



## **Guidelines for Retention of Annotated Statutes in County and District Law Libraries**

The following guidelines have been endorsed by the LibraryCo Board of Directors. They are recommended for use by local law libraries. Area and regional law libraries may find them useful as a guide as well.

**Bound volumes of *Annotated Statutes*** and other annuals should be retained for two years. Libraries should keep the current and previous editions. This would include such titles as *Annotated Divorce Act*, *Ontario Annual Practice*, *Ontario Family Law Practice*, *Annotated Rules of Criminal Practice*.

An exception would be annotated Criminal Codes. It is suggested that, if your library subscribes to more than one Criminal Code title and space allows, you designate one title for retention and keep all editions in that series. For example, keep *Martin's Annual Criminal Code* **OR** *Annotated Tremear's Criminal Code*.

Library staff should ensure that the library's catalogue records accurately reflect holdings. Refer to the *County and District Law Library Cataloguing and Processing Request Manual* for further information. It is available on the Great Library web site at [http://rc.lsuc.on.ca/library/services\\_libraryco\\_manual.htm](http://rc.lsuc.on.ca/library/services_libraryco_manual.htm).

**Approved by the LibraryCo Board of Directors  
November 22, 2002**

**Amendments approved by the LibraryCo  
Board of Directors December 7, 2012**