

Core Library Services and Library Management Responsibilities Policy

Background and Purpose

1. The Law Society of Ontario's [By-Law 13](#) charges LiRN with establishing guidelines and standards for the organization and operation of the Ontario county and district law library system ("Libraries").
2. LiRN provides financial support to the Libraries by the transfer of grants to county and district law associations ("Law Associations"). Each Library funded by LiRN is required to be operated by its Law Association in accordance with the guidelines and standards established by LiRN.
3. By-Law 13 further requires that Libraries give access to its law library services and programs to every lawyer licensed to practice law in Ontario, regardless of whether the person is also a member of a Law Association, judges of Ontario courts, Ontario justices of the peace, and members of boards, commissions, or other tribunals in Ontario.
4. LiRN seeks to provide equity of access to core materials and library services to all individuals entitled to access under By-Law 13.
5. The purpose of this Policy is to provide clarity on:
 - a. The Core Library Services that LiRN expects to be available in each Library; and
 - b. The Core Library Management Responsibilities that LiRN expects to be executed to properly run a Library.

Core Library Services

6. Libraries are expected to make available the following core library services:
 - a. Timely and accurate research and reference services.
 - b. Instruction and support in using library resources, including the print collection, electronic resources, and library equipment.
 - c. Borrowing privileges.
 - d. Access to the collection (both print and electronic) during open and staffed hours.
 - e. Access to additional materials through inter-library loans within the network.

(Collectively, the "Core Library Services.")

7. For further clarity:

- a. LiRN expects that they Core Library Services listed in section 6a, 6b, and 6e be readily available all individuals entitled to access under By-Law 13.
- b. Borrowing privileges, listed under section 6 c, may be made available to Law Association members only in the Law Association's discretion.
- c. While all individuals entitled to access under By-Law 13 should be able to access the collection in accordance with section 6e during open and staffed hours, after-hours access to the collection, may be made available to Law Association members only in the Law Association's discretion.

Core Library Management Responsibilities

8. To ensure the proper provision of services and adequate reporting, Libraries are expected to execute the following core library management responsibilities:
- a. Collection Management
 - b. Collection Maintenance
 - c. Cataloguing
 - d. Financial Administration
 - e. Managing employees and executing HR responsibilities (where there is more than one Library employee)
 - f. Library Administrative Tasks
 - g. Library Promotion

(Collectively, the "Core Library Management Responsibilities.")

Inability to Provide Services or Execute Responsibilities

9. LiRN acknowledges that many factors contribute to a Law Association's ability to provide the Core Library Services or execute the Core Library Management Responsibilities.
10. Where a Law Association is unable to provide the Core Library Services or execute the Core Library Management Responsibilities, either on a temporary or permanent basis, LiRN will work with the Law Association to resolve the issue.
11. A Law Association's inability to make the Core Library Services available or to execute the Core Library Management Responsibilities may be taken into consideration when LiRN sets the Law Association's funding.

Transitional Period

Upon adoption of this policy by LiRN's Board of Directors, there will be a three-year transitional period for Law Associations to come into compliance. At the end of this three-year period, the Board will review this policy.