.

2) Weeding

Weeding is also known as “de-selection” of a title from the Library’s holdings. The Law Librarian shall routinely evaluate and weed the Library’s holdings. The following guidelines will be adhered to unless there is a reasonable need to retain a particular title.

- All titles superseded by the publisher (i.e. a newer more up-to-date copy has been published and purchased for the Library), past editions will not be retained
- Editions of annually published texts, and consolidated or annotated legislation prior to the three most recent years
- Cancelled loose-leaf publications within 5 years of cancellation – *if* there is no sign of use by clientele
- Outdated reference material and non-legal publications
- Discontinued serials within 5 years of cancellation – *if* there is no sign of use by clientele

For loose-leaf services and serial titles, the Law Librarian shall consult with the *Law Library Advisory Committee* before cancelling subscriptions to determine use and relevancy. Practice guides shall be weeded at the Law Librarian’s discretion in determination of age, condition, and use.

Items that have been weeded will be offered to Members and visitors to the Library. If, after 2 weeks, there has been no claim on the weeded items then the

materials will be discarded. All reasonable attempts to find another home for those titles will be made before discarding.

3) Retention Limitations

Due to space constraints and the need to maintain the collection at a level of current and relevant material, the following retention limitations will be applied:

- i. Superseded pocket supplements (i.e. paper updates sent by the publisher and kept in a pocket within the textbook) will not be retained
- ii. Superseded editions of digests and encyclopedias will be retained on a case-by-case basis
- iii. Superseded annotated editions will not be retained except for items brought in on standing order in which case the Law Library will retain the current year plus two previous editions
- iv. Magazines/Newspapers will be retained for the current year plus one year previous to the current year. All other back issues will be discarded.
- v. Superseded editions of reference works will be discarded (almanacs, directories, dictionaries)
- vi. Electronic resources will be kept in keeping with the licensing agreements with the vendor of each electronic resource. All reasonable efforts will be made to ensure that long term stable access is available to the primary and secondary clientele of the Law Library.

4) Submission of Recommendations for Purchasing

The *Law Library Advisory Committee* shall provide advice to the Law Librarian on the needs of the legal profession and the Members of the Law Society of Newfoundland and Labrador in order to ensure the Law Library remains able to meet those needs.

Purchasing suggestions from the *Law Library Advisory Committee*,

Members, and the Judiciary for enriching the collection are always welcome. However, final purchasing decisions will remain with the Law Librarian, who has the fiscal responsibility, and who shall use professional standards, the *Collection Development Policy*, and Library use trends to determine what acquisitions will take place.

5) Donations

All persons wishing to make a donation of books/resources to the *Law Society of Newfoundland and Labrador Law Library* are required to make prior arrangements with the Law Librarian. Donations are **not** to be simply dropped off in the Library.

All items accepted for donation are accepted with the understanding that, upon receipt, they become the property of the Law Library. The Law Librarian retains final authority and powers of decision making regarding whether or not donations will be added to the collection and reserves the right to determine their retention, location, cataloguing, and all other considerations relative to their use.

The Law Librarian reserves the right to dispose of donations that do not meet the criteria for selection or which unnecessarily duplicates items already held in the collection.

All items donated to the Law Library must be:

- In good condition without writing or sticky notes in the pages or damage (e.g. water damage, highlighting, torn bindings, loose pages, etc.)
- Current (i.e. published within the last 5 years)
- Of relative long-term usefulness to the library collection

The following is a non-exhaustive list of examples of items that would *not* have potential long-term value to the Law Library:

- exercise booklets
- Old case citators / case citators from other Canadian provinces or territories, regardless of age
- Items of short date value, ex: analysis of proposed government bills
- Guides for the public on accessing government services or that reference current procedures (as of the date of publication)
- Guides to proposed federal/provincial/territorial amendments to existing legislation or government procedures (as of the date of publication)
- Training manuals for specific courses (the Law Library obtains new circulation ready copies of Law Society CLE course materials) from any Canadian/US Law Society, Law Reform Commissions, or legal training course
- Photocopies/Reproductions of articles or articles downloaded from the Internet
- Pamphlets, meeting notes, agendas for meetings, transitory records

APPENDICES

1) Effective Date

This policy takes effect on April 9th, 2018. It amends and replaces any previous collection development policy applied to the *Law Society of Newfoundland and Labrador Law Library*.