

**Minutes from LawMatters Pilot Project Librarians Consultation Meeting
November 16, 2007 1:00 pm – 4:00 pm
Vancouver Courthouse Library**

Attending: Wayne Briscoe, Squamish Public Library
Meg Rintoul, VIRL Nanaimo Headquarters
Abbas Saffari, VIRL Nanaimo Harbourfront Branch
Valerie Grace, VIRL Nanaimo Harbourfront Branch
Sharon Walker, VIRL Sidney Branch
Susan Yates, VIRL Gabriola Branch
Carolyn Shandler, Surrey Public Library, Guildford Branch
Jane Knight, Surrey Public Library, Guildford Branch
Guy Cribdon, Vancouver Public Library, History and Fine Arts Division
Johanne Blenkin, BCCLS Executive Director
Sarah Munro, BCCLS Branch Services and Collections
Drew Jackson, BCCLS Web Librarian
Nancy Hannum, LawMatters Consultant
Janet Freeman, LawMatters Project Coordinator

1. Welcome and Introductions

2. Working with the Core list bibliography; ordering materials and reporting.

- Appreciation for how helpful the list is; good to highlight important titles.
- Other guidelines: libraries can order multiple titles, replace a previous edition, and order a title not on the list [just add it to your list of titles purchased for the report].
- Questions about content of some titles overlapping with others – which one would be best for a particular library? direct to Sarah or Janet at BCCLS.
- Cataloguing help: issue of both classification and cataloguing help. Perhaps libraries can share their cataloguing information, although some libraries will have different styles. BCCLS can share original cataloguing for all the CLE materials.
- The LawMatters (LM) grant may not be used for processing and cataloguing costs.
- Libraries need to know which titles require filing updates, because that could affect whether a title is purchased [ie lack of staff time to do filing].
- LM staff have investigated a coordinated ordering from publishers, getting a bulk rate where possible, but this is not feasible.

3. Publisher discounts and Legal Services Society manuals and videos.

- CLE has agreed to give a 25% discount.
- LSS policy is that all public library outlets in BC are entitled to one free copy of each of LSS' videos and manuals (multiple copies cost \$20 each). Libraries can add any titles they are missing to their list of ordered materials, since they have not all been sent copies in the

past. [see sheet #4 in the Core List for a list of LSS materials]. In the future, when LSS brings out a new video or manual title, one copy will be sent to each library through BC Mail Plus.

- Self Counsel Press: Janet will investigate SCP policy re selling kits with CD's to libraries.

4. PLEI binders

Libraries indicated some interest in receiving PLEI binder titles; Janet will send an email for pilot libraries to order the titles. Likely only the larger libraries are interested in the complimentary copy of the *Benchers' Bulletin*.

5. Training sessions; in-house workshop ideas

- QPLegalEze webinars, good feedback from initial sessions. Long range plan is to have a printed guide based on the trainer's notes, and an online screencast training [short video of what a computer screen looks like during a practice search, for example] – agreed this would be very useful.
- CLTP online legal reference course will begin in January, in-library workshops in new year.

Possible areas to cover:

- CLE online could be demonstrated.
 - Presenters could show how to use new materials
 - focus on some areas of law, such as family law
 - demonstrate web information including government sites.
 - Issue of local referrals – who to call when? Information Services Vancouver database may be helpful
 - Legal information vs. legal advice, particularly concerning forms
- Libraries will be consulted further regarding in-library workshop content.

6. Project update and future directions

- Janet reported on further research on gaps in basic legal information in BC, conducted with legal advocates and other legal information workers.
- Johanne reported on more funding for LawMatters: an endowment fund to assist libraries to continue their legal information collection development after 2009; and funding for a half-time librarian to conduct more training sessions . BCCLS is also coordinating the new PLEI Portal project [see item #10] and looking forward to a website upgrade.

7. Blog and website ideas

Looking into RSS feed, FAQ legal questions, toolkits for public libraries such as how to do legal research, and topical research guides/templates for research guides, phone and website list of BC legal information resources. Also suggested to add: information about training sessions, new title alerts, weeding report [including automatic weeding when new title is purchased], sample publicity article.

8. Promotion ideas for 2008

- brochures – problems with space
- posters – not too large a size
- notepads, yes
- bookmarks – not for Squamish! - can be an issue with space available
- local workshops on substantive law with speaker from People's Law School, yes – Janet will forward information about which communities PLS has provided speakers recently
- coordinate libraries with Law Day [April 08] – Janet will follow up
- provide an article template for libraries to use with local media – Janet to do; liaise with library PR staff, eg David Alexander at VURL.

9. PLEI portal – presentation by Drew Jackson, BCCLS Web Librarian.

Drew took us through the highlights of the PLEI network and project objectives for the PLEI portal. He asked the group about the state of access to PLEI content from public computers in their libraries.

- Problem with time restrictions on some PAC's: 1 hour only
- Problem with printing government forms and guides: libraries charge 20 - 25¢/page, which can be barrier to low income clients. Another problem is large printing jobs such as genealogy create backlog of printing for whole department at VPL. [also, problem of government ministries that create guides which are electronic only, then refer low income clients to public libraries to get a printed copy]
- Some libraries allow clients to bring their own headphones so they can hear audio content
- Surrey PL's electronic classrooms allow clients to download information to a disc, and to use their own headphones while on the internet. Other libraries do not allow information download to disc.

Drew also discussed the taxonomy project of the PLEI portal.