

TABLE OF CONTENTS

Contents

I. Introduction	3
A) Mission Statement.....	3
B) Library Mandate	3
C) Clientele	3
D) Collection Development Policy.....	4
E. Collection Overview	5
II. Selection Criteria.....	5
III. Material Selection by Subject	12
IV. Collection Assessment	23
1) Collection Review.....	23
2) Weeding.....	23
3) Retention Limitations	24
4) Submission of Recommendations for Purchasing	25
5) Gifts/Donations.....	25
APPENDICES	27
1) Effective Date.....	27
2) Judicial Collection	27

For definitions of the terms used in this policy, see the document *Nunavut Court of Justice Law Library Policy Definitions*

I. Introduction

A) Mission Statement

“The Nunavut Court of Justice Law Library is dedicated to playing a central role in facilitating effective access to legal information for the Justice system in Nunavut and for Nunavummiut.”

B) Library Mandate

“To provide high quality, accurate, and current legal information, while responding in a timely manner to the needs of the clientele of the Nunavut Court of Justice Law Library.”

C) Clientele

It is the policy of the Nunavut Court of Justice 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.

The *primary* clientele of the Nunavut Court of Justice Law Library are the Justices of the Nunavut Court of Justice (NUCJ), deputy Justices of the NUCJ, and the Justices of the Nunavut Court of Appeal (NUCA).

Secondary clientele of the Library are the members of the Law Society of Nunavut (both local and national), and the staff of the Government of Nunavut (GN), Department of Justice. Paralegals, Law Clerks/ Law Students, and RCMP (upon request) will be included under the classification of *secondary clientele* but they will have limited privileges compared to Members of the Law Society of Nunavut or the Department of Justice staff.

The *tertiary* clientele of the NUCJ Law Library are the staff of other, non-Justice, GN departments and members of the public. These members have limited access to the Law Library.

The primary and secondary clientele may borrow materials from the library, request and receive reference services and request and receive library instruction. Primary and secondary clientele may access the Interlibrary Loan (ILL) service, as well as use the Library databases and electronic resources.

Tertiary clientele may utilize the hardcopy library resources **on the premises only**. These groups cannot borrow library resources or access the library databases or electronic resources. Reference Services provided to this clientele group will be limited to items physically located in the library or freely accessible on the Internet.

D) Collection Development Policy

The purpose of this *Collection Development Policy* is to provide a framework for materials acquisition for the NUCJ Law Library. The *Collection Development Policy* provides the basis for how the Law Library supports the operation of the Courts. The Law Library provides this support through the professional analysis of materials by the Court Librarian, the acquisition, and processing of relevant legal materials so as to create and maintain a relevant, current, and thoroughly 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 the NUCJ Law Library continues to respond to the changing priorities of the Nunavut Court of Justice 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.

E. Collection Overview

The library maintains a collection of 5,000+ items in a variety of formats to meet the research and reference needs of Nunavut'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 territorial 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 whereas they are needed, such as older copies of the *Canadian Criminal Code*. Materials on the law *and* the North or Inuit relations *with* the law are collected when and where available.

II. Selection Criteria

The Court Librarian shall have **final** say over the selection and acquisition of *all* resources purchased for the Nunavut Court of Justice Law Library. The Court 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 Court 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 Nunavut. Priority will be assigned to publications from Nunavut, Alberta, and Canada. Ontario based cases/court practice guides will be considered but guides specific to legal practice in a certain province *only* shall be excluded. Current British and American law resources will not be collected.

Government publications – published Nunavut, Northwest Territories (NWT), Yukon, and Federal publications will be collected, where applicable

Nunavut Legislation – due to the changing nature of these documents, all access to these will be online through the Department of Justice website. The Library will not maintain print copies. The Library will maintain print copies of the Nunavut Gazette for reference purposes.

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, be of topic matter relevant to matters before the Courts, and the content will add to the body of knowledge required. Materials which have unique coverage of relevant subject matter shall be targeted.

