**Library & Association General Procedure Manual**

Updated March 2019

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*Welcome to OCLA!*

**About OCLA**

**What is OCLA?**

OCLA is an acronym for the *Ontario Courthouse Libraries Association*. There are 48 courthouse libraries across Ontario, most located in or near to an Ontario Court of Justice or Ontario Superior Court of Justice. OCLA libraries are divided into 3 classification types based on size of membership, proximity to law school and major centres.

There are:

* 5 regional libraries
* 15 area libraries
* 28 local libraries

For more about the classification of the Ontario courthouse libraries, consult the key documents available at [www.libraryco.ca](http://www.libraryco.ca)

**What is OCLA about?**

OCLA Mission statement: The Ontario Courthouse Librarians' Association (OCLA) provides support and a unified voice for all county and district law library staff members across the province. To ensure that these functions are carried out in an effective manner, OCLA will:

* Support and promote the pursuit of continuing education for all OCLA members.
* Provide a timely and effective method of communication to all members through the use of email and printed materials.
* Provide appropriate OCLA representation to other organizations and administrative bodies.
* Maintain positive relationships among all individual OCLA members, and with all appropriate organizations and administrative bodies
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**How do I become a member of OCLA?**

Every year a membership due of $50.00 per member, up to a maximum of $200 per library is collected. Contact the Treasurer to inquire about your library’s current status.

**Who do I speak to regarding OCLA issues?**

The current OCLA Executive is as follows:

Pia Williams - Chair
Janet Marchment and Laura Dobbie - Vice-Chair(s)
Michelle Gerrits - Treasurer
Maria Berezowski - Secretary
Member-at-Large – Ciara Ward

Helen Heerema – Past Chair

**Do the members of OCLA have meetings to discuss issues?**

Yes. Members meet on a semi-annual basis during COLAL (Conference for Ontario Law Associations' Libraries), which is held in October and during the annual CALL (Canadian Law Libraries Association) conference in May. Any other issues can be managed on an ad-hoc basis, as need arises, by contacting members of the executive.

***Please feel free to contact any one of the members of OCLA; our members are a knowledgeable source of information, especially when you are new to the courthouse libraries system. Each library has a toll-free number. This is a key lifeline, especially to new OCLA members.***

**Are there any other organizations I need to contact?**

Yes, your local Association President will likely be in touch with LibraryCo and, by extension, the Law Society of Ontario.

As part of its mandate, LibraryCo establishes policies and priorities for the provision of law library services and programs by the county law libraries, provides funding to the associations, establishes guidelines and standards for the organization and operation of the county law libraries, and advises Convocation of the Law Society of Ontario.

For more information about LibraryCo and its policies and procedures, please visit [www.libraryco.ca](http://www.libraryco.ca)



**LibraryCo Inc. History**

**Pre 1997** The County and District Law Libraries was a collection of 48 libraries managed by local County and District Law Associations with some guidance from the Great Library's Chief Librarian. Libraries received funding through financial grants from the LSUC, dues raised locally, and from special project funding from the Law Foundation of Ontario.

**1997-2000** Under Susan E. Elliott, former Treasurer of the LSUC, a vision for the management of the 48 libraries was being developed. Ms. Elliott and her Working Group advocated for province-wide standards relating to staff, collections, technology, facilities and services. The Working Group produced a three-phase report ending with the Phase 3 in May 2000. The reports were titled Beyond 2000: The Future Delivery of County Library Services to Ontario Lawyers or better known as the Elliott Reports. The reports proposed the creation of a non-profit corporation to oversee the implementation of the system.

**2001** LibraryCo was formally incorporated in April 2001 and had two shareholders - the LSUC and FOLA (previously known as the County and District Law Presidents' Association CDLPA). LibraryCo was governed by a 15 member Board comprised of law librarians, and lawyers representing the LSUC, FOLA, OBA, TLA, and OCLA as well as several members-at-large. LibraryCo officially opened its doors in Burlington on September 25, 2001.

