



University
of Windsor



Paul Martin Law Library

Paul Martin Law Library

Annual Report

2017-2018

Our Mission is to provide exemplary service in facilitating research and learning in a supportive environment.

We Value

...respect for our clients and for our colleagues

...open communication and teamwork

...innovation and creativity

...a positive working environment for all

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The Law Library: Helping the Law School Meet and Exceed Changing Expectations

The Federation of Law Societies of Canada in 2008 produced its *Final Report of the Taskforce on the Common Law Degree*. This report, and the one that followed, the *Final Report of the Implementation Committee*, which was released in August 2011, has set new standards and expectations which law schools must meet.

This report states that law schools must graduate lawyers who are competent legal researchers.¹

Legal Research

Unlike other types of research in the University setting, legal research is a skill set which law students take with them and utilize throughout their careers as an essential competency.

Legal research involves more than just locating books and journal articles. Legal research is a process of ascertaining a client's legal position by locating the statutes, regulations and judicial decisions applicable to the specifics of the client's situation.

Law students have limited opportunities to hone their legal research skills. At Windsor, in the first year of law school, law students work in groups in the library on projects designed to teach them core legal research skills. Students are taught such skills as: working with session laws, locating coming into force information for statutes, working with amended statutes, consolidations and revisions, locating prior versions of statutes, updating statutes, noting up statutes, backdating a statute to find out its historical origins, compiling a legislative history, locating judicial decisions, noting up, updating and understanding the history of a case, working with regulations, working with legislative materials, working with secondary sources, working with legal materials from a variety of jurisdictions, and preparing accurate legal citations.

Within the Faculty of Law, two professors and three librarians form the team who teach this broad range of skills to more than 700 students over the course of their law school careers.

The Paul Martin Law Library – Aligning with the Strategic Priorities of the University of Windsor and the Faculty of Law

There are *5 main strategic priorities* of the University of Windsor, and *5 associated Goals of the Faculty of Law*. Below is a summary of how the Paul Martin Law Library contributes to the achievement of these goals.

¹ Federation of Law Societies of Canada, Common Law Degree Implementation Committee, *Final Report* (The Federation, August 2011) at 1. For example, the Law Society of Upper Canada is the professional body which admits new members and regulates the legal profession in Ontario. This new standard will apply to all students seeking membership. [The Report]

Priority #1: Provide an Exceptional Undergraduate Experience

The Paul Martin Law Library is a key member of the Faculty of Law team charged with the task of providing an exceptional supportive undergraduate experience that emphasizes independent learning and a continuously relevant learning environment for students that meets the shifting landscape and demands of lawyering. This includes critical thinking, writing, communications and clinical and experiential opportunities.

Legal research skills are one of the primary skills that students develop while at law school, and one that feeds directly into writing skills. First year law students take a mandatory full-year course in legal research and writing. Over the remaining two years of their law school experience, students must continue to hone their research skills independently. The reference services and training offered by the Law Library are a key support mechanism for ensuring their success in this independent learning process.

Here are some of the supports we offered in 2017/2018 to fulfill this mandate:

Access to Legal Information

The primary role of the Paul Martin Law Library is to provide efficient and timely access to a wide-range of legal materials and legal information from jurisdictions of interest to faculty, students and courses at the University of Windsor. The librarians consult with faculty to select high-quality materials which are most relevant to user needs.

2017-2018 Purchasing

Total E-books added: 83
Total E-Resource platforms: 38
Total print books added: 1502
Total serials subscribed: 216

Patron-Driven Purchasing

The Law Library actively encourages any member of the law school to request that a book be purchased for our collection or loaned, and funds are set aside for this purpose. To ensure optimal service, Law Library employees are authorized to forward purchase requests on behalf of customers, without prior vetting from a manager.

