**CANADIAN ACADEMIC LAW LIBRARY STANDARDS**

Approved by the

Canadian Academic Law Library Directors Association (updated June 26, 2020)

**Preamble**

Legal information is a unique content collection requiring specialized knowledge and expertise to optimize effective navigation.

Accordingly, the CALLD Standards for Law Libraries aim at providing general provisions in the areas of administration, staffing, services, collections and facilities. These standards shall adhere to the provisions of the Access to Information Act (R.S.C., 1985, c. A-1), and shall be interpreted in a manner that respects and supports academic freedom.

“These standards shall be read in conjunction with the relevant local university strategic plan, the law school strategic plan and learning outcomes; together with applicable provincial government mandates and guidelines governing law schools and university campuses. Furthermore these standards shall be interpreted in a manner that is consistent with the Federation of Law Societies of Canada. Common Law Degree Implementation Report (online: Federation of Law Societies of Canada, 2011). Online: <https://flsc.ca/wp-content/uploads/2014/10/admission8.pdf>

**General Provisions**

1. An academic law library shall be an active and responsive force in the educational life of the law school. A law library’s effective support of the school’s teaching, scholarship, research and service programs requires a direct, continuing and informed relationship with the faculty, students and administration of the law school.

1. A law library shall have sufficient institutional & financial resources to support the law school’s teaching, scholarship, research and service programs.

**Administration/Reporting**

1. The Head should have sufficient authority and responsibility to direct development of the law library and to control the use of its resources. Accordingly, this standard shall not be interpreted to restrict continuing support, collaboration and co-operation with University library initiatives designed to enhance institution-wide access to information services and collections.
2. The director or head of the law library, in consultation with the Faculty of Law and University Library, as appropriate, shall determine law library policy.
3. The director or head of the law library should have sufficient authority and responsibility to direct the selection and retention of personnel; the provision of law library services; and collection development and maintenance.
4. The budget for the law library may be determined as a part of the law school budget or, according to institutional policy, allocated under the university library budget. The budget should be administered by, or, at minimum, in consultation with, the head or director of the law library.
5. This standard requires that decisions that materially affect the law library be enlightened by the needs of the law school educational program. In order to ensure solid reporting structures between the Law Library and the Faculty of Law, the Director or Head, or designate, should strive to appropriately embed law library expertise on appropriate law school committees.

**Director or Head of the Law Library**

1. The law library is normally administered by a person whose principal responsibility is the oversight of law library collections and services. It is not a violation of this standard for the director of the law library also to have other administrative or teaching responsibilities, provided sufficient resources and staff support are available to ensure effective management of law library operations.
2. The director or Head of the law library shall have a degree in Library or Information Science. A law degree and experience in academic library administration are desirable.
3. The director of the law library shall be selected according to the institutional policies of the University, but opportunity ought to be provided for input by the dean and faculty of the law school.

**Personnel**

The law library shall have a competent staff, sufficient in number to provide appropriate library and informational resource services.

Note: Factors relevant to the number of librarians and informational resource staff needed to meet this standard include the following: the number of law faculty and law students; the variety and number of research and teaching programs (including civil and common law programs as well as graduate programs); the variety and number of clinical, experiential and mooting programs; the level of informational resource and instructional support provided to faculties and departments outside the law school; the level of access and services provided to non-academic users; the growth rate of the collection.

**Services**

1. The law library shall provide the appropriate range and depth of reference, instructional, bibliographic and other services to meet the legal information needs and competency development for law students, law faculty, and members of the University community. Appropriate services offered to law library patrons, include reference services, instruction in legal research techniques and information literacy, access services (cataloging, indexing, research guides), interlibrary loan and document delivery, and producing library publications (including web sites).
2. Where the law library serves users outside the University community, the library’s mandate should make clear the levels of informational and instructional service provided to its different user groups.

**Collection**

1. The law library shall provide access to a core collection of essential materials. The appropriate mixture of collection formats depends on the needs of the library and its clientele. The core collection of a Canadian academic law library shall consist of the following:
   * 1. all reported Supreme Court of Canada and Federal Court decisions as well as the reported decisions of the appellate court of each province and territory;
     2. all federal, provincial and territorial statute revisions and annual volumes;
     3. all federal, provincial and territorial regulations;
     4. all international treaties to which the government of Canada is signatory;
     5. those federal and provincial administrative decisions appropriate to the teaching, scholarly and research needs of the University community;
     6. the legislative materials (hansard, debates, bills) of the Parliament of Canada and of the province in which the law school is located;
     7. significant secondary works (journals, treatises, texts and monographs) necessary to support the programs of the law school and the University community; and
     8. those citators, periodical indexes, bibliographies and encyclopedias necessary to identify primary and secondary legal information sources and to update primary legal information sources.
2. In addition to the core collection of essential materials, a law library shall also provide a collection that through ownership or reliable access
   * 1. meets the research needs of the law school’s students, satisfies the demands of the law school curriculum, and facilitates the education of its students;
     2. contributes to the teaching, scholarship, research and service interests of the faculty;
     3. serves the law school’s special teaching, scholarship, research and service objectives; and
     4. meets the University community’s needs for interdisciplinary law-related materials.
3. The director or Head, should have sufficient authority and responsibility to formulate and periodically update a written plan for the development of the collection.
4. All materials necessary to support the programs of a law school shall be complete and current and in sufficient quantity or with sufficient access to meet faculty and student needs. The law library shall ensure continuing access to all information necessary to the law school’s programs.
   * 1. In order to support and encourage the instruction and research of students and faculty, the law library shall facilitate access to a wide array of materials including central collections, databases, jointly held special collections, interdisciplinary materials and other types of off-site auxiliary resources.
     2. Agreements for sharing information resources, except for the core collection, satisfy the Collection standard if:
        + 1. the agreements are in writing; and
          2. the agreements provide faculty and students with the ease of access and availability necessary to support the programs of the law school.

**Facilities**

1. The physical facilities for the law library shall be sufficient in size, location and design in relation to the law school’s programs and enrollment to accommodate law school students and faculty, and the library’s services, collections, staff, operations and equipment. Note: Off-site storage for non-essential library materials is acceptable so long as the material is organized and readily accessible in a timely manner.
2. The library shall provide a variety of work spaces to accommodate quiet study, research, collaborative learning and access to technology.
3. The library must provide suitable space and adequate equipment to access and use all information in whatever formats are represented in the collection. Such equipment may include:
   * 1. microform reader(s)/printer(s);
     2. computer hardware and software (including infrastructure support and services) in sufficient quantity and of acceptable currency to support the teaching and research programs of law students and faculty; and,
     3. audio-visual equipment relevant to the formats in the collection.