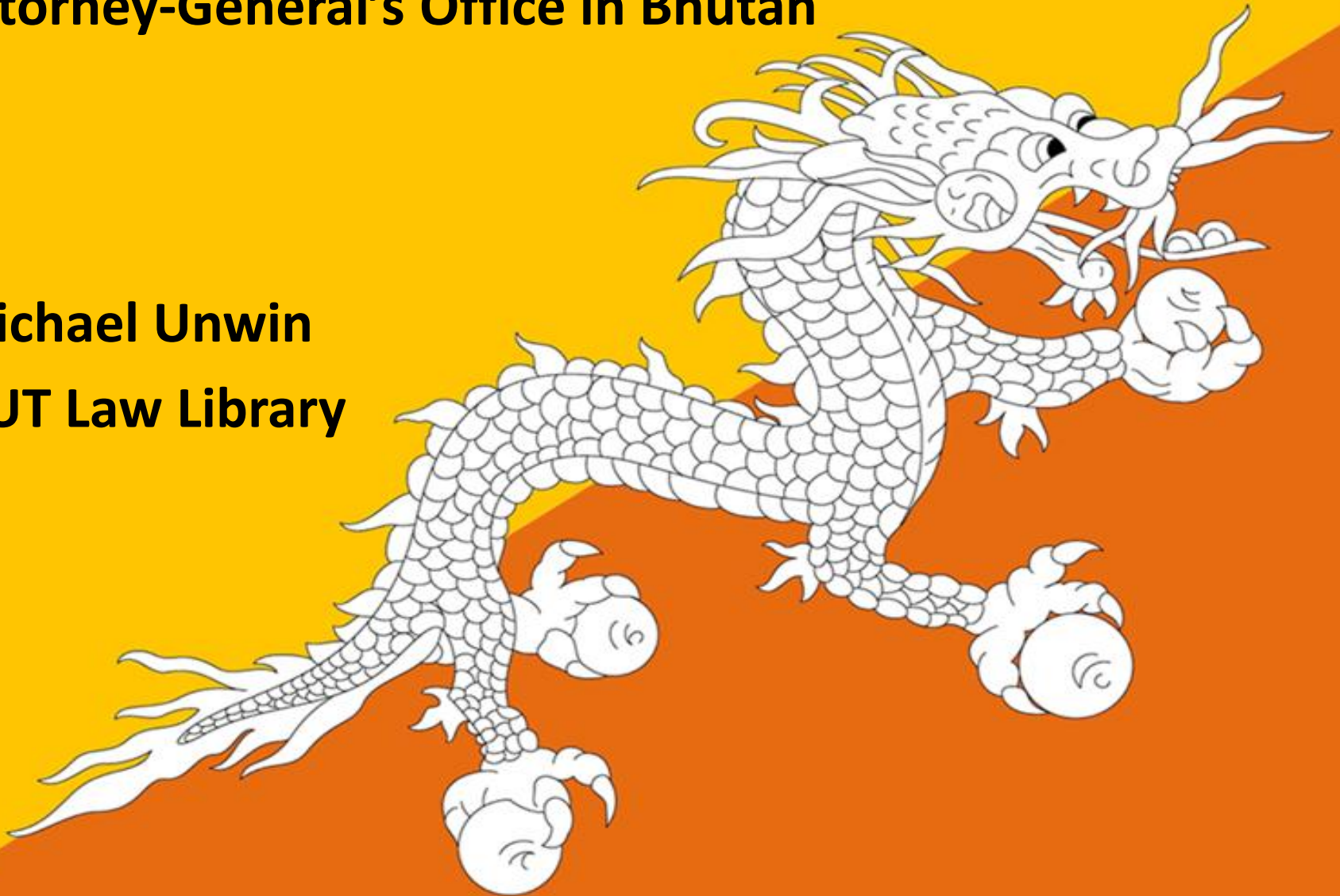


# A new legal information resource centre for the Attorney-General's Office in Bhutan

**Michael Unwin**  
**QUT Law Library**





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## Public Sector Linkages Program (PSLP)

[ausaid.gov.au](#)



[oag.gov.bt](#)



- AusAID - Australian Agency for International Development
- Started in 1974 – originally the Australian Development Assistance Agency
- Provides grant money to organisations based on successful bids
- QUT Law Faculty secured grant under the Public Sector Linkages Program



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## Public Sector Linkages Program (PSLP)

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- Project: Law and Justice Sector Support Training Program – QUT Faculty of Law and the Bhutan Office of the Attorney General (OAG)
- Goal: To improve the administration of justice in Bhutan
- Duration: April 2011 – December 2012



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[Tenders and grants](#) **Public Sector Linkages Program (PSLP)**

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- **Scope:** Prosecutions, legislative drafting, case management, ADR, legal advice to government, library and information management
- **Library's objective:** To facilitate the development of a legal resource centre within the new OAG building, which will serve as the repository of up to date information on domestic and international laws and best practices