**2007-2014** 2007 was a year of significant change and reorganization for LibraryCo. As a result of the report and recommendations from the LibraryCo Integration Task Force, a new shareholders’ agreement and administrative services agreement was negotiated and implemented in 2007. During this time the Board of Directors was reduced in size from fifteen to eight, and some of the organizations which had been represented on the larger board no longer had specific seats on the new Board. These changes were implemented primarily for the purpose of improving communication and co-operation between the shareholders and the Board of LibraryCo. The Burlington office of LibraryCo was closed in the summer of 2007 and the LibraryCo office was moved to Osgoode Hall.

**2014-2016** In October 2014, Convocation of The Law Society of Upper Canada, LibraryCo’s primary funder and voting shareholder, received an information report outlining the work of the Legal Information and Support Services Working Group (LISS) and the potential next steps in the evolution of legal information and library services. In 2015 the Board established a transition committee for the purposes of defining the approaches that would take to support the provision of legal information and library services in Ontario into the future — with an emphasis on sustainability and supporting the needs from the perspective of users. An external consultant was retained to undertake an analysis of legal information and library services. Following the completion of the analysis, and upon recommendation of the Transition Committee, the Board developed a plan for next steps in the evolution, including optimal approaches to the provision of legal information services, and obtained confirmation from its shareholders to proceed to implementation.

|  |
| --- |
| **Association & Building Contacts** |
| **Law Association***Address here*Phone: Fax: Toll Free: E-mail:  | **President** Name: Email: **Library Chair** Name: Email: **Treasurer** Name: Email:  |
| **Building Supervisor**Name:Phone:Email:  | **Building Maintenance**Name:Phone:Email: |
| **Supervisory Duty Counsel Office/FLIC**Phone: | **Crown’s Office**Phone: |
| **Trial Coordinator** Name:Phone:Email: | **Local Police**Name:Phone:Email: |
| **Service Contacts***These are suggested – feel free to fill in your own!* |
| **Divorcemate** Technical Support1.800.653.0925 ext. 417**Registration #:**  | **Computer Technician**Name:Phone:Email: |
| **Accountant**Name:Phone:Email: | **Photocopier Lease**Name:Phone:Email: |
| **Other**Name:Phone:Email: | **Other**Name:Phone:Email: |
| **Publisher Contacts** |
| Butterworths**Michael Hendrie**LexisNexis Canada Inc. P.O. Box 46212 - Postal Stn AToronto, ON M5W 4K91-800-209-9621Michael.Hendrie@lexisnexis.ca **Customer Account #**  | Helaine Distributors**Helen Rentis**202 Dunforest AvenueToronto, ON M2N 4J7416-222-7177h.rentis@sympatico.ca**To order OBA and Irwin Law publications.** |
| CCH Canadian Ltd.Suite 300 - 90 Sheppard Ave. EastNorth York, ON M2N 2A11-800-461-5308 | Irwin Law**Jeff Miller**206 14 Duncan StreetToronto, ON M5H 3G81-888-314-9014jmiller@irwinlaw.com |
| **Carswell**Name: Phone:Email:**Customer Account #** | Check outstanding invoices, subscriptions, etc. at:<https://ww2.carswell.com/web/myaccount/eserv.htm> Username: Password:  |
| **LibraryCo Inc./LSO Contacts/Other** |
| **Finance, etc. LSO/LibraryCo.**General MailboxLibraryCo@lso.ca**HR LSO/LibraryCo.**hrlibraryco@lso.ca  | **Zdravka Terzic** (Cataloguing Issues)zterzic@lso.ca  |
| **Olcay Atacan** (Shelf Lists)OAtacan@lso.ca | **Nicole Nightingale** (CPD)1 800 668 7380, ext. 2264nnightin@lso.ca |
| **David McCulloch**, Partner, Benefits DivisionLeystone Insurance & Financial Inc.1505 Laperriere Avenue, Suite 300Ottawa, ONK1Z 7T1dmcculloch@leystone.comTel.  613 688 5995 ext. 230Toll Free 888 720 2556 | **LibraryCo Inc.**Osgoode Hall130 Queen Street WestToronto, ON M5H 2N6http://www.libraryco.ca/ |
|  |
| **Training Contacts** |   |
| **Cathy Hayhow**Senior Training Specialist, LexisNexis 647 776 6628 (Direct)cathy.hayhow@lexisnexis.ca | **Teresa Verhoeven**WestLaw Next Trainerteresa.verhoeven@thomsonreuters.com |
| **Nicole Doyle** Durham CollegeJustice Studies and Library and Information TechniquesNicole.Doyle@durhamcollege.ca | **Dolores Harms Penner**Mohawk CollegeProfessor of Library and Information Techniquesdolores.harmspenner@mohawkcollege.ca |