2017-2018 Patron Driven Purchasing

Total Requests: 143
Total Spent: \$12, 356

Reference

Reference and research services are offered from 10:00am to 5:00pm Monday through Friday. Reference services are offered by Student Reference Associates (upper year law students) from 4 – 9pm Monday through Thursday and on Sundays from 2 – 7pm. All patrons are encouraged to drop by at any time, or to book an appointment to speak to a reference librarian.

New! In January 2018, the law library introduced two new services to expand the reach of our reference services:

1. Roaming librarian services. Over the noon hour, a librarian takes a laptop and signage down to the lower law commons to offer reference services in student common areas;

2. LiveChat – Chat Reference Services. In September 2017, the law library introduced a new Chat Reference service using LiveChat. This allows us to offer live reference services to any visitor to the law library website. Since the website received thousands of hits each month, this service has helped us to raise the visibility of our reference services to off-site users.
- 2017-2018 Reference Transactions**

Total Reference: 2081

LiveChat: 214

Roaming Reference: 21
3. Vicki Jay Leung and Lisa Milne sit on the Faculty of Law TRC Steering Committee. As a result of these interactions, they have developed several new indigenous initiatives. These include:
 - gathering together all of our indigenous law materials and providing them in a new collection as a focal point on the main floor of the law library;
 - initiating a reading group in the fall term for the TRC report;
 - providing space for an indigenous display by students in the faculty's TRC steering committee.
 4. We have received more and more questions pertaining to data collection, management and analysis from law faculty members. Connie Beaudoin has become an invaluable contributor to this particular service. We do also have a data librarian at the campus library who receives referrals from us as well.

Course Support

The Law Library systematically receives a list of books required for all course syllabi in the law school, prior to the start of term, and ensures that the Law Library acquires all course materials, textbooks and course readings for our Course Reserves collection.

Circulation Desk and Access Services

Our normal circulation desk hours are 8:30 – 10:50 pm Monday through Thursday; 8:30 am – 4:50 pm on Fridays; 11:00 am – 4:50 pm on Saturdays and 1:00 pm – 10:50 pm on Sundays. The library is open for extended hours leading up to and during exam periods. New services include:

- Addition of multi-use chargers, and lumbar cushions to our collection.
- We initiated a trial period to allow beverages in the library and food in the discussion rooms which has so far been successful both in student satisfaction and a lack of accidents/messes.

2017-2018 Circulation Stats

Total Served: 8200

Interlibrary Loans requests: 144

Library Visits: 63,593

Books Circulated: 4999

Other Research Services and Training, include:

- Teaching legal research classes;
- Teaching in-class sessions.

- Providing research support for faculty;
- Teaching individualized training sessions;
- Providing reference and research consultation services. In 2017/2018, 1,534 reference interactions occurred.
- Providing support and training for our competitive moot teams;
- Providing support and training for students employed by our law clinics;
- Providing support and training for students employed by our law journals;
- Providing support and training for students of the Dual JD program;
- Teaching refresher courses for students prior to summer jobs and Bar examinations;
- Teaching Advanced Legal Research to upper year students (one new section added in 2018; two sections to be added in 2018/2019).
- Providing in-class training and support for other groups on campus.

2017-2018 Tours and Training

Total Training Sessions: 40

Total Participants: 834

Orientation Tours: 11

This year, many members of the law library staff participated in a refreshed approach to providing library tours to first year students.

Future Initiatives

- In the summer of 2018, the Law Library will continue our microfilm and microfiche monographs weeding project to anticipate the needs of any future changes to the law school's physical space;
- In 2018/2019, the law library will work with the Communications Officer and the new Associate Dean Research, to begin building the Faculty of Law's presence on campus-wide digital repository known as Scholarship @ UWindso and its additional features which include an experts database. Librarian Meris James will be preparing recommendations for workflow implementation and communication to faculty members.
- In 2018/2019, Librarian Meris James will begin formulating a methodology for impact factor analytics for the Faculty of Law.