## The QUT Project Team

### **Col McCowan**

Project leader, Law Faculty  
Former head of QUT Careers  
and Employment

- 15 years of project work experience in Bhutan
- Extensive connections inside Bhutan



## The QUT Project Team

### **Chris Grist**

Web Systems Developer, QUT  
Technical Consultant, Squiz

- IT/library technical support and advice



## The QUT Project Team

### **Lizzie Grist**

Project Support Officer

PA to the Assistant Dean, Learning  
& Teaching, QUT Law Faculty

- Arranging flights and accommodation, purchasing of books, library equipment, end-processing material etc.
- Keeping track of the budget





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Public Sector Linkages Program (PSLP)

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# Timeline of library-related visits

- Needs analysis and scoping – September 2011, Bhutan
- Exposure to Australian law libraries – February 2012, Brisbane
- Implementation and training – April 2012, Bhutan



# Kingdom of Bhutan

Area: 38,394 sq. km - slightly smaller than Switzerland or Tasmania

Population: 708,000

Government: Democratic constitutional monarchy with bicameral parliament

Tiered Judiciary: Supreme Court, High Court, District Court, Sub-District Court

National Language: Dzongkha (English widely spoken)

Source: Bhutan Govt Portal



Capital: Thimphu (pop. 104,000)

Altitude: 2,320m

Source: Bhutan Govt

# Bhutan

CHINA

CAPITAL



Western  
Bhutan

Jigme  
Dorji NP

Wangchuck  
Centennial Park

Lhobrak

Bumdeling  
WS

Eastern  
Bhutan

Torsa  
Strict NR

Paro

Thimphu

Sankosh

Punakha

Trongsa

Jakar

Thrumshingla  
NP

Sakteng  
WS

Trashigang

Jigme  
Singye NP

Central  
Bhutan

Tongsa Chu

Manas

Mongar

Khaling  
WS

Raidak

Phuentsholing

Phibsoo  
WS

Royal  
Manas NP

Samdrup  
Jongkhar

INDIA

Manas

30 Kilometers

30 Miles



## First trip - needs analysis and scoping Thimphu, September 2011

### Office of the Attorney General

- 40 staff (approx)
- Temporary premises in use
- New building ready by early-mid 2013

### Main OAG staff for library project

- Namgay Dorji, Attorney (pictured)
  - project counterpart, guide, itinerary coordinator
- Phuntsho Gyaltshen Dorji, Attorney
  - current overseer of library administration
- Tenzin Jamtsho, Attorney
  - overseeing design of new building, including library space
- Passang Dema, IT Officer
  - IT support for office, website administrator



## Needs analysis and scoping – Thimphu, Sept 2011

- More legal texts for library (UK, US)
- Improved organisation of and access to their library's resources
- Advice on layout and features of new library
- Access to legal databases eg. Westlaw, Lexis
- Identification of free online sources for overseas laws and cases
- Searchable digital repository of laws and official documents



# Needs analysis and scoping – Thimphu, Sept 2011

## Current library arrangement

- Temporary location away from office, adjacent to site of new building
- Monographs, journals, magazines, newspapers, legislation, law reports, govt publications
- 1,000 - 1,500 items approx.
- No current subscriptions
- Predominantly legal material
- Law texts mostly Indian jurisdiction
- No Bhutanese legal texts or journals



## Issues

- No librarian - staffing concern
- No library catalogue in place
- Material not classified (some partially)
- No defined collection areas
- No lending system
- Library materials/equipment
- Shelves for new library
- IT capacity issues – hosting of LMS?
- Training



# Needs analysis and scoping – Thimphu, Sept 2011

## Visits to other libraries

- National Assembly
- National Council
- Bhutan National Legal Institute

## Issues

- Collections partially classified
- No LMS
- Library staffing & training
- Parliamentary recordings on cassette tapes
- Access to Westlaw & Lexis provided to OAG via Bhutan National Legal Institute (3 year free subscription)



## Needs analysis and scoping – Thimphu, Sept 2011

### Work to be done....

- Purchase and delivery of UK and US legal texts for library collection
- Selection and implementation of LMS, ideally to be shared by OAG and both parliamentary libraries
- Supply of library equipment
- Arranging for OAG staff to visit Brisbane for exposure to law libraries and practices





## Needs analysis and scoping – Thimphu, Sept 2011

### Work to be done....

- Selection and implementation of digital repository for Acts, subordinate legislation and government publications
- Investigation of cassette to audio file conversion options for Parliament
- Listings of free web sources for cases and legislation – UK, US, India, Singapore



# Blessed Rainy Day Holiday - Trip to Punakha Dzong



## Visits to Australian law libraries – Brisbane, Feb 2012

### Phuntsho Gyaltshen Dorji

- Assigned responsibility for new library planning and operations
- Nominated by A-G to visit Brisbane on library attachment
- Attorney / Senior Prosecutor
- LLB from India
- No prior law library experience
- Bhutan's biggest Arsenal supporter