*\*Employee benefits for staff are available through LibraryCo via the Law Society of Ontario; Great West is the carrier:* [*www.greatwestlife.com*](http://www.greatwestlife.com)*.*

## **Library Toll Free Numbers**

|  |  |  |
| --- | --- | --- |
| Algoma District (Sault Ste. Marie)1-866-840-2540 |  | Muskoka Region (Bracebridge) 1-866-613-9217  |
| Brant County (Brantford)1-866-759-2038 |  | Nipissing Region (North Bay) 1-866-899-6439  |
| Bruce County (Walkerton)1-866-486-4365  |  | Norfolk County (Simcoe) 1-866-648-8708  |
| Carleton County (Ottawa)1-866-637-3888  |  | Northumberland County (Cobourg) 1-866-214-8450  |
| Dufferin County (Orangeville)1-866-862-9931  |  | Oxford County (Woodstock) 1-866-750-5169  |
| Durham Region (Whitby)1-866-742-4316  |  | Parry Sound District (Parry Sound) 1-866-456-6472  |
| Elgin County (St. Thomas)1-866-545-6335  |  | Peel County (Brampton) 1-866-228-0235  |
| Essex County (Windsor)1-866-815-1112  |  | Perth County (Stratford) 1-866-365-0218  |
| Frontenac County (Kingston)1-866-893-2010  |  | Peterborough County (Peterborough) 1-866-556-8395  |
| Grey County (Owen Sound)1-866-578-5841  |  | Rainy River District (Fort Frances) 1-866-684-1184  |
| Haldimand County (Cayuga)1-866-528-5779  |  | Renfrew County (Pembroke) 1-866-705-8538  |
| Halton County (Milton)1-866-838-5139  |  | Simcoe County (Barrie) 1-866-692-6163  |
| Hamilton (Hamilton)1-866-213-6867  |  | Stormont, Dundas & Glengarry (Cornwall) 1-866-830-9118  |
| Hastings County (Belleville)1-866-544-3310  |  | Sudbury District (Sudbury) 1-866-508-7655  |
| Huron County (Goderich)1-866-266-3270  |  | Temiskaming (Haileybury) 1-877-672-5655  |
| Kenora District (Kenora)1-866-684-1164  |  | Thunder Bay District (Thunder Bay) 1-866-684-1186  |
| Kent County (Chatham)1-866-575-2529  |  | Toronto (Toronto) 1-866-258-8886  |
| Lambton County (Sarnia)1-866-203-5101  |  | Victoria Haliburton (Lindsay) 1-866-895-6220  |
| Lanark County (Perth)1-866-593-0236  |  | Waterloo County (Kitchener) 1-866-201-0168  |
| Leeds & Grenville (Brockville)1-866-503-0574  |  | Welland County (Welland) 1-866-455-6489  |
| Lennox & Addington (Napanee)1-866-603-6383  |  | Wellington County (Guelph) 1-866-893-5220  |
| Lincoln County (St. Catharines)1-866-637-6829  |  | York Region (Newmarket) 1-866-221-8864 |
| Middlesex County (London) 1-866-556-5570  |  |  |

**General Procedures**

*These are suggested – feel free to add your own!*

## **Inter Library Loans/Courier Information**

Canpar courier charges are paid for by LibraryCo.