4. *Cost*

The cost of the item must be reasonable for the size and quality 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 will be held to be the determining factor.

Publishers will be the vendors Carswell, LexisNexis, and CCH as these are the contracted vendors of the Nunavut Court of Justice Law Library. Other publishers will 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

1. *Formats*

A) *Hardcopy print* – Case reporters, textbooks, loose-leaf services, Periodicals (journals/serials), statutes and regulations

B) *Serials* – law related newspapers, print legal journals, law magazines, legal periodicals

The acquisition of these 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 Judiciary and Legal practitioners in Nunavut.

Currently the only newspaper collected is The Lawyer's Weekly. The Library will not collect local, provincial/territorial or national newspapers.

C) *Videos* – videos of an instructional nature related to the practice of the law in Canada will be collected in DVD format.

The library will not collect videos:

- 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

Outdated technology such as videocassettes and audiocassettes will not be collected.

DVD's and CD's will remain the preferred format until such time as a new technology for videos becomes the mainstream. If and when that occurs, the library will automatically adopt that format to collect videos.

D) *Sound Recordings*

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

E) *Databases* – The Library currently provides access to the LexisNexis *Quicklaw* database and the Carswell *Westlaw* database for the Nunavut Judiciary. These databases are accessible in the Law Library by the members of the Law Society of Nunavut upon request to the Court Librarian.

Due to budgetary and licensing restrictions, the Library cannot provide access to these databases to GN employees or members of the public.

Due to budgetary and technological constraints, the acquisition of other databases shall be limited and will be on a case-by-case basis.

CD-ROM's – this technology remains current a current method for electronic access to many legal documents, at this time. Many of these items are included with a print publication. The library will make very limited purchases of items in this format.

The Library provides open access to these CD-ROMs with the exception of those purchased under a Network license which restrict them to the use of the Justices of the Nunavut Court of Justice. However, access to networked CD-ROM's will be made available through the OPAC station in the Library.

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

Nunavut Legal Judgments - The Library currently relies on the free service *CanLII* to provide public access to the judgments of the Nunavut Court of Justice, Youth Justice Court of Nunavut, and Nunavut Court of Appeal. There will not be an electronic repository of judgments created and maintained by the NUCJ Law Library in the foreseeable future. The Library does maintain a print collection of all NUCJ, YJCN and NUCA judgments. A .pdf copy of older judgments, which have been authorized for release, can be requested from the Librarian on a case-by-case basis.

The Library will not collect judgments from Quasi-Judicial tribunals or other administrative tribunals.

Electronic books or e-books – due to the current limitations of GN internet access and high cost/low access nature of e-books for libraries (at this time), e-books will not be collected by the NUCJ Law Library.

Electronic Repository – shall, at this time due to the current limitations of GN internet access and high cost of *for-purchase/subscription* electronic documents, not be purchased by the Library at this time. 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. The Law Library complies with the Government of Nunavut *Official Languages Act* (OLA) and makes all reasonable attempts to meet this policy. All items published in the official Inuit languages of Nunavut **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) Inuit languages/English
- b) English
- c) English/French
- d) French

For items published in Inuit languages/English, the only items to be considered for acquisition will be those published with a focus on the law and the Inuit from Nunavut or the Northwest Territories.

Items published in other Inuit languages or on Inuit groups from Quebec or Newfoundland & Labrador 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 need to have a copy in the main collection and a copy restricted for judicial use (Judicial collection). There will be only one copy of any and all loose-leaf services acquired.

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 yearly basis. These will be restricted to Criminal Codes, certain annotated statutes, and specific practice guides.

5. *Replacement Copies*

The purchase of replacement copies will be at the Court Librarian’s discretion. Replacement copies will be considered for badly damaged items in high use or items in high demand that have gone missing. 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. *Theses*

Theses and strictly academic theory publications will not be collected.