# Visits to Australian law libraries – Brisbane, Feb 2012

## Hosted visits

- Qld Police
- Parliament
- Federal Court
- Supreme Court
- Clayton Utz
- Crown Law
- QUT

## Other visits

- University of Qld
- City Council
- State Library of Qld



Crown Law Library

# Visits to Australian law libraries – Brisbane, Feb 2012

## Topics covered

- Physical layout
- Collection types and arrangement
- Shelving
- Row labels
- Classification systems
- Spine labels
- Stamping
- Barcodes
- Library management systems
- Catalogue records
- Lending
- Help desk
- Current awareness services
- Legal research support



## Before returning to Bhutan...

### LMS and Document Repository

- Advice and assistance provided by Carol Gauld, QUT Library eServices manager
- Koha and ePrints selected
  - free, open source
  - ePrints already in use at QUT
  - Koha widely used, good support network and documentation
- Hosting decision: local vs remote
  - local IT infrastructure and staffing concerns
  - commercial hosting options (Aust & India)
  - ongoing financial commitments
  - Rackspace chosen as initial host



## Before returning to Bhutan...

### LMS and Document Repository

- LMS Procedures and training
  - issue of no prior librarianship experience
  - simplified MARC template
  - customised KOHA cataloguing procedures
  - manual entry vs Z39.50
- Moys LC classification chosen (DDC for non-legal items)



# Library Management System (KOHA) & Document Repository (ePrints)

- Currently hosted on Rackspace Cloud Hosting – supported by project funds

## Library Catalogue of the Office of the Attorney General, National Assembly and National Council of Bhutan



Search Library Catalog ▾

All Libraries ▾

Go



[Advanced Search](#)

Links:

- [Office of the Attorney General](#)
- [National Assembly of Bhutan](#)
- [National Council of Bhutan](#)
- [Bhutan Government Portal](#)
- OAG Legal Documents Repository (Under Construction)

### Welcome

This catalogue allows you to search the combined holdings of the:

- Office of the Attorney General Library
- National Assembly of Bhutan Library
- National Council of Bhutan Library

### Holdings

Material that can be searched using this catalogue includes, but is not limited to, the following:

- Legal textbooks and books of a non-legal nature.
- Acts, rules and regulations, bills, and conventions for Bhutan and neighbouring jurisdictions.
- Resolutions and House Proceedings of the National Assembly of Bhutan and National Council of Bhutan.
- Official documents published by ministries, departments and other agencies in Bhutan.

### Access

To identify material on a topic of interest, enter some search words into the search box above and press the Enter key to view a list of results that match all your search words.

If you enter the stem of a word, the catalogue will automatically match all the possible endings of that word eg. a search for **crim** will find crime, crimes, criminal, criminals, criminology etc.

Use the [Advanced Search](#) for extra search features, such as combining search words with the connecting terms AND, OR, NOT, as well as limiting results by item type and date range.

For the conditions of each library's opening hours and borrowing policies, please enquire with staff at the relevant library.



## Before returning to Bhutan...

- Books ordered, acquired, catalogued, labelled, shipped
- Other material acquired and shipped:
  - scanners
  - barcodes and barcode protectors
  - spine labels
  - book tape
  - pamphlet boxes
  - book ends
  - tape to audio file conversion devices



## Before returning to Bhutan...

- Copies of Moys 5<sup>th</sup> to be provided upon release
- Guide to free legal sources on the web
- Acts and subordinate legislation identified and harvested - stored in spreadsheet pending upload to repository



# Second trip - Implementation and training Thimphu, April 2012

Tour of the new building...



# Implementation and training – Thimphu, April 2012

## Issues discussed...

- Load-bearing floors
- Shelf height and lighting
- Loans policy
- Temperature
- Security
- Collection areas
- Help desk location
- Use of remaining space





## Implementation and training – Thimphu, April 2012

- Agreement reached between OAG and Parliament libraries to share LMS
- Nine days spent organising, processing and cataloguing the collections of the OAG and NCB libraries
- Crash course in basic cataloguing
- Workflow established for
  - stamping
  - barcoding
  - determining call numbers
  - labelling spines
  - data entry into Koha
  - shelving in appropriate area



# Implementation and training – Thimphu, April 2012



# Implementation and training – Thimphu, April 2012

By the final day...

All OAG & NCB material

- Stamped
- Barcoded
- Classified
- Labelled

Majority of OAG  
material catalogued

Some NCB material  
catalogued

NAB material  
processing yet to  
commence





## To conclude...

### Progress made

- LMS and document repository
- Collaboration between organisations
- Some training and exposure
- Resources supplied

### What next?

- Koha circulation procedures
- ePrints refinements and procedures
- Migration to Royal University of Bhutan servers

### Challenges for future?

- IT capacity
- Library staffing and training
- Funding
- Legal research skills





Hike to Taktsang Monastery - The Tiger's Nest

Thank-you for listening



Any questions?