



## Policy Definitions

The following definitions apply to terms found throughout the policy documents of the Nunavut Court of Justice Law Library. This is not an exhaustive list of all terms. If there is a term used in the policy documents that you do not find a definition for in this list, please ask the Court Librarian.

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**A**

*Acquisitions* - The process of selecting, ordering, and receiving materials for the Law Library through either the purchase, or donation of library materials; this process includes budgeting, research and evaluation of potential purchases, and contracting with approved Library vendors to obtain the resources needed to meet the needs of all of the Library's clientele in the most economical and expeditious manner

*Archival Collection* – the collection of Library materials designated as no longer required on a regular basis by the Library clientele but may be of long term research use; in the Law Library Archives there are the *All England Reports* Annotated publications, the old *Dominion Law Reports* collection and the older published *Criminal Codes of Canada*; archival material may be used within the Library **only** – they may not leave the physical Library space

*Automatic Circulation* – a computerized system that allows registered borrowers to check out circulating materials on their own without the assistance of the Court Librarian, in an automatic circulation system registered borrowers are issued a borrower's card that has a bar code and the borrower scans both their card and the barcodes attached to the items to be borrowed, this information is recorded on the clients record until the items are returned; automatic or automated circulation is not available at the NUCJ Law Library at this time

**B**

*Bindings* – the spine, front and back covers of a bound book as well as the material(s) used to hold the pages together

## C

*Call Number* - a combination of numbers or letters and numbers that indicates the address or location of an item in the Library; materials in the Law Library are organized by call number into specific subject groups according to the *KF Modified for use in Canadian Law and Common Law Libraries* classification system (KF modified); KF modified is an authorized offshoot of the Library of Congress (LC) classification system

*Case Citator (Citator)* - An official publication containing published digests of Canadian cases heard in provincial/territorial Criminal or Civil courts, and/or Canadian federal Courts

*Catalogue* - A comprehensive list of the books, periodicals, maps, and other materials in the Law Library, arranged in systematic order to facilitate retrieval (usually alphabetically by author, title, and/or subject); the Law Library maintains both a print and an electronic catalogue (which is available online)

*Circulation* – the lending of materials to a primary or secondary client of the Law Library, use of the materials by the client, and return and processing of an item in order to return it to the shelves in order to make available to other patrons; this process, when necessary, involves renewals of loan period and reminders from the Court Librarian for the return of overdue items

*Clientele/Client* - any person who accesses the Library's resources (either physically or through phone/email). This classification of Library users is divided into three groups – primary, secondary, and tertiary clientele

*Collection* –

Collection can refer to two different ideas within a Library:

- 1) All of the materials acquired and made available for use by the Library clientele
  
- 2) Library materials separated into different groups and stored in separate locations based on subject or material type, e.g. Main collection (textbooks) vs. Criminal Case Citator collection (all of the Case Citators for criminal matters are gathered into the same location), or Constitutional Law resources are shelved separately from Criminal Law resources

*Collection Management* – encompasses material selection, acquisition and making items shelf-ready, monitoring collection strengths and weaknesses, ongoing evaluation based on designated retention periods and material usage, and weeding of outdated/underutilized/superseded titles

*Collection Review* – the comparison of the existing collection against a baseline inventory in order to evaluate the physical condition of the collection, identify missing items, and determine the subject strengths of the collection

*Court Librarian* - A Library professional who has graduated from an American Library Association (ALA) accredited Library program with a Master's of Library and Information Studies (MLIS); this professional has both legal and library training and experience in providing reference and research services, collection management, and instruction. The Court Librarian is a manager of Court Services and has the final say over all decisions related to the operation and management of the NUCJ Law Library as well as having the fiscal responsibility for the Library budget

## D

*Database* - a collection of data or file of information in a form accessible by computer or indexed in machine readable form. In a sense, a database is a computerized library in which individual records can be retrieved.