III. Material Selection by Subject

All resources purchased by the NUCJ Law Library must fit within the topic of the law. However, not all subjects fit the primary goal of the Library which is “to provide to the clientele of the Law Library the library resources they need to perform their work.” To date, this has been identified as materials covering the practice of the different areas of the law. Cases and statutes are primarily sought online.

Therefore the following subject guide will assist in guiding the collection management decisions of the Court Librarian. This guide will be reevaluated from time to time to ensure it remains in line with the focus of the Courts.

The Library uses the KF modified cataloguing subject top level heading system for Canadian Law resources as created by the Library of Congress and the Canadian Association of Law Librarians. This subject guide conforms to this system. The Law Library uses the Library of Congress Subject headings (LSCJ) 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
 - The Court Librarian should review subject headings with a level 2 designation periodically to ensure that this remains an appropriate level assignment in comparison with the work of the Courts

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 textbooks 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 textbooks and reference works
- Specialized periodicals 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 functions of the Courts and strives to be as thorough as possible for the available publications

- 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 Range

Subject	Subheading	Sub-Sub Heading	Call Number 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/Attorney-Attorney privilege/Discipline/Conflict of interest
		Legal Profession	KF 261-297	3	Defined as law as a profession, works/biographies about types of lawyers & specific judges, Legal Aid
		Legal Education		2	Topics include Directories of Law Schools, Teaching methods at Law School, Applying to Law School (including LSAT), works on particular law schools
		Legal History (includes biographies)	KF 345	2	
		Directories	KF 195	2	
		Law Office Management	KF 320	2	how to set up a law office, how to bill clients, and general accounting practices

NUCJ Law Library Collection Development Policy

Subject	Subheading	Sub-Sub Heading	Call Number 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/Children – crimes against/Family Violence/Children – neglect/legislation such as the Child and Family Services Act (e.g. right to seize children from abusive/dangerous situations)
		Parent & Child [sub-area 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	2	
		Mortgages	KF 691-697	3	
		Real Property	KF 566-570	3	
		Personal property	KF 701	3	
		Easements	KF 657	2	
		Trusts	KF 730	3	
		Wills	KF 755	3	
		Estates	KF 746	3	
	<i>Contracts</i>		KF 801 - 1050	3	
		Commercial Law	KF 871	3	
		Guaranty	KF 1045	3	

NUCJ Law Library Collection Development Policy

		Personal Property Security	KF 1050	3	
	<i>Civil Law - Québec</i>	Civil Code of Québec (Code civil du Québec)	KF 385 .ZB5	1	
	<i>Construction Law</i>		KF 900	2	
		Construction Liens	KF 900	2	
	<i>Banking Law</i>		KF 966-974	2	
		Foreign Investments	KF 966-974	1	
	<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			
		Non-profit corporations	KF 1388	2	
		Charities	KF 1388	2	
		Securities	KF 1441-1444	2	
	<i>Agriculture Law</i>		KF 1681-1800	1	
		Farms	KF 1681	1	
		Forestry	KF 1715	1	
	<i>Torts</i>		KF 1246-1297	4	
		Privacy	KF 1262-1263	3	
		Products Liability	KF 1296-1297	3	
		Personal Injury	KF 1256	3	

NUCJ Law Library Collection Development Policy

	<i>Banking Law</i>		KF 966-1032	3	
		Bankruptcy & Insolvency	KF 1506-1536	3	
	<i>Resources Law</i>		KF 1800-1850	3	
		Mining Law	KF 1819	3	
		Energy Law	KF 1850	3	
	<i>Driving Offences/Motor Vehicle Law</i>		KF 2226-2231	4	
		Drinking & Driving	KF 2231	4	
		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	Radio & television broadcasting regulations, and telephone 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	4	
		Wrongful Dismissal	KF 3457	4	
		Labour Statutes/ Standards	Kf 3455-3571	4	
		Pensions	KF 3510	3	

