

## Guidelines for the Contributors to the Index to Canadian Legal Literature (ICLL)

The Index to Canadian Legal Literature (ICLL) is an index and bibliography of Canadian legal literature classified according to Library of Congress Subject Headings and the Répertoire de vedettes-matière (RVM). It covers Canadian secondary legal literature such as articles, case comments, annotations from over 200 Canadian legal and law-related periodicals. It also includes monographs, essays, provincial and federal governmental publications, academic theses and continuing legal information. It is bilingual and uses a system of bilingual cross-references to allow access to all materials in either language. It can be found in electronic format on WestlawNext, as well as in print as part of the Canadian Abridgment.

The collection of information for the Index to Canadian Legal Literature (ICLL) is a cooperative effort of Carswell and the Canadian Association of Law Libraries (CALL). To this end, CALL has established a Data Collection Network of Canadian law libraries which regularly contribute records of new and recent Canadian legal publications and government documents for inclusion in ICLL. Canadian law libraries, including university law libraries, law societies and other law-related libraries are currently contributors. This ensures that the breadth of Canadian legal literature is included. Any institution who is not currently a contributor to the Data Collection Network and holds legal Canadian material should contact its editor.

The Index contains a ratio of 70% original indexing and 30% indexing coming from contributions from the Data Collection Network.

The records sent by the Network are checked for duplication from other contributors, for relevance and then transferred into ICLL format, with slight modifications to subject headings to achieve uniformity and compliance to the Index editorial guidelines.

When the records are sent by a Network contributor, the following are included in the Index:

- Legal commercial products (monographs from CCH, LexisNexis, Thomson Reuters, UBC Press, etc.)
- Theses, either doctoral or Masters in Law or law-related fields
- Law-related government reports and material
- Continuing legal education materials
- Law-related podcasts or audio-visual material

Any other formats that contain legal data can be submitted. The formats above were chosen based on their pertinence and for their online availability and ease of archive.

The editor then performs the following tasks:

- Avoids duplication. The record of a commercial product can be contributed by more than one source and careful follow-up in different sources must be made to avoid repetition.
- Translates subject headings. Some sources provide records in French but with English subject headings (and vice-versa). The headings are translated to match the language of the material.

- Adjusts the subject headings to provide consistency (for example, ICLL uses "Indians of North America" uniformly, instead of "Aboriginals" or "Indigenous peoples").

Records should contain the title of the work, the author, publishing information and the subject heading. The format in which this information is provided can vary. The records can be printed and sent to the editor. A list of titles with hyperlinks to the actual record in the online catalogue can be provided to the editor by e-mail. In some cases, a list of system numbers is sent to the editor and retrieved from the online catalogue.

Contributors can send their records or links to records quarterly or monthly depending on their situation. A list of new books is also useful.

Contributions to the Data Collection Network ensure the geographical scope of the Index as well as the exhaustiveness of its content.

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## Example of a print record sent (McGill University)

### Classic Catalogue

[Catalogue](#) > [Full Catalogue](#) > [Results](#) > Full View of Record

#### Full View of Record - Record 1 out of 1

**Author** ▶ [Oh, Julianna Sang-Eun](#).

**Title** The EU 'Horizontal Agreements': background and consequences of an airpolitical novum / by Julianna Sang-Eun Oh.

**Published** c2005.

**Description** iii, 120, 13, v leaves : cm.

**Series** ▶ [McGill University. Institute of Air and Space Law. Thesis](#).

**Series** ▶ [McGill theses](#).

**Location Info** [AS42 M3 2006 O389 \[Regular Loan\] Nahum Gelber Law](#) ⓘ

**Location Info** [AS42 M3 2006 O389 \[By Consultation\] Rare Books/Special Collections - Theses Collection \(McLennan Bldg, 4th floor\)](#) ⓘ

**LC Subject** ▶ [Aeronautics, Commercial -- Law and legislation -- European Union countries](#).

▶ [Aeronautics, Commercial -- Law and legislation -- Korea](#).

▶ [Aeronautics, Commercial -- International cooperation](#).

▶ [Airlines -- Deregulation -- European Union countries](#).

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**Note** Written for the Institute of Air and Space Law.

**Dissertation Note** Thesis (LL.M.)

**Bibliography Note** Includes bibliographical references.

**System Number** 002509924

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McGill University Library

## Example of a list of records sent by e-mail (Law Society of Upper Canada)

**Main Author:** Law Society of Upper Canada. Continuing Professional Development. [CPD Program] (2013 : Toronto, Ont.)

**Title:** Disability benefits in employment and after dismissal.

**Publisher:**[Toronto, Ont.] : Continuing Professional Development, Law Society of Upper Canada, c2013.

**Physical description:**1 v. (various pagings) : ill. ; 30 cm.

**ISBN:** 9781770942639 (hardcopy): \$65.00 ; 9781770942646 (PDF): \$65.00

**Subject(s):** [Disability insurance--Law and legislation--Ontario.](#)

[Disability insurance--Law and legislation--Canada.](#)

[Employees--Dismissal of--Law and legislation--Ontario.](#)

[Employees--Dismissal of--Law and legislation--Canada.](#)

**Main Author:** Law Society of Upper Canada. Continuing Professional Development. [CPD Program] (2013 : Toronto, Ont.)

**Title:** Civil litigators series : family law.

**Publisher:**[Toronto, Ont.] : Continuing Professional Development, Law Society of Upper Canada, c2013.

**Physical description:**1 v. (various pagings) : ill. ; 30 cm.

**ISBN:** 9781770940666 (PDF): \$50.00

**Series:** Series Title: Civil litigators series

**Subject(s):** [Domestic relations--Ontario.](#)

[Support \(Domestic relations\)--Ontario.](#)

[Equitable distribution of marital property--Ontario.](#)

[Legal ethics--Ontario.](#)

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