*The Library provides access to Westlaw (Carswell) and Quicklaw (LexisNexis); due to fiscal and technological limitations, other databases are not provided at this time.*

*De-selection* – see Weeding

*Document Collection* - A collection of documents relevant to Nunavut, Inuit, or Canadian law in general which is gathered into a collection and retained for reference in the Library. All items in the Document Collection do not circulate

*Donation* - Any material given to the Library for free by a donor; all donations are subject to the donation policy

*Donor* - a person who gives the Library, free of charge, materials for inclusion in the Library

## E

*Electronic Repository* – a special database created to hold multiple electronic documents and accessed via a special link within the library catalogue or website

*E-resources (electronic resources)* - electronic based library materials, comprising networked CDs/CD-ROMs, DVDs, links to websites, and online resources including licensed databases accessible to primary and secondary clientele from within the confines of the Library

## F

*Finding Tools* - key publications for locating essential cases, legal literature, and words and phrases judicially defined by Canadian Courts; the *Canadian Abridgment* and all Case Citators are deemed as Finding Tools

*Format* - the physical form in which library material is published, this includes print, audio-visual, and electronic.

Format can distinguish between different types of content – in the Law Library these are primarily dictionaries, handbooks, encyclopedias, law reports, statutes, textbooks, directories, newspapers, journals, magazines, and loose-leaf services

Format can also distinguish between different types of publishing patterns (i.e. monographs or one time publications vs. serials or multiple part publications published over an indefinite period of time with varying frequencies)

## G

*Government publications* – official publications produced and published by a provincial/territorial government or the Federal Government of Canada. The Law Library *only* collects government publications on legal topics and will make every reasonable effort to collect them in English, French, and the Inuit languages of Nunavut and Northwest Territories (where available)

## H

*Hard copy* - Hard copy refers to any published bound resource, including books, magazines/journals, and loose-leafs

## I

*Interlibrary Loan (ILL)* - an interlibrary loan provides primary and secondary clients access to materials not owned by the library. The NUCJ Law Library provides limited interlibrary loans through arrangements made between the *NUCJ Law Library* and the *Law Society of Saskatchewan* and between the *NUCJ Law Library* and *Library and Archives Canada*

## J

*Journal* - a periodical collection of articles or other material such as reports, proceedings, or transactions issued by a society, an organization, or an institution

## K

## L

*Library* - both the physical space identified as the Nunavut Court of Justice Law Library and the collection of library material which is purchased, organized, maintained, used, and circulated by the Court Librarian, who also provides reference, research, circulation, instruction, and interlibrary-loan services

*Library Collection* - all of the material resources purchased by the Court Librarian for the use of the Library clientele, in all formats

*Library Vendor (or Official Library vendor)* – a Library vendor is also known as a ‘jobber’ – these are official vendors who sell library resources to libraries with a built-in license under *Copyright* to circulate the material to multiple library patrons without the need to purchase additional subscriptions or copies; videos/CD-ROMS/kits acquired from a Library vendor come with *Public Performance Rights (PPR)* built in which allow borrowers to show the content in a *not-for-fee* group setting such as a meeting or class lecture

Currently the official Library vendors are: Carswell (including Canada Law Book) and LexisNexis Butterworths



## Policy Definitions

*Loan Periods* – The length of time for which an item in the circulating collection of the Law Library may be checked out by a borrower. The loan period is determined by the loan rule applied to the borrower's client type (see *Access and Services Policies – Circulation*). Circulating items (except reserves) may be renewed for an additional loan period (up to a maximum of 3 times)

### M

*Magazine* - a periodical publication for general interest such as news, current events, and popular material

*Main Collection* – the collection of textbooks which is the main or primary collection of the library

*Microform* – consisting of any document scanned and recorded as microfilm or microfiche

### N

*Non-circulating items* – are items that may be accessed in the physical library but may not be removed from the Library; items that are in the Archives, Reference Collection, Finding Tools collection, Document Collection, or in the Criminal Codes collection are all designated as non-circulating

### O

*OPAC (Open access computer)* - a computer provided in the Library for the use of primary and secondary clients and does not require a password for access. The function of the OPAC is to support the *legal research* needs of clients

### P

*Periodicals* - publications issued in successive parts at regular intervals, including journals, magazines and newspapers

*Primary Client/Clientele* - A Judicial member of the Nunavut Court of Justice, Deputy Justices of the Nunavut Court of Justice, and the Justices of the Nunavut Court of Appeal

