

## **Category: Law**

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There are many subcategories that fall under Law:

- Canadian Law (general guides, Alberta resources where possible, the Constitution and Charter of Rights and Freedoms)
- International Law (United Nations, U.S. & abroad)
- Criminal Law
- General Law (history, famous case, dictionaries, law as a profession, immigration/emigration)
- Aboriginal Law
- Tax Law, Real Estate Law (landlord/tenant)
- Wills, Estate Planning
- Occupational Rights, Patients' Rights
- Family Law, Divorce Law
- Copyright Law, Small Business Law, Bankruptcy
- Civil Procedures and Courts (small claims court, Supreme Court, etc.)

### **Your Existing Collection**

For any of the subcategories, consider the following points when selecting new material:

- What you have already on your shelves
  - Circulation statistics of existing collection
  - Size and age of existing collection
- Gaps: are there topics you do not have covered but believe there is a demand for?
- Patron feedback and trends in Polaris requests that may indicate what patrons want

SimplyReports allows you to generate a shelf list report for your library that can assist you with evaluating your existing collection. For instructions on how to create the report, please visit <http://www.peacelibrarysystem.ab.ca/Coord-Collection-Dev> and download the document *How to Run a Shelf List Report in SimplyReports*.

### **What to Consider**

The key consideration for law books is currency. Laws, Acts and Regulations change frequently, so having out-dated information may be extremely detrimental to your patrons. As a result, it appears that fewer books are being published pertaining to legal topics (with the exception of tax law guides) and more Internet resources are appearing. This is likely because it is much easier and quicker to keep websites updated than it is to write or revise a book. However, it is still important to have some books on your shelves for patrons who are not Internet savvy or who prefer texts.

Another consideration is to be sure that the majority of your items pertain to Canadian law, and where possible, Alberta laws and regulations. For example, divorce law and real estate law are governed provincially.

As a result, for those collecting in the *Canadian Law* subcategory, focus on general guides, the Constitution and the Charter of Rights and Freedoms. Each of the other subcategories (with the exception of International Law) should all address specific aspects of Canadian law.

For public libraries, it is best to focus on materials for general adults and avoid overly technical or scholarly items. For example, Self-Council Press (<http://www.self-counsel.com/>) offers easy to understand guides and workbooks for Canadian law, business and real estate.

You may also want to do a search for your topic in TRACpac to see what is available throughout TRAC, and specifically in the Peace region. If there are already 50 item records for a title you are considering, you may wish to opt for a title that has fewer holdings.

### **Searching & Selecting Titles**

There are several ways that you can find new titles for your collection. Title Source 3 allows you to perform a search for a specific call number range and specify things such as publication date ranges, audience and physical format. This will help you to find the most current items that are appropriate for your library.

For instructions on how to do a search in Title Source 3 for a specific call number range, please visit <http://www.peacelibrarysystem.ab.ca/Coord-Collection-Dev> and download the document *How to search for books within a specific Dewey range using Title Source 3*.

Another way to find titles is to search by subject. In addition to searching Title Source 3 by subject or call number, you can also try <http://www.chapters.indigo.ca> or <http://www.amazon.ca>. These websites do not allow you to filter your results like Title Source 3, but are great for subject or keyword searches and offer more Canadian content. If you find a title you like, you can then search for it in Title Source 3 and add it to your cart to be sent to ordering.

If the book has been reviewed, the review will be available on Title Source 3, Amazon and Chapters for you to read and help determine if it is appropriate for your library. Amazon and Chapters also offer customer reviews and ratings. These can be helpful as they reflect the public's assessment of the material as opposed to a critical reviewer. Sometimes a "look inside" feature is available so you can view the item's table of contents, index and even portions of chapters if the publisher allows it. Always take the opportunity to look inside and consider the purpose of the item (what is the aim of the book - to instruct, to inform, to provide an overview?), the authority of the author (read their bio – do they have credentials? Do they seem to have a bias?), the scope (do they try to cover too much or not enough?), the currency (does the book use facts and figures from the 1980s? Is it the latest edition?), the audience (is it written in a readable style or is it too academic?) and format (will it be durable? Does it have too many photographs/illustrations or not enough?).

Another way to find Canadian materials is to register for a free account with ULS at <http://www.uls.com/>. This will give you access to their database of books, which include many Canadian resources. You can perform a quick search if you know the item's title, author or ISBN. However, you may want to do an advanced search to search for subject keywords or browse through subject categories. ULS also allows a "Dewey # range" search, which will allow you to browse through a range of call numbers and specify an audience. If you find some titles you are interested in, please mark them down and place your order through Peace Library System.

Yet another way to find titles on your topic is to see what other libraries outside of TRAC have. Almost every public library has an online catalogue that you can browse. Try seeing what the Vancouver, Edmonton, Calgary or Toronto Public Libraries offer to their patrons.

If you need further assistance with searching and selecting titles, please contact your consultant at PLS headquarters.

### **Subcategory Specific Information**

The following Dewey call number ranges are suggestions for searching to help you locate titles on your topic. These ranges are not exclusive – there may be titles that fall outside of the given call numbers or overlap with other topics. If you find a suitable title and would like to find similar items, you can also see how the subject is listed in Title Source 3, Chapters, Amazon and/or TRACpac and do subject searches.

