

Government of Nunavut

*Nunavut Court of Justice
Law Library*

5 Year Progress Report 2010-2015

Jenny Thornhill, Manager, Court Library Services

2015

Nunavut Court of Justice Law Library ~ 5 Year Progress Report 2010-2015

Introduction

The Nunavut Court of Justice Law Library [*Law Library*], both the main Library and the Judges Chambers collection, is a sole-staff Library operated by the Manager, Court Library Services (Government of Nunavut (GN)). Jenny Thornhill began as the Manager, Court Library Services in January of 2010. Since she has taken over the operation of the Law Library, Jenny has worked long and hard to refine the Library operations to ensure that the Law Library functions in alignment with the needs of the legal community of Nunavut.

The purpose of this report is to provide the Libraries' clientele with a sense of the development of the Law Library over the last five years.

Major Projects

The Manager, Court Library Services engages in daily tasks of providing research and reference services, collection management and acquisitions, and managing the budget of the Law Library. The Manager, Court Library Services also serves as the editor and publisher of all *published* Nunavut Courts judgments (NUCA/NUCJ/YJCN/NJPC).

As the Manager, Court Library Services, I have undertaken several major projects for the Law Library in the last five years since I began working here. These major projects are outlined below.

- **Full inventory of the collection:** This was a lengthy detailed project which involved evaluating all of the library holdings, re-arranging aspects of it to improve access, creation of a full database of all the Law Library holdings, and the creation of an Archive area. All circulating items were updated with borrower cards and envelopes.
 - This full inventory is updated each year and used to update the online catalogue which remains an ongoing project
- **Revised Circulation Procedures:** The Law Library has used a variety of borrowing procedures. This project involved establishing the current system of user borrower cards and establishing classes of authorized borrowers. There are certain challenges in Nunavut that currently make electronic circulation not feasible for the Law Library. This revision involved the installation of borrower cards in all circulating items and the setting of borrowing periods for all authorized borrowers.

- **Document/Statistics Canada Collection:** A new *Document collection* and a *Statistics Canada collection* was created from archival material that had been stored in the Law Library for several years. There is now a full inventory of this collection and a searchable catalogue of the holdings.
- **Law Library Advisory Committee:** This is an advisory group consisting of representatives from the Judiciary, Legal Aid, PPSC, and GN Legal and Constitutional Law Division. This Committee had not been in place for some time prior to my start. I reinitiated this Committee for the purpose of assisting me in ensuring that the Law Library collections were in line with the research and reference needs of Nunavut's legal community.
- **Collection Development, Circulation, and Access policies:** This project involved researching the many different collection development policies that exist amongst Law Libraries in Canada and the development of a collection development policy specific to the Law Library.
 - This project began by analyzing our existing collection to determine the existing collection strength areas.
 - Then by working with the Law Library Advisory committee, target strengths were established for all areas of *published* legal materials. The *Collection Development policy* determines what the Law Library will and will not collect, sets donation policies, and governs the rules that are to be applied when deciding to weed items from the collection. The *Circulation policy* established borrowing periods and set the renewal limits. The *Access policy* sets out who can and cannot borrow from the Law Library.
 - Until this project took place, the only Collection Development policy available for the Law Library was the original 1980's policy developed in the NWT when the courts in Iqaluit were part of the NWT circuit.
- **Judicial Judgments Procedure revisions:** In 2011, we (Manager, Court Library Services, Law Clerk, and Justices Kilpatrick and Johnson) undertook to revise the procedures for the development of the Nunavut Court of Justice published judgments. As part of this project, I:
 - Created a critical information judgment form to be completed for each judgment to verify the facts, track the authoring justice's requirements, and confirm that the judgment was published as directed;
 - Revised the existing templates for NUCJ and NUCA decisions;
 - Development of a YCJN template (Youth Court);
 - Developed an *Official Standards and Precedents* document to ensure that all of our judgments followed the same look and feel, as well as consistent formatting;

- Developed an official procedures document to clearly identify which resources are authoritative for the creation of Nunavut Courts judgments and the steps taken by the Law Clerk, the Manager, Court Library Services, and the Senior Administrator, Judicial Services for the creation and publication of judgments.

Ongoing Projects

- **Judgments:** My role in the judgments process is to format and edit all decisions, develop parallel citations, issue citation numbers, and then release the judgment to all distribution lists. This process, depending on the size and complexity of the judgment, can take anywhere from four hours to two days.
- **Phone List** – the Manager, Court Library services maintains the internal Court Services phone list

Articles

As part of my professional development as a Law Librarian, I have also published several articles since I began here.

- *Government of Alberta Occupation Profile “Librarians”* – I updated this profile which is used on the Government of Alberta website to provide information to persons who are considering job opportunities and training
- *Court Services Year End Report* - I coordinated and edited the Year End Reports for Court Services for 2010/2011 and 2011/2012.
- *Judicial Judgments: A Template* – after Justice Kilpatrick approved the revised process, I wrote this article to describe the process we went through and it was published in the 2012, volume 37:1 issue of the Canadian Association of Law Libraries’ (CALL) journal, *Canadian Law Library Review*.
 - This article won the award for the best article of 2012 at the 2013 annual CALL conference

Education Leave

For the year 2013-2014, I took education leave to attend the University of Western Ontario. While there I completed the *Masters of Studies in Law* degree to add to my *Masters of Library Sciences* degree (MLS) in order to further my knowledge of the law and improve library services to clientele.

Annual Statistics 2012-2014

Published Judgments

2010: 27 2013: 30

2011: 35 2014: 39

2012: 25

Library Use:

TYPE	2011	2012	2013*	2014*
Books/Magazine/Newspapers accessed/borrowed	758	1,175	934	679
Document Delivery	5	10	15	Not tracked
Library Tours	7	14	11	4
Hours of Computer Use (i.e. Internet, MS Word, etc.)	600	600	600	600
Database Searching – Westlaw & Quicklaw	100	460	10	16
Reference Questions	299	323	336	248
Total	1,769	2,582	1,906	1,906

(Statistics not available for 2010)

*Fall 2013-Summer 2014, the Manager, Court Library services was on education leave so statistics are the best available due to gaps between hiring of term coverage

Future Directions

The Manager, Court Library Services is currently in the process of acquiring a new library catalogue which will ensure that our entire collection is available online through our web catalogue. This will make our collection more accessible to patrons.