* Go to: http://[www.canpar.com](http://www.canpar.com), and click “GO” beside Collect Services

**Shipper Number: 42000144 | Password: Libraryco1**

* Most of the addresses appear in the address book; double click the address desired and it will populate the delivery fields
* Fill in your email address to ensure that Canpar emails you the tracking number
* Fill in weight (in kg), length, width and height (in inches), set insurance to $100.00
* Click the “Ship” button and follow the prompts to print the shipping label
* Take the package to the court office and leave it on the shelf for pick up

**Suggested Procedures**

* Purchase books and binders in order to fill in gaps in the collection, as well as to keep the collection as current as possible; catalogue as required
* Update and file any loose-leafs
* Update Zdravka on new and cancelled materials
* Re-shelve library materials, collect mail, etc.

## **Monthly**

* Pay Source Deduction Remittance to Receiver General (Canada Revenue Agency) by the 15th (*can also pay quarterly)*
* Bank Reconciliations

## **Quarterly**

* Report Library financials by email to LibraryCo@lso.ca by sending CAB file form Simply Accounting
* Input Quarterly grant amount into Simply Accounting

## **Yearly Procedures**

* Inventory of the collection. Request shelf list from **Olcay Atacan**
* T2 form to be completed – if applicable for your Library/Association (*refer to “Financial Procedures” section for details*)
* Update those who have signing authority with the bank as well as the CRA if applicable

**Financial Procedures**

##

**Payroll Sage 50**

*This is the work around version for those without the payroll module*

Make sure you have your **gross salary**, as well as your calculations for your deductions: **CPP, EI, Income Tax,** and **LTD** handy before starting. Use the figures from the Payroll Deductions Online Calculator <http://www.cra-arc.gc.ca/esrvc-srvce/tx/bsnss/pdoc-eng.html> and save as a recurring transaction.

LTD amounts can be calculated by LibraryCo. If you are unsure of the correct amount, contact HRlibraryco@lso.ca.

🡪To get the numbers to fill in the entry:

* Open Simply>Reports>Financials>Trial Balance
* Make sure it’s on “Current Year” and set to the right month
* Once in Trial Balance go to line “5410 – Librarian Salary” and click on the balance, then click on the balance of the last pay cheque, and the numbers will be there.

|  |  |  |
| --- | --- | --- |
| **Account** | **Debit**  | **Credit** |
| 5410 Librarian Salary |  |  |
| 5420 EI Employer Portion |  |  |
| 5430 CPP Employer Portion |  |  |
| 2110 Accrued Liabilities |  |  |
| 2180 EI Payable |  |  |
| 2185 CPP Payable |  |  |
| 2190 Income Tax |  |  |
| 2210 LTD |  |  |
| **Total** |  |  |

NOTE:

5441 Librarian Salary (or Technician Salary) 🡪 Your gross salary before any deductions

2110 Accured Liabilites 🡪 Your actual take home

Print a copy of the “Trial Balance Sheet” to keep with your pay stubs for accounting purposes.

**Source Deductions Sage 50**

*Again, this is the work around version*

One per month by the 15th Source Deduction Remittance to Receiver General (Canada Revenue Agency) must be completed.

Open your General Journal:

|  |  |  |
| --- | --- | --- |
| **Account** | **Debit** | **Credit** |
| 2180 EI Payable |  |  |
| 2185 CPP Payable |  |  |
| 2190 Income Tax |  |  |
| 1060 Chequing Account |  |  |
| **Total** |  |  |

* To get these numbers
* Open Simply>Reports>Financials>Transactions by Account
* Make sure it’s on “Current Year” and set to the right month for your remittance.
* Select “2180 EI Payable”, “2185 CPP Payable” and “2190 Income Tax Payable” and click ok

**Opening and Closing Fiscal Year in Sage 50**

1. Complete final transactions for year end – all deposits and invoices
2. Complete year end account reconciliation
3. Backup your fiscal year