Many of the call numbers below have an asterisk (\*). This is often referred to as a “wildcard” and represents any other numbers that follow. Therefore, 345.7\* represents 345.7, 345.73, 345.756, 345.78586, and so on. The more numbers after the decimal point the more specific the call number is. These wildcards can be used in Polaris and Title Source 3.

#### **General Law**

**Call number range:** 340 – 340.99999 and 342.71\*

**Some keywords/subjects:** legal profession, lawyers, paralegal, immigration, emigration, famous cases, law dictionary, legal thesaurus

#### **Canadian Law**

**Call number range:** 340 – 349.99999 and 342.71\* - 349.71\*

**Some keywords/subjects:** Constitution, constitutional law, Charter of Rights and Freedoms, Canadian law dictionary, introduction to Canadian law, Canadian legal system

#### **International Law**

**Call number range:** 341 – 341.7\*

**Some keywords/subjects:** United Nations, NATO, peacekeeping, global, globalization

#### **Aboriginal Law**

**Call number range:** 342.71\* and 346.71\*

**Some keywords/subjects:** treaty/treaties, native law, First Nations Governance Act, aboriginal self-government, cultural land-use

## **Tax Law, Real Estate Law**

**Call number range:** 343 – 343.71 and 346.043\* and 346.71\*

**Some keywords/subjects:** Revenue Canada, tax/taxes, GST, tax guide, tax tips, tax solutions, tax planning, Alberta Building Code, National Building Code of Canada, real estate buying/selling, Residential Tenancies Act, tenant(s), landlord(s), foreclosure, leasing

## **Occupational Rights, Patients' Rights**

**Call number range:** 344 – 344.73\*

**Some keywords/subjects:** Sexual harassment, employee/employer rights, workers' compensation, labour relations, labour guide, arbitration, workplace health and safety, living wills, patients

## **Criminal Law**

**Call number range:** 345 – 345.7\*

**Some keywords/subjects:** Criminal code, young offenders, youth criminal justice, justice, capital punishment/death penalty, criminal procedure, sexual assault

## **Wills, Estate Planning**

**Call number range:** 346 – 346.71\*

**Some keywords/subjects:** wills, estate planning, executor, power of attorney, probate

## **Family Law, Divorce Law**

**Call number range:** 346 – 346.73\*

**Some keywords/subjects:** Family court, marriage, separation, divorce, prenuptial agreements, cohabitation agreements, common law, seniors' rights, elderly, children's law, child custody, adoption

## **Copyright Law, Small Business law, Bankruptcy**

**Call number range:** 346 – 346.73\*

**Some keywords/subjects:** copyright(s), plagiarism, small business, incorporation, bankruptcy

## **Civil Procedures, Courts**

**Call number range:** 347 – 347.73\*

**Some keywords/subjects:** Court, Supreme Court, small claims court, court system, trial, jury

## **Other Resources for Law**

As already mentioned, the majority of legal information is now available online. Below are some websites that may assist you and your patrons with finding the information they need. If you have a library website, you may want to consider posting some of these links on there for your patrons.

- **Alberta Courts** (<http://www.albertacourts.ab.ca>)
  - The provincial government's portal to legal resources about family, civil and criminal law. Click on "How do I..." to access their frequently asked questions
- **Canadian Legal Information Institute** (<http://www.canlii.org>)
  - Managed by the Federation of Law Societies of Canada, this free database allows you to search federal and provincial legislation, courts, boards and tribunals
- **CanLaw** (<http://www.canlaw.com>)
  - Help with finding a lawyer
- **Department of Justice** (<http://www.canada.justice.gc.ca>)
  - The Government of Canada's justice information portal, including resources for civil, criminal, and family justice.
- **Family Law Information Centre** (<http://www.albertacourts.ab.ca/familylaw>)
  - Managed by Alberta Courts, it offers such information as Child Support Guidelines, how to calculate child support, how to apply for or change a Queen's Bench Order in Alberta in various family law matters such as child or spousal support and custody access
- **LawNet Alberta** (<http://www.lawnetalberta.ca>)
  - Formerly known as ACJNetAlberta, it is managed by the Legal Resource Centre of Alberta. It serves as a portal of information in easy to understand question and answer format to legal topics such as the Charter of Rights, child abuse, child support, civil law, common law relationships, contracts, custody, divorce and separation, family law, landlords & tenants, occupational rights, preparing for court, wills & estates and youth criminal justice
- **Legal Aid Alberta** (<http://www.legalaid.ab.ca>)
  - Legal services for low-income Albertans in the areas of family, civil and criminal law
- **Legal Resource Centre of Alberta** (<http://www.legalresourcecentre.ca>)
  - A non-profit company, whose mandate is "to contribute to, advance and promote the legal knowledge and education of the people of Canada." Click on *Our Sites* to access their databases of legal information, including: Canadian Legal FAQs, Oak-Net (Older Adult Knowledge Network): Abuse of Older Adults, ABC Law Net (Law for Alberta Classrooms)
- **Law, Justice & Citizens' Rights** (<http://www.programs.alberta.ca/Living/6344.aspx?N=770+611>)
  - The Government of Alberta's guide to Living in Alberta, pertaining to resources for civil and family matters, consumer rights, corrections, courts, crime prevention, criminal justice, estate planning, human rights, Justice System in Alberta, legal assistance, policing and security, privacy, sudden death investigations and victims of crime