



# **LIBRARY COLLECTION DEVELOPMENT POLICY**







## 11.2









**18.3** The Head of Libraries & Information and Library Services Co-ordinator consult regularly with Programme Heads, the Head of Design and designers to ensure that reading lists are up to date and complete.

### **Version history:**

<b>Version</b>	<b>Amended by</b>
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When you work through this reading you



Chapter 9 paragraphs 9-002 and 9-003; 9-005; and 9-008 to 9-020 inclusive.

When you work through this reading you need to focus and make notes on the following:

1. The choice between starting proceedings in the High Court or County Court
2. The time for serving the claim form and any separate particulars of claim
3. The different documents that may be completed by a defendant

(e) Drafting a claim form

Start by putting yourself in the shoes of a litigant in person. Find and read the

- Notes

This can be found on the Intew5:m0 G[00490