**To Close and Open:**

Go to Maintenance > Start New Year

🡪choose your settings accordingly, everything will be set up for you

🡪Save new file as your 2018 budget

**T4 (if applicable)**

If you **do not** have payroll, you will want to print off a “Transactions by Account” record for 1 January 2017 to 31 December 2017, make sure you select “2180”, “2185”, “2190”, “5410”, “5420”, “5430”

**NOTE**: Amounts for the forms should be taken from the “Credits” column.

To create T4s, you need to complete two forms:

1. **T4 Summary of Remuneration Paid (employer form)**

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t4sum.html>

* Make sure you enter the year you’re filing for at the top, and the Employer’s account number – this number can be found on your Remittance Forms that you pay your deductions on.

|  |  |
| --- | --- |
| Box 88 | Enter number of T4 slips you’re filing |
| Box 14 | Enter Law Librarians’ total wages * this is found under “5410” on your *Transactions by Account* report
 |
| Box 16 | Employee’s CPP Contributions* take the amount found under “2185” and divide by 2
 |
| Box 27 | Employer’s CPP Contributions* to get this number look under “5430” on your *Transactions by Account* report (should work out to the same as Employee’s amount)
 |
| Box 18 | Employee’s EI Premiums* to get this number, take the total amount from “5420”, and subtract amount from “2180” and that is the amount
 |
| Box 19 | Employer’s EI Premiums* to get this number, take the total amount from “5420”
 |
| Box 22 | Income Tax Deducted* take total amount from “2190”
 |
| Box 80 | Total Deductions Reported* Add everything up
 |
| Box 82 | Minus Remittances* Should be the exact same number as Box 80
 |

1. **T4 Statement of Remuneration Paid (employee form)**

<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t4-statement-remuneration-paid-slip.html>

* All the amounts you need are going to be on the previous (employer) form

|  |  |
| --- | --- |
| Box 10 | Province of Employment* ON
 |
| Box 14 | Employment Income Line 101* this is found under “5410” on your *Transactions by Account* report
 |
| Box 16 | Employee’s CPP Contribution* take the amount found under “5430”
 |
| Box 18 | Employee’s EI Premiums* to get this number, take the total amount from “5420”, and subtract amount from “2180” and that is the amount
 |
| Box 22 | Income Tax Deducted – line 437* take total amount from “2190”
 |
| Box 24 | EI Insurance Earnings* same as box 14
 |
| Box 26 | CPP Pensionable earnings* same as box 14
 |
| “Other Information” | Box Case is #40, amount is the amount that came in the letter from Leystone |

**T2 (if applicable)**

Complete T2 and send to Summerside Tax Centre, 275 Pope Road, Summerside, PE C1N 6A2. Ensure it reaches CRA by May 15. To complete the T2 you will need to refer to the previous years’ financials for both the Association and Library Budgets – you will need to combine the two budgets in order to complete certain parts of the T2. Important codes and how to calculate/where to find them are listed below:

|  |
| --- |
| **Schedule 1** |
| 3426 | Net Income – current earnings from balance sheets  |
| **Schedule 100** |
| 1000 | Total Cash |
| 1484 | Accounts Receivable |
| 2620 | Accounts Payable  |
| 2627 | Employee deductions payable |
| 3600 | Total Retained Earnings  |
| 3620 | Total Equity |
| 3640 | Liabilities/Equity |
| 3660 | Retained earnings from previous year (Library – accumulated surplus under the equity heading on balance sheet) |
| 3680 | Current earnings |
| **Schedule 125** |
| 8220 | Total Revenue (from income statement) |
| 8320 | Total Collection Costs (Library) |
| 8710 | Bank Charges |
| 8761 | Membership Fees Paid (Association – FOLA membership fee; Library – fees and dues under Operating Expenses) |
| 8810 | Office Expenses (Library) |
| 8811 | Office Supplies (Library) |
| 8862 | Accounting Fees (Library) |
| 9060 | Total Payroll Expenses |
| 9150 | Computer Related Expenses  |
| 9151 | Upgrade/Updates to Computers Software  |
| 9200 | Travel Expenses (Association – FOLA Conference; Library – Airfare/Travel, Accommodation, etc.) |
| 9201 | Conference Expenses (Conference registration fees, CPD Seminars, etc.) |
| 9225 | Telephone |
| 9270 | Miscellaneous (Association – Executive meeting lunches, Christmas/Summer/AGM party expenses, gifts etc.) |
| 9275 | Courier |
| 9367 | Total Operating Expenses on T2 Schedule 125 (add up operating expenses) |
| 9368 | Total Expense on Simply Accounting Income Statements |
| 9970 and 9999 | Net income on Simply Accounting Income Statements |