NUCJ Law Library Collection Development Policy

		Professions, regulation of	KF 2900-2902	2	Covers General professions/ Professional corporations/ associations (E.g. CBA, CALL)
		Particular Professions	KF 2902-2940	3	Covers Licensing/certificates/ Professional ethics/standards/ malpractice liability (where applicable)
		Franchising	KF 2023	2	
		Retail	KF 2005	2	
	<i>Environmental Law</i>		KF 3775	3	
	<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</i>		KF 5304-5700	3	
	<i>(see also 4448 .C7)</i>	Tax Law / Taxation	KF 6271-6645	2	
		Income Tax	KF 6499	2	
		Trade Agreements	KF 6651-6660	2	
		Customs	KF 6651-6660	2	
		International Trade	KF 6668	2	

NUCJ Law Library Collection Development Policy

	<i>Municipal Law</i>		KF 5304-5700	3	
		Planning & Zoning Law	KF 5569-5700	3	
	<i>Public Law</i>				
		Administrative Law	KF 5402	3	
		International Law	KF 4581	3	
	<i>Dispute Resolution (Law)</i>		KF 9084-9085	3	
		Alternative Dispute	KF 9084	3	Includes methods and appearance before administrative tribunals
	<i>Civil Law</i>				
		Civil Procedures	KF 8868-8972	4	
		Civil Justice, Administration of	KF 8700	4	
		Civil procedures - juries	KF 8972	4	
	<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 Number Range	Collection Target	NOTES
Constitutional Law			KF 4482-4483	5	
		Bilingualism	KF 4483 .B5	3	
	<i>Canadian Charter of Rights & Freedoms</i>		KF 4483 .C518	5	

NUCJ Law Library Collection Development Policy

	<i>Equality, before the law</i>		KF 4483	4	
	<i>Discrimination</i>		KF 4483 .C57-C59	3	
	<i>Election Law</i>		KF 4483 .E4	3	
	<i>Immigration Law</i>		KF 4819	2	

Subject	Subheading	Sub-Sub Heading	Call Number Range	Collection Target	NOTES
Aboriginal Law			KF 8203-8208	5	
	<i>Aboriginal Justice</i>		KF 8205	5	
	<i>Aboriginal Rights</i>		KF 8203	4	
		Nunavut Land Claims Agreement	KF 8208	4	

Subject	Subheading	Sub-Sub Heading	Call Number Range	Collection Target	NOTES
Court Procedure			KF 8720-8816	4	
	<i>Court Organization and procedure</i>	<i>Court interpreting and translating</i>	<i>KF 8720</i>	3	very little has been collected or commercially published on this topic at this time
	<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	very little has been collected or commercially published on this topic at this time

Subject	Subheading	Sub-Sub Heading	Call Number Range	Collection Target	NOTES
Criminal Law					
	<i>Criminal Codes</i>		KF 9219	5	
		Martins Criminal Code & Martin's Related Statutes	KF 9219	5	
		Tremear's Criminal Code	KF 9219	5	
		The Practioner's Criminal Code (Alan D. Gold)	KF 9219	5	
		Code criminel et lois connexes annotés [Canadian Criminal Code in French]	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	5	Used for Sexual Abuse & Sexual Assault
	<i>Bail</i>		KF 9632-9635	4	
		Extradition	KF 9635		
	<i>Criminal Justice, Administration of</i>		KF 9223	4	

NUCJ Law Library Collection Development Policy

	<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	4	

Subject	Subheading	Sub-Sub Heading	Call Number Range	Collection Target	NOTES
Related Subjects					
	<i>Sociology</i>		N/A	1	
	<i>Criminology</i>		KF 9220	2	
	<i>Psychology of the Law/Criminals</i>		N/A	1	

IV. Collection Assessment

1) Collection Review

The Court 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 Courts. Inventories of the collection will be taken regularly against the baseline collection inventory established in 2010.