Online Presence

The Law Library website, which receives the highest traffic of the entire Faculty of Law website, has recently been revamped by Librarian Meris James, to ensure full AODA compliance. This feat was accomplished 2 years ahead of the 2020 legislated deadline – congratulations Meris!

2017-2018 Website and Database Usage

Website visits: 61709

Database sessions: 20969

Accessible Services

- Vicki is the Law Library liaison for ensuring accessible services.

- Vicki also works on the campus Accessible Information and Communications Committee (past Chair) which is geared towards making the University accessible according to the AODA guidelines.
- Lisa Milne represents the law library on the University of Windsor's Accessible Customer Service Committee.
- We furthered our accessibility initiatives by adding an accessible workstation (height adjustable desk) to lab B.

Physical Space

- We are currently updating signage, including adding directional signs to each floor.
- In the summer of 2017, the law library did a full clearing of the reserves room. Books shelves were removed and new group working spaces for the students were added.
- Computer upgrades for staff workstations and some public workstations occurred in 2017/2018.



Future Initiatives

- Weeding and shifting of the reference and reserve collections for better organization and seamless access to items.
- Weeding started last summer of the humanities section in the law library collection; weeding of 2nd floor to be continued this summer in light of current space issues and lightening the load of a possible move with eventual building renovations.
- We are currently doing a full weed of the microfilm and microfiche collections.

Priority #2: Pursue strengths in Research and Graduate Education

The Paul Martin Law Library is a key member of the Faculty of Law team charged with the task of creating a more research-intensive faculty with graduate programs that build on academic and professional strengths by attracting, fostering and supporting outstanding scholars and scholarship to increase our visibility, influence and impact locally, nationally and globally.

Below are some of the initiatives the Law Library offered in 2017/2018 to fulfill this mandate:

LLM Program

This past year, the law librarians participated in teaching in the LLM program in the mandatory Research Methods course, and we will continue to participate in future years.

Service to Faculty

The Law Library provides vital support to scholars within the Faculty of Law to assist in meeting this goal. The Law Library provides access to a wide-range of both current and historical legal materials as a fundamental support for professors within the Faculty of Law. Special support services include:

- working on faculty research projects;
- keeping abreast of the research needs of the faculty;
- purchasing materials by faculty request;
- purchasing materials targeted to faculty research needs;
- providing support and training for faculty research assistants;
- reviewing the collection, space and services to prepare for the arrival of our new LLM students;
- reviewing the collection to address the recommendations of the TRC report.

See Appendix B for a full list of publications by the Law Librarians.

Meris James is the Law Library liaison to the Windsor Review of Legal and Social Issues.

*“We will encourage and assist faculty members to bring their
scholarly work to a wider influential audience.”*
- Law Strategic Plan 2013-2014

Priority #3: Recruit and Retain the Best Faculty and Staff

Several initiatives have been undertaken to improve the communications within the Paul Martin Law Library and our service culture. See previous year’s reports for the wide variety of initiatives undertaken to improve the service culture of the law library.

Staffing Changes

2017/2018 was a busy year for staffing changes. Our long-standing Information Technology technician retired, and was replaced by Shafqat Hanif, who was his second-in command for many years. Another technician from elsewhere on campus replaced in her previous position.

Mary Jane Hutchinson, Technical Services Administrator, retired as well. Money previously allocated to this position was moved for a new budget line for a second reference librarian. Meris James has now arrived and has been heavily involved in staffing the reference desk along with Vicki Jay Leung, who had always kept it running smoothly.

The Technical Services Administrator position responsibilities were divided among the Technical Services clerks – who now work generally unsupervised and have taken on a collaborative approach to the work. The Administrative Assistant to the law librarian took on some of the additional financial and auditing work. The Access Services Administrator took on all of the scheduling and overtime organizing. The law

librarian responds to high-level troubleshooting related to technical services, such as drafting policies and procedures, sorting out statement issues, dealing with the migration to the new finance system, dealing with vendors, etc.