*Primary Materials/Sources* - The full text of the acts, statutes, and regulations of Canada, including the Canadian Criminal Code, as well as the citations of Canadian legal cases

## Q

## R

*Recall* – a computer generated email notification that is sent out to inform a borrower that material currently checked out has been requested by another individual; this service is not currently available at the NUCJ Law Library; the Court Librarian shall send an email to a borrower of an item if the item has been requested by a member of the Judiciary – this service is not available to secondary and tertiary clientele

*Record* - A listing of all relevant data, including the call number and availability of the resource, about a publication recorded both physically in an inventory and electronically in the online catalogue, both of which are maintained by the Court Librarian

*Reference Collection* – a collection of titles that may not be borrowed in order to ensure they are available for all clients and includes dictionaries, encyclopedias, and directories, both of a legal nature and a general nature; reference materials are supplied for quick reference for all questions

*Renewal* - an extension of the loan period for material that has been previously checked out; renewals can be made in person at the Law Library, by email or by phone to the Court Librarian

*Reference Services* - the assistance of clients within the mandate of the Library (either in person, by phone or by email); this assistance ranges from directional questions to assistance with the Library catalogue to detailed research questions on a variety of topics and utilizing a variety of formats

*Retention* - the management of a resource after it has been acquired and catalogued

*Retention Period* - the length of time a specific format should be retained (E.g. - back issues of journals are kept longer than outdated textbooks)

## S

*Secondary Client/Clientele* - A member of the Law Society of Nunavut and members of the Government of Nunavut, Department of Justice; a sub-category of secondary clientele are paralegals, law students/law clerks, and members of the RCMP

*Secondary Material/Sources* – published by a commercial vendor and consisting of guides, analyses of acts/statutes/regulations, textbooks, and collections of essays on the body of law, usually Canadian law

*Serials* - publications issued at regular intervals (daily, weekly, monthly, quarterly, annually, or biannually) and are generally intended to be published and collected indefinitely. Serials include periodicals as well as annual publications, proceedings, and transactions

*Shelf ready* – a shelf ready item is an item that has been assigned a call number, catalogued, labeled and prepared for circulation

*Sound recording(s)* – sound recordings are recordings on cassette or CD of a vocal performance such as songs, lectures, court proceedings, etc.

## Policy Definitions

*Stacks* - the sections or areas of the library where the collection is stored. Books and periodicals are arranged on book shelves within the stacks and grouped by call numbers

*Standing Orders* – An order placed by the Court Librarian with the official Library vendors to supply each volume or part of a specific title or type of publication as published, until further notice. Unlike subscriptions, which must be paid in advance, standing orders are billed as each volume is shipped.

*Subject Headings* - a word or groups of words that are assigned to books, articles, and other materials in order to indicate the subject matter and to group or organize similar materials by topic. As an important element of effective research, subject headings are needed to determine the correct headings as indexed within a specific database or the Law Library catalogue; the Law Library uses the Library of Congress Subject Headings (LCSH) and the KF modified overall subject classifications

*Subscriptions* - The right to receive a newspaper or serial for a designated period of time (or prescribed number of successive issues), upon payment of a subscription fee payable in advance to the publisher; most subscriptions are renewed annually. This also refers to the right of the Law Library to provide access to a bibliographic database, or other online resource, to its clientele under a licensing agreement with a vendor, upon payment of an annual subscription fee and subject to renewal.

## T

*Tertiary Client/Clientele* - staff members from any Government of Nunavut Department other than Justice, and all members of the public

*Textbook* - provides a presentation of the principles of a legal subject which are relevant to the study of a subject and the subareas and guides to the practice of that type of law. Textbooks are the primary focus of the Law Library collection as case material, statutes and regulations are preferentially obtained from online sources

## UV

## W

*Weeding* - Unnecessary items, outdated materials, materials no longer of interest or in demand, unneeded duplicates, worn or damaged copies are culled from the collection. Frequency of circulation, client interest, intrinsic merit and the availability of newer and more up-to-date materials are all factors which are considered in deciding whether to weed an item. The professional judgment of the Court Librarian is crucial. The Court Librarian *shall* remain the final arbiter of *all* weeding decisions. Weeding is an element of collection management; it is also known as de-selection

## XYZ