**If you need to update information with the CRA:**

1. Download and fill out the RC59 form – you will need an authorized director to sign it (sample is in the T2 file folder)
	1. When you fax it in, include a covering letter and copy of official meeting minutes for them to verify the individuals to be authorized. The covering letter should indicate you are updating the authorized directors and include the header:

ATTN: Business Number Services

X County Law Association

Business #

* 1. It takes 15-20 business days for them to complete the changes, be sure to check back with them four weeks after faxing the form in to: 902.432.5938
1. You can contact the business services help desk at 1.800.959.5525

**What to do if you received a Job Credit from the CRA?**

Enter as a General Journal:

1060 Chequing Account Debit $90.00

5420 EI Expense Credit $90.00

If you’re wondering what a Job Credit is and how it is calculated, click on this CRA link: <http://www.cra-arc.gc.ca/whtsnw/tms/sbjc-eng.html> **Library Procedures**

**Process New Materials**

The Law Society of Ontario (LSO) provides free binders of the majority of the Professional development courses (CPD) that they offer to the Courthouse libraries.

Zdravka Terzic regularly sends the catalogue call numbers via email for all LSO binders (**NOTE**: you do not need to submit a Form for Reporting Monographs/Serials for free LSO binders. However, withdrawal of these items *does* need to be reported using the Form for Reporting Withdrawals.)

For new books received you can refer to AdvoCat’s catalogue for the correct call number:

<http://lsuc-voyager.hosted.exlibrisgroup.com/vwebv/searchBasic?sk=en_US>

If the book is new to your library you will need to report it here:

<https://lso.ca/great-library/library-services/cataloguing-services/monograph-serials-reporting>

**Withdrawals**

All withdrawn material, including older editions of textbooks, must be reported to the cataloguing department of the LSUC by using the online Form for Reporting Withdrawals:

<https://lso.ca/great-library/library-services/cataloguing-services/withdrawals>

**Inventory**

Do an annual/biannual inventory of the text collection. Report any discrepancies to Olcay at the cataloguing department at the LSO. She can also provide you with a shelf list in order to complete the inventory.

**OCLA Website**

 **http://oclanet.com/**

To launch onto the members portion of the website follow the instructions below. Please contact ? in order to obtain your username and password: ?

1. If a library has more than one member and they are using one email I we cannot add more than one person per email. If these libraries want everyone to have access they need to provide Laura with full name of member and an email address.

2. From oclanet.com - go to Members Login and enter

Username: oclanet

Password: Ontlaw33

3. From the list go to DISCUSSION BOARD

4. Enter username as sent via email and password is ontlaw

Members can see their Profile on the right to add a photo and signature.

Passwords should NOT be changed as this will cause issues in setup - Password is the same for all.

 **Passwords and Login Information**

|  |  |
| --- | --- |
| **OCLA Online Message Board**https://oclanet.org Password: ontlawlib | **Canadian Association of Law Librarians**Username: Password:  |
| **Law Society of Ontario (CPD Portal)**Username: Password:  | **CPDOnline**Username: Password:  |
| **(Your) Law Association Email**Username: Password:  | **Carswell**Username: Password:  |
| **Office Supplies (Online)**Username: Password:  | **Brodart**Username: Password:  |
| **QuickLaw Advance**Username: Password:  | **WestLaw**Username: Password:  |
| **O’Brien’s Forms**Username: Password:  | **Other**Username: Password:  |
| **Other**Username: Password:  | **Other**Username: Password:  |

**Code for Library Door:**

**Code(s) for Robing Room:**