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Legal Documents and Reports

Legal documents and official reports require slightly different editing than standard books. This can include legislative documents, official reports, etc.

Title Page

The "Title Page" heading can be replaced by the name of the particular Legislation or Report, since this is not a standard title as with our other book resources. Simply style the title with Heading 1 style, and any other information from the title/cover page as normal.

Example:

Libraries Act: Libraries Regulation (Heading 1 style)

Author, publisher, and any other cover page information (Normal Style)

Libraries Act: Libraries Regulation

Alberta Regulation 141/1998

With amendments up to and including Alberta Regulation 134/2018
Current as of June 28, 2018

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About this digital talking book

For this section all you need to do is change the heading to 'About this digital talking **document**'.

About this digital talking document [this should be a Heading 1 style]

This digital talking book has been produced for the National Network for Equitable Library Service, NNELS, in [month, year e.g. April, 2017].

This digital book allows you to navigate directly to the headings within it. You can access these headings by using the navigation controls on your playback device.

There are [insert number] levels of headings [and page navigation] in this DAISY book. Level 1 indicates top level, [type e.g. Chapter] headings. [Level 2

indicates...]

About this Digital Talking Document

This digital talking book has been produced for the National Network for Equitable Library Service, NNELS, in June, 2019.

This digital book allows you to navigate directly to the headings within it. You can access these headings by using the navigation controls on your playback device.

There are two levels of headings in this Daisy book. Level 1 indicates top level and Part headings. Level 2 indicates Section headings.

Example:

For more information please see the [About this digital talking book](#) section.

Terms of Use

Do not include a 'Terms of Use' section for these documents as they are publicly available.

If you are not sure of their publication status, you can do a quick Google search to see if you can find the title, or contact your Project Coordinator for more information.

Lists

Many legal documents and reports come with numbered and lettered lists, and sub-lists. We want to keep the document as close to the original as possible, so it is best to use what is called a blank or hidden list to any sub-lists. This means **it will look** like it only has normal style, but the underlying code will be have a list applied to the sub-lists, so that users can more easily navigate.

Here is a [Tutorial for creating Blank Lists](#).

First make sure all styles are cleared from the document, then apply normal style. Once you have done this you can create the lists. The process is similar to applying Unordered Lists, but you select the **blank bullet character** instead of a standard bullet option. You will then note that though the document looks the same, there is now a List Paragraph style in the style pane.

Example

Here is a visual example of what it will look like when you are done. Note: That is looks like there are no lists applied, and the style is still set to normal. Again, this is due to the nature of blank/hidden lists.

Definitions

1 In this Regulation,

(a) "Act" means the Libraries Act;

(b) "Deputy Minister" means the Deputy Minister of Municipal Affairs;

(b.1) "intermunicipal agreement" means an intermunicipal agreement under section 12.2 of the Act;

(c) "library resources" means any material, regardless of format, that is held in a library's collection and includes books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, micromaterials, toys and games, kits, CD-ROMs and electronic databases;

(d) "library service point" means a facility that provides public library services under the control and management of a board;

(e) "resource sharing" means making available to other libraries the library resources owned by a board, the information contained in those resources and the staff expertise required to locate and make available the information or the library resources.

For more info on apply unordered and blank lists please refer to the [Lists](#) page.

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