Priority #4: Engage in Community Partnerships

The Paul Martin Law Library is a key member of the Faculty of Law team charged with the task of engaging the community in partnerships that strengthen the economy, quality of life, and well-being of the Windsor-Essex region. The related Faculty of Law Goal is Relationships: “Build, maintain and enhance a collaborative intellectual community that supports influential scholarship, advances our graduates’ career goals, and nurtures our relationships with alumni, legal professionals and the broader community. Here are some of the services that the Law Library offered to the community over the past year:

This spring, the Associate Vice President, Academic, requested the help of the Law Librarian in preparing a campus-wide policies index as a cornerstone of the campus website. The result will be implemented in the next few weeks. I have also proposed basic document management standards across campus. This originated with my proposal and implementation 2 years ago, of a central policies website and policies record keeping system for the Faculty of Law.

Meris James is the Law Library liaison to Legal Assistance of Windsor, Community Legal Aid, and Pro Bono Students Canada.

Vicki Jay Leung is the Law Library liaison to the Dual JD LRW program.

Lisa Milne is currently examining improvements to interlibrary loans service offerings for local lawyers.

Priority #5: Promote International Engagement

The Paul Martin Law Library is a key member of the Faculty of Law team charged with the task of promoting international engagement through student recruitment, student and faculty and staff exchanges, and partnerships that complement our teaching and research strengths.

Leadership in the Profession

Annette, Vicki and Meris are active members of the Canadian Association of Law Libraries, which expands our networks widely.

For 2018, Annette will Chair the CALL Professional Development Committee.

Vicki will co-chair the CALL Diversity, Inclusion and Decolonization Committee.

Appendix A: Key Indicators

Overview of library facilities and description of collection and collections policies.

Housed within the Ron W. Ianni Faculty of Law Building, the Paul Martin Law Library is the key source for legal research and legal materials on the University campus, and it also the focal point for quiet study and group collaboration space for the Faculty of Law. The Law Library building has three floors, including:

- five group meeting rooms
- two reading lounges
- one computer lab, which houses 34 workstations for training and law student use
- one small computer lab which houses 11 workstations (1 with scanner) for law student use
- 6 private study rooms
- 157 study carrels, including 3 accessible study carrels
- 7 other public-use workstations

Materials

Physical materials	225,293
Electronic books	24,240
Electronic subscriptions	38

Services and Usage

Library Visits	63,593
Room Booking Requests	2,368
Website visits	47,866
Book circulations	4,999
Weekly service hours	81.30
Library presentations to groups	40
Total participants	834
Reference transactions	2,081
Desk Transactions	8,200
Seats	315
Workstations for users	45

Appendix B: Law Library Research Contributions for 2017-2018

Annette Demers is now working with Ruth Kuras and Moira McCarney on the 3rd edition of *The Comprehensive Guide to Legal Research, Writing and Analysis* (Emond, 2019).

Service 2017-2018

Annette Demers

Member. Campus Data Governance Initiative.

Chair. Provost's Ad Hoc Committee on Central Policies Index.

Chair. Law Equity and Diversity Committee.

Member. Faculty of Law Academic Planning Committee.

Member. IT Advisory Committee.

Member. LMS Advisory Committee.

Member. ERP Change Champions Network.

Member. University Committee on the Renewal, Promotion and Permanence of Library Members.

Chair. CALL Professional Development SIG.

Vicki Jay Leung

Member. Reference Librarian Hiring Committee

Member. Faculty of Law TRC Steering Committee

Member. Accessible Information and Communications Committee

VP SWDE/SWDEAC Chair. WUFA

Member. RCEE

Member. Committee to Promote Research (CALL)

Meris James

Member. WUFA Faculty Council.

Lisa Milne

Member. UNIFOR 2458 Executive Committee.

Member. HR Timecard software advisory committee.

Member. Accessible Customer Service Committee.

Member. TRC Steering Committee.

Member. Employment Equity Coordinating Committee.

Member. Parking Advisory Committee.