2) Weeding

Weeding is also known as “de-selection” of a title from the Library’s holdings. The Court 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 3 years of cancellation – *if* there is no sign of use by clientele
- Dated reference and non-legal publications
- Discontinued serials within 3 years of cancellation – *if* there is no sign of use by clientele

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

Items will be removed from the electronic catalogue and the print catalogue, where appropriate. Items that have been weeded will be offered to other Nunavut Libraries and Resources centers, as well as visitors to the Library. This shall include the education program of the GN Department of Corrections. If, after 2 months, there has been no claims 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 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)
 - a. The only Legal practitioner contact directory (i.e. law lists, lawyer telephone/email/website lists, and legal biographical directories) that will be collected is the *Canadian Law List* by Canada Law Book. This is intended as a general resource for the public (i.e. Tertiary clientele). No other directories will be purchased.
- 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 Library.

4) Submission of Recommendations for Purchasing

The *Court Library Advisory Committee* shall provide advice to the Court Librarian on the needs of the Court and the members of the Law Society of Nunavut in order to ensure the Library resources remain aligned with the work of the Court.

Purchasing suggestions from the *Court Library Advisory Committee*, Judiciary, Lawyers, Judge's Chambers Law Clerk, and other Justice Department staff for enriching the collection are always welcome. However, final purchasing decisions will remain with the Court Librarian, who has the fiscal responsibility, who shall use professional standards, the *Collection Development Policy*, and Library use trends to determine what acquisitions will take place.

5) Gifts/Donations

In accordance with the policies of the Government of Nunavut, the Library cannot accept monetary gifts.

In general, the Library accepts donations of hardcopy publications with the understanding that, upon receipt, they become the property of the Library. The Court Librarian retains final authority over 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 Court 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 persons wishing to make a donation to the NUCJ Law Library are expected to make prior arrangements with the Librarian. Donations are **not** to be simply dropped off in the Library.

All items donated to the NUCJ Law Library must be:

- In good condition without writing or sticky notes in the pages or damage (e.g. water damage, torn bindings, loose pages, etc.)
- Current (i.e. published within the last 5 years) with the exception of legal “classical” works
- Of relative long term usefulness to the library collection
 - Examples of items that would *not* have potential long term value to the Law Library:
 - exercise booklets
 - Items of short date value
 - Guides for the public on accessing government services or that reference current procedures (as of the date of publication)
 - Guides to proposed federal or territorial amendments to existing legislation, or government procedures (as of the date of publication)
 - Training manuals for specific courses
 - Photocopies of articles or articles downloaded from the Internet
 - Pamphlets, meeting notes, agendas for meetings, transitory records
 - If you are unsure if the items you wish to donate have long term usefulness, contact the Court Librarian who will be able to provide advice on what can and cannot be donated to the Library.

APPENDICES

- 1) Effective Date
- 2) Judicial Collection

1) Effective Date

This policy takes effect on February 20, 2012. It amends and replaces any previous collection development policy applied to the Nunavut Court of Justice Law Library in Iqaluit, either from the Northwest Territories or Nunavut.

2) Judicial Collection

The Judicial collection or Judges Chambers collection comprises material holdings shelved within Judges' Chambers in the Courthouse. The bulk of the material kept in the collection has been donated by the Justices.

The material in this collection can only provide the minimal of basic resource material and is not intended to replace the official Law Library collection.

The Library regularly purchases and updates for the Judicial Collection:

- Black's Law Dictionary
- Canadian Criminal Codes in English and French
- The Canadian Guide to Uniform Legal Citation (McGill Guide)

Other titles will be purchased, upon request and discussion with the Senior Justice. These purchases will be subject to the guidelines listed above, including subject, language, and primary vs. secondary material. The Library shall purchase one copy only of the most current version of a title requested for Judge's Chambers.

The items in the Judicial collection are catalogued, where feasible, in the main Library electronic catalogue and are identified as non-circulating. Any material with a designation of "*Judicial Collection*" is for the *sole* use of the Justices of the Nunavut Court of Justice and cannot be accessed by any other client. These items are not available for interlibrary loan and the Court Librarian cannot make any title with that designation available for use for secondary or tertiary clients of the Law Library.